



Table of Contents

Introduction	1
College Offices	2
ATCC Information Center	2
Bookstore	3
Business Office	3
Counseling Center	3
Financial Aid	4
Work Study Employment	4
IT Department	4
Student ID	4
Parking Permits	4
Library	5
Open Computer Lab	5
Registrar	5
Support Services	5
Testing Center	6
Transfer Specialist	6
Transfer Advising Center	6
General College Information	7
Academic Achievement	7
Dean’s List	7
Phi Theta Kappa	7
Accessing MyATCC	7
Student Information Portal	7
eServices (Registration and Payments)	7
Ask ATCC	8
ATCC Student Email	8
Calendars	8
College Names and Logos	8

Dress Guidelines	8
Graduate Employment	8
Identifications	8
Inclement Weather	9
Lockers.	9
Monitors and Student Messages	9
News Release Authorization	9
Parking.	10
Student Success Expectations	10
Academic Assistance Services	11
College Services & Resources	12
Car Services	12
College Online Advocates	12
Connections to College Completion (C3)	12
Campus Store.	13
Food Services.	13
Health Services	13
Housing	13
Jennie’s Cupboard	13
Intercultural Center	13
Scholarships.	14
Student Life	14
Fundraising Guidelines.	16
Text Messaging (StarAlert)	17
Writer’s Block	17
Mandated Reporting	18
College Student Rights Compliance Officers	18
College Policies	18
Campus Security Report.	19
Meningococcal disease.	22

Introduction

Welcome to Alexandria Technical & Community College. It is the college's goal for you to have a positive, rewarding educational experience here. The college offers many services to assist you and help you succeed.

It is the intent of this 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 mandated reporting and policies. Please be aware that policies are not printed in this document, but links to access them are provided.

This document is kept on the college's website and within Ask ATCC; however, you may request a print copy from Academic Affairs in room 109. Please call 320-762-4600 or email info@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 **Ask ATCC** (alextech.edu/ask). Ask ATCC is a repository of frequently asked questions. Additionally, it allows you to submit your individual questions to the college's expert in a given topic.

Alexandria Technical & Community College is committed to a policy of equal opportunity and nondiscrimination in employment and education opportunity. 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 & Community College has adopted and follows the Minnesota State Board Policy in its entirety. The policy may be reviewed on the Minnesota State website 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

ATCC Information Center

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

Guest Services

- Manage lobby monitors
- Accept campus deliveries
- Campus directions and way finding
- Guest Parking
- Guest Wi-Fi Tokens
- Stock information racks

Institutional Support

- Manage and respond to questions in Ask ATCC
- Manage the comments and suggestions boxes
- Prospect communication
- Collect information for hall monitors
- Community Job postings

Student Support

- General college assistance and navigation of student and academic services
- Applications
- Campus Visits
 - ♦ Schedule
 - ♦ Check in students and families
- Collect High School Transcripts
- Explain and assist with FAFSA, FSA ID, general FA questions
- Provide Official and Unofficial ATCC transcripts
- Login and Password assistance
- Distribute and collect college forms
 - ♦ Including but not limited to: Immunizations, SAP appeal forms, Override, Substitutions, Medical Leave, etc.
- Lost and found
- Jumper cables
- Graduate job notifications

Main Building - room 112

alextech.edu/infocenter

Phone: 320-762-4600

Email: info@alextech.edu



Bookstore

The Bookstore rents and sells new and a limited number of used textbooks for all courses offered at Alexandria Technical & Community College. There is a refund policy under the following conditions:

- Books must be returned with the cash register receipt within five (5) days after the start of the semester.
- Books must be in "like new" condition with shrink wrapped books unopened.
- Refunds are made for 90% of the original price (100% for canceled classes).
- Refund checks are distributed through the Business Office.

Book charging is available for all registered Alexandria Technical & Community College students. All charges are added directly to the student's account. Student's account balance should be reviewed on eServices. See page 7.

