

ALEXANDRIA COLLEGE



STUDENT
HANDBOOK

2021-2022



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INTRODUCTION

Welcome to Alexandria Technical and Community College (ATCC)! The college's goal is for you to have a positive and rewarding educational experience here. The college offers many services to assist you and help you succeed.

It is the intent of this Student Handbook to provide an overview of college services, resources, guidelines, and expectations. College offices and their general purposes are covered, along with contact information. In addition to core offices, unique services and general information are provided. The final section of this document is compliance reporting and policies. Please be aware that policies are not printed in this document, but links to access them are provided as the information is available on the college's website.

This document is kept on the college's website and within MyATCC; however, you may request a print copy from Academic Affairs in room 109. Please call 320-762-4460 or email academicaffairs@alextech.edu to request a printed copy of this Handbook. If you have additional questions or are seeking information not covered in this document, please visit our website or contact the Welcome Center at 320-762-4600 or info@alextech.edu.

Alexandria Technical and Community College is committed to equal opportunity and nondiscrimination in employment and education. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined in the Minnesota Human Rights Act, Minn. Stat. 363.01, subd. 23 is prohibited. Alexandria Technical and Community College has adopted and follows the Minnesota State Board [Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Educational Opportunity](#) in its entirety. The Minnesota State system policy may be reviewed at minnstate.edu/board/policy/1b01.html.

This document is available in alternative formats by calling 888-234-1222 ext. 4673 or 320-762-4673.



MINNESOTA STATE

Alexandria Technical & Community College
A member of Minnesota State



COLLEGE OFFICES

ACADEMIC AFFAIRS

The Academic Affairs office is open from 7:30-4:00 Monday through Friday and is available to help students schedule meetings with the Deans and the Vice President of Academic and Student Affairs.

Main Building - room 109

Phone: 320-762-4460

Email: academic.affairs@alextech.edu

BUSINESS OFFICE

The Business Office provides information and services for:

- Financial Aid disbursement
- Parking waiver forms
- Parking tickets
- Payments of tuition and fees
- Student payroll questions
- Textbook charging
- 1098T form

Window hours are 9:00-4:00, Monday through Friday.

Main Building - room 106

Phone: 320-762-4530

alextech.edu/businessoffice

Email: businessoffice@alextech.edu

COUNSELING CENTER

The following services are available to ATCC students in the Counseling Center:

- Personal, career, and academic counseling for all students at no cost
- In a safe and confidential setting, meet with a professional counselor to receive assistance with managing any number of life challenges, including mental health concerns and personal crisis.
- Receive information and referrals for free and low-cost tele-health and tele-medicine services.
- Reach academic and career goals with career exploration and assessment testing.
- Find information and resources to support all of your academic needs.

Main Building - room 112

Phone: 320-762-4487

alextech.edu/counseling

Email: atccounseling@alextech.edu



CUSTOMIZED TRAINING

Providing life-long learning opportunities to businesses, industry professionals, and the community is the role of the Customized Training Center (CTC). Some examples of the training/courses offered are:

- Business Technology Training
 - Microsoft Office Suite
 - Social Media (LinkedIn, Facebook, Twitter)
- Electrical Training
 - Electrical Application and Troubleshooting Concepts
- Fire Related Training
 - Fire Extinguisher Training
 - National Fire Academic Courses
- Health Training
 - Training for Medication Administration
 - Nurse Assistant Classes/Testing
 - First Aid/CPR Training
- Leadership Development Training
 - StrengthFinder/Strengths Based Leadership
- Mechanical/Technical Training
 - Steam Plant Engineering (Boiler) – Low/High Pressure
- Safety and Compliance Training
 - HazMat: Awareness Operator, and Technician
 - OSHA 10- and 30- Hour Training
- Transportation Training
 - Truck Weight Continuing Education

Individuals can meet their training goals with access to a wide range of continuing education (open enrollment, non-credit) courses that are accessible and affordable.

Browse the [Viewbook](#) for a list of training options.

Main Building - Room 207

alextech.edu/customizedtraining

Phone: 320-762-4510

Email: atcc-customized@alextech.edu

FINANCIAL AID

Financial aid is intended to help students and their families pay for education. The Financial Aid Office is available to answer questions and assist students regarding financial aid. For more information, visit Financial Aid at alextech.edu/financialaid.

Scholarships

The Foundation, in support of Alexandria Technical and Community College, offers student scholarships. For more details and for instructions on how to apply for scholarships, please visit alextech.edu/scholarships.

Veteran's Benefits

For questions about your GI education benefits, email kathkl@alextech.edu.

Work Study Employment

Student employment provides an opportunity for part-time work within the college and community. Student employment positions, for those with work study eligibility, can be found at alextech.edu/workstudy. Students must check with the Financial Aid Office to determine eligibility. Students can contact the supervisor listed on job postings that they are interested in. Once the position is accepted, paperwork must be completed in the Financial Aid Office.

NOTE: Students can access assistance with résumés, cover letters, and applications at the Writer's Block in room 305. [See page 9.](#)

Main Building - room 113

alextech.edu/financialaid

Phone: 320-762-4540

Email: financialaid@alextech.edu



WELCOME CENTER

The Alexandria Technical and Community College Welcome Center is an institutional service. Its purpose is to assist internal and external customers to navigate the college and its services conveniently and effectively. The following services are provided at the Welcome Center:

- College assistance and navigation of student and academic services
- Distribute and collect college forms
 - Including but not limited to: Immunizations, SAP appeal forms, Override, Substitutions, Medical Leave, etc.
- Explain and assist with FAFSA, FSA ID, general FA questions
- Housing list
- Job notifications for graduates
- Jumper cables
- Login and password assistance
- Lost and found
- Provide official and unofficial ATCC transcripts
- Schedule appointments with various ATCC departments

Main Building - room 112
alextech.edu/infocenter

Phone: 320-762-4600
Email: info@alextech.edu

INTERCULTURAL CENTER

The Intercultural Center strives to create a welcoming environment for students and staff from all cultural backgrounds. Students may complete homework in the Intercultural Center, and they may use the space as a location for socializing. The Intercultural Center provides ATCC students with high quality programming, facilitated cultural education activities, sensitive dialog on current affairs, and student leadership opportunities. The Intercultural Center is a designated 'Safe Space' for LGBTQIA+ students and welcomes allies, as well.

