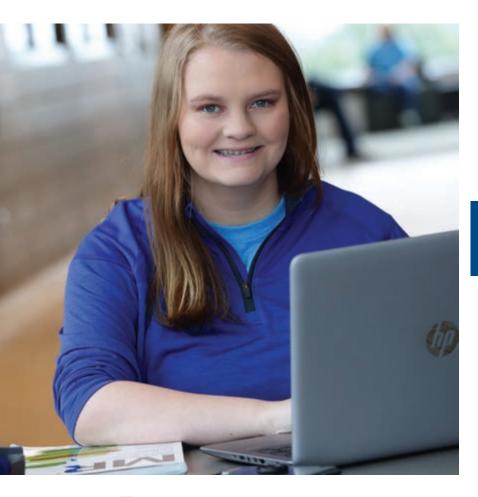Thank you for choosing Southeast Technical College to get a jumpstart on your college education!

We know it takes more than classroom experiences and training to work on your degree. It takes the support of family, friends, instructors and many others.

Your success at Southeast Tech is important to us! We are here to support you in whatever ways we can.

Anna Fischer, Pre-College Program Advisor
📞 605-367-5467
✉ anna.fischer@southeasttech.edu
📍 Mickelson Center - #1 on campus map

BUSINESS OFFICE

I.T. SUPPORT & CAMPUS LAPTOPS

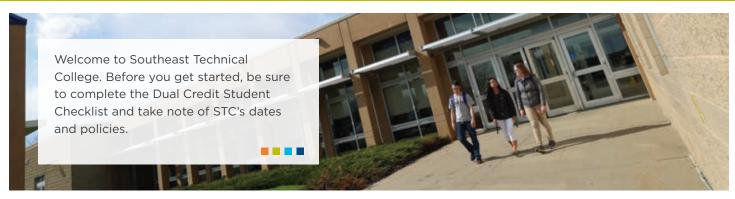**DUAL CREDIT DATES AND REMINDERS**

RELEASE OF INFORMATION REGISTRAR'S OFFICE

CAMPUS MAP

SOUTHEAST TECH DEGREES AND DIPLOMAS

BOOKSTORE AND UNIFORMS

DUAL CREDIT STUDENT CHECKLIST

SOUTHEAST
Technical College

SOUTHEASTTECH.EDU

Welcome to Southeast Technical College. Before you get started, be sure to complete the Dual Credit Student Checklist and take note of STC's dates and policies.

DUAL CREDIT STUDENT CHECKLIST

Instructions to complete each step can be found in the following pages of this Dual Credit Quick Start Guide.

1 Log in to myTech.

Follow the instructions on the I.T. Support and Campus Laptops sheet to log in to Southeast Tech's student portal, myTech, as well as your campus email.

2 Pay Tuition and Fees

For due dates, refer to the Dual Credit Reminders tab or the Business Office tab. You may view an itemized list of your student account on the student tab of myTech.

3 Validate your Enrollment

Log in to myTech to validate your enrollment. If you plan to take your dual credit course as a registered student, mark "Yes" for attending Southeast Tech.

4 Order Books and Supplies

Order your course books and supplies from the Southeast Tech Bookstore. The Bookstore is located in the lower level of the Mickelson Center and open during regular business hours. Books may also be ordered online at southeasttech.edu/bookstore.

5 Download VMWare

Download and install VMWare. Instructions can be found on the I.T. Support and Campus Laptops sheet. The technology coordinator at your high school may be able to assist you. If ONLN 098 is on your class schedule, be sure to complete it.

Anna Fischer, Pre-College Program Advisor
📞 605-367-5467
✉ anna.fischer@southeasttech.edu
📍 Mickelson Center - #1 on campus map

SOUTHEAST
Technical College

SOUTHEASTTECH.EDU

Located downstairs in the Mickelson Center commons, the Southeast Tech Bookstore is your one-stop shop for textbooks and supplies.

