**Dual Enrollment Student Orientation**

**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. 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!!!
2. Student Schedules & Books
	1. MOWR Dual Enrollment Coordinator, Melissa Rowell, mrowell@southeasterntech.edu has completed your class schedule and will be proving your books to you.
	2. Once Registered - To print your Schedule
		1. Must have student ID and PIN#...
		2. Login to Banner Web
			1. Click Student Services & Financial Aid
			2. Click Registration
			3. Click Detail Schedule
			4. Print your schedule
3. 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 STC’s Student E-Mail!!!
4. 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!!!
5. 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…Almost all courses use it…
6. 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!!!
7. 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 **9XXXXXXXX** as your username (Read as your Student ID Number) and enter as the password as**: $TC-xxxxxx**. (Replace the xxxxxx with your Date of birth in mmddyy format). If you have logged in previously and changed your password you can try your PIN or the password you changed it to.

• You may 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.

• If you have Technology issues, please go to the [www.southeasterntech.edu](http://www.southeasterntech.edu) and choose the Technology Access from the Quicklinks.

• 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.