Welcome to Southeast Tech! We’re glad you’re here!

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

Whether you are in need of academic or personal counseling services, registration, course or program information, resource materials, tutoring assistance, job placement, childcare, books and supplies, or special accommodations, we are here to help you. On the next page of this booklet is a list of these resources and how to contact the people who can give you the assistance you need. Please take advantage of these opportunities.

In addition, we want you to know that the staff in the Student Success Center is here to assist you in achieving your educational goals as well. We encourage you to make the most of the services we provide.

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.

Thanks for choosing Southeast Tech – have a great year!

Sincerely,
Jim Rokusek
Director of Students

Jim Rokusek
Director of Students
To apply for federal financial aid (Pell, SEOG, AC Grants, Stafford loans, or workstudy), students need to complete the FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov. The FAFSA must be completed each year after Federal Income Taxes are completed. Southeast Technical Institute’s school code is 008285.

Southeast Tech offers on-site child care: The Scarbrough Center (605.367.8444). The Volunteer and Information Center (605.334.6646) can also provide a list of local providers. Students are responsible for locating a backup provider in case their provider has an emergency or is ill.

If you are receiving funds from TANF, WIA, BIA, Voc Rehab, or the military, contact your caseworker and inform them of your plans. Meet with our Nontraditional Student Advisor if you are unsure if one of these programs may benefit you.

On-campus housing is available through Southeast Tech. Rental guides for off-campus housing are also available in the Student Success Center and in the Admissions Office.

Be sure to have reliable transportation. Bus schedules for city transportation are available at Southeast Tech.

Finally, we understand that some individuals are overwhelmed by new situations. Please be aware that if you need help at Southeast Tech, the Student Success Center staff is available to assist you.

new student checklist

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telephone directory

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Specialist - Business</td>
<td>Verlainne Hayunga</td>
<td>367.4455</td>
</tr>
<tr>
<td>Admissions Specialist - Business/CIS/Electronics</td>
<td>Betsy Homan</td>
<td>367.4452</td>
</tr>
<tr>
<td>Admissions Specialist - Automotive/Industrial</td>
<td>Scott Dorman</td>
<td>367.4458</td>
</tr>
<tr>
<td>Admissions Specialist - Health</td>
<td>Mandy Hagen</td>
<td>367.4236</td>
</tr>
<tr>
<td>Admissions Specialist - Health</td>
<td>Nancy Munson</td>
<td>367.4456</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Megan Ulmer</td>
<td>367.4448</td>
</tr>
<tr>
<td>Childcare Facilities</td>
<td>Tami Skorczewski</td>
<td>367.8444</td>
</tr>
<tr>
<td>Director of Students</td>
<td>Jim Rokusek</td>
<td>367.6109</td>
</tr>
<tr>
<td>Disability Services</td>
<td>Steve Herr</td>
<td>367.4450</td>
</tr>
<tr>
<td>Financial Aid/Scholarships</td>
<td>Lynette Grabowska</td>
<td>367.7867</td>
</tr>
<tr>
<td>Housing Manager</td>
<td>Andrew VanZanten</td>
<td>367.5758</td>
</tr>
<tr>
<td>Career Center</td>
<td>Denise Heidebrink</td>
<td>367.4819</td>
</tr>
<tr>
<td>Library</td>
<td>Phyllis Kuno</td>
<td>367.4449</td>
</tr>
<tr>
<td>Nontraditional Student Advisor</td>
<td>DiAnn Kothe</td>
<td>367.6110</td>
</tr>
<tr>
<td>Personal Counselor</td>
<td>Nicole McMillin</td>
<td>367.4821</td>
</tr>
<tr>
<td>Registrar Officer</td>
<td>Kristie Vortherms</td>
<td>367.5688</td>
</tr>
<tr>
<td>Security Officer</td>
<td>John Norberg/Terry Persing</td>
<td>367.4847/941.9003</td>
</tr>
<tr>
<td>Student Activities/Organizations</td>
<td>DiAnn Kothe</td>
<td>367.6110</td>
</tr>
<tr>
<td>Student Success Advisor</td>
<td>Elizabeth Harder</td>
<td>367.5835</td>
</tr>
<tr>
<td>Student Success Advisor</td>
<td>Jacque Danielson</td>
<td>367.6115</td>
</tr>
<tr>
<td>Student Success Advisor</td>
<td>Mark Patterson</td>
<td>367.5868</td>
</tr>
<tr>
<td>Student Success Advisor</td>
<td>LaDonna Zelmer</td>
<td>367.5797</td>
</tr>
<tr>
<td>Tutoring</td>
<td>Tami Kerfeld</td>
<td>367.5691</td>
</tr>
</tbody>
</table>
You must be accepted into a program at Southeast Tech before the Financial Aid Office can award financial aid.

