ST. CLOUD TECHNICAL & COMMUNITY COLLEGE



2026 2027 STUDENT GUIDEBOOK



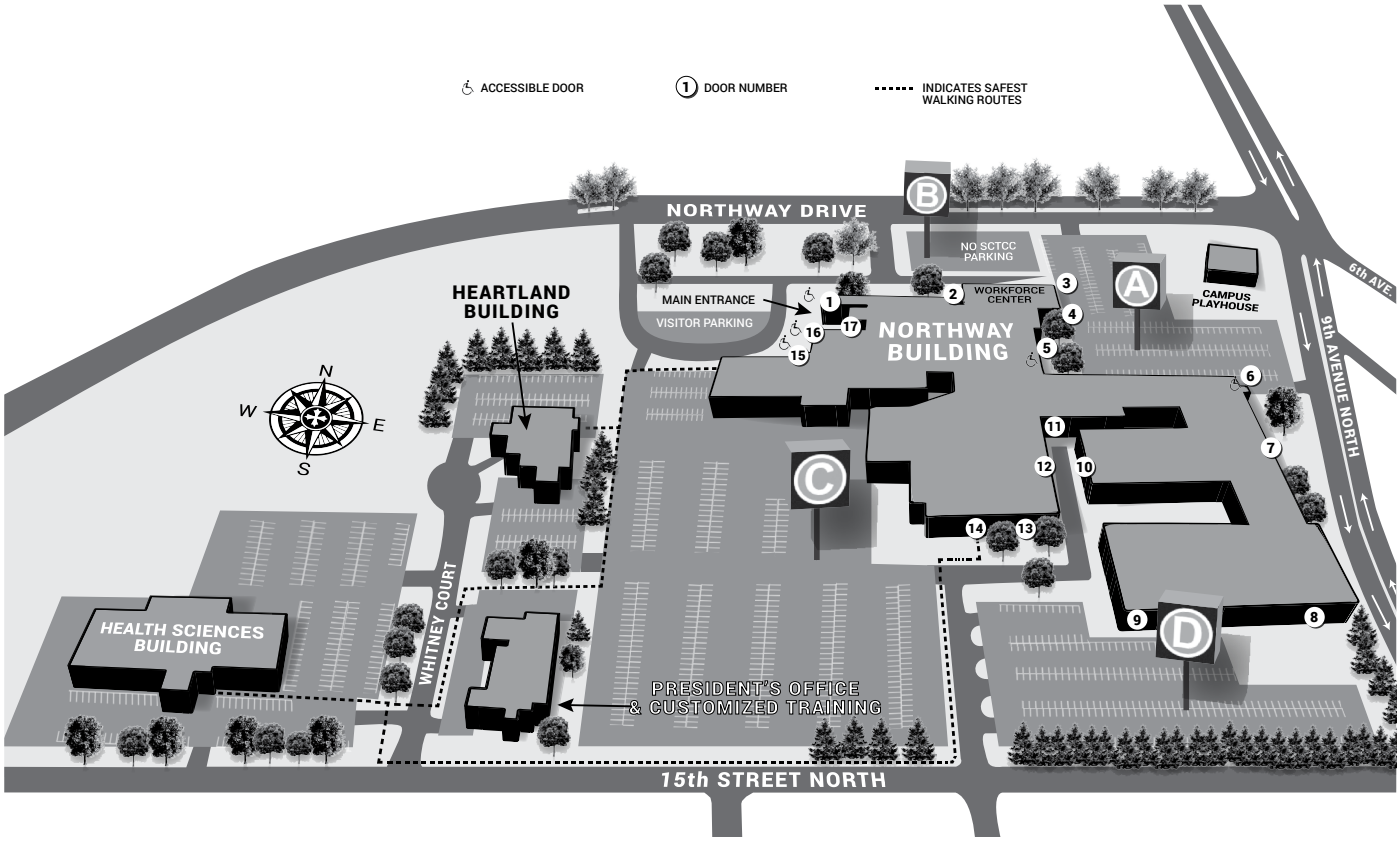




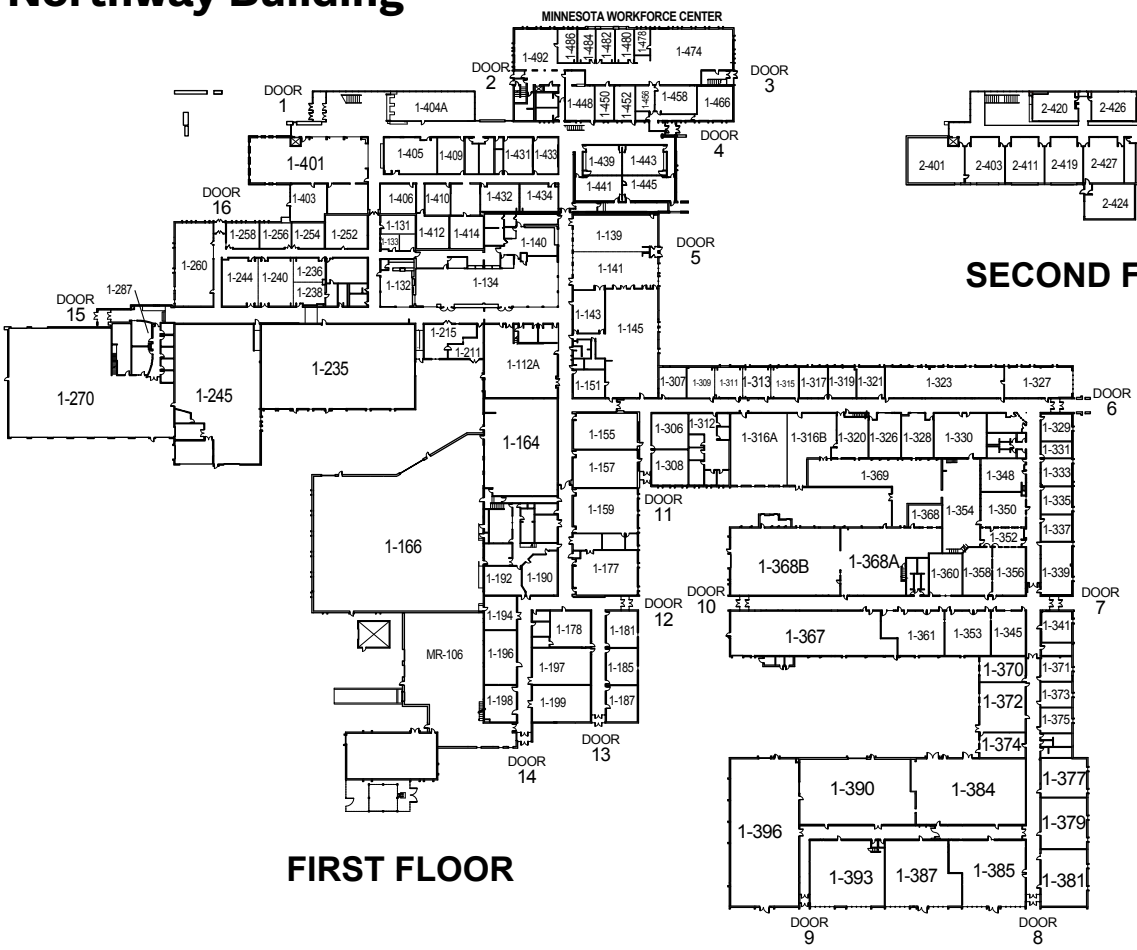
ST. CLOUD TECHNICAL & COMMUNITY COLLEGE

A member of Minnesota State

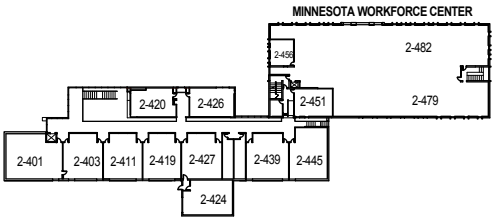
CAMPUS MAPS



Northway Building



FIRST FLOOR



SECOND FLOOR

For more building maps, visit sctcc.edu/campus-map

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WELCOME

Welcome to SCTCC!

The new semester is about to start, and everyone at the Academic Advising Center is ready to help you to reach your goals. Whether you're new to SCTCC or a returning student, we want you to succeed and are here to support you every step of the way.

Our mission? Empower you to take ownership of your education and career. We know that everyone has the potential for greatness, and we are honored to be a guide in achieving your dreams for your future. We have resources, knowledge, and opportunities available for you to thrive here at SCTCC and beyond.

We're not going to lie: a lot of the work is up to you. Take action, ask questions, get assistance when needed, and actively take part in your learning. Remember that your success is a partnership between you and the college. The more you take part in your education, the more opportunities you'll have. Login to Navigate360 to learn about Advising events, class registration information, resources, and academic standing assignments.

