Online Course Orientation

Student Policies and Procedures

A member of:

[Georgia Virtual Technical Connection](https://gvtc.tcsg.edu)

https://gvtc.tcsg.edu

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Georgia Virtual Technical Connection (GVTC)

The Georgia Virtual Technical Connection (GVTC) is a consortium of independent technical colleges providing occupational courses and programs, using a standardized curriculum delivered over the Internet and through local centers. The mission of the Georgia Virtual Technical Connection is to provide support, guidance, and assistance to the state's Technical Colleges in the design, development, and delivery of distance education and technology-based learning initiatives, manage the state level online student application portal, and serve as a conduit for distance and technology enhanced education.

GVTC provides the central point of contact for the student applying online by providing an online course catalog, an online orientation, answers to questions concerning the online process and facilitation of the online application to the requested college. GVTC acts as a facilitator rather than a full functioning admissions department. Application files, assessment testing, advisement and registration, financial aid, textbook orders, and awarding credentials are managed at the local colleges. GVTC's function is to assist the student in locating the course(s) needed and direct the application to the requested college. The same policies and procedures that apply to the traditional student services apply to the Georgia Virtual Technical Connection (GVTC) process. Each application is processed in a nondiscriminatory way for admission to any technical college within the Technical College System of Georgia. GVTC acts as a facilitator in assisting the colleges' Student Affairs divisions in processing the online student.

Getting Started With Your Online Class

To get the most out of the online class experience, a little planning on your part will go a long way. It is important to contact your instructor as soon as possible by sending the instructor an email from your student email account on the first day of class letting him/her know that you are registered for online course(s). This helps establish your intent to complete the online course. Each online instructor will have No Show requirements that students must complete to secure a seat in the course(s). Those requirements will include, but are not limited to, completion of the Pledge Acknowledgement located within the Getting Started/Start Here item of Blackboard and at least one academic activity by the **third day** of the semester. The No Show requirements will be documented in the Day 1 Announcement for each online course. Note: The No Show requirements may vary for each instructor and/or for each course, so it is very important to read all instructions carefully.

Students may access the course syllabus from the course schedule located at [STC website homepage](www.southeasterntech.edu) (www.southeasterntech.edu) to view course requirements and textbook information. Students should check with the instructor to ensure the posted syllabus is the most up-to-date version. The course syllabus is also located in the Blackboard course under the Course Information menu item.

To better serve students and faculty, Southeastern Technical College has two bookstore locations: one on the Vidalia campus and one on the Swainsboro campus. Textbooks, supplies, and program materials are available for sale in the bookstore along with a wide variety of apparel, bags, and gift items.

Students may email their instructor in advance of the semester to obtain the book's International Standard Book Number (ISBN) if they plan to purchase their books from an outside vendor. However, all students are encouraged to use the STC bookstore for their books and other supplies and are expected to obtain all required materials by the first day of the semester. Bookstore hours and book lists can be found on STC's website on the [bookstore's web page](https://www.southeasterntech.edu/bookstore/) (https://www.southeasterntech.edu/bookstore/).

It is the student's responsibility to ensure that they have access to a computer that meets the minimum hardware/software requirements to participate in an online course. Those requirements are listed at [Blackboard's Help Website](https://help.blackboard.com/). (https://help.blackboard.com/).   Although students can use their smart phones, tablets, and Chromebooks to access their online course(s), exams, discussions, assignments, and other graded activities, these items should be performed on a personal computer. Neither STC, Blackboard, nor GVTC provide technical support for issues relating to the use of a smart phone or tablet. Students are advised not to rely on these devices to take an online course.

Finally, a transient student must request that his/her grades be transferred back at the end of the semester to the home college.

MySTC

New students are given an STC Student ID (9xxxxxxxx) and an initial STC password ($TC-######) in the mailed acceptance letter to use to login to STC resources such as Blackboard, BannerWeb, Office 365, etc. The password is a dollar sign, capital T, capital C, hyphen, and the hashtag/pound symbols represent the pin numbers found in the acceptance letter. If students do not have the acceptance letter or know their student ID number, they will need to see Admissions.

Click the MySTC link at the top of the page at www.southeasterntech.edu or enter https://southeasterntech.okta.com to access the MySTC landing page. Your STC Email address and password will grant you access to begin the process.

<username> is your STC Email Address, your studentidnumber@students.southeasterntech.edu.

