



# REGISTRATION AND ADVISING DAY GUIDE

Refer to this guide for registration details, deadlines, and other important information. For in-depth registration assistance and enrollment questions, please visit [www.alextech.edu/rad](http://www.alextech.edu/rad)

## 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

All these dates plus more can be found in the **STUDENT PLANNER** you will receive the first day of school.

## 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](http://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](http://www.alextech.edu/eServices) using your StarID
2. Your dashboard will be displayed
3. Select **Courses and Registration**
  - 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

## REMINDERS

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](http://www.alextech.edu/handbook) –It is your responsibility to know and abide by them.**
4. **Ask for help when you need it!**

StarID:	<input type="text"/>
Password:	<input type="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](http://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

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