



ALEXANDRIA COLLEGE

WELCOME

Your guide to the first week

SPRING SEMESTER BEGINS

Monday, January 8, 2024

ATCC EMAIL

Email is the official method of communication at Alexandria College. Now that you're registered for classes, all college communications will go to your student email account. Please log in and check it regularly: alextech.edu/email.

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

**GET EMAIL ON
YOUR PHONE OR
FORWARD TO
ANOTHER ADDRESS:
alextech.edu/emailguide**

Trouble logging in or forgot your password? Visit alextech.edu/starid to reset your password.

STUDENT HANDBOOK & POLICIES

The Student Handbook is an excellent source of important information to help you navigate the college. The Student Handbook includes contact information, free student resources that are on campus and in the community, student life information, college policies/procedures, and more. alextech.edu/handbook

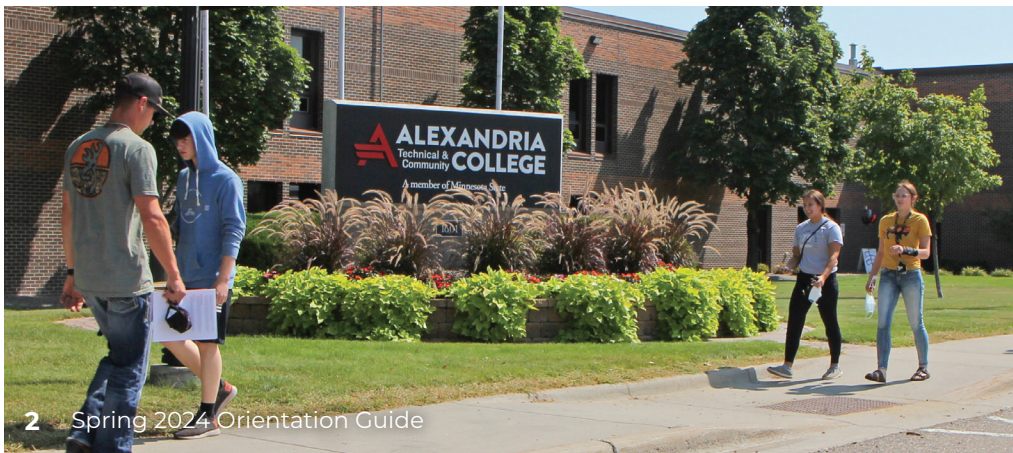
It is your responsibility as a student to know and abide by Alexandria College policies and procedures, which are available online at alextech.edu/policies.

If you have any questions or concerns about policies/procedures or the handbook, please email academic.affairs@alextech.edu or call 320-762-4460.

BRIGHTSPACE

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.



STAR ALERT (EMERGENCY NOTIFICATION SYSTEM)

Star Alert notifies students of critical messages like weather delays and emergencies. You'll get emails by default, but if you want to receive text messages or phone calls, visit alextech.edu/myalerts to update your info.

WELCOME CENTER

It's important to us that you enjoy your college experience and have all the tools you need to succeed. If you have any questions, concerns, or just do not know where to go or who to talk to, the Welcome Center can help! Stop by room 112 (main building lobby), call 320-762-4600, or email go@alextech.edu.

COUNSELING

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

BOOKS

Students can order books online at alextech.edu/bookstore (excludes PSEO). Books may be charged to your student account as early as December 1. If you are an on-campus student, it's easiest to have your books shipped directly to the college. You can pick them up in the Library (Room 707, 700 building)

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 (log in with your StarID and password).

If you make a schedule change after requesting your books, you will need to notify the PSEO Department as soon as possible so that adjustments can be made in a timely manner. Books will need to be returned to the PSEO Department at the end of the semester.



ESERVICES

eServices is your home base for many different tools you will utilize as a student. These tools include Courses and Registration, Financial Aid, Final Grades/Academic Records, Bills and Payments, and Student Employment. alextech.edu/eservices

DROP/ADD PERIOD

Drop/Add Period is until the fifth day of the semester (Friday, January 12) at 11:59 pm. You can drop/add courses and make schedule changes as needed through eServices on a space available basis; your tuition statement will adjust accordingly.

- If a course begins after the first five days of the semester, you must drop it by the second calendar day after the course begins to receive a full refund.
- Dropping/adding courses may affect your financial aid. If you have questions about financial aid implications, stop in to the Financial Aid Office in room 113, call 320-762-4540, or email financialaid@alextech.edu.
- PSEO Students: Please contact the PSEO Department for any schedule changes.

CHANGES IN COURSE REGISTRATION

If the college makes any changes to a course after you have registered, an automated email is sent to you if you are affected. The email will direct you to check your course registration in eServices. Specifics on course modifications are not provided in the email.

COURSE WAIT LIST

If an opening is available and you are on a wait list, you will be contacted through your ATCC email. Beginning January 8, wait lists are no longer valid and admission to full courses is first-come, first-served by available space.