1. The Free Application for Federal Student Aid (FAFSA) is the form that is used to calculate your financial aid eligibility. You must complete the FAFSA to apply for federal aid. Use Southeast Tech’s Title IV school code: 008285 when completing it. There are no fees required in the application process.
   - You may submit your FAFSA on the web at fafsa.gov. You will need a Personal Identification Number (PIN) for you and one for your parent before completing the FAFSA on the web. These may be applied for at pin.ed.gov.
   - The Renewal FAFSA on the web is available for returning students who want to reapply for financial aid.

2. Submit your application as soon after January 1st as possible after taxes have been completed and submitted to the IRS. We strongly recommend you use the IRS Retrieval tool, if eligible. This option can streamline and expedite the process of your financial aid. Be aware of deadlines. Some funds are limited and are awarded on a first-come, first-served basis. Plan to prepare your federal income tax early.

3. You will receive a Student Aid Report (SAR) after you submit your FAFSA. If you have not received your SAR within three weeks, check your application status at 800.433.3243. Review your SAR and if corrections need to be made, contact the Financial Aid Office for further instructions. If there are no corrections to be made, keep the report for your records. The report is automatically transmitted electronically to Southeast Tech if you have listed the Title IV school code 008285 on the FAFSA.

4. Southeast Tech may need to request additional information or forms. Make sure you respond promptly to avoid delays in receiving your financial aid. At least one out of three applications is selected for review by the Department of Education in a process called Verification. If your application is selected, don’t be alarmed. The process may require you to provide Southeast Tech with copies of your and your parent(s) signed IRS Tax Transcripts, W-2 forms, and a verification worksheet. Comply with the request promptly. Southeast Tech cannot award financial aid until verification is complete.

5. You will receive an award packet that explains the financial aid for which you qualify. Review your award letter carefully and make sure you understand the terms of the awards being offered. If you intend to take out loans, additional information will need to be completed.

6. If you accept any Direct Loans, you must complete three steps: Direct Loan Acceptance on STInet; MPN (Master Promissory Note); and Direct Loan Entrance Counseling at www.studentloans.gov.

7. Financial aid funds are not dispersed in advance for purchase of books. Therefore, STUDENTS MUST BUDGET TO BUY BOOKS PRIOR TO THOSE DATES. Book expenses are calculated in educational costs. If you will have excess financial aid after all your institutional costs are paid in full, you may be able to charge your books purchased at the STI Bookstore. Please check with the Financial Aid Office to see if you qualify.

8. If a student receives additional educational assistance (i.e. scholarships, Vocational Rehabilitation, Veteran’s Benefits, WIA, etc.) it is the student’s responsibility to notify the Financial Aid Office. Southeast Tech reserves the right to adjust financial aid based on award changes or additional information received by the Financial Aid Office.

Workstudy Opportunities On Campus

The Federal Work-Study Program (FWS) provides on-campus employment for students with financial need, as defined by the Department of Education. To qualify for FWS, students must first file the FAFSA.

- Jobs are posted online at southeasttech.edu and STInet. If hired, students must complete all necessary paperwork before beginning work. Students will need their Drivers’ License, Social Security card, and a voided check.
- Please contact the Financial Aid Office for more information or if you have any questions.
Southeast Tech students can now access a copy of their student account statements, review student account balances and pay student account balances online. To pay online using CASHNet, follow these steps:

1. Log on to STInet and go to the Students tab.
2. Click on the My Student Account link (located on the left hand side of the Students tab).
3. Click the Go to 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.
6. To pay the full amount, select Checkout.
7. Follow on-screen information to enter payment information.
8. An email receipt confirmation will be sent when payment is complete.

