



August 19, 2009

Dear HTC Student:

I want to thank you for choosing Hennepin Technical College (HTC) as your college. We hope you will find your experiences here both challenging and rewarding. As a technical college graduate myself, I can tell you that this can be a life changing experience for you and I encourage you to take advantage of everything HTC has to offer you.

At HTC, we pride ourselves on setting high standards for our students and ourselves. We want you to succeed, not only at HTC but after you leave HTC. To that end, we offer a variety of support services and opportunities to get involved. It is our experience that the most successful students, and those who most enjoy their time here, are the ones who take advantage of the support services available and that get involved in campus activities.

In today's world, you may (or probably already have) change careers and/or be asked to learn new skills to stay current. We believe you will find that we not only offer the latest in technical training and courses, but that we can help provide you with the tools to succeed. But, we need you to take the first step and tell us how we can help.

On the attached list, you will see a variety of support services available to help you succeed. We have found that our most successful students take advantage of at least one of these services during their time here at HTC.

I think you will also notice that we take our role of helping students learn very seriously. We will challenge you and help you achieve more than you may have thought possible. We will also help you learn to work in a professional environment and to be respectful of the rights of your fellow students and teachers. We ask that you review the policies and procedures at the end of this document to better understand your rights and responsibilities as a HTC student.

If you should find that your experiences here are less than rewarding or that life's challenges make it difficult to proceed, we hope that you will contact one of our many highly skilled student affairs counselors (or other staff) to let us see if we can help you develop a plan to stay in college or to improve your experiences here. Finally, let me invite you to contact me via email or phone to let me know how we are doing, both good and bad, and how we can do better.

With appreciation and anticipation,

A handwritten signature in black ink, appearing to read "Mark J. Felsheim".

Mark J. Felsheim, Ph.D.  
Vice President of Student Affairs  
[mark.felsheim@hennepintech.edu](mailto:mark.felsheim@hennepintech.edu)  
(763) 488-2465



# **Important Information for Students to Know**

## **Services Available to Students**

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### **Career Counseling**

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

### **Student Advising**

Faculty advisors provide assistance in planning a program of study consistent with the students' educational and employment objectives. Faculty advisors assist students in selecting courses, clarifying college policies and procedures, interpreting graduation requirements, and overcoming barriers to their educational success. Students are encouraged to meet with their advisor several times each semester. All students with a declared major are encouraged to meet with their faculty advisor during advising week. Students who have not declared a major receive advising services from counselors.

### **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.

The Eden Prairie Campus LRC is located in room E150 across from the Student Computer Lab. The Brooklyn Park Campus LRC is located in room G241.

### **Disability Services**

HTC offers support services to qualified individuals with documented disabilities. Students must initiate a request and be approved for accommodations by a Disability Services Coordinator. Please call to make an appointment.

### **Student Computer Labs**

Hennepin Technical College offers students access to a variety of software and the Internet in an open lab environment. Computer lab assistants are available in the labs to assist students with many of the software applications. Only college students with a current HTC Student ID card may utilize the Student Computer Lab. Hours for the Student Computer Lab are posted.

### **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.

### **Library**

Supporting the curriculum of the college, our libraries are important components of the learning environment at Hennepin Technical College. Students not only have access to HTC's library collections but to 125+ other MnSCU library collections through MnPALS, our online database. Students are provided access to these other MnSCU library materials through inter-library loan. Remote access to all of our online databases is available 24/7 by going to HTC's website clicking on Current Students, and clicking on Library/IMC. To access the library's databases for full text printing, students will log in with their student ID barcode and password. **Remote access is not possible without first activating your card in the library.**

Library tours and presentations (both class and individual) may be scheduled. They present information on the resources available and how to access them.

The libraries provide Internet access at each of the MnPALS workstations, including access to Microsoft Office for word processing. TV/VCR/DVD units are provided for students who are required

## ***Important Information for Students to Know***

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to view videos for their classes. Laptops at each campus are available for student checkout. Free printing of up to ten pages per day is available with a valid student ID card.

