

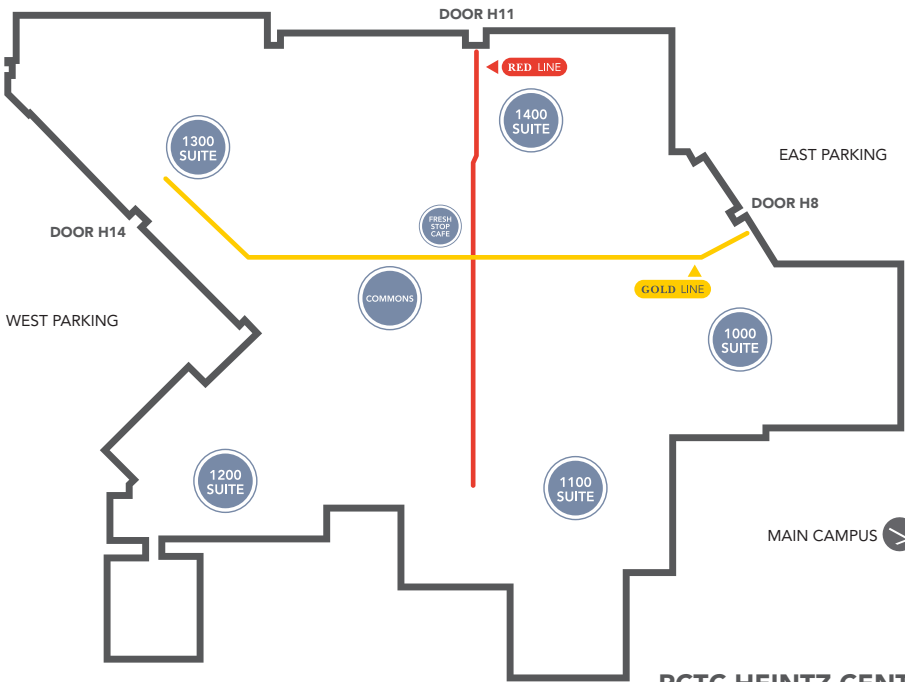
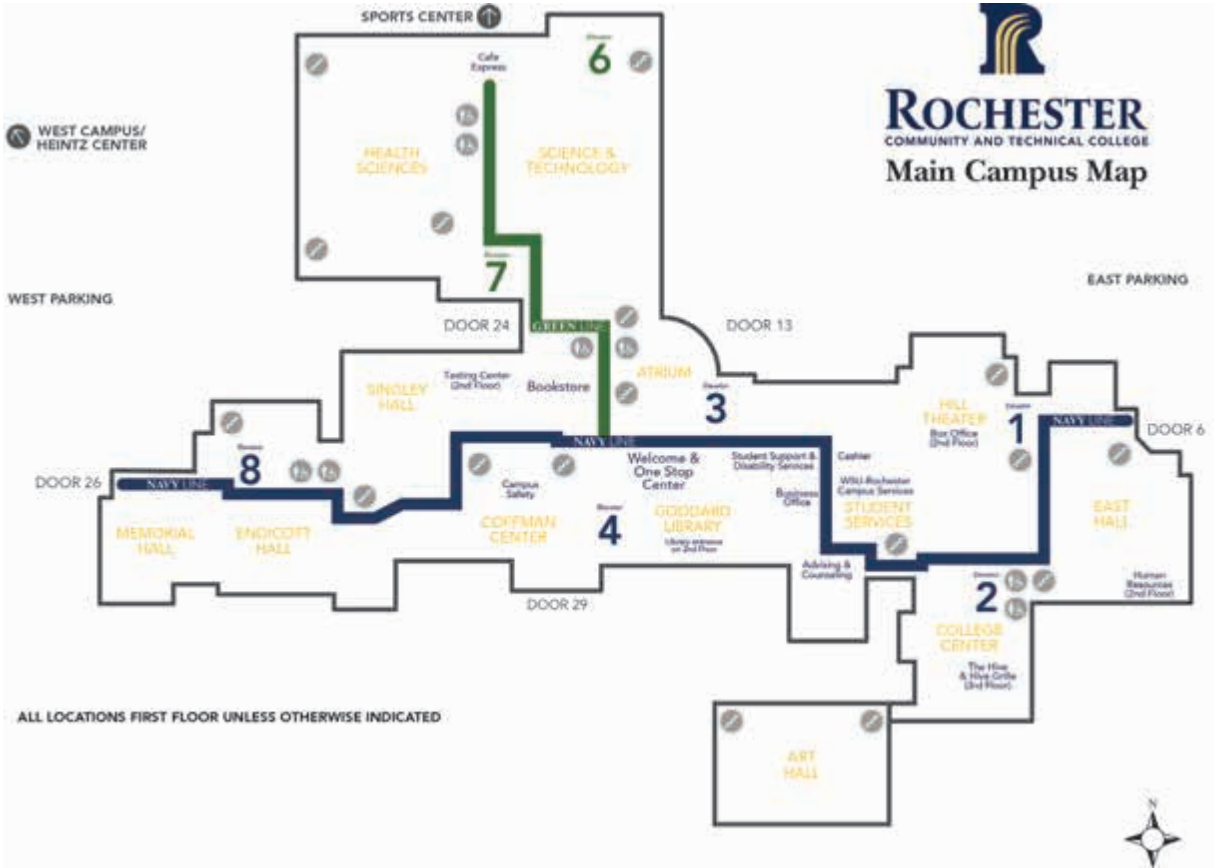
2025|2026



