

State Tech Student Handbook 2023-2024

WWW.STATETECHMO.EDU

Updated: July 2022

STATE TECH NEW STUDENT RESOURCE GUIDE 2022-2023

WWW.STATETECHMO.EDU

Table of Contents

FORMULA FOR SUCCESS	2
ACADEMIC CALENDAR	3
ACADEMIC RECORDS/REGISTRAR'S OFFICE.....	4
SAMPLE STUDENT SCHEDULE	5
SAMPLE STUDENT SCHEDULE EXPLANATION.....	6
ACADEMIC RESOURCE CENTER (ARC)	7
ACTIVITY CENTER	7
BOOKSTORE	8
CAREER SERVICES	8
CASHIER	9
COUNSELING SERVICES	9
EAGLE MAIL, EAGLEONLINE, AND EAGLELMS	11
FINANCIAL AID OFFICE	17
FOOD SERVICES.....	17
HOUSING.....	18
LIBRARY SERVICES	18
STUDENT AFFAIRS OFFICE.....	19
STUDENT LEARNING OUTCOMES (ASSESSMENT).....	19
TESTING CENTER.....	19
CAMPUS MAP	10
COMMUNITY RESOURCE INFORMATION	11
EMERGENCY INFORMATION	12
STATE TECH ALERTS	12
IMPORTANT PHONE NUMBERS.....	13
ACADEMIC ADVISORS	13
CAMPUS CONTACTS	14
PARKING	15
SMOKING REGULATION	15
STUDENT ORGANIZATIONS	26
TITLE IX COORDINATOR	26
COLLEGE POLICIES	27

FORMULA FOR SUCCESS

Welcome to State Technical College of Missouri! As you prepare to take your first steps in your academic journey, I want to take some time to share information I hope is helpful to you.

Be present. The first step towards success is showing up every day and working hard in your classes. Instructors will challenge you to improve your skills during your scheduled classes. If you are willing to accept their instruction and put it into practice, you will be successful.

Outside of class, take advantage of the activities and resources we have on campus at State Tech. Attend a student activities event, join an intramural team, workout in the Activity Center, play a game of Bubble Hockey in the Game Center. We have many options to keep you entertained and spending time with friends outside of class.

If you are struggling or have questions, please reach out to the staff in our Student Affairs departments. We have friendly people in our Counseling office, Library, Academic Resource Center (ARC), and they are all here to help you be successful.

Finally, we have an expectation on campus that we respect all other students and treat them, as we would want to be treated. We hope you use your time at State Tech to develop professionally and help create a civil culture on campus where all students can work toward their degree free from discrimination.

We are glad you chose State Tech. We believe it was a great choice and the first step in a successful journey toward a productive career. It is one of the reasons we say: "From the Classroom to Your Career, State Tech is the Employers' Choice".

Dr. Shawn Strong

ACADEMIC CALENDAR

FALL SEMESTER	2021-2022	2022-2023	2023-2024	2024-2025
Power Up	August 23, 2021	August 22, 2022	August 21, 2023	August 19, 2024
Fall Semester Begins	August 24	August 23	August 22	August 20
Labor Day/College Closed	September 6	September 5	September 4	September 2
Professional Development/No Classes*	September 7	September 6	September 5	September 3
Advisory Council/No Classes	October 8	October 14	October 13	October 11
End of 1 st Block	October 15	October 13	October 12	October 10
Beginning of 2 nd Block	October 18	October 17	October 16	October 14
Thanksgiving/College Closed	November 24-26	November 23-25	November 22-24	November 27-29
Finals	December 13-16	December 12-15	December 11-14	December 9-12
Fall Semester Ends	December 16	December 15	December 14	December 12

SPRING SEMESTER	2021-2022	2022-2023	2023-2024	2024-2025
Spring Semester Begins	January 6, 2022	January 5, 2023	January 4, 2024	January 9, 2025
Martin Luther King Day/College Closed	January 17	January 16	January 15	January 20
Professional Development/No Classes*	January 18	January 17	January 16	January 21
Presidents' Day/College Closed	February 21	February 20	February 19	February 17
End of 1 st Block	March 3	March 2	February 29	March 6
Advisory Council/No Classes	March 4	March 3	March 1	March 7
Spring Break/College Closed	March 7-11	March 6-10	March 4-8	March 10-14
Beginning of 2 nd Block	March 14	March 13	March 11	March 17
SkillsUSA Contest/No Classes	April 7-8	March 30-31	April 4-5	April 10-11
Free Days/College Closed	April 14-15	April 6-7	March 28-29	April 17-18
Finals	May 9-12	May 8-11	May 6-9	May 12-15
Spring Semester Ends	May 12	May 11	May 9	May 15
Commencement	May 14	May 13	May 11	May 17

SUMMER SEMESTER	2021-2022	2022-2023	2023-2024	2024-2025
Summer Semester Begins**	June 6, 2022	June 5, 2023	June 3, 2024	June 2, 2025
End of 1 st Block	July 1	June 30	June 28	June 27
Beginning of 2 nd Block	July 5	July 5	July 1	June 30
Independence Day/College Closed	July 4	July 3-4	July 4-5	July 4
Finals	July 28-29	July 27-28	July 25-26	July 24-25
Finals/Summer Semester Ends	July 29	July 28	July 26	July 25

* This is a required work day for college employees. The College is closed to the public.

** Some programs may have alternate start dates.

The college academic calendar is subject to change.
Approved January 21, 2022 by the State Technical College of Missouri Board of Regents.

