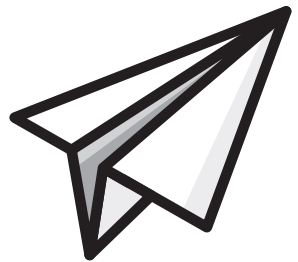




GUIDE TO
Legends
LIFE





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Alexandria Technical & Community College does not discriminate on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regards to public assistance, sexual orientation, gender identity, gender expression, or status as a U.S. veteran. The Title IX coordinator at ATCC is Tam Bukowski, (320) 762-4415, Room 108. This document is available in alternative formats by calling (320) 762-4673.

ATCC ACADEMIC YEAR

CALENDAR

2024-2025

- Aug 26** Fall Semester Begins
- Sep 2** Labor Day (college closed)
- Oct 17-18** Fall Break (no classes)
- Oct 23** Student Advising Day
- Nov 11** Veterans Day (college closed)
- Nov 28-29** Thanksgiving Break (college closed)
- Dec 23** Fall Semester Ends
- Dec 24-Jan 12** Winter Break (no classes)
- Dec 25** Christmas Day (college closed)
- Jan 1** New Year's Day (college closed)
- Jan 13** Spring Semester Begins
- Jan 20** Martin Luther King Jr. Day (college closed)

- Feb 17** Presidents' Day (college closed)
- Mar 10-17** Spring Break (no classes)
- Mar 20** Student Advising Day
- May 14** Spring Semester Ends + Graduation!
- May 19** Summer Semester Begins
- May 26** Memorial Day (college closed)
- June 19** Juneteenth (college closed)
- July 4** Independence Day (college closed)
- July 11** Summer Semester I Ends
- July 16** Summer Semester II Begins
- Aug 12** Summer Semester Ends

Notes _____

**DOWNLOAD A PRINTABLE CALENDAR
OR SYNC IT TO YOUR PHONE:**

[ALEXTECH.EDU/CALENDARS](https://alextech.edu/calendars)

QUICK REFERENCE

MYATCC

MyATCC is an online hub with links to commonly-used forms, documents, apps, sites, and information: 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.

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



STUDENT SERVICES

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

	Services	Location	Contact
Welcome Center	General help/ questions, lost & found	Main Bldg. Lobby	320-762-4600 go@alextech.edu
Business Office/ Bookstore	Book order questions, tuition payments	Room 106, Main Bldg.	320-762-4530 businessoffice@alextech.edu
Counseling	No-cost personal, career, & academic counseling	Room 113, Main Bldg.	320-762-4487 counseling@alextech.edu
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
PSEO Post Secondary Enrollment Opt.	Admissions & advising for PSEO students	Room 113, Main Bldg.	320-762-4545 pseo@alextech.edu
Safety/ Security	Sexual violence/ harassment, bias, or other incident reporting		320-762-4415 tamzinb@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
Registrar	Course scheduling, academic standing/ holds	Room 113, Main Bldg.	320-762-4650 records@alextech.edu
Student Success	Success coaching & support connections	Room 113, Main Bldg.	320-762-4629 simi.welsch@alextech.edu
Support Services	Tutoring (in person or online), disability accommodations, study skills, writing help	Room 305, Main Bldg.	supportservices@alextech.edu
Testing Center	ACCUPLACER, computer class test-outs, test proctoring, CLEP & DSST testing	Room 112, Main Bldg.	320-762-4487 testingcenter@alextech.edu
Transfer Advising	Academic and Transfer Advising	Room 113, Main Bldg.	320-762-4480 transfer@alextech.edu

CAMPUS AMENITIES

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

WHERE TO GET FOOD

700 Building
Twizt'd Kiosk (700 Commons)
Vending: Police Training area

Main Building
Twizt'd Café (Room 304)
Campus Store (Lobby)
Vending: 300 wing, 200 wing, Gym 120 area
Jennie's Cupboard: Free food pantry for students in need (Room 603)

WHERE TO PLAY & EXERCISE

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)

See the full list @ alextech.edu/amenities

WHERE TO PRINT

700 Building
Library (Room 707)
700 Commons
700 Upstairs Lobby

Main Building
Support Services (Room 305)
Game Room (Room 311)

WHERE TO STUDY & RELAX

700 Building
700 Outdoor Courtyards
Legends Laptop Lounge (700 Lobby, inside Door J)
The Link (Room 705)
Library (Room 707)
Veterans Center (Room 708)
700 Commons
700 Upstairs Lobby
Police Training Lobby
Reflection Room: Meditation, relaxation, or prayer (Room 756)

