Student Affairs

In this section...

ORIENTATION
New Student Orientation

In order that new students may be fully informed and aware of all phases of school life, a program of orientation is provided each semester. Orientation is held prior to the first day of each semester. This program informs new students about school and department rules, regulations, and policies. It also provides students with information about employment opportunities available upon program completion. Students are introduced to school personnel and informed about student activities, opportunities, regulations, requirements and available services. Program specific orientation is provided immediately afterward to introduce students to the requirements of their program of study. New Student Orientation for online students is available on the Southeastern Technical College website.

CAREER PLANNING

Interests and abilities testing and career counseling are available to help an applicant decide which program to enter. Testing may provide valuable information for use by counselors during career exploration sessions with potential students.

Students may also wish to access the Georgia Career Information System (GCIS) to learn the most current job and educational opportunities to advance career and educational planning.

GUIDANCE AND COUNSELING

Counseling services and referrals to community agencies are available from a well-qualified staff of professionals. They will assist with developing career plans and personal goals; provide help with problems encountered in academic pursuits; and provide support in dealing with work-related, personal, or financial problems.

SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

Southeastern Technical College recognizes the importance of encouraging and helping students with disabilities reach their full potential. Services for students with disabilities are available to assist these students in realizing and maximizing their academic and personal goals. In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the College ensures that admission, services, activities, facilities, and academic programs are accessible to and usable by qualified students with disabilities.

Reasonable accommodations are available to students who identify themselves as having a disability and as being otherwise qualified for admission to the College. Each student is responsible for providing documentation of his/her disability and requesting appropriate accommodations. Students with disabilities are asked to contact the Special Needs Coordinator prior to their first semester of enrollment to request assistance and to ensure that appropriate accommodations are made in a timely manner. Accommodations requested less than thirty days in advance of the start date of any semester are not guaranteed to be available by the first day of class for that semester.

For more information, visit the STC website.

SPECIAL POPULATIONS

Southeastern Technical College provides equal access to all program activities and provides assurance of nondiscrimination for all special-population students in admissions, programs/training and all activities.
Special populations include:

- Individuals with disabilities (See Support Services for Students with Disabilities)
- Individuals preparing for nontraditional fields
- Displaced homemakers
- Individuals with limited English proficiency
- Single Parents

Services include programs that will enhance or improve the academic, technical and employability skills of special population students. Southeastern Technical College is committed to developing and implementing procedures that will encourage and support each student in their pursuit of a rewarding career with emphasis on high skill, high wage or high demand occupation. For more information visit STC website.

CAREER SERVICES

The Career Services Office offers assistance to graduates and students who are seeking work related to their field of study. Every semester, workshops in interviewing, resume preparation, and mock interviews are available to prepare students for entrance into the labor market. Career centers, which contain job search related materials, are located at both campuses to provide assistance to those job seekers. The Career Centers are located in Building 2, room 2105 at the Swainsboro campus and room 166 of the Main Building at the Vidalia campus.

Area employers regularly contact the college seeking qualified job applicants for full-time and part-time positions. Information on current job openings can be obtained at the Career Services Office or on the Career Services websites.

Federal Work Study positions are available on campus. These are part-time positions for a maximum of 20 hours per week. Applicants must:

- Be currently receiving the Pell Grant;
- Be enrolled in at least 6 credit hours; and
- Maintain a 2.0 GPA

Applications for these Work Study positions may be obtained from the Career Services Office.

After graduation, students are surveyed as to their opinion of the program attended. Employers of each graduate are also surveyed as to whether the training provided was appropriate. The comments and suggestions received from graduates and their employers are carefully studied and considered when planning curriculum.

