COVID-19 NOTICE

Rochester Community and Technical College (RCTC) holds as paramount the health, safety and welfare of every member of its community. RCTC, however, cannot guarantee a COVID-19-free environment. Unfortunately, the risk of COVID-19 exposure exists in all public places where people are present. RCTC is taking all recommended steps to mitigate this risk, but we cannot categorically guarantee you will not get sick. Minimizing the risk of COVID-19 infections (or any other spread of disease) at RCTC is a shared responsibility. As outlined below, every member of our community—including you—must do their part. Understand that if you return to the physical campus of RCTC, there is a risk you may contract COVID-19 and that illness, injury or death is a possible result. Please follow these guidelines:

1. Don’t come to campus if sick
2. Wear a mask
3. Cover your cough or sneeze
4. Wash your hands often
5. Practice social distancing
6. Complete the self assessment before coming to campus

For all COVID-19-related questions, please visit our COVID-19 website.

WELCOME TO RCTC!

On behalf of the faculty and staff, welcome to Rochester Community and Technical College (RCTC)! We’re excited you have chosen the oldest, public two-year college in Minnesota as your higher education provider, and whether you’re a new student just starting out, or a returning student ready to take on a new year, we’re here for you.

Within this handbook, you will find key policies and other valuable information that will help you navigate your way around the College. As a student, you are responsible for being familiar with, and adhering to, those policies/procedures that apply to you as a student. Please bookmark this student handbook and use it as an ongoing resource.

I look forward to seeing you around campus, and wish you the best as you continue to pursue your educational goals at RCTC!

Sincerely,
Jeffery S. Boyd, Ed.D.
President

Greetings,

Congratulations on becoming a Yellowjacket! On behalf of the students, RCTC Student Government would like to officially welcome you to campus. During your time here, be sure to get involved outside of the classroom by participating in clubs, events, intramurals, and more! And don’t forget to come out and cheer on our Yellowjacket teams! We look forward to another great year.

Best wishes,
RCTC Student Government

This document can be made available in alternative formats by calling RCTC Disability Support Services at 507.280.2968. It is the policy of Rochester Community and Technical College not to discriminate on the basis of race, creed, national or ethnic origin, age, marital status, sex, or disability as required by Title IX of the 1972 Educational Amendments or Section 504 of the Rehabilitation Act of 1973 as applied in admissions policies, educational programs, activities, and employment practices. The designated Affirmative Action Officer is located in the Human Resources Office. The designated Title IX Coordinator is the Director of Student Rights and Responsibilities. The designated coordinator for compliance with Section 504 of the Rehabilitation Act of 1973 is the Disabilities Support Services Director. Information contained in this document is accurate as of the publishing date. Visit the RCTC website for the most up-to-date information.
Rochester Community and Technical College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited.

And, harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or familial status is also prohibited.

This document is available in alternative formats with individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

Complaints should be directed to:
Jennifer Haug
Human Resources Specialist
507-285-7125
jennifer.haug@rctc.edu

If you require an accommodation for a disability please contact:
Travis Kromminga
Director of Disability Support Services
SS172
(507) 280-2968
travis.kromminga@rctc.edu

Welcome from President Boyd
Welcome from Student Life
General Information
- Academic Calendar at a Glance
- Who to Contact
- COVID-19 Information
- Accreditation - Higher Learning Commission
- Student Learning Outcomes
- Path-to-Purple
- Transfer Pathways

Frequently Asked Questions
Success Strategies
Financial Information
Get Involved at RCTC
Resources at RCTC
Technology Information
RCTC Policies
Student Rights and Responsibilities
- Student Complaint Procedure
- Behavioral Intervention Team
- Title IX
- Sexual Violence Resources, Support and Reporting Options
- Pregnant and Parenting Students

Campus Safety Services
Helpful Weblinks

Note: Email is the official means of communication between the College and student, and when communicating via email, the RCTC student assigned email account will be used.
# 2020-21 Academic Dates at a Glance

## Fall Semester 2020
- **Classes Begin**: Monday, August 24, 2020
- **Last Day to Drop (Full-Term Courses)**: Friday, August 28, 2020
- **Labor Day Holiday - NO CLASSES**: Monday, September 7, 2020
- **Student Success Day - Non-Class Opportunities**: Tuesday, September 15, 2020
- **Education MN Conference - NO CLASSES**: Thurs-Fri, October 15 & 16, 2020
- **Veterans Day Holiday - NO CLASSES**: Wednesday, November 11, 2020
- **Thanksgiving Break - NO CLASSES**: Thurs-Fri, November 26 & 27, 2020
- **Fall Semester Ends**: Friday, December 18, 2020

## Spring Semester 2021
- **Classes Begin**: Monday, January 11, 2021
- **Last Day to Drop (Full-Term Courses)**: Friday, January 15, 2021
- **Martin Luther King Day - NO CLASSES**: Monday, January 18, 2021
- **Student Success Day - Non-Class Opportunities**: Wednesday, January 27, 2021
- **Presidents Day Holiday - NO CLASSES**: Monday, February 15, 2021
- **Employee Development Day - NO CLASSES**: Friday, February 26, 2021
- **Spring Break - NO CLASSES**: Mon-Fri, March 8-12, 2021
- **Employee Development Day - NO CLASSES**: Tuesday, April 20, 2021
- **Spring Semester Ends**: Wednesday, May 12, 2021
- **Commencement - 6:00pm**: Thursday, May 13, 2021

## Summer Semester 2021
- **Summer Session Begins**: Tuesday, June 1, 2021
- **Independence Day Observed - NO CLASSES**: Monday, July 5, 2021
- **Summer Session Ends**: Friday, August 6, 2021

