

Procedures for Book Distribution

- 1) **Complete Orientation Part A.** You can do this by going to the STC Homepage—Admissions—select High School/Dual Enrollment Students from the drop down link beside Admissions For—Orientation—Orientation Part A link.
- 2) **Bring your Student ID.** If students do not have an ID they will be directed to the auditorium to have their ID taken. Parking decals will be issued to students taking classes on the STC Campus.
- 3) **Print your schedule.** Students can print their class schedule including semester start and end dates by going to MySTC and clicking the Bannerweb icon. You will be prompted to enter your username which is your student email address (9100xxxx@students.southeasterntech.edu) and password which is your birth date MMDDYY preceded by \$TC- (\$TC-052603). Click on Student and Financial Aid—Registration—Student Detail Schedule.
- 4) **Need help?** Students who need help logging into MySTC, Student Email, Blackboard, or any other STC application or need to use a computer and printer may stop by the Student Success lab — Room 166 in Vidalia or Building 2 Room 2180 in Swainsboro for assistance.
- 5) **Pick up books!** Bring your printed schedule and student ID to the DE Bookstore to pick up your books. All outstanding books must be returned prior to checking out new books.

Swainsboro:

December 12-14 & January 3 from 9AM-12PM; 3PM-6PM
Location: Bookstore in Building 2, located closest to Building 1

Vidalia:

December 12-14 & January 3 from 9AM-12PM; 3PM-6PM
Location: Main Building facing Hwy 280, Room 320

For Textbook Information please contact:
Latrelle Mercer—lmercer@southeasterntech.edu

*PSYC 1101, ECON 1101, and POLS 1101 books are included within the course on Blackboard and will not be available at pick-up.

Important Dates

Dec 12-14 & Jan 3	Books/Student IDs/Parking Decals
January 9	Spring Classes Begin
January 9-11	Drop/Add Period
January 11	Last Day to Register for Spring Classes
January 16	Holiday
April 3-6	Spring Break
May 2	Spring Semester Ends
May 3-4	Finals