This guidebook is a valuable resource on your path to your future at SCTCC. It shares important information, tricks and tips, how-to's, and guidance so you can navigate your academic and personal journey. We know you can reach your goals, and here at SCTCC we are ready to support you every step of the way.



Academic Advising Team

CONNECT FOR CYCLONE SUCCESS

ACADEMIC ADVISING CENTER
Academic planning, career exploration, transfer options. 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 1-448
Phone: (320) 308-5064
Email: acc@sctcc.edu
Web: sctcc.edu/accessibility

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

BOOKSTORE
Books, supplies, snacks, apparel.
Location: Northway 1-204
Phone: (320) 308-5028
Email: bookstore@sctcc.edu
Web: sctcc.edu/bookstore

CAMPUS LIFE
Activities, student orgs, & government.
Location: Heartland Lower Level
Phone: (320) 308-5922
Email: skeeley@sctcc.edu
Web: sctcc.edu/campus-life

CAREER SERVICES
Explore careers, job resources, resumes, interviewing, on- & off-campus jobs.
Location: Northway 1-406
Phone: (320) 308-5926
Email: careerservices@sctcc.edu
Web: sctcc.edu/career-services

CAS – MARY STANGLER CENTER FOR ACADEMIC SUCCESS
Studying & tutoring assistance through individual, group, & online methods.
Location: Northway 1-112
Phone: (320) 308-5920
Email: cas@sctcc.edu
Web: sctcc.edu/cas

CAS – SUCCESS SKILLS PROGRAM
Workshops on reading strategies, goal setting, stress reduction, test taking.
Location: Northway 1-112
Phone: (320) 308-5920
Email: kplante@sctcc.edu
Web: sctcc.edu/success-skills