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## Who to Contact

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>(507) 285-7292</td>
</tr>
<tr>
<td>Advising/Counseling</td>
<td>(507) 285-7260</td>
</tr>
<tr>
<td>Athletics</td>
<td>(507) 285-7273</td>
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<tr>
<td>Bookstore</td>
<td>(507) 285-7202</td>
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<tr>
<td>Business Office</td>
<td>(507) 285-7472</td>
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<tr>
<td>Campus Safety/Security/Escort Services</td>
<td>(507) 280-5050</td>
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<tr>
<td>Career Services/Workforce Center</td>
<td>(507) 292-5152</td>
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<tr>
<td>Cashiers Office</td>
<td>(507) 285-7311</td>
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<tr>
<td>CHOICES (Heintz Center)</td>
<td>(507) 280-5517</td>
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<tr>
<td>College Relations/Marketing</td>
<td>(507) 536-5604</td>
</tr>
<tr>
<td>Disability Support Services</td>
<td>(507) 280-2968</td>
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<tr>
<td>Emergency</td>
<td>(507) 280-5050</td>
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<tr>
<td>Emergency Office</td>
<td>(507) 285-7271</td>
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<tr>
<td>Fitness Center</td>
<td>(507) 285-7577</td>
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<tr>
<td>Food Service</td>
<td>(507) 285-7209</td>
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<tr>
<td>Foundation/Scholarships/Alumni Office</td>
<td>(507) 281-7771</td>
</tr>
<tr>
<td>Harassment/Discrimination Complaints</td>
<td>(507) 285-7125</td>
</tr>
<tr>
<td>Housing Information</td>
<td>(507) 285-7557</td>
</tr>
<tr>
<td>Job Placement/Posting</td>
<td>(507) 292-5152</td>
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<tr>
<td>Learning Center</td>
<td>(507) 285-7182</td>
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<tr>
<td>Library</td>
<td>(507) 285-7233</td>
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<tr>
<td>Maintenance</td>
<td>(507) 285-7266</td>
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<td>Mental Health Services (Zumbro Valley HC)</td>
<td>(507) 285-7261</td>
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<tr>
<td>President’s Office</td>
<td>(507) 285-7216</td>
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<tr>
<td>RTCI Dental Clinic</td>
<td>(507) 280-3169</td>
</tr>
<tr>
<td>Records/Registration</td>
<td>(507) 285-7268</td>
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<tr>
<td>Student Affairs</td>
<td>(507) 285-7127</td>
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<tr>
<td>Student Emergency Fund</td>
<td><a href="mailto:SEF@rctc.edu">SEF@rctc.edu</a></td>
</tr>
<tr>
<td>Student Health Services</td>
<td>(507) 285-7261</td>
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<tr>
<td>Student Life/Activities</td>
<td>(507) 285-7206</td>
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<tr>
<td>Student Rights and Responsibilities</td>
<td>(507) 285-7195</td>
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<tr>
<td>Student Government</td>
<td>(507) 285-7207</td>
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<tr>
<td>Student Newspaper (Echo Office)</td>
<td>(507) 285-7246</td>
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<tr>
<td>Student Support Services (TRIO)</td>
<td>(507) 285-7230</td>
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<tr>
<td>Technology Support Center</td>
<td>(507) 536-5555</td>
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<tr>
<td>Testing Center</td>
<td><a href="mailto:testing@rctc.edu">testing@rctc.edu</a></td>
</tr>
<tr>
<td>Theatre Box Office</td>
<td>(507) 285-7200</td>
</tr>
<tr>
<td>Tutoring Center</td>
<td>(507) 280-5534 (Main)</td>
</tr>
<tr>
<td>Welcome and One Stop Center/Information</td>
<td>(507) 285-7557</td>
</tr>
</tbody>
</table>

Individual faculty and staff contact information can be found in the online directory. Type “Directory” into the search box on the top of the home page or go click on Online Directory.
RCTC COVID-19 Webpage
With information changing, sometimes on a daily basis, students need to know how this changing information is affecting the RCTC campus. We have a number of locations that you can get the most current information available.

The COVID-19 webpage will provide you the following information:

- Back to Campus Preparedness Plan;
- CARES Act funds and whether or not you are eligible for the funds;
- Hours of operation and what is required in order to come in the building, i.e., the Self-Assessment Screening Form;
- Facts about COVID-19 and how to protect yourself from it.

This site will continue to be updated with up-to-the-minute information to help you stay safe and work through the processes that have been put in place to keep you safe. Visit the site TODAY! Visit the site OFTEN!

Higher Learning Commission: Accreditation
RCTC has been accredited by the Higher Learning Commission (formerly North Central Association) since 1923. Since RCTC is accredited, students receive a quality education, financial aid opportunities and credits that will transfer to other institutions. But accreditation is not a one-and-done concept! RCTC is on a rotating review schedule and we need to have this accreditation reaffirmed periodically. On November 9, 2020, RCTC will be reviewed again and we hope to have students involved in that process. If you’re interested in participating in the accreditation process, please email StudentAffairs@rctc.edu.

Student Learning Outcomes
Student learning outcomes (SLOs), quite simply, are the skills and abilities we strive to instill in you, our students. In order to make sure you, our students, are learning, we—as a college—must be able to specify and measure what we want you to learn. That’s why RCTC’s faculty and staff have developed an Essential Learning Outcomes framework. It captures the skills and abilities you need to know and acknowledges that your learning occurs inside and outside the classroom. It includes three skill sets we hope to help you grow: intellectual/practical skills, general knowledge, and personal/social responsibility. However, special emphasis is placed on the four Core Outcomes that are central to your personal and professional success.

- Communication: Students will read, write, speak and listen professionally.
- Critical Thinking: Students will think systematically by integrating skills and using a variety of appropriate resources and methods.
- Personal and Professional Accountability: Students will take responsibility as active learners for achieving their educational and personal goals.
- Global Awareness, Diversity: Students will demonstrate an understanding of and respect for human diversity through their words and actions.

Path to Purple: WSU-R/RCTC Degree Completion Programs
Winona State University-Rochester (WSU-R) is housed on the RCTC campus and shares facilities such as Food Service, Fitness Center and Health Services, as well as important academic functions like the Welcome and One Stop Center, Bookstore, Learning Center, Testing Center, and more.

WSU-Rochester bachelor’s degree completion programs include: Business Administration (online), Computer Science, Elementary Education, Early Childhood Education (online), Human Resource Management (online), Individualized Studies, Nursing, Nursing (RN to BSN), and Social Work.

WSU-R offers the Path to Purple/2+2 program for RCTC students. RCTC students can take advantage of the Path to Purple/2+2 program in a variety of ways:

- When first admitted, students can enroll at RCTC as part of the Path to Purple/2+2 program to earn an associate’s degree, then move on to complete a bachelor’s degree with WSU on either the Rochester or Winona campus locations. Courses may be delivered through interactive television (ITV), online, hybrid or the classroom (face-to-face). Academic programs vary between the Rochester and Winona campus locations. Students will need to work with the RCTC/WSU shared advisor located in the Welcome and One Stop Center to ensure all WSU prerequisite coursework is completed.
- Students who do not initially qualify for admission to WSU can enroll in RCTC to gain sufficient academic standing to qualify them for acceptance with transfer student status at WSU.

Transfer Pathways
Minnesota State Transfer Pathways are designed so you can complete a specific associate degree at a Minnesota State college and transfer to a Minnesota State university to earn a bachelor’s degree without losing credits or taking extra courses. Transfer Pathways can be a great resource for saving time and money as you work toward graduation.

If you complete a Transfer Pathway degree program at a Minnesota State college and are admitted to any of the seven Minnesota State universities, you will be guaranteed junior status and given assurance that all 60 college credits will count toward the related bachelor’s degree.