student handbook

 **ROCHESTER**
COMMUNITY AND TECHNICAL COLLEGE
A member of Minnesota State

CAMPUS MAPS



RCTC HEINTZ CENTER
1926 College View Rd. SE

WELCOME TO RCTC!



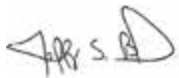
Dear students,

Welcome to Rochester Community and Technical College (RCTC)! As the oldest public two-year college in Minnesota, we're honored that you've chosen us for your higher education journey. Whether you're embarking on this path as a new student or returning to pursue your goals, our dedicated faculty and staff are here to support you.

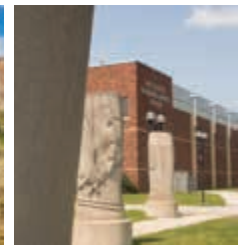
Inside this handbook, you'll discover essential policies and valuable information to help you navigate our College effectively. As a student, it's crucial to familiarize yourself with these policies and adhere to them. Be sure to bookmark this student handbook—it's a valuable ongoing resource.

I eagerly anticipate meeting you on campus and wish you the very best as you continue your educational pursuits at RCTC!

Best regards,



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, 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



STUDENT HANDBOOK

2025-2026

This Student Handbook is a general bulletin about RCTC processes with links to important information on the RCTC website.

The provisions of this publication were prepared on the basis of the best information as of the date of publication; however, information in this handbook may be amended from time to time by appropriate action of the faculty, the college administration, the Minnesota State Board of Trustees, or the Minnesota Legislature. When such changes occur, every reasonable effort will be made to notify the student body. This publication is not a legal document and does not constitute a contract between the College and the user. Please consult appropriate departments and offices for final policies, procedures and deadlines.

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.

Rochester Community and Technical College is committed to a policy of nondiscrimination in employment and education opportunities. 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 regarding race, sex, color, creed, religion, age, national origin, disability, marital status, status regarding 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.

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 to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

Complaints should be directed to:

Human Resources
humanresources@rctc.edu
(507) 285-7183

If you require an accommodation for a disability please contact:

Travis Kromminga
Director of Disability Support Services SS172
travis.kromminga@rctc.edu
(507) 280-2968

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GENERAL INFORMATION

Rochester Community and Technical College empowers students to thrive in an ever-changing, diverse society by providing access to exceptional education.

2025-2026 ACADEMIC DATES AT A GLANCE

FALL SEMESTER 2025		
Student Welcome Day	Thur.	August 21, 2025
Fall Semester Classes Begin	Mon.	August 25, 2025
Last Day to Drop (Full-Term Courses)	Fri.	August 29, 2025
Labor Day Holiday – No Classes	Mon.	September 1, 2025
Faculty Development Day – No Classes	Tue.	September 16, 2025
Student Success Day – No Classes	Wed.	October 1, 2025
Education Minnesota Conference – No Classes	Thur. -Fri.	October 16-17, 2025
General Election – Classes meet as usual, but no RCTC events from 6-8pm	Tues.	November 4, 2025
Veterans Day Holiday Observed – No Classes	Tues.	November 11, 2025
Thanksgiving Day Holiday	Thur.-Fri.	November 27-28, 2025
Fall Semester Ends	Fri.	December 19, 2025
SPRING SEMESTER 2026		
Spring Semester Classes Begin	Mon.	January 12, 2026
Last Day to Drop (Full-Term Courses)	Fri.	January 16, 2026
Martin Luther King Day Holiday- No Classes	Mon.	January 19, 2026
All Employee Development Day – No Classes	Tues.	February 3, 2026
Presidents' Day Holiday – No Classes	Mon.	February 16, 2026
Spring Break – No Classes	Mon.-Fri.	March 9-13, 2026
Faculty Development Day – No Classes	Thurs.	April 16, 2026
Faculty Development Day/Spring Semester Ends – No Classes	Wed.	May 13, 2026
Commencement	Wed.	May 13, 2026
SUMMER SEMESTER 2026		
Summer Semester Classes Begin	Mon.	June 1, 2026
Juneteenth Holiday Observed – No Classes	Fri.	June 19, 2026
Independence Day Holiday Observed – No Classes	Fri.	July 3, 2026
Summer Semester Classes End	Thurs.	August 6, 2026