Main Building
Café & Outdoor Courtyard (Room 304)
Support Services (Room 305)
Game Room (Room 311)

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

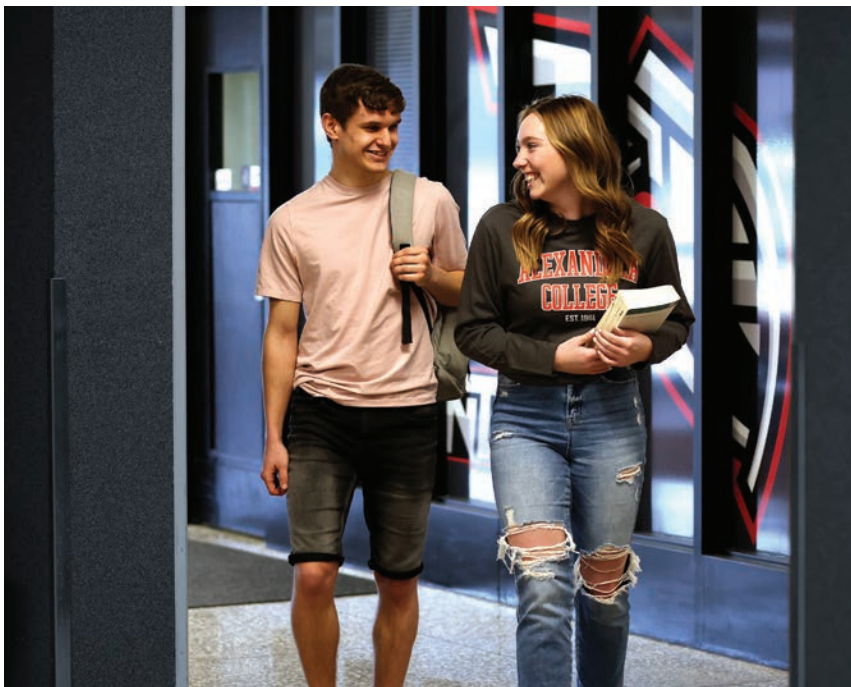
- » Email address: [YourStarID]@go.minnstate.edu
- » Password: StarID password (created by you)

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

DIGITAL DISPLAYS

ATCC uses digital displays located throughout the campus to provide timely information like:

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



SOCIAL MEDIA

Connect with us on Instagram, Facebook, or X @ATCCMN

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

If you haven't already received it, your ID card can be picked up at the IT Department (room 403). 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 also includes 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 schedule changes through eServices if space is available. 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.

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

Tutoring and academic resources are available to all ATCC students, traditional or PSEO, on-campus or online, free of charge.

TUTORING

Tutoring is available free to all ATCC students. Tutors help students understand their assignments, prepare for tests, and improve their study skills. Students may receive tutoring from a Support Services instructor or from a student tutor. Instruction is provided one-on-one or in a small group.

Tutoring is also available for English Language Learner (ELL) students.

Online Tutoring: tutor.com

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

WRITER'S BLOCK

The Writer's Block offers helpful feedback, advice, and ideas on any type of paper, résumé, or application. Email writersblock@alextech.edu.

DISABILITY ACCOMMODATIONS

Support Services provides and coordinates services to students in order to accommodate disabilities and to promote equal educational opportunities. Documentation of disability should be sent to the Support Services office as soon as possible, ideally before the first day of the semester. Documentation may include an individual education plan (IEP), 504 plan, evaluation report, psychological report, and/or other documentation as needed.

STUDENT SUCCESS COACHES

Student Success Coaches help students stay on track to achieve their goals. Success coaches can connect you with campus and community resources and help remove barriers to your education.

TRANSFER ADVISING

The Transfer Advising team provides academic advising for students and helps guide students through transferring into, and out of, ATCC. They review prior college credit, answer program questions, and can help you plan your future education.

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 full time ATCC students (12 credits or more) with a semester GPA of 3.5 or higher. Letters are mailed out 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.

TEXTBOOKS

Order books online at alextech.edu/bookstore (excludes PSEO).

You can charge your books to your student account, which allows you to use financial aid dollars to pay for them (if you receive financial aid). Charging is available for Fall semester on August 1, Spring semester on December 1, and Summer semester on April 1.

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. If you are an on-campus student, you can even have your books shipped directly to the college.

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.



CHARGE BOOKS TO YOUR ACCOUNT

Book charging is available for all registered ATCC students for Fall semester on August 1, Spring semester on December 1, and Summer semester on April 1. All charges are added directly to the student's account. Student's account balance should be reviewed on eServices. alextech.edu/tuitionbill

Believe in yourself!