ACADEMIC RECORDS/REGISTRAR'S OFFICE

Location: Dr. Donald M Claycomb Information Technology Center (ITC)

Hours: Monday-Friday 8:00 a.m. to 5:00 p.m.

Summer Hours Monday – Thursday 8 a.m. to 5 p.m.

Friday 8 a.m. to 12 p.m.

Contacts:	Registrar	(573) 897-5145	ITC Room 101
	Enrollment Services Specialist	(573) 897-5117	ITC Room 101
	Enrollment Services Specialist	(573) 897-5192	ITC Room 101

Email: Registrar@statetechmo.edu

Services Provided:

- Articulation credit
- Family Education Rights and Privacy Act (FERPA)
- Final grades
- Graduation applications and schedule
- Major changes
- Student enrollment in classes
- Student information updates (address, telephone number, name, etc.)
- Student schedule changes
- Transcript requests
- Transfer credit
- Verifications of student enrollment and graduation
- Withdrawing from or not returning to the college

Sample Student Schedule

Students can log into myTech to view their schedule. Once logged in, click on the Student tab then myCourse Information. Students can view a PDF version of their schedule that looks like this:

Student Schedule										<i>State Technical College of Missouri</i>
2022-2023 Academic Year Fall										
Name : Student Joe	Division : Undergraduate		Major 1 : DDT4 Drafting and Design Engineering Technolo							
ID Number :	Degree : AAS		Major 2 :							
Social Security # :	Class : Sophomore		Major 3 :							
Address : One Technology Drive Test Student Linn, MO 65051	Advisor :		Minor 1 :							
			Minor 2 :							
			Minor 3 :							
	Professor	Days	Beg Date	Beg Time	End Date	End Time	Loc / Bldg / Room	Status	Hours	
Subterm : FS	Full Semester									
Course: COM 111 09	Oral Communications Staff	MWF	08/23/2022	10:10 AM	12/15/2022	11:00 AM	MAIN	Current	3.00	
Course: MAT 071 01	Intermediate Algebra Staff	MTWF	08/23/2022	08:10 AM	12/15/2022	09:00 AM	MAIN	Current	4.00	
									Total Hours:	7.00
<hr/> <i>Days: M =Monday T =Tuesday W =Wednesday R =Thursday F =Friday S =Saturday U =Sunday</i> <hr/>										
										<i>Page 1 of 1</i>

Sample Student Schedule Explanation

1. Advisor

- The advisor listed is your academic advisor and is probably one of the instructors in your program. He/she will assist you with any questions or issues you have but primarily focuses on academic issues such as enrolling in future classes, answering your questions about your classes, etc.

2. Major and Degree

The major and degree is what State Technical College has listed in our student database for you. If either is incorrect, or if you want to change either of them, please work with your academic advisor to implement the change.

3. Reading your Schedule Information

- Every class will have a Course Number and Name listed.
- Days indicate the days of the week the class meets. Note: R stands for Thursday.
- The Beg Date and Beg Time indicates when the class begins.
- The End Date and End Time indicates when the class ends.
- Loc/Bldg/Room indicates the Location/Building/Room number for the course. Note: Courses listed as DIST indicate the course is on-line and you must log into Canvas to complete coursework.
- Status indicates your enrollment status. Students should have a Current Status at the beginning of the semester.
- The Total Hours is the number of credit hours in which you are enrolled this semester. Twelve hours is full-time enrollment.

ACADEMIC RESOURCE CENTER (ARC)

Location: Dr. Donald M Claycomb Information Technology Center (ITC)

Hours: Monday-Thursday 7:30 a.m. to 7:00 p.m.
Friday 7:30 a.m. to 5:00 p.m.

Contacts: Director of Student Support Services (Computers/Math/Science) (573) 897-5297
Academic Resource Specialist (Communications/Computers/History) (573) 897-5191
ARC Tutor (Math/Science) (573) 897-5319

Email: StaffARC@statetechmo.edu

Services Provided:

- Tutoring services provided by both staff and qualified peer tutors
- Use of computers, printers, and/or scanner
- Use of math manipulatives for “hands on” learning
- Use of instructional software for current textbooks
- Group study space

ACTIVITY CENTER

Hours: Monday-Friday 5:00 a.m. to 12:00 a.m. (midnight)
Saturday and Sunday 7:00 a.m. to 12:00 a.m. (midnight)

Contacts: Activity Center Front Desk (573) 897-5300

Email: ActivityCenter@statetechmo.edu

Website: www.statetechmo.edu/activity <http://www.linnstate.edu/activity>

Facebook: Follow State Technical College of Missouri Activity Center on Facebook!

Services Provided:

- Student ID Cards
- Game Center
- Orbit Lounge
- Three Full-Size Basketball Courts
- Indoor Walking Track
- Cardio Room
- Fitness Center
- Group Fitness Classes
- Men’s & Women’s Locker Rooms
- Indoor Archery Range (20 Yards)
- Wi-Fi
- Storm Shelter

BOOKSTORE

Location: Information Technology Center (ITC)

Hours: Monday-Friday 8:00 a.m. to 5:00 p.m.

Monday-Thursday (Summer Hours) 8:00 a.m. to 5 p.m. & Friday 8:00 a.m. to 12 p.m.

Special Hours: Sunday, August 21, 2022 10:00 a.m. to 2:00 p.m.

