WELCOME!

Thank you for choosing Southeast Tech to get a jump start 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 very important to us! We want you to know that 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, Admissions Office – #1 on campus map

MY STUDENT I.D.
Keep track of your I.D. number and login information by filling in the blanks below:

Student I.D. ______________________
Username ________________________
Password ________________________

Find additional information and Frequently Asked Questions on our website:

southeasttech.edu/dualcredit
ACCESS YOUR CAMPUS EMAIL
1. Go to 365.southeasttech.edu.
2. Enter the following information, then click “Sign In.”
   Username: firstname.lastname
   Password: your Southeast Tech password

LOG INTO STInet
1. Go to stinet.southeasttech.edu.
2. If this is your first site visit, log in with the username and password format that has been sent to you via email. Login tips and password reset options are available by clicking the Forgot Password link next to the Username and Password fields on STInet.

   Note: Your STInet login will change within one business day of registering for classes. You will receive an email with your updated login information.

If you are having an issue logging into STInet, please contact the Southeast Tech I.T. Support Center at 605.367.4461.

CHECK YOUR CLASS SCHEDULE
Before attending your first class this semester, be sure to check your class schedule on STInet for the course location.

HERE’S WHAT YOU NEED TO DO:
1. Log into STInet.
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 drop down box, then click “Printer Friendly Option.”

You will need a copy of your class schedule in order to get your books from the Southeast Tech Bookstore.

ONLINE TUTORING
1. Go to www.atomiclearning.com/highed
2. Log in with the following information:
   Username: sti
   Password: sfalls
3. Browse short-topic video tutorials, software demos, workshops and more.
Southeast Tech students can access a copy of their student account statements, review student account balances and pay student account balances online. Go to stinet.southeasttech.edu to access your account information.

**PAY ONLINE USING CASHNET**

1. Log into STInet 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 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 payment is complete.

**PRINT A COPY OF YOUR STATEMENT**

1. Log on to STInet 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 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).
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. **Note:** Statements are created in Adobe PDF format. You will need an Adobe viewer to see your statement.

**ADDITIONAL INFORMATION**

- You will receive an email to your official 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 site.
- 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.
HOW TO ORDER TRANSCRIPTS

OFFICIAL TRANSCRIPTS
Official transcripts may be requested online at getmytranscript.com. Transcripts will be processed within 48 business hours of receipt by the Registrar’s Office.

Cost
Electronic PDF: $6.75
Mail: $5.00

How to Order
2. Select “school” from the drop down menu.
3. Start the transcript ordering process and enter required information.
4. Once complete, your credit/debit card will be charged and Southeast Tech will receive your request.

UNOFFICIAL TRANSCRIPTS
Unofficial transcripts may be requested by emailing Registrar@southeasttech.edu. There is no fee for requesting an unofficial transcript. Transcripts will be processed within 48 business hours of receipt by the Registrar’s Office.

How to Order
1. Email Registrar@southeasttech.edu.
2. Include full name, date of birth, last four digits of social security number, and to whom and where you would like the transcript sent.

Note: A transcript will not be released if the Registrar has been notified of financial indebtedness to Southeast Tech.

RELEASE OF INFORMATION

HOW TO PROVIDE PERMISSION
1. Log into STInet.
2. Click on the “Student” tab.
3. Click on “Academic Information” on the left-hand side of your screen, and then “Release of Information Permissions.”
4. Provide name and relationship of the person receiving permissions (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.

Students may revoke the right of previously granted permissions for people at any time by completing a “Revoke Release of Information Permissions” form, located on STInet. Find it by clicking on the “Student” tab, “Academic Information,” then “Release of Information Permissions.”

Note: All student holds will be visible.
I.T. SUPPORT CENTER

605.367.4461
Technology Center – #4 on the campus map
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

- Monday 7:30AM–5:00PM*
- Tuesday 7:30AM–6:00PM*
- Wednesday 7:30AM–5:00PM*
- Thursday 7:30AM–5:00PM*
- Friday 7:30AM–4:00PM*

Basic phone support is available 24/7!
*Hours of operation may be adjusted when school is not in session. See the I.T. Support Center page on the Student tab of STInet for a listing of days that the Support Center is closed.

Located upstairs in the Technology Center, the Southeast Tech 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.

SOFTWARE 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 and OneDrive for Business.

Guides are located at guides.southeasttech.edu.
Located downstairs in the Mickelson Center Commons, the Southeast Tech Bookstore is your only one-stop source for all faculty-approved textbooks and course related materials. You may also purchase your books online at bookstore.southeasttech.com. All orders received through our website are conveniently shipped to your home for a low, flat rate.

We offer low cost course material solutions including used textbooks, textbook rentals, and eBooks. New textbooks and access code bundled textbooks are also available. We buy back textbooks daily, and rentals can easily be returned at the end of each semester.

Our large apparel selection makes it easy to show your Southeast Tech pride. Not sure what to get? Get a gift card! Our gift cards can be activated in any amount.

The Bookstore also carries a huge selection of food and beverages, including fresh Caribou coffee and self-serve espresso bar, fresh Paavo’s sandwiches, breakfast, lunch items, and all of your favorite snacks. Stop by and check us out!

### TEXTBOOK/COURSE MATERIALS PURCHASES

1. Textbooks and course materials can be purchased either in store or online at bookstore.southeasttech.com. Phone orders are not permitted.

2. Textbooks and course materials can be purchased with cash, check (must provide Student ID), debit card, Visa, MasterCard, Discover, Apply Pay, and Southeast Tech 1Card. There is a minimum $30 charge on all returned checks.

3. Written authorization for Third Party Charging (VA, VOC REHAB, TAA, etc.) must be sent prior to the start of the semester. Authorizations must include schedule and eligible items for reimbursement. We will notify the student when the textbooks and materials are ready for pick up.

