RESOURCES

ACADEMIC ADVISING
Academic planning, career/major exploration, transfer options and general student concerns. Advisors for the AA, MnTC, Pre-Health, Business programs.
Location: Northway 1-401
Phone: (320) 308-5741
Email: advising@sctcc.edu
Web: sctcc.edu/advising

ACCESSIBILITY SERVICES
Support services and accommodations for students with disabilities.
Location: Northway 1-460
Phone: (320) 308-5096 or (320) 308-5757
Web: sctcc.edu/accessibility

ADMISSIONS
New & prospective students, testing, change of major.
Location: Northway Lobby
Phone: (320) 308-5089
Web: sctcc.edu/admissions

THE BOOKSTORE
Books, supplies, snacks, apparel
Location: Northway 1-204
Web: sctcc.edu/bookstore

CAMPUS LIFE
Activities, organizations, student government, and athletics.
Location: Heartland
Web: sctcc.edu/campus-life

CAREER SERVICES
Career exploration, job search resources, resume tips, practice interviewing.
Location: Northway 1-448
Phone: (320) 308-5926
Web: sctcc.edu/career-services

CYCLONES CUPBOARD
On-campus food pantry to reduce food insecurity. Online form meal request at the webpage.
Location: Northway 1-450
Phone: (320) 308-5922
Web: sctcc.edu/food

FINANCIAL SERVICES
Pay bills, financial aid assistance, work study openings.
Location: Northway Lobby
Phone: (320) 308-5961
Web: sctcc.edu/financial-aid

IT HELPDESK
Computer and tech support.
Location: Northway 1-405
Phone: (320) 308-6445
Email: helpdesk@sctcc.edu
Web: sctcc.edu/student-help-desk

LIBRARY
Reference and research assistance, print and electronic books, audiovisual materials, electronic databases, computers and printers.
Location: Heartland Main
Web: sctcc.edu/library

MARY STANGLER CENTER FOR ACADEMIC SUCCESS
Studying and tutoring assistance through individual, group, and online methods.
Location: Northway 1-112
Web: sctcc.edu/cas

MENTAL HEALTH SERVICES
Connect with a Mental Health Professional.
Location: Northway 1-401
Phone: (320) 308-5006
Web: sctcc.edu/wellness

MULTICULTURAL CENTER
Meet, study, engage in critical conversations, and take part in activities and events.
Location: Northway 1-313
Phone: (320) 308-5121
Web: sctcc.edu/mcc

MONEY SERVICES
Transcripts, transfer of credits, Degree Audit Reports, registration assistance, application for graduation.
Location: Northway Lobby
Phone: (320) 308-5741
Email: registration@sctcc.edu
Web: sctcc.edu/records

STUDENT SUPPORT MANAGER
Connect with resources for personal concerns.
Location: Northway 1-401
Phone: (320) 308-5096
Web: sctcc.edu/wellness

SUCCESS SKILLS PROGRAM
Coaching, workshops on reading strategies, goal setting, stress reduction, test taking, and critical thinking.
Location: Various locations
Phone: (320) 308-5920
(320) 308-5983
(320) 308-5734
Web: sctcc.edu/success-skills

TRIO STUDENT SUPPORT SERVICES
Support for first-generation and income-eligible students and students with disabilities.
Location: Northway 1-131A
Phone: (320) 308-6490
Web: sctcc.edu/trio

VETERANS’ SERVICES
Assistance and resources for veterans, service members, and their families.
Location: Northway 1-328
Phone: (320) 493-8153
Web: sctcc.edu/veterans-services
Certifying Official:
Location: 1-401
Phone: (320) 308-5936
Email: abaugh@sctcc.edu

Your Advisor is:

Location:

Phone:

Email:

Web:
Know your Student Information!