RCTC offers a variety of Transfer Pathways. Find the pathway that will help you meet your goals!
Why should I meet with my advisor?
Every student has an academic advisor/counselor. The assigned advisor/counselor appears on the student’s schedule and is here to support them in their educational growth and guide them through their program requirements roadmap. Roadmaps are guides to the “best” or most efficient path to graduation for a program of study and provide a pathway map for students to create a term-by-term plan of specific coursework.

Students should work closely with their academic advisor/counselor so that educational goals are met in a timely and efficient manner. It is important to meet with your academic advisor/counselor each semester to ensure that they receive ongoing advice regarding satisfactory academic and career progress and they should be prepared to access their DARS in eServices during the meeting (know your StarID and password). Students who have personal concerns that cannot be addressed by their assigned advisor are always welcome to meet with a counselor.

What’s the difference between an advisor and a counselor?
Academic advisors and counselors assist students with academic decisions, help students clarify academic goals, transfer & career planning, and understand how courses fit into these goals. Counselors also provide credentialed crisis counseling and services to assist with family and personal relationship concerns. Please use AdvisorTrac to set up an appointment with an advisor or counselor.

How do I get my financial aid?
All Financial Aid disbursements and student payroll checks at RCTC are disbursed using a system called BankMobile Disbursements. When your payment is ready to be issued to you, the funds will be sent to an agency called “BankMobile.” BankMobile will then issue your financial aid change check and/or student payroll check using the disbursement method you designate. You can choose to have your funding sent to your own bank account, or to a BankMobile Vibe Account.

Students will receive a GREEN ENVELOPE containing a Refund Selection Kit by mail after you register for courses at RCTC. You will use this kit to make your refund/payroll selection at www.refundselection.com. If you have questions, please contact the RCTC Cashier’s Office at (507) 285-7311.

What is the difference between eServices and eForms?
eServices is a platform on the RCTC website that students use to register, check grades, access unofficial transcripts, pay their tuition, check their balance, find their financial aid award, and much more.

eForms is a webpage that houses admissions college forms available online to students. These include academic petitions, suspension appeal, change contact form, program applications, graduation application, major change, transcript retrieval, as well as others.

Where can I find a place to live?
Visit the housing webpage to explore housing in Rochester.

Why do I have two ID numbers?
The StarID is a unique username that students can utilize across all Minnesota State colleges and universities campuses to access information technology systems. Students who plan on transferring to another school in the Minnesota State system will continue to use the same StarID and password when they transfer. Students will use their StarID coupled with their distinct password to log on to college computers, eServices, Brightspace, email, and others. Note: Campus email login format is: StarID@go.minnstate.edu.

Students are assigned a unique 8-digit Stinger ID as well. Students need this number anytime they work with Financial Aid, Records and Registration, or the Welcome and One Stop Center. This will be included on a student ID card that they get from the Library which is used for entry into athletic events, theatre and music events, or checking out library materials and technology equipment. This is also used to access on-campus printers and entry into the Learning Center.

How do I change my address?
It is essential that you maintain current contact information with RCTC so you receive all of the important information to keep you moving toward completing your goal. You can change your address by logging onto eServices and clicking on Account Management on the left side of your screen. You can also change your address in the Welcome and One Stop Center.

What is DARS?
DARS is an acronym for Degree Audit Reporting System. DARS is a tool to assist you and your advisor in the process of course selection and academic program planning to keep you on track for graduation. To learn how to read your DARS report, check out the DARS webpage. You can run your DARS report in eServices. For more information on DARS, visit the Welcome and One Stop Center.

My instructor doesn’t take attendance. Do I still need to go to class?
YES! You have paid money to receive an education. When you don’t attend class, you miss a great deal of that learning. In addition, surveys show that students receive higher grades when they attend class regularly. If students do not maintain satisfactory progress, they will not be eligible for financial aid and will not be allowed to register for classes in subsequent semesters. The bottom line? Keep going to class!
FREQUENTLY ASKED QUESTIONS

What is the COVID screening tool and how will it be used?
It's a web-based tool individuals will use to self-assess COVID-19-related health risks and determine whether they should be allowed to enter Minnesota State facilities in order to mitigate the risk of transmission.

Why do I need to complete the COVID screening tool before I come onto campus?
All students, employees, visitors, contractors and vendors must complete the self-assessment before they arrive each day they will be on campus or at the workplace for longer than 15 minutes. This tool was developed by Minnesota State for all 54 campuses in the system. You must have the Self-Assessment Tool completed before you will be allowed to come to campus.

Do I have to come to campus if I’m feeling sick?
Students are welcome to contact the Student Health Services Office, located in the Health Sciences Building, (HS140) beginning August 24, 2020. A registered nurse is available daily to assist with first aid/illness care, and health education/information. A nurse practitioner is available for academic and athletic program-required physical exams and health assessments. A minimal fee may be charged for certain services or supplies.

Please note that drop-in visits are not available. All visits must be pre-scheduled. Students can schedule appointments online or by calling 507-285-7261. Face masks will be required, and social distancing guidelines will be adhered to in the Student Health Services office. Tele-health (virtual) visits will be utilized when available and appropriate. For more information, call (507) 285-7261, email or visit the Health Services webpage.

Students should not attend class or come to campus if they are not feeling well.

Where do I go if I have mental health concerns?
RCTC and Zumbro Valley Health Center have partnered to provide on-site psychotherapy services to our students. If students have health insurance coverage, ZVHC will bill the insurance company for mental health therapy services. Students are never denied services if unable to pay or are unable/unwilling to use their health insurance.

The therapy office is in the Student Health Services area. A licensed therapist is available by appointment. Schedule an appointment with a ZVHC therapist.

What is Student Support Services (TRIO)?
TRIO Student Support Services (SSS) is an academic success program funded through the U.S. Department of Education. It helps 250 students each year succeed academically at RCTC.

In order to qualify for SSS academic assistance, you must be a U.S. citizen or permanent resident and be a first-generation college student (parents/guardians do not have a 4-year college degree), be a Pell Grant recipient through Financial Aid or have a documented disability on file with the RCTC Disability Support Services.

SSS provides advising, peer tutoring, study skill development, college survival skills, transfer assistance, career exploration, resume writing, money management training, and much more. For more information or to apply for SSS, please call the SSS Office at (507) 285-7230.

I have a documented disability. Are there resources for me on campus?
Yes. The RCTC Disability Support Services Office offers accommodations such as extended time, scribes, a reader, or a sign language interpreter. Distraction-free testing rooms may also be available for students who qualify for Disability Support Services.

Additional information is available on the Disability Support Services webpage.

Where can I find a tutor if I don’t qualify for TRIO or Disability Support Services?
You can find help in the Learning Center on the 3rd floor of the Atrium building. For more information and the tutoring schedule, check out our Learning Center website.

In addition, Tutor.com is a great resource for getting help in your studies. Check it out today!