- **Textbooks** may be purchased in-store with our Contactless Counter Service process. We will look up your schedule and select the books you need. Just bring a valid ID!
  - Textbooks may also be purchased online at southeasttech.edu/bookstore for delivery or in-store pick up options.
  - We offer new and used textbooks along with eBooks, publisher rental books and book/access code bundles.
  - We offer textbook buyback daily in-store and online for up to 50% of the purchase price.
- **Supplies and Course Materials** required for Nursing, Veterinary Technician, Dental Assisting and all other Healthcare programs are available in-store and online.
  - General supplies, electronics and specialty products for programs like Land Surveying and Engineering are also available.
- **Tool Sets** for industrial technology programs are available in-store and online (only in-store pick up is available for tool orders).
  - Construction Management, Electrician, Horticulture, HVAC, Plumbing, Mechanical Systems and Welding have required tool sets.
  - Need tools for your career in a Transportation program? We partner with the Snap-On Student Excellence Program. Ask your instructor for details.
- **Southeast Tech Gear** is fun, and we have logo items available in-store including clothing, drinkware and more. Our website has more than 3,000 products available!
- **C-Store** offers on-the-go options for snacks and drinks.

WE LOVE COFFEE TOO.
THAT'S WHY WE PROUDLY BREW
Caribou COFFEE.

UNIFORMS

- **Uniforms for Early Childhood, Law Enforcement, Paramedic Science, Pharmacy Technician and Transportation programs must be purchased online at southeasttech.edu/bookstore.**

  - Uniforms for these programs will be delivered free of charge.

  - We carry size samples in-store for visual sizing only.

  - Returns/Exchanges are available with a convenient drop-off process in-store.

- **Uniforms for all Healthcare Programs (except Paramedic Science and Pharmacy Technician) and Veterinary Technician must be purchased at Sparkle Uniforms.**

  - Sparkle Uniforms is located at 2133 South Minnesota Avenue in Sioux Falls.

  - Their website is www.sparkleuniform.com.

  - Their telephone number is 605-332-4749.

📞 605-367-4448
✉ bookstore@southeasttech.edu
🌐 southeasttech.edu/bookstore
📍 Mickelson Center - #1 on Campus Map
🕐 Monday–Thursday   7:30 a.m.–4:30 p.m.*
    Friday   7:30 a.m.–4 p.m.*
Hours of operation may be adjusted when school is not in session and for special campus events.

SOUTHEAST Technical College

SOUTHEASTTECH.EDU

SOUTHEAST TECH DEGREES AND DIPLOMAS

You have taken the first step by enrolling in Dual Credit courses. Apply your Dual Credit credits to continue your education at Southeast Technical College in one of our diploma or associate degree programs!

BUSINESS
- Accounting
- Business Administration
- Business Administration: Agriculture Emphasis
- Bookkeeping*
- Entrepreneurship
- Human Resource Management
- Marketing
- Risk and Investment Management*

CONSTRUCTION
- Construction Management Technology

ENGINGEERING TECHNOLOGY
- Architectural Engineering Technology
- Civil Engineering Technology
- Land Surveying Science Technology
- Mechanical Engineering Technology

HEALTHCARE
- Dental Assisting*
- Healthcare Leadership
- Invasive Cardiovascular Technology
- Medical Assistant*
- Medical Coding: Professional & Facility
- Medical Coding: Professional Services*
- Nursing:
    Licensed Practical Nursing*
    Registered Nurse
- Paramedic Science
- Pharmacy Technician*
- Sonography:
    Cardiac Sonography
    Diagnostic Medical Sonography
    Vascular Sonography
- Surgical Technology

HORTICULTURE
- Horticulture Technology
- Sports Turf Management

HUMAN SERVICES
- Early Childhood Specialist
- Law Enforcement Science

INDUSTRIAL TECHNOLOGY
- Electrician
- HVAC/R Technology*
- Mechanical Systems
- Plumbing
- Welding*