CYCLONES ATHLETICS
Baseball, Basketball, Softball, Volleyball.
Location: Heartland Lower Level
Phone: (320) 308-5009
Email: nhiestand@sctcc.edu
Web: sctccathletics.com

CYCLONES CUPBOARD
On-campus food pantry.
Location: Northway 1-450
Phone: (320) 308-5922
Email: foodpantry@sctcc.edu
Web: sctcc.edu/food

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

FIRST-GEN CYCLONES SUCCESS
Support for first-generation students.
Location: Northway 1-252
Phone: (320)308-5434
Email: firstgen@sctcc.edu
Web: sctcc.edu/first-gen

INTERNATIONAL STUDENT SERVICES
Admissions & support.
Location: Northway 1-401
Phone: (320)-308-5089
Email: eric.bergman@sctcc.edu
Web: sctcc.edu/international

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

LIBRARY
Reference and research, books, audiovisual materials, electronic databases, computers & printers.
Location: Heartland Main Level
Email: library@sctcc.edu
Phone: (320) 308-5141
Web: sctcc.edu/library

MENTAL HEALTH SERVICES
Short-term counseling.
Location: Northway 1-401
Phone: (320) 308-5006
Email: wellness@sctcc.edu
Web: sctcc.edu/wellness

MULTICULTURAL CENTER
Meet, study, and chat with other students.
Location: Northway 1-313
Phone: (320) 308-5121
Email: multiculturalcenter@sctcc.edu
Web: sctcc.edu/mcc

RECORDS & REGISTRATION
Transcripts, transfer credits, Degree Audit Reports, registration, apply for graduation.
Location: Northway Lobby
Phone: (320) 308-5075
Email: registration@sctcc.edu
Web: sctcc.edu/records

VETERANS SERVICES
Assistance and resources for veterans, service members, and their families.
Location: Northway 1-328
Phone: (320) 493-8153
Email: jason.L.wehry@state.mn.us
Web: sctcc.edu/veterans-services

WELLNESS RESOURCE SERVICES
Connect with resources for personal support and mental health services.
Location: Northway 1-401
Phone: (320) 308-5096
Email: wellness@sctcc.edu
Web: sctcc.edu/wellness

All resources and the SCTCC Student Handbook:
sctcc.edu/student-resources

KNOW YOUR INFORMATION

YOUR STUDENT INFORMATION

Student/Tech ID: _____ StarID: _____ Password: _____

Advisor: _____ Advisor Email: _____

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

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

→ Check into Advising D2L to stay current of Advising events, registration information, resources, and academic standing assignments.

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

WHAT YOU CAN EXPECT FROM YOUR ACADEMIC ADVISOR

- Meet with you at least once each semester for academic planning, class advice, and to register for the next semester classes.
- Check email on a regular basis and respond to your questions in a timely manner.
- Assist you in decision-making for your major/degree while taking into consideration your interests, skill set, and goals.
- Help you understand academic policies and expectations.
- Assist you in setting goals and creating an academic plan for transferring or graduation:
    - Create SMART Goals
    - Discuss SCTCC programs
    - Develop transfer plans
- Provide you with appropriate resources.

