

# Alexandria

TECHNICAL & COMMUNITY COLLEGE



**2011-2012 Student Handbook**

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# Introduction

**Welcome to Alexandria Technical & Community College.** It is the college's goal for you to have a positive, rewarding educational experience here. The college offers many services to assist you and help you succeed.

It is the intent of this Handbook to provide an overview of college services, resources, guidelines, and expectations. College offices and their general purposes are covered, along with contact information. In addition to core offices, unique services and general information are provided. The final section of this document is mandated reporting and policies. Please be aware that policies are not printed in this document, but links to access them are provided.

This document is kept on the college's website and within Ask AT&C; however, you may request a print copy from Academic Affairs in room 109. Please call 320-762-4612 or email [academicaffairs@alextech.edu](mailto:academicaffairs@alextech.edu) to request a printed copy of this Handbook.

If you have additional questions or are seeking information not covered in this document, please visit **Ask AT&C** (<http://atc.custhelp.com>). Ask AT&C is a repository of frequently asked questions. Additionally, it allows you to submit your individual questions to the college's expert in a given topic. Look for the logo below on Alex T&C's website to access Ask AT&C.



Alexandria Technical & Community College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, Alexandria Technical & Community College shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

This document can be made available in alternative formats by calling 888-234-1222 ext. 4673, 320-762-4673, or Minnesota Relay Service 800-627-3529.

# College Offices

## **Bookstore**

The Bookstore sells new and a limited number of used textbooks for all courses offered at Alexandria Technical & Community College. (Used Book Buyback is held at the end of fall and spring semester.) The Bookstore accepts checks, cash, debit/check cards, VISA, MasterCard, and Discover. All registered Alexandria Technical & Community College students may charge books using Book Vouchers.

There is a refund policy under the following conditions:

- Books must be returned with the cash register receipt within five (5) days after the start of the semester.
- Books must be in “like new” condition with shrink wrapped books unopened.
- Refunds are made for 90% of the original price (100% for cancelled classes).
- Refund checks are distributed through the Business Office.

## **Book Voucher**

Book Vouchers are available for all registered Alexandria Technical & Community College students. Books may be charged two weeks before the semester begins through the first week of the semester. All charges are added directly to the student’s account. Student’s account balance should be reviewed on e-Services. See page 7.

### ***Book Voucher without Payment Plan***

Students must provide a class schedule and a current student ID in order to use a Book Voucher. When using a voucher, students authorize Alexandria Technical & Community College to use any financial aid (loans, grants, and/or scholarships) to cover book charges. Charges that exceed financial aid funding are the student’s responsibility to pay. Students who do not qualify for financial aid are responsible to pay all Book Voucher charges.

- Class schedules can be printed from **e-Services**.
- A current student ID may be obtained from the Student Technology Help Desk.

### ***FACTS (Nelnet) Payment Plan Book Voucher***

This plan allows students to pay tuition and charged books by installment payments. Book charges are added to the student’s balance, and installment payments are adjusted accordingly. Up to \$1,000 of book costs may be charged through this plan. To sign up, go to **Student Financial Services**. Click on *Schedule a payment plan* link.

Student Center Building

Phone: 320-762-4463

[www.alextech.edu/bookstore](http://www.alextech.edu/bookstore)

## Business Office

The Business Office provides information and services for:

- Financial Aid disbursement and direct deposit
- Payments of tuition and fees
- Student payroll questions
- Parking waiver forms
- Purchasing daily parking passes

Main Building - room 106

Phone: 320-762-4530

[www.alextech.edu/financialservices](http://www.alextech.edu/financialservices)

Email: [businessoffice@alextech.edu](mailto:businessoffice@alextech.edu)

## Counseling Center

Counseling services are free of charge and include the following:

- Career counseling
- Crisis intervention
- Personal counseling
- Academic planning and advising
- Referral information
- Computerized career assessment testing

Main Building - room 112

Phone: 320-762-4487

[www.alextech.edu/career](http://www.alextech.edu/career)

Email: [counseling@alextech.edu](mailto:counseling@alextech.edu)

## Employment Services

The Employment Services Office's mission is to maximize the graduate's opportunities for employment in the career field of his/her choice. While the college does not and cannot ensure employment for its graduates, it does work to affect the employment process. Career services offered by Alexandria Technical & Community College include:

### *Job Search Assistance*

- Classroom instruction in job seeking skills
- Email notifications regarding job openings to current students and alumni
- Website provides valuable job searching links
- Fax services for sending applications and résumés
- Job search counseling

**NOTE:** Students can access assistance with résumés, cover letters, and applications at the Writer's Block in room 308. See page 18.

### *Graduate Statistics*

- Graduate follow up data
- Historical job placement data

## Part-time Employment

Students can obtain part-time jobs in the private sector throughout the community. Employment Services assists students by posting job vacancies from the community on its website under the *Community Jobs* link.

## Work Study Employment

Student employment provides an opportunity for part-time work within Alexandria Technical & Community College and throughout the community. Student employment assignments, for those with work study eligibility, can be found on the work study website. Students must check with the Financial Aid Office or Employment Services Office to determine eligibility. Students can contact the supervisor listed on job postings that they are interested in. Once the position is accepted, paperwork must be completed in the Employment Services Office.

Main Building - room 113

Phone: 320-762-4418

[www.alextech.edu/employmentservices](http://www.alextech.edu/employmentservices)

Email: [jobs@alextech.edu](mailto:jobs@alextech.edu)

## **Financial Aid**

The Financial Aid Office is part of Student Financial Services and is available to answer questions and assist students regarding financial aid. For more information, visit Student Financial Services at [www.alextech.edu/financialservices](http://www.alextech.edu/financialservices).

Main Building - room 113

Phone: 320-762-4540

[www.alextech.edu/financialaid](http://www.alextech.edu/financialaid)

Email: [financialaid@alextech.edu](mailto:financialaid@alextech.edu)

## **Library**

The Alexandria Technical & Community College Library places provides convenient access to scholarly resources for on campus students and online students. Electronic access to the library catalog and numerous subscription databases is provided on **ATCC's website**. The library catalog includes the ATCC Library collection and the collections of all Minnesota State Colleges and Universities libraries. The subscription databases provide access to an abundance of electronic full text journal and magazine articles, electronic dictionaries and encyclopedias, and specific resources. The Library also provides:

- Reference assistance either in person or via student email
- Quiet study areas
- Exam proctor service
- Fee-based copy machine
- Testout service for Intro to Computer courses
- Access to computers for research
- Current print periodicals and newspapers

Main Building - room 305

Phone: 320-762-4465

[www.alextech.edu/library](http://www.alextech.edu/library)

Email: [library@alextech.edu](mailto:library@alextech.edu)

## Registrar

The Registrar's Office maintains student records and assists students with registering for classes. Questions regarding records or registration should be directed to the Registrar's Office.