Important: Students must provide a class schedule and a current student ID in order to charge.

- Class schedules can be printed from **eServices**.
- A current student ID may be obtained from the IT Department.

Main Building - room 305

Phone: 320-762-4463

alextech.edu/bookstore

Email: bookstore@alextech.edu

Business Office

The Business Office provides information and services for:

- Financial Aid disbursement
- Payments of tuition and fees
- Student payroll questions
- Parking waiver forms

Main Building - room 106

Phone: 320-762-4530

alextech.edu/businessoffice

Email: businessoffice@alextech.edu

Counseling Center

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

- Personal counseling
- Crisis intervention
- Career counseling
- Career assessment and resources
- Job outlook, salaries, other occupation data
- Resource and referral information

Main Building - room 112

Phone: 320-762-4487

alextech.edu/counseling

Email: atccounseling@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.

Work Study Employment

Student employment provides an opportunity for part-time work within the college. Student employment assignments, 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 308. See page 17.

Main Building - room 113

Phone: 320-762-4540

alextech.edu/financialaid

Email: financialaid@alextech.edu

IT Department

The IT Department administers the laptop lease program and other leased equipment, provides technical support for leased laptops, and distributes student IDs and parking permits.

Student ID

In order to receive an ATCC Student ID, students must provide their Tech ID number and photo identification to the IT Department. There is no charge for the initial card; however, there is a \$15 replacement fee for lost cards. All students must obtain a new card each academic year. Students are required to carry their ATCC Student ID while on campus.

Parking Permits

Students receive their parking permits when they pick up their Student ID's.

Students may request a parking fee waiver. This 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 10 for more information.

Main Building - room 403

Phone: 320-762-4949

alextech.edu/IT

Email: IT@alextech.edu



Library

The Library provides convenient access to scholarly resources for on campus students and online students. Electronic access to the library catalog and numerous subscription databases is provided on **ATCC's website**. The library catalog includes the ATCC Library collection and the collections of all Minnesota State libraries. The subscription databases provide access to an abundance of electronic full text journal and magazine articles, electronic dictionaries and encyclopedias, streaming videos, and specific resources:

- Reference assistance either in person or via student email
- Quiet study areas
- Access to computers for research

Open Computer Lab

The Library has an open access computer lab with networked computers, wireless access, and printers. 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.

Main Building - room 302

alextech.edu/library

Phone: 320-762-4465

Email: library@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 a transcript, please visit alextech.edu/transcripts
- To view grades, visit eServices (See page 7.)
- To view class schedule, visit **eServices**.

Main Building - room 113

alextech.edu/registrar

Phone: 320-762-4650

Email: records@alextech.edu

Support Services

The Support Services Office offers tutoring and disability assistance to ATCC students. The services provided include tutoring, study skills assistance, and reasonable accommodations for a disability for any Alexandria Technical & Community College course, either online or on campus. Students needing an accommodation should have documentation of their disability sent to the Support Services Office.

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)
- Credit for Prior Learning
- Test outs for computer courses
- Exam proctor services

Transfer Specialist

The Transfer Specialist evaluates coursework transferred to ATCC and determines which courses meets ATCC program requirements. This service is for students who are transferring to ATCC and is located in the Testing Center.

Main Building - room 112

Phone: 320-762-4487

alextech.edu/testingcenter

Email: testingcenter@alextech.edu

alextech.edu/transfer

Email: transfer@alextech.edu

Transfer Advising Center

The Transfer Advising Center is available to prospective and current ATCC students who are considering transferring **from** Alexandria Technical & Community College. Students who are enrolled in the Liberal Arts and Science A.A. degree or who have not declared a major are encouraged to visit with an advisor in the Transfer Advising Center to plan their course registration.