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.

BOOKS FOR PSEO

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 you have not already submitted your book request, 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 are returned to the PSEO Department at the end of the semester.

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. Library staff are eager to help you find what you need to complete research projects or to explore subjects of interest to you.

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, national and state newspapers, 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 directly.



Make your dreams happen!

LEARNING ONLINE

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 at distanceminnesota.org.

BRIGHTSPACE (D2L)

(D2L) Brightspace is the college's online learning management system. Online courses will be 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.

PAYING FOR COLLEGE

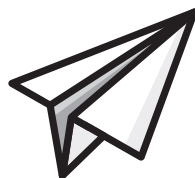
TUITION

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.

Business Office

In addition to tuition payments, the Business Office helps with:

- » Online bookstore / picking up books
- » Financial aid disbursement
- » Parking waiver forms & parking ticket payments
- » Tax forms



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

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 grants, loans, FAFSA, and the North Star Promise. For more information, visit Financial Aid at alextech.edu/financialaid, email financialaid@alextech.edu, or call 320-762-4540.

Emergency & Child Care Grants

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

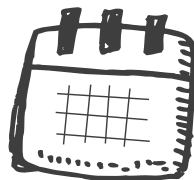
Scholarships

The ATCC Foundation, in support of ATCC, offers student scholarships. 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.

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 DISTRIBUTION

Financial aid awards are applied to your tuition account 10 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 Services Office mails overage checks to your permanent home address on record (you can update your address in eServices).

Don't forget to enjoy the ride!

PSEO STUDENTS SHOULD CONTACT THE PSEO DEPARTMENT WITH QUESTIONS.

FINDING A JOB

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

- » **Student employment** (work study) through the Financial Aid office gives you valuable experience through flexible positions on- or off-campus. See Work Study section below for more info.
- » **Handshake:** Online career portal for students & alumni. Explore PT jobs and FT 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 jobs sites, staffing agency info, and more available at alextech.edu/communityjobs.

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.



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)
- » Golf (Men's & Women's)
- » Soccer (Men's & Women's)
- » Volleyball (Women's)



INTRAMURAL AND CLUB SPORTS

ATCC also offers laid-back intramural and club sports.

- » Basketball
- » Flag Football
- » Sand Volleyball
- » Trapshooting Club
- » Volleyball



STUDENT CLUBS

Student clubs are integral to the student experience at Alexandria Technical and Community College. From national clubs like DECA, HOSA, and SkillsUSA to interest-based clubs, we've got something for everyone. Explore clubs at alextech.edu/studentlife.

- » ATCC Design Guild
- » ATCC Gamers
- » Choir Club
- » Collegiate DECA
- » Health Occupation Students of America (HOSA)
- » Intercultural Club
- » Law Enforcement Club
- » LGBTQIA+ Club
- » Phi Theta Kappa (PTK)
- » SkillsUSA
- » Student Senate
- » Trapshooting Club

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.



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.

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

MENTAL HEALTH SUPPORT

COUNSELING

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

Crisis Intervention/Mental Health Hotline.....1-800-273-TALK
 Someplace Safe Crisis Center1-800-974-3359
 Crime Victim Services.....1-800-247-0390

CAMPUS & PARKING

PARKING PERMITS

On-campus students automatically get a parking permit, which you can pick up from the IT Department. 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 IT for \$20. If you have a motorcycle, visit IT for info.

Parking Waiver

If you don't plan to park on campus, you can return your permit for a refund within the first five days of the semester. Visit the Business Office to return your permit and fill out the Parking Waiver form.

VISITOR PARKING / DAILY PASSES

If you forget your permit one day, daily permits can be purchased at the Business Office for \$1.00 (this is way cheaper than a parking ticket!). Visitor parking permits are available at the Welcome Center.

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! Request a storage space from the Business Office.

