ALEXANDRIA TECHNICAL
AND COMMUNITY COLLEGE

STUDENT
HANDBOOK
2023-2024

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INTRODUCTION

Welcome to Alexandria Technical and Community College (ATCC)! The college's goal is for you to have a positive and rewarding educational experience here. The college offers many services to assist you and help you succeed.

It is the intent of this Student Handbook to provide an overview of college services, resources, guidelines, and expectations. College offices and their general purposes are covered, along with contact information. In addition to core offices, unique services and general information are provided. The final section of this document is compliance reporting and policies. Please be aware that policies are not printed in this document, but links to access them are provided as the information is available on the college's website. This document is kept on the college's website and within MyATCC; however, you may request a print copy from Academic Affairs in room 109. Please call 320-762-4460 or email academic.affairs@alextech.edu to request a printed copy of this Handbook. If you have additional questions or are seeking information not covered in this document, please visit our website or contact the Welcome Center at 320-762-4600 or go@alextech.edu.

Alexandria Technical and Community College is committed to equal opportunity and nondiscrimination in employment and education. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined in the Minnesota Human Rights Act, Minn. Stat. 363.01, subd. 23 is prohibited. Alexandria Technical and Community College has adopted and follows the Minnesota State Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Educational Opportunity in its entirety. The Minnesota State system policy may be reviewed at minnstate.edu/board/policy/1b01.html.

Alexandria Technical and Community College is committed to an equitable, diverse, and inclusive environment as expressed in the ATCC EDI Strategic Plan. We understand that creating an equitable, diverse and inclusive campus community is the responsibility of every employee of the college.

Leadership, faculty, and staff strive to address inequities within our system by examining programming, policies, facilities, and operations that create barriers to student success in and out of the classroom. By actively working to address inequities, we will foster students who will successfully participate in their community and within today's dynamic, global workforce.

This document is available in alternative formats by calling 888-234-1222 ext. 4673 or 320-762-4673.

MINNESOTA STATE

Alexandria Technical & Community College
A member of Minnesota State

STUDENT SERVICES OFFICES

ADVISING, REGISTRATION, & TESTING

Transfer/Advising Center

The Transfer/Advising Center is available to prospective and current ATCC students, including those who are considering transferring to and from Alexandria Technical & Community College. Students who are enrolled in a Liberal Arts and Science AA degree, Transfer Pathway AA or AS degrees, or who have not declared a major are encouraged to visit with academic advisors for assistance.

Location: Room 113	Phone: 320-762-4480
Website: alextech.edu/transfer	Email: transfer@alextech.edu

Registrar

The Registrar's Office maintains student records and assists students with registration. Questions regarding records or registration should be directed to the Registrar's Office.
- To request an official ATCC transcript, please visit alextech.edu/transcripts
- To view grades and an unofficial transcript, visit eServices (See page 10 for instructions.)
- For course information and class schedule, visit alextech.edu/registrar
- For Enrollment Verification and Student Release of Information, visit MyATCC.
- Please contact the Registrar's Office regarding the following:
  - o Academic Appeals
  - o Leaves of Absence

Location: Room 112	Phone: 320-762-4650
Website: alextech.edu/registrar	Email: records@alextech.edu

Testing Center

The Testing Center assists individuals with their testing and course placement needs. The center administers the following tests:
- Online course exam proctoring services
- ACCUPLACER (course placement assessment)
- College Level Examination Program (CLEP)
- DANTES Subject Standardized Test (DSST)
- ITEC 1430,1440,1445 (computer) test outs
- Make-up test proctoring

Location: Room 112	Phone: 320-762-4487
Website: alextech.edu/testingcenter	Email: testingcenter@alextech.edu

FINANCIAL SERVICES

Business Office

The Business Office provides information and services for:
- Bookstore (online)
- Financial Aid disbursement
- Parking waiver forms
- Parking tickets
- Payments of tuition and fees
- Student payroll questions
- Textbook charging
- 1098T form

Window hours are 9:00-4:00, Monday through Friday.

Location: Room 106	Phone: 320-762-4530
Website: alextech.edu/businessoffice	Email: businessoffice@alextech.edu

Financial Aid

Financial aid is intended to help students and their families pay for education. The Financial Aid Office is available to answer questions and assist students regarding financial aid. For more information, visit Financial Aid at alextech.edu/financialaid.

Scholarships

The Foundation, in support of Alexandria Technical and Community College, offers student scholarships. For more details and for instructions on how to apply for scholarships, please visit alextech.edu/scholarships.

Veteran's Benefits

For questions about your GI education benefits, email our school certifying official at kathykl@alextech.edu.

Work Study Employment

Student employment provides an opportunity for part-time work within the college and community. Student employment positions, for those with work study eligibility, can be found at alextech.edu/workstudy. Students must check with the Financial Aid Office to determine eligibility. Students can contact the supervisor listed on job postings that they are interested in. Once the position is accepted, paperwork must be completed in the Financial Aid Office.

NOTE: Students can access assistance with resumes, cover letters, and applications at the Writer's Block in room 305. .

Emergency & Childcare Grants

Contact the Financial Aid Department for more information on applying for these grants.

Location: Room 113
Website: alextech.edu/financialaid

Phone: 320-762-4540
Email: financialaid@alextech.edu

GENERAL INFORMATION

Welcome Center

The Alexandria Technical and Community College Welcome Center's purpose is to assist internal and external customers to navigate the college and its services conveniently and effectively.

The following services are provided at the Welcome Center:
- College assistance and navigation of student and academic services
  - For example: student applications, scheduling program visits, and general campus tours
- Distribute and collect college forms
- Explain and assist with FAFSA, FSA ID, general FA questions
- Housing list
- Jumper cables
- Login and password assistance
- Lost and found
- Provide official and unofficial ATCC transcripts
- Schedule appointments with various ATCC departments

Location: Room 112

Phone: 320-762-4600
Email: go@alextech.edu

SUPPORT & RESOURCES

Counseling Center

The following services are free and available to ATCC students in the Counseling Center:
- Personal, career, and academic counseling for all students at no cost
- In a safe and confidential setting, meet with a professional counselor to receive assistance with managing any number of life challenges, including mental health concerns and personal crisis.
- Receive information and referrals for free and low-cost tele-health and tele-medicine services.
- Reach academic and career goals with career exploration and assessment testing.
- Find information and resources to support all of your academic needs.

Location: Room 112   Phone: 320-762-4487
Website: alextech.edu/counseling   Email: atcccounseling@alextech.edu

Support Services

The Support Services Office provides tutoring and academic resources for all ATCC students, whether on-campus or online, free of charge. Services include academic resources, tutoring, study groups, and writing assistance.

Tutor.com

Students are allowed up to 15 hours of free tutoring on tutor.com. The link can be found in your course in Brightspace under the Resources tab.

Writer's Block

The Writer's Block offers face-to-face tutoring sessions or electronic assistance via email and Brightspace for ATCC students, staff, and faculty. Word processing and online researching assistance, as well as, helpful feedback, advice, general tips, suggestions, or ideas on any type of paper, résumé, or application is provided. Students can drop in or email for assistance at writersblock@alextech.edu.

Location: Room 305   Phone: 320-762-4673
Website: alextech.edu/supportservices   Email: supportservices@alextech.edu

Intercultural Center

The Intercultural Center strives to create a welcoming environment for students and employees from all cultural backgrounds. Students may complete homework in the Intercultural Center, and they may use the space as a location for socializing. The Intercultural Center provides ATCC students with high quality programming, facilitated cultural education activities, sensitive dialog on current affairs, and student leadership opportunities. The Intercultural Center is a designated 'Safe Space' for LGBTQIA+ students and welcomes allies, as well.

