

# **WELCOME, LEGENDS!**

Fall 2024 Semester Kickoff



# Welcome to ATCC

- Welcome to ATCC! We're glad you're here.
- Minnesota's Best Community College
- Related Job Placement rate of 99%
- Learn from faculty who are experts in their fields
- Supported by caring staff

# Student Checklist

- Attend Picnic/Community Fair/Involvement Fair!
  - Free food
  - Information on student clubs, athletics + MORE
  - Information on Alexandria area businesses and organizations
- Understand essential academic information
- Learn about available student resources
- Review your class schedule & reconfirm room numbers
- Pick up books from PSEO, student ID and parking permit (IT Dept)
- Get involved – **Let's Go, Legends!**

# MYATCC

[www.alectech.edu](http://www.alectech.edu)



eServices



Email



Office 365



StarID Self  
Serve



Brightspace



Calendars



Minnesota  
State  
Dashboard



EMS  
Scheduling



Zoom



MediaSpace



Student  
Handbook



Coronavirus  
Info



ALEXANDRIA TECHNICAL & COMMUNITY COLLEGE

# MyATCC



StarID Self Serve

- Forgotten or expired password
- StarID password expires every 180 days



Brightspace

- Find online courses
- Must participate within the first **five days** of the semester



Email

- Username: StarID@go.minnstate.edu
- Password: StarID password

# Add/Drop Week

- ADDING A COURSE

- » The deadline to add a course is Friday, August 30th

- DROPPING A COURSE

- » The deadline to drop a course is Monday, Sept. 9<sup>th</sup>

- Must See the PSEO Dept to drop a course

- Not showing up is not dropping a course, and will result in a Failure for non-attendance

- » Policy: Course Add, Drop, & Withdrawal ([3.10.1](#))

- » Policy: Refunds, Waivers, and Withdrawals ([5.12.2](#))

# Waiting Lists

- Waiting Lists
  - » All wait lists expired on 8/25/2024, so there are no priority lists for any full courses at this point. Keep checking the course schedule for potential openings through the week.
  - » Full classes require an instructor's permission to add students to the course. Instructors may or may not have the space to add, but you are welcome to ask.

# Student Handbook & Resource Guide

- Student Handbook:
  - » Policies & Procedures
  - » Dos and Don'ts
  - » Compliance Information
  - » Available at [alextech.edu/handbook](http://alextech.edu/handbook)
- Guide to Legends Life
  - » Contact Information for College Offices/Departments
  - » General College Information
  - » College Amenities and Resources
  - » Available at Semester Kickoff Sessions



# **Beyond Registration**



# Attendance, Closings, and Delays

- Students are expected to attend all scheduled classes
- ATCC provides information about weather-related cancellations, closings, or delays through the following:
  - » [Star Alert](http://alextech.edu/myalerts) (alextech.edu/myalerts)
  - » Weather Hotline – Call (320) 762-4400
  - » ATCC Email
- Use your own judgement to decide if it's safe to travel
- If classes are not cancelled, contact your instructors if you miss a class due to poor travel conditions
- Policy: Student Attendance ([3.11](#))

# Academic Progress

- Academic Recognition
  - » Phi Theta Kappa Honor Society
  - » Dean's List
- Academic Support
  - » Support Services offers **FREE** tutoring and academic resources for all students
    - *Support Services is located in room 305 in the main building.*
- Policy: Satisfactory Academic Progress ([2.9.1](#))
- Policy: Academic Honesty/Dishonesty ([3.12](#))
- Policy: Grading System ([3.17.1](#)) / FW & FN grades

# SATISFACTORY ACADEMIC PROGRESS (SAP)

- Two components:
  - » Qualitative: Students must maintain a 2.0 cumulative grade point average (GPA) at all times.
  - » Quantitative: Students must complete with a passing grade at least 66.67% of their cumulative registered credits (W, FW, or F = not passing).
- If a PSEO student ends up on a warning status, they will be required to complete an appeal to take courses the following semester.