Example: 9XXXXXXXX@students.southeasterntech.edu

Student Email Access

Every student at Southeastern Tech has a Student Email account through Office 365. Student Email is a web-based email program that you can use to check your college email account from campus, home, or anywhere that offers access to the Internet. As an online student, it is very important that you check your email on a daily basis. Email is the main source of communication between you and your online instructor. Any emails that your instructor creates and sends to you will be sent to your Student Email account.

Student email can be accessed via **mySTC (https://southeasterntech.okta.com/)** on the STC website homepage or the Check Email link in a Blackboard course.

Students should refer to the **Technology Access http://lms.southeasterntech.edu/_Online_Documents/TechnologyAccess.pdf** document for login instructions, security setup, resetting password, and other technology troubleshooting resource information.

Student Email can also be used by required software vendors such as SAM, Mathxl, MindTap, etc. The format of the email address you use with those programs is your named third-party-id address STC email address**.**

https://southeasterntech.okta.com/app/UserHome

Blackboard

Blackboard is a web-based course learning management system used by faculty and students in colleges and universities. You will use Blackboard to locate all information for your online classes, take tests, check your grades on assignments, etc.

Blackboard can be accessed via **mySTC** on the STC website homepage.

Students should refer to the **Technology Access** document for login instructions.

It is very important that you explore each Blackboard course by clicking the course menu items to learn where everything is located (announcements, course information, lessons/assignments, grades, etc.). Along with your email, check the announcements in Blackboard daily. Your instructor may frequently post important information in the announcement section of Blackboard.

If you cannot successfully login, go to http://lms.southeasterntech.edu/it/oktahelp.html for additional instructions. If you are required to complete Step 3, contact Paul Graham, Director of IT, at pgraham@southeasterntech.edu **AFTER Step 3 is completed**.

If you experience **BLACKBOARD** difficulties, **contact your course instructor FIRST for assistance**. In the event that your course instructor is unable to provide appropriate assistance, contact the appropriate Blackboard point of contact.

Stephanie Moye, Vidalia Campus
(912) 538-3161
(smoye@southeasterntech.edu)
(onlinelearning@southeasterntech.edu)

Sonya Wilson, Swainsboro Campus
(478) 289-2298
(swilson@southeasterntech.edu)
(onlinelearning@southeasterntech.edu)

Gina Robison, Vidalia Campus
(912) 538-3122
(grobison@southeasterntech.edu)
(onlinelearning@southeasterntech.edu)

Office 365

Microsoft Office 365 includes the latest version of Office and gives you the full Microsoft Office experience. With access to the latest Office applications as well as other cloud-based productivity services, Office 365 will meet your needs.

With our Office 365 subscription plan you can install the latest versions of Word, Excel, PowerPoint, Outlook, and OneNote (Access and Publisher are also included for PC users). When a new version of Microsoft Office is released, you will get instant access to it so your applications are always up-to-date. Because Office 365 is optimized across your devices, it is easy to get "anywhere access" to your files on your laptop, phone, tablet and more.

Along with the latest software, you will also get 1TB of OneDrive cloud storage, which lets you keep documents in one place, and access them anywhere on any device making it easier to create, edit, and share your documents on the go. In addition, Office 365 subscribers will get 60 minutes of Skype calling per month, so you can stay in touch with friends and colleagues around the globe. Best of all, you can get tech support from the Microsoft Answer Desk experts, by phone or chat at no extra charge.

Office 365 Home lets you install Office on up to 5 PCs or Macs, as well as 5 Windows, Android, or iPad tablets--an ideal solution for homes with more than one user.

Installing Office 365 Applications to Your Personal Computer

Instructions for installing Office 365 on personal computers can be found at [Download and install or reinstall Microsoft 365 or Office 2021 on a PC or Mac - Microsoft Support](#).

Accessing Office 365

Office 365 can be accessed via **mySTC** on STC website homepage, **Office 365** website, or the Check Email link in the Blackboard course.

Students should refer to the **Technology Access** document for login instructions, security setup, resetting password, and other technology troubleshooting resource information.

BannerWeb

BannerWeb is where you access your final grades, registration, financial aid, and other important information. Follow the steps listed below to access BannerWeb:

BannerWeb can be accessed via **mySTC** on the STC website homepage.

Students should refer to the **Technology Access** document for login instructions.

Weekly Student Engagement

Online courses require students to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws or receives an F in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress.

Proctored Event Requirement

In order to validate student identity for all online courses, students enrolled in online courses are required to complete one proctored event (a major exam, assignment, or presentation, etc.). The event will count a minimum of 20% of the course grade, and

will be reflected as such on the course syllabus. Proctored events should be completed after the 65% point of the semester.

