living BLUE BOOK
Orientation Guide

2014–2015
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,
Admissions

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### New Student Checklist

- 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.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 childcare: The Scarbrough Center (605.367.8444). The Helpline Center (605.334.6644) 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.
- 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.

### Telephone Directory

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Admissions Specialist - Automotive/Industrial</td>
<td>Scott Dorman</td>
<td>367.4548</td>
</tr>
<tr>
<td>Admissions Specialist - Business/CIS/Electronics</td>
<td>Kim Muller</td>
<td>367.6114</td>
</tr>
<tr>
<td>Admissions Specialist - Business</td>
<td>Verline Rayunga</td>
<td>367.4455</td>
</tr>
<tr>
<td>Admissions Specialist - Health</td>
<td>Nancy Munson</td>
<td>367.4036</td>
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<tr>
<td>Admissions Specialist - Health</td>
<td>Mandy Hagen</td>
<td>367.4546</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Megan Ulfar</td>
<td>367.4448</td>
</tr>
<tr>
<td>Career Center</td>
<td>Betsy Homan</td>
<td>367.4452</td>
</tr>
<tr>
<td>Childcare Facilities</td>
<td>Tami Skorczewski</td>
<td>367.8444</td>
</tr>
<tr>
<td>Director of Students</td>
<td>Jim Rolosek</td>
<td>367.6109</td>
</tr>
<tr>
<td>Disability Services</td>
<td>Steve Herr</td>
<td>367.4450</td>
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<tr>
<td>Financial Aid/Scholarships</td>
<td>Lynette Grabowska</td>
<td>367.7867</td>
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<tr>
<td>Housing Manager</td>
<td>Andrew VanZanten</td>
<td>367.5758</td>
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<tr>
<td>Library</td>
<td>Emily Olson</td>
<td>367.4449</td>
</tr>
<tr>
<td>Personal Counselor</td>
<td>Nicole McMillin</td>
<td>367.4821</td>
</tr>
<tr>
<td>Registrar Office</td>
<td>Kristie Vohrens</td>
<td>367.4666</td>
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<tr>
<td>Security Office</td>
<td>367.4247/941.9003</td>
<td></td>
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<tr>
<td>Student Activities/Organizations</td>
<td>Chelsea Reich</td>
<td>367.6110</td>
</tr>
<tr>
<td>Student Success Advisor</td>
<td>Jacques Danielson</td>
<td>367.6115</td>
</tr>
<tr>
<td>Student Success Advisor</td>
<td>Elizabeth Harder</td>
<td>367.5835</td>
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<tr>
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<td>Betsy Homan</td>
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<td>Student Success Advisor</td>
<td>Chelsea Reich</td>
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<tr>
<td>Student Success Advisor</td>
<td>La Donna Zeimer</td>
<td>367.5797</td>
</tr>
<tr>
<td>Tutoring</td>
<td>Tammy Kerfeld</td>
<td>367.5691</td>
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</table>
financial aid info

The Title IV school code for Southeast Tech is 008285.

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 www.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 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 Workstudy 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.

apply for scholarships!

The Southeast Tech Foundation awards over $500,000 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 June 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 July. 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.

business office

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 “Student” tab.
2. Click on the blue “Student Finances” link (located on the left hand side of the Student tab webpage).
3. Click on the blue “Business Office” link (located on the left hand side of the Student tab webpage).
4. Click the “Go to CASHNet” link in the upper right corner.
5. Click on the “Pay” link next to the listed dollar amount.
6. To pay a partial amount, select the “Edit” tab and change the payment amount.
7. To pay the full amount, select “Checkout.”
8. Follow on-screen information to enter payment information.
9. An email receipt confirmation will be sent when payment is complete.

The Southeast Tech Foundation opened on-campus student apartments in Fall 2003. The 247 facilities house 200 Southeast Tech students. For more information, please contact the Student Housing Department at 605.367.5758.

Area housing information is available in the Student Success Center to assist students in finding housing. For students who are new to the area, Sioux Falls maps may also be obtained through the Admissions Office.

student housing

The Student Housing Foundation opened on-campus student apartments in Fall 2003. The 247 facilities house 200 Southeast Tech students. For more information, please contact the Student Housing Department at 605.367.5758.

Thousands of dollars in scholarships will be available for Fall of 2014. Don’t miss your opportunity. The process is easy and the rewards are great! Apply online at scholarship.southeasttech.edu.
The Scarbrough Center provides care and affordable childcare while attending classes. Enrollment at the Scarbrough Center is limited, so early child registration for a semester is encouraged. Only children of Southeast Tech students and staff are eligible to attend the Scarbrough Center. 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.

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. All staff members have also had a background check.

Students who would like to enroll their children in the Scarbrough Center should contact the Center directly at 605.367.8444.

