

# DUAL CREDIT STUDENT CHECKLIST



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 on the following pages of this Dual Credit Quick Start Guide.

### 1 Read the Packet

The Dual Credit Quick Start Guide has all the important dates, deadlines and procedures you will need to know about as a dual credit student at Southeast Tech.

### 2 Set up your Mobile ID

All students will be issued a Mobile ID that is accessible via a smartphone, taking the place of a physical ID card, that can be used for campus door access and printing. Set yours up using the guidelines at [www.southeasttech.edu/mobile-id](http://www.southeasttech.edu/mobile-id).

### 3 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](http://southeasttech.edu/bookstore).

### 4 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.

### 5 Pay Tuition and Fees

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

### 6 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. See the Registrar's Office tab for more information.



## 7 Download 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.

## 8 Download Navigate

Navigate is your connection to campus. Through the app, you can set reminders, view your schedules, contact an advisor and more! View the Student Support sheet for more information.

## 9 Participate in ONLN 098 Course

If you are a new online student, you must complete the ONLN 098 course.

## 10 Check out Student Support Services

Southeast Tech offers support services to ensure all students can succeed. Check out the Academic Resource Center and Accessibility Services.

Anna Fischer, Pre-College Program Advisor

605-367-5467

anna.fischer@southeasttech.edu

Mickelson Center - #1 on campus map





# 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
- Bookkeeping\*
- Business Administration
- Business Administration: Agriculture Emphasis
- Entrepreneurship
- Human Resource Management
- Marketing

## CONSTRUCTION

- Construction Management Technology 

## ENGINEERING TECHNOLOGY

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

## HEALTHCARE

- Behavioral and Mental Health Technician
- Dental Assisting\* 
- Invasive Cardiovascular Technology 
- Medical Assistant\* 
- Medical Coding: Professional & Facility
- Medical Coding: Professional Services\*
- Medical Lab Technician 
- Nursing:
  - Licensed Practical Nursing\* 
  - Registered Nurse 
- Paramedic Science 
- Respiratory Therapy 
- Sonography:
  - Cardiovascular Sonography
  - Diagnostic Medical 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 
- Diesel Technology: Heavy Equipment\* 
- Diesel Technology: Trucking\* 

## TECHNICAL STUDIES

- Technical Studies

## VETERINARY TECHNICIAN

- Veterinary Technician

\*Diploma  Build Dakota Program



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.*



SOUTHEASTTECH.EDU



**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

**8** HEALTHCARE SIMULATION CENTER  
2329 N CAREER AVE



Located downstairs in the Mickelson Center commons, the Southeast Technical College Bookstore is your on-campus shop for textbooks and supplies.

## TEXTBOOKS AND COURSE MATERIALS

The STC Bookstore carries required course materials including textbooks, eBooks, digital access codes and textbook bundles. Purchase in-store or online at [southeasttech.edu/bookstore](http://southeasttech.edu/bookstore). Pickup and delivery options are available. You can also access your materials on myTech, under the “Get your Textbooks” link on the student tab.

At the end of the semester, the Bookstore offers textbook buyback options.

## SUPPLIES AND COURSE KITS

The STC Bookstore carries supplies and course kits for academic programs. Course kits include required instruments and supplies needed for labs. General school supplies are also available.

## TOOLS

The STC Bookstore has required tool kits for Construction Management, Electrician, HVAC/R, Mechanical Systems, Plumbing and Welding. Purchase in-store or online (pickup only). Tools are provided for all Transportation programs. We have partnered with Snap-On to make educational discounts available on tool sets to start your career.

## UNIFORMS

All program uniforms can be purchased in-person or online through the STC Bookstore. The Bookstore carries most common sizes and can special order additional sizes. All footwear is special order.

## C-STORE AND LOGO ITEMS

The Bookstore also carries STC logoed items such as clothing and drinkware, as well as c-store items.

