ALEXANDRIA COLLEGE

ORIENTATION

Your guide to the first 2 weeks

Monday, August 21, 2023
WELCOME LEGENDS

Orientation is Monday, August 21, 2023. Whether you’re a new or returning student, attending orientation is important since it is the first day of class. Your instructors and/or advisors will be covering important info to help you succeed this year.

GENERAL SCHEDULE

First-Year Students: Your session begins at 9:00 am unless otherwise noted on the schedule, page 4-5. Join us after your session for lunch!

All-Campus Picnic from 11:00 am to 1:00 pm in the 700 Courtyard. Come for a free lunch and fun activities!

Second-Year Students: Your session begins at 1:00 pm unless otherwise noted on the schedule, page 4-5. Join us before your session for lunch!

PSEO Students: If you are enrolled in a program major for Fall semester, see the schedule on page 4-5 and attend your program’s session as assigned. Attend a PSEO Session at the opposite time (9:00 am or 1:00 pm).

Online Students: You are welcome, but not required, to attend orientation. Log in to your classes in Brightspace for updates from your instructor(s).

Online courses open on Monday, August 21, 2023. Regularly scheduled on-campus courses begin at 5:00 pm, so if you have evening classes you will attend those.

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Alexandria College is committed to an equitable, diverse, and inclusive environment.

www.alextech.edu · go@alextech.edu · 320.762.0221 · An Equal Opportunity Employer/Educator · This document is available in alternative formats by calling 888.234.1222 ext. 4673 or 320.762.4673. Alexandria Technical & Community College is committed to legal affirmative action, equal opportunity, inclusivity, access and diversity of its campus community. www.alextech.edu/EEO
TO-DO

Before Orientation:

☐ Check your college email for info & updates: alextech.edu/email
☐ Check your class schedule in eServices: alextech.edu/eservices
☐ Order your books. You’ll need your class schedule, available in eServices. See pages 9-10.

On Orientation Day:

☐ Meet your classmates and your advisor in your assigned room at your assigned time. See room schedule on next page.
☐ Don’t miss the FREE All-Campus Picnic lunch from 11:00 am to 1:00 pm in the 700 courtyard.
☐ Make sure you can log in to all the important stuff: WiFi, Email, Brightspace, etc. Info and instructions at alextech.edu/it

During Your First Week:

☐ Attend all your on-campus courses and log in to your online courses.
☐ Get your parking permit and ID card from the IT help desk (room 403) if you haven’t already.
☐ Update your contact info to receive Star Alert emergency notifications. See page 9.
☐ Check out the FUN and FREE Weeks of Welcome (WOW) student activities and events. See pages 6-7.
☐ Check with the Financial Aid office to see if you are eligible for Work Study. See page 13.
## ORIENTATION DAY ROOM SCHEDULE
### MONDAY, AUGUST 21, 2023

<p>| PROGRAM |
|------------------|-------------------|------------------|
| <strong>FIRST YEAR 9–11 AM</strong> | <strong>SECOND YEAR 1–3 PM</strong> |
| Accounting; Accounting Transfer Pathway | 755 | 755 |
| Behavioral Health &amp; Human Services | 203 (1 PM) | 203 |
| Biology Transfer Pathway | 743B | 743B |
| Business Management; Business Transfer Pathway | 743A | 743A |
| Carpentry | 209 | 209 |
| Communication Design | 326 | 326 (9 AM) |
| Computer Information Systems | 750 | 760 |
| Cybersecurity (Certificate) | See college email |
| Cybersecurity, Virtualization, &amp; Networking | 750 | 760 |
| Diesel Mechanics | 501B | 501B |
| Early Childhood Education; Early Childhood Education Transfer Pathway | 410 | 410 (9 AM) |
| Economics Transfer Pathway | 743B | 743B |
| English Transfer Pathway | 743B | 743B |
| Exercise Science | 137 | 137 |
| Fashion Management | 743A | 743A |
| Healthcare Administrative Specialist | See college email |
| History Transfer Pathway | 743B | 743B |
| Individualized Studies | 743B | 743B |
| Interior Design | 321 | 321 (9 AM) |
| Law Enforcement; Law Enforcement Career Transition; Law Enforcement Transfer Pathway | 796 | 796 |
| Legal Administrative Assistant | 744 | 744 |
| Liberal Arts &amp; Sciences (AA) | 743B | 743B |</p>
<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>FIRST YEAR 9–11 AM</th>
<th>SECOND YEAR 1–3 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Machine Tool Technology</td>
<td>408</td>
<td>408</td>
</tr>
<tr>
<td>Marine, Motorcycle, &amp; Powersports Technician</td>
<td>503E</td>
<td>621</td>
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<tr>
<td>Marketing &amp; Sales Management</td>
<td>743A</td>
<td>743A</td>
</tr>
<tr>
<td>Mechanical Drafting, Design, &amp; Engineering Technology</td>
<td>602</td>
<td>602</td>
</tr>
<tr>
<td>Mechatronics</td>
<td>610</td>
<td>610</td>
</tr>
<tr>
<td>Medical Coding Specialist</td>
<td>See college email</td>
<td></td>
</tr>
<tr>
<td>Medical Laboratory Technician</td>
<td>105</td>
<td>105</td>
</tr>
<tr>
<td>Nursing: Phase 1</td>
<td>743B</td>
<td>743B (9 AM)</td>
</tr>
<tr>
<td>Nursing: Phase 2</td>
<td>See college email</td>
<td></td>
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<tr>
<td>Ophthalmic Medical Technician</td>
<td>See college email</td>
<td></td>
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<tr>
<td>Paralegal</td>
<td>744</td>
<td>744</td>
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<tr>
<td>Phlebotomy Technician</td>
<td>105</td>
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<tr>
<td>Post-Secondary (PSEO)</td>
<td>Gym 120</td>
<td>Gym 120</td>
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<tr>
<td>Practical Nursing</td>
<td>See college email</td>
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<tr>
<td>Practical Nursing Incoming 3 Semester</td>
<td>205 (1 PM)</td>
<td>205</td>
</tr>
<tr>
<td>Pre-Social Work Transfer Pathway</td>
<td>743B</td>
<td>743B</td>
</tr>
<tr>
<td>Professional Truck Driver</td>
<td>802</td>
<td></td>
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<tr>
<td>Psychology Transfer Pathway</td>
<td>743B</td>
<td>743B</td>
</tr>
<tr>
<td>Retail Management</td>
<td>743A</td>
<td></td>
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<tr>
<td>Sociology Transfer Pathway</td>
<td>743B</td>
<td>743B</td>
</tr>
<tr>
<td>Speech-Language Pathology Assistant</td>
<td>Email advisor if questions</td>
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</tr>
<tr>
<td>Welding Technology (both sections)</td>
<td>606</td>
<td></td>
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</tbody>
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WEEKS OF WELCOME