- To request a transcript, please visit **Ask AT&C**. Type *transcripts* into the *Search by Keyword* box, and click *Search All Answers*
- To view grades, visit e-Services (See page 7.)
- To view class schedule, visit **e-Services**.

Main Building - room 113

Phone: 320-762-4650

[www.alextech.edu/registrar](http://www.alextech.edu/registrar)

Email: [records@alextech.edu](mailto:records@alextech.edu)

## Student Technology Help Desk

The Student Technology Help Desk administers the laptop lease program and other leased equipment, provides technical support for leased laptops, dispenses ATCC Student ID cards and parking permits, and provides general technical assistance to students.

### Parking Permits

Students can pick up their parking permits when they get their student ID's, or they can pick it up later by presenting their student ID's. In order to obtain a parking permit, a valid student ID must be presented.

Students may request a parking fee waiver. This form must be submitted to the Business Office along with the parking permit in order for the parking fee to be waived. Please see "Parking" on page 9 for more information.

### Student ID

In order to receive an ID card, students must provide their student ID number and photo identification to the Student Technology Help Desk. There is no charge for the initial ATCC ID card; however, there is a \$15 replacement fee for lost cards.

Main Building - room 403

Phone: 320-762-4949

Email: [Student\\_Helpdesk@alextech.edu](mailto:Student_Helpdesk@alextech.edu)

## Support Services

The Support Services Office offers tutoring and disability assistance to Alex T&C students who may need academic assistance or who have special needs. The services provided include tutoring, study skills assistance, and reasonable accommodations for a disability for any Alexandria Technical & Community College course, either online or on campus. Students needing an accommodation should have documentation of their disability sent to the Support Services Office.

Main Building - room 302

Phone: 320-762-4673

[www.alextech.edu/supportservices](http://www.alextech.edu/supportservices)

Email: [supportservices@alextech.edu](mailto:supportservices@alextech.edu)

## Testing Center

The Testing Center provides the following:

- Accuplacer (course placement assessment)
- A+dvancer College Readiness Online
- Ability to Benefit testing
- ACT Center (certification/licensure testing)
- College Level Examination Program (CLEP)
- DANTES Subject Standardized Test (DSST)
- Internet and Computing Core Certification (IC<sup>3</sup>)
- Microsoft Office Specialist (MOS)
- Minnesota Multiphasic Personality Inventory (MMPI)
- Pearson VUE Center (certification testing)
- ACT WorkKeys (job skills assessment)

Main Building - room 112

Phone: 320-762-4487

[www.alextech.edu/testingcenter](http://www.alextech.edu/testingcenter)

Email: [testingcenter@alextech.edu](mailto:testingcenter@alextech.edu)

# General College Information

## Academic Achievement

### Dean's List

Recognition for high achievement is an honor. In an effort to encourage such achievement, Alexandria Technical & Community College compiles a Dean's Academic Achievement List at the end of each semester to give recognition to those full-time Alex T&C students (12 credits or more) whose semester grade point averages are at 3.5 or above. Eligibility for the Dean's List is based on information that is on record one week after the last day of the semester.

**Note:** Courses with partner colleges count toward the minimum 12 credits or the semester GPA.

### Phi Theta Kappa

Phi Theta Kappa is a nationally recognized honor society for students in two year colleges who have demonstrated superior academic performance. Persons who have a cumulative GPA of 3.5 or higher and have completed 12 or more credits in degree and diploma programs are eligible to become members of Phi Theta Kappa. Invitations are sent to eligible students in January and September of each year.

## Accessing MyATC

### Student Information Portal

MyATC is a web based information portal that provides students with access to many college resources. Please go to [www.alextech.edu/myatc](http://www.alextech.edu/myatc) for the following information:

- Access e-Services: personal account information on financial aid, registration, courses, schedules, and grades
- Check student ID/debit card balance
- Manage student press release information and authorization
- Subscribe to college text alerts
- Class cancellations
- Check student email
- Enrollment Verification Link: print enrollment verification certificate or good student insurance discount certificate

### e-Services (Registration and Payments)

Alex T&C students can complete transactions anytime by logging into e-Services through MyATC. When Alex T&C students are taking courses with partner colleges, they are responsible to view their tuition statements under the correlating colleges. The following content is available in e-Services:

- View Alex T&C's class schedule - see what classes are offered
- Register/drop/withdraw classes
- View/print personal class schedule

- Check grades and view/print academic record (grades are not mailed out)
- Track graduation progress through the Degree Audit Report (DARS)
- View and revise address information on record
- View and pay tuition and fees

To access the information listed, go to [www.alextech.edu/myatc](http://www.alextech.edu/myatc). Enter username and password, and click **Login**. Once signed in, there is a link for **e-Services**.

Please contact the Registrar's Office at 320-762-4650 or **email**: [records@alextech.edu](mailto:records@alextech.edu) with questions.

## Ask AT&C

Alexandria Technical & Community College has an extensive amount of information available on its website. In addition to web content, the college maintains a searchable "frequently asked questions" database called **Ask AT&C** (<http://atc.custhelp.com>). Specific questions can also be submitted through the interface. This resource provides access to unlimited information about Alexandria Technical & Community College and ensures rapid, accurate responses.

## Dress Guidelines

Prospective employers frequently visit the college. Individual appearance creates an image for the entire college and students. Students are encouraged to dress appropriately. Wednesdays are considered "Career Dress Days" to provide students the opportunity to wear and become familiar with the proper attire for their chosen careers.

## Inclement Weather

Students may call the college weather hotline if there is a question about the status of the college due to weather conditions. Closing the college campus due to inclement weather is rare, but in such cases the notice is posted on the college's homepage. Students may also sign up for text message alerts through Star Alert (See page 18.)