700 Building South - room 744
alextech.edu/interculturalcenter

Phone: 320-762-4629
Email: elijahjuan.dotts.edu

IT DEPARTMENT

The IT Department supports student access to computer and information technologies. Technical assistance is provided for students by:

- Assisting with technology accounts
 - ATCC Email
 - ATCC StarID
 - Brightspace
 - MyATCC
 - Office 365
 - OneDrive Cloud Storage
 - Wireless Connections
 - Zoom and MediaSpace
- Administering the providing technical support for laptop leases
- Leasing program specific items such as cameras, calculators, and transcription machines
- Dispersing ATCC ID cards and student parking permits

Please note the IT Department does not work on personal laptops or personally owned equipment; however, it does assist with wireless network and college email on personal devices.



Student ID & Parking Permits

All students must obtain a new card each academic year. Students are required to carry their ATCC Student ID while on campus.

Students may request a parking fee waiver. This waiver form must be submitted to the Business Office along with the parking permit by the fifth day of the semester in order for the parking fee to be waived. Please see ["Parking" on page 12](#) for more information.

The replacement cost for lost/stolen parking permits is \$20.

Laptop Lease Program

All currently registered ATCC students may lease a laptop computer on a semester or weekly basis, subject to computer availability. In addition, several programs require students to lease college laptops. Required laptops are leased on a semester basis, and all fees are assessed directly to the student's account.

ATCC's Laptop Lease Program offers many advantages:

- Leased Laptops are uniform and configured specific to each program
- Students are spared most, if not all, of the software costs
- Program specific software customized is included
- Free hardware and software support provided on leased laptops
- Very little, to no down time
- Opportunity to purchase a laptop at a discounted rate when they graduate

IT Technical Support

- StarID and ATCC Email
- Wireless Network Connections
- Office 365

Printing

All currently registered ATCC students receive a \$30 printing allocation per semester for use on college printers. Student printing accounts are charged \$0.04 for black and white printing and \$0.15 for color printing. The college monitors printing and campus computers display the amount of printing allocation remaining for the semester. Additional printing allocation may be purchased at the Campus Store.

Business hours are Monday through Friday from 7:30 AM to 4:00 PM. Additional information and support can be accessed at www.alextech.edu/it.

Main Building - room 403
alextech.edu/IT

Phone: 320-762-4949
Email: IT@alextech.edu



LIBRARY

The ATCC Library provides a breadth of online database resources and interlibrary loan services to support students who attend classes on campus or online. Library staff are eager to help you find what you need to complete assignments/research projects or to explore subjects of interest to you. Unsure where to start? Ask a Librarian (in person or make an appointment to meet using Zoom: library@alextech.edu).

ATCC Library Website alextech.edu/college-services/library

The ATCC Library website provides convenient access to scholarly resources including electronic access to the library catalog and numerous database subscriptions to full text scholarly journals, national and state newspapers, magazine articles, and streaming videos

The library catalog includes access to a smaller print collection available on campus and lists of learning resources available at other Minnesota libraries available to you free through interlibrary loan.

Additional Learning Resources

Subject specific printed resources are also available to students through faculty-maintained book collections. Check with your faculty to learn what resources they have set aside to assist your learning. These are conveniently located in program classrooms and faculty offices. The student support (tutoring) center offers relevant print materials, and the Intercultural Center and Veteran’s Center also offer print materials on topics of interest to students.

Computer Lab

The Library has a small computer lab open to students which offers network computers, wireless access, and printing. The lab provides access to major application and instructional software programs taught and used throughout the college, internet access, black and white printing, color printing, fee-based copy machine, and digital scanning. For more information on printing, see page _ under IT Department.

Library On-Duty (Chat)

Use the 24/7 Live Chat to receive general help information. For questions related to using the ATCC Library resources, contact the ATCC Library directly via the email and phone contact information listed below. Library hours vary and will be posted on the Library door. Typical library hours: 7:30 a.m. – 4:00 p.m.

Study Spaces

The Library is a great place to study alone or in small groups.

Main Building - room 302 Phone: 320-762-4465
alextech.edu/library Email: library@alextech.edu

PSEO

Post-Secondary Enrollment Options (PSEO) students have access to the resources in this handbook whether they are taking courses online or on campus. PSEO Department staff will assist with course registration, scheduling ACCUPLACER testing and retesting, book ordering, and accessing resources at ATCC.

Main Building - room 113 Phone: 320-762-4545
alextech.edu/PSEO Email: pseo@alextech.edu

REGISTRAR

The Registrar’s Office maintains student records and assists students with registering for classes. Questions regarding records or registration should be directed to the Registrar’s Office.

- To request an official ATCC transcript, please visit alextech.edu/transcripts
- To view grades and an unofficial transcript, visit eServices ([See page 10.](#))
- To view class schedule, visit [eServices](#).

Main Building - room 113 Phone: 320-762-4650
alextech.edu/registrar Email: records@alextech.edu



SUPPORT SERVICES

The Support Services Office provides tutoring and academic resources for all ATCC students, whether on-campus or online, free of charge. Services include academic resources, tutoring, study groups, and writing assistance.

Tutor.com

Students are allowed up to 15 hours of free tutoring on [tutor.com](https://www.tutor.com). The link can be found in your course in Brightspace under the Resources tab.

Writer's Block

The Writer's Block offers face-to-face tutoring sessions or electronic assistance via email and Brightspace for ATCC students, staff, and faculty. Word processing and online researching assistance, as well as, helpful feedback, advice, general tips, suggestions, or ideas on any type of paper, résumé, or application is provided. Students can drop in or email for assistance at writersblock@alextech.edu.

Main Building - room 305
alextech.edu/supportservices

Phone: 320-762-4673
Email: supportservices@alextech.edu

TESTING CENTER

The Testing Center assists individuals with their testing and assessment needs. The center administers the following tests:

- ACCUPLACER (course placement assessment)
- College Level Examination Program (CLEP)
- DANTES Subject Standardized Test (DSST)
- ITEC 1430,1440,1445 (computer) test outs
- Make-up test proctoring
- Online course exam proctoring services

Main Building - room 112
alextech.edu/testingcenter

Phone: 320-762-4487
Email: testingcenter@alextech.edu

TRANSFER ADVISING CENTER

The Transfer Advising Center is available to prospective and current ATCC students who are considering transferring to and from Alexandria Technical & Community College. Students who are enrolled in a Liberal Arts and Science A.A. degree, Transfer Pathway A.A. or A.S. degrees, or who have not declared a major are encouraged to visit with the transfer advisor for assistance.

