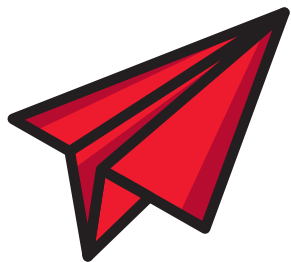




2026-2027

GUIDE TO
Legends
LIFE



 **ALEXANDRIA**
Technical & Community **COLLEGE**

A member of Minnesota State



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ATCC ACADEMIC YEAR

CALENDAR

2026-2027

Aug 24	Fall Semester Begins
Sep 7	Labor Day (college closed)
Oct 15-16	Fall Break (no classes)
Oct 21	Student Advising Day
Nov 11	Veterans Day (college closed)
Nov 26-27	Thanksgiving Break (college closed)
Dec 21	Fall Semester Ends
Dec 22-Jan 10	Winter Break (no classes)
Dec 25	Christmas Day (college closed)
Jan 1	New Year's Day (college closed)
Jan 11	Spring Semester Begins
Jan 18	Martin Luther King Jr. Day (college closed)

Feb 15	Presidents' Day (college closed)
Mar 8-12	Spring Break (no classes)
Mar 18	Student Advising Day
May 12	Spring Semester Ends + Graduation!
May 17	Summer Semester Begins
May 31	Memorial Day (college closed)
June 18	Juneteenth Observed (college closed)
July 5	Independence Day Observed (college closed)
July 9	Summer Semester I Ends
July 12	Summer Semester II Begins
Aug 6	Summer Semester II Ends

DOWNLOAD A PRINTABLE CALENDAR OR SYNC IT TO YOUR PHONE:
ALEXTECH.EDU/CALENDARS

Notes _____

QUICK REFERENCE

MYATCC

MyATCC is an online hub with links to forms, documents, apps, and information you'll use as a student: **alextech.edu/myatcc**

- » Quick links to eServices, ATCC Email, Microsoft 365, StarID Self-Service, Brightspace, Calendars, Zoom, and more
- » Online forms for Change of Major, Graduation Application, Preferred Name, Authorization to Release Info, and more
- » Enrollment Verification/Good Student Discount

ESERVICES

eServices is your home base for many different tools you will utilize as a student. These tools include Courses and Registration, Financial Aid, Academic Records, Bills and Payments, and Student Employment. **alextech.edu/eservices**. Note: eServices works best on a computer rather than a mobile device.

- » Browse courses for ATCC and other MinnState institutions
- » Check your course schedule
- » Add or drop a course
- » Check financial aid status
- » View your account, make a payment, or set up a payment plan
- » Give someone else access to pay your bill
- » Update your email or mailing address information
- » Check final grades and view/print your academic record
- » Track graduation progress on your Degree Audit Report (DARS)



STUDENT SERVICES

See full list at alextech.edu/student-service-guide

	Services	Location	Contact
Welcome Center	General help/questions, lost & found, admissions info	Main Bldg. Lobby	320-762-4600 go@alextech.edu
Academic Advising	Liberal Arts & transfer pathways, transfer advising	Room 113, Main Bldg.	320-762-4480 transfer@alextech.edu
Accessibility Services	ADA accessibility accommodations	Room 305, Main Bldg.	320-762-4673 accessibility@alextech.edu
Business Office/ Bookstore	Book order questions, book pick up (including PSEO), tuition payments, parking permits	Room 106, Main Bldg.	320-762-4530 businessoffice@alextech.edu
Counseling	No-cost personal, career, & academic counseling	Room 113, Main Bldg.	320-762-4958 counseling@alextech.edu
Evening Security	Mon-Thu 5 PM to close: Escorts to vehicles, non-emergency safety/security concerns	Lobby of both 700 Bldg. & Main Bldg.	700 Bldg: 320-304-1458 Main Bldg: 320-304-1451
Financial Aid	FAFSA, work-study employment, grants & loans	Room 112 Main Bldg.	320-762-4540 financialaid@alextech.edu
IT Dept.	Laptops, password/MFA reset, student IDs	Room 403, Main Bldg.	320-762-4949 IT@alextech.edu
Military Resource Center	Support for military-connected students	Room 134, Main Bldg.	320-762-4467 veterans@alextech.edu
Online Student Support	Tech help & guidance w/ extended hours, just for online students		distanceminnesota@minnstate.edu
PSEO Post Secondary Enrollment Options	Admissions & advising for PSEO students	Room 113, Main Bldg.	320-762-4545 pseo@alextech.edu
Registrar	Course registration, academic standing/holds	Room 113, Main Bldg.	320-762-4650 records@alextech.edu
Safety/Security	Harassment, bias, injury, sexual violence, or other incident reporting		320-762-4419 safety@alextech.edu
Success Coaching	Mentoring and support connections	Room 113, Main Bldg.	studentsuccess@alextech.edu
Testing Center	ACCUPLACER, test proctoring, CLEP & DSST testing	Room 305, Main Bldg.	320-762-4487 testingcenter@alextech.edu
Tutoring	Tutoring (in person or online), study skills, writing help	Room 305, Main Bldg. & Room 707, 700 Bldg.	studentsuccess@alextech.edu

CAMPUS AMENITIES

See full list, including hours, at alextech.edu/amenities

FOOD & VENDING

700 Building
Good Ways Market Grab & Go (700 Commons)
Vending: Police Training area
Vending: 700 Lobby, inside Door J
Main Building
Good Ways Café (Room 304)
Campus Store (Lobby)
Vending: 300 wing, 200 wing, Gym 120 area
Jennie's Cupboard: Free food pantry for students (Room 603)

FUN & FITNESS

In addition to the spaces below, walking paths are available all around campus! See walking maps online at alextech.edu/amenities.