Student/Tech ID: ________________________________

StarID: _____________________________ Password: ________________________________

Email User Name: (your starid)@go.minnstate.edu Password: (same as starID password)

Student email to share: FirstName.LastName@my.sctcc.edu

Expectations of Student

• ATTEND CLASS!
  • Attendance and participation is crucial to your academic success
  • Faculty may drop students for non-attendance, which could lead to loss of Financial Aid
• Be DAY-ONE READY - Come prepared to each class with books, supplies and materials
• Have a Back-Up Plan!
  • Housing - Transportation - Childcare
• Check your SCTCC student email regularly
  • Official source of communication for SCTCC Faculty, Staff, and Students
• Read and understand course schedule
  • Students are responsible to know dates and how to add/drop/withdraw courses
• Meet with your advisor at least once a semester (minimum requirement)
  • Be prepared for your meetings by viewing your Degree Audit Report
• Know how to log into Starfish (online communication tool)
  • Schedule advisor appointments, find instructor notifications
• Utilize campus resources
• Student Success Week offered in September and February
  • Attend a minimum of one workshop or event offered during the week

Expectations of Advisor

• Meet with you at least once each semester
• Check email on a regular basis and respond to you in a timely manner
• Use Starfish to communicate with you
• Assist you in decision-making
• Assist you in setting goals and creating an academic plan for transferring or graduation
  • Assessment guidance and evaluation
  • Creating SMART Goals
  • SCTCC programs
  • Transfer plans
• Provide you with appropriate resources

Visit sctcc.edu/advising to view the complete Academic Advising Syllabus.
SCTCC offers classes using different methods of delivery. Most common are **face-to-face, blended/hybrid, and online.**

<table>
<thead>
<tr>
<th>METHOD</th>
<th>EXPLANATION</th>
<th>WEBSITE Delivery Method COLUMN</th>
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</thead>
<tbody>
<tr>
<td>Face-to-Face</td>
<td>“Traditional” mode: students attend course in a classroom for each session</td>
<td>If the column is on campus, this indicates Face-to-Face class</td>
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<tr>
<td>Blended/ Hybrid</td>
<td>Course includes instruction through online D2L and face-to-face instruction</td>
<td>Blended/Hybrid is listed</td>
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<tr>
<td>Online - Synchronous</td>
<td>Class will meet online only during dates and times listed</td>
<td>Completely online-synchronous</td>
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<tr>
<td>Online - Asynchronous</td>
<td>Coursework is completed online through D2L Brightspace (no scheduled times)</td>
<td>Completely online-asynchronous</td>
</tr>
<tr>
<td>HyFlex</td>
<td>Option to attend face-to-face, online, or hybrid. Read the “notes” section for more details</td>
<td>HyFlex</td>
</tr>
</tbody>
</table>

**Online Asynchronous**

Login to D2L:
- Materials
- Lectures
- Assignments
- Tests
Complete on your own time within deadlines set by your instructor

**Blended/Hybrid**

Mix of online and face-to-face classes. Your in-person meetings will be on your class schedule.

**Online Synchronous**

Meet online via Zoom or D2L at regular times with your instructor & classmates. Additional classwork outside of Zoom may be required.

**D2L:**

D2L Brightspace is where your class materials will be online. Take quizzes & tests, have class discussions, and submit assignments. Login via sctcc.edu under Quicklinks

**HyFlex**

Flexible option You choose – face-to-face, online, or hybrid.

**Face to Face**

Traditional, on-campus classes that meet in person
There are 4 levels of Academic Standing:

**Good Academic Standing:** Minimum overall GPA of 2.0 AND 66.67% completion rate.

**Academic Warning:** Student falls below the minimum overall GPA of 2.0 OR 66.67% completion rate.

**Academic Suspension:** Student did not meet the minimum overall GPA of 2.0 AND 66.67% completion after being placed on Academic Warning.

**Academic Probation:** Student has sat out required time after being suspended or Student Appeal has been approved. NOTE: Approved Student Appeal allows student to attend SCTCC, but may not be eligible for Financial Aid.