# WITHDRAWAL (W) & FAILURE TO WITHDRAW (FW)

- Contact the PSEO Advisor before withdrawing from a course.
- A Withdrawal affects percent completion.
- **Do Not** just stop attending or participating in class. Instructors will enter a grade of FW after a certain number of missed classes or assignments. **FW calculates the same as F.**
- FW affects both GPA and percent completion.

# High School vs College

- Coursework involves more independent work outside of the classroom
- Expect to spend 2 hours outside of the classroom on homework for each class (less classroom time for homework)
- Instructors may not remind you of upcoming assignments or tests
- Full responsibility for managing time and assignments

# Student Rights and Conduct

- Student Rights and Responsibilities
  - » ATCC promotes freedom of expression but must comply with college policies, procedures, and regulations
  - » Cell phones, camera phones, and digital cameras during supervised classroom sessions and in specific areas of the college are prohibited.
  - » **Policy:** Student Rights & Responsibilities ([3.1](#))
- Student Code of Conduct
  - » ATCC students must always conduct themselves in a respectful and professional manner, as failure to do so may result in student discipline.
  - » **Policy:** Student Code of Conduct ([3.6](#))
- Student Complaints & Grievances
  - » Permits students to address concerns through informal or formal channels
  - » **Policy:** Student Complaints & Grievances ([3.8](#))

# Release of Information

- Your student and personal data are protected under FERPA.
- If you want to grant access to your academic and financial information, you will need to authorize them through [MyATCC\Student Forms\Authorization to Release Student Information](#)
  - » The authorization is valid for one calendar year
- **Policy:** Student Directory Information ([2.5](#))



# Address or Name Change

- Address changes can be done online through eServices\Account Management\Name & Address Info
- Legal name changes must be done through the Welcome Center with legal documentation
- Preferred name changes can be done online through eServices\Account Management\Name & Address Info.

# Emergency Notifications

- In the event of an emergency, a Star Alert text message will be sent to your cell number and/or email
- Fire Evacuation Plans and Severe Weather Plans are posted in every classroom

# Safety and Security

- Safety and Security Compliance
  - » *ATCC is committed to the safety of its students, faculty, and staff.*
  - » **Policy:** Safety & Security Compliance ([5.24](#))
- Alcohol and Drugs
  - » The state prohibits the unlawful manufacture, distribution, dispensation, possession, use, sale, trade, and/or offer for sale of alcohol or drugs on campus
  - » **Policy:** Alcohol & Drug-Free Campus and Tobacco & Electronic Cigarettes on Campus ([5.18](#))
- Sexual Violence
  - » **Mandated training** by the State of MN offered free for all new students.
  - » Complete training through Brightspace by September 6<sup>th</sup>
  - » **Policy:** Sexual Violence ([1B.3](#))

# Information Technology

- Provided for students, employees, and authorized users
- Must be used and managed responsibly
- ATCC reserves the right to review users' electronic data, Internet use, and communications to protect the integrity of campus technologies and authorized users.
- **Policy:** Acceptable Use of Computers and Information Technology Resources ([5.22](#))

# Handshake

- FREE job resource for all students, including PSEO!
- Connect with area employers and find part time jobs and future careers related to your industry
- **You'll receive an email from Handshake with your personal access link** after day 5 of the semester

**Get Involved on Campus!**



# Weeks of Welcome (WOW) Events

- All WOW events online
  - » [alextech.edu/kickoff](http://alextech.edu/kickoff)
  - » [alextech.edu/events](http://alextech.edu/events)
- Check weekly Student Life email for info on upcoming events



**WOW**  
**WEEKS OF**  
**WELCOME**

**FUN & FREE STUDENT ACTIVITIES!**

**WEEK 1**

**MONDAY, AUG 26**  
All Campus Picnic, Community Fair & Involvement Fair  
11 AM-1 PM, 700 Courtyard  
WIN \$100  
(Rainier Main Building, Cafe)