700 Building
Cardio Room (Room 702)
Strength Room (Room 703)
Main Building
Gymnasium (Room 120, Door D)
Game Room (Room 311)

**See the full list @
alextech.edu/amenities**

PRINTING

700 Building
Library (Room 707)
700 Commons
700 Upstairs Lobby
Main Building
Student Success (Room 305)
Game Room (Room 311)

STUDY & RELAXATION

700 Building
700 Outdoor Courtyards
Legends Laptop Lounge (700 Lobby, inside Door J)
The Link (Room 705)
Library (Room 707)
700 Commons
700 Upstairs Lobby
Police Training Lobby
Reflection Room: Meditation, relaxation, or prayer (Room 756)
Main Building
Café & Outdoor Courtyard (Room 304)
Military Resource Center (Room 134)
Student Success/Tutoring Center (Room 305)



good ways

EAT YOUR WAY, EVERY DAY

* Burritos, Bowls,
and Salads

* Salad Bar

* Hand Crafted
Sandwiches
and Wraps

* Dirty Soda Bar

Open 6:45 AM to
2:15 PM Daily

order
online



Located in the
300 Wing,
Main Building

depotcateringco.com/goodways

COMMUNICATION TOOLS

ATCC EMAIL

Email is the college's official means of communication. As a student, you are responsible to know the information emailed to you from the college and from your instructors. **alextech.edu/email**

- » Email address: [YourStarID]@go.minnstate.edu
- » Password: StarID password (created by you)

Trouble logging in? Reset your password at **alextech.edu/starID**. Passwords expire every 120 days.

DIGITAL DISPLAYS

Digital displays located throughout campus provide timely information like:

- » Campus events
- » Café and campus store specials
- » Club/organization meeting times and locations
- » Student activities
- » Community events and more



SOCIAL MEDIA

Connect with us on:



@ATCCMN



Scan Code to
Connect with Us

STAR ALERT EMERGENCY MESSAGING

Star Alert notifies students of critical messages like weather delays and campus emergencies. Visit **alextech.edu/myalerts** to update your info.



STUDENT IDS

STARID (XX1234XX)

StarID is the student username and login for ATCC and all other Minnesota State campuses. You can manage your StarID and update your password at **alextech.edu/starID**.

TECH ID (12345678)

Also referred to as your Student ID (it's confusing, we know), this eight-digit number is unique to ATCC. It is confidential and should be protected, because your Tech ID can be used to change your StarID password, which is your access to just about everything. You can find your Tech ID in the upper right corner of eServices, after you log in.

STUDENT ID CARD

Your ID card can be picked up at the IT Department (room 403), if you haven't done so. Your ID card will be required for many on-campus services and will get you discounts at several area businesses. Check out student discounts at **alextech.edu/discounts**. Lost your card? You can get a replacement from the IT Department for \$15.



Good Things
Take Time.

ACADEMIC SUCCESS

It's important to us that you have all the tools you need to succeed and can have fun as a college student. If you have questions or just don't know who to talk to about something, the Welcome Center can help! Stop by room 112 (main building lobby), call 320-762-4600, or email go@alextech.edu.

COURSES & REGISTRATION

COURSE SCHEDULE

You can check your class schedule at alextech.edu/myschedule. The schedule page includes your courses, days, times, instructors, and room numbers, plus details like your major and your advisor's name. You can view it online or download a printable version.

COURSE DROP / ADD PERIOD

Drop/Add Period is until the fifth day of the semester (Friday) at 11:59 pm. You can make class schedule changes through eServices if space is available, and your tuition statement will adjust accordingly.

- » Note: Dropping/adding courses may affect your financial aid
- » **PSEO Students:** Contact the PSEO office for schedule changes
- » For courses that do not start the first week of the semester, the add/drop period is one day after the course starts

COURSE WAIT LIST

If you are on a wait list for a course and a spot becomes available, you will be contacted through your college email. You'll then have 24 hours to register for the course. Wait lists end at 11:59pm the day before the semester begins.

TRANSCRIPTS & RECORDS

The Registrar's Office maintains student records and assists students with registration.

- » To request an official ATCC transcript, please visit alextech.edu/transcripts
- » To view grades and an unofficial transcript, visit eServices
- » For course descriptions, visit alextech.edu/course-outlines

The Registrar's Office also assists students with filing academic appeals and leaves of absence.

STUDENT SUCCESS

Start strong. Connect with academic resources early in your ATCC journey. Tutoring, language support, writing help, and success coaching are available in the Student Success Center (room 305, main building).

TUTORING

Tutoring and academic support services are available to all ATCC students—on campus or online—**free of charge**. Tutors can help you understand assignments, prepare for tests, and strengthen your academic skills. Professional and peer tutors support a wide range of courses.

Online tutoring is available **24/7**. As a student, you also have 15 hours of free tutoring on tutor.com. The link can be found in your Brightspace course under "Resources."



Scan Code to Book
a Tutoring Session

ENGLISH LANGUAGE SUPPORT

Trained consultants support multilingual students across all areas of English language development, including speaking, presentations, class participation, grammar, listening and reading comprehension, vocabulary, pronunciation, and any other ESL need.

WRITING HELP

Writer's Block sessions provide helpful, personalized feedback at every stage of the writing process, including essays, papers, résumés, and applications.

SUCCESS COACHING

Success coaches help students navigate college life, stay on track academically, and achieve their personal and educational goals. Success coaches can connect you with campus and community resources and help remove barriers to your education.

- » **On-campus students:** studentsuccess@alextech.edu
- » **Online students:** distanceminnesota@minnstate.edu



STUDENT ACCESSIBILITY SERVICES

Accessibility Services partners with students with disabilities to coordinate accommodations that support your success, ensuring every Legend has the opportunity to learn and thrive. You're encouraged to connect as early as possible to discuss your needs and begin the accommodation request process—**accessibility@alextech.edu**.