Welcome to Southeast Tech from the Campus Career Center! I’d like to introduce you to our office and let you know that I’m here to help you with your employment needs while attending and after graduating from Southeast Tech.

There are many excellent part time and full time job listings called into the Career Center for Southeast Tech students and graduates. Many of the part time jobs have flexible hours and schedules to fit your particular needs. Since I am a part of the South Dakota Department of Labor and Regulation, I have access to listings for hundreds of local, statewide, and nationwide job openings.

Whether you are seeking employment immediately or possibly in the future, complete the attached registration form and return it to the Career Center Office. If you are looking for work now, please CALL to set up an appointment and we can visit about various job possibilities for you. Since there are many students looking for work, it is important you call to set up an appointment as soon as possible to assure that a specific time is reserved for you. If you have any questions or if I can be of any assistance, please call. I look forward to working with you!

Sincerely,
Denise Heidebrink
Career Center Representative

Southeast Tech requires that ALL incoming students submit proof of two doses of the MMR (measles, mumps, rubella) vaccine. Southeast Tech recommends the Hepatitis B series and Meningitis immunization. Students entering Allied Health programs are required to have additional immunization protection. Please see the Health and Human Services Handbook for additional information.

Students who would like to register with the Career Center should fill out the registration form on the last page of this booklet and submit it to the Career Center Office in the Student Success Center.
Laptops Included
The demand for professionals skilled in technology has never been greater. Because these new demands require certain changes in the way we deliver your education, you will be utilizing laptop technology at Southeast Tech. This change in requirements is being made due to industry’s need for trained professionals who have strong computer skills and experience with industry-specific software.

All new students entering a laptop program will be required to purchase a Southeast Tech laptop.

Laptop Benefits Include
- FREE tech support
- Guaranteed software compatibility
- 3-year warranty, including onsite repair and customer support
- Each laptop is customized for each student with software specific to their program
- Laptop may be financed with Financial Aid if applicable

Most laptops, with the exception of Graphic Communications and Digital Media Production students, will be a Windows-based PC; however, a specific model is determined each spring prior to the Fall semester. Graphic Communications and Digital Media Production students will have an Apple MacBook Pro laptop provided from Southeast Tech. More information regarding laptop specifications (processor speed, memory, hard drive, etc.) will be posted on the Southeast Tech website by May 15, 2012. Questions should be directed to the STI IT Support Center at 605.367.4461.

Software, hardware and intranet restrictions don’t allow Southeast Tech to provide software or support for laptops not provided by Southeast Tech. Please discuss any concerns you may have with the IT Support Center.

Student Account Charges
1. Students accounts will be available one week before the start of each semester and through the end of the add/drop period.
2. Students with Financial Aid that exceeds their Tuition and Fee charges will be eligible to charge to their student accounts.
3. Returns will be accepted through the drop/add period of each semester. Refunds will be processed through the Business Office during the regular Financial Aid disbursement.

Textbook Purchases
1. Books may be purchased with cash, check, Visa, Mastercard, or Discover.
2. Payment for textbooks is due at the time of pick-up.
3. Written authorization must be on file to charge to any third party agency (VA, Voc Rehab, etc) including businesses or personal trust accounts.
4. Students should have their schedule available when picking up textbooks.
5. Check amounts should not be written out until time of purchase.

Textbook Returns
1. Textbooks may be returned within the semester add/drop period (first week of class).
2. Returns will not be allowed without original receipt.
3. Books must be returned in original condition to receive a full refund.
4. Books purchased in shrink wrap must be returned with the shrink wrap intact.
5. Kits, software, medical supplies and special orders are not returnable.
6. Refunds will be paid by check which can be mailed or picked up. Books charged against credit cards or third party agencies will be credited back to the credit card or third party agency.

