

MEMORANDUM

TO: All Faculty

FROM: Ronald V. Kraft
Vice President of Student Affairs

DATE: August 22, 2007

SUBJECT: **Important Information for Students**

Fall Semester Student Information

Attached to this memo is a brief outline of information that is important for students to understand. Please include coverage of these points during your first meeting with each class section you teach. This may help students avoid potential problems and make them aware of HTC's services.

Many students may have already received this information. For those who have not, you may make copies of the attachment and distribute it to students.

During the first week of the semester, there will be two administrators on administrative duty to help you with any questions or situations that may arise that are not covered by this information.

I hope that you and your students have a successful and rewarding semester and thank you for your assistance in this information process.

c: Deans



Important Information for Students to Know

Policies and Procedures

Student Handbooks

It is the responsibility of each student to know Hennepin Technical College policies and procedures. HTC policies and procedures are outlined in the Student Handbook. Handbooks are available in the bookstore, at the Admissions Office, or on the HTC website. If you have any questions about HTC policies or procedures, please talk with a counselor or your advisor.

Adding and Dropping Courses

Refer to the Refund Policy given to you at the time of your registration or page 13 of the Student Handbook for language describing HTC's add, drop, and withdrawal policies. Classes must be dropped within the first 5 days of the semester (by Friday, August 31) to receive a refund. Classes that begin later in the semester have different timelines. If you receive financial aid and plan on dropping a course, please check with the financial aid office first. Dropping courses may require you to return some or all of your financial aid.

Friday, December 7 is the last day to drop a course and receive a "W" (prior to the last ten weekdays of the semester).

Satisfactory Progress

Students attending Hennepin Technical College are expected to make a sincere effort to gain full benefit from their education. Satisfactory progress is necessary for continued enrollment. Satisfactory academic progress is defined as completing 67% or more of all credits attempted and achieving a cumulative grade point average (GPA) of 2.00 or greater. Students not completing 67% or better of all credits attempted or not achieving a GPA of 2.00 or greater will be given one probationary enrollment period to achieve the expected level of performance. Students not completing 67% or more of all credits attempted or not achieving a cumulative GPA of 2.00 or greater by the end of that period will be placed on academic suspension.

Financial Aid

Part-time and full-time students may be eligible for financial aid. If you are a part-time student and have a declared major, you may be eligible for financial aid. Call the Financial Aid Office for more information.

Student Email Accounts (MetNet)

All students should visit the Student Computer Lab to activate their student email account (MetNet). Important information from HTC is sent to students via email.

Change of Personal Information

It is important for students to keep their name, address, and phone number current on HTC records. Students can update their personal information online.

Placement for Success Testing

Students who do not complete the admissions process prior to enrolling in courses will be required to do so after registering for their fourth credit. Assessment is required for students who declare a major or after registering for 4 cumulative credits. (See your counselor for assessment exemptions.)

Tobacco Use

Tobacco use is restricted to designated spaces outside of the building.

Emergency Campus Closings

Listen to WCCO 830AM for the official school closing notification.

Services Available to Students

Career Counseling

Career counselors/advisors are available during the day Monday-Friday and evenings Monday-Thursday. Call the admissions assistant for an appointment.

Learning Resource Center

The Learning Resource Center (LRC) provides a positive learning environment for all students. Tutorial assistance with basic skills (math, reading comprehension, writing, and English proficiency) is available. If you need help with some of your coursework, stop in and talk to the LRC staff.

Student Computer Lab

Students are encouraged to use the Student Computer Lab. The lab is open Monday-Saturday; check the lab for posted hours.

Bookstore

Bookstore hours are extended during the first week of the semester (Monday-Friday) and the second week of the semester (Monday-Thursday). See the posted hours at the Bookstore.

Cafeteria

Food service is available Monday-Friday. See the posted hours in the cafeteria.

Parking and Security

Student parking is available in the student lots. Do not leave valuables in your car. Go to and from the building in groups; use common sense practices. Call the receptionist for escort service. Please observe the speed limit. Security patrols the campus during most scheduled class hours.

