

NEW STUDENT CHECKLIST

- Sign up for an orientation day by returning the postcard you received in the mail, or sign up online at <http://orientation.southeasttech.edu>**
 - If you are an online student, you are not required to attend an orientation session unless you would like to. Call Admissions to register at a one-on-one appointment, over the phone, or through email.
 - If you are a former Southeast Tech student who has already attended orientation, contact Admissions to set up a time to create a schedule.
- Get your Student ID card.**
 - Most students will get their ID at orientation, but if you are unable to get your ID that day, you can pick yours up any time after you have registered in our Student Success Center, which is located in the Mickelson Center.
- Send the Admissions Office a final copy of your high school transcript after you graduate.**
- Send the Admissions Office your immunization records.**
 - On-campus students are required to have two doses of the MMR (Measles, Mumps, Rubella).
 - Online students DO NOT need to send immunization records.
- Fill out the Student Housing application if you are interested in living on campus. The application is located on our website at www.southeasttech.edu/housing.**
 - Housing fills up extremely fast, so apply early!
- Make sure you have completed all necessary steps for financial aid to be in place.**
 - Fill out the free application at www.fafsa.ed.gov.
 - Check your financial aid status by logging into your STInet account. Your STInet login and password were sent to you via letter during your admission process. If you can't remember your login and password, call our IT Support Center at 605.367.4461 to have it reset.
- Complete the Parking Permit and Student Survey on STInet.**
 - Log into STInet. Click on the "Student" tab. Click on "Information for Students" on the left side of the screen. Click on "Student Forms & Surveys" on the left side of the screen. When you have finished both surveys, make sure to click "Submit."
 - Students will not receive a physical parking permit. Parking is free throughout campus.
- Look up your required textbooks at our online bookstore: <http://bookstore.southeasttech.com>**
 - You can purchase textbooks either online or on campus in the Mickelson Center.
 - If charging books to excess financial aid, you can typically do so a week or two before the semester.
- Once you receive your schedule, sign into your Southeast Tech email account and begin using it.**
 - Go to <http://mail.southeasttech.edu>. Your email will be `firstname.lastname@southeasttech.edu`. Your password will be the first initial of your first name, first initial of your last name and the last 4 digits of your Social Security Number. *Example: If your name is John Smith and your Social Security Number is 999-99-1234, your email will be john.smith@southeasttech.edu and password will be js1234.*
- If you are transferring credits to Southeast Tech, request an official copy be sent to the Admissions Office.**
- Fill out the Release of Information form on STInet if you wish to give permission for anyone else to call and ask about your educational or financial information.**
 - Log into STInet. Click on the "Student" tab. Click on "Academic Information" and then "Release of Information Permissions".
- Contact the Disability Services Coordinator at 605.367.4450 if you have a documented disability that requires special accommodations as an enrolled student.**