Main Building - room 113
alextech.edu/transfer

Phone: 320-762-4480
Email: transfer@alextech.edu



GENERAL COLLEGE INFORMATION

ACADEMIC ACHIEVEMENT

Dean's List

The college compiles a Dean's Academic Achievement List at the end of fall and spring semester to give recognition to those fulltime ATCC students (12 credits or more) whose semester grade point average is at 3.5 or above. Eligibility for the Dean's List is based on information that is on record one week after the last day of the semester. Courses with partner colleges count toward the minimum 12 credits or the semester GPA.

Phi Theta Kappa

Phi Theta Kappa is a nationally recognized honor society for students in two-year colleges who have demonstrated superior academic performance. Students who have a cumulative GPA of 3.5 or higher and have completed 12 or more credits in degree or diploma program are eligible to become members of Phi Theta Kappa. Invitations are sent to eligible students in January and September of each year.

ACCESSING MYATCC

Student Information Portal

MyATCC is a web-based information portal that provides students with access to many college resources. Please go to alextech.edu/myatcc for the following information:

- Access eServices, Email, Office 365, StarID Self-Serve, Brightspace, Calendars, Zoom, and more from the MyATCC login page.
- Access student forms for Change of Major, Graduation Application, Preferred Name, and more
- Authorization to Release Information – allow a designated individual(s) to have access to your records (including financial aid and grades)
- Class cancellations
- Enrollment Verification Link: print enrollment verification certificate or good student insurance discount certificate
- Update contact information for emergency text/email alerts (Star Alert)

eServices (Registration, Financial Aid, and Payments)

ATCC students can complete transactions at any time by logging into eServices. When ATCC students are taking courses with partner colleges, they are responsible to view their tuition statements under the correlating colleges. The following content is available in eServices:

- Add/drop/withdraw from classes
- Check final grades and view/print academic record (grades are not mailed out)
- Check financial aid status
- Track graduation progress by viewing your Degree Audit (DARS)
- View and pay tuition and fees
- View and revise address information
- View ATCC's class schedule - see what classes are offered
- View/print personal class schedule

To access the information listed, go to alextech.edu/myatcc.

Brightspace (Learning Management System)

Brightspace is the learning management system used across Minnesota State to provide online access to on campus courses and provide means of delivery for online courses. The following content is available in Brightspace:

- Access official course in-progress grades
- Access online courses
- Access online trainings (e.g. Sexual Violence Prevention Training)

To access the information listed, go to MyATCC alextech.edu/myatcc and click the icon or go directly to Brightspace alextech.edu/learn.minnstate.edu



ATCC STUDENT INFORMATION

StarID (xx1234xx)

StarID is the student username and login for ATCC and all other Minnesota State campuses. It must be activated and managed at starid.minnstate.edu. This identifier is part of Limited Directory Information and is printed on the back of the Student ID and is viewable in the email directory.

Student ID

The Student ID is the ATCC identification ID card. Students should carry this card and present it upon request while on campus. This card may also be used for access to certain buildings or classrooms. Work study students are required to have their ID on them and visible.

Tech ID (12345678)

This eight-digit number is unique to ATCC. It is confidential and should be protected. Students need their Tech ID to change their password.

BOOKSTORE (ECAMPUS)

ATCC's Virtual Bookstore is exclusively online and provides textbooks for courses offered by ATCC instructors. To purchase new and used textbooks or to rent them, please visit [Online Bookstore](#).

Please note: For textbook rentals, a credit card number is put on file to be used in case of lost or damaged books. Once you have entered a card number, you'll be able to select your account to use financial aid dollars as payment for the rental.

Book charging is available for all registered Alexandria Technical and Community College students for Fall semester on August 1st, Spring semester on December 1st, and Summer semester on April 1st. All charges are added directly to the student's account. Student's account balance should be reviewed on eServices. [See page 10](#).

Important: Students must have their ATCC class schedule and StarID login information to order books.

- Class schedules can be viewed and printed from eServices (View/Modify Schedule).

*If you are a PSEO student (still in high school), you should order books here:

[PSEO Book Order Form](#)

*If you are taking courses from Northland Community and Technical College or Northwest Technical College, make sure to visit their online bookstores to purchase your books. Those are not carried through the ATCC Virtual Bookstore.

For frequently asked questions about purchasing or renting books, please visit the [ATCC Virtual Bookstore Help Desk](#).

alextech.edu/bookstore

Phone: 320-762-4530

Email: businessoffice@alextech.edu

CALENDARS

Students can view and sync important academic, financial aid, program club, and student life event dates to their Office 365 calendar and personal devices. Visit alextech.edu/calendars to view and subscribe to ATCC calendars.



DIRECTORY INFORMATION

ATCC has designated the following information as Directory Information:

- Student's name
- Hometown
- Program/major
- Pictures
- Enrollment/withdrawal dates
- Graduation status (type of degree/diploma and date of graduation)
- Honors/awards
- Height and weight information for athletic participants
- Performance and participation records for athletic purposes
- Individual or group photos and videos

Limited Directory Data (LDD) may be disclosed only in the specified applications without prior consent unless the student notifies the college in writing of their objection to the release of information in one or more of these categories:

- Notwithstanding any other provision of this policy, the following information is defined as Limited Directory Data for purposes of sharing with LeadMN so the association can communicate with their members: Student name, institutional email address, and Student Change Code (NEW/RTN/DROP).
- Former and current students' phone number, address, and email addresses may be disclosed to the ATCC Foundation and Alumni Association for scholarships, events, fundraising, and membership opportunities.
- Student system e-mail address may be disclosed to the contracted college bookstore for billing purposes.

For more information on Directory Information, please see ATCC Policy 2.5.

Withholding Student Directory Information:

If a student does not specifically request the withholding of Directory Information (including LDD) within the first 15 days of enrollment, it will indicate student approval for disclosure. Withholding Limited Directory Information may inhibit the functionality of Office 365. See ATCC Procedure 2.5.1 for more information.

DRESS GUIDELINES & UNIFORMS

Prospective employers frequently visit the college. Individual appearance creates an image for the entire college and students. Students are encouraged to dress appropriately. Some programs require uniforms.

