

ST. CLOUD TECHNICAL & COMMUNITY COLLEGE

student guidebook



2024-2025

ST. CLOUD
TECHNICAL & COMMUNITY
COLLEGE



A member of Minnesota State

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, and 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, work study openings, job search resources, resume, tips, and 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. Meal request form at the webpage.

Location: Northway 1-450

Phone: (320) 308-5922

Web: sctcc.edu/food

FINANCIAL SERVICES

Pay bills, financial aid assistance.

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

RECORDS & REGISTRATION

Transcripts, transfer of credits, Degree Audit Reports, registration assistance, application for graduation.

Location: Northway Lobby

Phone: (320) 308-5075

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

VETERANS CERTIFYING OFFICIAL

Location: 1-401

Phone: (320) 308-5936

Email: abaugh@sctcc.edu

Your Advisor is:

Location:

Phone:

Email:

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WELCOME

As we begin another exciting academic year, we at the Academic Advising Center give a warm and enthusiastic welcome to our new and returning students.

At SCTCC, we are committed to your success and are here to support you and your goals every step of the way.

Our mission is to empower you to take ownership of your education and career. We believe that each one of you has the potential for greatness, and it is our privilege to guide you toward achieving your goals. Whether you are beginning your educational journey with us or continuing it, SCTCC is dedicated to providing the resources, knowledge, and opportunities you need to thrive.

We encourage you to take action, ask questions, seek help when needed, and actively engage in your learning experience. Remember that your success is a partnership between you and the college. The more you invest in your education, the more you will gain in return.

This booklet is designed to serve as a valuable resource on your path to excellence at SCTCC. It contains essential information, tips, and guidance to help you navigate your academic and personal journey effectively. We believe in your ability to excel, and we are here to support you every step of the way.

Welcome to SCTCC, where your journey towards a brighter future begins. Together, we will achieve great things.



Academic Advising Team

KNOW YOUR INFORMATION

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
- 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
- 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.

TIME MANAGEMENT

Your average week

There are 168 hours in a week. How much time do you have for classes?

Let's start with taking out 42 for at least 6 hours of sleep a night.

Fill in the remaining 126 hours of the week with your obligations*:

Work: hrs per week

Family: hrs per week

Hobbies: hrs per week

Others?: hrs per week

*Your obligations may be changing after you enroll in school – do the best you can to be honest with yourself about how much time you think you'll be spending in each area.

How many classes should I take?

Use this information to get an idea of how much time classes take.

For 6 credits (2-3 classes), expect 6 hours of in-class time per week and 12-18 hours of study time per week for a total of 18-24 hours per week.

For 10 credits (3-4 classes), expect 10 hours of in-class time per week and 20-30 hours of study time per week for a total of 30-40 hours per week.

For 15 credits (4-5 classes), expect 15 hours of in-class time per week and 30-45 hours of study time per week for a total of 45-60 hours per week.

Look at the time remaining in your schedule. This is how many hours you have available to dedicate to classes.

School: hrs per week

Choose your path

Based on the number of hours you can commit to class and homework, choose the number of credits that will allow you to be most successful.

Part-time vs. Full-time Student

Choosing to be a full-time or part-time student depends on your personal goals. This will be based on what you would like to accomplish and your priorities outside of school. Keep in mind the time commitment and tuition each semester, when you'd like to graduate, and scholarship options.

If you have priorities outside of school, part-time may be better. If you want to graduate by a certain date, then full-time could be your better option. Don't forget that summer classes are also available!

Part-Time

A part-time student is enrolled in 11 or fewer credits per semester. This is a great option for balancing work, family, and other obligations.

Full-Time

A full-time student is enrolled in 12 or more credits per semester. A full-time student will spend more time in class as well as needing additional time for studying.

COURSE DELIVERY METHODS

SCTCC offers classes using different methods of delivery. Most common are on campus, blended/hybrid, and online.

Definitions of each type of class delivery methods:

On Campus: "Traditional" mode: students attend course in a classroom for each session

Blended/Hybrid: Course includes instruction through online D2L and on-campus instruction

Online - Synchronous: Class will meet online via Zoom or D2L at specific scheduled times

Online - Asynchronous: Coursework is completed online through D2L

Brightspace (no scheduled times)

HyFlex: Option to attend on campus, online, or hybrid. Read the "notes" section for more details.