GENERAL INFORMATION

WHO TO CONTACT

Academic Affairs (507) 285-7292 Athletics (507) 285-7273 Bookstore (507) 285-7202 Business Office (507) 280-2969 Campus Safety/Security/ Escort Services (507) 280-5050 Cashiers Office (507) 285-7311 College Relations (507) 536-5604 Disability Support Services (507) 280-2968 Emergency (507) 280-5050 Fitness Center (507) 285-7565 Foundation/Scholarships/ Alumni Office (507) 281-7771	Harassment/ Discrimination Complaints (507) 285-7183 Housing Information (507) 285-7557 Job Placement/Posting (507) 292-5152 Learning Center (507) 285-7182 Library (507) 285-7233 Maintenance (507) 285-7266 Mental Health Services (Zumbro Valley HC) (507) 285-7261 President's Office (507) 285-7216 Student Affairs (507) 285-7127 Student Emergency Fund SEF@rctc.edu Student Government (507) 280-3127	Student Health Services (507) 285-7261 Student Life/Activities (507) 285-7204 Student Support Services (TRIO) (507) 280-3543 Technology Support Center (507) 536-5555 tech.help@rctc.edu Testing Center testing@rctc.edu Theatre Box Office (507) 285-7200 Tutoring Center (507) 280-5534 (Main) Welcome and One Stop Center/Information (507) 285-7557 • <i>Advising/Counseling</i> • <i>Financial Aid</i> • <i>Records and Registration</i> Workforce Development, Inc./ Career Services (507) 292-5152
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GENERAL INFORMATION

Student Learning Outcomes

At RCTC, Student Learning Outcomes (SLOs) represent the essential skills and abilities we aim to help you develop throughout your college experience. These outcomes guide our teaching and support services, ensuring that your education is meaningful, measurable, and prepares you for success—both in and out of the classroom.

To support this, RCTC has developed Institutional Learning Outcomes that reflect the full scope of your learning journey that are central to your personal, academic, and professional growth:

- **Communication:** Students will communicate appropriately for their respective audiences.
- **Critical Thinking:** Students will think systematically and explore information thoroughly before accepting or formulating a position or conclusion.
- **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.

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. You can count on RCTC to provide you the opportunity for a quality education.

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!



GENERAL INFORMATION

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, Health Services, and Campus Security as well as important academic functions like the Learning Center, Testing Center, and more.

WSU-Rochester bachelor's degree completion programs include Accounting (online), Business Administration (online), Computer Science, Computer Science: Applied Comp Sci majors, Elementary Education (K-6) (online), Early Childhood Education (birth to grade 3 and online), Human Resource Management (online), Individualized Studies, Nursing, Nursing (RN to BSN), and Social Work.

WSU-Rochester welcomes Transfer Pathway students into the completion degrees for the Path to Purple. 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. Academic programs vary between the Rochester and Winona campus locations. Students will need to work with the RCTC/WSU Shared Academic Advisor located in the WSU-Rochester Student and Campus Services Suite SS127 to ensure all WSU prerequisite coursework is completed.
- During any time when enrolled at RCTC, students are welcome and encouraged to meet with the RCTC/WSU Shared Academic Advisor to talk about transferring to WSU in their academic program area of interest.
- 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 while working with our RCTC/WSU Shared Academic Advisor.

Contact the Welcome and One Stop Center to get started. Schedule an appointment with the RCTC/WSU Shared Academic Advisor or by phone at (507) 535-3791 or email paula.carlsen@rctc.edu



Have Questions? Get Answers in the Welcome and One Stop Center (WOSC)

The Welcome and One Stop Center, located just off the Atrium, has staff available from Admissions, Financial Aid, and Records and Registration, ready to help you with all your academic needs.

There's no need to search for other offices. As the name says, you can now get your business done in just one stop.

- Need help filling out your FAFSA? Visit the WOSC!
- Need to order a transcript? Visit www.student-clearinghouse.org
- Need directions? Visit the Information Desk!
- Need to see your advisor? Visit the WOSC or set up an appointment using AdvisorVue.