**EXAMPLE Student story:** 1st semester at college, no previous college credits earned
- Student registers for 12 credits of general education or program courses
- Student decides to withdraw from 6 credits
- Earns “A” grades in the 6 credits completed (earned 4.0 GPA so meets required 2.0 GPA)
- Course completion rate is 50% (completed 6 of the 12 credits attempted) the student is placed on Academic Warning.
- This student will need to complete a minimum of 6 credits with a minimum of 2.0 the following semester to return to Good Academic Standing and avoid Academic Suspension.

**SEMESTER 1:**
At the end of each semester, student will be evaluated to see if they have earned the standards

**SEMESTER 2:**
Academic & Financial Aid Warning
Student did not earn a 2.0 GPA & 66.67% Completion Rate

**SEMESTER 3:**
Academic & Financial Aid Suspension
Student did not earn a 2.0 GPA &

**SEMESTER 4:**
Academic Probation & possible Financial Aid Probation

Student Falls below a 2.0 GPA OR 66.67% Completion Rate

Requirements of Warning:
- Complete a Success Plan
- Schedule an appointment with an Advisor

Requirements of Suspension:
- Sit out 1 semester
- Complete Suspension

Requirements of Probation:
- Student is required to earn 2.5 SEMESTER GPA & 100% SEMESTER Completion Rate
- OR Earn a Cumulative 2.0 & 66.67% Completion Rate
- Schedule an appointment with an Advisor

**AT THE END OF EACH SEMESTER, IF A STUDENT EARNED A CUMULATIVE GPA OF 2.0 AND 66.67% COMPLETION RATE, THEY ARE PLACE BACK IN GOOD STANDING.**
Options to Pay for College

1. **FAFSA**: Have your FAFSA completed and SCTCC has it on file (it can take 5-10 days from when you complete it online for SCTCC to have it on file).

2. **PAYMENT PLAN**: Do a Nelnet/Facts payments plan.
   - [www.sctcc.edu](http://www.sctcc.edu)
   - Under Quick Links, Click on eServices
   - Log in with Star ID and password
   - Click on Bills and Payments
   - Enroll in a payment plan (you will be redirected to a secure website –Nelnet/Facts where you will enter in your banking information and make your down payment and enrollment fee)

3. **PAYMENT IN FULL**: Make payment in full either online, via phone, in person, or U.S. mail by tuition due date.

4. **THIRD PARTY PAYER**: Examples include CareerForce, student employer, military funding.

**IMPORTANT FACTS**

- **Your classes may be dropped for non-payment** if one of the above is not completed by the tuition due date.

- Bills are **NOT** sent via U.S. mail. Log on to **e-services** select **Bills and Payments** to view your account balance.

- To ensure your classes are not dropped for non-payment, payment options 1, 2, 3 or 4 above MUST be complete!

**Semester tuition due (15 days before semester start):**

- **Summer 2023**: May 1, 2023  
- **Fall 2023**: July 31, 2023  
- **Spring 2024**: December 14, 2023  
- **Summer 2024**: April 29, 2024

**Income Verification**

Students who are selected for income verification may obtain a tax return transcript by logging into www.irs.gov. If you did not file taxes, you need to complete 4506-T form. If you do not get results by sending in the 4506-T form, consider scheduling an appointment with the St. Cloud IRS office: call 844-545-5640.

**Scholarships:**

**SCTCC offers scholarships** ranging from $500 to $2500. One short application puts you in consideration for all Foundation scholarships!

Please visit [sctcc.edu/scholarships](http://sctcc.edu/scholarships) for more information and deadlines.

SCTCC FINANCIAL AID: 320.308.5961 • abaugh@sctcc.edu • www.sctcc.edu/financial-aid
Prepare for the FAFSA application
What will I need to fill out a FAFSA® form? You’ll need the following to complete a Free Application for Federal Student Aid (FAFSA®) form:

• Your Social Security Number
• Your Alien Registration number (if you’re not a U.S. citizen)
• Your federal income tax returns, W-2s, and other records of money earned (Note: You may be able to transfer your federal tax return information into your FAFSA form using the IRS Data Retrieval Tool)
• Bank statements and records of investments (if applicable)
• Records of untaxed income (if applicable)
• An FSA ID to sign electronically

If you are a dependent student, then you’ll also need most of the above information for your parent(s).