For more information on Career Services or follow-up procedures, contact the Career Services Office at:

Vidalia Campus, 912-538-3100

Swainsboro Campus, 478-289-2200

STUDENT RECORDS

Notification of Students

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA") AND APPLICANT RECORDS

A.	Notification of Student Rights Under FERPA

The Family Educational Rights and Privacy Act ("FERPA") affords eligible students (18 years or older) certain rights with respect to their education records maintained by TCSG or the technical college. These rights include:

i.	The right to inspect and review the student's education records within forty-five days after the day that TCSG or the technical college receives the request for access. Requests for access to records should be submitted to the registrar listing the records the student wishes to inspect. The registrar will make arrangements for the student to review the requested records.

ii.	The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Such requests should be made in writing clearly identifying the part of the

record the student wants changed and why the record should be changed. This written request should be given to the Registrar.

If the college decides not to grant the request, the student has a right to a hearing. Details regarding the hearing will be provided with notification of the student's right to a hearing.

iii.   The right to provide written consent before the college discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. A full list of the disclosures that the college may make without consent is located in Section "C".

The technical college may also disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position, including health or medical staff or outside personnel performing work usually performed by college personnel; a person serving on TCSG or the college's board; a person employed by or under contract to TCSG or the college to perform a special task, such as an attorney or auditor; a person who is employed by a TCSG or the college law enforcement unit; a student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another TCSG or college official in performing his or her tasks; or a contractor, consultant, volunteer or other party to whom TCSG or the college has outsourced institutional services as provided in 34 CFR § 99.31 (a)(1)(i)(B). For additional information, see TCSG Procedure for Student Records.

iv.   The right to file a complaint with the United States Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

      Family Policy Compliance Office
      U.S. Department of Education
      400 Maryland Avenue, SW
      Washington, DC 20202-4605

B.   Annual Notice of Directory Information Contents

"Directory Information" is information not generally considered harmful or an invasion of privacy if disclosed. Effective fall semester 2012, the college has designated the following information as "Directory Information"

    i.   Full name of student
    ii.   Address(es)
    iii.   Telephone number(s)
    iv.   County of residence
    v.   Email address(es)
    vi.   Major and field(s) of study
    vii.   Degrees and awards including nature and date received
    viii.   Dates of attendance

ix.	School or division of enrollment
x.	Enrollment status (i.e., full or part-time, undergraduate, graduate)
xi.	Name of institution last attended
xii.	Participation in official sports and activities
xiii.	Height and weight of athletic team members
xiv.	Photograph(s)

Students who wish to prohibit the release of directory information should file a written notification at the registrar's office.

C.   Disclosures of Personally Identifiable Information Without Consent

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of the FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. For additional information on these categories, see TCSG Procedure for Student Records. A postsecondary institution may disclose personally identifiable information without obtaining prior written consent of the student:

i) To TCSG and technical college officials who have a legitimate educational interest in the records.

ii) To officials of another school, upon request, in which a student seeks or intends to enroll.

iii) Subject to conditions set forth in 34 C.F.R. §99.35, authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, authorized representatives of the Attorney General of the United States for law enforcement purposes, or state and local educational authorities.

iv) College or TCSG officials or lending institutions, in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:

- determine eligibility for the aid;
- determine the amount of the aid;
- determine the conditions for the aid; or
- enforce the terms and conditions of the aid

v) State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to the state statute adopted prior to November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or information that is allowed to be reported pursuant to a state statute adopted after 1974, which concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released. Nothing in this paragraph shall prevent the state from further limiting the number or type of state or local officials who will continue to have access thereunder.

vi) Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted.

vii) Accrediting organizations in order to carry out their accrediting functions.

viii) Parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954. The parent must provide a copy of their most recent federal income tax return establishing the student's dependency. Full rights under the act shall be given to either parent, unless the institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation or custody that specifically revokes those rights.

ix) In connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or others.

x) To comply with a judicial order or lawfully issued subpoena, provided the college makes a reasonable effort to notify the student of the order or subpoena in advance of compliance. Notification may be prohibited if the College receives a federal grand jury subpoena or any other subpoena which states that the student should not be notified.

xi) To an alleged victim of any crime of violence as that term is defined in Section 16 of Title 18, United States Code, or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by an institution of postsecondary education against the alleged perpetrator of that crime or offense with respect to that crime or offense.