Contacts: Bookstore Staff (573) 897-5333

Email: bookstore@statetechmo.edu

Facebook: <https://www.facebook.com/BookstoreStateTechMo>

Website: Bookstore.statetechmo.edu

Services Provided:

- Stocks all required textbooks, tools, and supplies
- Offers State Tech branded gear and merchandise
- Questions about books, tools, or supplies please contact the bookstore staff at (573) 897-5333 or bookstore@statetechmo.edu

CAREER SERVICES

Location: Osage County Community Center (OCCC), Room 2

Hours: Monday - Friday 7:30 a.m. to 5:00 p.m.

Monday-Thursday (Summer Hours) 8:00 a.m. to 5 p.m. & Friday 8:00 a.m. to 12 p.m.

Contact: (573) 897-5159 or (573) 897-5135

Email: CareerServices@statetechmo.edu

Website: www.statetechmo.edu/careerservices

Services Provided:

- Part-time/full-time employment assistance
- On campus interviews
- Online job search system (HireEagles)
- Annual Career Expo
- Lifetime career services assistance after graduation

CASHIER

Location: Dr. Donald M Claycomb Information Technology Center (ITC)

Hours: Monday-Friday 8:00 to 5:00 p.m.

Contact: Financial Services Coordinator (573) 897-5121

Email: Billing@statetechmo.edu

Website: www.statetechmo.edu/admissions/fees.php

Services Provided:

- Accepts tuition and fee payments
- Resolves billing issues
- Collects financial appeal petitions
- Distributes credit balance refund checks
- Enroll in interest-free monthly payment plan

COUNSELING SERVICES

Clinical Counselor/Vocational Rehabilitation Educator (VRE)

Location: Nilges Technology Center

Phone: (573) 897-5110

Hours: Monday-Friday 7:30 a.m. to 4:00 p.m.

College Counselor

Location: Vehicle and Power Center (VPC), Room 213

Phone: (573) 897-5228

Hours: Monday-Friday 8:00 a.m. to 5:00 p.m.

Student Wellness Coordinator

Location: Vehicle and Power Center (VPC), Room 113

Phone: (573) 897-5244

Hours: Monday-Friday 8:00 a.m. to 4:30 p.m.

Email: counselingservices@statetechmo.edu

Website: <https://www.statetechmo.edu/campus-services/counseling-services/>

Fax: 573-897-4656

Services Provided:

- Promotes the health, safety, and welfare of student through early intervention for personal and academic issues that affect student achievement and retention

- Provides opportunities to talk about issues that are of concern to students with an objective person who can help develop skills and view situations in ways that may enable students to manage life's challenges more effectively in the future
- Makes referrals for vocational and career concerns, job readiness behaviors, grief counseling, academic issues, and therapeutic interventions to off-campus agencies
- Works with students with disabilities to accommodate their needs so that they may successfully access, and complete courses offered by the College
- Encourages students to set goals, persist, and monitor academic progress

Student Email, myTech, and Canvas

Location: Vehicle and Power Center

Contact: Information Technology Helpdesk (573) 897-5200

myTech Website: <https://mytech.statetechmo.edu/ICS>

State Tech Student Web Tools

myTech	Canvas	Student Email
Schedule	Assignments	Instructors
Financial Aid	Study Information	Financial Aid Office
Account and Online Payment	Grades	Business Office
AJA@ TM STC	Attendance Score and Job	Registrar's Office
Activities	Readiness/Work Ethic Score	Counselor
Announcements		
Gateway to Canvas		
Student Forms and Publications		
Study Resources		
Final Grades		
Unofficial Transcript		



Click here to go to myTech.

State Technical College of Missouri's URL is www.statetechmo.edu.

Enter your student email here to log into myTech.



myTech's URL is: <https://mytech.statetechmo.edu/ICS>

Student Webmail's URL is: <https://outlook.office365.com>

You are here: [Student](#) > [myAdvising Information](#)

- Student
- myAdvising Information
- myCourse Information
- myFinancial Information
- myRegistration Information
- myForms
- myGrades
- myHousing
- myAJA@StateTech
- Payment Checkout
- Add a Page
- Context Manager
- Usage Statistics
- Copy Courses

Click on myFinancial Information page from the "Student" tab to see account information and make payments online.

The *myAdvising Information* page will help you successfully navigate program requirements. Developing an academic mapping out all required courses in an order that is both logical and conducive to success.

myAcademic Information

| Holds | Programs | Completed Programs | Test Scores |

✔ You have no holds

myAcademic Information

You are here: [Student](#) > [myAdvising Information](#)

Student

- myAdvising Information
- myCourse Information**
- myFinancial Information
- myRegistration Information
- myForms
- myGrades
- myHousing
- myAJA@StateTech
- Payment Checkout
- Add a Page
- Context Manager
- Usage Statistics
- Copy Courses