The WOSC staff is ready and waiting to help you, so visit the WOSC today!

FREQUENTLY ASKED QUESTIONS

Why do I have two ID numbers?

As a student, you'll use two different ID numbers, each with a specific purpose:

StarID

Your StarID is a unique username used across all Minnesota State colleges and universities.

You'll use it to log in to:

- Campus computers
- eServices
- Brightspace (D2L)
- Email (format: StarID@go.minnstate.edu)
- Other campus technology systems

If you transfer to another Minnesota State school, your StarID and password stay the same.

Stinger ID

Your Stinger ID is an 8-digit number unique to your college.

You'll need it for:

- Financial Aid
- Records and Registration
- Welcome and One Stop Center
- Student ID card (used for events, library check-outs, printing, and Learning Center access)

Why should I meet with my advisor?

Every student with a declared major has an academic advisor/counselor. The assigned advisor/counselor appears on the student's schedule and is here to support students in their educational growth and guide them through their program requirement 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 their 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 contact Advising and Counseling at 507-285-7260 or stop in SS133 to set up an appointment with an advisor or counselor

What is the Welcome and One Stop Center?

The Welcome and One Stop Center provides a universal space for students to receive information and complete all ongoing enrollment processes in one location. Staff within the Welcome and One Stop Center assist with admissions application, enrollment status, filing financial aid, connecting with academic advisors and counselors, directions, eServices assistance, and collecting paperwork, among other activities. Please utilize the Welcome and One Stop Center to maintain your enrollment.

FREQUENTLY ASKED QUESTIONS

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, a technology solution powered by BMTX, Inc. When your payment is ready, the funds will be forwarded to BankMobile and paid to you using the disbursement method you designate. You can choose to have your funds sent to your own bank account, or to a BankMobile Vibe Account.

You will receive a GREEN ENVELOPE containing a Refund Selection Kit by mail after you register for courses at RCTC. 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 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.

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, make an appointment with your academic advisor through [AdvisorVue](#).

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. It is important to know that, although your instructor may not take attendance, they are obligated to report students who fail to participate or otherwise do not attend class. This may include your access to D2L content for your class.

It's snowing...how do I know if the campus is closed?

When severe weather makes travel to campus unsafe, the RCTC President may cancel classes, delay their start, or close the campus. Announcements will be shared via local TV stations, the RCTC website, social media, and the [RCTC Alert System](#). Students are automatically enrolled through their campus email, but can opt in to receive text or phone alerts. For full details, visit the [Weather Cancellation Policy online](#) on the RCTC website.

FREQUENTLY ASKED QUESTIONS

Where do I go when I'm feeling sick?

Students are welcome to contact the Student Health Services Office, located in the Health Sciences Building, (HS140) beginning August 25, 2025. A registered nurse is available daily to assist with first aid/illness care, and health education/information. A nurse practitioner is available for evaluation of health concerns and academic and athletic program-required physical exams or 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. Current RCTC students can schedule appointments online at MyHealth.RCTC.edu (login with RCTC login: StarID@go.minnstate.edu + password) or by calling 507-285-7261. Anyone with respiratory symptoms (cough, congestion, etc.) will be asked to wear a face mask while in the Student Health Services office. Telehealth (virtual) visits will be utilized when available and appropriate. For more information, call (507) 285-7261, email Health-Services@rctc.edu or visit the [Health Services webpage](#).

Students should not attend class or come to campus if they are not feeling well. It is the student's responsibility to communicate their absences to their instructors. RCTC Student Health Services does not provide excuse notes for class absences.

Are there any lactation rooms on campus?

Yes! RCTC has lactation rooms on both the Main and Heintz Center campuses.

Health Services Building: HS150
Heintz Center: H1312

Where do I go if I have mental health concerns?

RCTC and Zumbro Valley Health Center have partnered to provide on-site mental health therapy services to our students. If a student has health insurance coverage, ZVHC can 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. Current RCTC students may schedule an appointment with a licensed therapist at MyHealth.RCTC.edu (login with RCTC login: StarID@go.minnstate.edu + password) or by calling 507-285-7261. Students scheduling their first therapy appointment will need to complete the required forms prior to scheduling. These forms are available by logging in at MyHealth.RCTC.edu, then selecting the Mental Health Therapy Services appointment option. When these forms are completed, the student will be able to schedule an appointment.

Additional mental health resources are listed under the [mental health tab](#) on RCTC's [Basic Needs Support page](#).

I have a documented disability. Are there resources for me on campus?

Yes. RCTC Disability Support Services 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](#).

FREQUENTLY ASKED QUESTIONS

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 Rochester Community and Technical College.