-  605-367-4448
-  [bookstore@southeasttech.edu](mailto:bookstore@southeasttech.edu)
-  [southeasttech.edu/bookstore](http://southeasttech.edu/bookstore)
-  Mickelson Center - #1 on Campus Map
-  Monday, Wednesday, Thursday 7:30 a.m.-5 p.m.
- Tuesday 7:30 a.m.-6 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.*



# I.T. SUPPORT AND CAMPUS LAPTOPS

The Southeast Technical College I.T. Support Center provides technical support to all students. Hardware

support and warranty repairs are also available for those who have purchased their laptops from Southeast Tech.



## 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](http://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, visit the guides site or contact the Support Center.

## ACCESS YOUR CAMPUS EMAIL

1. Go to [365.southeasttech.edu](http://365.southeasttech.edu).
2. Enter your campus email address and myTech password.

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

**Laptop Requirements:** [laptop.southeasttech.edu](http://laptop.southeasttech.edu)

**How-To Guides & Self-Service:** [guides.southeasttech.edu](http://guides.southeasttech.edu)

**Submit a Help Request:** [tasks.southeasttech.edu](http://tasks.southeasttech.edu)

*Log in with your Southeast Tech email address.*

## LOG IN TO MYTECH

1. Go to [my.southeasttech.edu](http://my.southeasttech.edu).
2. Enter your username and click "continue."
3. You will be prompted to log in to Office365, using your campus email address and password, and will be redirected to myTech upon successful login. (See format above)

## LAPTOP SECURITY TIPS

Do not leave your laptop unattended, even to go to the bathroom. 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. Students with a stolen laptop can contact the I.T. Support Center to discuss options for meeting their program's laptop requirements. Southeast Tech highly recommends that you insure your laptop against damage, loss or theft, which usually can be done through a rider on a homeowners or renters insurance policy.

## INSTALL STC-REQUIRED SOFTWARE

Students in BYOL programs are required to install Microsoft Office on their laptops prior to JumpStart, held the week before the semester begins.

- Visit [southeasttech.edu/software](http://southeasttech.edu/software).
- Follow the directions to download and install the software.



605-367-4461



[support@southeasttech.edu](mailto:support@southeasttech.edu)



[southeasttech.edu/it-support](http://southeasttech.edu/it-support)



Technology Center - #4 on Campus Map



Monday 7:30 a.m.-6 p.m.\*

Tuesday 7:30 a.m.-6 p.m.\*

Wednesday 7:30 a.m.-6 p.m.\*

Thursday 7:30 a.m.-6 p.m.\*

Friday 7:30 a.m.-4 p.m.\*

Saturday & Sunday Closed

After-hours support tickets are answered between 9-10 p.m. each night during the semester.



When tuition is due, you will need to connect with the Business Office to pay your bill.

### **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 2025: Sept. 2, 2025
- Spring 2026: Jan. 20, 2026
- Summer 2026: May 26, 2026

### **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](http://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. Click on the “Pay” link next to the listed dollar amount.
5. To pay a partial amount, select the “Edit” tab and change the payment amount. Otherwise, select “Checkout.”
6. Follow the on-screen instructions to enter payment information.
7. 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 for viewing 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 8 a.m.-5 p.m.*
	Tuesday 8 a.m.-5 p.m.*
	Wednesday 8 a.m.-5 p.m.*
	Thursday 8 a.m.-5 p.m.*
	Friday 8 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.*

The Registrar's Office is responsible for maintaining 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.

## TRANSCRIPTS

Southeast Technical College provides electronic transcripts electronically delivered in PDF format. An email address for the transcript recipient will be required during the request process. To be considered official, the transcript must be received directly from Southeast Tech.

### OFFICIAL TRANSCRIPTS

Official transcripts may be requested online at [www.getmytranscript.com](http://www.getmytranscript.com). Transcripts will be processed within 5-7 days of receipt by the Registrar's Office.

**Cost:** \$6.75

### UNOFFICIAL TRANSCRIPTS

Unofficial Transcripts may be requested by emailing [registrar@southeasttech.edu](mailto:registrar@southeasttech.edu). There is no fee for requesting an unofficial transcript. Transcripts will be processed within 5-7 days of receipt by the Registrar's Office.