myAdvising Information Introduction

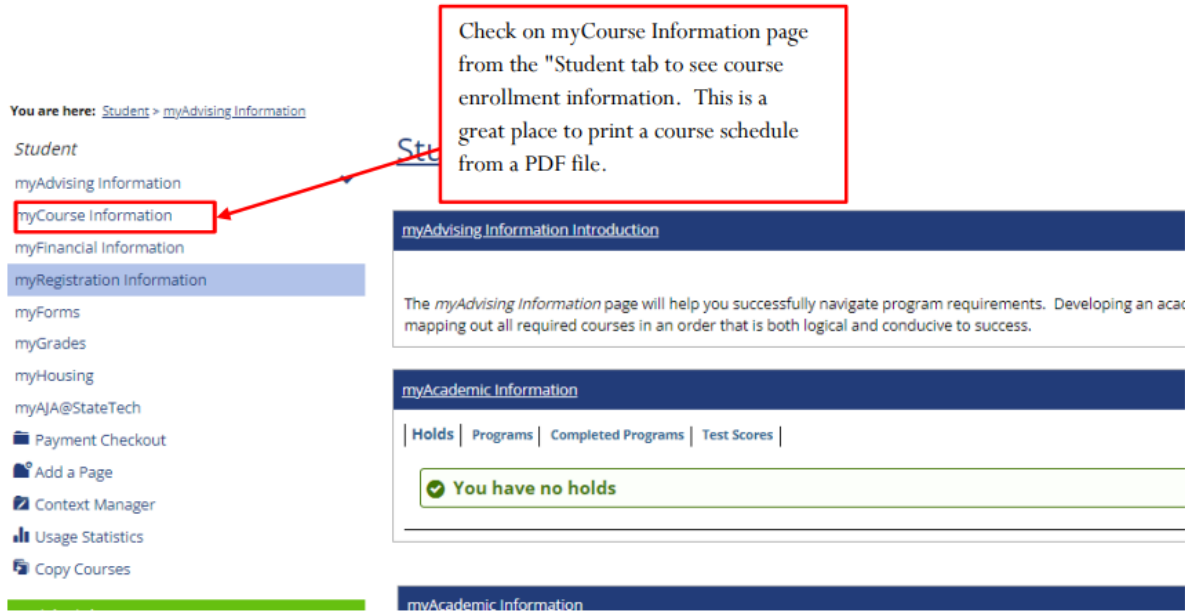
The *myAdvising Information* page will help you successfully navigate program requirements. Developing an academic mapping out all required courses in an order that is both logical and conducive to success.

myAcademic Information

Holds | Programs | Completed Programs | Test Scores |

You have no holds

myAcademic Information



This is the myFinancial Information page on the Student tab.

Student

- myAdvising Information
- myCourse Information
- myFinancial Information**
- myRegistration Information
- myForms
- myGrades
- myHousing
- myAJA@StateTech
- Payment Checkout
- Add a Page
- Context Manager
- Usage Statistics
- Copy Courses

myFinancial Information Introduction

The *myFinancial Information* page provides all students the opportunity to view student account detail, make online payment, and access 1099-T forms. Would you like to receive credit balance refunds (if applicable) faster? Simply complete the direct deposit information on the *myDirect Deposit* information portal.

myFinancial Account

Balances Due

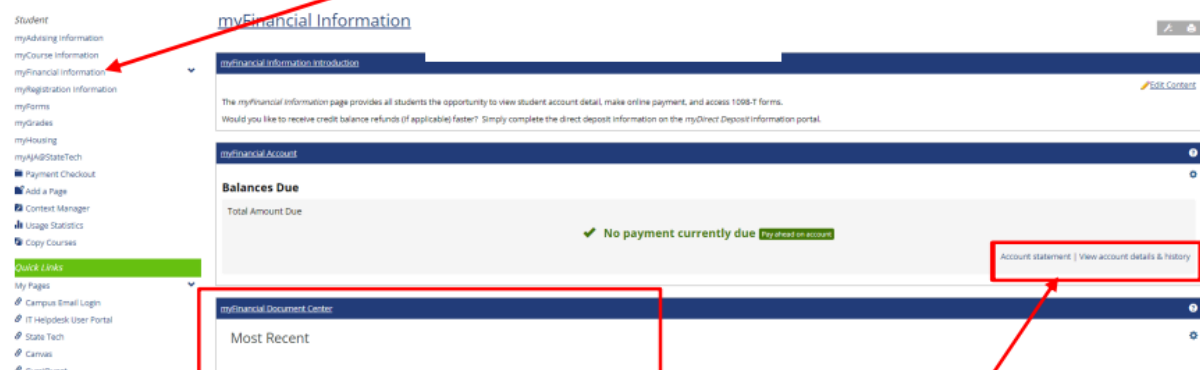
Total Amount Due

No payment currently due [Pay ahead on account](#)

[Account statement](#) | [View account details & history](#)

myFinancial Document Center

Most Recent



The myFinancial Document Center provide you the opportunity to print your tax forms.

The myFinancial Account is a portlet where you can see all charges debited to your account and all financial aid and payments credited to your account. This portlet will also take you to a link that allows you to make payments online using a credit card.

----- delivered to your tax preparer
Currently there are no 1098-Ts available

Consent to electronic statements

myDirect Deposit Information

⚠ You have not signed up for direct deposit. Signing up will get you your refund more quickly. You can sign up using your own personal checking or savings account. Have your routing and bank account number ready to get started.

Set Up Direct Deposit Account

The myDirect Deposit Information is located on the myFinancial Information page. This portlet will allow you to set up a direct deposit account for student refunds.



Sign in

someone@example.com

[Can't access your account?](#)

Next

The Student Webmail link on the EagleOnline web page takes you to this page. Use your Eagle Mail login credentials to login to your Eagle Mail account.

When you login to your Eagle Mail account, you may see your Apps page. To view your mail, click on the Outlook app.

Apps

Outlook OneDrive Word Excel PowerPoint OneNote SharePoint Teams Sway

[Explore all your apps →](#)

Changing Passwords

You can change your Eagle Mail password at any time.

