



A member of Minnesota State

PSEO Registration and Advising Guide 2022-2023

Important Dates

August

- 22 Fall Orientation – **no on-campus classes held Monday** – on-campus classes begin Tuesday
- 26 Course add deadline

September

- 5 Labor Day (College Closed)
- 6 Course drop deadline (PSEO students only - after August 26 need to contact PSEO advisor to drop)
- 26 \$50 late fee applied to accounts with balances due

October

- 20-21 Fall break (Faculty/Students Off)
- 26 Student Advising Day (PSEO students schedule over an extended period of time)

November

- 11 Veterans Day (College Closed)
- 24-25 Thanksgiving break (College Closed)

December

- 19 Fall semester ends

January

- 9 Spring semester begins
- 13 Course add deadline
- 16 Martin Luther King Jr. Day (College Closed)
- 23 Course drop deadline (PSEO students only - after January 13 need to contact PSEO advisor to drop)

February

- 20 President's Day observed (College Closed)
- 13 \$50 late fee applied to accounts with balances due

March

- 6-10 Spring Break (Faculty/Students Off)
- 16 Student Advising Day (PSEO students schedule over an extended period of time)

April

- 1 ATCC graduation application deadline

May

- 10 Spring semester ends

All these dates plus more can be found in the Student Planner that will be available the first week 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 <https://starid.minnstate.edu> You will need your ATCC Tech ID and your social security number.

Registration Instructions

1. Login at www.alextech.edu/eServices using your StarID and Password
2. Select **Courses & Registration**
3. Select **Search for a Course** option
 - A. Search by **subject** area for each course you wish to register
 - B. Select **Add (+)** icon on the left side of the course listing
 - C. Once all courses are in your wish list, select **Continue to Review My Plan**
 - D. Check the **box** next to each course in your wish list you want to register for
 - E. Click on **Select Course(s) to proceed to Register**
 - F. Enter your **password** to confirm your registration
4. Click on **View/Modify Schedule** and then click **Printable Schedule** (on the top right) to print your schedule so you can see the last day to withdraw
5. Close all windows when done and log out

StarID: _____

Password: _____

Email: YourStarID@go.minnstate.edu

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 the number on the waitlist), and click submit. You will receive an email to your ATCC email account when a seat is available. You will have a limited timeframe to register for the course so be sure to check your ATCC email daily.

Changes in Course Registration

If the college makes any changes to a course after you have registered, an automated email will be sent to you advising you to check your course registration in eServices. Specifics on course modification are not provided in the email, but it will likely be a change in instructor or room location.

Northland or Northwest Technical College Online Courses

We request you get approval from the PSEO advisor before registering for any online Northland Community & Technical College (NCTC) or Northwest Technical College (NTC) courses as PSEO paperwork will need to be submitted to those colleges. Students who take online courses through NCTC or NTC will need to request the books for those courses from those bookstores. See "Book Information" on page 3.



Adding/Dropping/Withdrawing from Classes

During the first five days of the semester, students are allowed to drop and add classes with no effect on their transcript. Because of high school graduation requirements, we request students visit with the PSEO advisor before dropping or adding any classes. PSEO students have the first 14 days of the semester to drop classes (which will need to be done through the PSEO advisor after day 5). After the 14th day of the semester, any course a PSEO student chooses to withdraw from will show as a "W" on their college transcript and will affect the satisfactory academic progress completion rate. Please see the PSEO advisor and visit with your high school before withdrawing from any courses to find out how it may affect your future educational goals.

ATCC Email

ATCC Email is the official communication method at Alexandria College. Please check it regularly. Login to your ATCC email from the MyATCC page of the website using the Email icon or visit www.alextech.edu/email.

Your email address is: [YourStarID]@go.minnstate.edu and your password is your StarID password that you set up.

If you are having trouble logging in or forgot your password, the college has created a short tutorial on how to reset your password to help you get logged in. Go to www.alextech.edu/rad. Under "Registration Instructions," click on "Resetting your StarID password" which is a YouTube video.

Brightspace (Online Learning Management System)

Brightspace is the college's online learning management system. Depending upon how your instructor chooses to use Brightspace, you may be able to access course information, assignments, handouts, presentation notes, participate in online discussions, take quizzes, and check your grades. Access Brightspace via the icon in MyATCC. Login using your StarID and your StarID password. (Do not include @go.minnstate.edu with your StarID to log in).

If you would like to familiarize yourself with Brightspace, there is a course called "Welcome to Brightspace" that you will find under self-registration in Brightspace. This tutorial will help you get comfortable with the learning management system.

Satisfactory Academic Progress

ATCC requires PSEO students maintain a minimum 2.5 ATCC grade point average to stay enrolled as a PSEO student. All students need to maintain satisfactory academic progress which is based on both cumulative percentage of credits completed (67%) and GPA (2.0). Students who fall below a 2.0 GPA and/or 67% completion rate will be placed on a warning status the following term of enrollment. If at the end of the warning term a student has not met both the cumulative grade point average and completion percentage standard, the student shall be suspended. Students on suspension are not eligible to register or receive financial aid.