Location: Room 705
Website: alextech.edu/interculturalcenter

Information Technology (IT) Department

The IT Department supports student access to computer and information technologies. Technical assistance is provided for students by:

- Assisting with technology accounts
    - ATCC Email
    - ATCC StarID
    - Brightspace
    - MyATCC
    - Office 365
    - OneDrive Cloud Storage
    - Wireless Connections
    - Zoom and MediaSpace
- Administering and providing technical support for laptop leases
- Leasing program specific items such as cameras, calculators, and transcription machines
- Dispersing ATCC ID cards and student parking permits

Please note the IT Department does not work on personal laptops or personally owned equipment; however, it does assist with wireless network and college email on personal devices.

Student ID & Parking Permits

All students must obtain a new card each academic year. Students are required to carry their ATCC Student ID while on campus.

Students may request a parking fee waiver. This waiver form must be submitted to the Business Office along with the parking permit by the fifth day of the semester in order for the parking fee to be waived. Please see for more information.

The replacement cost for lost/stolen parking permits is $20.

Laptop Lease Program

All currently registered ATCC students may lease a laptop computer on a semester or weekly basis, subject to computer availability. In addition, several programs require students to lease college laptops. Required laptops are leased on a semester basis, and all fees are assessed directly to the student's account.

ATCC's Laptop Lease Program offers many advantages:

- Leased Laptops are uniform and configured specific to each program
- Students are spared most, if not all, of the software costs
- Program specific software customized is included
- Free hardware and software support provided on leased laptops
- Very little, to no down time
- Opportunity to purchase a laptop at a discounted rate when they graduate

Printing

All currently registered ATCC students receive a $30 printing allocation per semester for use on college printers. Student printing accounts are charged $0.04 for black and white printing and $0.15 for color printing. The college monitors printing and campus computers display the amount of printing allocation remaining for the semester. Additional printing allocation may be purchased at the Campus Store. Business hours are Monday through Friday from 7:30 AM to 4:00 PM. Additional information and support can be accessed at www.alextech.edu/it.

Location: Room 403	Phone: 320-762-4949
Website: alextech.edu/IT	Email: IT@alextech.edu

Library

The ATCC Library provides a breadth of online database resources and interlibrary loan services to support students who attend classes on campus or online. Library staff are eager to help you find what you need to complete assignments/research projects or to explore subjects of interest to you. Unsure where to start? Ask a Librarian (in person or make an appointment to meet using Zoom: library@alextech.edu).

ATCC Library Website alextech.edu/library

The ATCC Library website provides convenient access to scholarly resources including electronic access to the library catalog and numerous database subscriptions to full text scholarly journals, national and state newspapers, magazine articles, and streaming videos

The library catalog includes access to a smaller print collection available on campus and lists of learning resources available at other Minnesota libraries available to you free through interlibrary loan.

Additional Learning Resources

Subject specific printed resources are also available to students through faculty-maintained book collections. Check with your faculty to learn what resources they have set aside to assist your learning. These are conveniently located in program classrooms and faculty offices. The student support (tutoring) center offers relevant print materials, and the Intercultural Center and Veteran's Center also offer print materials on topics of interest to students.

Computers

The Library has computers available for student use that have access to printing. The computers provide access to major application and instructional software programs taught and used throughout the college, internet access, black and white printing, color printing, fee-based copy machine, and digital scanning. For more information on printing, see page 7 under IT Department.

Library On-Duty (Chat)

Use the 24/7 Live Chat to receive general help information. For questions related to using the ATCC Library resources, contact the ATCC Library directly via the email and phone contact information listed below.

Library hours vary and will be posted on the Library door. Typical library hours: 8:00 a.m. – 4:30 p.m.

Study Spaces

The Library is a great place to study alone or in small groups.

Location: Room 707	Phone: 320-762-4465
Website: alextech.edu/library	Email: library@alextech.edu

Academic Affairs

The Academic Affairs office is open from 7:30-4:00 Monday through Friday and is available to help students schedule meetings with the Deans and the Vice President of Academic and Student Affairs.

Location: Room 109	Phone: 320-762-4460
	Email: academic.affairs@alextech.edu

PSEO (Post-Secondary Enrollment Options)

Post-Secondary Enrollment Options students (including Concurrent Enrollment students) have access to the resources in this handbook whether they are taking courses online, on campus, or at their high school. PSEO Department staff will assist with course registration, book ordering, and accessing resources at ATCC.

Location: Room 113	Phone: 320-762-4545
Website: alextech.edu/PSEO	Email: pseo@alextech.edu

Customized Training

The Continuing Education and Customized Training Solutions office at ATCC provides short term, just-in-time workforce job training and opportunities for life-long learning.

We serve employers, organizations, and individuals by offering classes in many industry sectors including: Business (technology and leadership), Emergency Services (Fire, EMS & Law Enforcement), Health Care (Nursing Assistant &Test-Out, Medication Aide, CPR/First Aid), Manufacturing (mechatronics, machine tool), Safety & Compliance (OSHA, Hazmat), Transportation (CDL). In addition, our regular calendar includes learning opportunities through Senior College and courses in Motorcycle Safety.

Contact us for assistance if you would like training tailored to your specific needs or if you have interest in a class/training not currently listed. Scholarship opportunities are available for Douglas County residents: alextech.edu/raise. Minnesota Job Skills Partnership and other workforce development grant funding may also be available.

Location: Room 207   Phone: 320-762-4510
Website: alextech.edu/customizedtraining   Email: atcc-customized@alextech.edu

GENERAL INFORMATION

ATCC STUDENT ID INFORMATION

StarID (xx1234xx)

StarID is the student username and login for ATCC and all other Minnesota State campuses. It must be activated and managed at starid.minnstate.edu. This identifier is part of Limited Directory Information and is printed on the back of the Student ID and is viewable in the email directory.

Student ID

The Student ID is the ATCC identification ID card. Students should carry this card and present it upon request while on campus. This card may also be used for access to certain buildings or classrooms. Work study students are required to have their ID on them and visible.

Tech ID (12345678)

This eight-digit number is unique to ATCC. It is confidential and should be protected. Students need their Tech ID to change their password.

MYATCC (STUDENT INFORMATION PORTAL)

MyATCC is a web-based information portal that provides students with access to many college resources. Please go to alextech.edu/myatcc for the following information:
- Access eServices, ATCC Email, Office 365, StarID Self-Serve, Brightspace, Calendars, Zoom, and more from the MyATCC login page.
- Access student forms for Change of Major, Graduation Application, Preferred Name, and more
- Authorization to Release Information – allow a designated individual(s) to have access to your records (including financial aid and grades)
- Class cancellations
- Enrollment Verification Link: print enrollment verification certificate or good student insurance discount certificate
- Update contact information for emergency text/email alerts (Star Alert)

eServices (Registration, Financial Aid, and Payments)
ATCC students can complete transactions at any time by logging into eServices. The following content is available in eServices:
- Add/drop/withdraw from classes
- Check final grades and view/print academic record (grades are not mailed out)
- Check financial aid status
- Track graduation progress by viewing your Degree Audit (DARS)
- View and pay tuition and fees
- View and revise address information
- View ATCC's class schedule - see what classes are offered
- View/print personal class schedule

To access the information listed, go to alextech.edu/eservices.

Note: If you are taking courses with partner colleges, you are responsible to view your tuition statements under the corresponding colleges.