It’s snowing...how do I know if the campus is closed?
When it is determined that weather has made it unsafe to travel to campus, the RCTC President will close the campus. This decision will be announced publicly through local television and radio stations, the RCTC website, Social Media, and through the Emergency Alert System. You can find our Weather Cancellation Policy online. Students’ campus emails will automatically be enrolled in this system but students can also opt in to receive phone calls and text messages. Opt in today.

Is there one place I can look for important policies and required disclosures?
Yes! Check out our Consumer Information webpage.

Do I have to come to campus to take classes at RCTC?
Not necessarily. RCTC offers courses in a number of delivery formats to best meet students’ needs. There are six course delivery formats for Fall Semester 2020.

- In-Person Classes
- Online Asynchronous (Anytime) Classes
- Online Synchronous (At Same Time) Classes
- Mostly Online Classes (In-Person Exams)
- HyFlex Classes
- Blended/Hybrid Classes

For more information on Course Delivery Formats, check out the RCTC Website.

Find answers to all your questions | www.rctc.edu

The Hive | RCTC.edu/blog
SUCCESS STRATEGIES

10 Ways to Succeed at RCTC
You made it through the search, application process, orientation and now it’s time to attend your classes. Here are some ideas on how to get the most out of your time at RCTC.

1. Learn what resources RCTC has to offer and where they are located.
2. Be familiar with your course requirements. Read the SYLLABUS to understand your instructor’s expectations. Check out this “Understanding a Syllabus” video to learn more about how to get the most from your syllabus.
3. Set a daily schedule and stick to it to avoid falling behind and feeling overwhelmed.
4. Assess and improve your study habits. Complete your required readings prior to class and outline your chapters as you read. Watch this video “Study Less Study Smart: A 6-minute Summary of Marty Lobdell’s Lecture” to establish good study principles.
5. Know how to use the campus Library and utilize the Learning Center often.
6. See your counselor/advisor more often than you think you need to. Schedule an appointment.
7. Get involved in campus activities. Check out Social Media for the latest events and activities.
8. Take your health seriously. College students are notoriously sleep and nutritionally deprived...none of which helps you succeed in college.
9. Learn how to handle stress. Try a Stress management course!
10. Set realistic goals and follow through with them. This is not only in academic areas...it pertains to the activities you participate in, the groups you join, the part-time work you do, and your social life.

This is a great time for you to grow emotionally, academically, physically, spiritually and socially. Take advantage of everything available to you at RCTC.

Reducing Test Anxiety
- Being well prepared for the test is the best way to reduce test anxiety. Watch this brief video “10 Ways to Earn an A on Your Next Exam” for key tips on testing successfully.
- Space out your studying over days or weeks and continually review class material. No last-minute cramming.
- Get adequate sleep the night before the test.
- Maintain a positive attitude as you study; think of doing well and succeeding.
- Eat a light and nutritious meal before the test. Stay away from junk foods.
- Don’t worry about other students finishing the test before you do. Take the time that you need to do your best.
- Concentrate on your own test. Stay focused on the questions.
- Think of the test as an opportunity to show how much you have learned.
- Read all instructions and test questions carefully and be sure you answer all of the questions on the exam.
- Generally, avoid answers containing words like “Always,” “Never,” “All,” and “None.”
- Be sure to celebrate your test-taking success!

Follow the Yellowjacket Road to Graduation
1. Decide what your major is and declare it officially with RCTC.
2. Meet with your advisor or counselor.
3. Register early to get the courses you need.
4. Attend and participate in your courses.
5. Successfully complete your courses. (Maintain a minimum 2.0 cumulative GPA and 67% completion rate.)
6. Check your Degree Audit Report (DARS).
7. Meet with your advisor or counselor again.
8. Apply for graduation.
9. Make sure your major, phone number, address, and other contact information is up to date with RCTC.
10. Celebrate at Commencement in May.

SUCCESS STRATEGIES

What is Student Success Day?
Student Success Day is an event planned to help you build relationships, develop practical skills, and explore resources at and beyond RCTC to help you achieve your personal and academic goals. The day consists of educational sessions, fun activities, a resource expo and free lunch! Mark your calendars for this year’s Student Success Days on September 15, 2020 and January 27, 2021.

GROW Workshops
Students are most successful in “seamless environments” where they can make connections between classroom and out-of-classroom experiences. These Student Life sponsored sessions are designed to apply the skills students develop through school and work to real life experiences.

- September 29, 2020
  Money Management
- October 20, 2020
  Tips for Online Classes
- November 3, 2020
  Goal Setting
- November 17, 2020
  Leadership Habits
- December 1, 2020
  Time Management Skills

Unsure of your Career Pathway?
RCTC Counselors Nancy Nixa and Deb Vang will teach you how to use our Sigi 3 Career Development Program in a personalized Career Development session. Schedule your appointment by calling 507-285-7260 or using AdvisorTrac (Log in with your StarID and password and choose Career Development as the purpose for the visit).
How to Write a Thank You Note

Sending a thank you note is just good manners! Thank you notes or letters are written to personal acquaintances or to businesses that have offered you an opportunity. A thank you note is a simple way to acknowledge the generosity or thoughtfulness of someone. Thank you notes are most often neatly handwritten on stationery or a note card; however, a formal typed letter may also be acceptable in a business situation.

Timeliness: Send your thank you note as soon as possible after receiving a gift or having an experience for which you are thanking the individual/organization; certainly send it within two weeks.

Personalize Your Letter: Greet the person either informally with a first name or formally, using a title or Mr./Ms./Dr., depending on your relationship to the individual.

Keep it Simple and to the Point: Express your thanks and mention how you will use the gift or tell what the experience means to you. Follow that by mentioning something about the future as it relates to your gift or reflecting on what your future relationship is to the giver.

Close and Sign Your Name: You may restate your thanks or close with “sincerely,” “warm regards,” “love,” etc. depending on your relationship to the giver and neatly sign your name.

Proofread Your Note: Make sure the grammar and spelling are correct.

SAMPLE THANK YOU NOTE

Dear Mr./Ms./Dr. Last Name,

Thank you for providing a scholarship through the Student Knowledge Foundation. The scholarship will help with my school expenses and allow me to work fewer hours so I can focus on my studies, earn good grades, and eventually transfer to a four-year university.

I appreciate the generosity of you and your organization since it helps make college more affordable for students like me.

Again, thank you so much. Your generosity has made a difference in my life!