Common accommodations include:

- » Extended time for testing
- » Reduced-distraction testing environment
- » Note-taking support
- » Assistive technology, including audiobooks & text-to-speech tools

TRANSFER ADVISING

If you are transferring credits in to ATCC, or want to continue your education after you graduate, the Transfer Advising team can help guide you through the transfer process. They review prior college credit, answer program questions, and can help you plan your future education. To contact a transfer advisor, email **transfer@alextech.edu** or call 320-762-4480.

MILITARY RESOURCE CENTER

ATCC honors and supports military-connected students by fostering a welcoming, inclusive, and empowering environment. The Military Resource Center staff helps veterans, service members, and their families succeed academically, personally, and professionally through advocacy, guidance, and community. Staff works with students to maximize their military and veteran benefits. For more information and resources, please visit **alextech.edu/veterans**, email **veterans@alextech.edu**, or call 320-762-4467.

ACADEMIC ACHIEVEMENT

Dean's List

The college compiles a Dean's Academic Achievement List at the end of fall and spring semesters to recognize full-time ATCC students (12 credits or more) with a semester GPA of 3.5 or higher. Letters are emailed to students, and news releases are sent to students' hometown newspapers.

Phi Theta Kappa (PTK) Honor Society

Phi Theta Kappa is an internationally recognized honor society for high-performing students in two-year colleges. Invites are emailed to eligible students in January and September of each year.

LIBRARY & RESEARCH

The ATCC Library provides a breadth of online database resources and interlibrary loan services to support students who attend classes on campus or online.



ONLINE LIBRARY CATALOG

The ATCC Library provides convenient access to scholarly resources including electronic access to the library catalog and numerous database subscriptions to full text scholarly journals, magazine articles, and streaming videos. **alextech.edu/library**. Log in with your StarID and password.

LIBRARIAN ON-DUTY 24/7 CHAT

Use the 24/7 Live Chat at **alextech.edu/library** for general help from librarians across Minnesota. For questions specific to using the ATCC Library resources, contact the ATCC Library at **library@alextech.edu** or 320-762-4465.

LEARNING ONLINE

ONLINE STUDENT SUPPORT

ATCC is partnered with Distance Minnesota to support students learning online! Distance Minnesota provides extended hours of support and assistance with StarID logins, resetting passwords, Brightspace help, questions regarding email, and finding information in e-Services to students taking an online course.

Visit **distanceminnesota.education** to connect with an online success coach.

BRIGHTSPACE (D2L)

Brightspace (D2L) is the college's online learning management system. Online courses are hosted entirely in Brightspace. For on-campus courses, depending on how your instructor uses the system, you may be able to access course information, take quizzes, check your grades, and more. **alextech.edu/brightspace**

A free intro course called "Welcome to Brightspace" is available 24/7. It gives you the opportunity to practice basic tasks like taking a quiz or submitting an assignment before you have to worry about grades. To access the course, log in to Brightspace and select "All" in the "My Courses" widget.

**NOTE: TUITION AND FINANCIAL AID INFO
DOES NOT APPLY TO PSEO STUDENTS.**

PAYING FOR COLLEGE

TUITION

To view your tuition statement, visit **alextech.edu/tuitionbill**. Students with a remaining balance after financial aid is applied are mailed statements. Update your address in eServices.

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 with financial aid, including FAFSA, grants, loans, and the North Star Promise Scholarship. For more information, visit **alextech.edu/financialaid**, email **financialaid@alextech.edu**, or call 320-762-4540.

Federal loans will be disbursed in direct proportion to the percentage of full-time status a student maintains during the loan period. This may affect students who withdraw from classes.

Financial Aid Status

Check your financial aid status in eServices at **alextech.edu/fastatus**.

If you intend to file for financial aid and have not done so, you should, ASAP, by filing the FAFSA (Free Application for Federal Student Aid) at **studentaid.gov**. If you need help or have any questions, please contact the Financial Aid Office.

Financial Aid Disbursement

Financial aid awards are applied to your student account 8 days after the semester begins. If you have set up direct deposit in eServices, any credit balances are deposited directly into your bank account. If not, the Business Office mails overage checks to your permanent home address on record (you can update your address in eServices).

EMERGENCY & CHILD CARE GRANTS

Grant applications are available for students who need assistance with child care expenses or who experience unexpected hardship. Contact Financial Aid for more information on applying for these grants.

PSEO STUDENTS SHOULD CONTACT THE PSEO DEPARTMENT WITH QUESTIONS.

SCHOLARSHIPS

The ATCC Foundation, in support of ATCC, awards more than \$650,000 in student scholarships each year. One simple application could earn you hundreds, maybe even thousands, toward your tuition! Scholarship applications are open from January 1 to April 1 for the following school year. For more details and for instructions on how to apply, visit **alextech.edu/scholarships** and watch your student email for announcements.

LeadMN Scholarships

LeadMN offers more than 80 scholarships totaling more than \$225,000 each year for students with various requirements.

Applications for Spring Semester are due November 1, and applications for Fall Semester are due April 1.

Scholarships are available for student leaders, technical program students, US military members, immigrants/children of immigrants, and more. Learn more and apply at **leadmn.org/scholarships**.

STUDENT EMPLOYMENT (WORK-STUDY)

Student employment (work-study) is a great opportunity to get real workplace experience while also earning money to help pay for college. Unlike other types of financial aid, work-study earnings are distributed in a paycheck, based on hours worked, just like a normal job. **The current pay rate is \$15 per hour.** For a list of positions and more info, visit **alextech.edu/workstudy**.

FINDING A JOB

Tap into other campus & community resources to help you find a job!

- » **Handshake:** Online career portal for students & alumni. Explore part-time jobs and full-time careers, and connect directly with employers. Watch your email in the second week of the semester for an invite to Handshake!
- » **Career counseling** through the Counseling Office can help identify your strengths and skills to make informed decisions about your future. See **alextech.edu/counseling** for more info.
- » Online community resources, including job sites, staffing agency info, and more: **alextech.edu/communityjobs**.