ATCC Email
ATCC utilizes Microsoft Outlook for email. Your ATCC email is the official form of communication on campus. This link will allow you to log in on any computer with your credentials. This is the web-based Outlook email application.

Office 365
Office 365 includes web versions of Microsoft applications including Word, PowerPoint, Excel, and Teams. Just log in with your ATCC email [YourStarID]@go.minnstate.edu to access.

StarID Self-Serve
If you are looking to update your StarID password or need to reset your StarID password, please visit alextech.edu/starID. If you need assistance, please contact the IT Department.

Brightspace (Learning Management System)
Brightspace is the learning management system used across Minnesota State to provide online access to on campus courses and provide means of delivery for online courses. For more information on Brightspace, go to alextech.edu/it#brightspace. Access Brightspace at alextech.edu/brightspace

CALENDARS

Students can view and sync important academic, financial aid, program, club, and student life event dates to their Office 365 calendar and personal devices. Visit alextech.edu/calendars to view and subscribe to ATCC calendars.

BOOKSTORE (ONLINE)

ATCC's Bookstore is exclusively online and provides textbooks for courses offered by ATCC instructors. To purchase new and used textbooks or to rent them, please visit alextech.edu/bookstore.

Please note: For textbook rentals, a credit card number is put on file to be used in case of lost or damaged books. Once you have entered a card number, you'll be able to select your account to use financial aid dollars as payment for the rental, or charge to your student account.

Book charging is available for all registered Alexandria Technical and Community College students for Fall semester on August 1st, Spring semester on December 1st, and Summer semester on April 1st. All charges are added directly to the student's account. Student's account balance should be reviewed on eServices. See page 10.

Important: Students must have their ATCC class schedule and StarID login information to order books.
  · Class schedules can be viewed and printed from eServices (View/Modify Schedule).
    *If you are a PSEO student, please make your request for books here: PSEO Book Request Form
    *If you are taking courses from Northland Community and Technical College or Northwest Technical College, make sure to visit their online bookstores to purchase your books. Those are not carried through the ATCC Online Bookstore.

For frequently asked questions about purchasing or renting books, please visit the ATCC Virtual Bookstore Help Desk.

Website: alextech.edu/bookstore   Phone: 320-762-4530
                                               Email: businessoffice@alextech.edu

DIRECTORY INFORMATION

ATCC has designated the following information as Directory Information:
  · Student's name
  · Hometown
  · Program/major
  · Pictures
  · Enrollment/withdrawal dates
  · Graduation status (type of degree/diploma and date of graduation)
  · Honors/awards
  · Height and weight information for athletic participants
  · Performance and participation records for athletic purposes
  · Individual or group photos and videos

Limited Directory Data (LDD) may be disclosed only in the specified applications without prior consent unless the student notifies the college in writing of their objection to the release of information in one or more of these categories:
  · Notwithstanding any other provision of this policy, the following information is defined as Limited Directory Data for purposes of sharing with LeadMN so the association can communicate with their members: Student name, institutional email address, and Student Change Code (NEW/RTN/DROP).
  · Former and current students' phone number, address, and email addresses may be disclosed to the ATCC Foundation and Alumni Association for scholarships, events, fundraising, and membership opportunities.
  · Student system e-mail address may be disclosed to the contracted college bookstore for billing purposes.
For more information on Directory Information, please see ATCC Policy 2.5.

Withholding Student Directory Information:
If a student does not specifically request the withholding of Directory Information (including LDD) within the first 15 days of enrollment, it will indicate student approval for disclosure. Withholding Limited Directory Information may inhibit the functionality of Office 365. See ATCC Procedure 2.5.1 for more information.

Student Rights Under FERPA:
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Release of Information:
Student data is protected under FERPA, and in order for a third-party such as a parent, spouse, or funding source to have access to non-directory student data, an Authorization to Release Student Information must be completed and submitted yearly by the student.

PARKING

ATCC's parking policy and procedure can be reviewed online. For additional information about parking at ATCC, including a parking map, please visit alextech.edu/parking.

Please follow the policy and procedure completely. Specifically:
- ATCC parking lots require a parking permit.
- Permits can be obtained from the IT Department (room 403).
- Park only in designated parking lots and spaces (see Parking Map) and within authorized, marked guidelines.
- Permit must face forward and be visible on your rearview mirror.
- The speed limit in each lot is 10 mph.
- Trailers are not allowed in parking lots unless for an approved event such as Bass Fishing league in designated areas.
- Parking waivers are available at the Business Office if you do not plan to park on campus. Please visit the Business Office (room 106) to complete the Parking Use Fee Exemption Request Form and return your permit.

Daily permits can be purchased In the Business Office (room 106) for $1.00 per day by permit holders who do not have their parking permit with them. Anyone who received a parking ticket before purchasing a daily permit must pay the fine.

Visitor permits are available at the Welcome Center or the Customized Training Center.

Parking Violations:
There are times when an improperly parked vehicle may be towed right away if it is a safety issue (e.g. snow plowing or traffic issue). If it does not constitute a safety issue, the first violation is a written warning. The second violation is a $25 ticket. The third violation is a $50 ticket. The fourth violation will be a towed vehicle to the impound lot at the owner's expense. Parking tickets are paid to the ATCC Business Office (room 106).

DRESS GUIDELINES & UNIFORMS

Prospective employers frequently visit the college. Individual appearance creates an image for the entire college and students. Students are encouraged to dress appropriately. Some programs require uniforms.

Uniforms, coveralls, shop coats, and/or safety glasses are required in many laboratory, technical, or industrial programs. Students will be expected to have the recommended tools and personal protective equipment for their required shop activities for specific programs. This information is reviewed with each student at the time of the program visit interview.

RELATED JOB PLACEMENT

ATCC posts information about related job placement on its website. Related job placement history by program can be found at alextech.edu/graduateplacement.

LOCKERS

Lockers are available to students on a first-come, first-served basis. Students are allowed to use one locker and may place their own lock on any unused locker. This privilege is extended to students on the basis that the locker is to be kept in good condition. The college reserves the right to inspect lockers for articles threatening the safety and health of the college community as well as to obtain college property that was not returned. In the event the college needs to enter the locker when the student using the locker is unavailable or uncooperative, the lock will be cut off at the lock owner's expense. The college is not responsible for lost or stolen articles/items.

STUDENT SUCCESS

ATCC is dedicated to your success. The college provides resources and assistance to help you accomplish your goals.
- Check your ATCC email daily
- eServices provides information on:
    o Course registration and course schedules
    o Tuition statement
    o Financial Aid awards
    o Degree Audit (DARS) to check on graduation progress and transfer of courses from other colleges
- Brightspace to check grades and access online courses.
- Calendars and Zoom access
- Reset your StarID password in StarID Self-Serve
- Student Forms has many of the forms you need like Change of Major, Enrollment Verification, Graduation Application, or Authorization to Release Student Information

Some important things you can do to get the most out of your courses and be successful
- Be there every day and on time
- Participate
- Stay current and do not fall behind. Students that fall behind have more work and greater stress, so they are less likely to do well.
- Record all your due dates for assignments and tests so you can prioritize

Things to do outside of class that will support your success
- Ask for help if you think you need it. Instructors, advisors, counselors, and Support Services are all there for you
- Take care of yourself by getting enough sleep, eating well, and trying to exercise.
- Get involved on campus! Student Activities can help you find a club, sport, or other activity to fit your interests. Students who are involved generally do better in class.
- Most of our students need to work and have obligations outside of school; however, college still needs to be included as a priority. Make sure there is a balance of school, work, family, and time for yourself.
- Manage your time accordingly to ensure coursework is completed on time.

