Important Dates

August
24    Fall Program Kick-Off but **no daytime classes** - Monday evening classes begin at 5:00 PM
28    Course add deadline

September
7     Labor Day (College Closed)
8     Course drop deadline (PSEO students only - After August 28 need to contact PSEO advisor)
28    $50 Late fee applied to accounts with balances due

October
15-16  Fall break (Faculty/Students off)
21    Student Advising Day (PSEO students schedule over an extended period of time)

November
11    Veterans Day (College Closed)
26-27  Thanksgiving break (College Closed)

December
21    Fall semester ends

January
11    Spring semester begins
15    Course add deadline
18    Martin Luther King Jr. Day (College Closed)
25    Course drop deadline (PSEO students only - After January 15 need to contact PSEO advisor)

February
15    President’s Day observed (College Closed)
16    $50 Late fee applied to accounts with balances due

March
8-12  Spring Break (Faculty/Students Off)
18    Student Advising Day (PSEO students schedule over an extended period of time)

April
1     ATCC graduation application deadline

May
12    Spring semester ends
Login
Your StarID is your ATCC Login username. If you haven’t activated your StarID, do so before attempting to register at starid.mnscu.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

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.

Non-ATCC 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 a PSEO advisor and visit with your high school before withdrawing from any courses to find out how it may affect your future educational goals.

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 at 320-762-4673.

Counseling Center
Counseling services 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.

Advising
All PSEO students have access to academic advising while they are enrolled. You will meet with a PSEO advisor for mid-semester advising to make sure you are meeting your high school graduation requirements. PSEO advisors can also assist you with determining the transfer of courses and course equivalences. 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 are obtained from the IT Department (room 403). You will need to have your photo identification and know your StarID. If you do not plan on driving or 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.

Book Information
You will need to order your books prior to the start of each semester (early August and mid-December). To place your book order, go to the PSEO web page at www.alextech.edu/pseo and scroll down to the section titled Ordering Books. 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:
You will need to order the books for any NCTC or NTC classes through their bookstore websites. When ordering books, it is important to identify yourself as a PSEO student so books are charged appropriately.

Lockers
Lockers are optional. If you would like to use a locker, please choose one and put a lock on it. All items need to be removed at the end of the school year. The college is not responsible for stolen items.
Laptop Information

New users who are **required to lease a laptop** will receive information regarding an orientation session. If you are not 18 years old by the date of orientation, you must state this when you register for a session. **You are required to present a current student ID card and driver’s license to complete your lease.**

PSEO students who are **not required to lease** but want to (at their own expense) may sign up to attend a laptop orientation session subject to laptop availability.

PETSA Training

For students taking their first on-campus course, a legislatively mandated Sexual Violence Prevention Training (PETSA) may be added to your schedule for fall semester. You will find this training course in your Brightspace account. It 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** and will be documented on your ATCC transcript. You will then have proof of completion if you plan to attend any future colleges.

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. 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.getmytranscript.com](http://www.getmytranscript.com) You 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](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!