Main Building - room 113

Phone: 320-762-4483

alextech.edu/transfer

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 e-forms for Change of Major, Preferred Name, Graduation Application, and more
- Manage student press release authorization
- Update contact information for emergency text alerts (Star Alert)
- Class cancellations
- Enrollment Verification Link: print enrollment verification certificate or good student insurance discount certificate
- Access email, calendars, Office 365, eServices, Brightspace, and more from the MyATCC login page.

eServices (Registration 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:

- View ATCC's class schedule - see what classes are offered
- Register/drop/withdraw classes
- View/print personal class schedule
- Check grades and view/print academic record (grades are not mailed out)
- Track graduation progress through the Degree Audit Report (DARS)
- View and revise address information on record
- View and pay tuition and fees

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

Ask ATCC

Alexandria Technical & Community College has an extensive amount of information available on its website. In addition to web content, the college maintains a “frequently asked questions” database called **Ask ATCC** (alextech.edu/ask). Specific questions can be submitted through the interface. This resource provides access to unlimited information about Alexandria Technical & Community College.

ATCC Student Email

Email is the college’s formal means of communication. Students are responsible to know the information sent to them from the college to 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 in Ask ATCC.

Calendars

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

College Names and Logos

All college materials, including program and support department logos, are copyrighted and controlled by the college. Any derivative of those materials has to be approved by the college communications department. Students who want to create posters, t-shirts, brochures, and other materials using any of the college’s names or logos or create original work for a program or department, must obtain permission. Please see the Campus Store manager for information.

Dress Guidelines

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.

Graduate Employment

ATCC posts information about job outlook and graduate placement on its website. Programs can be found online at alextech.edu/programs. Graduate placement history by program can be found at alextech.edu/graduateplacement.

Identifications

StarID

StarID is the student username and login for ATCC and Minnesota State. 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

Student ID is the ATCC identification card. Students are required to carry this card and present it upon request while on campus.

Tech ID

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



Incident Weather

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

- Star Alert - update emergency contact information in **MyATCC**.
- Weather Hotline - 320-762-4400
- ATCC Email
- ATCC's official FB page - **facebook.com/ATCCMN**

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.

Weather Hotline: 320-762-4400

alextech.edu/weather

Lockers

- Lockers are available to students throughout the campus on a first come, first served basis and are to be kept in good condition.
- Students are allowed to use only one locker.
- Students are encouraged to purchase and use a lock.
- Lockers may be inspected by the college when necessary.
- Locks may be removed by the college if the student is unavailable or uncooperative.
- The college is not responsible for lost or stolen items.

NOTE: Lockers must be cleaned out at the end of spring and summer semester. All remaining contents are discarded.

Monitors and Student Messages

Alexandria Technical & Community College uses the monitors located throughout the campus to provide miscellaneous information. Postings include:

- Student life activities
- Club meeting times and locations
- Parking notices
- Scholarship information
- Community job postings

News Release Authorization

Students who wish to have their hometown papers notified of recognitions and academic achievements need to provide authorization. Authorization must be submitted through the link: *Review or Edit Your News Release Information* in **MyATCC**.

- Publication of information is the sole discretion of the paper

NOTE: The college may release student information without prior consent that is considered "public" information. Please see policy **3.13 Directory Information** (alextech.edu/policy) for more information.

Parking

The college's parking policy can be reviewed at alextech.edu/policy; Chapter 5.20. For additional information about parking at ATCC, including a parking map, please visit **Ask ATCC**. A parking brochure is available at the IT department in room 403.

Please follow the policy completely. Specifically:

- Keep your permit facing forward and visible on your rearview mirror
- Park only in designated student parking lots
- Park your car within authorized marked guidelines

Student Success Expectations

The college provides information and resources that support student success. Students are strongly encouraged to access the resources and actively engage in their academic pursuits.

- Check ATCC email
- Login to ATCC accounts
- Access eServices to view:
 - ◆ Class registration
 - ◆ Tuition statement
 - ◆ Financial Aid awards
 - ◆ DARS report

Show up, physically and mentally...

- Be on time, and do not leave early
- Participate in discussions and ask questions

Keeping up is easier than catching up...