One of the most difficult things for college students to do is ask for help. Remember that college employees are here to help, so please ask us if you have a question or need assistance.

Academic Assistance

Students who are struggling are encouraged to seek assistance from the resources the college provides.

- Academic planning, withdrawing from classes/school, changing majors: See the student's academic advisor. Students can find out who their academic advisor is on their Degree Audit Report (DARS). See "eServices" on page 10.
- Accommodation requests - Individualized Education Plan (IEP), 504 plan, disability accommodations: See "Support Services" on page 6.
- Financial planning and financial emergencies: See "Financial Aid" on page 5.
- Personal issues, mental health, substance abuse: See "Counseling Center" on page 6.
- Tutoring: See "Support Services" on page 6.

Satisfactory Academic Progress

ATCC, the Minnesota State Board, and federal and state law require students make satisfactory qualitative and quantitative academic progress towards a degree or certificate to attend college and remain eligible for financial aid. Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Please read Satisfactory Academic Progress for detailed information.

Student Code of Conduct

In order for students to be successful, they must be respectful of themselves and others at the college. Students should read, be familiar with, and act in accordance with the expectations set forth in the Student Code of Conduct.

ACADEMIC ACHIEVEMENT

Dean's List

The college compiles a Dean's Academic Achievement List at the end of fall and spring semester to give recognition to those fulltime ATCC students (12 credits or more) whose semester grade point average is at 3.5 or above. Eligibility for the Dean's List is based on information that is on record one week after the last day of the semester. Courses with partner colleges count toward the minimum 12 credits or the semester GPA.

Phi Theta Kappa (International Honor Society)

Phi Theta Kappa is an internationally recognized honor society for students in two-year colleges who have demonstrated superior academic performance. Students who have a cumulative GPA of 3.5 or higher and have completed 12 or more credits in degree or diploma program are eligible to become members of Phi Theta Kappa. Invitations are sent to eligible students in January and September of each year.

STUDENT RESOURCES ON-CAMPUS

FOOD PANTRY (JENNIE'S CUPBOARD)

Jennie's Cupboard provides food, personal care, and cleaning items to ATCC students. There are no income requirements or application; however, ATCC ID is required. During the academic year, Jennie's Cupboard is open Monday-Thursday, 8AM-8PM and Friday 8AM-4PM. Students may show up during posted hours and select up to 10 items from Jennie's Cupboard on a weekly basis. During academic breaks and summer session, Jennie's Cupboard is closed; however, students can pick up a bag of pre-packaged, non-perishable food items from the Welcome Center.

Location: Room 603A

VETERANS RESOURCE CENTER

The ATCC Veterans Resource Center on campus is available to veterans as well as past and current military members and their families. In order to be respectful of all perspectives, we have the following expectations in the Veteran's Resource Center: No politics. No recruiting.

Please visit the website or email us for more information or with questions.

Location: Room 708

FOOD SERVICES

Twizt'd Café is a culinary experience for students and faculty on the move. Experience a delicious blend of all-day dining delights including delectable breakfast items, tantalizing gourmet burgers, a salad bar, grab & go snacks, and captivating daily specials that will leave you craving for more. Discover this food haven in the heart of the main building's 300 wing. Get ready for taste sensations like never before.

Twizt'd Coffee is your ultimate destination for an invigorating lineup of coffees, teas, and an array of sensational hot and cold beverages that will keep you powered up and ready to conquer your day. Fuel your energy with delectable snacks that will keep you going strong. Discover this oasis of refreshment in the 700 building commons.

HEALTH SERVICES

Alexandria Technical & Community College provides students with health service resources to help maintain students' physical and emotional health. The college maintains a plan to assist students in medical emergencies in collaboration with the area clinics or the hospital emergency room.

HOUSING

Students who need housing in the Alexandria area have two options. Foundation Hall is student housing adjacent to the campus, and the Alexandria community has many rental options available.

The college does not regulate housing. All arrangements must be made between the renter and the landlord.

CAR SERVICES

Car Starting Service
Alexandria Technical & Community College provides free use of a car jump-starting booster pack to all students who have a valid parking permit and who are parked in a school parking lot. Students who require the use of this unit should visit the Welcome Center. A drivers license is required to check out the booster pack. The college is not responsible for any damage incurred while using this unit.

Car Unlocking Service
Alexandria Technical & Community College does not provide an unlocking service. Students who need their car unlocked can contact the Alexandria Police Department at 320-763-6631.

LACTATION ROOM

Alexandria Technical & Community College provides accommodations for breastfeeding mothers to express milk on our campus. There are two Lactation Suites within this room. These suites are private and have lockable doors. The suites are available for use by students and employees when the building is open for business.

To ensure a clean and healthy environment for all of our nursing mothers, we ask that you keep this area clean and sanitary.
- To do this, please use Clorox wipes to wipe up any spills or drips.
- No food is allowed in either of the Lactation Suites.
- Individuals not leaving this area in a clean and sanitary condition will lose their right to use this room.

For your convenience, there is an electrical outlet in the back panel on top of the end table. There is a slide out tray in front to hold any beverage. Kleenexes and Clorox wipes are stored behind the door in the end table.

You may use these suites for 30 minutes. Please use the Campus Café and other common areas for eating, studying and attending to personal business.

Please turn off all of the lights and close the exterior door to Room 107 when you leave this area.

This room is also used for treating individuals that are injured. Do not go into the treatment area in the back of the room to express milk. You may only use one of the two lactation suites.

Location: Room 107

COMMUNICATION

ATCC Student Email
Email is the college's official means of communication. Students are responsible to know the information sent to them from the college through their college issued email. Check your email at alextech.edu/email

Information on how to setup college email on mobile devices is located at alextech.edu/IT.

Digital Displays
ATCC uses digital displays located throughout the campus to provide miscellaneous information. Postings include:
- Campus events
- Campus Café specials
- Club/organization meeting times and locations
- Student activities

Social Media
Connect and engage with us on Facebook, Instagram, or Twitter @ATCCMN

Want to start building your résumé and get ready for your next step as an ATCC Alumnus? Connect with ATCC on LinkedIn to join other alumni and connect to future employment opportunities.

Inclement Weather/Emergency Alerts
ATCC provides information about weather related campus cancellations, closings, or delays through the following:
- Star Alert – text message (update your information at alextech.edu/myalerts)
- Weather Hotline - call 320-762-4400
- ATCC Email

If the college is open, students are expected to be in attendance; however, all students must use their own judgment to determine whether or not it is safe to travel. When classes are not canceled, students who miss class due to poor travel conditions must contact their instructors regarding their absences.

Star Alert Emergency Notifications:
In the event of school closings, evacuations, and other urgent college-related information, students will receive emergency notification emails by default. Update your contact information at alextech.edu/myalerts to receive optional text messages and/or phone calls.

CAMPUS STORE

The ATCC Campus Store offers school supplies, ATCC brand apparel, ATCC gift items, program specific supplies and gifts, beverages, snacks, and much more. They also supply our Law Enforcement (LE) Program with LE physical training uniforms and related supplies. The Campus Store's normal business hours are Monday-Friday, 7:30 AM-3:00 PM during the school year. The Campus Store is closed on weekends, holidays, and when campus is closed. Hours are posted at the store.