xii) To Veterans Administration Officials pursuant to 38 U.S.C. § 3690 (c).

xiii) Information the college has designated as "directory information," unless a hold has been placed upon release of the information by the student.

xiv) To the court those records that are necessary to defend the College when a student initiates legal action against the institution and/or Department.

xv) The college may also disclose to any parent or legal guardian of a student under the age of 21 information about a violation of any federal state or local law, or any rule or policy of the technical college governing the use or possession of alcohol or a controlled substance if the institution determines that the student has committed a disciplinary violation with respect to such use or possession

Gramm-Leach-Bliley Act

The Financial Modernization Act of 1999, also known as the Gramm-Leach-Bliley Act or GLB Act, includes provisions to protect consumers' personal information held by financial institutions. There are three principal parts to the privacy requirements: the Financial Privacy Rule, Safeguards Rule and pretexting provisions. Southeastern Technical College complies with the aforementioned Congressional Act. Additional information on the Gramm-Leach-Bliley Act can be accessed at www.ftc.gov/privacy/privacyinitiatives/glbact/

Solomon Amendment

The Solomon Amendment requires the college to release student recruitment information to military recruiters. Student recruitment information is defined as name, address, age, major, dates of attendance, and award of credit. If a student or minor does not wish to have student recruitment information released to third parties, an objection form must be filed with the Registrar's Office.

Recordkeeping Requirements

Southeastern Technical College shall maintain a record of requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request and what records, if any, were received, the legitimate interest in the records, any additional party to whom it may be redisclosed, and the legitimate interest the additional party had in requesting or obtaining the information. The record may be reviewed by the student. This recordkeeping is not required if the request was from, or the disclosure was to:

1. the student;
2. a school official determined to have a legitimate educational interest;
3. a party with written consent from the student;
4. a party seeking directory information; or
5. a Federal grand jury or law enforcement agency pursuant to a subpoena that by its terms requires nondisclosure.

Types, Locations and Custodians Of Education Records		
Type of Record	**Location**	**Record Custodian**
Academic (e.g., transcript, transfer work, class schedule, degree requirements, probation, etc.)	Student Affairs, Registrar's Office	College Registrar
Financial Aid	Student Affairs, Financial Aid	Director of Financial Aid
Placement	Student Affairs, Career Services	Director of Career Services
Bills, Checks, Fees	Business Office	Director of Accounting
Attendance, Tests	Instructional Offices	Instructor

COPIES OF STUDENTS RECORDS

Students may receive one official transcript of work attempted at Southeastern Tech free of charge. Each copy of an official transcript thereafter is $5.00.

Copies of other information in the student's education record will be provided on the basis of actual cost to Southeastern Tech. Copies supplied to the student will be certified as accurate to the best of the responsible official's knowledge but will not be considered an "official" document of the institution.
Official transcripts may be ordered in two ways:

1. Transcripts can be ordered via the Internet at any time through the National Student Clearinghouse (http://nationalstudentclearinghouse.com) for a minimal fee which is payable by using any major credit card. (Your card will only be charged after your order has been completed.) The site will walk you through placing the order, including delivery options and fees. You can order as many transcripts as you like in a single session. A processing fee will be charged per recipient. Order updates will be emailed to you and you can track your order online.
2. Transcript request forms may be submitted to the registrar's office. The form must be completed, signed and dated, and either mailed or faxed to the Registrar's Office. Mailing addresses and fax numbers are on the form. Forms can be mailed or faxed to either the Swainsboro campus or the Vidalia campus. Fees, if applicable, can be paid to the Business Office at 912-538-3104 or 478-289-2251. We accept check, cash, credit or debit cards.

Transcripts are processed within four business days from the date of the request and are sent electronically whenever possible. (A transcript can be requested on demand at a cost of $25 per transcript. This service may not be available during registration times or if the computer system is down. If a transcript is requested on demand, the fee of $25 must be paid before the transcript is issued. The first free transcript does not apply.) If you are a currently enrolled student and wish to have your current semester grades on the transcript, please be sure to mark the block to hold the transcript until current semester grades are posted. All transcripts issued will include the entire academic record, no partial or incomplete record will be issued as a transcript. Please note that any financial obligations to the school must be cleared before a transcript can be released.