Tips for completing the FAFSA
1. Create FSA ID (How to create FSA ID), username, and password REMINDER: Keep this in a safe place as you will need to access this each year you are in college; both for yourself and your parents.
2. Students need to input information on their citizenship, marital status, legal residence, Social Security number and the number of people within their household. Parents will need to submit the same information.
3. Students should fill out the FAFSA as soon as possible after it opens (Oct 1 for the following school year) even if you don’t think you qualify for aid — as some aid is first come, first serve. There are no set FAFSA income limits or cutoffs that determine eligibility for financial aid.
4. Know which FAFSA to complete:
   • Summer 2023 start date is 2022-2023. This will use the 2020 income as is available now.
   • Fall 2023, Spring 2024, Summer 2024 is 2023-2024. This will use 2021 income and will be available after October 1, 2022.
5. Know the college Federal School Code:
   • SCTCC school code is 005534.

Complete the FAFSA
Fill out FAFSA® at https://studentaid.gov/h/apply-for-aid/fafsa
• Prepare to complete the form - watch a how-to video to learn more about step-by-step instructions
• FAFSA form must be completed each year as you continue your education

Accepting your Financial Aid Award
Grants: The great thing about grants is that they don’t have to be paid back, unlike loans.
Federal Work-Study: Provides part-time jobs for students with financial need.
Loans:
• Subsidized loan for students who demonstrate financial need. This type of load does not accrue interest the same way other loans because the government temporarily covers interest costs.
• Non-Subsidized loan, the student is responsible for the interest from the moment the loan money is disbursed into your account. There is no help on the interest: you are responsible for the entire amount.

Please be responsible when borrowing student loans – this is NOT free money!
Learn more about student aid and loans at https://studentaid.gov/
Whether you are undecided about future plans or you know exactly what educational and career path to take, to be successful, you must be prepared with a **PLAN**.

**Meet with an Academic Advisor**
- Assist you in creating an academic plan for transferring or graduation
- Locating resources that are available to SCTCC students
- Discuss SCTCC programs and transfer pathways
- Complete career assessments and research career and educational opportunities

**Attend Student Success Week**
- Workshops and information sessions on how to be successful at SCTCC
- Every September and February

**Participate in the Annual Job Fair held each spring semester**
- Meet potential employers and build a professional network
- Explore part-time work, summer employment, or internships

**Visit the Career Services Center**
- Get assistance finding employment
- This office is open to current SCTCC student and alumni

**Attend 4-year College Transfer Fairs held fall and spring semesters**
- 20+ colleges are in attendance from the 5-state area
- Student hand-outs are available that include questions to ask representatives

**Review your Degree Audit Report (DAR)**
The Degree Audit Report (DAR) is your tracking tool to view courses transferred, in-progress and completed courses.

Students should review their DAR to accurately create an academic plan with an advisor

**How to Access your Degree Audit Report (DARS)**
1. Go to sctcc.edu, under Quick Links, click on the eServices link
2. Log in to eServices using your StarID.
3. Select Academic Records (from the left side navigation).
4. Select Degree Audit Portal (from the left side navigation).
5. Select Click Here to Access Degree Audit Report Self-Service (new window opens).
7. Click Run Declared Programs.
8. Click View Audit for the major you wish to view. (for Instructions on how to run a What-If Audit click here).
9. If you don’t see correct major, stop by Admissions Office to add major.
10. Verify completed courses are listed, including transfer credits.
WELLNESS & SUCCESS

NUTRITION
- Avoid eating on the go
- Drink water and avoid liquid calories (lattes, sugary energy drinks, soda, fruit juices, alcohol)
- Cook at home
- Eat more fruits and veggies

EXERCISE & FITNESS
- Get 2.5 hours of moderate exercise per week
- Walk or bike to class if possible
- Between classes? Take a walk or climb a few flights of stairs
- Find a fun workout - take a dance or yoga class, join a Frisbee golf team, etc.
- Track your fitness