Support Services/Tutoring

Tutoring is available and free to all ATCC students specific to their ATCC courses. Students who have special needs or disabilities must contact Support Services to arrange accommodations. For more information or assistance, please contact Support Services (room 305) at 320-762-4673 or email supportservices@alextech.edu.

Counseling Center

Personal counseling, career counseling, and crisis intervention assistance are available free of charge to registered ATCC students. Please contact the Counseling Center (room 112A) at 320-762-4487 or email counseling@alextech.edu. For additional information go to www.alextech.edu/counseling.



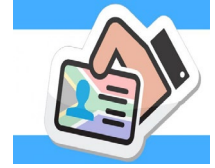
Advising

All PSEO students have access to academic advising while they are enrolled. You will meet with the PSEO advisor for mid-semester advising to make sure you are meeting your high school graduation requirements. The PSEO advisor can also assist you with determining the transfer of courses and course equivalencies. The site www.transferology.com provides course equivalencies to see how your courses fulfill degree requirements at many colleges and universities. Contact information: PSEO@alextech.edu or 320-762-4545.

Course Fees and Payment Information

College prep courses, some course fees, and parking permits are not covered through PSEO. Course fees are for items that become your personal property or have a personal value beyond the classroom. Most general education courses do not have course fees. You will receive a bill for any balance you have due after the 14th day of the semester.

Student ID Cards/Parking Permits



Student ID cards and parking permits can be picked up in the IT Department (room 403). You will need to have both your driver's license and StarID. If you do not 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. You need to obtain a new student ID card and parking permit each academic year you attend ATCC. There is a replacement fee for lost parking permits and ID cards. Parking permits must be hung from the rearview mirror. Please park in student parking only (white lines). Parking permits are required any time you are parked in an Alexandria College parking lot.

Book Information

You will make a book order request prior to the start of each semester. Beginning the last week of July for fall semester and the first week of December for spring semester, go to the PSEO web page at www.alextech.edu/pseo and scroll down to the section titled Ordering Books to submit your request.

Important: Books provided to you through the PSEO program are the property of ATCC. If you drop a course, return the books/materials immediately to the PSEO Department. At the end of the semester, all books must be returned to the PSEO Department. You are responsible for the replacement cost of any books that are damaged or not returned within the timeline provided. All communications regarding the PSEO book ordering and return process will be through your ATCC email account.

Northland Community & Technical College (NCTC) and Northwest Technical College (NTC) Courses:

If you are registered for NCTC or NTC classes, books are ordered through their bookstore websites:

Northland Community & Technical College:

<http://bookstore.northlandcollege.edu/distancelearning/selecttermdept.aspx>

Northwest Technical College:

<https://www.bkstr.com/ntcstore/shop/textbooks-and-course-materials>

When ordering books, it is important to identify yourself as a PSEO student so books are charged appropriately. NCTC and NTC books need to be returned to those bookstores at the end of the semester (not ATCC).

Laptop Information

New users who are required to lease a laptop will self-register for a laptop orientation session in Brightspace. PSEO students who are not required to lease but want to (at their own expense) may lease a laptop subject to availability.

To self-register for Laptop Orientation:

- Go to MyATCC on the Alexandria College website
- Log in to Brightspace with your StarID and StarID password
- Click the Self Registration link on top, under the Alexandria College logo
- Click the Course Offering Name, "Laptop Orientation" and click Register
- Your information should automatically populate, click Submit and Finish
- Click the link "go to course offering Laptop Orientation" and complete the training
- Laptops can be picked up the week before the semester starts at the IT Department in 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.

PETSA Training

PETSA is a legislatively mandated Sexual Violence Prevention Training that will be added to a student's Brightspace list of courses the first semester they enroll at a college. The course includes three training modules with videos to watch and

will take approximately 40 minutes to complete. **This training needs to be completed within the first 10 business days of the semester.**

Star Alert

Star Alert is ATCC's emergency notification system. It is a free opt-in service provided by the college; however, standard messaging fees to your phone still apply. If there is an emergency situation or a weather related announcement affecting the college, the system will notify you by sending a text or email to your phone. Once the semester starts, you may sign up for Star Alert in MyATCC under Student Self-Service.

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 Authorization to Release Student Information form can be completed in MyATCC under Student Forms.

Grades and Transcripts

You may check your final grades and obtain an unofficial transcript of your academic record through eServices. Login to eServices with your StarID and Password and select Academic Records. Then select either Check Grades or Unofficial Transcripts.

You may order an official transcript online by going to www.alextech.edu/transcripts Make the request, pay the fee, and track your transcript processing. If you are transferring to another institution within the Minnesota State system, you do not need to request your transcript. To view which institutions are part of the Minnesota State system, please visit: <https://www.minnstate.edu/campusesprograms/index.html>

Reminders

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