General Merchandise Returns
All returns for general merchandise items must be made within 30 days of purchase. A receipt is necessary for all returns. Merchandise must be in original condition—i.e. tags attached, unopened, unwashed, unworn, etc.
Southeast Tech has a full-service library located in the Student Success Center which offers the following services to students:

**Library Features:**
- Book Check Out For 1 month
- Periodical Check Out For 2 weeks
- Computer Lab Area
- STI library accessible through Internet at www.sdln.net
- Full-text periodical databases
- Nationwide job search capabilities
- Argus Leader newspaper index
- Access to all Sioux Falls Libraries through South Dakota Library Network
- Great selection of program-related materials
- Periodical selection which supports all program areas of instruction

**Hours**
Monday–Thursday  7:00 am to 8:30 pm
Friday          7:00 am to 4:00 pm
Saturday       10:00 am to 2:00 pm
(closed on holiday weekends and during student breaks)

**Contact Information**
Visit us online at: bookstore.southeasttech.com
e-mail: bookstore@southeasttech.edu
phone: 605.367.4448

Please note: During the beginning of the semester, we suggest you stop in or use the website for textbook information. When there are lines at the checkouts, we are unable to take immediate requests for textbook information.

apply for scholarships!

The Southeast Tech Foundation awards over $120,000 in scholarships to our students. Individual awards range from $500 to $2,000 and it’s easy to qualify. There are many types of scholarships available to Southeast Tech students based on criteria including academic achievement, financial need, program area, community involvement and participation in student activities.

Southeast Tech Scholarship Applications are available online at scholarship.southeasttech.edu from October through March annually. Students will be considered for all Southeast Tech Foundation Scholarships for which they are eligible with one simple application and reference form submission. Recipients are notified of their awards by May. Funds are placed directly into the students’ Business Office accounts the following fall. Please contact the Southeast Tech Foundation Office at 605.367.7464 with questions.

Thousands of dollars in scholarships will be available for Fall of 2012. Don’t miss your opportunity. The process is easy and the rewards are great! Apply online at scholarship.southeasttech.edu.
support services

Counseling
Southeast Tech offers free professional counseling services to meet the different needs of students on campus. Personal counseling is available when life’s issues get in the way of academic success. Counseling services are located in the Student Success Center of the Mickelson Building.

Nontraditional Student Services
Southeast Tech offers special supportive services for a wide variety of nontraditional students: individuals in training programs that are nontraditional for their gender, single parents, displaced homemakers, dislocated workers, students not coming directly out of high school, or those who are unsure of their career interests and abilities. Individual, personal, and academic counseling are designed to help these students adjust to the transitions associated with returning to school.

Scarbrough Center Child Care Facility
Southeast Tech has a state licensed childcare facility on campus to assist parents in finding affordable child care while attending classes. Enrollment at the Scarbrough Center is limited, so early child registration for a semester is encouraged. Only children of Southeast students and staff are eligible to attend the Scarbrough Center.

The Scarbrough Center provides care and education to children ages 4 weeks to 10 years. The center provides a hands-on, inclusive, child-size environment that promotes a child’s social, emotional, cognitive and physical development. As part of their preschool program, the Scarbrough Center has a partnership with Head Start for those families that qualify underneath the Head Start guidelines.

Student Support
Southeast provides free learning assistance to qualifying full and part time students and helps them enter and complete courses in their respective programs. A Disability Services Coordinator develops and implements activities and services for Southeast students with special needs. These services include adaptive assistance for the deaf, physically impaired, and learning disabled students. Southeast provides students with a comprehensive support program in these skill areas:

- Assessment of basic academic skills, career aptitudes and interests
- Interpretation of test results by skilled career counselors, admission specialists, and faculty advisors
- A variety of preparatory courses in reading, mathematics, writing, keyboarding, and study skills
- Peer tutoring for enrolled students in basic skills and career technical courses
- Instruction in English as a Second Language for qualifying students
- Assistance with job placement
- Assistance with GED preparation through the Learning Center located in the Mickelson Center

The Scarbrough Center has an open-door policy that allows parents to visit at any time. Parents are also encouraged to be part of this program through daily contact, meal times, special events, field trips, individual planning for their child, and conferences. The center is staffed with well-educated and trained individuals that follow developmentally appropriate practices.