Location: Room 111   Phone: 320-762-4560
Website: shop.alextech.edu

Logo/Mascot Usage
All ATCC materials, including college logos, program and department logos, and the Legends mascot (and all supporting graphics) are owned and controlled by the college. Any derivative of those materials MUST be approved by the ATCC Marketing & Communications Department. Requests should be submitted to communications@alextech.edu for consideration.

Promotional Items
Students who want to create t-shirts, posters, brochures, or other materials using any of the college's names or logos for a program, department, team, or club, must obtain permission and order product through the Campus Store. Please contact the Campus Store for guidance on the process.

ONLINE ADVOCATES

ATCC Student Online Advocates provide support to all students taking one or more online course. Students taking online courses at ATCC or other institutions should contact the online advocates for assistance with logins, resetting passwords, training on how to use Brightspace, email issues, ordering textbooks from the online bookstore, finding information in eServices, contact information for other offices, and any other incidents that students may encounter. ATCC is a partner with Distance Minnesota for offering online programs/courses. The Distance Minnesota support center is available in the evenings and weekends by contacting distanceminnesota.org.

STUDENT LIFE

Student Life at ATCC is more than textbooks, classes, and studying. While participation and involvement in activities outside-of-the-classroom is not required, it is the philosophy of the college that it is an important part of the educational experience. It is a great way to meet people, get involved, develop leadership skills, and have fun!

Below is a list of Student Life opportunities available at ATCC. To find more information about any of the activities listed below, stop by the Student Life office. Activity information is also shared on the digital displays across campus and via the weekly Student Life Events email which can be found in your ATCC email inbox.

Location: Room 308
Website: alextech.edu/studentlife

Phone: 320-762-4926
Email: cindy.haarstad@alextech.edu

ATHLETIC OPPORTUNITIES

Varsity Athletics
Alexandria Technical and Community College offers the following competitive sports:
- Baseball (Men's)
- Clay Target League (Co-ed)
- Competitive Fishing (Co-ed)
- Esports (Co-ed)
- Golf (Men's & Women's)
- Soccer (Men's & Women's)
- Volleyball (Women's)

ATCC is a member of the Minnesota College Athletic Conference (MCAC), and a member of the National Junior College Athletic Association (NJCAA). Check out the Alexandria College Legends Varsity Sports website for information on our teams and sports schedules. Go Legends!

For Title IX information, please see page 21 for contact information for our Title IX Coordinator.
For information related to Sexual Violence, please see page 21 for the campus policy and procedure information.

Intramural and Club Sports
ATCC also offers laid-back intramural and club sports.
- Basketball
- Flag Football
- Sand Volleyball
- Trapshooting Club
- Volleyball

FITNESS ROOMS

ATCC has two fitness rooms on campus which are open to all students and employees—you do not have to be a student-athlete to use the weights or equipment. The cardio room is located in room 703, and the strength room is across the hallway in room 702.

EVENTS

ATCC sponsors a variety of events including entertainers, speakers, hypnotists, make-and-take crafts, tournaments, snow-tubing, bowling, theme weeks, and grocery bingo for student and ATCC community enjoyment.

STUDENT AMBASSADORS

ATCC Student Ambassadors are a group of students who are selected to serve as ATCC representatives. In addition to receiving leadership training, they represent ATCC at various functions and activities. Selection of Ambassadors is through an application and interview process.

STUDENT SENATE (STUDENT CAMPUS ASSOCIATION)

ATCC Student Senate represents student voices on issues and concerns and assists with organizing student activities. Student Senate is composed of representatives from each divisional area and student club, plus other student volunteers. Students who are interested in serving others and leadership are encouraged to get involved. Student Senate meets the first and third Thursdays of the month at noon. Student Senate participates on a regional and state level with LeadMN, Minnesota State's two-year college student association.

STUDENT CLUBS

Student clubs are integral to the student experience at Alexandria Technical and Community College. A student club is considered any group of students that meets regularly to discuss or perform activities of a shared interest. Clubs are student-formed and student-led.

If you are looking to start a new student club, please see ATCC Procedure 2.1.1 for more details.

Fundraising Guidelines
The following guidelines are offered to assure uniform policies and practices relating to fundraisers conducted by student clubs.
- Only recognized clubs may conduct fundraisers.
- All fundraising must be conducted in conformance with plans as submitted on the Fundraising Activity Approval Form.
- The Fundraising Activity Approval Form must be submitted to the Foundation Office for approval prior to doing any fundraising.

Fundraisers may include:
- Contests/Tournaments (darts, pool, pie-in-the-face, etc.)
- Dinners (spaghetti, etc.)
- Sales (candy, coupons, etc.)
- Services (car washes, etc.)
- Student Events (in cooperation with the Student Senate)
- Other ideas with approval from Student Senate and the Foundation

Upon completion of a fundraiser, a report must be submitted to the Student Senate and the ATCC Foundation to document the effort including a summary of expenses, revenue, and profit.

Conformance with fundraising guidelines is used to determine eligibility to conduct additional fundraisers.

VOLUNTEER OPPORTUNITIES

Students participate in blood drives, road clean ups, food drives, and numerous other services to the community.

STUDENT RESOURCES - COMMUNITY

For those of you joining us on campus, welcome to Alexandria, MN! We have compiled some community resources for you as we know many of you will be spending time in the community, as well as on campus. Check out the website (alextech.edu/community) for additional information about the Alexandria community.

FOOD
- Minnesota SNAP (Supplemental Nutrition Assistance Program)
- Minnesota WIC (Women, Infants, and Children)
- Outreach Food Shelf (serving Alexandria and Douglas County)
- United Way of Douglas and Pope Counties (Douglas County food drop)

HEALTH
FOR EMERGENCIES, DIAL 9-1-1
- Alexandria Clinic
- Heartland Orthopedic Specialists (Orthopedic & Sports Medicine)
- Osakis Clinic
- Sanford Health Broadway Clinic
- Student Health Insurance (MNsure)
- WELL & Company

HOUSING
- ATCC Community Housing List
- Foundation Hall Student Housing
- ApartmentsHQ
- Roommate Finder Group
- West Central Communities Action (Housing/Energy Assistance)

MENTAL HEALTH CRISIS RESPONSE
FOR EMERGENCIES, DIAL 9-1-1
- National Suicide Prevention Lifeline: (800) 273-8255
- Crisis Text Line: Text HOME to 741741 (Free 24/7 crisis counseling)
- Region 4 South Mobile Crisis Response Team: (701) 364-0431 (24/7 mental health crisis response)

MENTAL HEALTH SELF-ASSESSMENT
FOR EMERGENCIES, DIAL 9-1-1
- ULifeline (Mental health resources for college students)
- Here to Help (Online screenings)
- Help Yourself. Help Others. (Online Screenings)

CHILDCARE/RESOURCES FOR STUDENTS WITH DEPENDENT CHILDREN
- Douglas County Child Care Funding Program
- West Central Minnesota Communities Action

TRANSPORTATION
- Rainbow Rider Bus (punch cards available for purchase at the ATCC Campus Store)

TECHNOLOGY/INTERNET ACCESS
- FCC Affordable Connectivity Plan (Reduced rates for broadband service)
- Douglas County Library (Computer usage, scan/fax/print)

JOBS
- Handshake (Career portal for college students and alumni. Log in with your StarID and password.)
- CareerForce
- JobsHQ
- Living Alexandria Area Careers Directory
- Minnesota Works
- PeopleReady

STUDENT RIGHTS AND SAFETY COMPLIANCE

ATCC DESIGNATED OFFICERS

Affirmative Action/Equal Employment Opportunities Officer:
Shari Maloney
Human Resources Office, room 110   Phone: 320-762-4466

Human Rights Officer, Discrimination/Harassment Complaints Officer, Title IX Coordinator:
Tamzin Bukowski
Safety Office, room 108   Phone: 320-762-4415

Americans with Disabilities/Section 504 Coordinator:
Kaye Madigan
Support Services Office, room 305   Phone: 320-762-4673

COLLEGE POLICIES & PROCEDURES

Alexandria Technical & Community College has policies and procedures in place in order to protect students' rights and safety, and ensure their success. The policies and procedures of the college are kept online (alextech.edu/policy) to ensure their accuracy and availability at all times.