Uniforms, coveralls, shop coats, and/or safety glasses are required in many laboratory, technical, or industrial programs. Students will be expected to have the recommended tools and personal protective equipment for their required shop activities for specific programs. This information is reviewed with each student at the time of the program visit interview.

JOB PLACEMENT

ATCC posts information about related job placement on its website. Related job placement history by program can be found at alextech.edu/graduateplacement.

LOCKERS

Lockers are available to students throughout the campus on a first-come, first-served basis. Students are allowed to use one locker and may place their own lock on any unused locker. This privilege is extended to students on the basis that the locker is to be kept in good condition. The college reserves the right to inspect lockers for articles threatening the safety and health of the college community as well as to obtain college property that was not returned. In the event the college needs to enter the locker when the student using the locker is unavailable or uncooperative, the lock will be cut off at the lock owner's expense. The college is not responsible for lost or stolen articles/items.

NOTE: Locks should be removed and lockers cleaned out at the end of spring semester. All remaining contents will be discarded.



PARKING

ATCC's parking policy and procedure can be reviewed online. For additional information about parking at ATCC, including a parking map, please visit alextech.edu/parking.

Please follow the policy and procedure completely. Specifically:

- ATCC parking lots require a parking permit.
- Permits can be obtained from the IT Help Desk (room 403).
- Park only in designated parking lots and spaces (see Parking Map) and within authorized, marked guidelines.
- Permit must face forward and be visible on your rearview mirror.
- The speed limit in each lot is 10 mph.
- Parking waivers are available at the Business Office if you do not plan to park on campus. Please visit the Business Office (room 106) to complete the Parking Use Fee Exemption Request Form and return your permit.

Daily permits can be purchased in the Business Office (room 106) for \$1.00 per day by permit holders who do not have their parking permit with them. Anyone who received a parking ticket before purchasing a daily permit must pay the fine.

Visitor permits are available at the Welcome Center or the Customized Training Center.

Parking Violations:

There are times when an improperly parked vehicle may be towed right away if it is a safety issue (e.g. snow plowing or traffic issue). If it does not constitute a safety issue, the first violation is a written warning. The second violation is a \$25 ticket. The third violation is a \$50 ticket. The fourth violation will be a towed vehicle to the impound lot at the owner's expense. Parking tickets are paid to the ATCC Business Office (room 106).

STUDENT SUCCESS

ATCC is dedicated to your success. The college provides resources and assistance to help you accomplish your goals.

- Check your ATCC email daily
- eServices provides information on:
 - o Course registration and course schedules
 - o Tuition statement
 - o Financial Aid awards
 - o Degree Audit (DARS) to check on graduation progress and transfer of courses from other colleges
- Brightspace to check grades and access online courses.
- Calendars and Zoom access
- Reset your StarID password in StarID Self-Serve
- Student Forms has many of the forms you need like Enrollment Verification, Graduation Application, or Authorization to Release Student Information

Some important things you can do to get the most out of your courses and be successful

- Be there every day and on time
- Participate
- Stay current and do not fall behind. Students that fall behind have more work and greater stress, so they are less likely to do well.
- Record all your due dates for assignments and tests so you can prioritize

Things to do outside of class that will support your success

- Ask for help if you think you need it. Instructors, advisors, counselors, and Support Services are all there for you
- Take care of yourself by getting enough sleep, eating well, and trying to exercise.
- Get involved on campus! Student Activities can help you find a club, sport, or other activity to fit your interests. Students who are involved generally do better in class.
- Most of our students need to work and have obligations outside of school; however, college still needs to be included as a priority. Make sure there is a balance of school, work, family, and time for yourself.



One of the most difficult things for college students to do is ask for help. Remember that college employees are here to help, so please ask us if you have a question or need assistance.

Academic Assistance

Students who are struggling are encouraged to seek assistance from the resources the college provides.

- Academic planning, withdrawing from classes/school, changing majors: See the student's academic advisor. Students can find out who their academic advisor is on their Degree Audit Report (DARS). See "eServices" on [page 10](#).
- Accommodation requests - Individualized Education Plan (IEP), 504 plan, disability accommodations: See "Support Services" on [page 9](#).
- Financial planning and financial emergencies: See "Financial Aid" on [page 5](#).
- Personal issues, mental health, substance abuse: See "Counseling Center" on [page 4](#).
- Tutoring: See "Support Services" on [page 9](#).

Satisfactory Academic Progress

ATCC, the Minnesota State Board, and federal and state law require students make satisfactory qualitative and quantitative academic progress towards a degree or certificate to attend college and remain eligible for financial aid. Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Please read [Satisfactory Academic Progress](#) for detailed information.

Student Code of Conduct

In order for students to be successful, they must be respectful of themselves and others at the college. Students should read, be familiar with, and act in accordance with the expectations set forth in the [Student Code of Conduct](#).

COLLEGE RESOURCES

CAMPUS STORE

The ATCC Campus Store offers school supplies, ATCC brand apparel, ATCC gift items, program specific supplies and gifts, beverages, snacks, and much more. They supply our sports teams and their families with their sports apparel and our Law Enforcement (LE) Program with LE physical training uniforms and related supplies. The Campus Store's normal business hours are 7:30-3:00 PM during the school year. Hours are posted at the store.

Logo/Mascot Usage

All ATCC materials, including college logos, program and department logos, and the Legends mascot (and all supporting graphics) are copyrighted and controlled by the college. Any derivative of those materials MUST be approved by the ATCC Marketing & Communications Department. Requests should be submitted to communications@alextech.edu for consideration.

Promotional Items

Students who want to create t-shirts, posters, brochures, or other materials using any of the college's names or logos for a program, department, team, or club, must obtain permission and order product through the Campus Store. Please contact the Campus Store for guidance on the process.

Main Building - room 111
alextech.edu/store

Phone: 320-762-4569
Email: atcccampusstore@alextech.edu



CAR SERVICES

Car Starting Service

Alexandria Technical & Community College provides free use of a car jump-starting booster pack to all students who have a valid parking permit and who are parked in a school parking lot. Students who require the use of this unit should visit the Information Center. A Student ID is required to check out the booster pack. The college is not responsible for any damage incurred while using this unit.

Car Unlocking Service

Alexandria Technical & Community College does not provide an unlocking service. Students who need their car unlocked can contact a number of local companies offering the service.