Students who would like to enroll their children in the Scarbrough Center should contact the Center directly at 367.8444.
**campus safety tips**

**Protect Yourself Against Identity Theft**
Unfortunately ID theft is becoming an issue on college campuses across this country. Employers now routinely check credit reports, and an undetected identity theft during the college years can do great harm to your credit.

While nothing is fool-proof, you can reduce your chances of becoming a victim just by being aware and more careful. Here are some suggestions:

- Guard your mail
- Use US Postal mailbox for outgoing mail
- Opt out of pre-approved credit card offers
- Deep-six the junk mail
- Limit your number of credit or debit cards
- Find a safe place for valuables
- Keep financial papers private
- If SSN is on Drivers License, have it changed
- Get your credit report regularly. You can get a FREE credit report at annualcreditreport.com. This is the ONLY approved website where you can get credit reports from the three credit reporting companies: Equifax, Experian and TransUnion
- When you’re out, keep your purse or wallet close
- Safeguard your computer
- Be cautious with public computers
- Be smart about sharing personal info on the web
- Look for security when you buy online
- Protect your PIN
- Shred financial/credit papers when possible
- DO NOT list your physical mailing address or your phone number on social networking websites

If you think you have been a victim of identity theft, please contact Campus Security as soon as possible.

**Laptop Security Tips**
Do not leave your laptop unattended, even to go to the bathroom. If you must leave your laptop, ‘lock’ your system to avoid allowing access to strangers. Placing identifying stickers on your laptop and power cord is also a good idea. A stolen laptop is a criminal offense and must be reported to the IT Support Center immediately! The IT Support Center will provide serial numbers to the appropriate law enforcement agencies. You will be required to complete a theft report with the police department and will be responsible for the remaining payments on your lease agreement.

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

**On-Campus Security**
In an attempt to provide an excellent learning environment, Southeast Tech provides on-campus security to maintain our excellent safety and security levels for our students, staff, and visitors. Three fully certified law enforcement officers are on duty, on campus. One of these officers is stationed in the student apartments during night hours. This officer works closely with the Housing Manager and Assistant Manager to provide a safe, peaceful living environment in which students can study and grow. This officer may be contacted at 605.941.9003.

**Tips for Safe Apartment Living**
- Only admit your own visitors to the residence halls
- Make sure outside doors of residence halls shut securely behind you
- Do not loan your room key to anyone
- Always lock your apartment room
- Be sure to lock your doors at night
- Never open the door for someone you don’t know
- Always lock your car
- Place valuables out of view
- Have your keys in hand before you go to your car
- Check your backseat before entering your car

**Tips for Personal Safety**
- If possible, never walk alone at night
- Be alert to your surroundings and walk with confidence
- Walk where sidewalks are well lit and well traveled
- Trust your gut. If you feel like someone is following you, go to a well populated place and call Security
- Do not wear a headset when walking on campus
- Program Campus Security’s phone number into your cell phone: 605.941.9003
- Campus Security is more than happy to provide escort to anyone who requests it, whenever possible.
Transfer of Credits to Southeast Tech
Southeast Tech will accept credits from any post secondary institution accredited by one of the major regional accrediting associations, e.g., The Higher Learning Commission, North Central Association.

Acceptance of transfer credits is contingent upon the student having completed the course or courses with a grade of “C” or better, and that in the judgment of the registrar, the course credit and content is similar to that contained in the Southeast course for which advanced standing by transfer is being requested. Granting of such credit is entirely at the discretion of the registrar and department faculty members.

Prospective applicants wishing advanced standing by transfer credit should request an evaluation of their official transcript(s) of courses taken at their previous school(s). This request should be made at the time of application for admission. The student will be notified of credits granted. Transferred credits are not used in determining grade point average or credit loads for financial aid. The maximum number of credits granted for any course cannot exceed the Southeast credit standard for a similar course.

Credit may be allowed toward an Associate in Applied Science Degree or Vocational Diploma.