### HOW TO ORDER

- Email [registrar@southeasttech.edu](mailto:registrar@southeasttech.edu). Include the following:
  - Full Name
  - Last Four Digits of Social Security Number
  - Whom/Where to send unofficial transcript

## ATTENDANCE POLICY

Students are expected to attend all sessions of courses for which they are enrolled. Absences do not excuse students from meeting course requirements. Instructors will provide policies concerning course attendance and the ability to make up missed work on their course syllabi or in program handbooks. It is students' responsibility to know and understand the attendance requirements and make-up policies for each course. STC's Attendance Policy can be viewed in its entirety at [southeasttech.edu/attendance](http://southeasttech.edu/attendance).

## TUITION REFUND POLICY

Tuition refunds are processed according to Southeast Technical College's Refund Policy. Refund eligibility is determined by three dates: class start date, class end date and the date a student formally drops or withdraws from a class. Class start dates and class end dates are published by the Registrar's Office and appear on a student's course schedule.

View complete Refund Policy and Refund Estimation Calculator at [southeasttech.edu/refund](http://southeasttech.edu/refund).



REFUND SCHEDULE	TIMELINE	EFFECT
Drop	1-6% of course term elapsed	100% Refund
Withdrawal	7-11% of course term elapsed	50% Refund
Withdrawal	12-75% of course term elapsed	No Refund
Non-attendance Drops	Definition: Student discontinues attendance without completing and submitting drop or withdrawal paperwork.	No Refund

### 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](http://southeasttech.edu/dualcredit) at the bottom of the page in the FAQ section.

### 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.

### 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.

-  605-367-7466
-  [registrar@southeasttech.edu](mailto:registrar@southeasttech.edu)
-  [southeasttech.edu/registrar](http://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.*



# DUAL CREDIT DATES

## FALL 2025

August 25	Fall Classes Begin
August 27	Last Day to Add First 8-Week (Accelerated) Courses
August 29	Last Day to Drop First 8-Week (Accelerated) Courses
August 29	Last Day to Complete Fall Semester Test-Outs
August 29	Last Day to Add Fall Classes*
September 1	Labor Day – No Classes/Campus Closed
September 2	Last Day to Drop 16-Week Courses (No Grade)**
September 2	Fall Semester Tuition and Fees Due
October 3	Last Day to Withdraw From First 8-Week (Accelerated) Courses (“W” Grade)***
October 13	Native American Day No Classes/Campus Closed
October 17	First 8-Week (Accelerated) Courses End
October 0	Second 8-Week (Accelerated) Courses Begin
October 22	Last Day to Add Second 8-Week (Accelerated) Courses
October 24	Last Day to Drop Second 8-Week (Accelerated) Courses
October 31	Institutional Effectiveness Day No Classes/Campus Closed
November 11	Veterans Day – No Classes/Campus Closed
November 14	Last Day to Withdraw From August Start Courses (“W” Grade)***
November 26	Last Day to Withdraw From Second 8-Week (Accelerated) Courses (“W” Grade)***
November 27–28	Thanksgiving Break No Classes/Campus Closed
December 12	End of Fall Semester
December 15–January 9	Winter Break No Classes/Campus Open
December 24–January 1	Winter Break No Classes/Campus Closed

## SPRING 2026

January 1	New Year Holiday No Classes/Campus Closed
January 12	Spring Classes Begin
January 14	Last Day to Add First 8-Week (Accelerated) Courses
January 16	Last Day to Drop First 8-Week (Accelerated) Courses
January 16	Last Day to Complete Spring Semester Test-Outs
January 16	Last Day to Add Spring Classes*