TEXTBOOKS

PSEO TEXTBOOKS

If you have already submitted your PSEO book request, an email will be sent to your college account when your books are ready to be picked up. If not, visit **alextech.edu/pseo-books** to make your request.

If you make a schedule change after requesting your books, you will need to notify the PSEO Department as soon as possible.

PSEO books can be picked up at the Business Office (room 106, main building), and are returned to the Business Office at the end of the semester.

TEXTBOOKS (NON-PSEO)

Order books online at **alextech.edu/bookstore** (excludes PSEO). If you are an on-campus student, you can even have your books shipped directly to the college. Books shipped to the college can be picked up at the Business Office (room 106, main building).

ONLINE BOOKSTORE

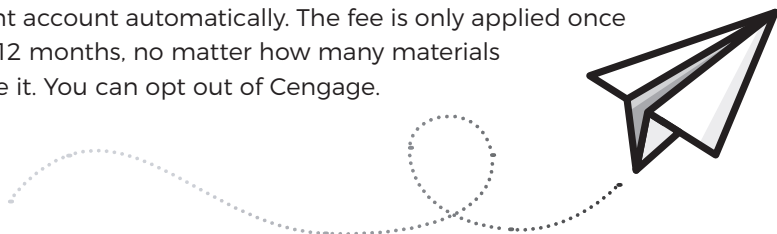
ATCC's Bookstore is exclusively online and provides textbooks for courses offered by ATCC. To purchase or rent new and used textbooks, please visit **alextech.edu/bookstore**.

Important: You'll need your ATCC class schedule to order books. **alextech.edu/myschedule**

If you are taking courses from another college, make sure to visit their online bookstore(s) to purchase your books. Their classes won't show up in our online bookstore.

CENGAGE LEARNING

Some materials are handled through Cengage, a subscription based on class registration. If Cengage applies for any of your classes, Cengage will show on your book list and the fee will be added to your student account automatically. The fee is only applied once every 12 months, no matter how many materials require it. You can opt out of Cengage.





CHARGE BOOKS TO YOUR ACCOUNT

You can charge your books to your student account to keep everything in one place. You don't need to be financial aid eligible to charge books to your student account. Book charging is available for Fall semester on August 1, Spring semester on December 1, and Summer semester on April 1.

Check your student account balance on eServices. **alextech.edu/tuitionbill**

TEXTBOOK RENTALS

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 charge to your student account.

BOOK BUYBACK

A book buyback is typically held on campus near the end of each semester, but you can also sell your textbooks online. Log in to the online bookstore and use the "Sell My Textbooks" link in your dashboard to get started.

BEYOND THE BOOKS

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 an important part of the educational experience, and a great way to meet people, develop leadership skills, and have fun! Get involved! Let's go, Legends!

Activities are shared on the digital displays across campus and via the weekly Student Life Events email.

LEGENDS ATHLETICS

Alexandria Technical and Community College offers the following competitive sports. **legends.alextech.edu**

- » Archery (Co-ed)
- » Baseball (Men's)
- » Clay Target League (Co-ed)
- » Competitive Fishing (Co-ed)
- » Esports (Co-ed)
- » Flag Football (Women's)
- » Golf (Men's & Women's)
- » Soccer (Men's & Women's)
- » Volleyball (Women's)



STUDENT CLUBS

Student clubs are a vibrant part of campus life at ATCC. Build your career, express your creativity, connect with others, or just have fun. Learn more at alextech.edu/studentlife.

ACADEMIC & PROFESSIONAL CLUBS

These clubs and organizations support your academic journey and career goals through networking, competitions, skill-building, and leadership development.

- » ATCC Design Guild
- » Collegiate DECA
- » Exercise Science Club
- » Health Occupation Students of America (HOSA)
- » Law Enforcement Club
- » Phi Theta Kappa (PTK)
- » SkillsUSA
- » Student Senate

SOCIAL & SPECIAL INTEREST CLUBS

Connect with others who share your hobbies, identities, or passions.

- » ATCC Gamers
- » ATCC Sings!
- » LGBTQIA+ Club
- » Military Student Club
- » Trapshooting Club

INTRAMURAL SPORTS

ATCC also offers laid-back intramural sports.

- » Basketball
- » Volleyball



HOUSING

The ATCC Foundation operates two student housing units adjacent to the campus, providing safe, convenient housing to 300 students. The Alexandria community also has many rental options available. A Roommate Finder group is available, using Microsoft Teams, that allows students to connect to find community housing or roommates. Explore housing options at alextech.edu/housing.

TECHNOLOGY

MICROSOFT 365

It's more than just email! As an ATCC student, you get FREE access to Microsoft 365 applications, including Word, PowerPoint, Excel, and lots more. You'll also get 1 TB of cloud storage through OneDrive to store and share files. Your Microsoft 365 account will remain active for 1 year after you graduate, at no cost. If you withdraw without graduating, however, account access will expire within a few days.

MULTI-FACTOR AUTHENTICATION (MFA)

Your Microsoft 365 login is also used to access apps like Brightspace, Zoom, and Mediaspace. To ensure these connected accounts are secure, Multi-Factor Authentication (MFA) is required. You'll be asked to set up MFA the first time you log in to your Microsoft 365 account. The easiest method is usually via text message (SMS), but you can also use an authenticator app. More info at alextech.edu/IT.

LAPTOPS

Students may lease a laptop computer on a semester or weekly basis, if available. Several programs require students to lease college laptops. If this is your first time leasing a laptop, complete the online orientation in Brightspace before you pick it up. Instructions at alextech.edu/laptop. Under 18 requires parent/guardian signature.

The IT Department does not work on personal laptops, but the team does assist with Wi-Fi and college email on personal devices.

About Chromebooks

Chromebooks are great for personal use but will not work for many of your college assignments. We recommend a Windows or Mac laptop.