Visit **sctcc.edu/advising** to view the complete Academic Advising Syllabus

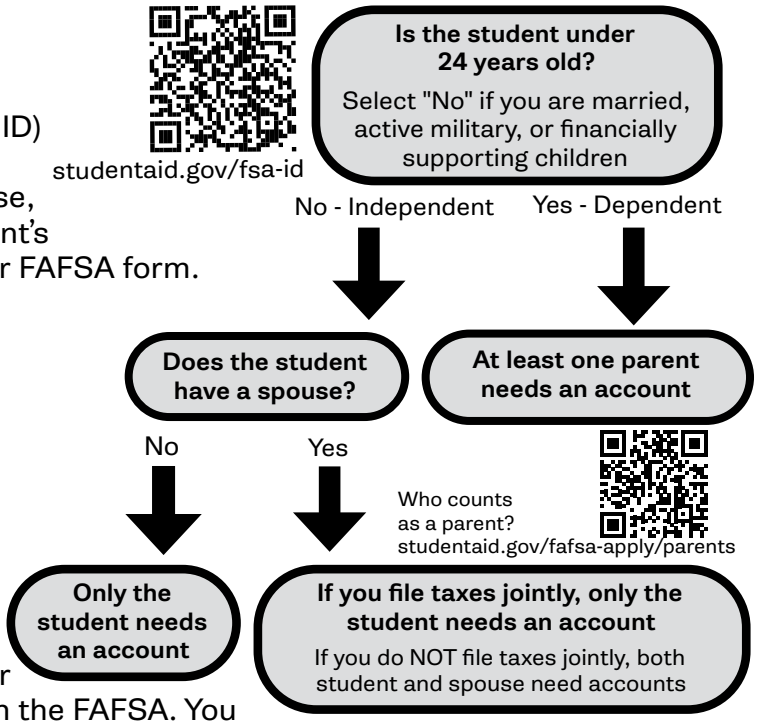
STEPS TO APPLY FOR FINANCIAL AID

1. **Create your FSA ID**: With the Department of Education to electronically sign your FAFSA (Free Application for Federal Student Aid).
   - Both student (applicant) and contributor must create Federal Student Aid account (FSA ID) with a username and password. "Contributor" refers to anyone (you, your spouse, your biological or adoptive parent, or your parent's spouse) required to provide information on your FAFSA form.
   - Users without a social security number can create an FSA ID and access the FAFSA.
2. **Fill out the FAFSA**:
   Sign and submit as soon as you can. First-time and returning students should fill out the FAFSA every year. What you need:
   - Your Social Security Number.
   - Your Alien Registration Number (if you are not a U.S. citizen).
   - Your federal income tax return, W-2s, and other financial records for the year that's indicated on the FAFSA. You (and parent(s), if dependent) will likely be able to transfer your federal tax information via Direct Data Exchange from the IRS.
   - Your contributor(s)' legal name, date of birth, Social Security Number and email address.
   - Records of untaxed income (if applicable).
   - Records of your assets: current cash, savings and checking balances; investments, such as stocks, bonds and real estate (excluding your primary residence).
   - Make sure to list the St. Cloud Technical & Community College code **005534** on the application so SCTCC will receive your information.
   - Make sure you sign and submit the FAFSA application.
   - If you are a dependent student, then your contributor(s) will also need most of the above information when completing their contributor section.
3. **Respond to requests for additional information from the Financial Aid office:** Watch your SCTCC email or postal mail for any additional information needed by the Financial Aid office.
4. **Review Award Notice**: Watch your SCTCC email for a notice of financial aid award which will direct you to eServices/Financial Aid to view your award, accept loans, and set up direct deposit.

studentaid.gov/fsa-id

studentaid.gov

WHO NEEDS A studentaid.gov ACCOUNT FOR THE FAFSA?



MINNESOTA DREAM ACT APPLICATION

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 if you meet 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)
- Provided 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.

ohe.mn.gov/mn-dream-act

Submit the MN Dream Act application once for each academic year you are enrolled in college.

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: ENGAGE IN SCTCC STUDENT EVENTS

- Success Skills workshops, Multicultural Center activities, and Campus Life events

ASSISTANCE: VISIT THE CAREER SERVICES CENTER

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

NEXT STEPS: ATTEND THE JOB FAIR SERIES

- 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

TRACK YOUR PROGRESS TO GRADUATION	PLAN YOUR PATH TO GRADUATE ON TIME	CREATE A SCHEDULE THAT WORKS FOR YOU
A **Degree Audit** gives you a personalized list of courses and requirements and marks them as completed, planned, or still needed.	The **Graduation Planner** uses up-to-date info, including transfer and in-progress classes, to give an estimate of when you will graduate.	The **Schedule Builder** takes classes from your grad planner to create possible class schedules for you to choose from.



MINNESOTA STATE

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

minnstate.edu/planner

TIME MANAGEMENT & 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!

PART-TIME ENROLLMENT

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.

WEEKLY SCHEDULE *6 credits*

Stay healthy

Hours for sleep	56
Hours for self care	14
Total	**70**

Classwork - 6 credits

Hours in class	6
Hours for homework	12
Total	**18**

Example:

Other obligations per week

Hours for work	40
Hours for family/friends	20
Hours for hobbies	5
Total	**65**

Hours in a Week	**168**
Scheduled time	**153**
Extra hours	**15**

FULL-TIME ENROLLMENT

A full-time student is enrolled in 12 or more credits per semester. A full-time student will need more time for going to class and studying.

WEEKLY SCHEDULE *12 credits*

Stay healthy

Hours for sleep	56
Hours for self care	14
Total	**70**

Classwork - 12 credits

Hours in class	12
Hours for homework	24
Total	**36**

Example:

Other obligations per week

Hours for work	20
Hours for family/friends	10
Hours for hobbies	10
Total	**40**

Hours in a Week	**168**
Scheduled time	**146**
Extra hours	**22**

Please use the examples above to create your own weekly schedule!

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!

COURSE DELIVERY METHODS

Method	Explanation
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 using D2L Brightspace (no scheduled times)
Flexible	Attend on campus, online, or hybrid. Read the "notes" section for details

ONLINE LEARNING

WHAT YOU NEED TO BE SUCCESSFUL ONLINE

- Do you have access to a computer with a reliable internet connection, web camera, and speaker?
- Are you self-motived, disciplined, and able to keep yourself on schedule?
- Are you able to understand and follow written instructions without verbal explanation?
- Do you know how to use Zoom?
- Do you express yourself well using only written communication?
- Can you devote 6-9 hours per week for a 3-credit class?

THINGS TO KNOW TO BE SUCCESSFUL ONLINE

- You **must** login to D2L on the first day of class and begin course assignments. Faculty have access to review time (minutes/hours) that students spend on each video and assignment.
- Students in online courses must be motivated, organized, and disciplined.
- 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.