Sincerely,

Your Name

Netiquette - Minding Your Email Manners

Electronic communication is a tremendous convenience of modern-day living. It is not without its challenges, however. Perhaps one of the greatest difficulties we face on a daily basis is communicating effectively via email since all that the sender and receiver get is words on a screen. We have to take extra care that the message we intend to send is the message the recipient understands. We don’t have the luxury of voice tone, body language or facial expressions to rely on. Here are ten tips for email manners, or “netiquette,” to help your messages come across more like you expect them to:

1. Use a subject heading so the recipient knows the point of your message.
2. Speaking of point, get to it. Be clear and concise in your message.
3. Correct spelling and good grammar usage are always important. If nothing else, it’s good practice for when you have to write professionally. Besides, you never really know who might read your email, so always present yourself well. Use spell-check if spelling is not your strongest skill.
4. Courtesy counts. Remember to say “please” and “thank you.”
5. Reply in a reasonable amount of time. If you receive an important email, but you do not have time to reply to it at length, send an immediate brief reply to let the sender know you received the message and you will send a longer reply later.
6. Check your mail on a regular basis – at least once daily – and take the responsibility to reply. It’s just good manners.

7. Think before sending. If they didn’t ask for it, think twice before sending unsolicited information to people. This includes humor, chain letters or other forwarded information.
8. Be careful when flaming. Flaming is venting frustration via email and is purposefully angry, hostile, and insulting. Instead of writing an inflammatory message, wait until you calm down and try to word your message constructively and without alienating the receiver. A good general rule is to never send any message that you wouldn’t mind seeing posted on the bulletin board at school or see in the news.
9. Is it really urgent? If so, go ahead and send your message with a “high priority” option.
10. What’s in a name? Quite a bit. Remember that your username says something about you. Keep it clean, professional, and tasteful. In addition to your friends, you will probably be using your email address with prospective employers. Always present yourself well. Of course, your RCTC email account is the college’s official means of communication; therefore use that email address only when corresponding with classmates, instructors, advisors, and other college staff.
Scholarships
The RCTC Foundation offers scholarships to incoming, returning, and graduating RCTC students. All scholarships offered by the RCTC Foundation are made possible from the support of generous donors. The online application portal is open once a year (normally January to February) allowing both new and returning students the opportunity to apply for available scholarships for the upcoming academic year. For more information about scholarships offered by the RCTC Foundation please call the Foundation Office at 507-281-7771 or visit the Foundation Scholarship webpage.

Grants
A “grant” is financial aid funding you generally do NOT need to repay. Grants are only repaid if you withdraw, stop attending or otherwise fail to complete your courses. Eligibility for most grant programs are based on income. Several grant programs are available to RCTC students who qualify. Students must first complete the Free Application for Federal Student Aid (FAFSA) through the U.S. Department of Education to apply. For more information on grants available at RCTC, visit the Financial Aid webpage.

Loans
Student Loans must be repaid, along with all fees and accumulated interest. Student loans typically are not repaid until after the student has graduated, withdrawn from College or dropped to less than half-time status. RCTC has several loan programs available for students and their families. To qualify for a student loan(s), the student must be currently enrolled in 6 or more credits and have a FAFSA on file. Our Loan Comparison Chart helps to explain the difference in each loan type. For more information on loans, visit the Financial Aid webpage.

Students MUST attend class regularly and maintain satisfactory progress to remain eligible for scholarships, grants, and loans.

Tips for Financial Success at RCTC
• Finalize your Fall registration by August 28, 2020 and Spring registration by January 15, 2021. Registration changes after this date will not qualify for financial aid funding.
• Attend all classes, complete assignments and stay in contact with your instructors!
• Maintain a minimum 2.0 cumulative GPA and complete a minimum of 67% of all credits attempted.
• Repeating a course? Financial aid can pay for only one repeat of a previously passed course. Once your new grade is posted, see the Welcome and One Stop Center to have your transcript updated.
• If you stop attending your courses or completely withdraw, you could end up owing a sizeable refund to the financial aid programs. See the Welcome and One Stop Center staff before changing your registration.
• Financial aid will only pay for 30 credits of developmental courses (classes numbered below 1000).
• If you change majors, visit the Welcome and One Stop Center. (Not all majors are eligible for financial aid.)
• Stay on track with your educational goals. Attempting too many credits before reaching graduation may result in having to file an appeal for continued financial aid funding.
• There is a maximum amount of financial aid you can receive in one school year and a maximum amount of aid you can receive over your lifetime. Limitations apply to Pell grants, state grants and student loans. See the Welcome and One Stop Center staff if you are concerned about your eligibility for continued funding.

Create a Budget
Whether you have been awarded financial aid or not, it is important to track your income and expenses. Budget management can be simple, and we want to help you start the process! Use the budget template below to start tracking your money.

<table>
<thead>
<tr>
<th>Item</th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Groceries/Meals Out</td>
<td>$</td>
</tr>
<tr>
<td>Gasoline</td>
<td>$</td>
</tr>
<tr>
<td>Cell Phone</td>
<td>$</td>
</tr>
<tr>
<td>Insurance</td>
<td>$</td>
</tr>
<tr>
<td>Clothing</td>
<td>$</td>
</tr>
<tr>
<td>Entertainment (movies, activities, etc.)</td>
<td>$</td>
</tr>
<tr>
<td>School Expenses</td>
<td>$</td>
</tr>
<tr>
<td>Child Care</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
<tr>
<td>Total Monthly Expense</td>
<td>$</td>
</tr>
</tbody>
</table>
Student Life
Student Life is the hub for student involvement at RCTC and gives students the opportunity to expand their college experience beyond the traditional classroom. Student Life hosts multiple events and activities each semester that are free for students! Choose to join one of over 25 student clubs and embrace your Yellowjacket Pride through leadership!

Student Government
Student Government is dedicated to hearing student concerns and ideas, advocating on behalf of students on the local and state level, working with student clubs, and representing the student voice to College administration. Looking to get involved at the leadership level? Become a Student Senator! Fall election takes place September 14-15 and Spring election is March 22-23.

Veterans Resource Center
The Veterans Resource Center is located on the fourth floor of the College Center in room CC409 directly above the cafeteria. The Center serves as an on-campus place for veterans to gather for support, share information, and socialize. The Veterans Resource Center provides a friendly environment for veterans, current military members, and their families.

Music
RCTC Music includes Concert Band, Concert Choir, Jazz Combo, and World Drum Ensemble. The ensembles perform several concerts on and off campus each year.

Theater
RCTC Theater offers main stage productions on the RCTC campus and opportunities to be involved in all aspects of production. Auditions are open to all students.

Student Newspaper
Stay informed by reading The Echo, RCTC’s on-campus newspaper. As one of Minnesota's finest student publications, The Echo has won numerous awards. Copies of the Echo can be found on newspaper distribution racks across campus.

Athletics
RCTC offers nationally renowned varsity athletics. Women’s basketball, soccer, softball, and volleyball. Men’s baseball, basketball, football, and wrestling. For the 2020-21 academic year, the MCAC has suspended the sports of volleyball, football, and soccer. We fully anticipate those sports resuming for the 2021-22 season. Interested in becoming a Yellowjacket? Fill out the application form on the Athletics website. A coach will get back to you with more information. Want to work in athletics or be a fan in the stands? Contact: Athletics Department at (507) 285-7273.