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.....Vehicle Towed 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

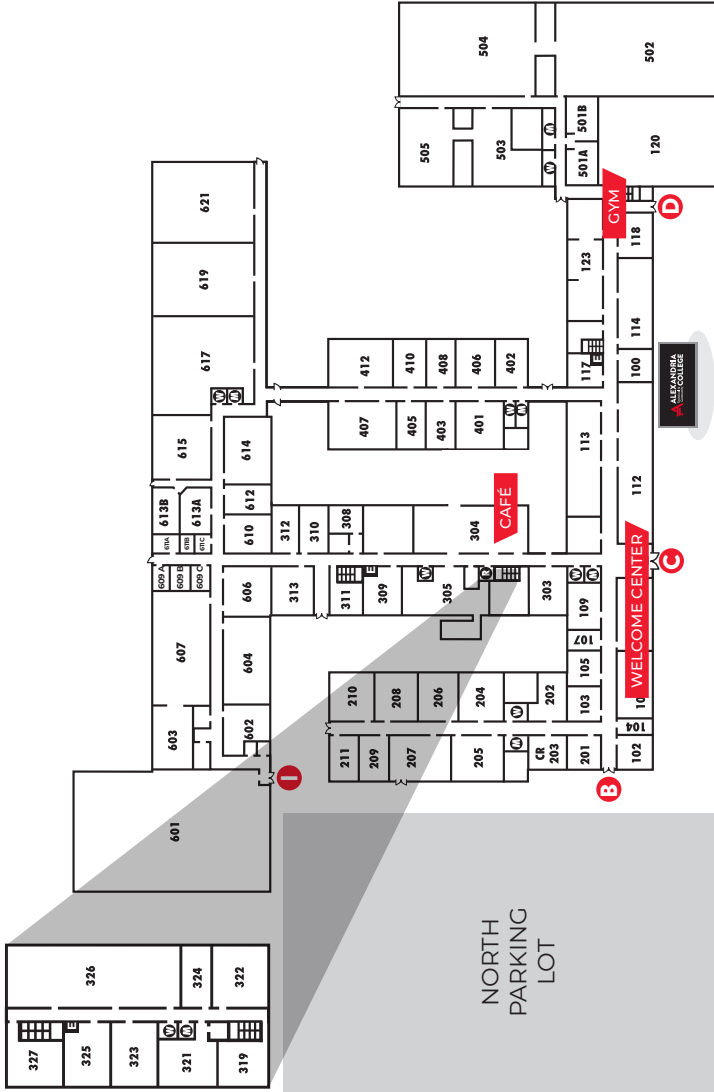


Parking permits are required for all on-campus parking

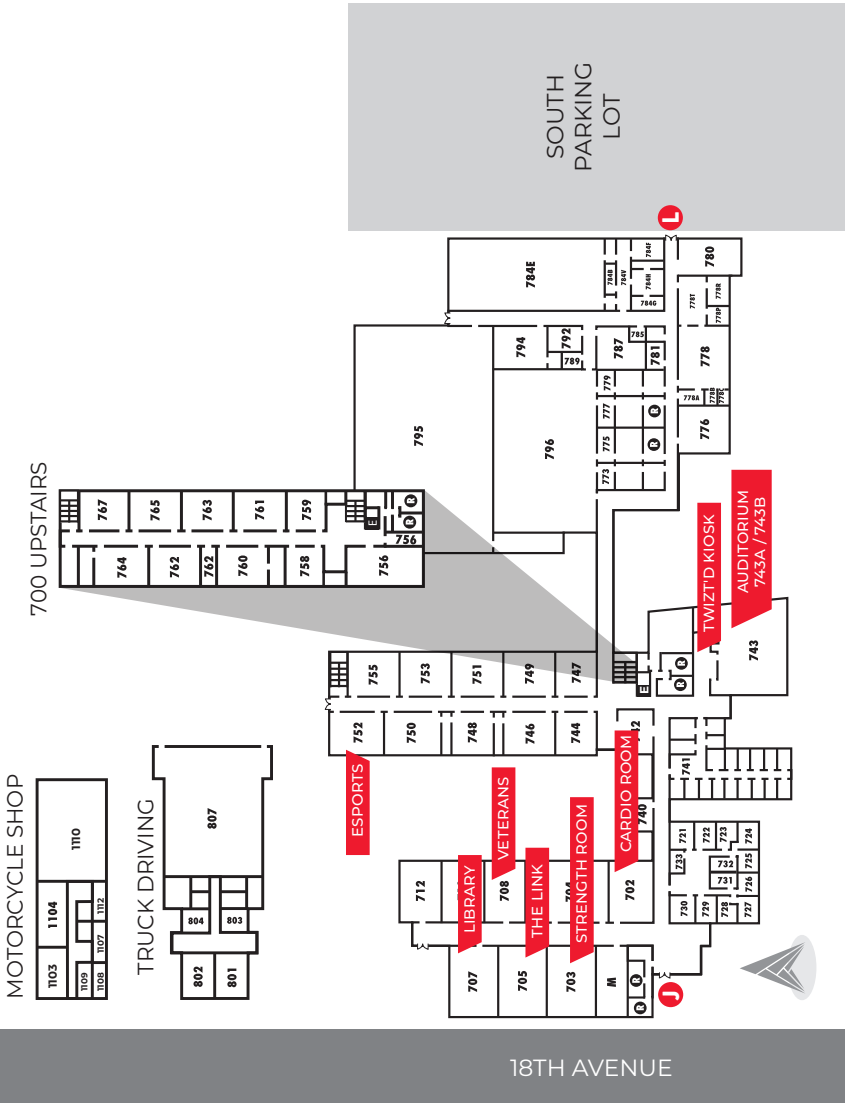
 Accessible Entrance

 Welcome Center

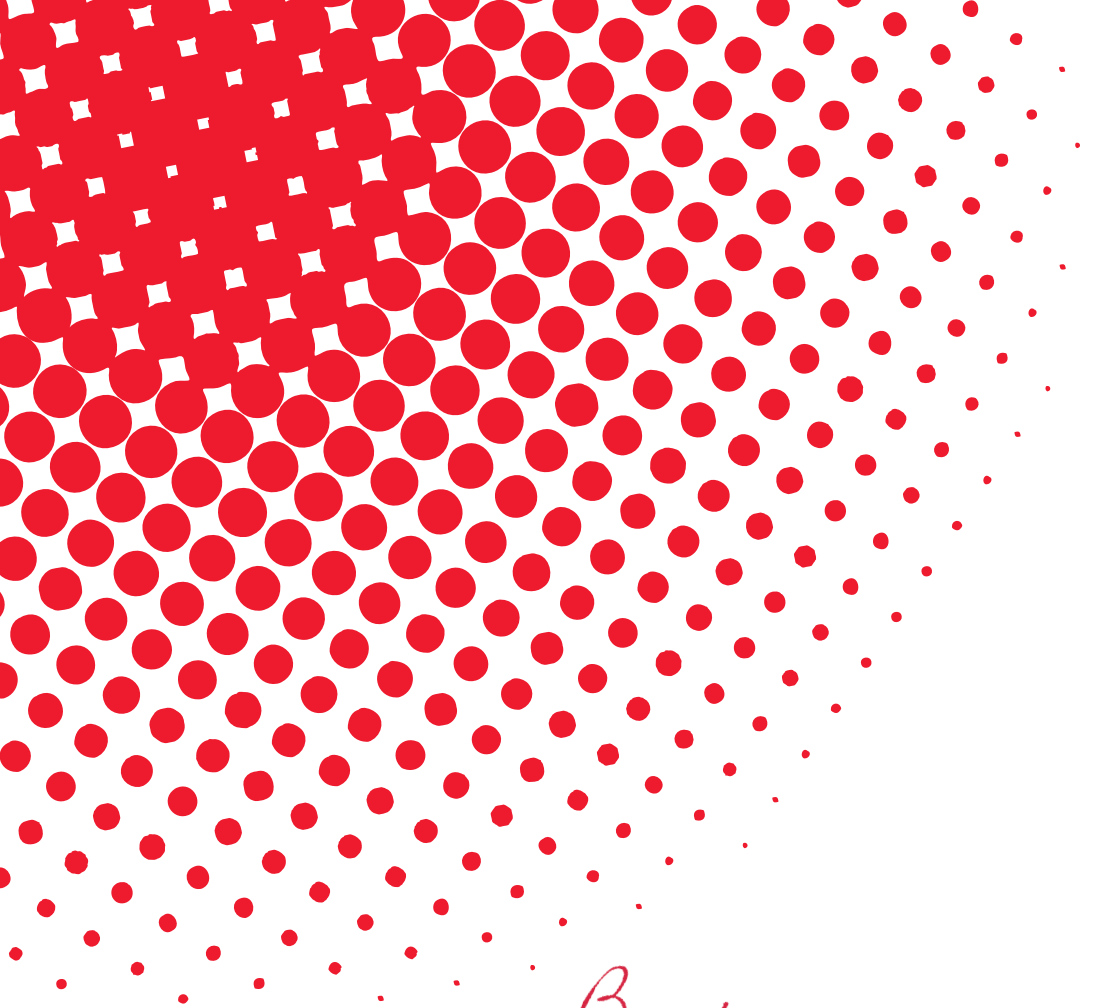
DESIGN
(300 UPSTAIRS)



CAMPUS ROOM MAP



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



Be Legendary!

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

A member of Minnesota State



CONNECT WITH US
@ ATCCMN

alextech.edu | [go@alextech.edu](https://go.alextech.edu)
320.762.4600 | 1601 Jefferson St., Alexandria

An Equal Opportunity Employer/Educator.