Unofficial transcripts may be accessed through Bannerweb.

Enrollment Verification Process

Students needing written proof of their enrollment may request an enrollment verification certificate from the National Student Clearinghouse. This is available through the Bannerweb system on the college website. If verification is not available, then student should contact the Registrar's office.

COLLEGE PUBLICATIONS

Catalog and Student Handbook

The Catalog and Student Handbook may be referred to for accurate and detailed information pertaining to all school matters relating to students. Southeastern Tech's catalog is found on its website www.southeasterntech.edu.

Southeastern Tech Today

Southeastern Tech Today is the official internal newsletter for Southeastern Tech. This daily publication is compiled and edited by the receptionist and transmitted electronically to faculty and staff for dissemination. Key items are broadcast on the electronic monitors located throughout the College.

Annual Report

Southeastern Tech publishes an annual report that highlights the previous year's accomplishments, including enrollment numbers, the job placement rate, and other pertinent information.

STUDENT ID CARDS

ID cards are presented to students during New Student Orientation. Replacement ID's may be obtained by contacting the Student Affairs Department. ID's are required to purchase books from the Bookstore.

LIBRARY

The library at Southeastern Technical College supports the curriculum of the College by developing and promoting information literacy skills for students, faculty and staff wherever they are located. To accomplish this purpose, the library develops, maintains, and makes accessible a well-balanced collection of information resources in a variety of formats and delivery options in order to meet institutional objectives.

Circulation Policies

All currently enrolled students in good standing and currently employed faculty and staff of Southeastern Technical College may check out circulating materials. Books in the general collection circulate for three weeks, and may be renewed two times, provided there are no holds on a title.

Library Resources

Southeastern Technical College students have access to print books, periodicals, videotapes and DVDs in each of the library facilities. The library also makes available over 50,000 full text electronic books through Ebsco eBook collection and thousands of periodicals online through Georgia Library Learning Online (GALILEO). Equipment at each of the library facilities includes personal computers, photocopiers, scanners and a laminator.

Library Services

Upon request by the instructor, librarians are available for bibliographic instruction sessions. Librarians are also available for point of contact reference services both in person and online. The library provides free interlibrary loan services to the Southeastern Technical College community.

STUDENT SUCCESS CENTER

The Student Success Center is designed to help students identify interests, examine various majors, and consider basic values and priorities which contribute to success in planning educational goals. The goal is to use all available resources to assist students in making positive adjustments in their academic and personal lives.

The Student Success Center is designed to support students in their efforts to achieve maximum success in school, in the workforce, and in life. The Center offers career and personal counseling.
STC Staff is available to personally help you:

- evaluate your interests
- complete career assessment tools
- develop successful academic goals
- deal with social and personal problems
- be aware of community agencies and resources
- resume development assistance
- cover letter and thank you letter assistance
- online job search assistance

STC Staff is available daily and is an integral part of assisting the student with obtaining his/her educational and career goals.

Retention

The Office of Retention Services provides students with the necessary programs and services which will assist them in the completion of their educational objectives.

Tutoring Services
Free tutoring services are available Monday - Thursday. Please contact the College for more information: Vidalia Campus (912) 538-3100; Swainsboro Campus (478) 229-2200.

BOOKSTORE
Southeastern Technical College has two bookstore locations to serve our students better. The bookstore on the Vidalia campus is located in Room 327 and the bookstore on the Swainsboro campus is in Building 3. Regular & rush bookstore hours are scheduled to accommodate both day and evening students. Textbooks, supplies, and program materials are available for sale in the bookstore along with a wide variety of apparel, bags, and gift items. Financial aid period is available for the first two weeks of each semester for using HOPE, PELL, and Third Party grants & scholarships. The bookstore accepts cash, check, Visa, MasterCard & Discover. The bookstore schedules textbook buybacks each semester for each campus during finals week. Please see our website or contact the bookstore directly at bookstore@southeasterntech.edu for more information.