SAMPLE STUDENT SCHEDULE

St. Cloud Technical & Community College
Student Schedule for Spring 2026

Student Name: Sample Student
Student ID: (8-digit number)
Advisor: (student's assigned advisor)
Major: Intended major listed (may have more than one)

Registered

Course ID/ Section/ Title	Dates	Days	Times	Building/ Room	Instructor	Cr/Hr	Grading Method	Last Dates to Drop/ Withdraw
000236 ENGL 1308-01 Stretch Analytical Writing I	01/13-05/16	MWF	8:00 am-8:50 am	Northway Building 1-320	Bang, Timothy	3.0	Normal	Drop Date: 01/16/2025 Withdraw Date: 04/21/2025
	Course Notes: St Ana Writ I Goal Area 1 Written/Oral Comm							
	This is an **on-campus** course that meets every Monday, Wednesday, Friday from 8am to 8:50am beginning January 13th. Students are expected to be in class on the assigned days.							
000250 PSYC 1304-23 Lifespan Developmental Psychology	01/13-05/16 (online)	n/a	n/a	Northway Building INTERNET	Althaus, Linde	3.0	Normal	Drop Date: 01/16/2025 Withdraw Date: 04/21/2025
	Course Notes: Goal Area 5 & Wellness Course							
	EXPLANATION: This is a **completely online** course that begins January 13th. Students are required to log into D2L the first day! Students are encouraged to visit the CAS for assistance with learning D2L.							
000280 MATH 1341-02 Elements of Math I	01/14-05/16	TTh	12:00-1:50 pm	Northway Building	Smieja, Katie	4.0	Normal	Drop Date: 01/16/2025 Withdraw Date: 04/21/2025
	EXPLANATION: This course is **Blended/Hybrid** where students meet every Tuesday & Thursday Noon to 1:50pm. There is a component to complete online learning via D2L. Students are encouraged to visit the CAS for assistance with learning D2L.							
000415 ACCT 1217-01 Cost Accounting	01/13-05/16	MTWThF n/a	n/a	Northway Building	Wilson, Lucy	4.0	Normal	Drop Date: 01/16/2025 Withdraw Date: 04/21/2025
	EXPLANATION: This course is being offered in a **Flexible Format** to best meet the needs of students. Students will have the option of attending class in person, working on the class fully online, or participate via Zoom. Students are allowed to change how they participate as it fits their needs. In-class attendance is not required. All of the information that students get during the in person and Zoom class will also be available completely online.							

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.

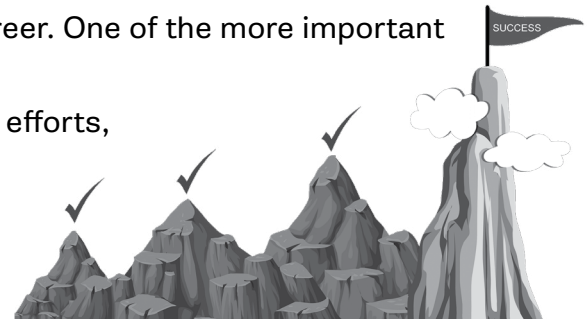
WITHDRAW DATE is the last day you can withdraw from the course to receive a W. The WILL affect your Completion Rate but not your GPA. Refer to Academic Standing page for detailed information.

NOTE: Room locations and instructor assignments may be subject to change. Check your class schedule for changes before the semester start.

Days: M=Monday, T=Tuesday, W=Wednesday, Th=Thursday, F=Friday, SA=Saturday, SU=Sunday

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.

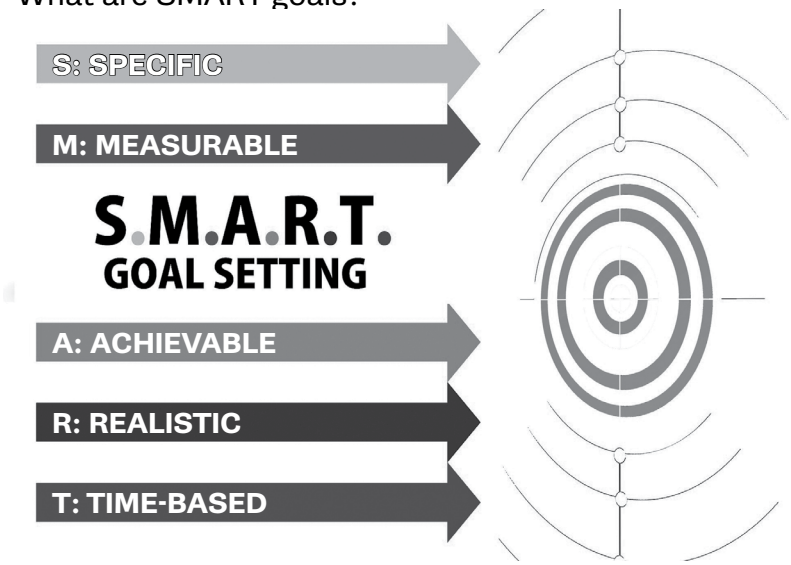
There are many ways to reach your goals:

- 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)

https://success.oregonstate.edu/learning/goals

S.M.A.R.T. 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 2027.
- 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.

CAREER SERVICES

SCTCC's Career Services is a service 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 polish your resume
- Practice interviewing

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

CAREER EXPLORATION

Not everyone knows 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.

Focus 2™

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.

