



## 2023 Annual Notice to Enrolled Students

### Availability of Information

The Higher Education Act of 1965 (HEA), as amended, requires schools participating in the Title IV financial aid programs to provide an annual notice to students and employees disclosing a wide range of consumer information. The purpose of this information is to help students and employees make informed decisions regarding their education or employment.

The consumer information is organized into the following subject areas:

- Institutional Information
- Financial Aid Information
- Completion, graduation, transfer, retention, placement rates & student body diversity
- Annual Security and Fire Safety Reports
- Student and Parent Rights under the Family Education Rights and Privacy Act (FERPA)

The following pages describe consumer information and how students and employees can obtain that information.

The Annual Notice to Enrolled Students is published and distributed annually through email to all current students from the office of the President as well as linked online through [Southeast Technical College's Consumer Information](#) page. A paper copy of the annual notice will be provided upon request.

### Availability of Employees

Southeast Technical College (STC) designates an employee or group of employees to be available on a full-time basis to assist enrolled and prospective students in obtaining the required consumer information related to financial assistance, information on STC, completion, graduation, transfer-out, retention rates, and STC security policies and crime statistics.

At STC you can contact any one of the following offices for more information:

- Office of Financial Aid
  - Email: [financialaid@southeasttech.edu](mailto:financialaid@southeasttech.edu)
  - Phone: (605) 367-5550
  - Office Location: Mickelson Center 208D

- Student Success Center
  - Email: [studentsuccess@southeasttech.edu](mailto:studentsuccess@southeasttech.edu)
  - Phone: (605) 367-7466
  - Office Location: Mickelson Center 252

## General Institutional Information

Information about the college's academic programs, costs, facilities, and policies

**Academic Programs** – The following links provide information about educational programs, facilities, faculty, and written arrangements.

- [Academic Programs](#)
- [Virtual Campus Tour](#)
- [Campus Map](#)
- [Campus Directory](#)

**Accreditation and Licensure** – Many of the academic programs at STC maintain specialized accreditation. In addition, several programs prepare students for industries that require certification or licensure. required license for various programs.

- [Comprehensive List of Programmatic Accreditations](#)
- [Programmatic Licensure Requirements](#)

**Copyright Infringement** – STC policy's regarding copyright infringement including peer-to-peer file sharing can be found through the link.

- [Policy](#)

**Costs** – A breakdown of the cost of attending STC, including tuition and fees charged to both full and part-time students, and the estimated costs of books and supplies, and housing for those that choose to live in STC's On-Campus Housing can be located through the following links:

- [Costs and Financial Aid](#)
- [Housing Costs and Eligibility](#)
- [Net Price Calculator](#)

**Accessibility Services** – Accessibility Services provides accommodations, education, consultation and advocacy for qualified students with disabilities at STC.

- [Accessibility Services](#)

**Transfer of Credit Policy** – This policy articulates the criteria for accepting credits earned at another postsecondary institution.

- [Transfer of Credit](#)

**Student Withdrawal, Transfer of credits to another institution, Refunds, and Return of Financial Aid** – The procedures and guidelines for those students withdrawing from STC can be located through the following links. The request to transfer STC credits and the refund policies for the return of unearned tuition and fees or other refundable portions of costs paid to the college, including the return of Federal Student Aid grant or loan funds.

- [Student Withdrawal – Terminating Enrollment](#)
- [Transferring Credits to Other Schools](#) and [Bachelor Degree Completion Options](#)
- [Tuition Refunds – Dropping or Terminating Enrollment](#)
- [Calculation of Refunds and Returned Financial Aid](#)

**Vaccinations and Immunizations** – The link provides information on the immunizations for admittance to STC. Specific program may require additional immunizations.

- [Immunizations](#)

## Financial Aid Information

Information about the federal, state, local, and institutional student financial assistance programs available to students, as well as the rights and responsibilities of students receiving financial aid (and specifically federal aid)

**Application for Financial Aid** – These links provide information regarding procedures on how to apply for financial aid and the forms needed.

- [Applying for Financial Aid](#)
- [Financial Aid Information](#)
- [Financial Aid Forms](#)

**Awards** – This link has information about the criteria for determining the amount of a student's financial aid award.

- [Federal Programs](#)

**Eligibility** – These links have information on eligibility requirements for financial aid and the rights and responsibilities of students receiving financial and/or federal aid.

- [Eligibility](#)
- [Financial Aid Policies and Procedures](#)

# Completion, Graduation, Transfer, Retention, Placement Rates, & Student Body Diversity

Information on rates for full-time, first-time degree – or certificate -seeking students.

**Graduation Rate** – STC tracks the progress of students who began their studies as full-time, first-time degree- or certificate-seeking students to determine if the degree or certificate is completed within 150% of the normal time that is expected for program completion.

- [Graduation Rates](#)

**Transfer Rate** – The transfer-out rate of first-time degree- or certificate-seeking students is available on the website:

- [Transfer-Out Rates](#)

**Retention Rate** – These rates represent the first to second-year retention rates of first-time degree-seeking students as calculated by IPEDS.

- [Retention Rates](#)

**Placement Rate** – This information is gathered through surveys on the placement of graduates from STC.

- [Graduate Placement](#)

**Student Body Diversity** – The Fast Facts document includes information on the demographics of the student body at STC including the inclusion of students from a wide range of backgrounds and perspectives.

- [Fast Facts](#)

## Annual Security and Fire Safety Reports

Information on Campus Crime and Fire Safety

**Campus Security Report** – Policies, procedures, and crime statistics reported from the last three years at Southeast Technical College are published through the Annual Security Report. The Annual Security Report is a guide for how STC reports crimes and works to prevent crimes, sexual assault, domestic violence, dating violence, and stalking. Arrests, disciplinary actions, drug and liquor violations and illegal weapons possession are all included in the Annual Security Report.

Students are emailed a copy of the Annual Security Report. It is also published on Southeast Technical College's website under Campus Safety & Security.

- [Annual Security Report](#)

**Fire Safety Report** – The Fire Safety Report includes information on fires that occur in on-campus housing facilities.

Students are emailed a copy of the Fire Safety Report that is within the Annual Security Report. It is also published on Southeast Technical College's website.

- [Annual Fire Safety Report](#)

## Family Educational Rights and Privacy Act (FERPA)

Information about student and parent privacy rights

**Family Educational Rights and Privacy Act (FERPA) Notice** – The privacy of a student's educational record, includes the right to review and request amendments that the student believes are inaccurate or misleading is protected through the FERPA Act.

- [Family Educational Rights and Privacy Act](#)
- Release of Information
  - Students can access the Release of Information form on Southeast Technical College's internal portal: <https://my.southeasttech.edu/ics>. Navigate to Academic Information and select 'Release of Information'