In some cases, credit may be granted for military service school courses. Students must submit documents containing specific credit recommendations from their service school training at the time of admission.

Credit By Examination
A person may be eligible to receive credit by examination for Southeast Tech courses. These examinations may be oral, written, or a combination of both. In addition to the exam, a skill demonstration may be required. Persons who wish to obtain credit through a formal Southeast exam may obtain information from a Student Success Center advisor. These credits are not used in determining grade point average or credit loads for financial aid.

College Level Examination Program
Credit will be granted for passing the College Level Examination Program (CLEP) exams, either the General Exams or the Subject Exams. Credits may be used for appropriate required courses or elective credits in either Associate in Applied Science Degree or Vocational Diploma programs. Grades are not recorded when an exam is passed, and do not count toward financial aid credit loads.

A person who wishes to obtain credit through CLEP exams should discuss the situation with a Southeast Student Success Center advisor.

Transfer of Credits Between Programs
Courses are transferable from one program to another with Associate Degree courses generally transferable to other Associate Degree programs or to Vocational Diploma programs, and Vocational Diploma courses transferable to other Vocational Diploma programs. Students considering such a credit transfer should consult a Student Success advisor to determine which credits will or will not transfer.

Add/Drop Course First Week
Occasionally, students wish to change classes or discontinue a course. Students are able to add and drop classes via the STInet. Students adding a course after the first week of school must obtain permission from the new instructor and fill out the form above. Students dropping a course after the add/drop period receive no refund for the dropped course. (See Terminating Enrollment for refunds associated with termination of enrollment.) 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).

High School Articulation Agreements
Southeast Tech has articulation agreements with several high schools. Articulation agreements make it possible for students to receive credit for Southeast Tech courses, if they have successfully completed certain high school course work. Credit
is awarded based on the competencies the student has mastered in high school courses, academic performance, portfolio review, or the results of a written examination or skill test. Southeast Tech’s staff will make every effort to inform students about articulation agreements; however, it is the student’s responsibility to request advanced standing credit. Contact Anna Fischer at 367.5467 or anna.fischer@southeasttech.edu with any questions.

- All students enrolled under the articulation agreement shall meet the admissions standards as established by the post-secondary institute for that particular program.
- The student must have completed the high school course within the last three years.
- For a student to articulate courses after the three year time limit, an assessment of skill mastery will be required.
- A minimum of “B” average (3.0) in the course(s) to be articulated is required.
- No grade will be assigned for articulated credit. These courses will not be counted in determining the student’s post-secondary grade point average.
- Credits articulated will count toward the total number needed for graduation from the program.
- Tuition is not charged for articulated credits.
- Articulation agreements will be reviewed on an annual basis as well as during the program review cycle at the post-secondary level.
- Articulated courses may be honored by all South Dakota technical institutes for those course(s) that have common numbers and titles.
- All articulation agreements between secondary schools and the technical institutes reflect only the transferability of credit between these agencies and not necessarily with state universities. Transferable general education courses must meet CLEP, dual credit or advanced placement requirements in order to be articulated to the technical institutes.

**Student Success Center**

The first year at Southeast Tech is filled with many opportunities and choices. The Student Success Center can guide students in making their academic journey a success! Also known as the “one stop shop,” the Student Success Center is home to several programs and services that are there to assist students in their transition to post-secondary education. Services include advising, counseling, disability and tutoring services, job placement, library services, student government and student activities and more!

**Student Success Advisors**

- All Southeast Tech students are assigned a Student Success Advisor. The Student Success Advisor helps students navigate institutional as well as personal concerns. Student Success Advisors encourage and support students in completing their courses and program(s) at Southeast Tech.

**Student Success Seminar**

- All new students are required to complete a Student Success Seminar course. The course develops academic success skills (note-taking, reading, study skills, etc.), assists students in connecting with other students on campus, and instructs students on what Southeast Tech services are available to them. The course also covers important life and employability skills (time management, communication skills, financial responsibility, etc.). In addition, the Student Success Seminar course shows students how to access required processes and institutional information on the STInet student site. Lastly, Southeast Tech policies are covered in the course.