1. Sign in to your account
2. In the upper section, select the gear icon  and then click 'Change your password'.

change password

Strong password required. Enter 8-16 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

User ID

Old password

Create new password

Password strength

Confirm new password

submit

cancel

For help or questions, stop by the IT Helpdesk Window or call 573-897-5200.

FINANCIAL AID OFFICE

Location: Dr. Donald M Claycomb Information Technology Center (ITC)

Hours: Monday-Friday 8:00 a.m. to 5:00 p.m.

Monday-Thursday (Summer Hours) 8:00 a.m. to 5 p.m. & Friday 8:00 a.m. to 12 p.m.

Contacts: Financial Aid Clerk (573) 897-5143 ITC Room 100

Financial Aid Specialist (573) 897-5241 ITC Room 100

Financial Aid Director (573) 897-5145 ITC Room 100

Email: FinancialAid@statetechmo.edu

Website: <https://www.statetechmo.edu/campus-services/financial-aid/>

Services Provided:

- Assists with Free Application for Federal Student Aid (FAFSA) process
- Coordinates work study program
- Provides assistance with applying for financial aid
- Coordinates online scholarship application process

FOOD SERVICES

Founders 1961 Café

Location: Information Technology Center

Hours: Monday – Friday 6:30 a.m. to 2:00 p.m.

Phone: (573) 897-5107

Email: FoodService@statetechmo.edu

Meal Plan Options:

- **14-Meal Plan** – Allows participants to eat breakfast, lunch, and dinner served Monday – Thursday and breakfast and lunch on Friday with \$150 flex dollars to be spent in the Osage Burger Company. Required for all on-campus residents.
- **80-Meal Block Plan** – Allows participants to eat any 80 meals in the semester. Can be used in the Founders 1961 Café or the Osage Burger Company.

Osage Burger Company

Location: Activity Center **Hours:** Monday – Thursday 10:30 a.m. to 2:00p.m. and 4 p.m. to 6:30 p.m.
Friday 10:30 a.m. to 2 p.m.

Phone: (573) 897-5303

Email: FoodService@statetechmo.edu

HOUSING

On-Campus Housing Information

Location: Resident Manager Office, Activity Center
Resident Assistant Office, Housing Commons

Contact: Housing Manager (573) 897-5165

Email: Housing@statetechmo.edu

Website: www.statetechmo.edu/housing

Off-Campus Housing Information

Location: Resident Manager Office, Activity Center

Contact: Housing Manager (573) 897-5165

Website: www.statetechmo.edu/housing

LIBRARY SERVICES

Location: Dr. Donald M. Claycomb Information Technology Center

Regular Hours:

Monday-Thursday	7:00 a.m. to 5:00 p.m.
Friday	7:00 a.m. to 4:00 p.m.
Saturday-Sunday	Closed

Summer Hours:

Monday-Thursday	7:00 a.m. to 6:00 p.m.
Friday	7:00 a.m. to 12:00 p.m.
Saturday-Sunday	Closed

Phone: (573) 897-5215

Fax: (573) 897-5029

Email: Librarian@statetechmo.edu

Website: <https://www.statetechmo.edu/campus-services/library/>

Catalog: <http://avalon.searchmobius.org>

Facebook: www.facebook.com/statetechmolib

Services Provided:

- Access to more than 25 million items via a combined catalog and an inter-state delivery system through MOBIUS.
- Thirty-five computers with Internet access available for student use
- Printing capabilities (No wireless printing available).
- Subscription databases
- Books, audiobooks, eBooks, streaming videos, current periodicals, and DVD collections
- Individual and group study areas

STUDENT AFFAIRS OFFICE

Location: Nilges Technology Center (NTC), Room 109

Contacts: Vice President of Student Affairs (573) 897-5000

Email: Chris.Bowser@statetechmo.edu <mailto:lindsey.shanks@linnstate.edu>

Services Provided:

- AJA@™ STC information
- Student Handbook
- Student complaints and grievances
- Student insurance options

Offices Under Student Affairs:

• Admissions	• Financial Aid
• Activity Center	• Student Government
• Residence Life	• Counseling Services
• Student Services	• Student Life
• Student Conduct	• Title IX/ Section 504, ADA
• Library	• Academic Resource Center

STUDENT LEARNING OUTCOMES (ASSESSMENT)

Contacts: Testing Services Coordinator (573) 897-5262

Assessment Specialist (573) 897-5101

Email: TestingCenter@statetechmo.edu

Services Provided:

- Assessment is a graduation requirement; the Testing Center administers all required general education and major field assessments
- Evaluates and reports all results for the purpose of improving student teaching and learning
- Reports general education (CBASE and ACT - WorkKeys) assessment results to the Registrar for recording on transcript those students with “High Distinction” and “Distinction”

TESTING CENTER

Location: Dr. Donald M Claycomb Information Technology Center (ITC)

Contacts: Testing Center/Admissions Assistant (573) 897-5101

Email: TestingCenter@statetechmo.edu

Services Provided:

- Three computers designated for PearsonVue and FAA technician certification testing
- Provides support to faculty for makeup exams by providing a quiet testing atmosphere
- Responsible for administration of all end-of-program assessment activities for various programs at all locations
- Provides support to faculty needing to test large groups of students at one time
- Provides Accuplacer testing for prospective students in order to meet admission requirements

CAMPUS MAP

1: Information Technology Center
2: Vehicle and Power Center
3: Health Science Center
4: Utility Technician Center
5: Civil Technology Center
6: Commercial Turf Lab
7: Nilges Technology Center

8: Aviation Center
9: Welding Center
10: Industrial Technology Center
11: Activity Center
12: Osage County Community Center