INFORMATION TECHNOLOGY
- Computer Programming
- Computer Technician*
- Software Support Specialist*
- System and Network Security*

MECHATRONICS
- Mechatronics Technology

MEDIA COMMUNICATIONS
- Digital Media Production Technology
- Media Design Technology

TRANSPORTATION TECHNOLOGY
- Automotive Technology
- Collision Repair and Refinish Technology
- Diesel Technology: Trucking
- Diesel Technology: Agriculture/Construction

TECHNICAL STUDIES
- Technical Studies

TELECONSTRUCTION
- Teleconstruction*

VETERINARY TECHNICIAN
- Veterinary Technician

*Diploma

📞 605-367-6040
✉ admissions@southeasttech.edu
🌐 southeasttech.edu/apply
📍 Mickelson Center - #1 on Campus Map
🕐

Monday	7:30 a.m.–5 p.m.*
Tuesday	7:30 a.m.–6 p.m.*
Wednesday & Thursday	7:30 a.m.–5 p.m.*
Friday	7:30 a.m.–4 p.m.*
Saturday & Sunday	Closed

*Hours of operation may be adjusted when school is not in session and for special campus events.

SOUTHEAST Technical College

SOUTHEASTTECH.EDU

⑤ CAMPUS MAP

① **MICKELSON CENTER**
2320 N CAREER AVE

② **SULLIVAN HEALTH SCIENCE CENTER**
2300 N CAREER AVE

③ **ED WOOD CENTER**
2000 N CAREER AVE

④ **SOUTHEAST TECHNOLOGY CENTER**
2205 N CAREER AVE

⑤ **STUDENT APARTMENTS**
ANDERA HALL – 2209 N CAREER AVE
NICOLAY HALL – 2221 N CAREER AVE

⑥ **SCARBROUGH CHILDCARE CENTER**
2304 N LACKEY PLACE

⑦ **THE HUB**
2001 N CAREER AVE

Students have the option to provide their parents, spouses, employers or third-party payers the ability to view their student information online. This information may include the following: financial records, including Financial Aid awards; student academic records, including grades; and student housing information if the student resides on campus. **southeasttech.com/registrar**

HOW TO PROVIDE PERMISSION

1. Log in to your myTech account at my.southeasttech.edu.

2. Click on the "Student" tab.

3. Click on "Academic Information" on the left-hand side of the screen, and then click "Release of Information Permissions."

4. Provide the name and relationship of the person receiving permissions (you must provide an email address for this person).

5. Choose the information this person may view.

6. If granting permission for more than one person, you will need to submit a separate form for each person.

AFTER SUBMITTING

Once the form is received and processed, the person the student has given permission to will receive an email with a username, a password and a link with instructions for accessing the student's record.

The student may revoke the right of previously granted permissions for people at any time by completing a "Revoke Release of Information Permissions" form, located on myTech. Find it by clicking on the "Student" tab, "Academic Information" and then "Release of Information Permissions."

Note: All student holds will be visible.

STUDENT SELF-SERVICE

You can get up-to-date information on your enrollment and student loans online with Student Self-Service. Self-Service verifications are available for students with a valid social security number.

WHAT CAN YOU DO?

1. Print enrollment verification certificates for health insurers and other organizations.

2. Find out when deferment notices were sent to your student lenders or the Department of Education.

3. View your enrollment history.

4. View the proofs of enrollment sent on your behalf to student service providers.

5. Get a list of your student loan holders.

HOW TO ACCESS

1. Log in to your myTech account.

2. Click on the "Student" tab.

3. Click on "Academic Information" on the left-hand side of your screen.

4. Click on "Enrollment Verification" on the left-hand side of your screen.

5. Select and print the letter or save the letter as a PDF file and email it.

STUDENT SURVEY

Before you start the semester, please complete a short online survey. The Student Survey will ask you various questions that are required for Southeast Tech's state and federal reports.