Weather Hotline: 320-762-4400

[www.alextech.edu](http://www.alextech.edu)

## Lockers

- Lockers are available to students throughout the campus on a first come, first served basis and are to be kept in good condition.
- Students are allowed to use only one locker.
- Students are encouraged to purchase and use a lock.
- Lockers may be inspected by the college when necessary.
- Locks may be removed by the college if the student is unavailable or uncooperative.
- The college is not responsible for lost or stolen items.

**NOTE:** Lockers must be cleaned out at the end of spring and summer semester. It is the responsibility of the student to remove personal contents. All remaining contents are discarded.

## Monitors and Student Messages

Alexandria Technical & Community College uses the monitors located throughout the campus to provide miscellaneous information. Postings include:

- Student life activities
- Club meeting times and locations
- Graduation information
- Parking notices
- Scholarship information
- Locker information
- Book buy back times and locations
- Community job postings

## News Release Authorization

Students who wish to have their hometown papers notified of recognitions and academic achievements need to provide authorization. Authorization must be submitted through the link: *Review or Edit Your News Release Information* in **MyATC**.

- Students may select only one hometown and newspaper
- Publication of information is the sole discretion of the paper

**NOTE:** The college may release any information about students that is considered “public” information. Please see policy **3.13 Information that is of a Directory Nature** ([www.alextech.edu/policy](http://www.alextech.edu/policy)) for more information.

## Parking

The college’s parking policy can be reviewed at [www.alextech.edu/policy](http://www.alextech.edu/policy); Chapter **5.20**. For additional information about parking at Alex T&C, including a parking map, please visit **Ask AT&C** (<http://atc.custhelp.com>) on the college’s website.

Please follow the policy completely. Specifically:

- Keep your permit facing forward and visible on your rearview mirror
- Do not park or drive in the designated pedestrian lanes
- Park your car within the marked guidelines (facing forward)
- If you signed a waiver, you may not park in ATCC parking lots at anytime
- Do not park in neighboring parking lots
- Students may not park in ATCC restricted zones

## Student Success Expectations

The college provides information and resources that support student success. Students are strongly encouraged to access the resources and actively engage in their academic pursuits.

### Login to MyATC

- Check student email
- Access e-Services to view:
  - ◆ Class registration
  - ◆ Tuition statement
  - ◆ Financial Aid awards
  - ◆ DARS report

### Attend all classes

- Be on time and do not leave early
- Participate in discussion and ask questions

### Complete assignments on time

- Have work ready to hand in on due date
- Do not make excuses for being unprepared

### Manage time

- Set up a plan and stick to it
- Record assignments, tests, and project due dates
- Determine priorities and keep them

### Use Moderation

- Too many hours of socializing or at an outside job can limit time and energy for studying
- 15 credits is equal to a full-time job

### Be Prepared

- Read assigned pages BEFORE class; note what does and what does not make sense
- Stay caught up with the work

### Study, Study, Study

- Study a little bit every day whether or not there is work due
- Create an organized and quiet study space free of distractions
- Think quality, not quantity
- Study one to two hours for every hour of class time

### Take Care

- Eat well
- Get enough sleep
- Exercise

### Seek Assistance as Needed

- Visit instructors during office hours
- Students should develop a relationship with their advisors
- Tutors are available to help
- Tell someone if problems are arising
- Worry and academics do not mix well

### Get Involved

- Participate in campus activities
- Get to know fellow classmates and instructors

### Academic Assistance Services

Students who are struggling meeting the expectations listed above, should seek assistance from the resources the college provides.

- **Personal issues, mental health, substance abuse:** See “Counseling Center” on page 4.
- **Tutoring, Individualized Education Plan(IEP), disability accommodations:** See “Support Services” on page 7.
- **Academic planning, withdrawing from classes/school, changing majors:** See the student’s academic advisor. Students can find out who their academic advisor is on their DARS report. See “e-Services” on page 10.
- **Financial planning and financial emergencies:** See “Financial Aid” on page 5.

### Satisfactory Academic Progress Overview

Students who fail to be academically successful put their financial aid eligibility in jeopardy. Please read the **Financial Aid Satisfactory Academic Progress policy 2.6.1** ([www.alextech.edu/policy](http://www.alextech.edu/policy)) for detailed information.

### Student Code of Conduct Overview

In order for students to be successful, they must be respectful of themselves and others in the college. Students should read, be familiar with, and act in accordance with the expectations set forth in the **Student Code of Conduct policy 2.5: 2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.5.5** ([www.alextech.edu/policy](http://www.alextech.edu/policy)).

# College Services & Resources

## Campus Food Services

The college contracts Lancer Hospitality to provide food service on campus. Lancer provides both breakfast and lunch options at the Fresh Stop Cafe in the main building and at a Grab-N-Go kiosk in the 700 building.

Main Building - room 304; 700 Building Kiosk

Phone: 320-762-4432

## Car Services

### Car Starting Service

Alexandria Technical & Community College provides free use of a car jump-starting booster pack to all students who have a valid parking permit and who are parked in a school parking lot. Students who require the use of this unit should contact the front desk receptionist. A Student ID is required to check out the booster pack. The college is not responsible for any damage incurred while using this unit.

### Car Unlocking Service

Alexandria Technical & Community College does not provide an unlocking service. Students who need their car unlocked can contact a number of local companies offering the service. The following is a list of a few of these companies. It has been developed to be helpful and is in no way a complete list of services available in the Alexandria area. Refer to the Yellow Pages for additional companies, and request current rates when calling.

A & A Towing: 320-762-5155

Alex/Viking Towing: 320-763-6738

## Counseling Services (See "Counseling Center")

See "Counseling Center" on page 3 in the College Offices section of this Handbook for a list of services and contact information.

## Deca Store

The DECA Store is a retail sales resource available to meet the daily needs of students and employees. The store offers school supplies and equipment for programs as well as ATCC logoed clothing items such as T-shirts, sweatshirts, and Law Enforcement gear. The store also carries caps, mugs, and assorted gift items. The DECA Store's normal business hours are 7:30 a.m.-3 p.m. during the school year. Hours are posted at the store.

Main Building - room 111

Phone: 320-762-4569

## Health Services

Alexandria Technical & Community College provides students with health service resources. Health services are provided to help maintain students' physical and emotional health. The college maintains a plan to assist students in medical emergencies in collaboration with the area clinics or the hospital emergency room.