ALCOHOL IS A FACTOR IN:
- 40% of academic problems
- 28% of college dropouts

STRESS
- Do some deep breathing
- Talk with a friend
- Take a short, quick walk
- Close your eyes and meditate for a couple minutes
- Take a break
- Seek therapy or medical expertise if it's too much

SLEEP
- Shut off electronics or keep them out of your bedroom
- Make a to-do list for tomorrow so you won’t worry as you sleep
- Try to get at least 7 hours of sleep
- Use a fan for air circulation and ambient noise

Success Tips Videos

Online Classes
Be a successful online student with this video.

Organization
Go from disorganized to organized with these steps.

Keeping a Schedule
Organize your day with the power of a schedule.

How to Google Efficiently
Learn how to search effectively with Google.

D2L Communications
Learn about the communications tab on D2L. The home of discussion posts.

Email
Learn how to use your SCTCC email.

Visit sctcc.edu/cas-success-tips to watch!
More tips and tricks can be found at sctcc.edu/quick

St. Cloud Technical & Community College
How to Schedule an Appointment

1. Go to www.sctcc.edu
2. Click on **Quick Links** at the top left of the screen

3. Click **D2L Brightspace** and log in using your Star ID and STAR ID password.
4. Once in D2L, click **Starfish** on the top left of the page.
5. Click on **My Success Network**
6. Click on **Find Assigned Advisor:**
7. Names will be listed
8. Click ___ by their name
9. Click **Schedule**
10. Click ___ and then select **Reason for Appointment** and **Continue** on bottom left of the screen
11. Select day and time and then click **Continue** on bottom left of the screen
12. Click **Confirm** on bottom left of the screen

Scheduled Appointment but need to cancel/reschedule?

1. Go to www.sctcc.edu
2. Click on **Quick Links** at the top left of the screen
3. Click **D2L Brightspace** and log in using your Star ID and STAR ID password.
4. Once in D2L, click **Starfish** on the top left of the page.
5. Click on ___ on the upper left hand side
6. Click on **Upcoming**
7. Find **scheduled appointment** and click on ___
8. Click on **Cancel Appointment**
9. Click on **Cancel it**
10. After canceling, follow the “Schedule Appointment” steps to reschedule
Set up Your Starfish Profile
1. Click on (upper right corner)
2. Click on Your Name
3. Click on Profile
4. Enter phone number in Alternate email space
5. Check “Also send notifications to my alternate email address
6. Click Submit

Sample of Flag

Sample of Kudos

Sample of Email

Congratulations!

You have been identified as displaying positive academic performance in General Chemistry II - SECT 01.

Your SCTCC instructors, staff, and student success team appreciate your dedication and hard work in the classroom. Keep it up!

Sincerely,
Student Success Team

Questions? Call or Email:
Advising Center Phone: 320-308-5741
Advising Center Email: advising@sctcc.edu

Check your SCTCC email on a regular basis. This is another easy way to read notifications from instructors and advisors.
ESERVICES HOW-TOs

ESERVICES LOGIN DIRECTIONS
1. Go to sctcc.edu, under Quick Links, click on the eServices link
2. Login to eServices using your StarID and Password

HOW TO REGISTER FOR CLASSES
1. Once logged in, click Courses and Registration then Search for a Course. Search for courses at St. Cloud Technical & Community College by choosing the Subject from the drop down menu and entering the Course Number (if known). Make sure that you have selected the correct semester, ex. Fall 2022.
2. The Search Results & Plan page will show results for the courses you searched for, as well as courses on your Wish List, Wait List, and Registered list. Click the icon to expand Your Plan.
3. Click on the Course Title for more information.
4. Add a course to your wish list by clicking the icon. Adding a course to your wish list does not ensure your seat in the course.
5. If a course is full, you might be able to add your name to the waitlist by clicking the icon.
6. Once you have selected all of the courses you wish to register for, click the Continue to Review My Plan link, under the plan menu bar.
7. Check the box next to each course that you wish to register for and click Select Course(s) to proceed to Register.
8. Enter the Access Code. Each semester you will receive a new code from an advisor.
9. Enter the Password you created when you initially signed on.
10. If you were not able to successfully register for a course, an error message appears and is highlighted red. If this happens, please see an advisor for help. For additional information see Registration Holds.
11. Courses you successfully registered for can be found under the View/Modify Schedule tab on the left.
12. To print your schedule for your reference, click the Printable Schedule link the top right corner of your schedule.