Sports Center
The Field House features a 200-meter walking/running track, four multipurpose courts available for student use during open gym. Students, staff, and faculty are allowed to use the Fitness Center at no additional cost per semester. For safety, security, and utilization tracking, all participants must present their valid ID card at the front desk and all participants must complete the Assumption of Risk, Waiver of Liability, and Indemnity Agreement found online. Be sure to check the COVID-19 website for updates on closures or reduced hours of any of the RCTC facilities.

Intramurals

RCTC intramurals will take on a whole new look for the 2020-21 academic year. Check out the Intramurals webpage for more information.

WHY GET INVOLVED? Whether you play sports just for fun or want to prove you still have skills, RCTC intramurals offer a variety of sports and activities for all students. It is also a great opportunity to get more involved on campus while meeting new people.

The intramural program is intended to:
1. create community engagement;
2. provide exercise and competition;
3. promote leisure education;
4. enrich social competence;
5. develop group loyalty;
6. foster higher academic achievement.

HOW TO GET INVOLVED! Students and staff will be updated with information regarding events and registration throughout the academic year via the Intramurals link and by Email, Twitter, and Facebook.

Activities include team sports, individual sports, e-sports and special one-day events. The Intramural department is located in office S2016 within the Regional Sports Center and is staffed during regular business hours throughout the academic school year.

The success of the intramural program depends primarily on student participation and staffing for the activities offered. Faculty and staff are welcome to participate!
RESOURCES AT RCTC

Student Emergency Fund
The Student Emergency Fund (SEF) assists RCTC students by providing financial support when they need assistance with unexpected emergency expenses surrounding situations such as accidents, illnesses, death of a family member, transportation issues, fire damage or need for temporary housing.

Students who are in need of emergency financial assistance should email SEF@rctc.edu.

For more information visit the Student Emergency Fund webpage. Click the campus and community resources for more resources.

Hive Supply (Student Food Cupboard)
HIVE Supply is RCTC’s on-campus food pantry. Currently enrolled RCTC students have access to the HIVE Supply which is stocked with non-perishable food items, personal hygiene products, and other items such as toilet paper, laundry soap, pans, and utensils. Inventory varies based on time of year and donations.

Food Service
RCTC offers tasty “grab-n-go” meal options in two locations on campus. The Food Service can be found on the 3rd Floor of the College Center and at Heintz Center. Hungry? Come grab some food to go!

Library
Goddard Library has many resources available to help students succeed.

- Books – print and e-books
- Research articles, guides and assistance including Saturday and Sunday. Check the Library website for updates on hours of operation.
- Online articles/videos
- Phone chargers
- Citation help
- Printers, copiers, scanners
- Largest computer lab on campus
- Reading lounge
- Lots of study spaces/private rooms
- Student IDs
- Newspapers

If you haven’t visited the Library yet, stop by today!

Learning Center
The Learning Center (LC) provides students in many disciplines with a variety of support to promote academic success and personal and professional achievement. Students in all stages of their development can receive FREE tutoring in the following areas:

- Accounting
- Reading
- Computer applications
- Science
- Math
- Writing

Tutors are available online and in person. Stop by the Learning Center on the third floor of the Atrium.

RCTC Bookstore
The RCTC Bookstore sells textbooks, school supplies, snacks, beverages, greeting cards, gift certificates, clothing and other RCTC insignia items. The Bookstore is located in HT100 on the first floor of the College Center. (507) 285-7202
- Mondays-Fridays: 8:00am-4:30pm
- Hours are subject to change during school holidays, summers, and weather or health emergencies.
- Order your books online. You will not be able to pick out your books in the Bookstore.
- Be sure to stop by the Bookstore with your 25% off coupon from page 6 of the printed Planner before the end of Fall Semester! You can find the Planner on counters throughout the Student Services area.

RCTC Dental Clinic
The RCTC Dental Clinic offers care completed by student dental hygienists and supervised by faculty consisting of licensed dental hygienists and dentists. You can expect professional courtesy and respect.

Prophylaxis includes:
- thorough medical and dental history
- intra and extra oral exam;
- dental charting;
- periodontal assessment;
- oral hygiene instructions; and
- scaling/polishing.

The Dental Clinic has offered preventive dental care to Rochester and surrounding communities since 1991. It is located in the Rochester Community and Technical College, Heintz Center, 1926 College View Road, SE, (across from Olmsted Community Hospital and Federal Medical Center). Call for an appointment at 507-280-3169 or 800-247-1296.

Equity and Inclusion at RCTC
RCTC strives to support traditionally under-served populations with the goal of achieving academic equity, and creating a safe, respectful and welcoming climate for all students. It also provides cross-cultural programs and activities to support a rich and healthy learning environment.

To learn more about Equity and Inclusion activities on campus, email Multicultural Advisor, Chao Mwatela or visit the Equity and Inclusion webpage.

Workforce Development, Inc. and CareerForce
Workforce Development, Inc. and CareerForce partners, located in the Heintz Center, provide career services for youth and adults, along with a variety of employment and training programs. Services include:
- Resume assistance
- Interview preparation
- Skill and interest assessment
- Short-term Career Pathway training opportunities
- Placement information, including regular hiring events, job fairs and daily job boards
- Career Lab with computers and staff to assist with resumes and online job search
- Clothing Closet with FREE interview and work clothing

Follow us at: Facebook and Twitter

Contact Workforce Development, Inc. at 507-292-5152 or 800-543-5627.
Do you have questions about the technology available to you on campus? Following are just a few of the technological resources to help you get your work done.

**Email**

All students are provided with an email account through the College. This email account is the official means of communication from the College. Your campus email login format is: StarID@go.minnstate.edu – Example: rc1234tc@go.minnstate.edu. Email can be accessed at: https://www.outlook.com/ or on your mobile device.

Instructions to set up your mobile phone to access your email, calendar information, contacts and tasks can be found on the Technology webpage.

If you have questions, please email the Technology Support Center or call (507) 536-5555.

**WiFi**

The Rochester campus has wireless Internet access available for all. Password information can be found on the Technology webpage.

**Guidelines for Electronic Communication**

The computer resources and capabilities at RCTC must be used in an ethical and lawful manner. Violations of RCTC communication policy, standard internet etiquette, or violations of the laws of Minnesota and the United States can result in disciplinary action by RCTC and/or prosecution by legal authorities.

Access to computer systems and the network attached to them is a privilege. Make sure you are familiar with the full Student Communication Policy.

**Computer Recommendations**

Any student at RCTC in a remote learning mode, such as online course, hybrid, or HyFlex will need access to technology in the form of a laptop or desktop system as well as internet access to effectively participate in their courses and do homework from an off-campus location.

Visit the Computer Recommendations website to see specific computing requirements.

**Printing on Campus**

Students can print to any campus printer from any campus computer using their ID card. Once students hit print on the computer, they can go to any printer, swipe their ID card and the job will print on that printer.