PRINTING

ATCC students receive a \$30 printing credit per semester for use on college printers. Campus computers display the amount of printing credit remaining for the semester. Additional printing credit may be purchased at the Campus Store. See the **Legends Life Quick Reference** section at the beginning of the book for printing locations around campus.

CAMPUS WI-FI

Connect your personal devices to the ATCC wireless network using the following settings. If you can't connect, see IT for help.

- » **Wireless network name/SSID:** ATCC
- » **EAP Method:** PEAP
- » **Phase 2 Authentication:** MSCHAPV2
- » **Certificate:** Do not validate (if prompted, accept certificate)
- » **Identity:** Your StarID or alextech\YourStarID
- » **Password:** Your StarID password

PERSONAL WELLBEING

ON-CAMPUS COUNSELING

Mental health matters! Free, confidential counseling is available to all students, on campus or online. Career counseling and virtual psychiatry are also available. Email **counseling@alextech.edu** to get started.

JENNIE'S CUPBOARD (FOOD PANTRY)

Jennie's Cupboard is a resource for ATCC students to get FREE food, self-care, and cleaning items. No appointment needed. No forms to fill out. No questions asked. Current ATCC student ID required. More campus and community resources at **alextech.edu/basicneeds**

CRISIS INTERVENTION

Crisis Intervention/Mental Health Hotline..... 1-800-273-TALK
Someplace Safe Crisis Center..... 1-800-974-3359
Crime Victim Services..... 1-800-247-0390

VIRTUAL MENTAL HEALTH & WELLNESS SERVICES

We've partnered with digital mental health provider **Mantra Health** to bring students high-quality mental health support via the Care Hub. As a student, you are eligible for up to 12 sessions of individual virtual therapy with a trained provider. The all-in-one platform also gives you access to self-care courses, emotional wellness coaching, peer-to-peer support, and more.

CAMPUS & PARKING

PARKING PERMITS

On-campus students automatically get on-campus parking privileges. Start by registering your vehicle online. You'll need your vehicle's make, model, color, and license plate number. Once you've registered, pick up your permit from the Business Office (room 106, main building). alextech.edu/parking

- Parking permits must be hung from the rearview mirror.
- Student parking is indicated by yellow lines.
- Lost your permit? You can get a replacement from the Business Office for \$20.



**Scan Code to Register
Your Vehicle**

VISITOR PARKING

Visitor parking permits are available at the Welcome Center. There is no cost for visitor parking. Visitor parking permits are not required for on-campus athletic events.

SPORTING STORAGE / TRAILER PARKING

Trailers are not allowed in parking lots unless for an approved event such as Competitive Fishing, and only in designated areas. **Sporting Storage** is available to all students to securely store sporting equipment and/or trailers. At just \$25-50 per semester, this is a great option to keep your toys close by! \$10 additional fee for electric. Request your storage space from the Business Office (room 106, main building).

PARKING VIOLATIONS

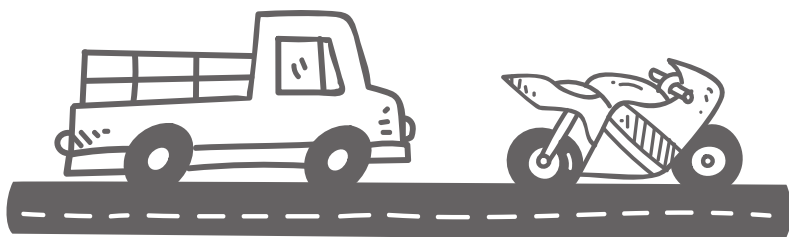
Rules are enforced for improperly parked vehicles or vehicles without a permit. Parking tickets are paid to the ATCC Business Office.

- » First Violation Written Warning
- » Second Violation \$25 Parking Ticket
- » Third Violation \$50 Parking Ticket
- » Fourth Violation Boot or Tow at Owner's Expense



CAR STARTING / UNLOCKING

ATCC provides free use of a jump-starting booster pack, available from the Welcome Center. You must bring a valid driver's license, have a valid parking permit, and must be parked in a college parking lot. For safety reasons, ATCC and the Alexandria Police do not unlock vehicles. We recommend contacting a locksmith.





CAMPUS MAP & PARKING

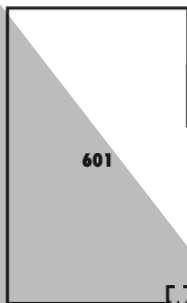
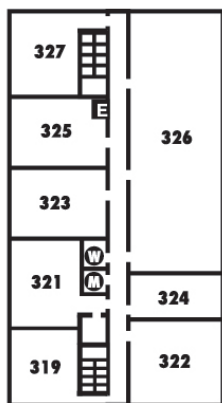
-  Yellow Stripes = Student Parking
-  White Stripes = Employee Parking
-  Purple Stripes = Accessible Parking
-  Pink Stripes = Visitor Parking
-  Blue Stripes = Student Housing Resident Parking



Parking permits are required for all on-campus parking

-  Accessible Entrance
-  Welcome Center

DESIGN
(300 UPSTAIRS)



NORTH
PARKING
LOT

JEFFERSON STREET

CAMPUS ROOM MAP (MAIN BUILDING)

AREAS OF INTEREST:

- ★

1

WELCOME CENTER
- 🛍️

CAMPUS STORE
- ☕

CAFÉ
- 2

ACADEMIC ADVISING
- 3

BUSINESS OFFICE
- 4

COUNSELING
- 5

FINANCIAL AID
- 6

FOOD PANTRY (JENNIE'S CUPBOARD)
- 7

GAME ROOM
- 8

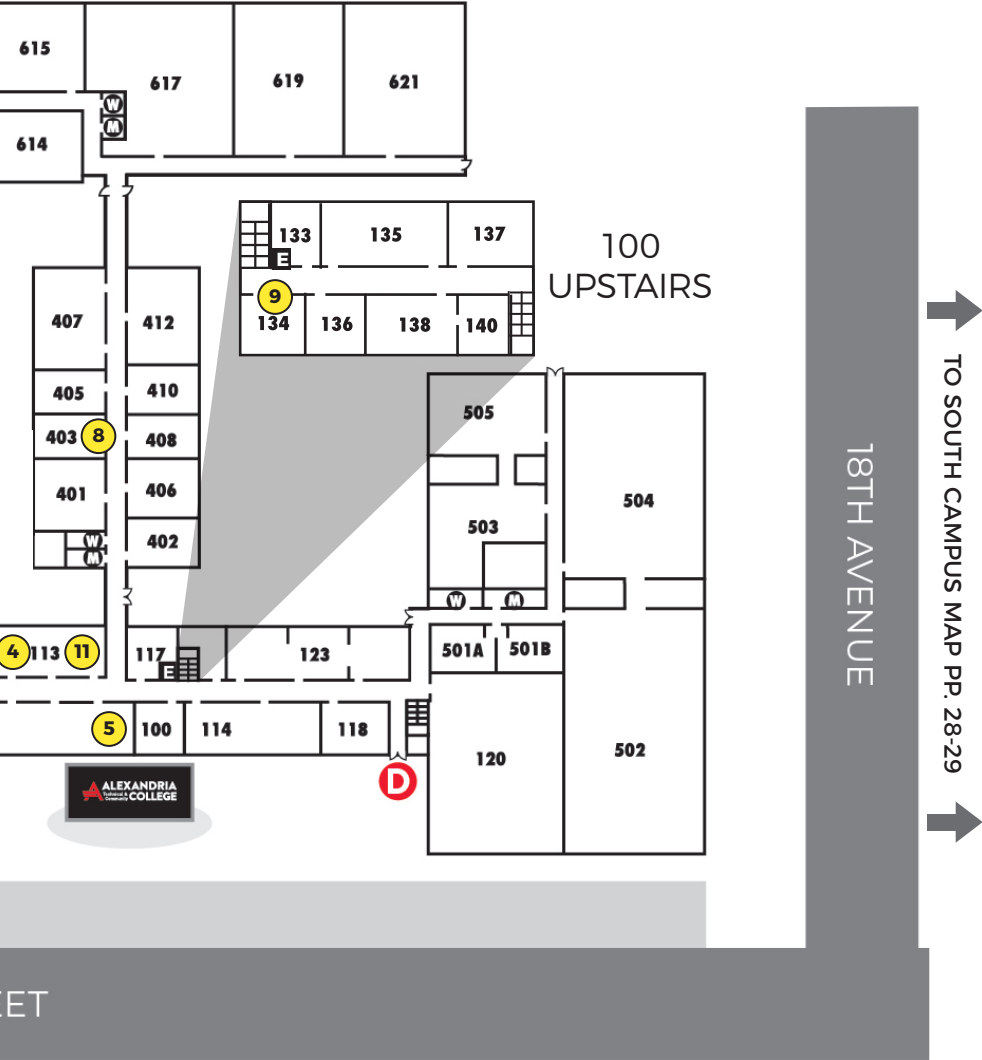
IT DEPARTMENT
- 9

MILITARY RESOURCE CENTER
- 10

PSEO
- 11

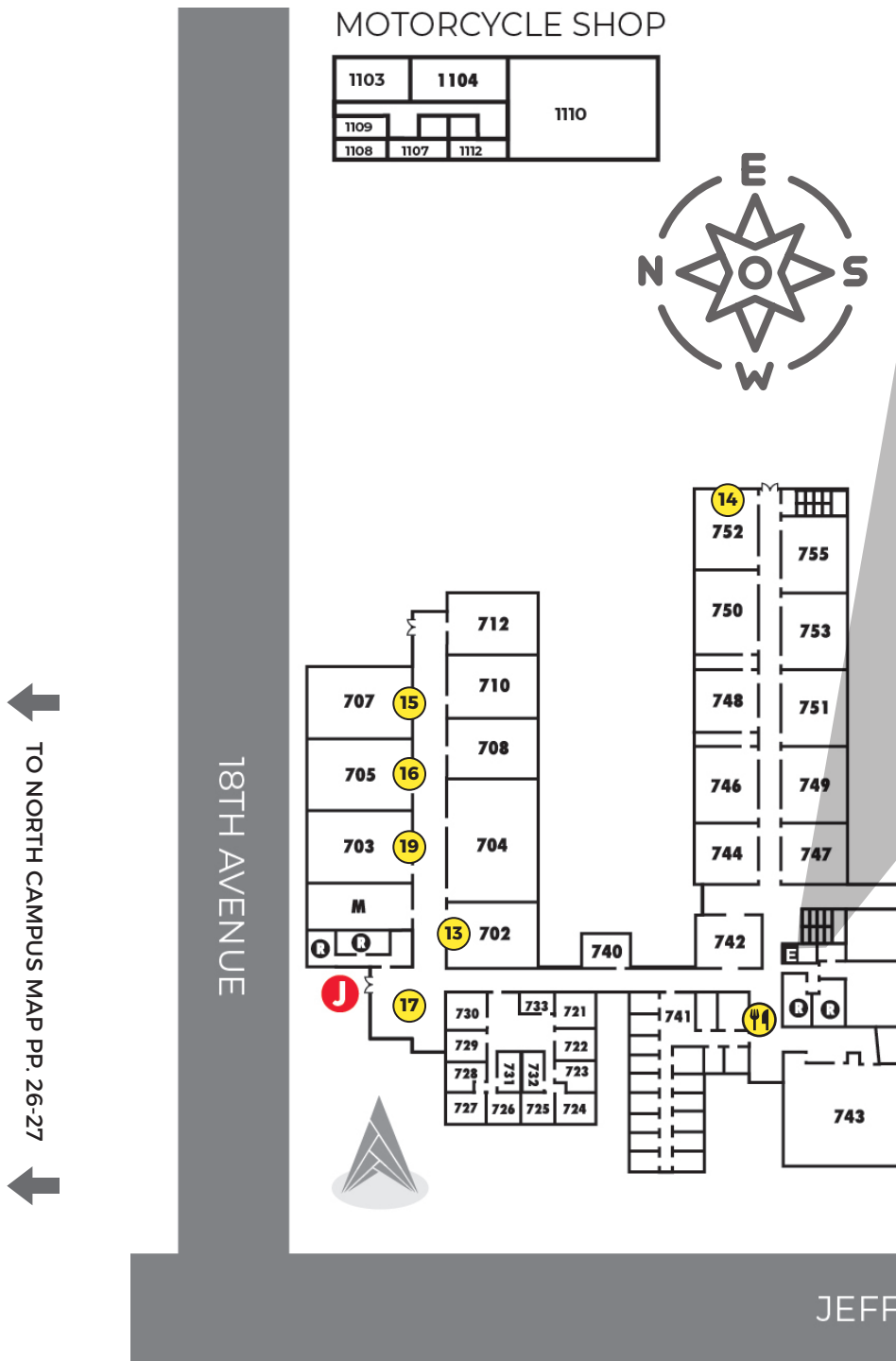
REGISTRAR
- 12

STUDENT SUCCESS & TESTING