NOTE: The wait list function is removed at midnight the day before the semester begins (Sunday at midnight). At that point, you must continue to check for open sections by logging into eServices.
**HOW TO DROP OR WITHDRAW FROM A COURSE**

*Please speak with an advisor before withdrawing from any courses.*

1. Click the **Courses and Registration** tab from the menu on the left.
2. Click the **View/Modify Schedule** tab from the menu on the left.
3. The courses you are registered for during a given semester will be listed.
4. You can view the **Last Dates to Drop/Withdraw** from each individual course by hovering over the icon.
   - The **Drop Date** is the last day you can drop the course and receive a full refund. Dropping a class does NOT affect your GPA or Completion Rate.
   - The **Withdraw Date** is the last day you can withdraw from the course to receive a W. This WILL affect your Completion Rate but not your GPA.
5. Add drop/withdraw from the course, click the icon.
6. Enter your StarID password, then click submit.
7. If successful, a message will be displayed at the top of the page and when refreshed, the course will no longer appear in the student’s schedule for the given semester.

**HOW TO ADD A CLASS TO THE WAIT LIST** (when a class is full)

*If the Wait List is enabled, follow these instructions to get on a Wait List for a course.*

1. In the course search results click the icon.
2. Check the section of the course you want to be on the Wait List for (you may check multiple sections).
3. Click Submit.
4. The courses you are on the Wait List for will be listed in the **My Plan** section towards the top of the page.
   - You will be notified via your SCTCC student email account if you are given permission to register for a course on your Wait List. **Check your email account often!**
   - If you receive an email indicating you are have been given permission to register for a course on your Wait List, you will have **24 hours from the time the email was sent** to register for the course. After 24 hours your seat is forfeited and you will be required to add yourself to the end of the Wait List again. The email will include instructions and a link to register for the course. Please follow these directions

**NOTE:** The **Wait List** function is turned off at midnight the day before the semester begins (Sunday at midnight).
# ACADEMIC PLANNER

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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</thead>
<tbody>
<tr>
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6 STEPS TO STELLAR EMAILS

1. Use professional or student email
2. Proper Subject Line (not your entire message)
3. Greeting before you start
4. Content that’s complete
5. Include your name and StarID or Student ID
6. Signature
7. Check your email - continue to check it regularly to make sure you respond in a timely manner

LEAVING A VOICEMAIL

1. Include your name and StarID or Student ID
2. Include your phone number
3. Make sure you have room in your voicemail box
**CAMPUS EVENTS**

**AUGUST**
Come prepared for Day 1 with books, materials and your brain ready for the college experience!

**SEPTEMBER**
Student Success Week! Go to success workshops & events - your instructors may give you extra credit. Register for prizes!

**OCTOBER**
Academic Advising Schedule an appointment with your Advisor for academic planning AND early registration for spring / summer semester classes.

**NOVEMBER**
Fill out your FAFSA for fall 2024. Yes it's early, but be prepared to avoid classes dropped for non-payment!

**DECEMBER**
Take care of YOU, by attending Stress & Time management workshops. Use your planner to schedule study time. Finish Fall semester on a positive note!

**JANUARY**
Apply for Graduation if you are registered for your final courses in spring and/or summer semester. Apply online OR at Records & Registration office

**FEBRUARY**
Student Success Week! Go to success workshops & events - your instructors may give you extra credit. Register for prizes!

**MARCH**
Academic Advising Schedule an appointment with your Advisor for academic planning AND early register early for summer/fall semester classes.