Main Building - room 112

Phone: 320-762-4600

COMMUNICATION

ATCC Student Email

Email is the college's official means of communication. Students are responsible to know the information sent to them from the college through their college issued email. Since this information can be sensitive and confidential, students are discouraged from forwarding their college email to a private account. Information on how to setup college email on mobile devices is located at alextech.edu/IT.

Digital Displays

ATCC uses digital displays located throughout the campus to provide miscellaneous information.

Postings include:

- Campus events
- Campus Café specials
- Club/organization meeting times and locations
- Student activities

Inclement Weather

ATCC provides information about weather related campus cancellations, closings, or delays through the following:

- Star Alert – text message (update emergency contact information in MyATCC)
- Weather Hotline - call 320-762-4400
- ATCC Email

If the college is open, students are expected to be in attendance; however, all students must use their own judgment to determine whether or not it is safe to travel.

When classes are not cancelled, students who miss class due to poor travel conditions must contact their instructors regarding their absences.

Social Media

Connect and engage with us on [Facebook](#), [Instagram](#), or [Twitter](#) @ATCCMN

Want to start building your résumé and get ready for your next step as an ATCC Alumnus? Connect with ATCC on [LinkedIn](#) to join other alumni and connect to future employment opportunities.

Star Alert (Emergency Notification System)

ATCC has Star Alert, which is used as an emergency notification system. Students receive text messages and/or emails on situations such as school closings, evacuations, and other urgent information related to the college.

- Students can update their contact information in MyATCC (alextech.edu/myatcc).

To learn more about this service, please visit MyATCC under Student Self-Service.



FOOD PANTRY (JENNIE'S CUPBOARD)

Jennie's Cupboard provides food, personal care, and cleaning items to ATCC students in need. There are no income requirements or application; however, ATCC ID is required. During the academic year, Jennie's Cupboard is typically open Monday-Friday, 8 AM - 4 PM. Students may show up during posted hours and select up to 10 items from Jennie's Cupboard on a weekly basis. During summer session, Jennie's Cupboard is closed but students can pick up a bag of pre-selected food items from Academic Affairs in Room 109.

Main Building - Room 133 (2nd floor)

FOOD SERVICES

The college contracts to provide food service on campus. Breakfast and lunch options are available at the Campus Café in the main building. A limited menu is available at the kiosk in the south 700 building.

Main Building - Room 304 Phone: 320-762-4432
Email: cmco65@consolidatedmgmt.com

HEALTH SERVICES

Alexandria Technical & Community College provides students with health service resources to help maintain students' physical and emotional health. The college maintains a plan to assist students in medical emergencies in collaboration with the area clinics or the hospital emergency room.

Emergencies: 911

HOUSING

Students who need housing in the Alexandria area have two options. Foundation Hall is student housing adjacent to the campus, and the Alexandria community has many rental options available. The college does not regulate housing. All arrangements must be made between the renter and the landlord.

alextech.edu/housing Phone: 320-762-4660
Email: manager@alextechhousing.com

ONLINE ADVOCATES

ATCC Student Online Advocates provide support to all students taking an online course(s). Students taking online courses at ATCC or other institutions should contact the online advocates for assistance with logins, resetting passwords, training on how to use Brightspace, email issues, ordering textbooks from the online bookstore, finding information in eServices, contact information for other offices, and any other incidents that students may encounter. ATCC is a partner with Distance Minnesota for offering online programs/courses. The Distance Minnesota support center is available in the evenings and weekends by contacting distanceminnesota.org.

Phone: 320-762-4601 Email: collegeonline@alextech.edu

VETERAN'S RESOURCE CENTER

The ATCC Veteran's Resource Center on campus is available to veterans as well as past and current military members and their families. In order to be respectful of all perspectives, we have the following expectations in the Veteran's Resource Center: No politics. No recruiting. Please visit the website or email us for more information or with questions.

Main Building - room 705
alextech.edu/military Email: mnva@alextech.edu



STUDENT LIFE

Student Life at ATCC is more than textbooks, classes, and studying. While participation and involvement in activities outside-of-the-classroom is not required, it is the philosophy of the college that it is an important part of the educational experience. It is a great way to meet people, get involved, develop leadership skills, and have fun!

Below is a list of Student Life opportunities available at ATCC. To find more information about any of the activities listed below, stop by the Student Life office. Activity information is also shared on the digital displays across campus and via the weekly Student Life Events email which can be found in your ATCC email inbox.

ATHLETIC OPPORTUNITIES

Alexandria Technical and Community College offers competitive sports. ATCC is a member of the Minnesota College Athletic Conference (MCAC), and a member of the National Junior College Athletic Association (NJCAA).

- Clay Target League
- Competitive Fishing
- Esports
- Golf

ATCC also offers laid-back intramural club sports.

- Basketball
- Flag Football
- Trapshooting Club
- Volleyball

EVENTS

ATCC sponsors a variety of events including entertainers, speakers, hypnotists, make and take crafts, tournaments, snow-tubing, bowling, theme weeks, and Grocery Bingo for student and ATCC community enjoyment.

Alexandria and the surrounding area provide a wide variety of events and activities for students. Examples include: biking trails, golfing, swimming, mini-golf, go-karts, bumper boats, cross-country skiing, groomed snowmobile trails, ice skating, skiing, snowboarding, tubing, fishing, bowling, live theatre, community symphony, movies, crafting, and an indoor water park.

STUDENT SENATE

ATCC Student Senate represents student voices on issues and concerns and assists with organizing student activities. Student Senate is composed of representatives from each divisional area and student club. Students who are interested in serving others and leadership are encouraged to seek office as representatives during fall semester. Student Senate participates on a regional and state level with LeadMN, Minnesota State two-year college student association.

STUDENT CLUBS/ORGANIZATIONS

*Note: this is not an extensive list and does not include all clubs/organizations available

- American Society of Interior Designers (ASID)
- Art Guild
- ATCC Gamers
- Business Professionals of America (BPA)
- Campus Crusade for Christ (CRU)
- Collegiate DECA
- Future Health Professionals (HOSA)
- Intercultural Club
- Law Enforcement Club
- National Kitchen and Bath Association (NKBA)
- Phi Theta Kappa (PTK)
- SkillsUSA
- Student Senate



Fundraising Guidelines

The following guidelines are offered to assure uniform policies and practices relating to fundraisers conducted by programs, clubs, and organizations of the college.