To qualify for SSS academic assistance, you must be a U.S. citizen or permanent resident and meet one or more of the following: first-generation college student (neither parent has a four-year college degree), or low-income (have financial needs and meet federal low-income guidelines), or have a documented disability on file with Disability Services.

SSS provides advising, 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) 280-2543

Where can I find a place to live?

Visit the [Housing webpage](#) to explore housing in Rochester.

How do I find a roommate?

Yellowjacket Connector is RCTC's roommate finder platform. The purpose of Yellowjacket Connector is to connect students seeking roommates with one another.

Only currently enrolled RCTC students are given access to the page. To request access, please complete [this form](#). You will need to log in with your RCTC email (starid@go.minnstate.edu) and password.

Is there one place I can look for important policies and required disclosures?

Yes! Check out our [Policy Webpage](#).



SUCCESS STRATEGIES

10 Ways to Succeed at RCTC

You made it through the search, application process, orientation, registration, 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. See the Resource section on pages 22-23.
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. this will help you 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.

Supporting Students' Basic Needs

As a student your safety, health, and well-being are our primary concern and we want to be able to support you in any way that we can.

Visit our [Supporting Students' Basic Needs webpage](#) to learn about resources on campus and within the Rochester community.

Reducing Test Anxiety

- 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!

SUCCESS STRATEGIES

What is Student Success Day?

Student Success Day is your opportunity to sharpen your skills, connect with faculty and peers, and discover valuable resources—both at RCTC and beyond. The day offers multiple ways to participate, including faculty meetings to discuss course progress, engaging online sessions designed to help you build essential skills, and a resource fair.

This year, we're excited to introduce the Yellowjacket Success Conference, an exclusive, immersive experience for a limited number of students. Attendees will spend the morning developing key college success strategies while gaining firsthand exposure to a professional conference environment.

Details about all the Student Success Day options are found on Brightspace. Mark your calendars for Wednesday, October 1st.

What's Up Wednesdays

Find out what's happening on campus each week and join the fun! Hear campus updates and learn about upcoming events from Student Life, your elected Student Senators, campus club members, our Yellowjacket athletes, and more! Each What's Up Wednesday will have a featured program ranging from Family Feud and live music to diversity training, study skills, and mindfulness activities! What's Up Wednesdays will take place in the Hive (3rd floor of College Center) at 12:00 PM each week. See you there!

Unsure of your Career Pathway?

RCTC's Counselor, Deb Vang, will teach you how to use our Focus 2 Career, Career and Education Planning Software, in a personalized Career Development session. Schedule your Zoom or In-Person appointment by calling (507) 285-7260 or stop by SS133.



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 66.7% 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.

Need to make an appointment with your advisor or counselor?



SUCCESS STRATEGIES

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

SUCCESS STRATEGIES

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.



FINANCIAL INFORMATION

Scholarships

The RCTC Foundation proudly offers scholarships to incoming, returning, and graduating students—made possible through the generosity of our donors.

Students can apply during annual scholarship application sessions:

- February–May: Fall application session, awarding over \$500,000 in scholarships for the upcoming academic year.
- October–November: Spring application session, awarding over \$45,000 in scholarships.

Please note that scholarship session dates may vary each year. For the most current information, visit www.rctc.edu/scholarships

Scholarships provide valuable financial support, helping students reduce or eliminate college expenses so they can focus more on their education and less on financial stress

For questions, contact the Foundation Office at 507-281-7771 or email foundation@rctc.edu.

Grants

Grants consist of financial aid funding that is generally NOT repaid. A repayment of Grant funds may be needed if the student withdraws, stops attending or otherwise fails to complete their courses. Eligibility for grants is mostly based on income. Several 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 grant programs 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 six or more credits and have a FAFSA on file. 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.



FINANCIAL INFORMATION

Tips for Financial Success at RCTC

- Maintain a minimum 2.0 cumulative GPA and complete a minimum of 66.67% 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.

Type	Repayment Required	Eligibility	Application Process	Notes
Scholarships	No	Based on donor criteria; open to new, returning, and graduating students	Apply through RCTC Foundation during scholarship sessions	Over \$500,000 awarded annually; check Foundation webpage for dates
Grants	No (unless you withdraw)	Primarily income-based; must complete FAFSA	Complete FAFSA to determine eligibility	Multiple grant programs available; visit Financial Aid webpage
Loans	Yes, with interest	Must be enrolled in 6+ credits and have FAFSA on file	Complete FAFSA and meet enrollment requirements	Repayment begins after graduation or dropping below half-time

GET INVOLVED AT RCTC

[Student Life](#) is the hub for student involvement at RCTC and gives students the opportunity to expand their college experience beyond the traditional classroom. How can students get involved?