- Have work ready to hand in by due date
- Read assignments before class
- Stay caught up with the work

A time and place for everything...

- Record assignments, tests, and project due dates
- Determine priorities and keep them
- Socializing too much or working at a job too many hours can interfere with coursework
- Create an organized and quiet study space

Seeking leads to finding...

- Visit instructors during office hours
- Get to know advisors and instructors
- Tell someone if issues arise

Go beyond the books...

- Participate in campus activities
- Get involved in clubs and organizations
- Get to know classmates and instructors

Take care...

- Eat well
- Get enough sleep
- Exercise regularly
- Have fun



Academic Assistance Services

Students who are struggling meeting the expectations listed in “Student Success Expectations” on page 10, should seek assistance from the resources the college provides.

- **Personal issues, mental health, substance abuse:** See “Counseling Center” on page 4.
- **Tutoring, Individualized Education Plan(IEP), disability accommodations:** See “Support Services” on page 7.
- **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 DARS report. See “eServices” on page 10.
- **Financial planning and financial emergencies:** See “Financial Aid” on page 5.

Satisfactory Academic Progress Overview

Students who fail to be academically successful put their financial aid eligibility in jeopardy. Please read the **Satisfactory Academic Progress policy 3.17.10** (alextech.edu/policy) for detailed information.

Student Code of Conduct Overview

In order for students to be successful, they must be respectful of themselves and others in the college. Students should read, be familiar with, and act in accordance with the expectations set forth in the **Student Code of Conduct policy 2.5: 2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.5.5** (alextech.edu/policy).

College Services & Resources

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

College Online Advocates

The college's Online Advocates assist students with online courses and enrollment. Online Advocates provide general information and help with registration, books, etc.

Main Building - room 302

Phone: 320-762-4601

Email: collegeonline@alextech.edu

Connections to College Completion (C3)

Connections to College Completion (C3) is a project designed by Alexandria Technical & Community College to reduce barriers which might prevent single parents, homemakers, single pregnant women, or non-traditional students from accomplishing their college training and employment goals.

Early visioning of goals and personal needs and implementation of services to address individual barriers are primary objectives of the project.

Main Building - room 112

Phone: 320-762-4468

alextech.edu/counseling

Email: counseling@alextech.edu



Campus Store

The Campus Store is a retail sales resource available to students and employees. The store offers school supplies and equipment for programs as well as ATCC logoed clothing items such as T-shirts, sweatshirts, and Law Enforcement gear. The store also carries caps, mugs, assorted gift items, refreshments, and snacks. The Campus Store's normal business hours are 7:30 a.m.-3 p.m. during the school year. Hours are posted at the store.

Main Building - room 111

Phone: 320-762-4569

Food Services

The college contracts Lancer Hospitality to provide food service on campus. Lancer provides both breakfast and lunch options at the Fresh Stop Cafe in the main building and at a Grab-N-Go kiosk in the 700 building.

Main Building - room 304; 700 Building Kiosk

Phone: 320-762-4432

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.

Phone: 320-762-4667

alextech.edu/housing

Email: manager@alextechhousing.com

Jennie's Cupboard

Jennie's Cupboard provides food and toiletry items free of charge to ATCC students in need. There is no income requirement or pre-qualifiers. A request form for items is available in MyATCC.

Intercultural Center

Intercultural Services promotes appreciation of cultural and human diversity on campus and throughout the community. During walk-in hours, the center is available for students to stop in for a moment or to hang out for a while and use the resources. Students may complete homework in the center, and they may use the space as a location for socializing.

700 Building South- room 744

Phone: 320-762-4629

alextech.edu/interculturalcenter

Email: interculturalcenter@alextech.edu

Scholarships

The Alexandria Technical & Community College Foundation, in support of the Alexandria Technical & Community College, offers student scholarships for spring and fall semester.

For more details and to apply, please visit alextech.edu/scholarships.