- All fundraising must be conducted in conformance with plans as submitted and approved.
- Only recognized clubs and organizations may conduct fundraisers.
- Plans for fundraising must be submitted to the Student Senate for approval.
- Plans must include the start and end dates, goals, procedures, target markets, etc.
 - Plans must have prior approval by the Foundation Executive Director if it includes off campus solicitation.

Fundraisers may include:

- Contests/Tournaments (darts, pool, pie-in-the-face, etc.)
- Dinners (spaghetti, etc.)
- Sales (candy, coupons, etc.)
- Services (car washes, etc.)
- Student Events (in cooperation with the Student Senate)
- Other ideas with approval from Student Senate and the Foundation

Upon completion of a fundraiser, a report must be submitted to the Student Senate and the ATCC Foundation to document the effort including a summary of expenses, revenue, and profit.

Conformance with fundraising guidelines is used to determine eligibility to conduct additional fundraisers.

STUDENT AMBASSADORS

ATCC Student Ambassadors are a group of student volunteers who are selected to serve as ATCC representatives. In addition to receiving leadership training, they represent ATCC at various functions. Selection of Ambassadors is through an application and interview process.

VOLUNTEER OPPORTUNITIES

Students participate in blood drives, road clean ups, food drives, and numerous other services to the community.

Main Building - room 308
alextech.edu/studentlife

Phone: 320-762-4926
Email: cindy.haarstad@alextech.edu



COMMUNITY RESOURCES

For those of you joining us on campus, welcome to Alexandria, MN! We have compiled some community resources for you as we know many of you will be spending time in the community, as well as on campus. Check out the website (alextech.edu/community) for additional resources/information about the below resources and for links to these resources.

HEALTH

FOR EMERGENCIES, DIAL 9-1-1

Alexandria Clinic

Heartland Orthopedic Specialists (Orthopedic & Sports Medicine)

Osakis Clinic

Rural MN Mental Health Professionals

Sanford Health Broadway Clinic

Student Health Insurance (MNSure)

HOUSING

ATCC Community Housing List

Foundation Hall Student Housing

ApartmentsHQ

West Central Communities Action (Housing/Energy Assistance)

FOOD

Minnesota SNAP (Supplemental Nutrition Assistance Program)

Minnesota WIC (Women, Infants, and Children)

Outreach Food Shelf (serving Alexandria and Douglas County)

TRANSPORTATION

Rainbow Rider Bus (punch cards available for purchase in the ATCC Campus Store)

alextech.edu/community

exploreallex.com

alexandriamn.org



STUDENTS' RIGHTS AND SAFETY COMPLIANCE

ATCC DESIGNATED OFFICERS

Affirmative Action/Equal Employment Opportunities Officer:
Shari Maloney Human Resources Office, room 110 Phone: 320-762-4466

Human Rights Officer, Discrimination/Harassment Complaints Officer, Title IX Coordinator:
Tamzin Bukowski Safety Office, room 108 Phone: 320-762-4415

Americans with Disabilities/Section 504 Coordinator:
Kaye Madigan Support Services Office, room 305 Phone: 320-762-4673

COLLEGE POLICIES/PROCEDURES

Alexandria Technical & Community College has policies and procedures in place in order to protect students' rights and safety, and ensure their success. The policies and procedures of the college are kept online (alextech.edu/policy) to ensure their accuracy and availability at all times.

Alexandria Technical & Community College's policies comply with all local, state, and federal laws. The college also adheres to the policies and standards established by its governing body, Minnesota State and its accrediting body, the Higher Learning Commission.

Students are responsible to know and abide by the policies and procedures of Alexandria Technical & Community College and to seek assistance if they have questions. All students are encouraged to read ATCC [Policies and Procedures](#) and understand their responsibilities. It is particularly important students read and understand the following policies and procedures:

Acceptable Use of Computers and Information Technology Resources
www.alextech.edu/policies-procedures/acceptable-use

Alcohol and Drug-Free Campus and Tobacco & Electronic Cigarettes on Campus
www.alextech.edu/policies-procedures/alcohol-drug-free

Annual Notice to Students
www.alextech.edu/policies-procedures/annual-notice-know-your-rights

Harassment and Discrimination
www.alextech.edu/policies-procedures/eo-nondiscrimination

Registration
www.alextech.edu/policies-procedures/registration

Sexual Violence
www.alextech.edu/policies-procedures/sexual-violence

Student Code of Conduct
www.alextech.edu/policies-procedures/student-code-conduct



COVID-19

Alexandria Technical & Community College, herein called “College,” holds as paramount the health, safety and welfare of every member of its community. The College however, cannot guarantee a COVID-19-free environment. Unfortunately, the risk of COVID-19 exposure exists in all public places where people are present. Our College is taking all recommended steps to mitigate this risk, but we cannot categorically guarantee you will not get sick. Minimizing the risk of COVID-19 infections (or any other spread of disease) at Alexandria Technical & Community College is a shared responsibility. Every member of our community – including you – must do their part. Understand that if you return to the physical campus of the College there is a risk you may contract COVID-19 and that illness, injury or death is a possible result.

alextech.edu/coronavirus

Email: atccovid19@alextech.edu

CAMPUS SECURITY REPORT

Alexandria Technical & Community College encourages students and college community members to be fully aware of the safety issues occurring on the campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

Alexandria Technical & Community College monitors criminal activity and maintains a three-year statistical history of this activity occurring on the campus facilities owned and rented by Alexandria Technical & Community College. The college distributes a copy of the Campus Security Report to each current student and to each prospective student or employee who requests it in writing. It is also kept on the college website. Information concerning registered level three sex offenders can be obtained through the Department of Corrections website at www.doc.state.mn.us/level3/search.asp. Contact the Alexandria Police Department for information concerning registered level two sex offenders.

Alexandria Technical & Community College has no authority to require the Alexandria Police Department or the judicial court process to take any action in connection with a reported crime. The college encourages prosecution of all criminal violations through the criminal courts and, if appropriate, the campus conduct process for violations committed on campus by other students.

The college currently has a variety of policies and procedures relating to campus security, and it expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

CRIME PREVENTION PROGRAMMING

Alexandria Technical & Community College provides the following crime prevention programs and services:

Relationship with Law Enforcement

It is the policy of Alexandria Technical & Community College to use local law enforcement for law enforcement authority on campus. All illegal and inappropriate activities occurring on campus must immediately be reported to local law enforcement. All alleged criminal activities will be investigated.