### **Student ID Cards**

All students are encouraged to obtain a HTC student ID card. Student ID cards will be required for use of library materials and to utilize the Student Computer Labs. HTC uses Smart Card technology which allows students to deposit funds on the card and then use it to make purchases from foodservice, the bookstore, vending machines, and copiers/printers in the Student Computer Lab. Student ID cards are issued in the Student Computer Lab to current students with a semester schedule and photo identification. The first Student ID card issued to a student is free; replacement cards are \$10 each. The \$10 fee must be paid at the Tuition Office before the replacement card can be picked up.

### **Job Placement Services**

Hennepin Technical College provides free job placement services to all students and graduates. The Job Placement Office is available to assist students in finding full- or part-time employment. To contact the Job Placement Office, call (763) 488-2411.

The Job Placement Office staff and college faculty work closely with employers to provide job opportunities for students in all programs.

The HTC Student Job Connection website is also available for all students and graduates to conveniently view current job opportunities.

### **Veterans Resource Center**

The Veterans Resource Center is a place where veterans and current or former military, their family members, or significant others can find resources, work on resolving benefits issues, come and relax between classes, use the Internet, study, or just get together and talk.

Work-study staff members are veterans or veteran's family members and are knowledgeable about veterans' issues and resources.

### **Connections Multicultural Center**

Connections Student Center is a welcoming multipurpose center that seeks to purposefully bring together and foster inclusiveness among students, faculty, staff, and alumni. It is a place that values and respects caring human connections that build community and supports the educational mission of HTC. The Connection Center is a place where students can study, relax, or just hang out.

### **Cafeteria**

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

### **Parking and Security**

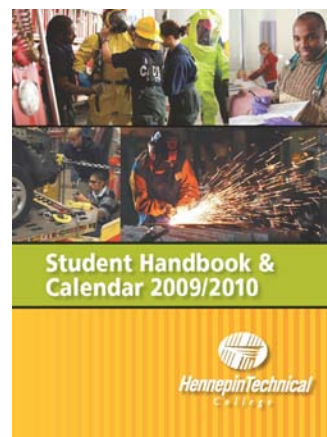
Student parking is available in the student lots. Do not leave valuables in your car. Go to and from the building in groups; use common sense practices. Call the receptionist if you would like an escort to your vehicle. Please observe the speed limit. Security patrols the campus during most scheduled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

## ***Policies and Procedures***

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### **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 20 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 28) 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 4 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.

### **Tuition**

Current tuition and fee information can be found on the HTC website. The college establishes a tuition payment deadline for each semester. Students may view their account balances and pay online by accessing the HTC website. For more information about tuition payment methods, including the Automated Payment Plan, see the HTC website. **In compliance with MNSCU board policy, invoices will no longer be mailed and students are required to check their balances online in their student account.** Students who do not pay their tuition and fees in full by the tuition payment deadline may have their course registration cancelled or be submitted to a collection agency for payment. See the Tuition and Fees section in the Student Handbook for more information.

### **Student Email Accounts**

Students are required to sign up for a student email account. Email is the official form of student communication for the college. Email accounts can be obtained on campus in the Student Computer Lab or online currently at [www.metnet.edu](http://www.metnet.edu)

### **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.



# Drug Free College

The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-266) requires colleges and universities to provide information to students and employees to prevent drug and alcohol abuse. Hennepin Technical College strives to educate students and employees of health risks associated with drug and alcohol use.

HTC prohibits the use, manufacture, sale, distribution, exchange, or possession of alcohol or controlled substances by any student or employee while on campus or while involved in any college activity, service, and program or work situation.

## Sanctions

Administrative and legal sanctions, up to and including, expulsion and referral for prosecution will be imposed on students who violate the preceding standards of conduct.

Administrative and legal sanctions, consistent with existing contracts, up to and including termination of employment and referral for prosecution will be imposed on employees who violate these standards. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

## Legal Sanctions

Federal and state sanctions for illegal possession of controlled substances range from up to one year imprisonment and up to \$100,000 in fines for a first offense, to three years imprisonment and \$250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of federal student aid benefits. Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to \$500,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to \$8 million for an offense involving 1,000 kg or more. The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, first-offense penalties for driving while intoxicated (blood alcohol content of .08 or more) may result in a \$1,000 fine, 90 days in jail, and/or revocation of driver's license for 90 days.

