**CIS New Student Orientation**

1. CIS Instructors
	1. Stephanie Moye – Computer Support, Networking smoye@southeasterntech.edu
	2. John Taylor – Web Design, Networking (CISCO) jtaylor@southeasterntech.edu
	3. Jamie Powers (Swainsboro) – Computer Support, Networking jpowers@southeasterntech.edu

**We are here to help you learn, so don’t be afraid or embarrassed to ask us for help…We are here for you!!!**

1. Programs Offered
	1. Degree and Diploma (Networking, Computer Support, and Web Site Design)
	2. Various TCCs (A+, Help Desk Support, Network Admin, CISCO, Web Site Developer)
2. Parking Permit and Student IDs
	1. Be sure to get your Parking Permit and Student ID before leaving today…**Must be worn at all times!!**
3. Student Schedules
	1. Have you registered for classes? If so, is your schedule correct?
		1. Be sure to attend first class and be on time…Don’t lose your seat to another student…
		2. Get your books as soon as possible…Bookstore or Online…Verify with Instructor before purchasing a used book, may require special software not included with used book…
	2. Not registered or need to change schedule? See Advisor today!!!!
		1. Must have student ID and PIN#...
		2. Holds must be cleared before you can register…
			1. Have all admission forms/papers been submitted and approved?
			2. Have you completed the online orientation with passing grade?
			3. Have you cleared up any previous unpaid fees/loans?
			4. Are you on Financial or Academic suspension?
4. My STC
	1. My STC is your web portal to applications you need as a student at Southeastern Tech.
	2. Go to [www.southeasterntech.edu](http://www.southeasterntech.edu) and click on My STC link (Top right)
	3. You will have to log in using your student ID and PIN#.
	4. Once logged in, you have access to Student Email, BannerWeb, and Blackboard. Explore these!!!
5. Student EMail
	1. This is you student email application…Email from instructors, business office, financial aid office, student services, and admission will be sent to your inbox…Be sure to review it regularly so you don’t miss anything…Explore OWL Mail!!!
6. BannerWeb
	1. Banner is the system that keeps track of your academic history…You can review your class schedule, semester fees, financial aid awards, final grades, previous semester courses and grades, and access course surveys…BannerWeb is how you access your academic history…Explore BannerWeb!!!
7. BLACKBOARD
	1. BLACKBOARD is STCs online course management system…If you take a course that is Web-enhanced, Hybrid or Online you will use BLACKBOARD to access some or all of your course assignments…All CIS courses use it…
8. Policies/Catalog
	1. Policies/Procedures – YOU ARE RESPONSIBLE for everything in the Catalog!!!! The Catalog and Student Handbook are located at [www.southeasterntech.edu](http://www.southeasterntech.edu) under the Academic Programs tab…Review it!!!
9. Student Packet
	1. Several polices/procedures are covered the first day of class…You will be asked to complete a student profile/information sheet and policy acknowledgment form found in the student packet (located on Library page). Online students may be asked to complete these and return as well.

 **Logging into Blackboard for Online, Hybrid and Web-enhanced Courses**

**Students will use Blackboard to access online courses. You WILL NOT be able to ACCESS Blackboard until the FIRST DAY of class.**

**To access Blackboard:**

• Go to the www.southeasterntech.edu college website and click on the **mySTC** tab at the top of the page.

• Click on the Blackboard Icon.

• If automatic access to Blackboard is not granted, enter 43\_9XXXXXXXX as your username and enter the same as your password. (Read as 43 underscore and your Student ID Number)

• You will see a black overlay welcoming you to blackboard the first time you log in. Go past this screen to see your course listing and other information on the homepage.

• You may change your password by finding the Personal Information link on the homepage of Blackboard. We recommend that you use your banner web pin #.

• We also recommend that you run the Browser Check from Blackboard on your personal computer to identify programs you may need to install. See the button on the Blackboard Homepage.

• For questions, your best first contact is your instructor.