Foundation Hall

Phone: 320-762-4670

alextech.edu/scholarships

Email: ATCCScholarships@alextech.edu

Student Life

Going Beyond the Books is an important part of the college experience. While participation and involvement in student activities is not required of students, it is the philosophy of the college that this is an important part of the educational experience. Student participation in co-curricular or extracurricular activities is encouraged. A number of organizations and activities are available for students. Get involved! Meet people! Have fun!

A calendar of student life activities is available on the **MyATCC** login page.

Activities

Activities include contests and tournaments throughout the year, from grocery bingo to riding a mechanical bull. Activity groups are organized based on student interest and may include wrestling, photography, choir, and more.

Theme Weeks

These weeks are filled with a huge variety of fun activities and contests. Events include fall & spring Welcome Weeks, Halloween Week, Sno-DAZE, and Bull Days.

Athletic Opportunities

Registration for a variety of intramural activities takes place in the Activities Office. Sports include softball, flag football, basketball, volleyball, etc.

Clubs

Business Professionals of America (BPA)

BPA is an organization for students in business technology, accounting, and computer science programs. Participation promotes leadership training in and out of the classroom, and gives students the opportunity to participate in state and national competitions and conferences in various areas of business and office training. For more info, visit bpa.org.

Collegiate DECA

Collegiate DECA is a student organization that values competence, innovation, integrity, and teamwork. Being active in the organization allows students to take classroom learning and apply it to real-life simulations. Additionally, Collegiate DECA provides access to internships, scholarships, competitions, and professional networking. To learn more, visit deca.org.



HOSA

HOSA is an international student organization providing a program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in health science education or have interests in pursuing careers in health professions.

Phi Theta Kappa (PTK)

PTK is an international honor society of two year college students. Students in a degree or diploma program are invited to become members after they have completed 12 semester credits with a cumulative GPA of 3.5+. For more information, visit ptk.org.

SkillsUSA

At ATCC, students in the construction, manufacturing, mechanics, health, and Law Enforcement programs participate in local activities along with the competitions at the local, state, and national levels. SkillsUSA membership can help students get the most out of college and develop their technical skills for the job market. Learn more at alextech.edu/skillsusa.

Program Clubs

Some programs have student clubs or organizations that provide activities and development opportunities specific to their field of training. They range from formal clubs with membership and dues to informal organizations. Additional information on these clubs is available from the program areas and/or the current student members.

Trapshooting Club

The ATCC Trapshooting club is active during fall and spring semesters and welcomes all ATCC students. The club uses the Alexandria Shooting Park facility.

Community Activities

Alexandria and the surrounding area provide bountiful events and activities for students regardless of their interests. The list below is just a sampling of area offerings in and around Alexandria. The ATCC student ID card often entitles students to discounts at fitness clubs and area businesses for skiing, golfing, working out, and other nearby activities.

Winter	Spring/Summer/Fall	Year Around
Skiing, snowboarding, and tubing	Swimming beaches	Bowling
Curling leagues	Golfing	Live theatre
Cross country skiing	Skeet and Trap Shooting Park	Indoor climbing wall
In/outdoor hockey & skating rinks	Mini golf, go karts, & bumper boats	Movie theatre
Groomed snowmobiling trails	Paved bike/walking/roller blading trails	Indoor water park
Ice fishing tournaments	Stock car racing	Gym & fitness centers

Volunteer Opportunities

Students at Alexandria Technical & Community College participate in blood drives, road clean up, food drives for the local food shelf, and numerous other services to the community.

Entertainers, Speakers, and Concerts

Throughout the school year the college sponsors entertainers, speakers, and concert artists for student and community enjoyment. Also included are occasional programs for children of students.

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.

- 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.
- All fundraising must be conducted in conformance with plans as submitted and approved.

Fundraisers may include:

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

Student Senate

The ATCC Student Senate serves as the student government and is very active on behalf of student planning and organizing student activities, as well as representing students on issues and concerns. Senate also participates on a regional and state level with Minnesota State College Student Association. The Student Senate is composed of representatives from the divisional areas and clubs. Students who are interested in serving others and promoting leadership responsibility are encouraged to seek office as representatives during fall semester.