## Prevention and Information

Primary prevention efforts will be to provide students and employees with appropriate information to make responsible decisions regarding alcohol and drug use.

Some of these efforts are as follows:

- Early identification and intervention efforts to provide assistance to those primary areas of concern.
- Crisis intervention procedures for those experiencing medical emergencies.
- Counseling and referral for those persons with a need for such services.
- Re-entry assistance for those students and employees who complete therapy for drug and alcohol abuse.
- Providing information regarding the college's policies as they pertain to standards of conduct and sanction.

The college will cooperate fully with law enforcement officials in the event of violations of local, state, or federal statutes.

## Health Risks

**Alcohol:** Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

**Amphetamines:** Amphetamines can cause a rapid or irregular heartbeat, headaches, depression, damage to the brain and lungs, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

**Cocaine/Crack:** Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, paranoia and depression. Cocaine is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, psychosis, convulsions, stroke and even death.

**Hallucinogens:** Lysergic Acid Diethylamide (LSD) causes illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Hallucinogens can cause liver damage, convulsion, coma and even death.

**Marijuana:** Marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. Users also experience interference with psychological maturation and temporary loss of fertility. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

**Methamphetamine:** Methamphetamines, known as speed, meth, ice, glass, etc., have a high potential for abuse and dependence. Taking even small amounts may produce irritability, insomnia, confusion, tremors, convulsions, anxiety, paranoia, and aggressiveness. Over time, methamphetamine users may experience symptoms similar to Parkinson's disease, a severe movement disorder.

**Narcotics:** Narcotics such as codeine, heroin or other opiate drugs cause the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

**Steroids:** Steroid users experience a sudden increase in muscle and weight and an increase in aggression and combativeness. Steroids can cause high blood pressure, liver and kidney damage, heart disease, sterility and prostate cancer. Additional information can be found at: [www.nida.nih.gov](http://www.nida.nih.gov)

## Drug and Alcohol Treatment Programs

### Agencies and Community Resources

- Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services Website: [www.samhsa.gov](http://www.samhsa.gov)
- United Way 2-1-1 (formerly First Call for Help)  
Phone: 211 or 1-800-543-7709 Website: [www.unitedwaytwincities.org](http://www.unitedwaytwincities.org)  
Call 2-1-1. It's free, confidential, and is available 24 hours-a-day, 7 days-a-week. United Way 2-1-1 provides callers with information about and referrals to human services for every day needs and in times of crisis. United Way 2-1-1 can connect you to resources dealing with family counseling, housing assistance, food, health services, legal help, transportation, child and senior services, volunteer and donation opportunities and many more!
- Hennepin County Chemical Health Program  
Phone: 612-879-3503 Website: [www.co.hennepin.mn.us](http://www.co.hennepin.mn.us)  
Chemical Health services are available for Hennepin County residents who have or may have problems with drug or alcohol abuse, or who have been referred by the Court. Services are available directly from the County and from a variety of health care and social services providers located throughout the county. Programs are culturally diverse and different treatment models are available.  
Services include:
  - Chemical dependency assessments
  - Detoxification
  - Referrals to:
    - Inpatient and outpatient treatment
    - Extended and transitional care
    - Supportive housing
    - Case management
    - Other support services

## HTC Drug Free College

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Assessments are available regardless of financial status. Private insurance may not cover some chemical health services. Services may be paid for with public funding if the recipient is financially eligible.

- Alcoholics Anonymous Greater Minneapolis Intergroup  
Phone: (952) 922-0880 Website: [www.aaminneapolis.org](http://www.aaminneapolis.org)  
Email: [info@aaminneapolis.org](mailto:info@aaminneapolis.org)
- Narcotics Anonymous  
Phone: (952) 939-3939 or 1-877-767-7676 Website: [www.naminnnesota.org](http://www.naminnnesota.org)
- Addiction Search  
Phone: 1-800-559-9503 Website: [www.addictionsearch.com/treatment/MN/minnesota.html](http://www.addictionsearch.com/treatment/MN/minnesota.html)