The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor.

Approved Methods

On-Campus

The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or an approved proctor. The instructor will be responsible for scheduling of date(s), time(s), lab, etc. On-campus proctors will administer the *On-Campus Proctored Event Registration Form*.

On-Campus Proctored Event Registration Form

Instructors, mentor instructors, and on-campus proctors will be required to administer the *On-Campus Proctored Event Registration Form* at the time of the proctored event. If the event is proctored by anyone other than the instructor, the form will be filled out in its entirety and returned (if appropriate) with the hard copy test, note sheets, or any other paperwork outlined by the instructor. If the instructor administers the form, the instructor will simply save the completed form.

Off-Campus

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements as outlined on the *Proctor Scheduling and Approval Form*. Students arranging off-campus proctoring will take the event on the same day(s) it is originally scheduled. Proctors must follow the Proctoring Instructions, which includes administering the *Off-Campus Proctored Event Registration Form.*

Proctor Scheduling and Approval Form

Students taking proctored events off campus will utilize the *Proctor Scheduling and Approval Form* found in the Getting Started section in Blackboard and submit the completed form to their instructor for approval a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Emergency Procedures

In cases of emergency or pandemics, the Academic Affairs leadership can make the decision to waive the on-campus proctoring requirement.

Proctoring Fees

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

Off-Campus Proctor and Site Qualifications

Students choosing to utilize an alternative proctoring solution are responsible for finding a qualified proctor to administer each event and for submitting the required approval form for each event. The proctor must meet the following criteria:

- be a teacher, professor, librarian (or full-time library staff member), or administrator in a nearby public secondary school, college, university, library, or testing center;

- be a commissioned officer whose rank is higher than the student's own (for students in the military only).

Proctors cannot be family members, friends, or co-workers.

Students must confirm that their proctor and/or the event site have the following:

- a business e-mail address (Exam materials are not sent to proctors who do not have a business e-mail address.);

- a quiet, appropriately lit, and furnished location in which to complete the exam or assignment;

- an available computer with reliable access to the Internet;

- the ability to download files (some exams may require downloaded components);

- a printer with the ability to print PDF documents;

- and access to a fax machine or scanner (for returning completed documents to STC)

Approved Proctor List

Proctors who have been approved by a Southeastern Technical College instructor will have their name placed on the Approved Proctor Form that will be maintained by the Academic Affairs Secretary and kept on the S Drive.

Proctoring Instructions

Proctors will follow the guidelines as outlined in the *Proctoring Instructions Form*. The instructor will send this form and any test materials or instructions to the proctor.

Off-Campus Proctored Event Registration Form

Approved proctors will be required to administer the *Off-Campus Proctored Event Registration Form* at the time of the proctored event. The form will be filled out in its entirety and returned (if appropriate) with the hard copy test, note sheets, or any other paperwork outlined by the instructor.

Proctored Event Scheduling/Makeup

Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion.

Students Failing to Complete the Proctored Event

Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

Access to Proctored Event Materials

In order to facilitate proper access to proctored event materials (exams and/or assignment documents and instructions), and to limit potential misuse of the materials, they will not be made available to the student prior to the scheduled proctored event. Such materials will either be sent directly to the approved proctor, or if provided via the online Learning Management System (LMS) will be password protected. Access to the materials will be provided to the approved proctor via e-mail by noon on the business-day prior to the scheduled event.

Adjunct Instructor Information

Adjunct instructors who are unable to come to campus will coordinate their proctored event with their on-campus mentor(s).

Adjunct instructors will contact the Academic Affairs Secretary to reserve a lab for the event.

Statement for Syllabus

All online course syllabi will include a statement outlining proctoring requirements.

Student Policy

For a complete student policy guide, see the school's website [STC Catalog and Handbook](https://catalog.southeasterntech.edu/) (https://catalog.southeasterntech.edu/).

No Show Policy for Online Courses

Each online instructor will have No Show requirements that students must complete to secure a seat in the course(s). Those requirements will include, but are not limited to, completion of the Pledge Acknowledgement Requirement located within the Getting Started/Start Here item of Blackboard and at least one academic activity by the **third day** of the semester. The No Show requirements will be documented in the Day 1 Announcement for each online course. Note: The No Show requirements may vary for each instructor and/or for each course, so it is very important to read all instructions carefully.

Any no show student whose registration is voided and who seeks reinstatement must obtain approval from the class instructor (who will seek approval from Student Affairs if necessary).