SCTCC classes are not self-paced. Please check the specific due dates and meeting times in your class syllabus.

ONLINE LEARNING

ready to take online classes?

Are you self-motivated, disciplined, and able to keep yourself on schedule?

Do you enjoy reading and writing?

Do you express yourself well using only written communication?

Are you able to understand and follow written instructions without verbal explanation?

Can you devote 8-12 hours per week for just one class?

Do you have access to a computer with a reliable internet connection, web camera, and speaker?

Do you know how to use Zoom?

Do you know how to use the Dropbox, Quizzes, Surveys, and Discussions in D2L (or are you willing to learn)?

Do you know where to find computer and D2L help?

If your answers are mostly yes, you should check out online class options.

REALITY CHECK:

You must log in to D2L on the first day of class and begin course assignments.

Students in online courses must be motivated, organized, and disciplined; you will not have an instructor looking over your shoulder, prodding you to do the work.

Online courses are as rigorous as on-campus classes and deadlines are firm.

You should schedule 2-3 hours each week per every credit hour that you are enrolled in to make sure you have enough time to study the topics and complete the assignments on time.

ACADEMIC STANDING

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. After semester one, Student Falls below a 2.0 GPA OR 66.67% Completion Rate.

SEMESTER 2:

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

Requirements of Warning are:

- Complete a Success Plan
- Schedule an appointment with an Advisor

SEMESTER 3:

Academic & Financial Aid Suspension: Student did not earn a 2.0 GPA & 66.67% Completion Rate.

Requirements of Suspension:

- Sit out 1 semester
- Complete Suspension Appeal

Semester 4:

Academic Probation & possible Financial Aid Probation.

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.

PAYING FOR COLLEGE

Scholarships & Grants

Awards that do not need to be repaid. They can be based on many things, like program of study, merit, and financial need.

- **Federal Pell Grant:** apply for by completing the FAFSA. Pell grants vary based on financial need.
- **Minnesota State Grant:** Minnesota residents can apply by completing the FAFSA. Amounts vary based on financial need.
- **Federal Supplemental Education Opportunity Grant:** designed for students who have exceptional financial need. Funds are limited.
- **Post-Secondary Childcare Grant:** Minnesota residents can apply for financial assistance to offset the cost of daycare to attend college.
- **SCTCC Scholarships:** The SCTCC Foundation gave out \$290K+ in scholarships in 2021-22. Students can fill out just one application to be eligible for all SCTCC scholarships at sctcc.edu/scholarships

Minnesota North Star Promise

A scholarship program starting fall 2024. This is a tuition and fee-free higher education option for eligible Minnesota residents with a family adjusted gross income below \$80,000. SCTCC is one of the institutions eligible for this program. Students need to complete the FAFSA, and SCTCC will determine eligibility. More info at sctcc.edu/northstar

Work Study

is an on-campus job opportunity for students who meet financial need conditions. If you are awarded a work study, you may work up to 20 hours per week to earn money via a paycheck. This can be used to help pay your living expenses or to help pay tuition. Visit Career Services for available positions.

Loans

Need to be paid back and the most common form of financial aid.

- **Federal Direct Loans:** borrow under the Federal Subsidized Direct Loan or the Unsubsidized Direct Loan. Students need to be enrolled in a major leading to a degree. Loan limits vary per academic year.
- **Parent Loans for Undergraduate Students (PLUS)** loans can be used by parents of dependent students in need of additional funds for the education of their children.

For more information and tuition rates, please visit sctcc.edu/tuition-aid

The first step in receiving financial aid is to fill out the Free Application for Federal Student Aid (FAFSA) as soon as you can at studentaid.gov.

First-time and returning students should fill out the FAFSA every year. Use SCTCC school code 005534 when filling out the FAFSA.

What you'll need:

- Your Social Security Number
- Your Alien Registration Number (if you are not a U.S. citizen)
- Your income tax returns, W-2s, and other financial records for the year that's indicated on the FAFSA. (You may be able to transfer your federal tax return information into your FAFSA 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 will also need most of the above information for your parent(s).