1. Log in to myTech.

2. Click on the "Student" tab.

3. Click on "Information for Students."

4. Click on "Student Information."

5. When you have completed the survey, make sure to click "Submit."

REGISTRAR'S OFFICE

The Registrar's Office is responsible for the maintenance of all academic records, student eligibility for honor rolls, administering probation and retention policies and verification of the completion of degree requirements for graduation.

CHECK YOUR CLASS SCHEDULE

Before attending your first class each semester, be sure to check your class schedule on myTech for the time and location.

HERE IS WHAT YOU NEED TO DO:

1. Log in to myTech.
2. Click on the "Student" tab at the top of the page.
3. On the left side of the screen, click on "Academic Information."
4. On the left side of the screen, click on "Student Schedule and Degree Audit."
5. On the right side of the screen click "View Details" next to your course schedule.
6. Make sure the correct semester is selected from the dropdown box and then click "Printer Friendly Option."
7. You will need a copy of your class schedule in order to get your books from the Southeast Tech Bookstore.

VALIDATION

All students are required to validate their registration. Validation is completed on myTech. When Validation opens, typically the week before the semester begins, students will receive a message in their Southeast Tech email account with the link to Validation. A ribbon at the top of the myTech page will also direct students to the Validation site. Students must Validate by the end of the first week of each semester.

The Validation process provides students the chance to update their address and phone number and confirm their Social Security Number for tax purposes. The policies regarding refunds and the student responsibility to pay are included in Validation. In addition, students may provide their hometown newspaper information. The Marketing and Communications Office sends President's Honor Roll and awards information to students' hometown newspapers.

Students failing to validate their registration may be terminated from classes at Southeast Tech and have their Financial Aid canceled.

📞 **605-367-7466**
✉ **registrar@southeasttech.edu**
🌐 **southeasttech.edu/registrar**
📍 **Mickelson Center - #1 on Campus Map**
🕐 | **Monday** | **7:30 a.m.–5 p.m.*** |
Tuesday	**7:30 a.m.–6 p.m.***
Wednesday	**7:30 a.m.–5 p.m.***
Thursday	**7:30 a.m.–5 p.m.***
Friday	**7:30 a.m.–4 p.m.***
Saturday & Sunday	**Closed**

Hours of operation may be adjusted when school is not in session and for special campus events.

SOUTHEAST Technical College

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ACADEMIC CALENDAR - PLEASE TAKE NOTE OF THESE DATES!

FALL 2023

August 21	Fall Classes Begin
August 23	Last Day to Add First 8-Week (Accelerated) Courses
August 25	Last Day to Drop First 8-Week (Accelerated) Courses
August 25	Last Day to Complete Fall Semester Test-Outs
August 25	Last Day to Add Fall Classes*
August 27	Last Day to Drop 16-Week Courses (No Grade)**
August 29	Fall Semester Tuition and Fees Due
September 4	Labor Day No Classes/Campus Closed
September 29	Last Day to Withdraw From First 8-Week (Accelerated) Courses ("W" Grade)***
October 9	Native American Day No Classes/Campus Closed
October 10	Institutional Effectiveness Day No Classes/Campus Closed
October 13	First 8-Week (Accelerated) Courses End
October 16	Second 8-Week (Accelerated) Courses Begin
October 18	Last Day to Drop Second 8-Week (Accelerated) Courses
November 10	Veterans Day No Classes/Campus Closed
November 12	Last Day to Withdraw From August Start Courses ("W" Grade)***
November 23–24	Thanksgiving Break No Classes/Campus Closed
November 27	Last Day to Withdraw From Second 8-Week (Accelerated) Courses ("W" Grade)***
December 8	End of Fall Semester
December 11–January 5	Winter Break No Classes/Campus Open
December 25–26	Christmas Holiday No Classes/Campus Closed
January 1–2	New Year Holiday No Classes/Campus Closed