  Note: Students who have successfully completed a minimum of 9 post-secondary credits with a 2.0 or higher GPA at another college or university are not required to take the Student Success Seminar.

**Advanced Placement (AP) Courses**

- Students who earn a grade of 3, 4 or 5 on an AP exam may be eligible for credit. Students must complete the AP exam in order to receive credit. Contact the Admissions office for additional information.

**Terminating Enrollment**

Students who wish to discontinue attending Southeast Tech must file a Termination Form with the Student Success Center and meet with an academic advisor. Students are also advised to meet with personnel from the Business Office and Financial Aid prior to terminating enrollment. Refunds on tuition vary, based on the date the student submits a termination form. If a student leaves Southeast Tech, it’s important to file the Termination Form with the Student Success Center in order to receive the maximum refund allowed.
Student Activities
Campus life wouldn’t be complete without activities to share with others at school. For that reason, a variety of activities are held on campus for all students. Some activities in the past have included: Intramural volleyball, bowling and basketball, entertainment events, and informational seminars.

Student Government (SGA)
Other student activities are put together by the Student Government Association. SGA was originally formed as a sounding board for student concerns, but along the way, they also show students how to have a little fun. SGA activities during the year include Fall and Spring picnics, blood drives, and community service events. Throughout the year, SGA members also participate in a wide range of campus and community activities. Representatives who serve on SGA are selected from every program area. About 70 students serve the campus through SGA.

American Institute of Graphic Art (AIGA)
AIGA is a college-level chapter of the professional association for design in the US. Through AIGA, students have the opportunity to learn more about the graphics industry from professionals in the field, as well as through quarterly newsletters, monthly meetings, and field trips. AIGA membership is open to any student who is interested in learning more about careers in design. Go online to www.aiga.org for more details.

Animation Technology Artisans (ATA)
The purpose of this group is to encourage Digital Media students to continue educational development, improvement and expansion of the Digital Media program and profession for the betterment of the motion graphics and animation industry. ATA will strive to encourage camaraderie between students and provide a means to interact with local and regional professionals.

Association of Information Technology Professionals (AITP)
AITP is designed for students planning careers in information systems or related fields. AITP is dedicated to using the synergy of information technology partnerships to provide education and benefits to its members. The organization also works with industry to assist in the overall promotion and direction of information technology. AITP Student Chapter members have the opportunity to attend monthly meetings with professionals in the community who work in information technology fields.

Civil Engineering Technology
This organization was formed to promote the personal, ethical, educational and professional development of the Civil Engineering students. These objectives are developed through student organized, student developed and student run meetings. In addition to regular meetings, guest speakers from the civil engineering community are invited to speak to the group each month. Students are involved in campus development and local non-profit survey projects for community enhancement. They develop things such as city and campus park improvements, layout of ball fields, golf courses, etc.

Construction Management
This organization was formed to promote the personal, ethical, educational and professional development of the Construction Management students. These objectives are developed through student organized, student developed and student run meetings. In addition to regular meetings, guest speakers from the construction community are invited to speak to the group each month. One of the highest priorities is promoting industry involvement.
Dakota Turf-Golf Course Superintendent’s Association of America (GCSAA)
Students enrolled in Sports Turf Management are destined to be employed in the sports industry on golf courses, football fields, and other recreational playing fields. Members of GCSA will benefit from additional exposure to professionals in the industry as they see practical applications of their skills.

Electroneurodiagnostic Technology (ENDT)
The ENDT Student Organization creates the ability for any enrolled student to become a member. Students have the ability to increase their knowledge base from speakers, field trips and professional, educational ENDT events and seminars. The organization strives to encourage camaraderie between students and provides a means to interact with local and regional professionals. The organization references the American Society of Electroneurodiagnostic Technologists, Inc (ASET).

Professional Landscape Network (PLANET)
This is a national professional organization ideal for Horticulture students. A national seminar in Louisville and a competition/job placement fair is held on a rotating basis for members of PLANET. Participants mesh with industry representatives which may lead to job or internship placement. On a local level, students participate in field trips, community service and team building activities.