STUDENT CENTER
Student Centers are located in the Administration Building of the Main Campus, the Gillis Building of the Main Campus, and Building 3 of the Swainsboro Campus. These areas provide a suitable area for studying, meetings, and dining. The student center serves as an informal lounge and contains tables and chairs, informational bulletin boards, newsworthy school information, and restrooms.

MEALS
Vending machines are located in the Student Centers of the Administration Building and the Gillis Building of the Main Campus. Buildings 1, 2, and 8 on the Swainsboro Campus provide vending machines. Snacks are also available in the snack bar/canteen on the Swainsboro Campus. Snack bar hours are from 6:45 am until 3:30 pm. Students may bring food onto the campus for consumption at the tables provided in the courtyard or in the student centers. Please keep the area clean by properly disposing and recycling used cups, cans, and wrappers. Problems with vending machines should be reported to the receptionist.

TRAFFIC AND PARKING REGULATIONS
Southeastern Technical College has full authority to enforce traffic regulations. These regulations are designed to make traffic and parking on campus as safe and convenient as possible. The regulations apply to students, College employees, and visitors.

Campus Parking Procedures
Motor vehicles privately owned and operated on the College campus by students, staff and faculty must be registered with the College. The Division for Student Affairs will issue a parking decal as evidence of campus registration. All students must register their vehicles with the College. Failure to comply will result in a citation.

Users of the college parking lots will be issued one decal at no expense; however, there will be a $5.00 charge for lost decals. Inform the Office for Student Affairs when a vehicle is sold and it will be removed from your account.

Faculty and staff will be issued a parking decal. The parking permit is to be displayed on the rear view mirror with the permit number facing out.

Students will be issued a parking decal. The parking permit is to be displayed on the rear view mirror with the permit number facing out.

Parking Regulations

All persons parking on Southeastern Technical College property are expected to follow parking regulations. Failure to do so may result in fines, towing, or revocation of parking privileges.

- Park in designated parking areas.
- Parked vehicles may not impede the flow of traffic and must be located entirely within the boundaries of a lined parking space.
- Restrictions on handicapped parking, time limited spaces, loading zones, no parking zones, and fire lanes will be observed at all times.
- Motor vehicles may not be driven or parked on sidewalks or grassed areas.
- STC reserves the right to reserve or restrict parking for special events. Such reservation or restriction may be accomplished by the direction of Maintenance/Security personnel or by the posting of barricades or other signage. Vehicles parked in violation of such direction or postings are subject to fine and towing.
- Parking permits are non-transferable. The decals or permits must be affixed only to the vehicles for which they are registered.
- Regardless of how many vehicles are registered in any one name, only one at a time is allowed to park on campus.
- Upon change of vehicle ownership, termination of association with STC, revocation of parking privileges, or receipt of a decal, which supersedes a prior decal, parking decals must be removed from the vehicle.
- The person in whose name the vehicle is registered at Southeastern Tech shall be responsible for all violations at Southeastern Tech.
- Removal of, or tampering with, any STC parking or traffic signs will result in issuance of a fine and/or criminal prosecution.
- Operators of vehicles emitting excessive noise or being operated in a reckless manner are subject to fine.
- Vehicles may not be stored on campus without the written permission of the Security Department. Any vehicle remaining stationary for more than three days will be considered a stored vehicle and will be subject to towing at the owner's expense.

Parking Lots

Southeastern Technical College has two designated parking lots on the Main Campus in Vidalia totaling 632 parking spaces. We have ample parking available for all our students. Our neighboring businesses have asked that we prevent STC students from parking in their parking lots. This is because they need these spaces for their customers. STC students should park in STC parking lots only.

Handicapped Parking

The campus has limited space reserved for handicapped drivers. These spaces are to be utilized by persons with an approved handicapped license plate or permit. A temporary permit may be issued and requires a doctor's letter describing the severity and expected end date.