Minnesota Dream Act:

If your immigration status doesn't allow you to complete the FAFSA, you may be eligible for state financial aid through the Minnesota Dream Act. The Minnesota Dream Act will provide certain benefits to undocumented students who meet all the following criteria:

- Attended a Minnesota high school for at least 3 years
- Graduated from a Minnesota high school or earned a GED in Minnesota
- Registered with the U.S. Selective Service (applies only to males 18 to 25 years old)
- Provide documentation to show they have applied for lawful immigration status but only if a federal process exists for a student to do so (does not include applying for Deferred Action for Childhood Arrivals - DACA). There is currently not a federal process in place, so this documentation is not currently required

Veterans Benefits

SCTCC is honored to have you as part of our learning community. We want to be here for this next phase of your journey and will do our best to help you find the options that are right for you. For assistance determining the types of benefits available as well as the process for securing those benefits, access the websites and phone number below.

- www.gibill.va.gov
- www.mymilitaryeducation.org
- VA Education Benefits: 1-888-442-4551 (1-888-GIBill-1)

Visit sctcc.edu/veterans-aid for more information on Veterans Benefits at SCTCC.

ACADEMIC PLANNING

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**.

Prepare: Meet with an Academic Advisor

- Assist you in creating an academic plan for transferring or graduation
- Locating resources that are available to SCTCC students (inside cover!)
- Discuss SCTCC programs and transfer pathways
- Complete career assessments and research career and educational opportunities

Learn: Attend Student Success Week

- Workshops and information sessions on how to be successful at SCTCC
- Every September and February

Assistance: Visit the Career Services Center

- Get assistance finding employment
- This office is open to current SCTCC student and alumni

Next Steps: 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

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

Connect to the Minnesota State Student Planner to track your progress, plan your path, and build your schedule to reach your academic goals.



Track your Progress to Graduation

A **Degree Audit** gives you a personalized list of courses and requirements and marks them as completed, planned, or still needed.

Plan your Path to Graduate on Time

The **Graduation Planner** uses up-to-date info, including transfer and in-progress classes, to give an estimate of when you will graduate.

Create a Schedule that Works for You

The **Schedule Builder** takes classes from your grad planner to create possible class schedules for you to choose from.



MINNESOTA STATE

Visit
minnstate.edu/planner

CAREER SERVICES

SCTCC's Career Services is a services offered to all SCTCC students and graduates and offers several services, such as:

- **Career assessments**
- **Help finding a job during or after college**
- **Review and help polishing your resume**
- **Practice interviewing**

Career Services also hosts a Job Fair in spring with 200 employers looking to hire SCTCC grads. The 2025 Job Fair will be held March 26.

Career Exploration

Not everyone know what career is right for them, but Career Services can get you on the right path! There are four steps to take to discover the right fit for you.

1. **Assess Yourself:** Take the Focus2 assessment with work interest, personality, and values assessments.
2. **Explore Careers:** Check out what careers match your interests and what programs SCTCC offers.
3. **Create a Plan and Set Goals:** Make a short list of occupations and make a pros and cons list for each. Meet with people who work in those careers.
4. **Expand Your Skills:** Meet with your academic advisor or Career Services to plan out your next steps to reach your career goals.

Focus2: Major Selection and Career Decision Making STarts Here.

All SCTCC students have access to Focus2, a career assessment tool to assist you in finding the career path for you. The Focus2 assessment will help you match your personal interests to a career and which programs at SCTCC that will fit your goals.

sctcc.edu/career-advising

Career & Program Finder

Want a quick assessment of your interests that match with careers and SCTCC programs?

Check out the Career and Program Finder: sctcc.edu/career-program-finder

Contact Career Services

Lisa Mohr

Career Services Coordinator

sctcc.edu/jobs

lisa.mohr@sctcc.edu

320-308-5486

Book an appointment with Lisa at sctcc.edu/jobs

GOAL SETTING & SMART GOALS

There are many ways to be successful during your college career. One of the more important items on that list is setting goals.

Setting goals allow you to clarify your idea or plan, focus your efforts, and use your time productively. There are many ways to reach your goals:

- **Break your goal into smaller tasks or action steps**
- **Make goals with others (you don't have to go it alone - tell other people your goals and ask them to help you with accountability and support)**
- **Anticipate possible challenges (obstacles are a part of life)**
- **Visualize your achievement (make a vision board or other physical representation of what your goal is)**
- **Reward yourself (incentives can be a fun way of encouragement: structure your work with little rewards along the way)**
- **Manage your time (organize your tasks, set aside time to work, and track your progress)**

source: <https://success.oregonstate.edu/learning/goals>

SMART Goals

What are SMART goals?