Go to the Printing on Campus webpage for more information on printing. RCTC students receive credit to print 500 pages free per semester. Additional print credits can be purchased at the TSC Desk.

**Software for Student Home Use**

RCTC students have access to Microsoft and Adobe software at either a discounted cost or no cost to them.

Note: If students plan to purchase other technology (computer, mobile devices, software, etc.) while being a college student, they should always ask for an educational discount as most places will offer them.

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**eServices Login Instructions**

1. Go to the eServices website.
2. Carefully read and understand the information on the screen.
3. Click the green “I Agree/Login” button at page bottom.
4. Enter your StarID and password (Don’t know your StarID? Click on the “Forgot ID?” link on the right).
5. If you want your name to print on documents, click the box next to “Display Name.”
6. Click the “Login” button.

**eServices**

eServices is your portal to accessing all of your educational resources. This is where you will:

1. Register for courses;
2. Find your grades, transcripts, and DARS Report;
3. Find Financial Aid Information;
4. Pay bills; and
5. Find student employment information.

**Find Instructors Outside of Class**

All instructors have weekly office hours for students to meet with them outside of class if needed. Find faculty office hours on the Faculty Schedule webpage.

**D2L Brightspace**

D2L Brightspace is RCTC’s course information management system which provides you with 24/7 access to course material such as syllabi, schedules, announcements, and lecture notes. You can submit papers electronically, take quizzes online, and interact with others using discussion boards and chat rooms. This environment allows you to track your progress, feedback and grades.

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Note: If students plan to purchase other technology (computer, mobile devices, software, etc.) while being a college student, they should always ask for an educational discount as most places will offer them.
It is the responsibility of each student to be familiar with College policies and procedures. Policies are available, upon request, in an alternative format such as large print or audio tape.

A sampling of RCTC and Minnesota State policies is found below. For more information about RCTC and Minnesota State policies, please visit the Policy website.

**Academic Integrity (RCTC Policy 3.6.2)**
It is expected that Rochester Community and Technical College students will understand and adhere to the concept of academic integrity and to the standards of conduct prescribed by the College’s Policy on Academic Integrity.

**Alcohol/Controlled Substances Policy (RCTC Policy 5.18)**
The possession, use, and sale of alcoholic beverages or illegal drugs is prohibited on the college campus or during any college sponsored activity, either on or off campus for students, college employees and campus visitors. Exceptions to this policy may be approved by the College President, consistent with Minnesota State policy 5.18.1.

**Children on Campus (RCTC Policy 6.4.3.2)**
While children may visit the campus with proper supervision, they are not permitted in the classrooms and should not be disruptive to the educational or work setting.

**Fresh Start (RCTC Policy 3.17.7)**
Students returning after at least a 2-year lapse of attendance may apply for a Fresh Start which allows the exclusion of previous grades and withdrawals that are detrimental to the GPA and/or completion rate.

**Independent Study (RCTC Policy 3.17.10)**
Students may be eligible to take a class through independent study under certain unavoidable conflicts in scheduling.

**Possession or Carry of Firearms (Minnesota State Policy 5.21)**
Firearms are restricted from being carried on the RCTC campus except under certain circumstances.

**Refunds/Withdrawals/Waivers (RCTC Policy 5.12.2)**
This policy defines all the conditions and deadlines for refunds, withdrawals, waivers, deferrals, payment plans, and appeals.

**Satisfactory Academic Progress (RCTC Policies 2.9.1 and 2.9.2)**
In order to remain eligible for continued enrollment at RCTC and/or financial aid assistance, students must meet minimum standards for satisfactory progress. Federal and State law requires that a recipient of state or federal financial aid must be making Satisfactory Academic Progress (SAP) toward a degree. The standard requires students to maintain a minimum cumulative GPA of 2.0 and a minimum completion rate of 67%; at the conclusion of every term, the progress of all students is evaluated, with students not meeting the requirements being placed on Academic and Financial Aid Warning or Suspension.

**Student Data Practices (RCTC Policy 2.14)**
Management of the information maintained about each student is governed by federal and state laws; check out this RCTC policy for information about how your records are handled, as well as your rights under the law.

**Student Involvement in Decision-Making (RCTC Policy 2.3)**
Rochester Community and Technical College students shall have the opportunity for representation on all-college committees involving or affecting student interests. In addition, student representation will be encouraged on college ad hoc committees, task forces, and work teams involving or affecting student interests.

**Student Right-to-Know**
RCTC follows Right to Know Guidelines consistent with state and federal regulations. This includes providing training and a safe environment for students, faculty and staff.

**Student Rights (Minnesota State Policy 3.1)**
RCTC students have specific rights related to academic freedom and their status as students, as defined by the educational policies of Minnesota State colleges and universities. For the full policy, please visit.

**Tobacco Use and Sale Policy (RCTC Policy 5.18.2)**
RCTC is a tobacco-free campus inside and out.

**Tuition Due Dates, Refunds, Withdrawals and Waivers (RCTC Policy 5.12.2)**
Check this policy for information on tuition and fee due dates, payment plans, deferrals, withdrawals, waivers, and appeals.

### Student Rights/Responsibilities

**General Complaint Procedure**
Any individual may express a concern/complaint about a behavior, decision or action on a College issue, and is encouraged to discuss the concern directly with the employee(s) for which they have the concern, and/or the supervisor to whom the employee(s) report(s). If a student has a general complaint regarding a class (its operation, procedures and rules, dynamics, personal relations, etc.), they are encouraged to visit first with the instructor about his/her complaint.

If a student is not willing to talk to the instructor or has talked to the instructor without satisfaction, the student may complete the Complaint Form.

Complaints that are not resolved through this informal process may advance to the grievance process (RCTC Policy 3.8) if it involves application of a specific provision of a system or College policy/procedure.

**Formal Grievance Process**
A student wishing to file a grievance must do so in writing using the Student Grievance Form obtained from the Office of Vice President of Academic Affairs or the Office of the Vice President of Student Affairs. See Student Grievance Policy on the web.

**Grade Appeal Process**
A student wishing to file a Grade Appeal on a final class grade must follow the procedures outlined in the Grade Appeal Policy.
STUDENT RIGHTS/RESPONSIBILITIES

The Office of Student Rights and Responsibilities supports the mission of the College by resolving complaints under the Code of Student Conduct. In this way, we strive to maintain a safe and positive learning and working environment for all members of the College community through interventions that foster personal growth and development. All students are responsible for understanding the standards, rules, and regulations regarding their personal behavior and decisions on campus.

Behavioral standards apply to all college-owned property, college-sponsored and off-campus activities, when the behavior negatively affects the educational functions of the College. Any action that interferes with the education of any other student or disrupts the operations of the College will be considered a violation of the Code of Student Conduct.