COMMUNITY RESOURCE INFORMATION

Linn, MO Quick Facts:

Population: 1,459 (2010 census)
County Seat of Osage County
Established in 1843
Nicknamed the “Mile Long City”

Banks:

Legends Bank (ATM on campus)
200 East Main
(573) 897-2204

Legends Bank – East
1217 East Main
(573) 897-2919

Mid America Bank
502 East Main
(573) 897-2211

Churches:

Abundant Faith Tabernacle
Corner of Highway 50 and 100
(573) 897-4881

Community Christian Church
Highway 50 East
(573) 897-3011

First Baptist Church
821 Highway 50 West
(573) 897-3862

Linn Branch Church of Jesus Christ of
Latter Day Saints
606 Highway 100
(573) 897-2188

Linn Family Worship Center
3540 Highway 50 East
(573) 897-4175

St. George Catholic Church
611 East Main Street
(573) 897-2293

St. John’s United Methodist Church
920 East Main Street
(573) 897-3100

Hotel:

Stone Hearth Inn
1693 Highway 50 East
(573) 897-9903

Dining Options:

Twisted Pickle
108 The Square
(573) 897-9994

Break Time
1300 East Main Street
(573) 897-0188

Casey’s Pizza
501 East Main Street
(573) 897-3517

Casper’s Conoco Deli
1763 Highway 50 East
(573) 897-4461

Chop House Grille
63 Progress Lane #E
(573) 897-9999

Dave’s Pizza & Wings
63 Progress Lane #G
(573) 897-3283

Eagle Stop
1780 Highway 50
(573) 392-6150

El Carnaval
2488 Highway 50 East
(573) 897-2648

Main Street Pizza
309 East Main Street
(573) 680-7206

McDonald’s Restaurant
320 West Main Street
(573) 897-0390

Subway
1025 East Main Street
(573) 897-4291

Thriftway Grocery Store & Deli
318 West Main Street
(573) 897-2125

Serendipity Coffee and Tea
1204 East Main Street
(206) 724-5835

Florist:

Busch’s Florist
917 East Main Street
(573) 897-0300

Massman’s Florist & Gifts
1216 E Main St
(573) 897-2335

Thriftway Floral
318 West Main Street
(573) 897-2125

Medical Clinics:

Capital Region Medical Clinic
916 East Main Street
(573) 897-2525

Family Care Clinic – JCMG
1306 East Main Street
(573) 897-2202

Community Health Center
1016 East Main Street
(573) 897-4946

Public Recreation Areas:

Ben Branch Lake
10 miles northeast of Linn on Highway
89

Pointers Creek Access
8 miles southeast of Linn on Highway
CC, then east on County Road RA

Rollins Ferry Access
South of Linn at Route E and Highway
89

Distance from Linn to:

Jefferson City – 20 miles
Columbia – 50 miles
St. Louis – 110 miles
Kansas City – 180 miles
Springfield – 150 miles
Hannibal – 130 miles
Cape Girardeau – 200 miles
St. Joseph – 240 miles

Community Resource Information (continued)

Jefferson City, MO Resources:

Jefferson City Area Chamber of
Commerce

(573) 634-3616

www.jcchamber.org

EMERGENCY INFORMATION

Emergency, Ambulance, Fire	9-1-1
Osage County Sheriff	
Non-Emergency	(573) 897-3927
Osage County Conservation Agent	(573) 690-3989
Highway Patrol Troop F	(573) 751-1000
Osage County Family Services	(573) 897-3678
Community Health Center-Linn Clinic	(573) 897-4946
Poison Control (24 hours)	(800) 222-1222
Mid-Missouri Crisis Line (24 hours)	(888) 761-4357
Rape and Abuse Crisis Center (24 hours)	(800) 303-0013
Linn Campus Facilities	(573) 897-5138 or (573) 897-5000

State Tech Alerts

Students and family members can receive emergency alerts and other information sent as text messages to their cell phone, wireless PDA, pager or as an email. Please check your wireless plan for any fees you might be charged for receiving text messages. Message and data rates may apply.

To sign-up, go to www.statetechmo.edu and click on the State Tech Alerts box at the bottom of the page.

Choose from the following groups – Pick as many as you wish

- Campus Alerts – Emergencies & Weather Closings
- On-Campus Housing – Events & Impt. Dates
- Activity Center – Programs & Closings
- Student Activities
- Parents
- Applicants