**APRIL**
Academic Planning Develop, review or update your plan by scheduling an appointment with your advisor. Watch for the Job Fair and Transfer Fair.

**MAY**
Summer semester begins! This is a great time to take courses to either graduate early OR lighten your credit load during Fall/Spring semester.

**JUNE**
Enjoy the MN Summer!

**JULY**
Prepare for Fall Semester by checking your student email, purchasing books & logging into e-services. Have questions, contact SCTCC!

Visit sctcc.edu/calendar for all important dates and deadlines

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**ACADEMIC CALENDAR**

**Fall Semester 2023**
- **July 31**: Tuition Due
- **August 17**: Faculty In-Service
- **August 21**: First day of fall semester
- **August 23**: Last day to add classes
- **August 25**: Last day to drop classes
- **September 4**: Labor Day - No Classes - College Closed
- **October 18**: First half of semester ends
- **October 19-20**: Break - No Classes
- **October 23**: Second half of semester begins
- **October 25**: Advising Day - No Classes before 4 p.m.
- **October 26**: Spring/Summer registration starts
- **November 10**: Veterans Day - College Closed
- **November 23-24**: Thanksgiving Holiday - College Closed
- **December 15-21**: Final Exams
- **December 21**: Last Day of Semester / Grading Day
- **December 22**: Grades Due
- **December 25-Jan 5**: Winter Break - No Classes
- **December 25**: College Closed

**Spring Semester 2024**
- **December 14**: Tuition Due
- **January 1**: New Years Holiday - College Closed
- **January 4**: Faculty In-Service
- **January 8**: First day of spring semester
- **January 10**: Last day to add classes
- **January 12**: Last day to drop classes
- **January 15**: Martin Luther King - College Closed
- **February 9**: All College Day - No Classes
- **February 19**: Presidents Day - College Closed
- **March 1**: First half of semester ends
- **March 4-8**: Spring Break
- **March 6**: Staff In-Service - College Closed
- **March 11**: Second half of semester begins
- **March 19**: Advising Day - no classes before 4 p.m.
- **March 20**: Fall Registration Begins
- **March 27**: Job Fair
- **May 6-10**: Final Exams
- **May 10**: Last day of semester/Grading
- **May 10**: Commencement ceremony

**Summer Semester 2024**
- **April 29**: Tuition Due
- **May 20**: First day of Summer Session
- **May 27**: Memorial Day - College Closed
- **June 19**: Juneteenth - College Closed

**June 28**: Last Day of Summer Session First Half
- **July 1**: First day of Summer Session Second Half
- **July 4**: Independence Day - College Closed
- **August 11**: Last day of Summer Session Second Half
- **August 26**: First day of Fall 2024

Visit sctcc.edu/calendar for all important dates and deadlines
STUDENT PERKS

Child Care Assistance
Some Minnesota residents within certain income limits are Eligible for a Post Secondary Child Care Grant!
Contact Financial Services for more info.

Just In Time Grants
If you’re in a financial bind, talk to your Instructor, Advisor or other trusted SCTCC staff about funds that are available for emergencies.

CAS (tutoring)
Tutors will help you with:
- Math
- Writing
- English
- Natural Sciences
- Communications
- + much more!

On-Campus Counselor
Free on-campus mental health services for students.
Make an appointment at sctcc.edu/wellness

Success Skills
Some workshop topics:
- Test Anxiety
- Stress Reduction
- Technology 101
- Goal Setting

Scholarships
Fill out one application to apply for all scholarships
$300-$2500
sctcc.edu/scholarships

Dental Clinic
The SCTCC Dental Clinic offers low-cost preventative services.
sctcc.edu/dental-clinic

Auto Work
The Automotives & Auto Body programs offer low-cost auto repair.

Free Little Libraries
Take a break from textbooks. Free Little Libraries in the Library & 1-260.