Not sure where to go?
Call **320-762-4600** for help.

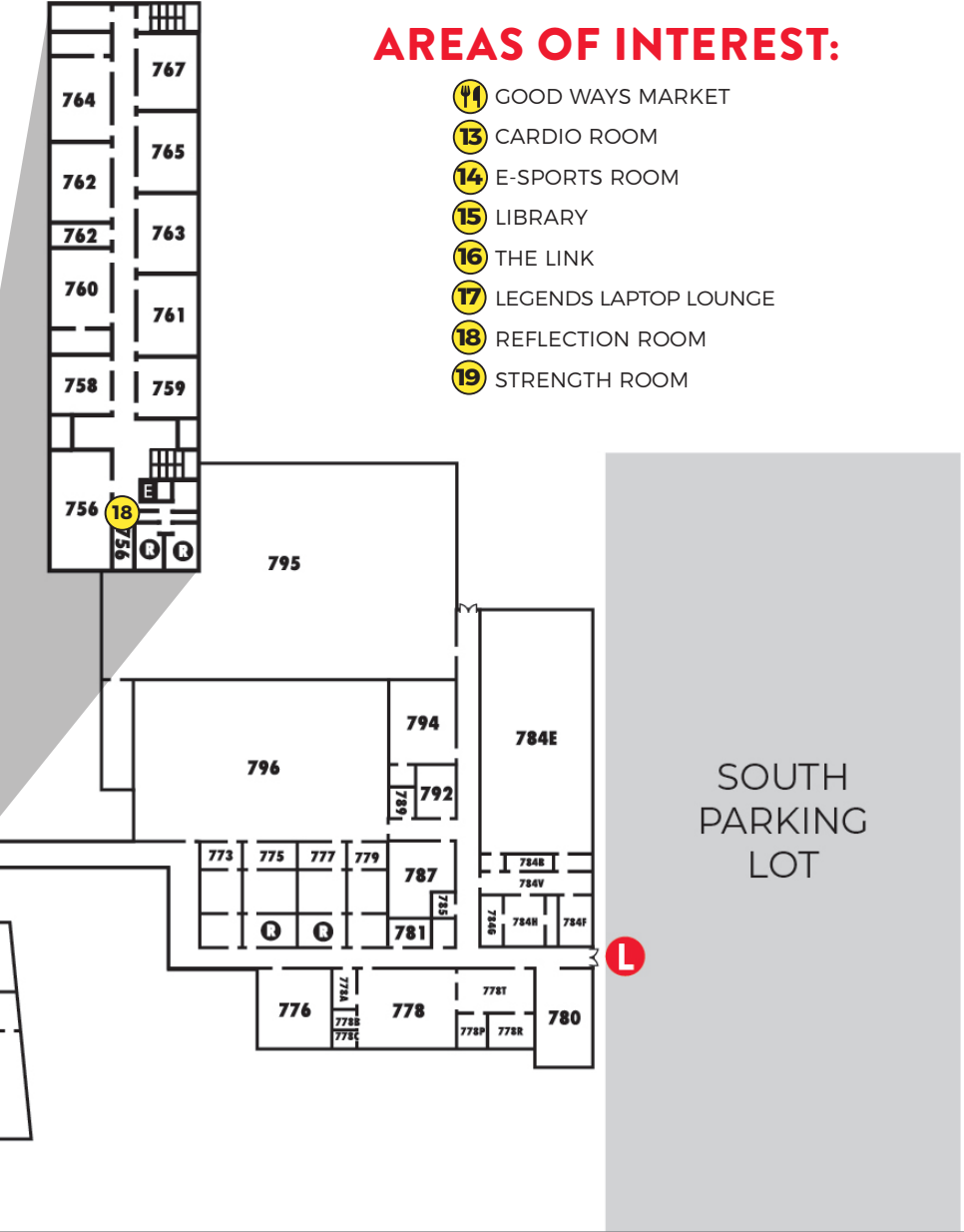
CAMPUS ROOM MAP (700 BUILDING)



700 UPSTAIRS

AREAS OF INTEREST:

- ☑️ GOOD WAYS MARKET
- 13 CARDIO ROOM
- 14 E-SPORTS ROOM
- 15 LIBRARY
- 16 THE LINK
- 17 LEGENDS LAPTOP LOUNGE
- 18 REFLECTION ROOM
- 19 STRENGTH ROOM



PERSON STREET

Not sure where to go?
Call **320-762-4600** for help.