**Student Support**
Southeast Tech 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 Tech students with special needs. These services include adaptive assistance for the deaf, physically impaired, and learning disabled students. Southeast Tech 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 (ESL) for qualifying students
- Assistance with job placement
- Assistance with GED preparation through the Hovland Learning Center located in the Mickelson Center

Southeast Tech has a full-service library located in the Student Success Center which offers the following services to students:

**Features:**
- Book check out for 3 weeks
- Three student computers
- Southeast Tech library resources are accessible through STInet under “Student Support & Services” then “Student Success Center”
- Full-text periodical databases
- Argus Leader online subscription
- Interlibrary Loan
- Great selection of program-related materials
- +80,000 E-Book subscription
- Comfortable seating areas
- Study booths for individual or small groups
- Textbooks available for in-library use

**Campus Library**
Southeast Tech has a full-service library located in the Student Success Center which offers the following services to students:

**Hours**
Monday – Thursday 7:30 am to 6:00 pm*
Friday 7:30 am to 4:00 pm*
*adjusted during breaks
Books must be returned in original condition to receive a full refund. Books purchased in shrink wrap must be returned with the shrink wrap intact. Kits, software, medical supplies and special orders are not returnable. 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.

Hours
Monday   7:30 am – 5:00 pm
Tuesday   7:30 am – 5:00 pm
Wednesday 7:30 am – 5:00 pm
Thursday   7:30 am – 5:00 pm
Friday   7:30 am – 4:00 pm

(hours may be adjusted when school is not in session)

Contact Information
Visit us online at: bookstore.southeasttech.com
Email: bookstore@southeasttech.edu
Phone: 605.367.4448

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.

Southeast Tech prides itself in using the most innovative technology. That’s why we offer only the best laptops with industry standard software to our students. Learn more about laptop required programs at www.southeasttech.edu/futurestudents/technologyrequirements. Some programs utilize alternative devices, such as tablets.
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 Tech exam may obtain information from a Student Success Center advisor. These credits are not used in determining GPA 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 Tech Student Success Center Advisor.

Transfers 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 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. Students may drop courses online through the first five days of the semester on STInet. After the first five days, students 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 schedule 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.

Late Start Courses
Students who do not drop late start classes (traditional, hybrid, or online) during the drop period of any semester will be required to pay for these courses. Late start courses are any courses with a start date after the semester’s drop period.

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 605-367-5467 or anna.fischer@southeasttech.edu with any questions.

Tuition and Refunds
Tuition is not charged for articulated credits. No grade will be assigned for articulated credit. Students who wish to discontinue attending Southeast Tech must file a Termination Form with the Student Success Center and meet with a Student Success Advisor. 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. 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.

Immunizations
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 Health programs are required to have additional immunization protection. Please see the Health and Human Services Handbook for additional information.
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.

Student Organizations
Campus student organizations enhance the education offered in classes with competitions, guest speakers, tours, and other forms of learning more about career fields. While at Southeast Tech, plan to participate in one or more of these organizations for professional development opportunities.

• American Institute of Graphic Art (AIGA)
• Animation Technology Artisans (ATA)
• Association of Information Technology Professionals (AITP)
• Civil Engineering Student Organization
• Construction Management Student Organization
• Dakota Turf/Golf Course – Superintendent’s Association of America (GCSAA)
• ENDT Student Organization
• Professional Landcare Network (PLANET)
• SkillsUSA
• Society of Manufacturing Engineers (SME)
• Society of Nuclear Medicine (SNM)
• Southeast Tech Practical Nurse Association
• Student Chapter of Sioux Falls Home Builder’s Association (HBA)
• Student HVAC Association

Young, Urban, Exciting
Sioux Falls is known for its urban flair and upbeat friendliness as well as consistently being chosen as one of America’s best places to live and work. It’s also a great place to go to school and meet new life-long friends. And because it has a vibrant economy it’s a great place to work during school and after! With a metro population of 228,261 Sioux Falls is South Dakota’s largest city.

Get in on the Fun!
• Jam out at small and large concerts – the Denny Sanford Premier Center opens fall 2014
• Rated #1 Forbes best place for business and careers
• Enjoy a night out on the town at 540+ restaurants
• Exercise on 22 miles of paved bike trails
• Cheer on 4 semi-pro sports teams, including Canaries baseball, Skyforce basketball, Stampede hockey and Storm football
• Explore your cultural side with museums and art performances
• Shop till you drop at South Dakota’s largest mall

Sioux Falls is a Great Place to be... Just Ask Around
• 3rd Safest Driving City in America: Allstate
• 1 of 7 Enterprising Cities: U.S. Chamber of Commerce Foundation
• Cities Where Everyone Has Jobs: 24/7 Wall St.
• 9th Strongest Economy in the United States: Policorm.com
• 2013 Google eCity Award: Google
• All Around Healthiest City: Prevention.com
• 5th Best City for Early Retirement: Kiplinger
• 16th Most Productive Metro: Martin Prosperity Institute
• Top 10 Emerging Tech Hub: Techie.com
• Top 20 Best Performing Small City: Milken Institute
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 Driver’s 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 for 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
- 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.
wait!

DON’T LEAVE CAMPUS TODAY WITHOUT:

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