Student Life Events

Student Life hosts events and activities throughout the year that are free for students! Visit the Student Life Events Calendar to find upcoming activities and events or participate in What's Up Wednesdays where we bring campus updates and information about upcoming events to you! What's Up Wednesdays take place every week at noon in the Hive (3rd Floor of College Center).

Campus Clubs

Choose to join one of over 20 [student clubs and organizations](#) on campus! Clubs are a great way to meet other students, explore your interests, and/or embrace your Yellowjacket Pride through leadership! Learn more about our Campus Clubs [here](#)!

Student Government

[Student Government](#) is dedicated to hearing student concerns and ideas, advocating on behalf of students on the local and state level, oversee the Student Life Budget, working with student clubs, and representing the student voice to College administration. Looking to get involved at the leadership level? Become a Student Senator! Fill out an Intent to Run Form found on the [Student Government webpage](#)

Student Newspaper

The Echo is a free publication written by RCTC students who are dedicated to freedom of press, while reporting on issues affecting the student body, faculty, administration and staff. As one of Minnesota's finest student publications, The Echo has won numerous awards. Copies of the Echo are available on newspaper distribution racks across campus and news posts by the Echo can be accessed online [here](#). If you are interested in becoming a part of The Echo, contact the [Faculty Advisor](#), Bryan Lund, today!

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 Hive). 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.

Athletics

RCTC offers nationally renowned varsity athletics. Women's basketball, soccer, softball, and volleyball. Men's baseball, basketball, football, and wrestling. 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. All faculty, staff and students receive free admission to home events with their RCTC ID.

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.

GET INVOLVED AT RCTC

Music

RCTC Music includes our Concert Band, Concert Choir, and Jazz Band. The ensembles perform several concerts on and off campus each year. RCTC Music also has the Yellowjacket Band, which is our college pep band and they perform at various athletic events, as well as large-scale college events! Interested in joining the Yellowjacket Band? Reach out to Band Director, [Will Frame](#)

The Jazz Band rehearses once a week and performs a variety of commercial/pop music in addition to jazz styles. Students that are new to the style are encouraged to co-enroll in Concert Band and/or private lessons or to reach out to director Will Frame with any concerns about the experience.

The Concert Band welcomes musicians on any instrument and any experience level, no auditions are required!

The Concert Choir is directed by Nick Johnson and performs a wide variety of traditional concerts, pop, sacred, contemporary, and world music.

Music Tech Club: The Music Tech Club is very active across campus and has been known to host dance parties, provide sound/light support for some of the campus activities, concerts, and theatre productions.

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.

All RCTC/RCTC Athletic events are FREE or cost is reduced to students with a Student ID.

Student Open Gym

At RCTC the fitness and physical well-being of our students is critical to their success. In addition to the weightroom and fitness center RCTC provides open gym time in the Sports Center.

Open Gym Hours for 2025-2026
Monday-Friday: TBD, Field House

Open Gym Policies

- You must be a current RCTC student or employee.
- You must have your RCTC ID present to participate in Open Gym at all times.
- Food is not allowed in the Performance Court or Field House
- No music of any kind is allowed during Open Gym. This includes speakers, phones, etc. If you are utilizing the track and have individual headphones, that is acceptable, but no audible music in the Field House.
- Proper workout attire must be worn at all times - tennis shoes, etc.
- PE locker rooms and changing rooms are to be used. Bags, etc. are not to be brought into the Field House or Performance Court.
- Bring a lock to lock your locker.
- Lost or stolen articles will not be the responsibility of RCTC.
- Swearing will not be tolerated. You will be asked to leave.
- If kicked out of Open Gym, you will be kicked out for the entire year.

Subject to change without notice. RCTC athletic teams have priority over the Field House in case of inclement weather Open Gym would be canceled.

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)

The Hive Supply is RCTC's on-campus food pantry. Currently enrolled RCTC students have access to the food, personal hygiene products and school supplies stocked in the Hive Supply. Inventory varies based on time of year and donations. Students can visit the Hive Supply once per week and can grab up to 15 items per visit. In between visits, please take grab-and-go bags as needed. These are bags packed with non-perishable food items. They are located in the Atrium and outside of the Hive Supply.

Library

[Goddard Library](#) has many resources available to help students succeed. Check the [Library website](#) for hours of operation, events hosted in the library, study room reservations, or to contact a librarian for research assistance. Services are available in person and online.

At Goddard Library we have:

- Research books, articles, newspapers, streaming media, course assignment research help and more!