Phone: 320-762-4571

## Housing

The school maintains a list of available housing that contains information such as type of accommodations, size, cost, location, etc. A Roommate Wanted List is also available, which is a list of students seeking roommates. A current copy of the housing list is available on the Alex T&C website ([www.alextech.edu/housing](http://www.alextech.edu/housing)) or in the Admissions Office. To be placed on the Roommate Wanted List, please contact the Admissions Office. Another housing source is the *Echo Press*, the local newspaper. It is distributed on Wednesdays and Fridays, or visit their website at [www.echopress.com](http://www.echopress.com).

The college does not regulate housing. All arrangements must be made between the renter and the landlord. All students are expected to conduct themselves in a responsible manner with due respect to the landlord's home and property. All landlords/owners must comply with all state and federal laws pertaining to discrimination.

Main Building - room 112

Phone: 320-762-4412

[www.alextech.edu/housing](http://www.alextech.edu/housing)

Email: [admissionsrep@alextech.edu](mailto:admissionsrep@alextech.edu)

## Information Commons

The Information Commons has the largest general access computer lab with over 60 networked computers, wireless laptop connections, and printers. The lab provides access to major application and instructional software programs taught and used throughout the college, internet access, black and white printing, scanning, and fee based color printing.

Main Building - room 302

Phone: 320-762-4678

## College Online Courses

The college's Online Advocates assist students with Alexandria College Online courses. Online Advocates provide general information and help with registration, books, etc.

Main Building - room 302

Phone: 320-762-4601

Email: [collegeonline@alextech.edu](mailto:collegeonline@alextech.edu)

## **Intercultural Center**

The Intercultural Center is a welcoming and inclusive place committed to fostering collaboration and awareness of the intercultural history of a global society. The center provides a forum for education and social exchange that encourages greater appreciation, consciousness, and respect for the different cultural backgrounds represented by ATCC students, faculty, staff, and the surrounding communities.

The Intercultural Center provides resources such as magazines, newspapers, multilingual TV programming and news, books, videos, and bilingual journals.

### ***Intercultural Club***

The Intercultural Club meets weekly to plan and organize events on campus and in the community.

Main Building - room 133 (upstairs)

Phone: 320-762-4629

[www.alextech.edu/interculturalcenter](http://www.alextech.edu/interculturalcenter)

Email: [rachelc@alextech.edu](mailto:rachelc@alextech.edu)

## **Scholarships**

Alexandria Technical & Community College, through the Alexandria Technical & Community College Foundation, has an established Trust & Scholarship Fund. A portion of the money from the Trust & Scholarship Fund is targeted for specific programs; other Trust & Scholarship monies have been earmarked for the general fund in which guidelines for eligibility have been set by a Trust & Scholarship Committee. Please note: All scholarship awards are applied to the student's financial aid eligibility and become part of his/her aid package. The following are a few of the scholarships offered at ATCC.

### **Dollars for Scholars**

The Dollars for Scholars Program in Minnesota, of which Alexandria Technical & Community College is a participant, assists the private sector in meeting the educational needs of future students. Alexandria Technical & Community College matches the amount of the award (up to a maximum of \$200) per recipient and awards the scholarship to students who inform the institution that they are recipients of their local Dollars for Scholars program. The scholarship is applied towards the student's tuition and fees statement. The deadline is January 1<sup>st</sup> of each year.

### **Honorary Scholarship**

The Alexandria Technical & Community College Honorary Scholarship recognizes individuals who have distinguished themselves through academics and involvement in their schools/communities and who plan to pursue their career goals through preparation in one of Alexandria Technical & Community College's programs. Students who have graduated from a high school (or will graduate) or have completed one term at a post secondary institution may apply. Eligible applicants must have at least a 3.0 GPA on a 4.0 scale or be ranked in the upper half of their class.

### Reentering Adult Scholarship

The Reentering Adult Scholarship recognizes individuals who have distinguished themselves through academics and involvement in their schools/communities and who plan to pursue their career goals through preparation in one of Alexandria Technical & Community College's programs. Applicants must carry an average of at least six credits/semester. Students may apply if they are at least 25 years of age by December 31<sup>st</sup> of the current year and have a cumulative ATCC GPA of 3.0 or higher.

For a complete listing of scholarships offered by ATCC Foundation, please visit [www.alextech.edu/scholarships](http://www.alextech.edu/scholarships).

Main Building - room 201

Phone: 320-762-4439

[www.alextech.edu/scholarships](http://www.alextech.edu/scholarships)

Email: [ATCCScholarships@alextech.edu](mailto:ATCCScholarships@alextech.edu)

## **Student Life**

Student life at Alexandria Technical & Community College is more than textbooks, classes, and studying. While participation and involvement in student activities is not required of students at Alexandria Technical & Community College, it is the philosophy of the college that this is an important part of the educational experience. Student participation in co-curricular or extracurricular activities is encouraged. These activities assist in the development of lifelong skills such as initiative, planning, leadership, and cooperation with others. A number of organizations and activities are available for students. Get involved! Meet people! Have fun!

### Activities

These include contests and tournaments throughout the year, from grocery bingo to riding a mechanical bull. Activity clubs are organized based on student interest and may include wrestling, photography, choir, and more.

### Athletic Opportunities

Registration for a variety of intramural activities takes place in the Activities Office. This includes softball, flag football, basketball, volleyball, etc.

### Clubs

#### *BPA*

The local chapter of the Business Professionals of America is open to all students in the Business Technology and Computer Science programs. Participation promotes leadership training in and out of the classroom as well as state and national competition and conferences in various areas of business and office training.

#### *Collegiate DECA*

Delta Epsilon Chi is composed of students in the Business Management and Marketing programs. This organization provides a professional, social, and service association for students. Each year the members participate in state and national contests and conferences. DECA is an excellent educational supplement to students preparing for a career in marketing occupations.

## ***PTK***

Alexandria’s chapter of Phi Theta Kappa, an international honor society for students in two year colleges, is Alpha Pi Phi. Membership is comprised of students in degree/diploma programs who have earned a GPA of 3.5 or higher and have completed 12 or more credits. The focus of the organization centers on the following hallmarks: scholarship, leadership, and service. Members take part in activities on local, regional, and international levels.

## ***SkillsUSA***

Alexandria Technical & Community College has an active chapter of SkillsUSA. This organization is organized exclusively for students in manufacturing, transportation, health, and Law Enforcement programs. Members participate in a variety of social, community service, and educational activities. The highlight of the SkillsUSA year is the Skills Olympics with local, state, and national competition.