SkillsUSA
SkillsUSA is a professional club for students in trade, industrial and health occupations. Membership in SkillsUSA offers students opportunities to participate in activities as well as to compete in their vocational area at the local, state and national Skill Olympics. There are also competitions in speaking, job interviewing and job demonstration skills.

Society of Electronics Technicians (ISCET) Student Chapter
The purpose of ISCET is to encourage and work toward each member achieving the rating of Associate Certified Electronics Technician. Participants gain additional technical information and have opportunities for ongoing technical training.

Society of Manufacturing Engineers (SME)
SME was formed to promote interaction between students in industrial programs and professionals in the manufacturing fields. In addition to regular meetings, tours for members are arranged to allow students to see how their training is put into action in the real world. This also opens up networking opportunities with engineers and employers in the area. Throughout the year, members of SME remain involved with projects that benefit the chapter, the campus, and the community.

Society of Nuclear Medicine Student Chapter
Nuclear Medicine students are encouraged to join an organization within the Missouri Valley Chapter and the Society of Nuclear Medicine, Inc. for the purpose of maintaining the identity and quality of Nuclear Medicine students. It also provides the continuing development, improvement and expansion of nuclear medicine technology for the betterment of health services.

Southeast Tech Student HVAC Association
The American Society of Heating, Refrigeration and Air Conditioning Engineers is an international technical society dedicated to improving the quality of life through the advancement of technology related to heating, refrigeration, air conditioning and ventilation. The Southeast student chapter of ASHRAE provides students continuing educational opportunities, including monthly meetings with demonstrations from professionals in the HVAC field.

Southeast Tech Practical Nurse Association
This organization encourages nursing students to join together in an organization for the purpose of maintaining the identity and quality of nursing students. In addition, it provides continuing educational development, improvement and expansion of the Nursing programs and profession for the betterment of health services. The organization strives to encourage camaraderie between students and provides a means to interact with local and regional professionals.

Student Chapter of the South Dakota Home Builder’s Association (SDHBA)
The Student Chapter of SDHBA is an organization made up of students studying to work in the construction industry in the areas of architectural, engineering, or construction technologies. Members of this organization interact with the SDHBA Chapter by participating in their activities throughout the year. These activities include things such as Habitat for Humanity, the Sioux Falls Home Show and the Sioux Falls Parade of Homes. Members may also receive scholarships from SDHBA.
1. George S. Mickelson Center – Admissions
2. Sullivan Health/Science Center
3. Ed Wood Trade & Industry Center
4. New Tech High
5. Southeast Technology Center
6. Student Apartment Buildings
7. Scarbrough Child Care Center
career center registration form

Name________________________________________ Social Security #_____________________________________

Address_____________________________________________________________________________________

City_________________________________________________________________________________________

State, Zip____________________________________________________________________________________

Phone Number(s)__________________________________________________________________________________

Male____________ Female ___________ Date of Birth ________________________________________________

Program of Study at Southeast Tech______________________________________________________________

List other colleges or technical schools attended_____________________________________________________

______________________________________________________________________________________________

Type of work desired____________________________________________________________________________

If you are a military veteran, please provide the following information:

Branch of Service________________________________________________________________________________

Dates: (M-D-Y) ________________________ to (M-D-Y) _________________________________________________

LIST 3 MOST RECENT EMPLOYERS: (Beginning with the most recent)

Company Name ____________________________________________

Address_____________________________________________________________________________________

Dates: (M-Y) ________________________ to (M-Y) ____________________________________________

Job Description________________________________________________________________________________

______________________________________________________________________________________________

Company Name ____________________________________________

Address_____________________________________________________________________________________

Dates: (M-Y) ________________________ to (M-Y) ____________________________________________

Job Description________________________________________________________________________________

______________________________________________________________________________________________

Company Name ____________________________________________

Address_____________________________________________________________________________________

Dates: (M-Y) ________________________ to (M-Y) ____________________________________________

Job Description________________________________________________________________________________
WAIT! DON'T LEAVE CAMPUS TODAY WITHOUT:

• Visiting with our vendors who are here today
• Touring the campus apartments if you are interested in on-campus housing
• Taking your picture ID