- The largest Technology Support Center lab on campus including printers, copiers, and scanners.
- The Writing Center and Learning Center for tutoring support.
- Lots of quiet study spaces, group, and private rooms for reservation.
- The Compassion Corner, with supplies and ongoing scheduled events.
- Games, puzzles, coloring pages, and more!

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

Learning Center

The Learning Center provides FREE tutoring for all RCTC students to help them build the skills and confidence needed to be successful in their coursework and reach their academic goals. The Learning Center tutors are specialists in their content areas and are eager to help you.

The Learning Center is located in Goddard Library on the second floor and they offer online tutoring, too.

Writing Center tutors can help you with:

- Writing assignments for any class
- Reading
- Career material preparation such as resumes and cover letters
- APA and MLA

Learning Center Tutors can help you with:

- Math problems and assignments
- Computer applications (Microsoft Office, D2L, etc.)
- Computer Science
- Science courses
- Study tips and exam preparation

RESOURCES AT RCTC

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 the atrium of the main campus. (507) 285-7202

- Mondays-Fridays: 8:00am-4:30pm
- Hours are subject to change during school holidays, summers, and weather or health emergencies.
- Be sure to stop by the Bookstore with your 25% off coupon from page 138 of the printed Planner before December 31st! You can find the Planner on counters throughout the Student Services area.
- Please refer to the [RCTC Bookstore's web-site](#) to find all the information you need to know about ordering your textbooks.

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.

RCTC Dental Clinic

The [RCTC Dental Clinic](#) offers a full range of preventive dental care services 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.

Other preventive services:

- sealants
- whitening
- scaling and root planing
- x-rays

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.

Belonging 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 related activities and supports on campus, please email the Co-Chair of the Campus Unity Committee, Emily Yang, or Resource Coordinator, Anfa Diiriye.

TECHNOLOGY INFORMATION

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.

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.

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.

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.

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 at: <https://services.rctc.edu/>, search for "Smart Phone E-mail Setup".

If you have questions, please contact the Technology Support Center (TSC) by [submitting a ticket](#) or for more urgent issues, during business hours, call (507) 536-5555. Drop-in help is available at Welcome and One-Stop Center, Main Campus M1104.

WiFi

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

Find Instructors Outside of Class

All instructors have weekly office hours for students to meet with them outside of class if needed.

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](#).

TECHNOLOGY INFORMATION

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.



POLICIES | MINNESOTA STATE/RCTC

It is the responsibility of every student to be familiar with system and 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, marijuana, 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, shall not be left unattended, and should not be disruptive to the educational or work setting.

Fresh Start (RCTC Policy 3.17.7)

Students returning after at least a two-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. Although approval result in grades not being computed in the cumulative GPA or completion percentage, student records will reflect all original grades and courses attempted by the student.

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)

No person is permitted to carry or possess a firearm on College property except as provided in System Policy 5.21.

Refunds/Withdrawals/Waivers (RCTC Policy 5.12.2)

This policy defines all the conditions and deadlines for refunds, withdrawals, waivers, deferments, payment plans, and appeals.

Return to Title IV Refund (RCTC Policy 7.4.1)

Students who receive financial aid and withdraw or stop participating will be required to make a repayment to the financial aid programs with which they were funded.

POLICIES | MINNESOTA STATE/RCTC

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, task forces and work teams involving or affecting student interests. Contact the Student Government if interested in serving on a committee.

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 & Responsibilities (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.

Tobacco Use and Sale Policy (RCTC Policy 5.18.2)

RCTC is committed to creating a clean, safe and healthy learning and working environment, therefore, is a tobacco-free campus inside and out. For the purposes of this policy, tobacco is defined to include, but is not limited to, smoking and smokeless tobacco products, such as lit or unlit cigarettes, pipes, cigars, snuff, smokeless pouches, and smoking equipment (whether filled with tobacco or any other type of material).

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, deferments, withdrawals, waivers, and appeals.

STUDENT RIGHTS/RESPONSIBILITIES

STUDENT COMPLAINT PROCEDURE

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](#).

The College works to effectively resolve complaints by applying 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](#).

RCTC 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

CARE TEAM

Be Aware. Show You Care.

The CARE Team 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 CARE Team Referral. CARE will then follow up with the student to provide additional support or assistance. CARE 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 [CARE Team webpage](#) for more information on CARE and how to make a CARE 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." Today, Title IX ensures that sex-based discrimination, including that related to pregnancy, sexual orientation, and gender identity, is responded to promptly and effectively with a fair, transparent, and reliable process.

Anyone who 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.