Wi-Fi Password
Network: SCTCC Wireless
Password: cyclones

Open Computer Lab
1-405, HSB 117
Library Labs
Hours: sctcc.edu/computer-labs

YMCA Member
Join the YMCA. Students pay a 1-time $135 fee per academic year.

Bus Fare
Use your student ID to get a free ride on the Metro Bus.

Movie Passes
Tues.: $5 movies
Thurs.: $6 movies
2 for $12 passes at the Bookstore every 45 days!

Cyclones Cupboard
Stop by SCTCC’s Food Pantry for groceries.
sctcc.edu/food

Job Fair
The SCTCC Job Fair is held every spring.
180+ employers are ready to hire grads!

Free MS Office 365
While you’re a student, download MS Office to your computer. Login to Office365 for info.

Career Services
As an SCTCC grad, you can use Career Services as long as you need them.

Athletics
SCTCC has 5 sports:
- Men’s Basketball
- Women’s Basketball
- Baseball
- Softball
- Volleyball

Multi-cultural Center
The MCC in 1-315 is open for all students.
sctcc.edu/MCC

St. Cloud Technical & Community College
**NEED FOOD?**

**CYCLONES CUPBOARD**

**Step 1:** Visit sctcc.edu/food

**Step 2:** Fill out the Meal Request form with number of people in your household and any hygiene products you need

**Step 3:** Check your email for pick-up instructions

**Accessibility Services**

- SCTCC Student?
- Have a disability?
- Temporary disability like a broken arm or concussion?

You are eligible to apply for Accessibility Services.

sctcc.edu/accessibility-services

**Wellness Resource Services**

Non-academic support
Short-term mental health services
Personal wellness and academic success

If you are struggling in anyway, please contact us!

**We are here to help!**

Jeanna Franklin, Mental Health Professional
Carley Reyes, Cyclones Support Manager

sctcc.edu/wellness

**A Guide to Staying Focused and Completing Tasks**

**Start with The Basics**

Set up your SLEEP environment.

SLEEP FOR 7-9 HOURS EVERY NIGHT

Add HEALTHY, wholesome foods to your diet.

AVOID processed foods, caffeine, and trans fats.

Manage your STRESS: Take a break to practice a relaxation activity.

**6 Tips For Maintaining Focus & Completing Tasks**

- **REduce** distractions.
- Focus on ONE thing at a time.
- **P**rioritize your tasks.
- Make a **S**chedule and include breaks.
- Set **T**imers to stay on track if necessary.
- **O**rganize your workspace.

**How To Prioritize Tasks**

1. Make a list of the things you need to complete.
2. Prioritize which needs to happen 1st, 2nd, 3rd, etc.
   - Write the number next to the item.
3. Estimate how long each task will take.
   - Write the time next to each item.
4. Make a schedule.
   - Be realistic.
Get registered for all classes and print schedule.
To avoid classes dropped for non-payment: Fill out your FAFSA, pay tuition, set up a payment plan, scholarships, or other third party support.
Set up Direct Deposit for Financial Aid in eServices.
Visit IT Solutions Center, 1-405 Lab.
  • Get your Cyclone Card (student ID card) for free Metro Bus rides and student discounts
  • Laptop virus removal
  • Microsoft Office for FREE
  • Answers to technology questions
  • Get your student email sent to your phone, tablet, or other email
Activate and begin checking SCTCC student email.
Stop at the Bookstore on campus or at sctcc.edu/bookstore and purchase your books PRIOR to the first day of class!
  • Charge your books to Financial Aid - check sctcc.edu/financial-aid-and-charging-books for updated dates
Register vehicle online at sctcc.edu/parking-permits
  • Be prepared to enter make, model, and license of your vehicle
  • Pick up your permit
  • Parking charge is included in tuition & fees
Watch how-to videos on eServices, D2L, etc. sctcc.edu/cas-success-tips
Login to D2L to learn more about Starfish.
Get to know your campus!
Visit the Center for Academic Success and Academic Advising Center if you have any questions.
Attend Cyclone Experience.
Download the SCTCC App.

Search SCTCC in your app store!