   NOTE: Some classes have waiting lists. When a no-show student's registration is canceled, students on the waiting list are given the opportunity to register. This means that no show students may lose their place in class.

Dropping Online Courses Before the Class Has Begun

Students wishing to withdraw from one or all courses prior to the first day of class need to go to BannerWeb and drop their classes. Please note that a registration access number will be needed as well as a student's ID number and PIN. If the registration access number is unknown, the student will need to contact the registrar.

Withdrawing from an Online Course

Students wishing to officially withdraw from course(s) after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned when the student completes the withdrawal form from the course(s). After the 65% portion of the semester, the student has earned the right to a letter grade and will receive a grade for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial

penalties that may be accessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

Academic Dishonesty

Academic Misconduct
Academic misconduct is any act that does or could improperly distort student's grades or other student academic records. A student enrolls at Southeastern Tech to gain technical skills to lead to greater employability. Academic misconduct is not only "cheating" the student of learning the needed skills, it is an offense to the academic integrity of the learning environment. All forms of academic dishonesty will call for discipline.

Procedure for Academic Misconduct
The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--
Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--
Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--
Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

Work Ethics

Southeastern Technical College instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits are defined as essential for student success. The definitions for these traits have been integrated into the program standards of each program curriculum thereby allowing each program to make work ethics a relevant and meaningful part of the program curriculum. The traits are assessed before the student graduates from the program in a designated course. If your online course is this designated course, it will be indicated on your Syllabus as well as under the appropriate menu item on the left side of your screen in Blackboard. These assessments have been developed using questions unique to each program area. The assessment will make up 5% of a student's grade for the designated course. If a student passes the work ethic assessment in his/her program with a C or better, he/she will receive a work ethics grade of 2. This grade will appear as a letter grade then a 2 for passing work ethics. (Ex: A 2)

The following statement will appear in every course syllabus which assesses the Work Ethics traits:

> *The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.*

Instructor Response

PROCEDURE CONCERNING INSTRUCTOR RESPONSE TIME

The instructor will do his or her best to immediately respond to all Student Email and phone messages. STC and its instructors realize that when an online student has a question, he or she may not be able to continue class work until that question is answered. Email is the best method for an online student to contact his or her instructor. Instructors will reply to all email that requires an answer by the following business day. Additionally, online instructors are required to check email at least once over the three day weekend (Friday, Saturday, and Sunday) and daily if tests or assignments are due on Monday. Students should refer to the course syllabus section of Blackboard which provides online students with times and dates they can expect their instructor to be available for personal contact. Also, the Faculty Information Section of your Blackboard course provides you with the times and dates that you can expect your instructor to be available for personal contact (phone calls or on campus visits).

If you have not received a reply from your instructor within 72 hours after submittal, contact Gina Robison (grobison@southeasterntech.edu) for Business Technology, and Human Services, Dana Roessler (droessler@southeasterntech.edu) for Health Sciences, Cheryl West (cwest@southeasterntech.edu) for General Education and Learning Support, Sonya Wilson (swilson@southeasterntech.edu) for Industrial and Environmental Technologies, or Stephanie Moye (smoye@southeasterntech.edu) Director of Distance Education/Blackboard Point of Contact (POC), Vidalia Campus.

Privacy Procedure for Distance Education

Southeastern Technical College (STC) has a procedure for protecting the privacy of students enrolled in distance education courses or programs. Southeastern Tech also adheres to written procedures of the Georgia Virtual Technical Connection (GVTC) to protect the privacy of students who participate in distance learning activities.

Southeastern Technical College uses Blackboard Learn as its Learning Management System (LMS). Blackboard Learn provides students a secure logon environment into their virtual classroom. STC utilizes Multifactor Authentication (MFA) as an added layer of security to verify an end user's identity when they sign in to an application that includes Blackboard. Rather than just asking for a username and password, MFA requires one or more additional verification factors, which decreases the likelihood of a successful cyber-attack. **Students should not share their login credentials with others and are instructed to periodically change their password to maintain privacy.**

According to the Technical College System of Georgia (TCSG) and Industry Standards, STC develops policies and guidelines to meet all security requirements. Information Technology (IT) systems have built in processes to enforce as many of these policies and guidelines as possible. It is the responsibility of system users to understand and follow all policies and guidelines. If anyone is found in violation of any of these polices and guidelines, they are processed according to our current disciplinary action procedures.