STUDENT RIGHTS/RESPONSIBILITIES

SEXUAL VIOLENCE RESOURCES, SUPPORT, AND REPORTING OPTIONS

Rochester Community and Technical College (RCTC) is committed to fostering an inclusive, respectful, and safe campus environment for all students, faculty, and staff. Sexual violence is an intolerable intrusion into the most personal and private rights of an individual and is strictly prohibited at RCTC.

Sexual violence is a broad term that encompasses a range of behaviors including, but not limited to: sexual harassment, sexual assault, stalking, and dating, intimate partner, and relationship violence.

RCTC provides resources, support, and reporting options to any member of the campus community who has experienced sexual violence. The college is committed to eliminating sexual violence in all forms and will take appropriate action against individuals found responsible for such conduct.

Yellowjackets Get Consent

Affirmative consent, as required under Minnesota State Board Policy 1B.3, is defined as "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 is available on the [Minnesota State Policy web-page](#).

Reporting Incidents of Sexual Violence

Any individual who believes they have been subjected to conduct prohibited by the Minnesota State 1B.3 Sexual Violence Policy is encouraged to report the incident.

Reports can be made to the following on-campus resources:

Title IX Coordinator

Teresa Brown, Ph.D.

SS 208

507-285-7217

titleix@rctc.edu

Or, the [Online Reporting Tool](#) may be used.

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.

Katie Swegarden

Student Health Services

Health Sciences 140

(507) 285-7261

Deb Vang

College Counseling

Student Services 133

(507) 285-7260

Olmsted County Victim Services 24/7 Phone Line: (507) 289-0636

STUDENT RIGHTS/RESPONSIBILITIES

STOP CAMPUS HAZING ACT

The Stop Campus Hazing Act (SCHA) amends the Higher Education Act of 1965 to require colleges and universities to disclose hazing incidents in their annual security reports. It mandates institutions to define hazing, compile statistics on reported cases, and establish transparent policies for reporting and prevention.

Information about RCTC's hazing policies can be found in the Student Code of Conduct section of the System's and College's Policies and Procedures. The student code of conduct establishes the campus's definition of hazing and the adjudication process for hazing violations.

[Minnesota State Policy 3.6](#)
[RCTC Policy 3.6 Student Code of Conduct](#)
[RCTC Procedure 3.6.1 Student Code of Conduct](#)

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 people 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
- 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 titleix@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
- Emergency Alerts and Emergency Medical Assistance
- Lost and Found (only items that can be disinfected)
- Officer will provide escorts for students to their cars for any safety concerns

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 WEBLINKS

Advising/Counseling

- [Schedule an appointment](#)
- [Counseling resources](#)
- [Transferring to and from RCTC](#)

Admissions/Welcome and One Stop Center

- [Campus Visit Schedule](#)
- [Fill out an Application](#)
- [eForms](#)
- [Request a Transcript](#)
- [eServices](#)
- [AdvisorVue](#) - to schedule an appointment with an advisor or counselor

Athletics

- [Athletics](#)
- [MCAC](#)
- [NJCAA](#)
- [Fitness Center](#)
- [Regional Sports Center](#)
- [Rochester Regional Stadium and Bubble](#)

Campus Safety

- [Crime Statistics](#)
- [Emergency Alert System](#)
- [Student Code of Conduct](#)
- [Incident Reporting Form](#)

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](#)

Student Health Services

- [Parental Consent](#)
- [Authorized Disclosure](#)
- [Other Resources](#)

Technology

- [Computer Labs/Schedules](#)
- [Computer/Email Guidelines](#)
- [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](#)

GET SOC IAL



FACEBOOK: @MyRCTC
INSTAGRAM: @RochesterCTC
LINKEDIN: Rochester Community
and Technical College

SNAPCHAT: @Rochester_CTC
TIKTOK: @RochesterCTC
X: @RochesterCTC
YOUTUBE: @RochesterCTC

GET YOUR JACKET GEAR HERE!



ROCHESTER
COMMUNITY AND TECHNICAL COLLEGE

RCTC Bookstore

25% OFF
ONE ARTICLE
OF CLOTHING

Present this coupon to the
RCTC bookstore and receive 25% off one
article of clothing. (*Expires 12/31/25*)

Coupon must be presented at the time of purchase. Must have valid RCTC student ID card. May not be combined with any other offer. Only one coupon may be used per person. Coupon good through 12/31/25.



VISION

Rochester Community and Technical College will be a universal gateway to world class learning opportunities.

MISSION

Rochester Community and Technical College empowers students to thrive in an ever-changing, diverse society by providing access to exceptional education.

VALUE PROPOSITION

Improving Student Lives

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