IN CASE OF EMERGENCY



WHEN TO CALL

911

If the situation is critical, **dial 911 from the landline phone in the closest classroom or office.**

This will help emergency responders know exactly where you are on campus.



If you're in a hazardous situation on campus but don't need immediate emergency assistance, **scan the QR code on the next page** or contact the Safety Department at 320-762-4419.



To report non-emergency hazards or suspicious behavior on campus, **scan the QR code on the next page**, call 320-762-4419, or email safety@alextech.edu.



FIRE

WALK, don't run.

DO NOT use the elevators, take the stairs.

Leave the area, pull nearest fire alarm, and close the door.

Leave your stuff behind. Whatever it is, it's not more important than your life.

Evacuate the area, go outside, and wait for the all-clear.

EVACUATE



MEDICAL EMERGENCY

For emergencies, call 911.

If person is stable, call 320-762-4419.

If needed, give first aid. Stay until someone else arrives.

DO NOT attempt to move an injured or unconscious person.

CALL



THREAT TO CAMPUS

If you become aware of a threat to campus, **call 911 if the threat is immediate.**

If not immediate, report it to the Safety Department by scanning the QR code on the next page, calling 320-762-4419 or emailing safety@alextech.edu.

CONTACT /SCAN





SEVERE WEATHER

SEEK
SHELTER



Go to the **lowest level of the building**, in an interior hallway or room.

Get low to the ground and stay away from windows & doors.

Remain in shelter until the all-clear is given.



ACTIVE SHOOTER

RUN



If you **CAN** escape safely, evacuate the area.

HIDE



If you **CAN'T** escape, find a safe place to hide. Silence your phone.

FIGHT



As a **LAST RESORT**, use objects to distract the shooter or defend yourself.



OTHER STUFF

SCAN/
CONTACT



SEE SOMETHING, SAY SOMETHING!

If something on campus seems suspicious or unsafe, speak up!

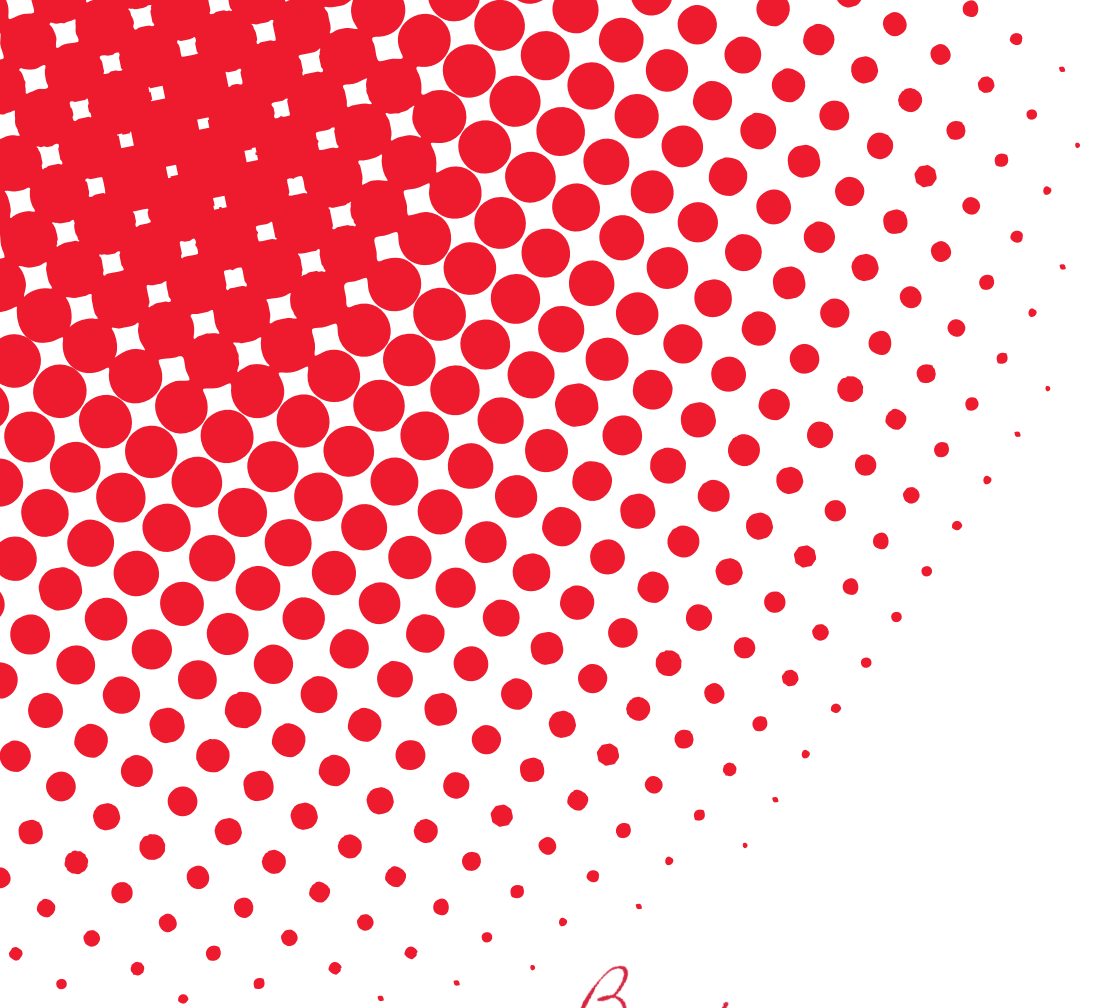
Report it by **scanning the QR code below**, calling 320-762-4419 or emailing safety@alextech.edu.

Don't ignore it! If in doubt, report it.



Never miss an emergency alert!
Update your Star Alert contact info at alextech.edu/myalerts

safety@alextech.edu
320.762.4419



Be Legendary!



A member of Minnesota State



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