IMPORTANT PHONE NUMBERS

Academic Advisors

Program	Office Location*	Telephone Number
Automation & Robotics Technology (AUT)	ETW 102	(573) 897-5233
Automotive Collision Technology (ACT)	VPC 133	(573) 897-5178
Automotive Technology (AMT)	AMT Office	(573) 897-5176
Aviation Maintenance (TAM)	MDG 002	(573) 897-5315
Business Administration (BUS)	ITC 216	(573) 897-5293
CAT Dealer Service Technician Option (CAT or HET1)	VPC 123	(573) 897-5186
Civil Engineering Technology (CVT)	CTC	(573) 897-5118
Commercial Turf & Grounds Management (CTG)	CTG 106	(573) 897-5142
Communication (COM)	ITC 219	(573) 897-5326
Computer Application Development (CPP3)	ITC 213	(573) 897-5157
Dental Assisting Technology (DAT)	HSC	(573) 897-5348
Drafting and Design Engineering Technology (DDT4)	NTC 235	(573) 897-5112
Electric Power Generation Technology (EPG)	VPC 217	(573) 897-5207
Electrical Distribution Systems (EDS)	CTC 121	(573) 897-5288
Electrical Technology (ELE)	ETW	(573) 897-5352
Electronics Engineering Technology (EET) & Biomedical Engineering Technology Option (EET1)	ITC 235	(573) 897-5226
General Technology – MFA	NTC 105	(573) 897-5118
Heating, Ventilation, & Air Conditioning Technology (HVT)	NTC 127	(573) 897-5295
Heavy Equipment Operations (HEO)	HEO Office	(573) 897-5272
Heavy Equipment Technology (HET)	VPC 123	(573) 897-5186
Mathematics (MAT)	ITC 217	(573) 897-5160
Medical Radiologic Technology (MRT)	HSC	(573) 897-5343
Medium/Heavy Truck Technology (MHT)	VPC 123	(573) 897-5186
Networking Systems Technology (NST)	ITC 216	(573) 897-5223
Nursing	HSC	(573) 897-5339
Nuclear Technology (MNT)	NTC 111	(573) 897-5272
Physical Therapist Assistant (PTA)	HSC	(573) 897-5000
Powersports (PST)	VPC 207	(573) 897-5187
Practical Nursing Technology (PNT)	HSC	(573) 897-5337
Precision Machining Technology (PMT)	NTC 131	(573) 897-5211
Science (SCI)	ITC 210	(573) 897-5163
Social Science (SSC)	ITC 219	(573) 897-5149
Utility Systems Technician	CTC 209	(573) 897-5231
Welding Technology (WLT)	WTC 109	(573) 897-5292

Campus Contacts

Subject	Contact Person(s)	Office Location*	Telephone
Absence from Class	Instructor	Instructor Office	(573) 897-5000
Academic Advising/Enrolling	Academic Advisor	Major Department	See Page 27
Academic Records	Assistant to the Registrar Coordinator of Academic Records	ITC 101	(573) 897-5117 (573) 897-5119
AJA@ TM STC	Registrar	ITC 101	(573) 897-5117
Add/Drop a Class	Academic Advisor	Major Department	See Page 30
Articulation Credit	Registrar	ITC 101	(573) 897-5117
Billing Issues	Cashier	ITC Cashier Window	(573) 897-5121
Campus Food Pantry	Counselor Clinical Counselor/VRE	VPC 213 Library	(573) 897-5228 (573) 897-5110
Career Services/Job Placement	Career Services Representative	OCCC, Room 2	(573) 897-5159 (573) 897-5216
Clubs and Activities	Student Activities Director	Activity Center	(573) 897-5128
Counseling	Counselor Clinical Counselor/VRE	VPC 213 ITC	(573) 897-5228 (573) 897-5110
myTech Issues	Help Desk	ITC IT Help Desk	(573) 897-5200
Email Issues	Help Desk	ITC IT Help Desk	HelpDesk@statetechmo.edu (573) 897-5200
Financial Aid	Director of Financial Aid Financial Aid Specialist Financial Aid Clerk	ITC 100	(573) 897-5145 (573) 897-5241 (573) 897-5143
Graduation	Registrar	ITC 101	(573) 897-5145
Housing: On-campus Off-campus	Resident Manager Admissions	Housing Commons ITC Reception Desk	(573) 897-5165 (573) 897-5000
ID Cards	Activity Center Front Desk	Activity Center	(573) 897-5300
Intramurals	Student Activities Director	Activity Center	(573) 897-5128
Library	Library Staff	ITC	(573) 897-5215
Lost and Found	Receptionist	ITC Reception Desk	(573) 897-5000
Meal Plans	Cashier	ITC Cashier Window	(573) 897-5121
Special Needs Accommodations	Counselor Clinical Counselor/VRE	VPC 213 ITC	(573) 897-5228 (573) 897-5110
Student Class Schedule	Academic Records	ITC 101	(573) 897-5192 (573) 897-5119
Student Government	Student Activities	Activity Center	(573) 897-5128
Student Handbook	Vice President of Student Affairs	www.statetechmo.edu	(573) 897-5000
Testing Center	Testing Center Coordinator	ITC 114	(573) 897-5101 TestingCenter@statetechmo.edu
Transcripts	Academic Records	ITC 101	(573) 897-5192
Transfer Credit	Assistant to Registrar	ITC 101	(573) 897-5117
Tutoring: General Education Technical	Academic Resource Center Department Chair	Library Major Department	(573) 897-5204 See Page 26
Withdrawal from State Tech	Coordinator of Academic Records	ITC 101	(573) 897-5119
Work-Study	Director of Financial Aid Financial Aid Clerk	ITC 100	(573) 897-5145 (573) 897-5143

PARKING

Phone: (573) 897-5121

Parking Areas for Students

Paved Lots –students must park between WHITE LINES

- Behind the Nilges Technology Center (NTC)
- The lot east of the Commercial Turf and Grounds Building (CTG)
- The lot west of the Heavy Equipment Operations Building (HEO)
- The lot east of the Activity Center (AC)
- The lot east of the Information Technology Center (ITC)
- The lot east of the Vehicle and Power Center (VPC)
- Gravel Lot – the lot south of the Multipurpose Building (CTC)

DO NOT PARK IN THESE AREAS

- Visitor parking lots designated with yellow lines.
- Lot south of the Information Technology Center marked with yellow lines.
- Front Row of the Information Technology Center east parking lot.
- In the front row at the Activity Center between 5 a.m. and 3 p.m.
- In Student Housing lots if not a Housing Resident
- Handicapped spaces unless you have a handicap tag.
- In any loading areas
- Lot between the Automotive Technology Building and the Commercial Turf and Grounds Building.
- Gravel lot between Activity Center and Industrial Technology Center.