Enforcement

The Security Department is responsible for enforcement of the parking regulations. Citations for violations of regulations, signs, and markings may be issued at the scene of the violation or by mail. Parking regulations are in effect 24 hours a day. Violators can be prosecuted and are subject to penalties and fines as imposed by Southeastern Tech, county and state law. Students may also lose the privilege of bringing a vehicle onto the campus. Failure to obey parking regulations may lead to an automobile being towed at the owner's expense.

Violations and Fines

Students, staff and faculty shall be liable for the following fines and violations:

- Failure to display STC parking permit/Not registered for decal;
- Parking permit not properly displayed;
- Parking unregistered vehicles;
- Unauthorized use of, or altering, permits;

- Parking outside permitted areas;
- Parking/driving on grass, walking areas, shrubs or lawns;
- Parking or blocking, fire lanes, parking spaces, or loading zones;
- Parking in illegal, restricted, or reserved zones;
- Parking adjacent to yellow curb or an area with a no parking sign;
- Failure to stop at a stop sign;
- Failure to obey traffic signs, special parking space markings, directional arrows;
- Speeding/Exceeding the posted speed limit;
- Parking is a Disabled Area—without a GA disabled decal or tag—could result in a fine up to $100.00 and/or towing and/or loss of parking privileges. Proper decal or tag must be displayed; and
- Any other violations of county and state laws.

Parking Violations Fines
Violations such as No Campus Parking Decal, Parking in a Restricted Space other than Handicapped, Blocking a Driveway, Speeding, etc., will result in a fine of $10.00 for each violation.
If an individual receives three or more citations, the fines will be doubled for the remainder of the student's enrollment beginning with the third citation.
First offense fine for parking in handicapped parking space is $25.00; second is $50.00; and third offense is $100, respectively.

Parking tickets should be brought to the Student Affairs receptionist in the Administrative Building immediately. Tickets should be cleared during the semester received to preclude delays in registration, processing of transcript requests, graduation requests, and etc.

Failure to pay fines or appeals within the time limit will result in placing a hold on student records. Students whose records are frozen may not register at any time in the future until the financial obligation is fulfilled. Fines may be mailed or paid in person. Fines should be paid in cash, cashier's check, or money order. All fines are due by the end of the semester in which the fine was issued.

Fines are subject to be increased or raised without notice.

Hours of Permitted Parking
The hours of operations of Southeastern Technical College are Monday through Thursday, 8:00 a.m. to 10:00 p.m. No students will be permitted on Campus or in the College buildings after 10:00 p.m. except when special official college functions take place.

No vehicle will be permitted to park in the roadways, driveways, or grass areas; roadways are intended for traffic movement. Vehicles abandoned on College property will be towed at the owner's expense. Parking is prohibited on the College grounds between the hours of 10:30 p.m. and 6:00 a.m., except for authorized vehicles.

Personal Property
The College will not assume responsibility for the loss, theft or damage of a student's, staff member's, and visitor's personal property brought on campus. If loss, theft or damage does occur, notify Security immediately.

Towing and Impoundment
STC reserves the right to have any vehicle towed and impounded which is not authorized to park on college property, constitutes a hazard, blocks loading zones, or impedes vehicular or pedestrian traffic. The costs of towing and impoundment will be the responsibility of the owner of the vehicle. STC disclaims any responsibility for damage or losses that may result from towing or impoundment.

General Information

- A parking permit does not guarantee you a place to park. It only gives you the right to park on STC property in designated areas, as space is available. Plan your time so that you have a few extra minutes to locate a parking space.
- Park at your own risk. STC assumes no responsibility for your vehicle or its contents while it is on campus property.
- Lock your vehicle and keep valuable items out of sight. If you need to store something, place it in your trunk.
- In case of unavoidable circumstances that might result in a citation (such as illegal parking due to a flat tire or engine trouble) please contact the Security Office.
- If you are involved in a motor vehicle accident on STC property, contact Security or Maintenance. The Vidalia Police Department will file an accident report that will be made available to your insurance company upon request.