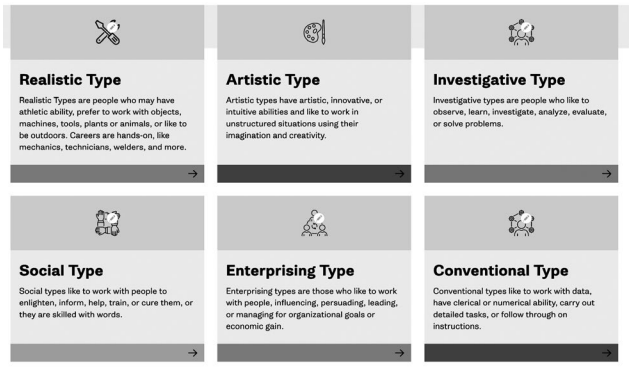
The Focus2 assessment will help you match your personal interests to a career and which programs at SCTCC that will fit your goals.

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





Lisa Mohr
Career Services Coordinator

sctcc.edu/jobs
lisa.mohr@sctcc.edu
320-308-5486

Book an appointment with Lisa at
sctcc.edu/jobs

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?)



QUICK GUIDE FOR MORE HACKS AND HOW-TO INFO.

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

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

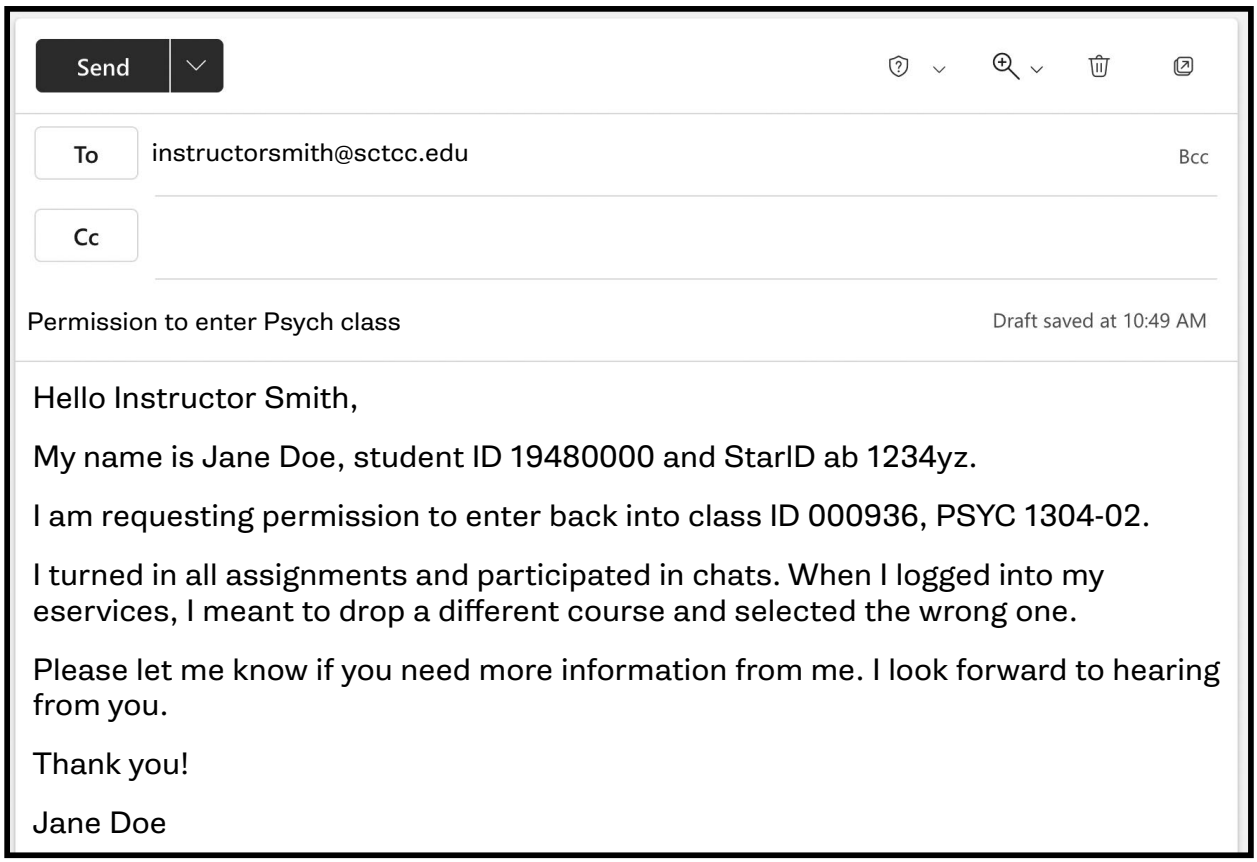
cassie_boecker: Associate material with something to help you remember

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


Send

To instructorsmith@sctcc.edu Bcc

Cc

Permission to enter Psych class Draft saved at 10:49 AM

Hello Instructor Smith,

My name is Jane Doe, student ID 19480000 and StarID ab 1234yz.

I am requesting permission to enter back into class ID 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
8. Email examples are found in the Advising D2L shell

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

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

→ 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:**
- Complete a Success Plan
- Schedule an appointment with an Advisor
- Complete scheduled advisor check-in assignments

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
- Complete scheduled advisor check-in assignments

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.