SPRING 2024

January 2	New Year Holiday No Classes/Campus Closed
January 8	Spring Classes Begin
January 9	Last Day to Add First 8-Week (Accelerated) Courses
January 10	Last Day to Drop First 8-Week (Accelerated) Courses
January 12	Last Day to Complete Spring Semester Test-Outs
January 12	Last Day to Add Spring Classes*
January 14	Last Day to Drop 16-Week Courses (No Grade)**
January 15	Martin Luther King, Jr. Day No Classes/Campus Closed
January 16	Spring Semester Tuition and Fees Due
February 16	Last Day to Withdraw From First 8-Week (Accelerated) Courses ("W" Grade)***
February 19	President's Day No Classes/Campus Open
February 20	Institutional Effectiveness Day No Classes/Campus Closed
March 1	First 8-Week (Accelerated) Courses End
March 4–8	Spring Break No Classes/Campus Open
March 11	Second 8-Week (Accelerated) Courses Begin
March 15	Last Day to Drop Second 8-Week Courses (No Grade)**
March 29	Easter Holiday No Classes/Campus Closed
April 1	Easter Monday No Classes/Campus Open
April 12	Last Day to Withdraw from January Start Courses ("W" Grade)***
April 21	Last Day to Withdraw from Second 8-Week Courses ("W" Grade)***
May 3	End of Spring Semester

May 13	Summer Classes Begin
May 16	Institutional Effectiveness Day
	No Classes/Campus Closed
May 17	Last Day to Add Summer Classes*
May 19	Last Day to Drop Summer Courses
	(No Grade)**
May 21	Summer Semester Tuition and Fees Due
May 27	Memorial Day
	No Classes/Campus Closed
June 19	Juneteenth
	No Classes/Campus Open
July 4	4th of July
	No Classes/Campus Closed
July 7	Last Day to Withdraw From
	Summer courses ("W" Grade)***
July 19	End of Summer Semester

ACCESS STUDENT SUPPORT SERVICES

ACCESSIBILITY AND 504 SERVICES
Chelsea Reisch
605-367-6110
access@southeasttech.edu
southeasttech.edu/accessibility
Mickelson Center - #1 on Campus Map - Room 122

ACADEMIC RESOURCE CENTER
Julie Westerman
605-367-4623
academicresourcecenter@southeasttech.edu
southeasttech.edu/tutor
Technology Center - #4 on Campus Map - Room 103

GPA STATUS

Please remember that the grades you receive in Dual Credit courses directly affect your academic status as a college student. This means that the grades you receive in your college courses contribute to your college GPA, which is the GPA that you will start with when you enter college full-time.

ADD/DROP COURSES

Occasionally, students wish to change classes or discontinue a course.

If a student chooses to drop a course, they must complete a drop form and submit it to the Registrar's Office as soon as possible. Drop dates and refund eligibility adhere to Southeast Tech's refund policy.

Students who discontinue a course without following official procedures may receive a grade of "F." No withdrawal will be permitted during the last four weeks of the semester (two weeks in summer).

For more detailed information, see the Registration section of the academic catalog.

The Dual Credit Drop Form is located at **southeasttech.edu/dualcredit** at the bottom of the page in the FAQ section.

ACADEMIC REQUIREMENTS

At Southeast Tech, students who receive below a 2.0 GPA or don't complete 67% of their college coursework in a semester go on Academic Warning. Then, students have one semester to raise their cumulative GPA to at least a 2.0 as well as complete 67% of their coursework to be removed from Academic Warning. Students who do not meet this requirement go on Academic Suspension, which results in the loss of their Financial Aid.

If a student receives a failing grade in any course or withdraws from a course after the deadline and does not receive credit for the course, the student may no longer participate in the South Dakota Dual Credit program. The Board of Technical Education may reinstate a student who is prohibited from participating in the Dual Credit program if the student demonstrates good cause for failing a course or withdrawing from a course. If at the student's expense, a student retakes and passes a course that the student withdrew from or failed, that will also be considered.