January 19	Martin Luther King, Jr. Day No Classes/Campus Closed
January 20	Last Day to Drop 16-Week Courses (No Grade)**
January 20	Spring Semester Tuition and Fees Due
February 16	President’s Day – No Classes/Campus Open
February 20	Last Day to Withdraw From First 8-Week (Accelerated) Courses
February 27	Institutional Effectiveness Day No Classes/Campus Closed (“W” Grade)***
March 6	First 8-Week (Accelerated) Courses End
March 9-13	Spring Break – No Classes/Campus Open
March 16	Second 8-Week (Accelerated) Courses Begin
March 18	Last Day to Add Second 8-Week Accelerated Courses
March 20	Last Day to Drop Second 8-Week Courses (No Grade)**
April 3	Easter Holiday (Good Friday) No Classes/Campus Closed
April 6	Easter Holiday (Easter Monday) No Classes/Campus Open
April 10	Last Day to Withdraw from January Start Courses (“W” Grade)***
April 24	Last Day to Withdraw from Second 8-Week Courses (“W” Grade)***
May 8	End of Spring Semester
<b>SUMMER 2026</b>	
May 18	Summer Classes Begin
May 20	Last Day to Add Summer Classes*
May 22	Last Day to Drop Summer Courses (No Grade)**
May 26	Summer Semester Tuition and Fees Due
May 25	Memorial Day – No Classes/Campus Closed
June 19	Juneteenth – No Classes/Campus Open
July 3	4th of July – No Classes/Campus Closed
July 10	Last Day to Withdraw From Summer Courses (“W” Grade)***
July 24	End of Summer Semester

\*Add–Students may add a course to their schedule during the first week of the fall and spring semesters.

\*\*Drop Dates and Refund Eligibility adhere to Southeast Tech’s Refund Policy.

\*\*\*Withdraw–Students may withdraw from a course and receive a grade of “W” until the last four weeks of the semester (last two weeks for courses running 8 weeks), without affecting their grade point average.

Southeast Technical College has a number of on-campus resources designed to help students succeed. These resources are available to Dual Credit students and can be accessed by contacting the appropriate office using the contact information below.



## ACCESSIBILITY SERVICES

Southeast Technical College is committed to providing services and supports that ensure students can access and participate in the activities, programs and services available to them. Our services are open to students with a qualifying, documented disability who discloses their need for accommodations.

### REGISTER FOR SERVICES

- 1. Apply to STC.** Students are not required to disclose their disability to gain admission; however, students must be accepted to register for Accessibility Services.
- 2. Disclose your need.** Accepted students in need of accommodations must self-identify with Accessibility Services to request and receive accommodations.
- 3. Complete registration form.** Students must complete the Accessibility Services registration form, available online at [southeasttech.edu/accessibility](https://southeasttech.edu/accessibility).
- 4. Provide documentation.** Students must provide qualifying, professional documentation of their disability. See guidelines: [southeasttech.edu/accessibility](https://southeasttech.edu/accessibility).
- 5. Interactive Review Process.** The Accessibility Services Coordinator uses an interactive process to determine reasonable accommodations that meet the students' needs and includes the registration form, conversation

with the student, documentation, professional standards and other applicable considerations.

It is important to note that Accessibility Services does not test for or diagnose disabilities. If students do not have documentation of their disabilities, the Accessibility Services Coordinator can provide referral for further evaluation. Students may request accommodations at any point during their education.

 605-367-5835  
 [access@southeasttech.edu](mailto:access@southeasttech.edu)  
 [southeasttech.edu/accessibility](https://southeasttech.edu/accessibility)  
 Mickelson Center - #1 on Campus Map - Room 252 C, Student Success Center

## ACADEMIC RESOURCE CENTER (ARC)

The ARC is dedicated to helping you achieve your academic goals and pursue your professional ambitions. Students can access free one-on-one and online tutoring provided by faculty, professional and peer tutors.

### THE ARC PROVIDES:

- Academic support for challenging courses.
- Opportunities to practice and reinforce classroom learning.
- Strategies for becoming a more independent learner.
- Guided practice with expert tutors to strengthen your skills and address areas for improvement.
- Personalized feedback.
- Study skills for writing, math, test-taking, memorization, note-taking, organization and more.
- Techniques for reducing anxiety and stress related to assignments or course expectations.
- Methods for boosting academic confidence and self-esteem.
- Distraction-free workspaces.

### NEED ACCESS TO A TUTOR AND RESOURCES?

1. Log in to myTech.
2. Click on "Student" tab.
3. Under "Student Support and Activities," click on "Academic Resource Center."

 605-367-5691  
 [academicresourcecenter@southeasttech.edu](mailto:academicresourcecenter@southeasttech.edu)  
 [southeasttech.edu/arc](https://southeasttech.edu/arc)  
 Technology Center - #4 on Campus Map - Room 103