ESERVICES HOW-TOs

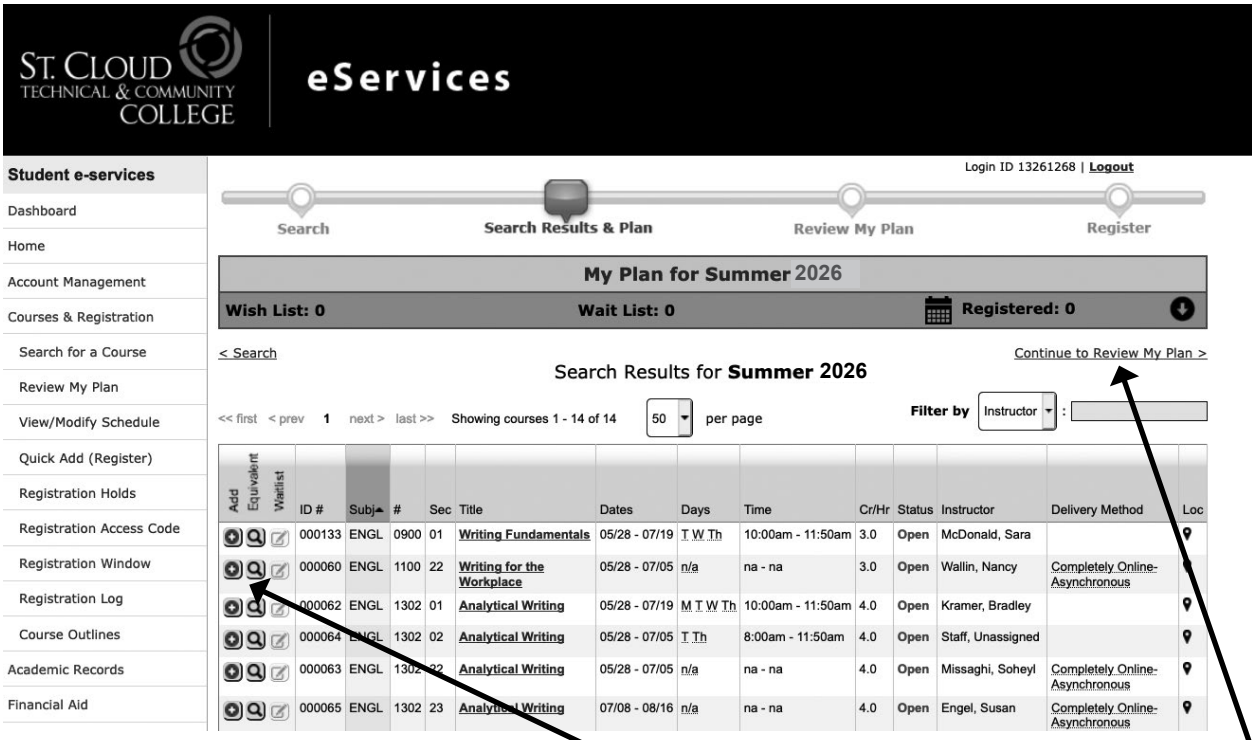
ESERVICES LOGIN DIRECTIONS

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

WATCH A HOW-TO VIDEO!

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 2025.
2. The **Search Results & Plan** page will show your search results, 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 "add" icon.
   Adding a course to your wish list does not ensure your seat in the course.
5. If a course is full, you may be able to add your name to the waitlist. Select the"write" 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 **View/Modify Schedule** on the left.
12. To print your schedule for your reference, select the **Printable Schedule** link the top right corner of your schedule.

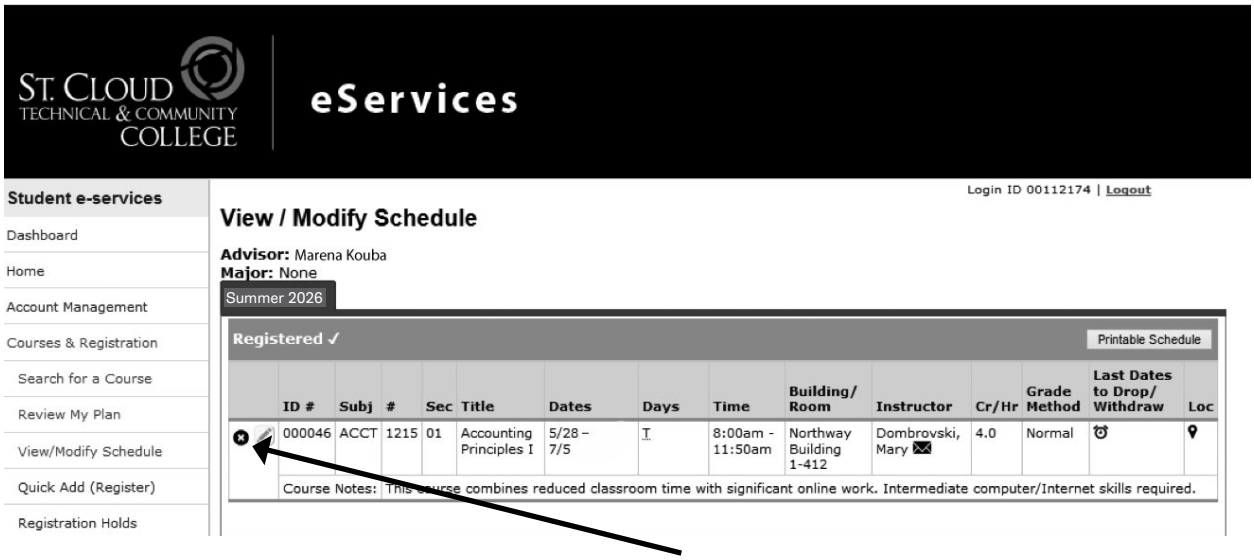
NOTE: The wait list function is removed at midnight the day before the semester begins (Sunday at midnight). At that point, you must continue to check for open sections by logging into eServices.