## ***Program Clubs***

Some programs have student clubs or organizations that provide activities and development opportunities specific to their field of training. They range from formal clubs with membership and dues to informal organizations. Additional information on these clubs is available from the program areas and/or the current student members.

## **Community Activities**

Alexandria Technical & Community College is fortunate to reside in the heart of an active and vibrant community. Alexandria and the surrounding area provide bountiful events and activities for students regardless of their interests. The list below is just a sampling of area offerings in and around Alexandria.

<b>Winter</b>	<b>Spring/Summer/Fall</b>	<b>Year Around</b>
NAHL hockey games	Swimming beaches	Bowling
Skiing, snowboarding, and tubing	Golfing	Live theater
Curling leagues	Collegiate baseball league games	Indoor climbing wall
Cross country skiing	Mini golf, go karts, & bumper boats	Fishing (ice & open water)
In/outdoor hockey & skating rinks	Paved bike/walking/roller blading trails	Nine screen movie theatre
Groomed snowmobiling trails	Frisbee golf & skateboard park	Indoor water park
Ice fishing tournaments	Stock car racing	Gym & fitness centers

## **Community Service Activities**

Students at Alexandria Technical & Community College participate in blood drives, road clean up, food drives for the local food shelf, and numerous other services to the community.

## **Entertainers, Speakers, and Concerts**

Throughout the school year the college sponsors entertainers, speakers, and concert artists for student and community enjoyment. Also included are occasional programs for children of students.

### **Fundraising Guidelines**

The following guidelines are offered to assure uniform policies and practices relating to fundraisers conducted by programs, clubs, and organizations of the college.

- Only recognized clubs and organizations may conduct fundraisers.
- Plans for fundraising must be submitted to the Student Senate for approval.
  - ♦ Plans must include the start and end dates, goals, methods, procedures, target markets, etc.
- All fundraising must be conducted in conformance with plans as submitted and approved.
- No direct solicitation of funds, products, supplies, or materials is permitted from Alexandria area businesses.
- No sale of tickets or merchandise to merchants.

Fundraisers may include:

- Raffles (prizes must be purchased)
- Services (car washes, slave days, etc.)
- Dinners (spaghetti, etc.)
- Contests/Tournaments (darts, pool, pie-in-the-face, etc.)
- Student Events (in cooperation with the Student Senate)
- Sales (candy, coupons, etc.)

Upon completion of a fundraiser, a report must be submitted to the Student Senate to document the effort including a summary of expenses, revenue, and profit.

Conformance with fundraising guidelines is used to determine eligibility to conduct additional fundraisers.

### **Sno-Daze**

Each winter, time is set aside to engage in a flurry of activities. The activities range from entertainers, individual and team contests, to a snow sculpture contest. Sno-Daze adds a different outlook on the Minnesota winter. There is even a medallion hunt with a great reward.

### **Student Ambassadors**

Student Ambassadors are a group of elite students who are selected to serve as ATCC representatives at various campus and community functions.

### **Student Senate**

The Student Senate at Alexandria Technical & Community College serves as the student government and is very active on behalf of student planning and organizing student activities, as well as representing students on issues and concerns. The Student Senate is composed of representatives from each of the divisional areas. Students interested in serving others and promoting leadership responsibility are encouraged to seek office as representatives during fall semester. Additional information may be obtained in the Student Activities Office..

Main Building - Off of the Café Game room

Phone: 320-762-4918

[www.alextech.edu/studentlife](http://www.alextech.edu/studentlife)

Email: [michellet@alextech.edu](mailto:michellet@alextech.edu)

## Text Messaging (StarAlert)

Alexandria Technical & Community College has the StarAlert text messaging service. Students who register for this service receive emergency text messages and emails on situations such as school closings, evacuations, and other urgent information related to the college.

- Students must register for StarAlert in **MyATC** ([www.alextech.edu/myatc](http://www.alextech.edu/myatc)).
- This service is free; however, standard text messaging fees apply.

To learn more about this service, please visit **Ask AT&C** (<http://atc.custhelp.com/>). Type “text” in the search box, and click *Search All Answers*.

## Writer’s Block

The Writer’s Block offers face-to-face tutoring sessions or electronic assistance via email and D2L for Alex T&C students, staff, and faculty. Word processing and online researching assistance, as well as, helpful feedback, advice, general tips, suggestions, or ideas on any type of paper, résumé, or application is provided.

Main Building - room 308

Phone: 320-762-4965

Email: [writersblock@alextech.edu](mailto:writersblock@alextech.edu)

# Mandated Reporting

## College Student Rights Compliance Officers

Below is the contact information for the student rights compliance officers:

<i>Affirmative Action/Equal Employment Opportunities Officer:</i>		
Shari Maloney	Human Resources Office	Phone: 320-762-4466
<i>Equity Coordinator:</i>		
Joan Thompson	Office 202	Phone: 320-762-4527
<i>Human Rights Officer:</i>		
Tamzin Bukowski	Safety and Security Office	Phone: 320-762-4415
<i>Section 504 Coordinator:</i>		
Mary Ackerman	Support Services Office	Phone: 320-762-4673

## College Policies

Alexandria Technical & Community College has policies and procedures in place in order to protect students' rights, safety, and ensure their success. The policies and procedures of the college are kept online ([www.alextech.edu/policy](http://www.alextech.edu/policy)) to ensure their currency and availability at all times. Students may request a printed copy of the Policies and Procedures Manual in the Academic Affairs Office in room 109.

Alexandria Technical & Community College's policies comply with all local, state, and federal laws. The college also adheres to the policies and standards established by its governing body, Minnesota State Colleges and Universities System and its accrediting body, the Higher Learning Commission.

It is the responsibility of students to know the policies and procedures of Alexandria Technical & Community College and to seek assistance if they have questions. All students are encouraged to read the **Policies and Procedures Manual** and understand their responsibilities. It is particularly important students read and understand the following policies:

### Acceptable Use of Computers and Information Technology Resources

[www.alextech.edu/policy](http://www.alextech.edu/policy)

### Annual Notice to Students

[www.alextech.edu/policy](http://www.alextech.edu/policy)

- **Student Release of Information form**

(A Student Release of Information form is located at the back of the Handbook.)

### Harassment and Violence Policy

[www.alextech.edu/policy](http://www.alextech.edu/policy)

### Student Code of Conduct

[www.alextech.edu/policy](http://www.alextech.edu/policy)

## Campus Security Report

Alexandria Technical & Community College encourages students and college community members to be fully aware of the safety issues occurring on the campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

The Director of Safety and Security serves as the primary liaison concerning campus safety, criminal activity, and security services with all law enforcement agencies.

