IMPORTANT DATES

AUGUST
1-30 ATCC Book Charging Available
  2 Fall Registration Cancellation for Non-Payment
  23 Fall Program Kick-off for Students (Regularly Scheduled Classes Begin 5 PM)
  27 Course Drop / Add Deadline for 100% Refund

SEPTEMBER
  2 Financial Aid Disbursement of Overage
  3 Fall 75% Tuition Refund Date for Total Withdrawal
  6 Labor Day (College Closed)
  13 Fall 50% Tuition Refund Date for Total Withdrawal
  20 Fall 25% Tuition Refund Date for Total Withdrawal
  27 Tuition Due in Full or Enrolled in Payment Plan
      After this day, $50 Late Fee Applied to Accounts with Balances

OCTOBER
21-22 Fall Break (Faculty/Students Off)
  25 Second Half of Fall Semester Begins
  27 Student Advising Day

NOVEMBER
  11 Veterans Day (College Closed)
  25-26 Thanksgiving Break (College Closed)

DECEMBER
  20 Fall Semester Ends

JANUARY
  10 Spring Semester Begins

DATA PRIVACY—FERPA
Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that protects the privacy of a student’s educational record including: progress in a course, grades, tuition, financial aid, etc. Parents may not have access unless the student has provided authorization that specifically identifies what information may be released to the parent(s). The form to release information can be completed in MyATCC under Web Self-Service in the left hand column.

TUITION PAYMENT INFORMATION
Please complete one of the following by August 2, 2021:
  • Pay in full ($50 late fee applied to accounts with balances after September 27, 2021); OR
  • Submit a down payment of 15% or pay $300, whichever is less; OR
  • Enroll in Nelnet/FACTS payment plan; OR
  • Complete the FAFSA (Free Application for Federal Student Aid); OR
    Your 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 Office (employer, CEP, Veterans, etc.)

You can pay at the Business Office (room 106) or online at eServices.
STUDENT ID CARDS / PARKING PERMITS
Parking permits will be distributed during your program kickoff. If you don’t plan on parking in the college lots, you can request a waiver of the parking fee by taking your parking permit to the Business Office (room 106) before the 5th day of the semester.

LOGIN
Your StarID is your ATCC Login username. If you haven’t activated your StarID, do so before attempting to register at starid.minnstate.edu. You will need your Tech ID and your social security number.

REGISTRATION INSTRUCTIONS
To register using the Quick Add option
1. Login at www.alextech.edu/eServices using your StarID
2. Your dashboard will be displayed
3. Select Courses and Registration
   Select Quick/Add (Register) option if you have sample schedule
   A. Select semester from the drop down menu (if term displayed is not correct)
   B. Enter in the course ID #’s
   C. Select Register
   D. Enter your password to confirm your registration
4. Click on view/modify schedule and then click print schedule
5. Click on Bills and Payment
6. View your registration cancellation status
7. Click on View Account Detail button and open the print view PDF icon to print your fee statement
8. Close all windows when done and remember to log out

To register using the Search For a Course option
1. Select semester from the drop down menu (if term displayed is not correct)
2. Search by subject area for each course you wish to register for by clicking on display all courses radio button
3. Select Add (+) icon on the left side of the course listing
4. Once all courses are in your wish list, select Continue to Review My Plan
5. Check the box next to each course in your wish list you want to register for
6. Click on Select Course(s) to proceed to Register
7. Enter your password to confirm your registration
8. Proceed to steps 4-8 above

REMINDEERS
1. You are responsible to know the information the college sends you through your student email.
2. Review your class schedule the Friday before classes begin—there could be room changes.
3. Student Handbook & Policies and Procedures are available at www.alextech.edu/handbook —It is your responsibility to know and abide by them.
4. Ask for help when you need it!

StarID:
Password:

Course Full?
If a course you attempted to register for is full, click on search for a course option, search for the course, click on the waitlist icon (you will see your number on the wait list), and click submit. You will receive an email when a seat is available. You will have a limited time frame to register for the course, so be sure to check your email daily.

How to Order Books:
Go to: www.alextech.edu/bookstore
- Have your class schedule
- Click on Online bookstore
- Sign on using your StarID and password
- Go to the top red bar and click on Order
- Select semester/year
- Select course code (ex. COMM, TRDR, LENF, MATH, etc.)
- Select course number/section/instructor
- Select course and if needed add another course or continue at bottom when done
- Select the book you would prefer (new, used, ebook, etc.) and continue to checkout

For in-depth registration assistance and enrollment questions, please visit: www.alextech.edu/rad