Each college is different, so be sure to research what the academic requirements are for the college you are interested in attending after high school.

GRADE CHECKS

Periodic grade checks will be sent to high school Dual Credit contacts throughout the semester. Upon completion, a final transcript will be sent to high schools so they may record students' grades on their high school transcripts.

Anna Fischer, Pre-College Program Advisor
📞 605-367-5467
✉ anna.fischer@southeasttech.edu
📍 Mickelson Center - #1 on campus map

SOUTHEAST
Technical College

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The Southeast Technical College I.T. Support Center provides technical support to all Southeast Tech students. Hardware support and warranty repairs are also available for those who have purchased their laptops from Southeast Tech.

LOG IN TO MYTECH

1. Go to my.southeasttech.edu.
2. Enter your username and click continue.
3. You will be prompted to log into Office365, using your email address and password, and will be redirected to myTech upon successful login.

ACCESS YOUR CAMPUS EMAIL

1. Go to 365.southeasttech.edu.
2. Enter your username and password.

Be sure to log in to your Southeast Tech email daily the week prior to classes starting. This account will be used to access all course materials.

CAMPUS LAPTOPS

Southeast Tech prides itself in using the most innovative technology. That's why we offer high quality, business-class laptops and industry-standard software. Learn more at laptop.southeasttech.edu.

SAMPLE LOGIN DETAILS

USERNAME: firstname.lastname

EMAIL: firstname.lastname@southeasttech.edu

PASSWORD: (EX: ab1234)

Use the following format: (First Initial of Your First Name) + (First Initial of Your Last Name) + (Last Four of Your Social Security Number). Initials are lowercase.

STC requires accounts to be configured with multifactor authentication for enhanced security. On your first login, you will be prompted to set this up using your phone. Please read and follow these prompts closely. If you need help setting this up, visit our guides site or contact our support center.

Laptop Requirements: laptop.southeasttech.edu
How-To Guides & Self-Service: guides.southeasttech.edu
Submit a Help Request: tasks.southeasttech.edu
Log in with your Southeast Tech email address.

LAPTOP SECURITY TIPS

Do not leave your laptop unattended. Also, leaving your laptop/backpack in your car is strongly discouraged. A stolen laptop is a criminal offense and must be reported to the local police department. If you purchased your laptop from Southeast Tech, the I.T. Support Center can provide you with the model and serial number for the report. Any student with a stolen laptop can contact the I.T. Support Center to discuss options for meeting his or her program's laptop requirements.

Southeast Tech highly recommends that you insure your laptop against damage, loss or theft, which can be usually done through a rider on a homeowners or renters insurance policy.

SOFTWARE/VMWARE SETUP

Students at Southeast Tech have access to a variety of tools to help them succeed in their courses and complete their degrees. For some of these resources, students will need to complete some setup. The user guides in this section are designed to help you through the setup for tools such as Virtual PC, VMware, printer installation (on-campus students) and OneDrive for Business.

VIRTUAL PC SETUP

3. Select device.
4. Follow install and setup.
5. Utilize as PC Portal.

Guides are located at **guides.southeasttech.edu.**

- 605-367-4461
- support@southeasttech.edu
- southeasttech.edu/it-support
- Technology Center - #4 on Campus Map
- Monday   7:30 a.m.–5 p.m.*
  Tuesday   7:30 a.m.–6 p.m.*
  Wednesday   7:30 a.m.–5 p.m.*
  Thursday   7:30 a.m.–5 p.m.*
  Friday   7:30 a.m.–4 p.m.*
  Saturday & Sunday   Closed
  Phone support is available 24/7!
  Hours of operation may be adjusted when school is not in session and for special campus events.