WEEK 1
MONDAY, AUG 21
- All Campus Picnic, Community Fair & Involvement Fair @ 11 AM – 1 PM in 700 Courtyard – FREE Lunch + WIN $100
- ATCC Gamers @ 1-6 PM in eSports Room 752 – Come play tabletop, board, card, and video games
- Athletic Teams Info Meeting @ 3:30 PM in Gym 120
- College Stuff BINGO @ 6-7:30 PM in Auditorium 743 – WIN $100

TUESDAY, AUG 22
- Go Karts, Bumper Boats & Mini Golf @ 6-7:30 PM at Casey’s Amusement Park

WEDNESDAY, AUG 23
- Try the Y! @ 6-8:30 PM at the YMCA – Free opportunity to check out the local YMCA. Discounted student memberships available.

THURSDAY, AUG 24
- Dodgeball, Volleyball & Free Food @ 7-10 PM at Alexandria Covenant Church (sponsored by CRU, campus ministry)

FRIDAY, AUG 25
- Spirit Day! Wear Legends or College gear
- Sand Volleyball & Outdoor Games @ 2-3:30 PM in 700 Courtyard

Store your boat, ATV, fish house, snowmobile, or other equipment in our outdoor sporting storage area. Secure spots start at $25 per semester. Stop by the Business Office window in the 100 wing to reserve a spot.
WEEK 2

ALL WEEK
- Campus Quest: The Ultimate Scavenger Hunt! Monday noon through Friday noon. WIN $100 gift cards

MONDAY, AUG 28
- ATCC Gamers @ 4-7 PM in eSports Room 752
- Sand Volleyball & Flag Football @ 5-6 PM in 700 Courtyard

TUESDAY, AUG 29
- Bowling @ 6 PM at Garden Center Lanes

WEDNESDAY, AUG 30
- Library Escape Room @ 9 AM – 3 PM in the Library, Room 707
- 700 Building Open Houses: Reflect & Connect 11 AM - 1 PM

THURSDAY, AUG 31
- Open Gym – Volleyball @ 6:30 PM in Gym 120
- Open Gym – Basketball @ 7:45 PM in Gym 120

FRIDAY, SEPT 1
- Spirit Day! Wear Legends or College gear
- Campus Quest Scavenger Hunt ends @ noon

WATCH YOUR EMAIL FOR WEEKLY STUDENT ACTIVITIES! alextech.edu/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)

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

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 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 beginning August 1. If you are an on-campus student, it’s easiest to have your books shipped directly to the college.

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, August 25) 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 August 21, 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](http://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.

**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](http://alextech.edu/discounts).
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 canceled, 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 September 8, 2023).
- 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, your tuition must be paid in full by September 25, 2023 or registration will be canceled. A $50 late fee may be applied after September 26, 2023 for any unpaid balances. Students who have their registration canceled due to non-payment may not be able to get back into full courses.
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 August 30, 2023. 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.
Yellow Stripes = Student Parking
White Stripes = Employee Parking
Purple Stripes = Handicap Parking
Light Blue Stripes = Visitor Parking
Dark Blue Stripes = Foundation Hall Resident Parking
Parking permits are required for all on-campus parking.

Handicap Entrance

Welcome Center

alextech.edu/orientation