HOW TO DROP OR WITHDRAW FROM A COURSE

Please speak with an advisor before withdrawing from any courses.

WATCH A HOW-TO VIDEO!

1. Select the **Courses and Registration** tab from the menu on the left.
2. Select 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 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 your 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 select the "write" 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.

STUDENT PERKS

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.

On-Campus Counselor

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

CAS (tutoring)

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

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.

Little Free Libraries

Little Free Libraries in the Library, 1-323, & Common Grounds Lounge

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 Series

200+ 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

sctcc.edu/calendar
FOR ALL CAMPUS EVENTS

FALL SEMESTER

- Get Ready Week
- Cyclone Alley & Grill n Chill
- Advising Events
- Apply for Graduation
- Grocery BINGO
- MEA Break
- Flag Raising
- Finals Week
- Club Meetings
- Library Events
- Multicultural Center Events
- Cyclones Athletics

SPRING SEMESTER

- Get Ready Week
- Cyclone Alley
- Apply for Graduation
- Register for Fall Semester
- Grocery BINGO
- Spring Break
- Finals Week
- Commencement!
- Club Meetings
- Library Events
- Multicultural Center Events
- Cyclones Athletics

ST. CLOUD TECHNICAL & COMMUNITY COLLEGE
CYCLONES

ACADEMIC CALENDAR

Fall Semester 2026

August 14	Last day of Summer Session
August 19	Faculty In-Service
August 20	Assessment Day
August 24	Fall semester starts
August 26	Last day to add classes
August 28	Last day to drop classes
September 7	Labor Day, College Closed
October 14	First half of semester ends
October 15 - 16	Break - No Classes
October 19	Second half of semester begins
November 11	Veterans Day, College Closed
November 26 - 27	Thanksgiving Holiday, College Closed
December 14 - 18	Final Exams
December 18	Last Day of Semester / Grading Day
December 21	Grades due
December 21 - 31	Winter Break - No Classes
December 25	College Closed

Spring Semester 2027

January 1	New Years - College Closed
January 6	Faculty In-Service
January 7	Assessment Day
January 11	First day of spring semester
January 13	Last day to add classes
January 15	Last day to drop classes
January 18	MLK Day - College Closed
February 5	All College Day - No Classes
February 15	President's Day, College Closed
March 5	First half of semester ends
March 8 - 12	Spring Break, College Open
March 15	Second half of semester begins
May 10 - 14	Final Exams
May 14	Last day of semester/Grading Day
May 14	Commencement Ceremony
May 17	Grades due

Summer Semester 2027

May 24	First day Summer semester
May 31	Memorial Day - College Closed
June 18	Juneteenth Day - College Closed
July 2	First Half of Summer Session ends
July 5	Independence Day Observed, College Closed
July 6	First day of Summer Session Second Half
August 13	Last day of Summer Session Second Half
August 18	Faculty In-service
August 19	Assessment Day
August 23	First day of Fall 2027

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

ADVISING & 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, apply for workstudy jobs, set up third party support.
- ☐ Set up Direct Deposit for Financial Aid in eServices.
- ☐ Visit the IT Help Desk, 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 set up on your phone, tablet, or laptop
- ☐ Login and begin checking SCTCC student email.
- ☐ Stop at the BookStore on campus or visit **sctcc.edu/bookstore** to purchase your books before 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 the first day of class.
- ☐ Visit the Center for Academic Success and Academic Advising Center if you have any questions.
- ☐ Attend Get Ready Week.

WI-FI PASSWORD: cyclones



GET READY WEEK

Park in Lot C & enter the Main Entrance (Door 1). Our staff will be at the front to guide you!

D2L & NAVIGATE TRAININGS
Drop-in training for logging and using D2L Brightspace and Navigate 360.

HELP DESK
Stop by the computer lab to ask about laptop rentals or get your SCTCC email set up on your phone.

CYCLONE TOURS
Grab a map to find your classrooms, the best spot to park, study spaces, free student services, and more.

8:30AM-3:30PM
August 17-21
January 4-8

- **FALL CLASSES START AUGUST 24**
- **SPRING CLASSES START JANUARY 11**
- **DROP IN ANYTIME**
- **GET SCTCC READY**

to-do list

- ☐ Find classrooms and other spaces
- ☐ Get books at the BOOKStore (or @ sctcc.edu/bookstore)
- ☐ Learn about Student Services
- ☐ Check out your financial aid package
- ☐ Pick up your student ID & parking permit
- ☐ Check out on-campus & off-campus jobs
- ☐ Pick up SCTCC gear

www.sctcc.edu

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ST. CLOUD TECHNICAL & COMMUNITY COLLEGE

A member of Minnesota State