**ATCC Gamers**  
1-4 PM, eSports Room 752  
Come play tabletop, board, card, and video games!

**Athletic Teams Info Meeting**  
3:30 PM, Gym 120

**College Staff BINGO**  
6-7:30 PM, Auditorium 743  
WIN cool college stuff!

**TUESDAY, AUG 27**  
Together Tuesday!  
Comedian Kacey Spivey  
4-5 PM, Gym 120

**WEDNESDAY, AUG 28**  
T-Shirt Day  
10 AM - 2 PM, Cafe  
FREE: All Fresh T-shirts & Hats

**Go Kart, Bumper Boats, & Mini Golf**  
5-7:30 PM,  
Coney's Amusement Park

**THURSDAY, AUG 29**  
Dodgeball, Volleyball & Food  
7-10 PM, Alexander's  
Covenant Church - Use Door C  
Sponsored by ORU (jumpus  
mastery)

**FRIDAY, AUG 30**  
Split Day!  
Wear Legends or ATCC gear,  
or red and black!

**Sand Volleyball**  
12-1 PM, 700 Courtyard

**Open Gyms: Basketball**  
1-2 PM, Gym 120

**WEEK 2**

**MONDAY, SEPT 2**  
LABOR DAY  
COLLEGE CLOSED

**TUESDAY, SEPT 3**  
Together Tuesday!  
The Great Game  
4-5 PM, Cafe  
Explore campus, solve puzzles,  
& HAVE FUN! WIN \$100

**Open Gyms: Basketball**  
7:30-9:30 PM, Gym 120

**WEDNESDAY, SEPT 4**  
Sand Volleyball  
4-5 PM, 700 Courtyard

**HOME OPENER!**  
Legends Volleyball vs.  
Hiramwood North-Beacon  
6:30 PM, Gym 120

**THURSDAY, SEPT 5**  
Student Senate Meeting:  
Make Your Voice Heard!  
12:15-2:00 PM, Room 749  
FREE PIZZA!

**Bowling**  
6 PM, Garden Center Lanes

**FRIDAY, SEPT 6**  
Split Day!  
Wear Legends or ATCC gear,  
or red & black!

**Open Gyms: Basketball**  
12-1 PM, Gym 120

**ALEXTECH.EDU/KICKOFF**

# Student Senate

- Meets 1st & 3rd Thursdays
- Room 759
- Develop leadership skills
- Share your opinion on important campus topics
- Get involved in campus-wide committees
- Interact with faculty, staff, administrators and other students
- Build your resume!



# Student Clubs

- ATCC Design Guild
- ATCC Gamers
- Collegiate DECA
- Choir Club
- Health Occupations Students of America (HOSA)
- Intercultural Club
- Law Enforcement Club
- LGBTQIA+ Student Club
- Phi Theta Kappa (PTK)
- Skills USA
- Student Senate
- Trap Shooting Club

# LEGENDS ATHLETICS

## ■ WOMEN'S:

- » Golf
- » Soccer
- » Volleyball

## ■ CO-ED:

- » Archery
- » eSports
- » Clay Target
- » Competitive Fishing

## ■ MEN'S:

- » Baseball
- » Golf
- » Soccer

## ATHLETICS INFO SESSION

TODAY @ 3:30 PM  
GYM 120



Policy: Title IX and Sex Discrimination ([1B.6](#))

# CALENDAR

- Your high school calendar and college calendar are different
  - » If your high school is closed that does not mean the college is closed
  - » Pay attention to college notifications & the academic calendar
  - » See Planner for calendar or website for dates

# ADVISING

- Midsemester advising begins Mid-October
  - » You'll receive an email when it is time to schedule an appointment
  - » You will need a new PSEO Notice of Student Registration Form
    - Signed by you and your high school
- Don't have to wait until October to meet with an advisor

# YOU ARE RESPONSIBLE TO:

- Know ATCC Policies and Procedures
- Abide by ATCC Policies and Procedures
- Your ATCC email address is the official method of communication:  
[Starid@go.minnstate.edu](mailto:Starid@go.minnstate.edu)
  - » Check your ATCC email account daily
  - » You are accountable for information sent via your ATCC student email account
- Know your program and course requirements
- Ask questions and seek assistance as needed

We want you to be successful at ATCC!

# QUESTIONS?

[PSEO@alextech.edu](mailto:PSEO@alextech.edu)

(320) 762-4545



**YOUR**  
**LEGENDARY**  
**FUTURE**  
**BEGINS NOW!**