Alexandria Technical & Community College monitors criminal activity and maintains a three year statistical history on and off the campus facilities owned by Alexandria Technical & Community College. The college distributes a copy of the Campus Security Report to each current student and employee and to each prospective student or employee who requests it in writing. Information concerning registered level three sex offenders can be obtained through the Department of Corrections website at [www.doc.state.mn.us/level3/search.asp](http://www.doc.state.mn.us/level3/search.asp). Contact the Alexandria Police Department for information concerning registered level two sex offenders.

Alexandria Technical & Community College has no authority to require the Alexandria Police Department or the judicial court process to take any action in connection with a reported crime. The college encourages prosecution of all criminal violations through the criminal courts and, if appropriate, the campus conduct process for violations committed on campus by other students.

The college currently has a variety of policies and procedures relating to campus security, and it expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

### Crime Prevention Programming

Alexandria Technical & Community College provides the following crime prevention programs and services:

#### **Relationship with Law Enforcement**

It is the policy of Alexandria Technical & Community College to use local law enforcement for law enforcement authority on campus. All illegal and inappropriate activities occurring on campus must immediately be reported to the Director of Safety and Security. All alleged criminal activities will be investigated. The Director of Safety and Security serves as the primary liaison that accurately and promptly reports all crimes occurring on campus property to the Alexandria Police Department. The college has established an agreement with local law enforcement giving them the authority to conduct investigations of alleged criminal offenses occurring on Alexandria Technical & Community College's property.

#### **Evening Security Staff**

Student employees, who are not certified or sworn peace officers, provide evening security coverage and escort service for the main campus building, the Office and Information Technology Center, and the Interior Design Center. Evening security staff is available in these areas Monday through Thursday while classes are in session from 5 p.m. until the buildings close. Security staff may be reached using the following cellular phone numbers:

Main Campus.....	320-304-1451
Office and Information Technology Center.....	320-304-1458
Interior Design Center .....	320-420-4764

#### **Emergency Response**

All significant emergencies or dangerous situations involving an immediate threat to the health or safety of students or staff occurring on the campus must immediately be reported to the Director of Safety and Security. Upon receiving a report of these types of situations, the Director of Safety and Security in conjunction with the President, or his/her designee, will determine if an immediate emergency response or evacuation procedure will be initiated. If an emergency response or evacuation is warranted, an immediate warning will be sent out informing the campus community of this threat. Warnings will be published using the campus monitor system, class announcements, email, WENS emergency notification system, and the campus paging system, unless issuing a notification would compromise efforts to contain the emergency.

The emergency response and evacuation procedures are updated annually and are published in the college's **Policies and Procedure Manual** located online ([www.alextech.edu/policy](http://www.alextech.edu/policy)).

The emergency response and evacuation procedures are tested annually in all student occupied buildings on campus.

#### **Assistance**

In cases where the alleged perpetrator is a student and taking the same classes as the complainant, the complainant may request the Registrar's Office to change class sections. Such a request will be granted if reasonably available and if a complaint has been filed with the Alexandria Police Department. The college will assist individuals in making reports if the individual desires assistance.

#### **Educational Programming**

The Alexandria Technical & Community College provides assistance in presenting programs on campus safety and security. The college develops and presents educational programs in the area of crime prevention, sexual assault awareness, personal safety, etc. The college works closely with the Alexandria Police and Fire Departments in presenting needed programs.

The college has available, at no cost, brochures, flyers, pamphlets, movies, videos, and posters concerning various safety issues.

The college's Counseling Center provide staff to aid students in coping with alcohol and drug abuse.

#### **Student Discipline**

Individuals or individual members of organizations in violation of the rules and regulations of the college are subject to disciplinary action by the college administration, President, or his/her designee responsible for the judicial process. The college's complete Student Code of Conduct may be found in the **Policies and Procedures Manual**.

## Annual Reports

The annual report includes criminal reports made to college administration and/or the Alexandria Police Department for the college. The annual report includes the following reported crimes alleged to have occurred on the campus and facilities owned or rented by Alexandria Technical & Community College:

- Murder
- Robbery
- Aggravated Assault
- Burglary
- Arson
- Motor Vehicle Theft
- Hate Crimes
  - ◆ Larceny-theft
  - ◆ Simple Assault
  - ◆ Intimidation
  - ◆ Destruction, Damage, or Vandalism of Property
- Sex Offenses
  - ◆ Forcible
  - ◆ Forcible Rape
  - ◆ Forcible Sodomy
  - ◆ Sexual Assault with an Object
  - ◆ Forcible Fondling

Alexandria Technical & Community College reports the number of arrests, to the extent that the college is able to obtain such information from the Alexandria Police Department and the Douglas County Sheriff's Department, for:

- Liquor law violations
- Drug abuse violations
- Weapons possession violations

The Director of Safety and Security serves as the primary liaison concerning campus safety, criminal activity, and security services with all law enforcement agencies.

## Crime Reporting

The following policies concern reporting crime occurring on the campus of Alexandria Technical & Community College.

- The Director of Safety and Security is the office of official record for all criminal reports made on campus. Students, faculty, staff, and visitors are encouraged to report immediately any and all criminal activity to Director of Safety and Security at 320-762-4415, the evening student security workers and/or the Alexandria Police Department at 320-762-6631.
- College administration are employees of Alexandria Technical & Community College and are not normally certified or sworn peace officers but are authorized, when appropriate, to make a citizen's arrest. Normally such arrests are made only in the presence of an Alexandria police officer.
- The college works closely with the Alexandria Police Department, Douglas County Sheriff's Department, and state and federal law enforcement agencies to track and respond to campus criminal activity.
- The college normally requires a written complaint and the assistance of the complainant in the disciplinary process unless the college determines that there is a clear danger to the victim and/or the college community.