4. Please bring your student schedule or have it available when picking out textbooks. Textbooks are assigned based upon Course Number, Section Number, and Instructor.
TEXTBOOK/COURSE MATERIALS RETURNS

1. Textbook returns are allowed during the first week of classes (5 days) accompanied by the original receipt. A Student ID is required. Returns during the second week of classes also need to be accompanied by a signed drop/add form.

2. Textbooks must be returned in original condition and in the original shrink-wrap.

3. Access codes are not returnable if opened or removed from the textbook bundle.

4. Course kits, tools, software, medical supplies, and program clothing are not returnable.

5. Refunds will be processed to the original payment for credit cards and third party accounts. Cash and check refunds will be paid by check which can be picked up or mailed.

TEXTBOOK BUYBACK

Turn your new and used textbooks into cash! Textbook buyback is available daily during regular Bookstore hours. We will post special textbook buyback opportunities throughout the semester and at the end of the semester during finals week.

RENTALS

Textbooks may be available for rental for the semester. Textbooks rented at the Bookstore will be the property of a third-party company who will be responsible for notifying students of rental return dates and collections if the textbook is not returned. All rentals must be returned to the Bookstore by specified dates.

PROGRAM SHIRTS AND UNIFORMS

Programs that have a required shirt or uniform can only be purchased at the Bookstore. These programs include the following: Licensed Practical Nursing, Registered Nurse, Cardiac Sonography, Vascular Sonography, Invasive Cardiovascular Technology, Diagnostic Medical Sonography, Electroneurodiagnostic Technology, Certified Nursing Assistant, Early Childhood, Pharmacy Tech, Phlebotomy, Automotive Technology, Collision Repair & Refinish Technology, Diesel Technology, and Law Enforcement
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.

ACADEMIC REQUIREMENTS
At Southeast Tech, students who receive below a 2.0 GPA or who don't complete 67% of their college coursework in a semester go on Academic Warning. They then have one semester to receive at least a 2.0 GPA as well as complete 67% of their coursework in order to be removed from Academic Warning. Students not meeting this requirement go on Academic Suspension, which results in the loss of their financial aid.

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

ADD/DROP COURSES
Occasionally, students wish to change classes or discontinue a course. The first five days of the Fall and Spring semesters mark the semester add period. Courses may be added after the first week of the semester only with the permission of the instructors.

After the first five days, if a student chooses to drop a course, they must complete a drop form and submit it to the Student Success Center. Through the second Friday of each semester, students may drop courses to adjust their schedules without incurring a cost of attendance.

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 online catalog.

The Dual Credit Drop Form is located at southeasttech.edu/dualcredit at the bottom of the page.
SOUTHEAST TECH DEGREES & DIPLOMAS
You’ve taken the first step with Dual Credit courses... now see where you can plug in your credits to continue on with your education!

BUSINESS & COMMUNICATIONS
Accounting
Administrative Assistant
Business Administration
  - Human Resources Emphasis
  - Management Emphasis
Digital Media Production Technology
Entrepreneurship
Financial Services: Banking
Financial Services: Insurance
Marketing
  - Design Emphasis
  - Sales Emphasis
Media Design Technology
Medical Coding
  - Professional & Facility
  - Professional Services*
Office Assistant*

ELECTRONICS
Electronics Technology
Mechatronics Technology

ENGINEERING TECHNOLOGY
Architectural Engineering Technology
Civil Engineering Technology
Construction Management Technology
Land Surveying Science Technology
Mechanical Engineering Technology

HORTICULTURE
Horticulture Technology
Landscape Design Technology
Sports Turf Management

HUMAN SERVICES
Early Childhood Specialist
Early Childhood Support*
Law Enforcement Science

INFORMATION TECHNOLOGY
Computer Programming
Computer Technician*
Information Technology Security
Network Administrator
Software Support Specialist*
System Administrator

INDUSTRIAL TECHNOLOGY
Electrician
HVAC/R Technology
Mechanical Systems/
  Plumbing Technology*
Residential Heating & Air
  Conditioning Technology*
Welding*

MEDICAL TECHNOLOGY
Cardiac Sonography
Diagnostic Medical Sonography
Electroneurodiagnostic Technology
Healthcare Leadership
Healthcare Office Specialist*
Invasive Cardiovascular Technology
Licensed Practical Nursing*
Pharmacy Technician*
Phlebotomy Technician*
Registered Nurse
Surgical Technology
Vascular Sonography

TRANSPORTATION TECHNOLOGY
Automotive Technology**
Collision Repair & Refinish Technology**
Diesel Technology**
  - Agriculture/Construction Emphasis

*AAS Degree or Diploma

ADMISSIONS
605.367.6040
Admissions@southeasttech.edu
Mickelson Center
  - #1 on campus map
southeasttech.edu/admissions

Monday  8:00 AM–5:00 PM*
Tuesday  8:00 AM–6:00 PM*
Wednesday  8:00 AM–5:00 PM*
Thursday  8:00 AM–5:00 PM*
Friday  8:00 AM–4:00 PM*

*Hours of operation may be adjusted when school is not in session.
VISIT CAMPUS!

Visiting Southeast Tech will give you an experience you just can’t get from a brochure or browsing through the website. See your options at visit.southeasttech.edu.

1. George S. Mickelson Center  
   - Admissions, Bookstore, Financial Aid, Student Success Center

2. Sullivan Health/Science Center

3. Ed Wood Trade & Industry Center  
   - Testing Center

4. Southeast Technology Center  
   - I.T. Support Center

5. Student Housing

6. Scarbrough Childcare Center

7. The HUB  
   - Business Office, Paavo’s Pizza & Grill