

ACKNOWLEDGMENT OF STC POLICIES AND PROCEDURES

I have read and had explained to me the following policies/procedures and related forms:

ACADEMIC DISHONESTY POLICY
ATTENDANCE POLICY
EMERGENCY PROCEDURES
CLASSROOM POLICIES AND STUDENT CONDUCT
SAFETY AND HOUSEKEEPING RULES/EXPECTATIONS
WORK ETHICS
TCSG WARRANTY POLICY

Other specific policies and procedures from the catalog and student handbook were noted and explained by my instructor or advisor. The following list of topics were discussed or referred to by my instructor/advisor:

Withdrawal from Class	Tutoring Services
Financial Aid	Grading
Special Needs Students	Security
Weapons	Drugs
Dress Code	Tobacco Use
Academic Misconduct	Student
Organizations	
Non-Academic Misconduct	

It was also explained to me that a copy of the *STC Catalog and Student Handbook* is available to me online at the Southeastern Tech web site at www.southeasterntech.edu , that I can access this by clicking on Catalog & Handbook, and that I am responsible for any policy or procedure described therein. By signing below, I acknowledge that I am responsible for any policy or procedure in the catalog/handbook whether included in the above list or not.

Course

Instructor

Program of Study

Advisor

Complete Written Name

Student ID Number

Signature

Date:

NOTE: This page along with all remaining pages in this packet must be returned to instructor.

STUDENT PROFILE – _____ Semester 20__

Note to student: Your completion of this form will enable your classroom teacher and/or advisor to know more about you which will lead to better quality instruction and learning. The information you provide is on a voluntary basis and any information provided is confidential in nature.

Student's Name: _____

Date of Birth: _____

Student ID#: _____

Address: _____

Home Phone: _____

Email address: _____

Name/Phone Number(s) of emergency contact: _____

Major Program of study: _____ Total Clock Hours Enrolled: _____

Short and Long Term Goal(s):

Number of Hours Working Per Week: _____

Job Title/Position: _____

Employer & Address: _____

Work Phone: _____ Salary: \$_____ per hour or

\$_____ per week or other: _____

Use this space for additional information:

The Southeastern Technical College Honor Pledge

As a student at Southeastern Technical College, I am committed to upholding the principles of honor and integrity in the pursuit of knowledge. I pledge to be academically honest in my coursework and to report the academic dishonesty of others.

By signing below, I acknowledge that I am responsible for upholding the Southeastern Technical College Honor Pledge.

Printed Name

Signature

Student ID

Date