REGISTRATION

If you have questions about your registration, contact the following:

- Your assigned advisor.
- Transfer/Advising Center, room 113, 320-762-4480 or transfer@alextech.edu.
- Registrar's Office, room 113, 320-762-4650 or records@alextech.edu.

For PSEO Students:

- PSEO Department, room 113, 320-762-4545 or pseo@alextech.edu.

LAPTOP LEASES

New users who wish to lease a laptop will self-register for a laptop orientation session in Brightspace (alextech.edu/brightspace). Returning students who have previously taken Laptop Orientation are not required to repeat the training.

To self-register for Laptop Orientation:

- Log in to Brightspace using your StarID and Password
- Select “Self Registration” at the top, under the ATCC logo
- Select “Laptop Orientation”
- Select “Enroll in Course”
- Select “OK”
- Select “Open Course” to complete the training

Laptops can be picked up the week before the semester starts at the IT Department (room 403).

**Note: If you are not 18 years old by the date you pick up your laptop, you will need to have a parent sign the lease agreement. You are required to present a current student ID card to complete your lease.*

CAMPUS WIFI

Connect your personal devices to the ATCC wireless network using the following settings:

- **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



If you are unable to connect, please stop by the IT Department (room 403) for assistance.

PARKING PERMITS

Parking permits are available for pickup from the IT Department (room 403). Parking permits must be hung from the rearview mirror. Please park in student parking only (yellow lines). **Parking permits are required any time you are parked in an Alexandria College parking lot.** See inside back cover for parking map.

NOTE: TUITION AND FINANCIAL AID INFORMATION DOES NOT APPLY TO PSEO STUDENTS. CONTACT THE PSEO DEPARTMENT WITH QUESTIONS.

TUITION

To view your tuition statement, log in to eServices (alextech.edu/eservices) and click on “Bills and Payments.”

Students with a remaining balance after financial aid is applied are mailed statements.

To keep your registration from being cancelled, you must complete one of the following prior to the deadline:

- Pay tuition in full.
- Submit a down payment of 15% or pay \$300, whichever is less.
- Enroll in a Nelnet payment plan. (Last day to enroll is February 8, 2024).
- Complete the FAFSA (Free Application for Federal Student Aid).
 - FAFSA must be completed and submitted at least one week prior to the registration cancellation deadline to allow for processing.
- Provide a third-party payment authorization to the Business Services Office (employer, CEP, Veterans, etc.).



IMPORTANT:

If you are not enrolled in a payment plan and do not have a FAFSA on file, you must have a down payment in place by January 12, 2024 or your registration will be cancelled.

Tuition is due in full by February 13, and a \$50 late fee may be applied for any unpaid balances at that time. If your registration is cancelled due to non-payment you may not be able to get back into full courses.

Contact the ATCC Business Office with questions about tuition payments, or visit alextech.edu/payments for more details.

businessoffice@alextech.edu | 320-762-4530
Room 106, Main Bldg. (Inside Door B, North Parking Lot)
Walk-up Window Open 9:00 am - 4:00 pm

NOTE: TUITION AND FINANCIAL AID INFORMATION DOES NOT APPLY TO PSEO STUDENTS. CONTACT THE PSEO DEPARTMENT WITH QUESTIONS.

NOTE: TUITION AND FINANCIAL AID INFORMATION DOES NOT APPLY TO PSEO STUDENTS. CONTACT THE PSEO DEPARTMENT WITH QUESTIONS.

FINANCIAL AID

The college recommends that you check your financial aid status in eServices. If you intend to file for financial aid and have not done so, you should do so as soon as possible 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 at financialaid@alextech.edu or 320-762-4540. We are happy to help!

WORK STUDY

Student employment (work study) is an excellent opportunity for you to get real workplace experience while also earning money to help with the costs associated with going to 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. Visit alextech.edu/workstudy for available positions and more info.

For questions or to determine eligibility, please contact the Financial Aid Office.

FINANCIAL AID DISTRIBUTION PROCEDURE

Financial aid awards are applied to your tuition account January 18, 2024. 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.

ID CARDS






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 many area businesses. Check out student discounts at alextech.edu/discounts.





ATCC PARKING MAP



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



Parking permits are required for all on-campus parking

 Accessible Entrance

 Welcome Center

Questions?

- ✉ go@alextech.edu
- ☎ 320-762-4600
- 😊 Room 112 (Door C)
Main Building



MOST IMPORTANTLY:
**MAKE SURE YOU ATTEND ALL
YOUR COURSES, INCLUDING
ONLINE. IF YOU DON'T COMPLETE
ANY COURSEWORK YOU MAY BE
DROPPED FROM THE CLASS.**

SEE YOUR SCHEDULE: ALEXTECH.EDU/ESERVICES