PROCEDURE
Southeastern Technical College utilizes (1) secure logins/passwords and (2) proctored events to verify the identity of students enrolled in distance education courses. Additionally, all students enrolled at Southeastern Technical College, regardless of the mode of instructional delivery (on campus, online, blended), are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). Students are notified of their FERPA rights during orientation. Information about this act is published on STC's Website and in STC's Catalog and Handbook. To ensure that faculty and staff understand and carry out the commitments to confidentiality, integrity, and security of student academic records, Southeastern Technical College requires annual FERPA training.

Secure Logins/Passwords
When students are enrolled in a course in Banner, they are automatically enrolled in Blackboard, which can be accessed via mySTC on the STC website homepage using their STC Student ID Username and STC Password. The secure login information identifies students to the system on each course visit. Students use Blackboard to submit assignments, complete assessments, access course materials, and view grades. **Students are instructed not to share their login credentials with anyone and to change passwords periodically to maintain security. From the time of the first student logon to Blackboard, STC faculty and staff do not have access to students' Blackboard passwords.**

Reliability, privacy, safety, and security for Blackboard courses are provided by the Georgia Virtual Technical Connection (GVTC). All courses are loaded onto a server that Blackboard maintains. GVTC is the contact for any server level administrative changes.

Proctored Events

In addition to using secure logins/pass codes, Southeastern Technical College also requires that every online student complete a proctored event as a means of verifying identity. Students must present photo identification, such as a STC Student ID, driver's license, passport, etc. All Off-Campus Proctored Event Registration Forms and On-Campus Proctored Event Registration Forms must be completed in the presence of the proctor. Proctors are to check the information and signature against the identification presented to ensure that the student who is present for the proctored event is the correct student to be completing the event for the scheduled course. Completed proctored event registration forms and all proctored event materials are kept in a secure location by the instructor of the course.

Protecting the Privacy of Student Data in the Student Information System

Banner is the software front-end for the Oracle database housing student data. This data includes all student institutional history, as well as some biographical information. It is the shared responsibility of the Banner system administrator and all departments accessing student data in Banner to guard against it being compromised and the student's privacy violated. At the physical level, this data is transmitted in encrypted fashion to prevent electronic interception or manipulation. Further security is added by disallowing direct access to the Oracle database or its host server from outside the school network. Students in the Banner system are provided a web portal (BannerWeb) to access most of their own student information such as grades, awards, bills, etc. This information is protected at the physical level by encryption and at the user level by a user id and password combination login. A student's user ID is comprised of a non-associative, sequentially generated number and a complex password which must be at least 8 characters long and include at least 3 of the 4 following characteristics:
1. Upper Case Letter
2. Lower Case Letter
3. Numeric Character
4. Special Character

It is the responsibility of the student to guard their ID and pin from disclosure. All information in Banner, including student identification numbers, is protected in compliance with the Family Educational Records and Privacy Act (FERPA) and is not shared.

Protecting the Privacy of Student Email

Student Email is a secure logon environment. The identity of all students is verified through the use of a secure and unique nine-digit student identification number. This identification number is utilized as part of the student's username when accessing the student email. Additionally, STC utilizes Secure Sockets Layer (SSL) certificates to establish an encrypted link between the web server and the client's browser. This link ensures that all data passed between the web server and web browser remain private

and integral. SSL is an industry standard and is used by millions of websites in the protection of online transactions with users.

Students are responsible for using their STC Student Email address when registering third party products.

Important Contact Information and Links

BTHS stands for Business Technology and Human Services

Important Contacts:

Ms. Gina Robison, Dean Business Technologies and Human Services/Blackboard POC – Vidalia Campus   (912) 538-3122
Ms. Sonya Wilson, Dean Industrial and Environmental Technologies/Blackboard POC – Swainsboro Campus   (478) 289-2298
Ms. Stephanie Moye, Director of Distance Education/Blackboard POC – Vidalia Campus   (912) 538-3161
Southeastern Technical College Customer Service   (912) 538-3100
Southeastern Technical College Fax number, Vidalia Campus   (912) 538-3156
Southeastern Technical College Fax number, Swainsboro Campus (478) 289-2263
Southeastern Technical College Financial Aid, Vidalia Campus (912) 538-3107
Southeastern Technical College Financial Aid, Swainsboro Campus (478) 289-2272
Southeastern Technical College Bookstore, Vidalia Campus   (912) 538-3129
Southeastern Technical College Bookstore, Swainsboro Campus (478) 289-2217
Southeastern Technical College Registrar, Vidalia Campus   (912) 538-3160
                                                             (912) 538-3213
Southeastern Technical College Registrar, Swainsboro Campus (478) 289-2271
Southeastern Technical College Career Services, Vidalia/Swainsboro Campuses
                                                             (912) 538-3207