Evening Security Staff

Student employees, who are not certified or sworn peace officers, provide evening security coverage and escort service for the main campus building, the Office and Information Technology Center (700 building), and Law Enforcement Center. Evening security staff is available in these areas Monday through Thursday while classes are in session from 5 p.m. until the buildings close. Security staff may be reached using the following phone numbers:

Main Campus 320-304-1451

Office and Information Technology Center (700 building) 320-304-1458



Emergency Response

All significant emergencies must be reported to local law enforcement by dialing 911. Dangerous situations involving an immediate threat to the health or safety of students or staff occurring on the campus must immediately be reported to the Safety Coordinator. If an emergency response or evacuation is warranted, an immediate warning will be sent out informing the campus community of this threat. Warnings will be published using class announcements, email, Star Alert emergency notification system, and the campus paging system, unless issuing a notification would compromise efforts to contain the emergency.

The [emergency response and evacuation procedures](#) are updated and tested annually in all student occupied buildings.

Assistance

In cases where the alleged perpetrator is a student and taking the same classes as the complainant, the complainant may request Academic Affairs to change class sections. Such a request will be granted if reasonably available and if a complaint has been filed with the Alexandria Police Department. The college will assist individuals in making reports if the individual desires assistance.

Educational Programming

The Alexandria Technical & Community College provides assistance in presenting programs on campus safety and security. The college develops and presents educational programs in the area of crime prevention, sexual assault awareness, personal safety, etc. The college works closely with the Alexandria Police and Fire Departments in presenting needed programs.

The college has available, at no cost, brochures, flyers, pamphlets, videos, and posters concerning various safety issues. The college's Counseling Center provides staff to aid students in coping with alcohol and drug abuse.

Student Discipline

Individuals or individual members of organizations in violation of the rules and regulations of the college are subject to disciplinary action by the college administration, President, or his/her designee responsible for the judicial process. The college's complete [Student Code of Conduct](#) is published online.



Annual Reports

Alexandria Technical and Community College is required under federal law to report specific criminal offenses to the United States Department of Education as detailed in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092(f)). These criminal offenses are as follows:

- Aggravated Assault
- Arrests and referrals for campus disciplinary action for the following violations:
 - Drug Law Violations
 - Illegal Weapons Violations; Possession
 - Liquor Law Violations
- Arson
- Burglary
- Criminal Homicide
 - Manslaughter by Negligence
 - Murder and Non-negligent Manslaughter
- Dating Violence
- Domestic Violence
- Hate Crimes including all of the criminal offenses listed in this section, with the addition of:
 - Damage/Destruction/Vandalism of Property
 - Intimidation
 - Larceny-Theft
 - Simple Assault
 - For each Hate Crime recorded under 34 CFR 668.46(c)(1)(iii), ATCC identifies the category of bias that motivated the crime. The categories of bias include the victim's actual or perceived:
 - ◆ Disability
 - ◆ Ethnicity
 - ◆ Gender
 - ◆ Gender Identity
 - ◆ National Origin
 - ◆ Race
 - ◆ Religion
 - ◆ Sexual Orientation
- Motor Vehicle Theft
- Robbery
- Sex Offenses
 - Fondling
 - Incest
 - Rape
 - Statutory Rape
- Stalking

CRIME REPORTING

The following policies concern reporting crime occurring on the campus of Alexandria Technical & Community College.

- Students, faculty, staff, and visitors are encouraged to report criminal activity immediately to the Alexandria Police Department at 911 or 320-762-6631.
- College administration are employees of Alexandria Technical & Community College and are not normally certified or sworn peace officers but are authorized, when appropriate, to make a citizen's arrest. Normally such arrests are made only in the presence of an Alexandria police officer.
- The college works closely with the Alexandria Police Department, Douglas County Sheriff's Department, and state and federal law enforcement agencies to track and respond to campus criminal activity.
- The college normally requires a written complaint and the assistance of the complainant in the disciplinary process unless the college determines that there is a clear danger to the victim and/or the college community.



Who Should Report

- All employees, faculty, or staff who become aware of an allegation of violation of college policy, student code of conduct, civil law, or criminal law should report said complaint or allegation to college administration. The Federal Register, dated April 29, 1994, expands those required to make reports by defining campus security authorities to include “officials of the institution who have significant responsibility for student and campus activities, but not including counselors.” Campus staff “with significant counseling responsibility” is required to provide college administration with the statistical information relating to crimes on campus but may continue to honor the confidentiality of victims.
- Any criminal activity should be reported directly to the Alexandria Police Department. However, the following have been identified as being required to report situations of a criminal nature that have come to their attention to college administration:
 - Admissions representatives
 - Alumni Director
 - Assistants and associates
 - Assistant coaches
 - Coaches
 - Director of Student Activities
 - Director of Support Services
 - Division Chairs
 - Financial Aid Director
 - Foundation Hall Manager
 - Human Rights Officer
 - Human Resources Officer
 - President
 - Registrar
 - Safety Coordinator
 - Vice President of Academic and Student Affairs
 - Vice President of Advancement & Outreach/Executive Foundation Director
- According to the Federal Register, April 29, 1994, “The function of these administrators is not to determine whether a crime took place - that is the function of the law enforcement professionals working within the criminal justice system - but with respect to these regulations to report the alleged crime, that was received in good faith, to the appropriate law enforcement personnel, either campus or local police.”
- When reports are made to college administration, the college, in conjunction with the Alexandria Police Department, shall determine if a threat continues to exist to the campus community. If it is determined that such a threat continues to exist, a warning will be sent out, via appropriate methods, informing the campus community.
- Faculty, staff, and employees are encouraged to assist anyone reporting alleged criminal activity in contacting the Alexandria Police Department in order to file a criminal report.

Crime Reporting Guidelines

- All criminal activity occurring on campus should be reported immediately to the Alexandria Police Department.
- The Safety Coordinator will assist the complainant in completing criminal reports.
- Every effort should be made to ensure that physical evidence is maintained and protected. Criminal reports, and any statements relating to these reports, made to the Safety and Security Office and Safety Coordinator will be forwarded to the Alexandria Police Department.
- When alleged perpetrators are identified as students, the case will be forwarded to the college president for appropriate action. Criminal investigation, arrests, and prosecution can occur independently and at the same time as the campus judicial process.