## Who Should Report

- All employees, faculty, or staff who become aware of an allegation of violation of college policy, student code of conduct, civil law, or criminal law should report said complaint or allegation to college administration. The Federal Register, dated April 29, 1994, expands those required to make reports by defining campus security authorities to include "officials of the institution who have significant responsibility for student and campus activities, but not including counselors." Campus staff "with significant counseling responsibility" is required to provide college administration with the statistical information relating to crimes on campus but may continue to honor the confidentiality of victims.
- Any criminal activity should be reported directly to the Alexandria Police Department. However, the following have been identified as being required to report situations of a criminal nature that have come to their attention to college administration:
  - ◆ Admissions representatives
  - ◆ Human Rights Officer
  - ◆ Alumni Director
  - ◆ Coaches
  - ◆ Assistant coaches
  - ◆ Bookstore Manager
  - ◆ Vice President of Student and Academic Affairs
  - ◆ Division Chairs
  - ◆ Financial Aid Director
  - ◆ Human Resources specialist
  - ◆ Director of Employment Services
  - ◆ President
  - ◆ Registrar
  - ◆ Director of Safety and Security
  - ◆ Director of Student Activities
  - ◆ Director of Support Services
  - ◆ Assistants and associates

# Alexandria Technical & Community College

- According to the Federal Register, April 29, 1994, "The function of these administrators is not to determine whether a crime took place - that is the function of the law enforcement professionals working within the criminal justice system - but with respect to these regulations to report the alleged crime, that was received in good faith, to the appropriate law enforcement personnel, either campus or local police."
- When reports are made to college administration, the college, in conjunction with the Alexandria Police Department, shall determine if a threat continues to exist to the campus community. If it is determined that such a threat continues to exist, a warning will be sent out, via appropriate methods, informing the campus community.
- Faculty, staff, and employees are encouraged to assist anyone reporting alleged criminal activity in contacting the Director of Safety and Security and/or the Alexandria Police Department in order to file a criminal report.

## Crime Reporting Guidelines

- All criminal activity occurring on campus should be reported immediately to the Director of Safety and Security and/or the Alexandria Police Department.
- The Director of Safety and Security will assist the complainant in completing criminal reports.
- Every effort should be made to ensure that physical evidence is maintained and protected. Criminal reports, and any statements relating to these reports, made to the Safety and Security Office and Director of Safety and Security will be forwarded to the Alexandria Police Department.
- When alleged perpetrators are identified as students, the case will be forwarded to the college president for appropriate action. Criminal investigation, arrests, and prosecution can occur independently and at the same time as the campus judicial process.
- The college staff will assist the Alexandria Police in any investigation.
- All allegations will be investigated. If the college administration, Alexandria Police Department, or the Douglas County Sheriff's Department "conclude that the allegations reported are not substantiated by the facts or the law, no campus crime need be disclosed as a statistic." (Federal Register, April 29, 1994)
- Reports may be made to the Director of Safety and Security, other college administrators, and/or the Alexandria Police Department either by telephone or in person.
- The Director of Safety and Security or other college administrators will accept third party reports (in cases of sexual assault) in order to protect a survivor's identity.
- All statements or reports of a criminal nature made to any member of the college staff will be shared with the Alexandria Police Department and, if appropriate, the Director of Safety and Security.

## Victim of a Crime or Witness a Crime

- On campus call extension 0 or 4415 and/or the Alexandria Police Department at 911 immediately for any emergency including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, and other law violations.
- Attempt to obtain a description of the offender(s), including sex, age, race, hair, clothing, and distinguishable features. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report these to the Director of Safety and Security or the police.
- Preserve the crime scene. Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until the Director of Safety and Security and/or the Alexandria Police arrive.

## Campus Security Act: Criminal Activity

In compliance with the Campus Security Act Amendments of 2008, which is also known as the Clery Act, Alexandria Technical & Community College monitors criminal activity and maintains a three year statistical history of crime reports. The college will distribute a copy of this report to each current student and employee. Alexandria Technical & Community College will notify prospective students and employees of its availability and will provide a copy of the report upon request.

## 2010 Campus Security Statistics

The following is the statistical report for alleged reports and arrests of criminal activity reported to Alexandria Technical & Community College, the Alexandria Police Department, and the Douglas County Sheriff's Office occurring on the campus of Alexandria Technical & Community College for the calendar years 2007-2010.

Crime Category	2006	2007	2008	2009
<b>Reports</b>				
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Robbery	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Murder	0	0	0	0
Forcible Sex Offenses	0	0	0	0
Forcible Rape	0	0	0	0
Forcible Sodomy	0	0	0	0
Sexual Assault with an Object	0	0	0	0
Forcible Fondling	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
<b>The above reports do not necessarily constitute an arrest or conviction. They are allegations of wrongdoing.</b>				

Crime Category	2006	2007	2008	2009
<b>Arrests</b>				
Alcohol Violations	0	0	0	0
Alcohol-related Fatalities	0	0	0	0
Drug Violations	0	0	0	0
Drug-related Fatalities	0	0	0	0
Illegal Weapon Violations	0	0	0	0
<b>These numbers constitute arrests made by the Alexandria Police Department for these categories.</b>				
<b>Hate Crimes</b>				
Larceny/Theft	0	0	0	0
Simple Assault	0	0	0	0
Intimidation	0	0	0	0
Destruction, Damage, or Vandalism of Property	0	0	0	0

**Emergency Numbers**

ATCC Campus Emergencies .....	0
Alexandria Police .....	911
ATCC Human Rights Officer .....	320-762-4415
ATCC Counseling Center .....	320-762-4487
Someplace Safe .....	800-974-3359
24 Hour Crisis Hotline .....	800-854-9001

**Escorts**

- The college encourages students, staff, and faculty to be concerned about their personal safety, including the use of escorts.
- Calls for escorts should be made to the college receptionist. (Dial 0 from campus phones or 320-762-0221 from a personal phone) until 5 p.m. daily. After 5 p.m. and until the building closes, escorts should be requested by contacting the evening security staff at the following cellular phone numbers:

Main Campus .....	320-304-1451
Office and Information Technology Center.....	320-304-1458
Interior Design building .....	320-420-4764

The following policies concern security and reporting emergencies on campus.

**Medical Services and Emergencies**

- Students, faculty, staff, and visitors are encouraged to seek medical and emergency assistance by dialing “0” from any campus phone and requesting emergency assistance.
- To seek medical or emergency assistance after 5 p.m. and until the building closes, the evening security staff at the following cellular phone numbers:

Main Campus .....	320-304-1451
Office and Information Technology Center.....	320-304-1458
Interior Design building .....	320-420-4764

- Non-emergency medical needs or assistance should be referred to a local clinic.
- In the event an ambulance is called, the cost of an ambulance is the responsibility of the “patient.” If the “patient” refuses transport, there is no charge. There is no charge to the person who calls the ambulance for the “patient.”