Alexandria Technical & Community College's policies comply with all local, state, and federal laws. The college also adheres to the policies and standards established by its governing body, Minnesota State and its accrediting body, the Higher Learning Commission.

Students are responsible to know and abide by the policies and procedures of Alexandria Technical & Community College and to seek assistance if they have questions. All students are encouraged to read ATCC Policies and Procedures and understand their responsibilities. It is particularly important students read and understand the following policies and procedures:

- Acceptable Use of Computers and Information Technology Resources
- Alcohol and Drug-Free Campus and Tobacco & Electronic Cigarettes on Campus
- Annual Notice to Students
- Attendance
- Complaints and Grievances
- Harassment and Discrimination
- Financial Due Dates, Refunds, Withdrawals & Waivers
- Grading System
- Parking
- Registration
- Sexual Violence
- Response to Sexual Violence
- Student Code of Conduct
- Title IX and Sex Discrimination
- Student Rights & Responsibilities
- Student Attendance
- Title IX and Sex Discrimination

ALCOHOL AND DRUG-FREE CAMPUS

ATCC POLICY 5.18 ALCOHOL AND DRUG-FREE CAMPUS AND TOBACCO & ELECTRONIC CIGARETTES ON CAMPUS

The state prohibits the unlawful manufacture, distribution, dispensation, possession, use, sale, trade, and/or offer for sale of alcohol or drugs in the workplace or while performing work for the state.

Alexandria Technical and Community College shall comply fully with all of the conditions of the Minnesota Management and Budget – Prohibition of Alcohol and Drug Use by State Employees policy (HR/LR Policy #1418), which can be reviewed at the following link: https://mn.gov/mmb-stat/policies/1418-DrugAndAlcoholPolicy.pdf

The State of Minnesota Drug and Alcohol Plan will be followed for employees who operate a commercial motor vehicle and are required to have a commercial driver's license (CDL) to perform the assigned duties of their position. (https://mn.gov/mmb/assets/1418A-drugandalcoholtestingplan_tcm1059-321981.pdf)

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), Alexandria Technical and Community College has established this policy and has implemented processes to meet the college responsibilities as outlined in the law.

This responsibility includes:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on its property or as part of any of its activities;
- A description of the applicable legal sanctions under Local, State, or Federal law for the unlawful possession or distribution of drugs and alcohol;
- A description of the health risks associated with the use of drugs and the abuse of alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students;
- A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with Local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment, and referral for prosecution, for violations of the standards of conduct enumerated in the DAAPP. (The regulations note that a disciplinary sanction may include the completion of an appropriate rehabilitation program).

The standards of conduct at Alexandria Technical and Community College prohibit the unlawful possession, use, or distribution of drugs, drug paraphernalia and alcohol on the campus premises, or in conjunction with, any college-sponsored activity or event whether on or off campus. In accordance with federal regulations, this policy is printed in the Student Planner and Student Handbook, which is made available to every student. The policy is also available to students and employees at https://www.alextech.edu/policies-procedures/alcohol-drug-free-tobacco-ecig and is available in a printed format on request. The policy is included with the annual Campus Crime and Security Report and is distributed to every student and employee.

The college conducts a biennial review of this policy to determine the effectiveness of this policy and to ensure that disciplinary sanctions for violating standards of conduct are enforced consistently. The number and type of sanctions imposed as a result of drug and alcohol-related violations and fatalities that have occurred on the campus, or as part of campus-related activities, are included in the annual Campus Crime and Security Report. The college provides education for students and staff regarding the health risks associated with alcohol and drug abuse.

Standards of Conduct
- No student or employee shall use, manufacture, sell, give away, barter, deliver, exchange, or distribute or possess with the intent to use, manufacture, sell, give away, barter, deliver, exchange, or distribute a controlled substance, drugs, or drug paraphernalia as defined in Minnesota Statutes, Chapter 152
  - while on campus; or
  - while involved in a college activity, service, project, program, or work situation.
- No student or employee shall illegally introduce upon or have possession of any alcoholic beverage as defined in Minnesota Statute 340A.101
  - while on campus; or
  - while involved in a college activity, service, project, program, or work situation.
- No student or employee shall introduce upon or have possession of any alcoholic beverage as defined in Minnesota Statute 340A.101
  - while involved in a college activity, service, project, program, or work situation that has defined alcohol use restrictions established through organizational by-laws or policies.
- No employee shall report to work, and no student shall report to campus, while under the influence of alcohol or a controlled substance or as the student's specific program defines as under the influence of alcohol or a controlled substance.
- Students who operate commercial vehicles will be required by law to provide documentation of drug and alcohol testing at the time of enrollment. Also, students may be randomly tested during enrollment in their training program.

Distribution of Written Policy
ATCC's policy is in the Student Handbook and is published on the ATCC website. One or more of these publications is sent via college e-mail, ATCC's official method of communication, to every student and employee annually. All new employees and students are provided this policy during their orientation session.

Tobacco
Alexandria Technical and Community College is tobacco-free within its buildings and college vehicles. The college campus, including entrances to buildings, lawns and landscaped areas is tobacco-free with the following exceptions:
- tobacco use is permitted in parking lots; and
- tobacco use is permitted outside of designated entrances when beyond 25 feet from the designated entrance.

Electronic Cigarettes
Alexandria Technical and Community College bans the use of electronic cigarettes on all college property. This includes, but is not limited to, parking lots, classrooms, bathrooms, and sidewalks.

ATCC PROCEDURE 5.18.1 ALCOHOL AND DRUG-FREE CAMPUS

Legal Sanctions
Federal and state sanctions for illegal possession of controlled substances range from up to one-year imprisonment and up to $100,000 in fines for a first offense, to three years imprisonment and $250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of federal student aid benefits.

Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach $5 million. First offenses involving lesser amount, 10-99 gm, may results in sanctions up to and including 20 years imprisonment and fines up to $1 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to $250,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to $20 million for an offense involving 1,000 kg or more.

The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .08 or more) may result in a $1,000 fine, 90 days in jail, and/or revocation of driver's license for 30 days. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in up to a fine of $1,000. Furnishing alcohol to persons under the age of 21 is punishable by up to a $3,000 fine and/or one-year imprisonment.

Health Risks Associated with Illicit Drug Use and Alcohol Abuse

Alcohol and drug use are prohibited not simply because it is against the law, but because of the demonstrated health risks associated with use. While the following list is not exhaustive, it serves to demonstrate the range of potential hazards associated with illicit drug and alcohol use.

Alcohol
Loss of concentration and judgment, slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.

Amphetamines
Can cause rushed, careless behavior - pushing beyond your physical capacity, leading to exhaustion; intolerance increases rapidly; causes physical and psychological dependence; withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition and death.

Cannabis
Causes permanent damage to lungs, reproductive organs and brain function; slows reflexes; increases forgetfulness; alters judgment of space and distance.

Cocaine
Causes damage to respiratory and immune systems; induces malnutrition, seizures and loss of brain function. Some forms (such as "crack") are highly addictive.