- The college staff will assist the Alexandria Police in any investigation.
- All allegations will be investigated. If the college administration, Alexandria Police Department, or the Douglas County Sheriff's Department "conclude that the allegations reported are not substantiated by the facts or the law, no campus crime need be disclosed as a statistic." (Federal Register, April 29, 1994)
- Reports may be made to the Safety Coordinator, other college administrators, and/or the Alexandria Police Department either by telephone or in person.
- The Safety Coordinator or other college administrators will accept third party reports (in cases of sexual assault) in order to protect a survivor's identity.
- All statements or reports of a criminal nature made to any member of the college staff will be shared with the Alexandria Police Department and, if appropriate, the Safety Coordinator.

Victim of a Crime or Witness a Crime

- Call the Alexandria Police Department at 911 immediately for any emergency including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, and other law violations.
- Attempt to obtain a description of the offender(s), including sex, age, race, hair, clothing, and distinguishable features.
- Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report these to the police.
- Preserve the crime scene. Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until the Alexandria Police arrive.

CAMPUS CRIME SECURITY STATISTICS

The statistical report for alleged reports, arrests of criminal activity, and disciplinary referrals reported to Alexandria Technical & Community College, the Alexandria Police Department, and the Douglas County Sheriff's Office occurring on and off the campus of Alexandria Technical & Community College is available online at www.alextech.edu/about-atcc/safety-security/campus-crime-security-statistics

Emergency Numbers

ATCC Campus Emergencies.....	911
Alexandria Police.....	911
ATCC Human Rights Officer.....	320-762-4415
ATCC Counseling Center.....	320-762-4487
Someplace Safe.....	800-974-3359
24 Hour Crisis Hotline.....	800-854-9001

Escorts

- The college offers an escort service on campus after 5:00 p.m. upon request. Evening security can be reached at the following numbers:

Main Campus	320-304-1451
Office and Information Technology Center.....	320-304-1458

The following policies concern security and reporting emergencies on campus.

MEDICAL SERVICES AND EMERGENCIES

- Students, faculty, staff, and visitors are encouraged to seek medical and emergency assistance by dialing 911 from a campus office, classroom, conference room phone.
- Non-emergency medical needs or assistance should be referred to a local clinic.
- In the event an ambulance is called, the cost of an ambulance is the responsibility of the "patient." If the "patient" refuses transport, there is no charge. There is no charge to the person who calls the ambulance for the "patient."



MENINGOCOCCAL DISEASE

Additional information is available from the Minnesota Department of Health and Center for Disease Control and Prevention at <http://www.health.state.mn.us/divs/idepc/diseases/meningococcal/index.html>.

What is meningitis?

Meningitis is an inflammation of the fluid of a person's spinal cord and the fluid that surrounds the brain. People sometimes refer to it as spinal meningitis. Meningitis is usually caused by a viral or bacterial infection. Knowing whether meningitis is caused by a virus or bacterium is important because the severity of illness and the treatment differ. Viral meningitis is usually less severe and resolves without specific treatment, while bacterial meningitis can be very severe and may result in permanent brain damage, hearing loss, or learning disability. For bacterial meningitis it is important to know which type of bacteria is causing the meningitis because antibiotics can prevent some types from spreading and infecting other people.

Symptoms

Meningitis can easily be misdiagnosed as something less serious because symptoms are similar to the flu. High fever, headache, and stiff neck are common symptoms in anyone over the age of two years. These symptoms can develop over several hours, or they may take one to two days. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. Anyone with similar symptoms should contact a physician immediately.

Diagnosis and Treatment

Early diagnosis and treatment are very important. The diagnosis is usually made by growing bacteria from a sample of spinal fluid. Identification of the type of bacteria responsible is important for selection of correct antibiotics. Bacterial meningitis can be treated with a number of effective antibiotics. It is important, however, that treatment be started early in the course of the disease.

Appropriate antibiotic treatment of most common types of bacterial meningitis should reduce the risk of dying from meningitis to below 15% although the risk is higher among the elderly.

Is meningitis contagious?

Some forms of bacterial meningitis are contagious. The bacteria are spread through the exchange of respiratory and throat secretions (i.e., coughing and kissing) and direct contact with persons infected with the disease. Fortunately, none of the bacteria that cause meningitis are as contagious as things like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. However, sometimes the bacteria that cause meningitis have spread to other people who have had close or prolonged contact with a patient with meningitis. People identified as close contacts would include same household or daycare center or anyone with direct contact with a patient's oral secretions would be considered at increased risk of acquiring the infection. Recent evidence found that freshmen college students, especially those who live in dormitories, are at higher risk for meningococcal disease. People identified as close contacts of a patient with meningitis should receive the antibiotics to prevent the disease.

Are there vaccines against meningitis?

Yes, safe and effective vaccines are available that will decrease the risk for meningococcal disease.

Students that are considering receiving this preventative vaccination should contact their family physician for more information.

Viral hepatitis is a serious disease caused by a virus that attacks the liver. People at risk include drug users, persons who engage in unprotected sex, health care workers, and blood transfusion recipients. Hepatitis A enters a person's body when he or she eats or drinks something contaminated with the stool of someone who has the disease. Hepatitis B is contracted by direct contact with the blood or body fluids of an infected person. Hepatitis C is caused by a virus called HVC, which is found in the blood of an infected person.



Each virus enters the body in a different way. The following are some obvious steps to take to increase protection:

- Consider health risks of body piercing and tattoos
- Cover open sores and wounds
- Do not engage in unprotected sex
- Do not share needles, razors, or toothbrushes
- Good hygiene
- Health care workers should follow routine precautions

There are vaccinations available for Hepatitis A and B. There is no vaccine to prevent Hepatitis C. Students should check with their health care provider to see if they are a candidate for any vaccinations. Anyone who feels that they may be at risk of having been infected should contact their health care provider.

The following are the symptoms of viral hepatitis:

- Altered sense of taste and smell
- Fatigue
- Loss of appetite
- Low grade fever
- Nausea, vomiting, and/or diarrhea
- Sore muscles and joints
- Tenderness in upper right abdomen

Advanced symptoms:

- Dark urine color
- Grey or light-colored stool
- Jaundice – yellow color to skin and/or eyes

There is no medication that can treat the initial illness. Symptoms from the illness can be managed as they occur. There are currently medications under investigation that can treat Hepatitis B and C, which could be prescribed by health care providers. At times, hospitalization is required.

This information is also provided by the Minnesota Department of Health and Center for Disease