## Meningococcal disease

Questions about Viral Hepatitis, Meningococcal disease, or any other illness can be addressed by contacting the Health Services Office at Alexandria Technical & Community College. Information is also available from the Minnesota Department of Health and Center for Disease Control and Prevention.

### What is meningitis

Meningitis is an inflammation of the fluid of a person's spinal cord and the fluid that surrounds the brain. People sometimes refer to it as spinal meningitis. Meningitis is usually caused by a viral or bacterial infection. Knowing whether meningitis is caused by a virus or bacterium is important because the severity of illness and the treatment differ. Viral meningitis is usually less severe and resolves without specific treatment, while bacterial meningitis can be very severe and may result in permanent brain damage, hearing loss, or learning disability. For bacterial meningitis it is important to know which type of bacteria is causing the meningitis because antibiotics can prevent some types from spreading and infecting other people.

### Symptoms

Meningitis can easily be misdiagnosed as something less serious because symptoms are similar to the flu. High fever, headache, and stiff neck are common symptoms in anyone over the age of two years. These symptoms can develop over several hours, or they may take one to two days. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. Anyone with similar symptoms should contact a physician immediately.

### Diagnosis and Treatment

Early diagnosis and treatment are very important. The diagnosis is usually made by growing bacteria from a sample of spinal fluid. Identification of the type of bacteria responsible is important for selection of correct antibiotics. Bacterial meningitis can be treated with a number of effective antibiotics. It is important, however, that treatment be started early in the course of the disease. Appropriate antibiotic treatment of most common types of bacterial meningitis should reduce the risk of dying from meningitis to below 15% although the risk is higher among the elderly.

### Is meningitis contagious

Some forms of bacterial meningitis are contagious. The bacteria are spread through the exchange of respiratory and throat secretions (i.e., coughing and kissing) and direct contact with persons infected with the disease. Fortunately none of the bacteria that cause meningitis are as contagious as things like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. However, sometimes the bacteria that cause meningitis have spread to other people who have had close or prolonged contact with a patient with meningitis. People identified as close contacts would include same household or daycare center or anyone with direct contact with a patient's oral secretions would be considered at increased risk of acquiring the infection. Recent evidence found that freshmen college students, especially those who live in dormitories, are at higher risk for meningococcal disease. People identified as close contacts of a patient with meningitis should receive the antibiotics to prevent the disease.

### Are there vaccines against meningitis

Yes, safe and effective vaccines are available that will decrease the risk for meningococcal disease. Students that are considering receiving this preventative vaccination should contact their family physician for more information.

**Viral hepatitis** is a serious disease caused by a virus that attacks the liver. People at risk include drug users, persons who engage in unprotected sex, health care workers, and blood transfusion recipients. Hepatitis A enters a person's body when he or she eats or drinks something contaminated with the stool of someone who has the disease. Hepatitis B is contracted by direct contact with the blood or body fluids of an infected person. Hepatitis C is caused by a virus called HVC, which is found in the blood of an infected person.

Each virus enters the body in a different way. The following are some obvious steps to take to increase protection:

- Good hygiene
- Do not engage in unprotected sex
- Do not share needles, razors, or toothbrushes
- Cover open sores and wounds
- Health care workers should follow routine precautions
- Consider health risks of body piercing and tattoos

There are vaccinations available for Hepatitis A and B. There is no vaccine to prevent Hepatitis C. Students should check with their health care provider to see if they are a candidate for any vaccinations. Anyone who feels that they may be at risk of having been infected should contact their health care provider.

The following are the symptoms of viral hepatitis:

- Low grade fever
- Sore muscles and joints
- Nausea, vomiting, and/or diarrhea
- Fatigue
- Tenderness in upper right abdomen
- Altered sense of taste and smell
- Loss of appetite

Advanced symptoms:

- Jaundice – yellow color to skin and/or eyes
- Dark urine color
- Grey or light colored stool

There is no medication that can treat the initial illness. Symptoms from the illness can be managed as they occur. There are currently medications under investigation that can treat Hepatitis B and C, which could be prescribed by health care providers. At times hospitalization is required. Contact the Health Services Office at Alexandria Technical & Community College with questions.

This information is also provided by the Minnesota Department of Health and Center for Disease Control and Prevention.

**ALEXANDRIA TECHNICAL AND COMMUNITY COLLEGE**

**AUTHORIZATION TO RELEASE STUDENT INFORMATION**

TO WHOM IT MAY CONCERN:

I, \_\_\_\_\_, (Student ID #) \_\_\_\_\_, hereby authorize Alexandria Technical and Community College to release and/or orally discuss the education records described below about me to: (list names of both parents, guardians, others)

<b>Name</b>	<b>Relationship</b>	<b>Security Verification**</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*\*Word/code/etc that needs to be provided for verification before information may be released.

The specific records covered by this release are (select with checkmark):

- \_\_\_\_\_ **Accounts Receivable** (itemized charges or credits)
- \_\_\_\_\_ **Financial Aid** (itemized charges, credits, and refunds)
- \_\_\_\_\_ **Registration** (add/drops/withdrawals)
- \_\_\_\_\_ **Grade Reports** (at end of semester)
- \_\_\_\_\_ **Classroom Attendance/Academic Progress/Performance/Behavior**
- \_\_\_\_\_ **All of the above**
- \_\_\_\_\_ **Other** – please specify \_\_\_\_\_

I understand that the student records information listed above includes information about me which is classified as private under Minn. Stat. §13.32 and the Federal Family Education Rights and Privacy Act. I understand that by signing this Informed Consent Form, I am authorizing Alexandria Technical and Community College to release to the persons named above and their representatives information which would otherwise be private and not accessible to them.

I understand that, at my request, Alexandria Technical and Community College must provide me with a copy of any educational records it releases to the persons named above pursuant to this consent. I understand that I am not legally obligated to provide this information and that I may revoke this consent at any time. **This consent expires one year from the date signed or until I withdraw my consent, whichever comes first.** A photocopy of this authorization form may be used in the same manner and with the same effect as the original document.

I am giving this consent freely and voluntarily and I understand the consequences of my giving this consent.

Name Printed: \_\_\_\_\_

Name Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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The college is asking you to provide information which includes private information under State and Federal Law. The information is optional; however, if you refuse to provide some or all of the optional information, the college may not be able to process your request.