Hallucinogens (PCP, LSD, Ecstasy)
Causes extreme distortions of what's seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user's children; overdose can cause psychosis, convulsions, coma and death. Frequent use can cause permanent loss of mental function.

Narcotics (Heroin, morphine, opium, codeine)
Tolerance increases rapidly; causes physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest and death; leads to malnutrition, infection and hepatitis; sharing needles is a leading cause of the spread of HIV and Hepatitis; highly addictive.

Sedatives
Tolerance increases rapidly; produces physical and psychological dependence; causes reduced reaction time, and confusion; overdoses can cause coma, respiratory arrest, convulsions and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death.

Counseling and Assistance Resources

Appropriate referrals to counseling and health agencies will be made for individuals as needed. Rehabilitation may become a condition of continuing association with our college. The college will impose sanctions when this policy is violated. Disciplinary action may include written reprimand, suspension, or dismissal and referral for prosecution under local, state, or federal law.

Alexandria Technical & Community College

Counseling and Assessment Center	320-762-4487
Employee Assistance Program	800-657-3719
Confidential Alcohol Screening	888-285-3725

Community

Lakeview Chemical Dependency Services	320-762-8135 800-450-4500
Douglas County Social Services	320-762-2302
Drug and Alcohol Emergencies (Alomere Hospital ER)	320-762-6000
Someplace Safe (24 hour Crisis Line)	800-974-3359

Self-Help Groups

Alcoholics Anonymous/AA/ALANO	320-762-8546 866-423-2969
Narcotics Anonymous	320-762-3981

Disciplinary Sanctions

Students
Administrative and legal sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the preceding standards of conduct.

Any students showing reasonable suspicion that they are under the influence of alcohol or a controlled substance while on campus are subject to be dismissed from a classroom setting by the supervising college representative. This student shall be referred to an Administrator. Criminal violations will be referred to local law enforcement.

The student must make arrangements to be transported to their local residence. They may not drive themselves home, but must be transported either by a friend or a local cab service.

ATCC reserves the right to determine whether reasonable suspicion exists and the level of discipline to be applied to the student.

Employees
Employees must abide by the terms of ATCC Policy 5.18. Administrative and legal sanctions consistent with existing contracts, up to and including termination of employment and referral for prosecution, will be imposed on employees who violate the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Distribution of Written Procedure
ATCC's procedure is in the Student Handbook, Employee Handbook, and is published on the ATCC policy/procedure website. One or more of these publications is sent via college e-mail, ATCC's official method of communication, to every student and employee annually. All new employees and students are provided with a copy of this procedure during their orientation session.

CAMPUS SECURITY REPORT

Alexandria Technical & Community College encourages students and college community members to be fully aware of the safety issues occurring on the campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

Alexandria Technical & Community College monitors criminal activity and maintains a three-year statistical history of this activity occurring on the campus facilities owned and rented by Alexandria Technical & Community College. The college distributes a copy of the Campus Security Report to each current student and to each prospective student or employee who requests it in writing. It is also kept on the college website. Information concerning registered level three sex offenders can be obtained through the Department of Corrections website at www.doc.state.mn.us/level3/search.asp. Contact the Alexandria Police Department for information concerning registered level two sex offenders.

Alexandria Technical & Community College has no authority to require the Alexandria Police Department or the judicial court process to take any action in connection with a reported crime. The college encourages prosecution of all criminal violations through the criminal courts and, if appropriate, the campus conduct process for violations committed on campus by other students.

The college currently has a variety of policies and procedures relating to campus security, and it expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

CRIME PREVENTION PROGRAMMING

Alexandria Technical & Community College provides the following crime prevention programs and services:

Relationship with Law Enforcement

Alexandria Technical & Community College uses local law enforcement for law enforcement authority on campus. All illegal and inappropriate activities occurring on campus must immediately be reported to local law enforcement. All alleged criminal activities will be investigated.

Evening Security Staff

Student employees, who are not certified or sworn peace officers, provide evening security coverage and escort service for the main campus building, the 700 building, and Law Enforcement Center. Evening security staff is available in these areas Monday through Thursday while classes are in session from 5 p.m. until the buildings close. See for contact information.

Emergency Response

All significant emergencies must be reported to local law enforcement by dialing 911 from a campus phone. Dangerous situations involving an immediate threat to the health or safety of students or staff occurring on the campus must immediately be reported to the Safety Coordinator. If an emergency response or evacuation is warranted, an immediate warning will be sent out informing the campus community of this threat.

Warnings will be published using class announcements, email, Star Alert emergency notification system, and classroom computers, unless issuing a notification would compromise efforts to contain the emergency.

The emergency response and evacuation procedures are updated and tested annually in all student occupied buildings.

Assistance

In cases involving Title IX complaints with multiple parties involved, Alexandria Technical and Community College is dedicated to providing supportive measures including (but not limited to) modifications of class schedules as appropriate and as reasonably available.

Educational Programming

The Alexandria Technical & Community College provides assistance in presenting programs on campus safety and security. The college develops and presents educational programs in the area of crime prevention, sexual assault awareness, personal safety, etc. The college works closely with the Alexandria Police and Fire Departments in presenting needed programs.

The college has available, at no cost, brochures, flyers, pamphlets, videos, and posters concerning various safety issues. The college's Counseling Center provides staff to aid students in coping with alcohol and drug abuse.

Student Discipline

Individuals or individual members of organizations in violation of the rules and regulations of the college are subject to disciplinary action by the college administration, President, or his/her designee responsible for the judicial process. The college's complete Student Code of Conduct is published online.

Annual Reports

Alexandria Technical and Community College is required under federal law to report specific criminal offenses to the United States Department of Education as detailed in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092(f)). These criminal offenses are as follows:

- Aggravated Assault
- Arrests and referrals for campus disciplinary action for the following violations:
  - Drug Law Violations
  - Illegal Weapons Violations; Possession
  - Liquor Law Violations
- Arson
- Burglary
- Criminal Homicide
  - Manslaughter by Negligence
  - Murder and Non-negligent Manslaughter
- Dating Violence
- Domestic Violence
- Hate Crimes including all of the criminal offenses listed in this section, with the addition of:
  - Damage/Destruction/Vandalism of Property
  - Intimidation
  - Larceny-Theft
  - Simple Assault
  - For each Hate Crime recorded under 34 CFR 668.46(c)(1)(iii), ATCC identifies the category of bias that motivated the crime. The categories of bias include the victim's actual or perceived:
    - Disability
    - Ethnicity
    - Gender
    - Gender Identity
    - National Origin
    - Race
    - Religion
    - Sexual Orientation
- Motor Vehicle Theft
- Robbery
- Sex Offenses
  - Fondling
  - Incest
  - Rape
  - Statutory Rape
- Stalking

CRIME REPORTING

The following policies concern reporting crime occurring on the campus of Alexandria Technical & Community College.

- Students, faculty, staff, and visitors are encouraged to report criminal activity immediately to the Alexandria Police Department at 911or 320-763-6631.
- College administration are employees of Alexandria Technical & Community College and are not normally certified or sworn peace officers but are authorized, when appropriate, to make a citizen's arrest. Normally such arrests are made only in the presence of an Alexandria police officer.
- The college works closely with the Alexandria Police Department, Douglas County Sheriff's Department, and state and federal law enforcement agencies to track and respond to campus criminal activity.
- The college normally requires a written complaint and the assistance of the complainant in the disciplinary process unless the college determines that there is a clear danger to the victim and/or the college community.