Main Building - room 305

alextech.edu/studentlife

Phone: 320-762-4918

Email: michellet@alextech.edu



Text Messaging (StarAlert)

Alexandria Technical & Community College has the StarAlert text messaging service. Students receive emergency text messages and 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).
- This service is free; however, standard text messaging fees apply.

To learn more about this service, please visit **Ask ATCC** (alextech.edu/ask).

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.

Main Building - room 308

Phone: 320-762-4965

Email: writersblock@alextech.edu

Mandated Reporting

College Student Rights Compliance Officers

<i>Affirmative Action/Equal Employment Opportunities Officer:</i>		
Shari Maloney	Human Resources Office, room 110	Phone: 320-762-4466
<i>Human Rights Officer, Discrimination/Harassment Complaints Officer, Title IX Coordinator:</i>		
Tamzin Bukowski	Safety Office, room 108	Phone: 320-762-4415
<i>Americans with Disabilities/Section 504 Coordinator:</i>		
Kaye Madigan	Support Services Office, room 305	Phone: 320-762-4673

College Policies

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

It is the responsibility of students to know 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:

Acceptable Use of Computers and Information Technology Resources

www.alextech.edu/policies-procedures/acceptable-use-of-computers-and-information-technology/computers-information-technology-resources-acceptable-use

Annual Notice to Students

www.alextech.edu/policies-procedures/student-rights-and-responsibilities

Harassment and Discrimination

www.alextech.edu/policies-procedures/harassment-and-discrimination

Student Code of Conduct

www.alextech.edu/policies-procedures/student-code-of-conduct-discipline-and-discipline-appeals

Sexual Violence

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

Registration

www.alextech.edu/policies-procedures/registration

Alcohol and Drug-Free Campus

www.alextech.edu/policies-procedures/alcohol-drug-free-campus



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, and the Interior Design 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..... 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, StarAlert 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 annually.

The emergency response and evacuation procedures are tested annually in all student occupied buildings on campus.

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 provide 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

The annual report includes criminal reports made to college administration and/or the Alexandria Police Department for the college. The annual report includes the following reported crimes alleged to have occurred on the campus and facilities owned or rented by Alexandria Technical & Community College:

- Murder
- Robbery
- Aggravated Assault
- Burglary
- Arson
- Motor Vehicle Theft
- Domestic Violence

Alexandria Technical & Community College

- Dating Violence
- Stalking
- Hate Crimes
 - ◆ Larceny-theft
 - ◆ Simple Assault
 - ◆ Intimidation
 - ◆ Destruction, Damage, or Vandalism of Property
- Sex Offenses
 - ◆ Forcible
 - ◆ Forcible Rape
 - ◆ Forcible Sodomy
 - ◆ Sexual Assault with an Object
 - ◆ Forcible Fondling
 - ◆ Incest
 - ◆ Sodomy

Alexandria Technical & Community College reports the number of arrests, to the extent that the college is able to obtain such information from the Alexandria Police Department and the Douglas County Sheriff's Department, for:

- Alcohol violations and alcohol-related fatalities
- Drug violations and drug-related fatalities
- Illegal weapons violations

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
 - ◆ Human Rights Officer
 - ◆ Alumni Director
 - ◆ Coaches
 - ◆ Assistant coaches
 - ◆ Bookstore Manager
 - ◆ Vice President of Academic and Student Affairs
 - ◆ Division Chairs
 - ◆ Financial Aid Director
 - ◆ Human Resources Specialist
 - ◆ President
 - ◆ Registrar
 - ◆ Foundation Hall Manager
 - ◆ Safety Coordinator
 - ◆ Director of Student Activities
 - ◆ Director of Support Services
 - ◆ Assistants and associates
- 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 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/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.
- 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:

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

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:

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

Advanced symptoms:

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

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 Control and Prevention.