Important Links:

http://www.southeasterntech.edu
(Southeastern Technical College Home Page)
This is our college homepage. If you have any questions, start at the homepage and look at the list of contacts in the Directory.

https://catalog.southeasterntech.edu/
(Southeastern Technical College Catalog)

https://gvtc.tcsg.edu/
(Georgia Virtual Technical Connection)

https://gvtcapp.tcsg.edu/GVTC/General/Courses.aspx
(GVTC Online Courses)

[mySTC](https://southeasterntech.okta.com/)
(https://southeasterntech.okta.com/)

[Technology Access](http://lms.southeasterntech.edu/_Online_Documents/TechnologyAccess.pdf)
http://lms.southeasterntech.edu/_Online_Documents/TechnologyAccess.pdf

https://www.southeasterntech.edu/admissions/financial-aid/how-to-apply/
[(Financial Aid – How to Apply)](https://www.southeasterntech.edu/admissions/financial-aid/how-to-apply/)

STC Policies and Procedures

You should read all policies and procedures listed on the next page of this manual. When you have read and understand each of these policies, follow your online instructor's directions for issuing a statement of acknowledgement. Most instructors ask you to view the Getting Started Presentation and to complete the Pledge Acknowledgement found in Blackboard. Your instructor will likely also ask you to introduce yourself to the class as a part of this process.

List of Policies and Procedures

By issuing a statement of acknowledgement in your Blackboard course, you agree that you are responsible for all policies and procedures listed on this page and in the STC *Catalog and Handbook* https://catalog.southeasterntech.edu/

_____	Student Affairs Information
_____	Attendance Policy
_____	Academic Dishonesty Procedure
_____	Instructor Response Time
_____	Withdrawal Procedures
_____	Weapons Policy
_____	Dress Code
_____	Drug-Free Campus Policy
_____	Tobacco Use
_____	Academic Misconduct
_____	Non-Academic Misconduct
_____	Privacy Procedure for Distance Education
_____	Proctoring Requirements

Student Affairs Information

The Student Affairs office is excited you are seeking to augment your life with education through Southeastern Technical College, and we are committed to assist you any way we can. Provided here is resource and contact information to enhance your experience as an online learner.

Academic Assistance

Georgia Virtual Technical Connection (https://gvtc.tcsg.edu) has excellent information on their website. The site includes assistance areas including library resources, course orientation, tutorials and support information.

The Southeastern Technical College library (http://library.southeasterntech.edu) is an excellent resource:

Southeastern Technical College also has a Student Success Center (https://www.southeasterntech.edu/student-success-center/) where a variety of resources and tools are available:

Career Services

The Career Services Office provides a variety of resources and personal assistance to graduates seeking employment. Services include job search assistance, resume writing and interview preparation. All resources may be accessed by contacting the Career Services Office (lhelms@southeasterntech.edu) or at 912/538-3207.

Additional job opportunities and career planning tools may be accessed through one of the following links:

STC Career Center (https://www.southeasterntech.edu/career-services/)
STC JobLink (https://www.southeasterntech.edu/career-services/).

Student Organizations

The benefits of joining a student organization include, but are not limited to, learning more about the College, meeting other students with similar interests, and gaining leadership skills. The Student Organization webpage (https://www.southeasterntech.edu/student-clubs-and-organizations/) has contact information for clubs and organizational events.

Special Programs

Southeastern Tech has a variety of special support services programs designed to ease the transition into higher education and maximize the potential for student success. Our Special Needs Program will assist with reasonable accommodations to qualified

students with disabilities. The Student Success Center (https://www.southeasterntech.edu/student-success-center/) page is valuable resources for providing students with tutoring assistance. STC provides Special Support Services (https://www.southeasterntech.edu/mystc/special-services/).

Admissions

Questions regarding admission status, changing your program, or transcripts? For admissions questions, email admissions@southeasterntech.edu.

Registrar

Our Registrar can assist you with BannerWeb questions, having a transcript sent to another school, your grades, and GPA. Students can email registrar@southeasterntech.edu.

Financial Aid

Financial Aid staff can assist you with financial aid matters. Students can email finaid@southeasterntech.edu.

Technology Access

For information on how to login to resources, reset passwords, set up security questions, and troubleshooting tips, please see the **Technology Access link**.