SOUTHEAST Technical College

SOUTHEASTTECH.EDU

When tuition is due, you will need to connect with the Business Office to pay your bill or set up a payment plan.

STUDENTS MAY PAY ACCOUNT BALANCES USING ONE OF THE FOLLOWING METHODS:

- In-person Payments - Payments may be made by cash, check, credit card or money order in the Business Office located in the HUB.
- Online Payments - Online payments may be made through myTech by echeck, direct debit or credit card payments.
- U.S. Postal Service - Checks may also be mailed to the attention of the Southeast Tech Business Office.

TUITION DUE DATES:

- Fall 2023: Aug. 29, 2023
- Spring 2024: Jan. 16, 2024
- Summer 2024: May 21, 2024

YOUR STUDENT ACCOUNT

Southeast Tech students may access a copy of their student account statements, review student account balances and pay their bills online via myTech.

Go to **my.southeasttech.edu** to access your account information.

PAY ONLINE, CREATE A PAYMENT PLAN OR AUTHORIZE AN E-REFUND DIRECT DEPOSIT USING CASHNET

1. Log in to myTech and go to the "Student" tab.
2. Click on the blue "Student Finances" link located on the left-hand side of the Student page, and then select the "Business Office" link, also on the left-hand side.
3. Click on the "Make a Payment or Create a Payment Plan using CASHnet" link in the upper right corner.
4. Clink on the "Pay" link next to the listed dollar amount.
5. Follow the on-screen instructions to enter payment information.
6. An email receipt confirmation will be sent when a payment is complete.

PRINT A COPY OF YOUR STATEMENT

1. Log in to myTech and go to the "Student" tab.
2. Click on the blue "Student Finances" link located on the left-hand side of the Student page, and then select the "Business Office" link, also on the left-hand side.
3. Click on the "Course and Fee Statement" link and then "Generate My Course and Fee Statement." This may take a few minutes depending on network usage and your internet connection speed.
4. When the statement is ready, a link to view your Course and Fee Statement will appear. Your statement is ready to view, save and/or print.

PARENT PAYOR ACCESS

Students can grant payor access to parents through CashNET using the following steps:

1. Log in to myTech and go to the "Student" tab.
2. Click on the blue "Student Finances" link located on the left-hand side of the Student page, and then select the "Business Once" link, also on the left-hand side.
3. Click on the "Make a Payment or Create a Payment Plan using CASHnet" link in the upper right corner.
4. In the "Overview" tab, select "Send a Payer Invitation" button in the middle of the screen.
5. Follow the on-screen instructions and provide the requested information.

Please note that granting permissions for Parent Payor access is not the same as granting permission for a Release of Information, as listed on the Release of Information/FERPA Dual Credit Quick Start Guide.

ADDITIONAL INFORMATION

- You will receive an email at your Southeast Tech email account when charges are ready to view online.
- If you add classes on or before the Tuition and Fee Payment due date, you will need to make plans to pay for those classes on the Tuition and Fee Payment due date for the current term.
- If you add classes AFTER the Tuition and Fee Payment due date, you will need to make plans to pay for those classes 48 hours after the charges appear on your Southeast Tech My Student Account.
- Unpaid student balances, not covered by a current term payment plan or a third-party authorization, are subject to late fees after the Tuition and Fee Payment due date.
- Credit card and checking account payments cannot be processed over the phone.

📞 605-367-7124
✉ businessoffice@southeasttech.edu
🌐 southeasttech.edu/business-office
📍 The HUB - #7 on Campus Map

🕐 **Monday**   7:30 a.m.–5 p.m.*
Tuesday   7:30 a.m.–6 p.m.*
Wednesday   7:30 a.m.–5 p.m.*
Thursday   7:30 a.m.–5 p.m.*
Friday   7:30 a.m.–4 p.m.*
Saturday & Sunday   Closed

Hours of operation may be adjusted when school is not in session and for special campus events.

SOUTHEAST
Technical College

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