HOUSING

Southeastern Tech does not provide dormitories or off-campus housing facilities. Students desiring housing may obtain information through local newspaper advertisements and real estate agencies.

RECYCLING

The faculty, staff, and student body of Southeastern Technical College support environmental awareness through a school recycling program. Items designated for collection are aluminum cans, plastic, white paper, colored paper, newspaper, computer paper, and cardboard. Containers are provided throughout the campus for collection of the items.

STUDENT ACTIVITES & ORGANIZATIONS

Southeastern Tech recognizes the importance of organized student activities as an integral component of the total educational experience. STC is committed to the holistic development of students by providing meaningful opportunities for involvement through a variety of learning experiences which complement formal classroom education.

Students are encouraged throughout their course of study at Southeastern Tech to participate in student activities and student organizations. Through involvement in the various clubs and activities, students are provided opportunities to share interests while interacting with their peers, faculty, and staff. Student activities are designed to complement the academic experience through an array of educational, social and recreational programs. It enhances student development by providing first-hand experience in leadership, decision-making, interpersonal, organizational, planning and technology skills.

Student activities are an important component in a more satisfying and successful educational experience. Student activities programming is intended to provide opportunities for personal growth and development, academic growth and enrichment, and student involvement in the campus community. These activities range from serious to playful and include lunch and learns, student activity days, cookouts, speakers and involvement in student organizations.

REMEMBER… Get involved and have fun.

STUDENT ORGANIZATIONS

Through participation in student organizations, students acquire invaluable practical knowledge in the areas of leadership, social, recreational, team building and community outreach that allow for personal and group growth experiences. Students are encouraged to participate in local, regional, and national organizations related to their programs of study.

The following organizations maintain campus chapters or area chapters for student membership at STC:

- Forestry/Wildlife Club
- International Association of Administrative Professionals (IAAP)
- National Technical Honor Society
- Phi Beta Lambda
- Radiologic Technology Club
- SkillsUSA
- Student Leadership Council
- Student Member of the American Dental Hygienists' Association (SADHA)
- Surgical Tech Club

Students interested in organizing clubs not listed should contact the Vice President of Student Affairs.

Forestry/Wildlife Club
The Forestry/Wildlife Club was formed to promote forestry and wildlife practices and ethics. The mission of the Club is to enhance the members' forestry and wildlife knowledge and ethical backgrounds. The club will promote the desirable character traits of responsibility, loyalty, honesty, trustworthiness, dependability, reliability, initiative, and self-discipline. All of which will be needed when making the transition from school to a career in forestry or wildlife management. The club members will work with local communities and schools on forestry and wildlife related projects.

International Association of Administrative Professionals (IAAP)
The International Association of Administrative Professional (IAAP) is a not-for-profit professional association with 40,000 members and affiliates and 700 chapters worldwide. The association works in partnership with employers to promote excellence. Its members include administrative assistants, executive secretaries, office coordinators, information specialists, and related administrative professionals. Many corporations, educational institutions, students, and international affiliate organizations also belong to IAAP.
What you'll gain by being an IAAP member...

- IAAP offers exceptional networking and professional development activities through its 600+ chapters and affiliate associations worldwide;
- Keep Up With the Latest Trends—IAAP's award-winning OfficePRO magazine, published nine times a year, contains cutting-edge information on trends, new technology, and career development. Bits and Bytes newsletter offers information on current events in the association;
- IAAP's certification program is the most widely recognized for office professionals. Members receive special discounts on certification study materials and resources.

National Technical Honor Society (NTHS)
NTHS is the acknowledged leader in the recognition of outstanding student achievement in career & technical education. The mission of the National Technical Honor Society is to honor student achievement and leadership, encourage higher scholastic achievement, cultivate a desire for personal excellence, and enhance career opportunities for top students.

A chapter of the National Technical Honor Society was established at STC to reward student achievement and encourage scholastic excellence. To qualify for membership the student must be regularly admitted to a diploma or degree program, have completed at least 35 cumulative hours, have an overall GPA of at least 3.50, and exhibit professional work ethics.