Specific means precise and detailed.

Measurable means you are able to determine or figure out that you have hit your target.

Achievable means it's not just a dream, but your goal is within reach.

Realistic means it's possible to do the task within a fixed amount of time.

Time-based means the goal is not open-ended, but there is a time frame

Examples of SMART Goals:

- My long-term goal is to be accepted to the Dental Assistant program by Fall 2026.
- I will meet with my advisor each semester to develop and/or review my academic plan to be prepared to register in the months of October and March for the following semesters.
- Each semester I will create and/or revise my time-management chart to balance work, college, and personal obligations.
- I will review program webpages for any updates and prepare for the application window (apply to program in December 2025 for acceptance Fall semester 2026).

All of these goals are specific, measurable, achievable, realistic, and time-based.

ORGANIZATION

Time management is one of the keys to student success. Being able to manage your time will reduce stress, increase productivity, and help prevent procrastination and the need to cram for tests!

Tips to Get Organized

Write Down Priorities:

- Determine what activities must be done every week and rank them 1-10

Create a Weekly Schedule:

- Block off busy time—work, class and any other obligations you have
- Look for open times in your schedule that you can use to study

Create a Routine:

- Try to do things the same day and time every week

Don't Over-schedule:

- Set aside time to relax
- Learn to say “no”

Tips to Stay Organized

Use a Planner or Calendar:

- Write down important dates like events, assignment due dates and exams

Class Materials:

- Have a specific notebook and folder for every class

Plan Ahead:

- Pack your bag the night before so you don't rush in the morning
- Make daily “to do” lists and revisit it at the end of the day

Visit sctcc.edu/cas for more success tips!

Three Types of Study Skills

Understanding: Simply reading and re-reading your notes is not understanding. Understanding refers to contextual clarity of the topic. Make sure you understand, or comprehend what the reading is saying. If you are not understanding, make sure to reach out to your instructor or someone at the tutoring center (CAS) or **tutor.com**.

Decoding: The ability to decipher and identify unfamiliar words in your reading. Decoding refers to finding out the main objective of the reading you are doing.

Memorizing: Memorizing refers to retaining what you have learned and bringing it forward into an exam.

Things to Think About

Understand the difference of studying to take an exam vs. studying to learn the subject matter.

Are there too many distractions around you? It's a great idea to have a specified "study area" where it is quiet, no distractions of TV, streaming videos, or your phone.

How is your motivation? Realize what motivates you. Why do you want to do well in this class, on this exam, etc.

Write your goals down (remember your SMART goals?)

SCTCC Students' Ideas for Studying (from Instagram)

makayla_timp: Tell family or friends what you're studying with the phrase "Did you know..." sometimes explaining it to someone helps the information stick better

avesofspades: Listen to video game music while you study! It is designed to help you focus!

sophie_treb4432: Making rhymes or making it sound like a funny word

konnor_warzecha: Seek help if you're stuck while studying.
[Try the CAS!]

nickservatius: As a Trio math tutor at SCTCC, I encourage practice and repetition of the problems.

kailee03: Make a Quizlet or flash cards

annerhodesterp: Draw a picture of the content

kenzyspringer: rewrite the material in your own more memorable words

kat_983: I always recommend Quizlet or creating your own study guide

castlesaurus: Switching up the spots you study in, helps refocus and retain the information

cassie_boecker: Associate material with something to help you remember

r.matz7: Take little breaks while studying. This will prevent information overload and extra unneeded stress. Even taking a 15-minute walk outside is good! Then get back to studying and you'll be more focused. Mental breaks are key! :)

paiger505: Read and rewrite important information and take breaks.

COMMUNICATION IS KEY

how to write emails

Sample email subject: Permission to enter PSYC class

Sample email body:

Hello Professor Smith,

My name is Jane Doe, student ID 12340000 and StarID ab1234yz.

I am requesting permission to enter back into class IS 000936, PSYC 1304-02.

I turned in all assignments and participated in chats. When I logged into my eservices, I meant to drop a different course and selected the wrong one.

Please let me know if you need more information from me. I look forward to hearing from you.

Thank you!

Jane Doe.

