PSEO ORIENTATION
FALL SEMESTER 2023

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TECHNOLOGY ACCOUNTS

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

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

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

MyATCC
- Located under Quick Links

Please log in to access additional services:

Login

- StarID
- Password
- Remember me

Login

Student Self-Service
- Registration & Advising
  - Enrollment Verification
  - Discounted Software (Kivuto OnTheHub)
  - Order Books
  - Star Alert [What Is Star Alert]
  - Withhold Directory Information
  - Bermgar Support
  - Star Tribune - Log in with username AlexTech and password AlexStrb (case sensitive)

Student Forms
- Academic & Financial Aid
  - Suspension Appeal
- Audit Course Request
  - Authorization to Release Student Information
  - Change or Add Major
  - Course Repeat Request
  - Fresh Start Request
  - Graduation Application
  - Guided Self-Placement Waiver
  - Medical Information Release Form
  - Preferred Name
  - Permission to Drive to School-Related Activity
  - Transfer Appeal Form
  - Universal Vehicle Use Form

Student Safety
- Safety Training: Active Shooter/Stay Safe at College

ALEXANDRIA Technical & Community COLLEGE
RELEASE OF INFORMATION

Authorization to Release Information Form

• If you want parents (or anyone else) to have access to your academic information, you will need to sign a release
• Valid for one calendar year
• Returning students may choose to complete a new release
• Located under Student Forms when logged in to MyATCC
  • “Authorization to Release Student Information”
ADD/DROP

ADDING A COURSE
• The deadline to add a course is **Friday, August 25**

DROPPING A COURSE
• The deadline to drop a course is **Friday, September 1**
  • Must see the PSEO Department to drop a course
  • Not showing up is not dropping a course, and will result in a Failure for non-attendance
Login to eServices (MyATCC) and choose “Courses & Registration” and then “View/Modify Schedule”

- View or print class schedule
- Verify class start and end times
- Verify class locations
  - Check room numbers for changes
DON’T FORGET...

BOOKS
• Request books through the PSEO Book Request Form
• Instructors will provide access to e-books
• Return books at the end of the semester to the PSEO Department
  • If not returned, you’ll be responsible for the replacement cost

STUDENT ID
• Student ID can be picked up from the IT Department – Room 403
• Replacement fee if lost
PARKING PERMIT

• Parking permits are required to park on ATCC property
• Permits are linked to the student’s StarID
• Street parking is limited
  ➢ Obey parking laws or will be ticketed by Alexandria Police Department
• **ATCC has two student parking lots (yellow stripes)**
  ❖ North
  ❖ South
• Students prohibited from parking in other ATCC lots
  ❖ **Violators will be ticketed and/or fined**
• Parking prohibited in lots that are not ATCC property

Violators may be TOWED!
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
POLICIES and PROCEDURES

• Acceptable Use of Computers and Information Technology Resources
• Student Code of Conduct
• Satisfactory Academic Progress Policy
• Academic Honesty/Dishonesty
• Health and Safety Policy
• Harassment and Discrimination Policy

KNOW THE POLICIES!
alextech.edu/policies
Communication is Key

• Check your ATCC email daily
• Email is the official method of communication at ATCC.
• Students are responsible to know information sent to them by the college via their ATCC email.
ATTENDANCE

• **Attendance is essential**
  • Be aware of each individual instructor’s attendance policy
• Instructors will document attendance the first five days of the semester
• Students with attendance issues will be referred to a Student Success Coach
• Notify instructors ahead of time if you will be absent from class
• Attendance increases your chances of successfully completing courses
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
RESOURCES

• PSEO Department
  • pseo@alextech.edu
• Support Services
  • Writing coaches
  • Tutoring
• IT
• Counselor
• Tutor.com
• Library
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
SATISFACTORY ACADEMIC PROGRESS

• 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).

• Colleges **require** a copy of all previous college transcripts.

• Suspension will follow students and affect financial aid.

• If a PSEO student ends up on a warning status, they will be required to complete an appeal to take courses the following semester.

• Keep in mind the **2.5** minimum cumulative ATCC GPA for PSEO students.
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.
TRANSCRIPTS

• Print unofficial transcripts through **eServices**
• The PSEO Department will send transcripts to your high school at the end of the semester
STUDENT HANDBOOK

• College Offices
• General College Information
• College Services & Community Resources
• Mandated Reporting

www.alextech.edu/handbook
STUDENT PLANNER

• Important dates
• Class schedule in weekly format (pg. 14-15)
• Emergency procedures quick reference (pg. 8-9)
• Quick reference list for student concerns (pg. 10)
• ATCC Campus Store coupon (last page)

PICK ONE UP BEFORE YOU LEAVE
NEXT STEPS

• Sign up for Star Alert (MyATCC)
• Complete the Sexual Violence Prevention Training (PETSA)
  • New Students
  • You will see it in your Brightspace if you need to complete it
  • Anticipate it taking 40 minutes
  • Make sure you complete all quizzes
  • Needs to be completed by September 1
• Get involved in campus activities
CONTACT INFORMATION

PSEO@alextech.edu
(320) 762-4545

Office Hours:
Monday – Friday
8:00 a.m. – 4:00 p.m.

HAVE A GREAT FALL SEMESTER!