Phi Beta Lambda (PBL)
Membership is open to all students interested in pursuing a business or business-related career. PBL membership accounts for approximately 13,000 members with 600 chapters in the United States, Puerto Rico and the Virgin Islands.

PBL members initiate business ventures, organize community service projects, attend state and national leadership conferences and participate in fundraisers. Members gain a competitive edge in the business world by interacting with local companies and their executives.

PBL uses teamwork to accomplish common personal and social goals. The purpose of PBL is to provide opportunities for students to develop vocational competencies for business and office occupations. PBL promotes a sense of civic and personal responsibility.

Radiologic Technology Club
The goal of the Radiologic Technology Club is to promote the practice of Radiologic Technology as a career, develop leadership skills for future leaders within the profession, and to enhance the quality of services provided by the Radiologic Technologist. This is achieved by encouraging students to participate and be involved in activities on campus and within the community, state, and profession. The Club also helps provide funding for educational conferences and seminars, and organizes educational activities on technological advances in imaging. Membership is open to all students who have been officially accepted to the Radiologic Technology Diploma Program.

SkillsUSA
SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled work force. SkillsUSA helps each student excel. SkillsUSA mission is to help its members become world-class workers, leaders and responsible American citizens.

Students are provided quality education experiences in leadership, teamwork, citizenship, and character development. SkillsUSA programs include local, state and national competitions in which more than 5,400 students compete in 91 occupational and leadership skill areas.

Student Leadership Council
The Student Leadership Council, with representation from throughout the student body, provides a channel through which students may exhibit leadership, voice concerns, and enhance communication among students, faculty, and staff. The Student Leadership Council also promotes programs and activities of interest to students.

Student Member of the American Dental Hygienists' Association (SADHA)
SADHA is open to all students who have been officially accepted into the Dental Hygiene program at Southeastern Technical College. The goal of SADHA is to provide its members with the invaluable opportunity of previewing their career as a dental hygienist. SADHA also demonstrates the role that the American Dental Hygienists' Association plays in the dental hygiene profession. Members of SADHA will participate in various community service projects, fundraisers, and other educational activities related to the profession of dental hygiene.

Surgical Technology Club
The Surgical Technology Club is open to all current Surgical Technology students. The purpose of the Surgical Tech club is to promote interest in careers in Surgical Technology and to provide members with opportunities to contribute to the health and well-being of the community through projects and program.

PRESIDENT'S LIST
Students who earn a grade point average (GPA) of 3.75 while enrolled in 12 or more semester credit hours in a degree or diploma program will receive recognition by having their name published on the President's List for that academic semester. Students must have an admissions status of Regular to be eligible for the President's List. Students receiving an Incomplete or In Progress (I or IP) in any class are not eligible for the President's List. Students whose grades are changed due to appeal after the beginning of the following semester will not be placed on the President's List.

GOAL PROGRAM

The GOAL (Georgia Occupational Award of Leadership) program honors excellence in academics and leadership among the students of the Technical College System of Georgia. It also emphasizes the importance of technical education in today's global workforce. A GOAL winner is selected from each of the technical colleges throughout the system. Those winners advance to regional and state competitions to determine a state GOAL winner. The state winner is announced in Atlanta each year and has the responsibility of carrying out all duties pertaining to the state GOAL winner.

To qualify for GOAL, the student must be nominated by his/her instructor. They must have at least 12 semester hours of academic work completed and maintain a 3.0 GPA before nomination. The student must also be in "good standing" with the college and remain in the same program group throughout the GOAL selection process.

VOTER REGISTRATION

In accordance with the Higher Education Act of 1998, Southeastern Technical College makes a good-faith effort to distribute voter registration forms and to make such forms available to its students. Students who need voter registration forms for general elections, and special elections for federal office, including elections for governor and other state chief executives, may secure these forms from the Office for Student Affairs. Disabled students who wish to register may contact Southeastern Technical College's Special Needs Coordinator.