Who Should Report

All employees, faculty, or staff who become aware of an allegation of violation of college policy, student code of conduct, civil law, or criminal law should report said complaint or allegation to college administration. The Federal Register, dated April 29, 1994, expands those required to make reports by defining campus security authorities to include "officials of the institution who have significant responsibility for student and campus activities, but not including counselors." Campus staff "with significant counseling responsibility" is required to provide college administration with the statistical information relating to crimes on campus but may continue to honor the confidentiality of victims.

- Any criminal activity should be reported directly to the Alexandria Police Department. However, the following have been identified as being required to report situations of a criminal nature that have come to their attention to college administration:
  - o Admissions representatives
  - o Alumni Director
  - o Assistants and associates
  - o Assistant coaches
  - o Coaches
  - o Director of Student Activities
  - o Director of Support Services
  - o Division Chairs
  - o Financial Aid Director
  - o Foundation Hall Manager
  - o Human Rights Officer
  - o Human Resources Officer
  - o President
  - o Registrar
  - o Safety Coordinator
  - o Vice President of Academic and Student Affairs
  - o Vice President of Advancement & Outreach/Executive Foundation Director

- According to the Federal Register, April 29, 1994, "The function of these administrators is not to determine whether a crime took place - that is the function of the law enforcement professionals working within the criminal justice system - but with respect to these regulations to report the alleged crime, that was received in good faith, to the appropriate law enforcement personnel, either campus or local police."

- When reports are made to college administration, the college, in conjunction with the Alexandria Police Department, shall determine if a threat continues to exist to the campus community. If it is determined that such a threat continues to exist, a warning will be sent out, via appropriate methods, informing the campus community.

- Faculty, staff, and employees are encouraged to assist anyone reporting alleged criminal activity in contacting the Alexandria Police Department in order to file a criminal report.

Crime Reporting Guidelines

- All criminal activity occurring on campus should be reported immediately to the Alexandria Police Department.
- The Safety Coordinator will assist the complainant in completing criminal reports.
- Every effort should be made to ensure that physical evidence is maintained and protected. Criminal reports, and any statements relating to these reports, made to the Safety and Security Office and Safety Coordinator will be forwarded to the Alexandria Police Department.
- When alleged perpetrators are identified as students, the case will be forwarded to the college president for appropriate action. Criminal investigation, arrests, and prosecution can occur independently and at the same time as the campus judicial process.
- The college staff will assist the Alexandria Police in any investigation.
- All allegations will be investigated. If the college administration, Alexandria Police Department, or the Douglas County Sheriff's Department "conclude that the allegations reported are not substantiated by the facts or the law, no campus crime need be disclosed as a statistic."
- (Federal Register, April 29, 1994)
- Reports may be made to the Safety Coordinator, other college administrators, and/or the Alexandria Police Department either by telephone or in person.
- The Safety Coordinator or other college administrators will accept third party reports (in cases of sexual assault) in order to protect a survivor's identity.
- All statements or reports of a criminal nature made to any member of the college staff will be shared with the Alexandria Police Department and, if appropriate, the Safety Coordinator.

Victim of a Crime or Witness a Crime

- Call the Alexandria Police Department at 911 immediately for any emergency including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, and other law violations.
- Attempt to obtain a description of the offender(s), including sex, age, race, hair, clothing, and distinguishable features.
- Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report these to the police.
- Preserve the crime scene. Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until the Alexandria Police arrive.

CAMPUS CRIME SECURITY STATISTICS

The statistical report for alleged reports, arrests of criminal activity, and disciplinary referrals reported to Alexandria Technical & Community College, the Alexandria Police Department, and the Douglas County Sheriff's Office occurring on and off the campus of Alexandria Technical & Community College is available online at alextech.edu/campuscrime

Emergency Numbers

ATCC Campus Emergencies...911
Alexandria Police 911
ATCC Human Rights Officer...320-762-4415
ATCC Counseling Center 320-762-4487
Someplace Safe..800-974-3359
24 Hour Crisis Hotline 800-854-9001

Evening Security

The college offers a service on campus after 5:00 p.m. where you can request an escort. Evening security can be reached at the following numbers:
Main Campus..320-304-1451
700 building 320-304-1458

MEDICAL SERVICES & EMERGENCIES

- Students, faculty, staff, and visitors are encouraged to seek medical and emergency assistance by dialing 911 from a campus office, classroom, conference room phone.
- Non-emergency medical needs or assistance should be referred to a local clinic.
- In the event an ambulance is called, the cost of an ambulance is the responsibility of the "patient." If the "patient" refuses transport, there is no charge. There is no charge to the person who calls the ambulance for the "patient."

MENINGOCOCCAL DISEASE

Information about meningitis is available from the Minnesota Department of Health and Center for Disease Control and Prevention at https://www.health.state.mn.us/diseases/meningococcal/collegefact.pdf

HEPATITIS

Additional information is available from the Minnesota Department of Health and Center for Disease Control and Prevention at https://www.health.state.mn.us/diseases/hepatitis/disease.html

Hepatitis A
Hepatitis A is an infection in the liver caused by the hepatitis A virus. It is spread by close contact with an infected person or by eating/drinking contaminated food and water. Symptoms include severe nausea, tiredness and weakness, and yellowing of the skin and eyes. Symptoms are more severe in adults than in children. Symptoms may last for several weeks resulting in missed school and work. There is a vaccine to prevent hepatitis A.

Hepatitis B
Hepatitis B is an infection in the liver caused by the hepatitis B virus. Hepatitis B infection can be life-long and can lead to cirrhosis, liver cancer, and even death. Hepatitis B virus is easily spread through contact with an infected person's blood or body fluids, including sexual contact. Many people do not have symptoms until many years later.

Vaccination is the best way to prevent hepatitis B infection. Treatment may help in later stages of chronic illness but cannot help when the initial infection occurs.

Hepatitis C
Hepatitis C is a liver infection caused by the hepatitis C virus. The infection is spread by contact with the blood of an infected person. Most persons who get hepatitis C carry the virus for the rest of their lives. There is no vaccine to prevent hepatitis C. Like hepatitis B there is treatment available to help in later stages of chronic illness.

This information is provided by the Minnesota Department of Health and Center for Disease.

CAMPUS MAP

ALEXANDRIA Technical & Community COLLEGE

Nokomis Street

1100 Building

800 Building

18th Avenue

TH 8

N

South 700 Building

Law Enforcement Training Center

M

South Parking Lot

L

K

700 Building

J

E

600 wing

H

500 wing

Sports Storage

I

400 wing

HS

F

300 wing

G

D

200 wing

A

C

100 wing

Main Building

B

North Parking Lot

Visitor Parking Lot

LEGENDS

Jefferson Street

Foundation Hall

West Parking Lot

17th Avenue

18th Avenue

Jefferson Street

Alomere Health Property No Parking

Compass: E N S W

Legend:

- Yellow Stripes = Student Parking
- White Stripes = Employee Parking
- Light Blue Stripes = Visitor Parking
- Dark Blue Stripes = Foundation Hall Resident Parking
- Purple Stripes = Accessible Parking
- Orange Stripes = Adult Basic Education Parking
- HS Headstart Drop Off
- Accessible Entrance
- Welcome Center
- Entrance Identification

ATCC Parking permits are required and valid only in their designated parking lots and in marked stalls. Parking in a lot other than the one designated on your ATCC permit, outside of a marked stall, in 15-minute/one hour stalls (beyond the allotted time), or in No Parking Zones will result in fines, immobilization, or towing.

JULY 2023