

Student Tips for Success!

Your Student ID #:

- ✓ User name for accessing the Mid-State network as well as **MyCampus** and other student accounts.
- ✓ Get your **FREE** official photo ID at our **LiNK** to take advantage of student discounts!

LiNK:

The **LiNK** provides a variety of services to help students achieve academic success, including tutoring connections, student technology, and library resources.

There are no admission requirements, tuition costs, or class fees for **LiNK** services. Individuals may enroll throughout the year and you decide when to begin and develop a personal schedule based on your needs.

For more information visit: mstc.edu/student-resources/link

Network –

- ✓ Access to campus computers, internet, printing and network drives.
- ✓ \$25 initial printing account – Reload at any campus **Bookstore/Student Services and Information Center** in \$5 increments.
- ✓ All campus locations have wireless access for your devices!
- ✓ **REMINDER:** Your user name and password are always the same for the Mid-State network and **MyCampus**!

Mid-State Student Accounts:

MyMSTC – Your Gateway to Self Service!

- ✓ Login via **MyCampus** and click on “**Student Center**” to access your *Academics, Finances and Personal Information*.

Personal Information Section:

- Keep us up to date on your address, phone, etc.
- **Rave Mobile Safety** provides notification of campus emergencies such as fire, severe weather, and school closings. The system uses multiple delivery methods dependent on what we have on file for you including text messages.

mstc.edu/student-resources/automated-messaging-system

Finances Section:

- Used to manage your financial aid, review account information, set up automatic payments or direct deposits and more.
- Setting up automatic payments saves \$25 set up fee!
- Grant permission to the bookstore to charge required books and supplies to your financial aid **once Awarded**.

Need Help Paying for College?

- ✓ mstc.edu/payingforcollege
This site will provide you with information related to financial aid, paying your tuition, tuition and fees, scholarships, veteran’s benefits and more!



GradReady – Financial Literacy

The more you know the less you’ll owe. Learn more about managing your tuition,

budget, and bills—for FREE!

<https://gradready.com/gradready/sponsor/mid-state>

Blackboard –

- ✓ Mid-State’s online learning system.
- ✓ Face-to-face classes will also use **Blackboard**.
- ✓ Take the **Blackboard** orientation via the “*Self Enroll*” tab prior to classes.
- ✓ Classes do **NOT** show up until first scheduled date.
- ✓ Log directly into **Blackboard** from mstc.edu if doing anything lengthy to avoid timeout of **MyCampus**. (i.e., *Taking a quiz*)

Student Email –

- ✓ This is how we communicate with you!
- ✓ Check daily and prior to each semester for emails from instructors, monthly account summaries and more.
- ✓ Includes access to **OneDrive** for storing and sharing your school files as well as up to **5 FREE copies of Microsoft Office 365 Pro**.

Technology Requirements:

You are not required to purchase a computer; however, if you are thinking of purchasing one, here are some helpful tips:

- ✓ Purchase a computer that will load fast. Work with the salesperson to find a computer that gives you the most power for the amount you can spend.
- ✓ Macs are fine; you can do almost everything on a Mac. If there is something you cannot do, you can come on campus and use a computer.
- ✓ Avoid Chromebooks. Chromebooks do not allow you to download software; they are web-based only. Many classes will require that you have certain software installed.
- ✓ A laptop with a built-in camera and microphone is helpful. If you have a desktop, you can purchase a webcam with a microphone.

MyMSTC – Your Gateway to Self Service! Continued...

Visit:

mstc.edu/student-resources/email-assistance
for instructions on connecting to your smart phone.

mstc.edu/student-resources/technology/software

- to download **Microsoft Office 365 Pro** for FREE!
- to view **OneDrive** tutorials.
- to access the **WI Integrated Software Catalog** for other student software deals!

Academics Section:

- Check your grades, print or request transcripts, enroll in classes and more.
- View and print your class schedule and textbook summary.

How Do I Schedule My Classes?

- **Mid-State College Scheduler -**
 - Easily plan your class schedule without paper and pencil!
 - Save it and send it to your **Enrollment Shopping Cart**.
 - You'll need to search by "Course Number" while in Schedule Planner. Course #s are the same as catalog numbers which can be found in your program guide.
- **Enrollment Shopping Cart –**
 - Click on the **ENROLL** tab within your shopping cart, import your schedule and "**Finish Enrolling**".

REMINDER:

Putting classes in your **Enrollment Shopping Cart** does not mean you have enrolled in that class. You must "**Finish Enrolling**" to reserve your spot!

GPS for Student Success: Course required for graduation. Acquire necessary skills for student success by developing an academic plan, identifying attributes for success, adopting learning strategies and utilizing Mid-State resources, policies and processes.

Credit for Prior Learning:

- ✓ Transfer credit
 - ✓ Military credit
 - ✓ Credit by Standardized Examination (i.e. CLEP)
 - ✓ Credit for work and/or life experience
- NOTE: \$90 fee per course if credit is granted.*

mstc.edu/admissions/credit-for-prior-learning

MyCampus –

- ✓ Convenient single sign-on access to your student accounts.
 - ✓ When you update your password for **MyCampus**, your network password also updates.
- These are always the same!**

Help Desk: mstc.edu/support

- ✓ Phone assistance available 365 days per year, 24 hours/day, including holidays.
 - **Off Campus:** 877.469.6782
 - **On Campus:** ext. 5555 from any campus phone

Note: It is best to call if your need is immediate.
- ✓ Button within **MyCampus** leads to online help desk for:
 - Knowledge base search
 - Download of instructional documents
 - Submission of help desk tickets

Note: 24 – 48 hour response time.

How Do I Get My Textbooks?

- ✓ Books are available two weeks prior to the start of the semester.
 - ✓ You can visit our website and click on **Student Resources** and then **Bookstore** to arrange for your books online.
 - ✓ Or... simply stop by any campus location and bring your class schedule, textbook summary and student ID. All purchases are by cash, check, or credit card unless authorized by a sponsoring agency.
- mstc.edu/bookstore

Tuition Refund Policy

- 100% of student fees are refunded if a student applies for a refund before the first class meeting.
- 80% of all applicable student fees are refunded if application for refund is made before or at the time 10% of the course's potential class meetings of instruction have been completed.
- 60% of all applicable student fees are refunded if the application for refund is made after 10% but before more than 20% of the course's potential class meetings of instruction have been completed.
- No refund is due if the application for refund is made after 20% of the course's potential class meetings of instruction have been completed.

mstc.edu/registration-and-records/payment-and-refund-policies

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### Don't Forget!

- ❖ Take the **Blackboard** orientation prior to classes starting.
- ❖ Download **Office 365 Pro** for FREE!
- ❖ Run through the **OneDrive** tutorials.
- ❖ Watch for emails from your instructors, etc.
- ❖ **COMPLETE** your FAFSA as soon as possible and stay in touch with Financial Aid regarding your application.
- ❖ **APPLY** for scholarships & check out **Sponsor A Scholar!**
- ❖ Attend **Program Orientation** to kick off your semester and set yourself up for success!
- ❖ Reach out to our **Student Services and Information Center** (SSIC) staff for assistance at any time! The Center houses Mid-State's admissions, financial aid, student success counselors, academic advisors, testing center and more!