RTC students are responsible for knowing the information, policies, and procedures outlined in this document. The College reserves the right to make changes to this code as necessary and once these changes are posted online, they are in effect.

File an Incident Report to report a potential Code of Student Conduct Violation.

STUDENT RIGHTS/RESPONSIBILITIES

Be Aware. Show You Care.

The Behavioral Intervention Team (BIT) provides students experiencing distress with the support and access to college and community resources needed to be successful. Members of the college community are encouraged to refer students who may be experiencing distress or whose behaviors have raised concern for their well-being through a BIT CARE Referral. BIT may then follow up with the student to provide additional support or assistance. BIT works collaboratively to prevent, identify, assess, and respond to student behaviors in order to support student success and maintain a safe learning environment for the college.

Visit the BIT webpage for more information on BIT and how to make a BIT referral.

TITLE IX

Title IX of the Education Amendments of 1972 states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

If anyone believes there has been an act of discrimination on the basis of sex against any person or group in a college sponsored program or activity may file a complaint to the Title IX Coordinator.

SEXUAL VIOLENCE RESOURCES, SUPPORT, AND REPORTING OPTIONS

Rochester Community and Technical College is committed to fostering an inclusive and welcoming campus climate. All members of our college community have the right to a respectful and safe environment in which to learn and work. Acts of Sexual Violence are an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at the college. Resources and support are available to members of the RCTC campus community who have experienced sexual violence. Sexual Violence is an umbrella term used to define a continuum of conduct, behaviors and actions including but not limited to harassment, sexual assault, stalking, and dating, intimate partner and relationship violence.

Yellowjackets Get Consent

Affirmative Consent is required under Minnesota State Board Policy 1B.3 and states that, “consent is informed, freely given, and mutually understood willingness to participate in sexual activity that is expressed by clear, unambiguous, and affirmative words or actions.”

The full text of the Sexual Violence Policy can be found on the Minnesota State Policy webpage.

Reporting Incidents of Sexual Violence

Any individual who believes they have been, or is being, subjected to conduct prohibited by Minnesota State Board 1B.3 Sexual Violence Policy is encouraged to report the incident. To report allegations of sexual violence, contact the College’s designated Title IX Coordinator, Rebecca Peine, College Center 401, (507) 285-7195, title_ix@rctc.edu.

Online Reporting Tool

Individuals may report on campus to the following resources:

Title IX Coordinator

Rebecca Peine
College Center 401
507-285-7195
title_ix@rctc.edu

Director of Campus Safety and Security

Scott McCullough
Coffman Hall 102
507-280-5050

Individuals may also report incidents of sexual violence to local law enforcement without filing a report to the College. The college can provide support and assistance in reporting to local law enforcement.

Rochester Police Department

201 4th Street SE
Rochester, MN 55904
507-328-2901 or 911 (emergency)

Confidential Resources

If you would like to access support and resources, but are not sure if you want to file a report you can utilize the following resources to access confidential support.

Student Health Services
Health Sciences 140
507-285-7261

College Counseling
Student Services 133
507-285-7260

Olmsted County Victim Services

201 4th Street SE
Rochester, MN 55904
507-328-2901 or 911 (emergency)

Confidential Resources

If you would like to access support and resources, but are not sure if you want to file a report you can utilize the following resources to access confidential support.

Student Health Services
Health Sciences 140
507-285-7261

College Counseling
Student Services 133
507-285-7260

Olmsted County Victim Services

24/7 Phone Line: 507-289-0636
PREGNANT AND PARENTING STUDENTS

Title IX prohibits discrimination on the basis of sex in education programs and activities, which includes protections for pregnant and parenting students. Discrimination is prohibited against a student on the basis of pregnancy or related conditions including childbirth, false pregnancy, miscarriage, termination of pregnancy, or recovery from any of these conditions. Title IX also prohibits applying any rule related to a student's parental, family, or marital status that treats students differently based on their sex. Title IX ensures that pregnant students have equal access and ability to participate in educational programs including academic programs, courses/class sections, involvement opportunities, lab and clinical work, internships, financial aid and scholarships. Students can take an absence from the College because of pregnancy or childbirth without penalty as long as determined medically necessary by the student's doctor and the ability to return in the same status held before taking leave.

Breastfeeding Students
Breastfeeding is a pregnancy related condition and protected by Title IX. Minnesota Statute 145.905 allows women to breastfeed in any public or private location where the mother and child are authorized to be. Designated lactation rooms are available on campus for students and employees in:
• Health Science 150
• Plaza Hall 205
• Heintz Center 111

Rochester Community and Technical College supports pregnant and parenting students and wants them to be knowledgeable about their rights under Title IX. Pregnant and parenting students may contact the Title IX Coordinator at title ix@rctc.edu for more information and support in requesting an accommodation or filing a complaint.

CAMPUS SAFETY

The Campus Safety Department offers the following services to help students stay safe:
• Accident, theft, and damage reports
• Code Blue Emergency Phones
• Emergency Alerts and Emergency Medical Assistance
• Free Battery Jumpstart with student ID
• Lost and Found (only items that can be disinfected)
• Officers will escort students to their cars
• Lock your keys in your car? Campus Safety can help!
• And more...

Call (507) 280-5050, email security@rctc.edu or check our Campus Safety webpage for more information. In case of emergency, call (507) 280-5050 or 911.

HELPFUL WEBSHOLNK

Athletics
• Athletics
• MCAC
• NJCAA
• Fitness Center
• Intramurals
• Regional Sports Center
• Rochester Regional Stadium and Bubble

Campus Safety
• Crime Statistics
• Emergency Alert System
• Student Code of Conduct
• Incident Reporting Form
• Department of Corrections Preatory Offender Search
• Code Blue Emergency Phones

Financial Aid
• To complete your FAFSA application
• Satisfactory Academic Progress Policy
• Net Price Calculator
• Tuition and Fees
• Financial Management
• Commonly Requested Phone Numbers
• Sources of Aid
• Scholarship Portal
• Financial Aid for Veterans
• Work Study/Student Employment Programs
• General Financial Aid Information

Registration
• Campus Visit Schedule
• Schedule an Orientation Session
• Fill out an Application
• eForms
• Request a Transcript
• eServices
• AdvisorTrac - to schedule an appointment with an advisor or counselor

Student Health Services
• Student Health Services collects the required immunization records
• Parental Consent
• Authorized Disclosure
• Other Resources

Technology
• Computer Labs/Schedules
• Computer/Email Guidelines
• Computer Recommendations
• E-Mail Accounts
• E-mail Phishing Attacks
• E-mail Redirecting/Forwarding
• Library Technology Center
• Printing for Students
• Smart Phone Support
• Student Software
• Technology Support Center
• Wifi Service

Testing Center
• Testing Center Information
• New Student Placement Testing
RCTC provides accessible, affordable, quality learning opportunities to serve a diverse and growing community.