1. Use professional or your SCTCC student email
2. Proper Subject Line (not your entire message)
3. Use a greeting before you start
4. Complete content, including the class you're asking about
5. Include your name and StarID or Student ID
6. Signature
7. Check your SCTCC 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

ESERVICES HOW-TOs

ESERVICES LOGIN DIRECTIONS

1. Go to sctcc.edu. At the top, under **Current Students**, 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**. Select the down arrow icon to expand Your Plan.
3. Click on the **Course Title** for more information.
4. Add a course to your wish list by selecting the plus 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 selecting the paper and pen waitlist 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.

ESERVICES HOW-TOs

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, select the X 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 pen and paper waitlist 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 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). You must continue to check for open sections by logging into eServices to register.

CAMPUS EVENTS

fall semester

Cyclone Experience
Cyclone Alley & Grill n Chill
Student Success Week
Apply for Graduation
Grocery BINGO
MEA Break
Flag Raising
Finals Week
Club Meetings
Library Events
Multicultural Center Events
Cyclones Athletics

spring semester

Cyclone Experience
Cyclone Alley
Apply for Graduation
Student Success Week
Grocery BINGO
Spring Break
Finals Week
Commencement!
Club Meetings
Library Events
Multicultural Center Events
Cyclones Athletics

sctcc.edu/calendar for all campus events

Academic Calendar Fall Semester 2024

August 5	Tuition due
August 21	Faculty In-Service
August 22	Assessment & Faculty Orientation Day
August 26	First day of fall semester
August 28	Last day to add classes
August 30	Last day to drop classes
September 2	Labor Day - College Closed
October 16	First half of semester ends
October 17 - 18	Break - No Classes
October 21	Second half of semester begins
November 11	Veterans Day - College Closed
November 28 - 29	Thanksgiving Holiday - College Closed
December 16 - 20	Final Exams
December 20	Last Day of Semester / Grading Day
December 23	Grades Due
December 23 - Jan 10	Winter Break - No Classes
December 25	College Closed

Spring Semester 2025

December 20	Tuition due
January 1	New Years - College Closed
January 8	Faculty In-Service
January 9	Assessment Day
January 13	First day of spring semester
January 15	Last day to add classes
January 17	Last day to drop classes
January 20	Martin Luther King - College Closed
February 7	All College Day - No Classes
February 17	President's Day - College Closed
March 7	First half of semester ends
March 10 - 14	Spring Break
March 17	Second half of semester begins
March 26	Career Fair
May 12 - 16	Final Exams
May 16	Last day of semester/Grading
May 16	Commencement ceremony
May 19	Grades Due

Summer Semester 2025

May 15	Tuition due date
May 27	First day of Summer Session
May 26	Memorial Day - College Closed
June 19	Juneteenth - College Closed
July 3	Last Day of Summer Session First Half
July 4	Independence Day - College Closed

July 7	First day of Summer Session Second Half
August 15	Last day of Summer Session Second Half
August 25	First day of Fall 2025

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

STUDENT PERKS

20 Services at SCTCC You might not know about (and why you should use them)

Visit sctcc.edu/20-services

Secrets of SCTCC

Visit <https://sctcc.edu/news/08-23-2018/secrets-sctcc-let%E2%80%99s-not-keep-them-secret>

CYCLONE SUPPORT

Cyclones Food Cupboard

Need food?

Visit sctcc.edu/food

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

Accessibility Services

PTSD? Anxiety? Have a disability?
Temporary disability like a broken arm or
concussion?
Accessibility Services can help if you have these and
more!

acc@sctcc.edu 320-308-5064 sctcc.edu/accessibility

Cyclones Athletics

Volleyball
Softball
Women's Basketball
Men's Basketball
Baseball

sctccathletics.com

2024-2025 ADVISING AND REGISTRATION CHECKLIST

- Get registered for classes & print schedule.
- Don't get dropped for non-payment: Fill out the FAFSA, pay tuition, set up a payment plan, apply for scholarships, or set up 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 visit sctcc.edu/bookstore to purchase your books PRIOR to the first day of class.
 - Charge your books to your SCTCC account. View updated dates at sctcc.edu/charge-books
- Register your 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.
- 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.

get the mobile app!

Search SCTCC in your app store!

wi-fi password:

cyclones

Instagram handle: @SCTCC

Facebook handle: SCTCC

YouTube account: videosctcc

www.sctcc.edu