Tickets are issued for all violations – \$25 minimum fine

Repeat offenders are subject to towing of the vehicle at the owner's expense.

Special arrangements for handicapped and temporary parking can be made with the receptionist located in the ITC. Payment for parking tickets can be made at the Cashier's office in the ITC. If unpaid, a hold will be placed on the student's account until the amount of ticket(s) is/are paid.

SMOKING REGULATION

Location: Nilges Technology Center (NTC), Room 109

Contacts: Vice President of Student Affairs (573) 897-5000

Email: StudentAffairs@statetechmo.edu

Smoking and use of smokeless tobacco, E-Cigarettes, and other smoking devices are not permitted on college property.

STUDENT ORGANIZATIONS

Location: Activity Center
Contact: Student Life Coordinator (573) 897-5172
Intramural Sports and Student Government Coordinator
Email: ActivityCenter@statetechmo.edu

<ul style="list-style-type: none">• Associated General Contractors• Aviation Club• Computer Club• Electricity Club• Home Builders Association Student Chapter• Intramural Sports• Machine Tool Club• Lighthouse Christian Fellowship• Lamda Nu	<ul style="list-style-type: none">• Nat'l Postsecondary Agricultural Student Org. (PAS)• Phi Beta Lambda• Phi Theta Kappa• Physical Therapist Assistant Club• Resident Government Association• SkillsUSA• Student Government Association (SGA)• Veteran Students Club• LSR Club
--	---

TITLE IX COORDINATOR

Location: Nilges Technology Center (NTC), Room 109
Contacts: Dr. Chris Bowser (573) 897-5000

Email: title9coordinator@statetechmo.edu

- Provides training to students, faculty and staff on issues surrounding Title IX.
- Helps students, faculty, staff and visitors get the support they need if they experience sex-based discrimination on-campus including: sexual harassment, sexual misconduct, stalking, intimate partner/relationship violence, sexual exploitation, unequal opportunities, pregnancy discrimination, gender identity discrimination.
- Conducts investigations, along with local law enforcement (if requested), into incidents which involve Title IX considerations.

Student Code of Conduct

State Technical College of Missouri is an academic community built on the principles of mutual respect, integrity, and honesty. The College strives to provide a community wherein individuals have the right to express their opinions and ideas, to assemble peacefully, and to associate freely in a manner that does not interfere with the rights of others and is in the confines of intellectual honesty. In order to thrive as an educational institution, the college has adopted this Student Conduct Code (“Student Code”) to promote and preserve its educational mission for the benefit of all who are invited to be a part of the community. It is in the best interest of the College and all those who are students, or who may desire to become students at the College, that the disciplinary procedure be defined. This document prescribes procedures to be followed in disciplinary cases in order that cases may be handled in a timely manner while serving the interests of the college community and safeguarding the rights of all students. Administrative responsibility for the establishment and enforcement of policies governing non-academic student conduct and disciplinary action has been delegated by the State Tech President to the Vice President for Student Affairs. The Vice President has in turn, delegated considerable authority for the establishment of rules and handling of violations to Student Conduct Administrators and other bodies as designated in this procedure.

The Student Code of Conduct can be located at <https://www.statetechmo.edu/title-ix/>

Ready to Report

See Something, Say Something, Do Something

State Technical College of Missouri is committed to creating a safe, supportive learning and working environments for all members of the campus community. We take all reports of misconduct seriously to protect everyone’s health and well-being.

State Tech depends on community members to identify and report behaviors of concern so the College can provide students and employees in need with appropriate support services and resources. It takes all of us to create a welcoming campus environment. If you see something, say and do something about it-use the forms below to help us stay informed on any concerning behavior or students who may be in need of assistance.

Students can find online reporting forms at <https://www.statetechmo.edu/campus-services/counseling-services/ready-to-report/>

MARK YOUR CALENDAR!

Watch your Eagle Email for additional event details.

Power UP-New Student Orientation

Monday, August 21, 2023 –

Required – You won't want to miss it!

Additional details will be sent in August.



Questions? Office of Admissions
800-743-8324 Admissions@statetechmo.edu

State Technical College of Missouri (State Tech) is committed to nondiscrimination and equal opportunities in its admissions, educational programs, activities and employment regardless of race, gender identity, gender expression, sex, sexual orientation, religion, color, national origin, age, disability, or status as a protected veteran to ensure nondiscrimination as required by Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX of the Education Amendments of 1972 (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and Title II of the Americans Disabilities Act of 1990 (42 U.S.C. § 12101, et seq.)

If you have questions or complaints related to compliance with this policy, please contact Title IX Coordinator or Chief of Staff, One Technology Drive, Linn, MO 65051, (573) 897-5201, title9coordinator@statetechmo.edu; for complaints related to Section 504 and Americans with Disabilities Act (ADA), contact the Section 504/ADA coordinator or the Chief of staff at 573-897-5201 or email at counselingservices@statetechmo.edu; The Kansas City Office for Civil Rights may be reached at U.S. Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut St., Suite 320, Kansas City, MO 64106. The telephone number is (816) 268-0550 and fax number is (816) 268-0559. The College's full Nondiscrimination Policy can be found at www.statetechmo.edu on the College Catalog Policies page.