



Students have the option to provide their parents, spouses, employers or third-party payers the ability to view their student information online. This information may include the following: financial records, including Financial Aid awards; student academic records, including grades; and student housing information if the student resides on campus.

[southeasttech.edu/registrar](http://southeasttech.edu/registrar)



## HOW TO PROVIDE PERMISSION

1. Log into your myTech account at [my.southeasttech.edu](http://my.southeasttech.edu).
2. Click on the "Student" tab.
3. Click on "Academic Information" on the left-hand side of the screen, and then click "Release of Information Permissions."
4. Provide the name and relationship of the person receiving permissions (you must provide an email address for this person).
5. Choose the information this person may view.
6. If granting permission for more than one person, you will need to submit a separate form for each person.

## AFTER SUBMITTING

Once the form is received and processed, the person the student has given permission to will receive an email with a username, a password and a link with instructions for accessing the student's record.

The student may revoke the right of previously granted permissions for people at any time by completing a "Revoke Release of Information Permissions" form, located on myTech. Find it by clicking on the "Student" tab, "Academic Information" and then "Release of Information Permissions."

Note: All student holds will be visible.

## STUDENT SELF-SERVICE

You can get up-to-date information on your enrollment and student loans online with Student Self-Service. Self-Service verifications are available for students with a valid social security number.

### WHAT CAN YOU DO?

1. Print enrollment verification certificates for health insurers and other organizations.
2. Find out when deferment notices were sent to your student lenders or the Department of Education.
3. View your enrollment history.
4. View the proofs of enrollment sent on your behalf to student service providers.
5. Get a list of your student loan holders.

### HOW TO ACCESS

1. Log into your myTech account.
2. Click on the "Student" tab.
3. Click on "Academic Information" on the left-hand side of your screen.
4. Click on "Enrollment Verification" on the left-hand side of your screen.
5. Select and print the letter or save the letter as a PDF file and email it.

## STUDENT SURVEY

Before you start the semester, please complete a short online survey. The Background Survey will ask you various questions that are required for Southeast Tech's state and federal reports.

1. Log into myTech.
2. Click on the "Student" tab.
3. Click on "Information for Students."
4. Click on "Background Survey."
5. When you have completed the survey, make sure to click "Submit."



## REGISTRAR'S OFFICE

The Registrar's Office is responsible for the maintenance of all academic records, student eligibility for honor rolls, administering probation and retention policies and verification of the completion of degree requirements for graduation.

## CHECK YOUR CLASS SCHEDULE

Before attending your first class each semester, be sure to check your class schedule on myTech for the time and location.

### HERE IS WHAT YOU NEED TO DO:

1. Log into myTech.
2. Click on the "Student" tab at the top of the page.
3. On the left side of the screen, click on "Academic Information."
4. On the left side of the screen, click on "Student Schedule and Degree Audit."
5. On the right side of the screen click "View Details" next to your course schedule.
6. Make sure the correct semester is selected from the dropdown box and then click "Printer Friendly Option."
7. You will need a copy of your class schedule in order to get your books from the Southeast Tech Bookstore.

## VALIDATION

All students are required to validate their registration. Validation is completed on myTech. When Validation opens, typically the week before the semester begins, students will receive a message in their Southeast Tech account with the link to Validation. A ribbon at the top of the myTech page will also direct students to the Validation site. Students must Validate by the end of the first week of each semester.

The Validation process provides students the chance to update their address and phone number and confirm their Social Security Number for tax purposes. The policies regarding refunds and the student responsibility to pay are included in Validation. In addition, students may provide their hometown newspaper information. The Marketing and Communications Office sends President's Honor Roll and awards information to students' hometown newspapers.

Students failing to validate their registration may be terminated from classes at Southeast Tech and have their Financial Aid canceled.

## SOUTHEAST TECH ATTENDANCE POLICY

Students are expected to attend all sessions of courses for which they are enrolled. Absences do not excuse students from meeting course requirements. Students who have a record of zero attendance for 14 calendar days will be administratively withdrawn from the course(s) the absence is occurring, resulting in a grade of "W" for the course. Students who receive Financial Aid may have their financial aid status affected. There will be no tuition refunds for a student who receives a grade of "W" for non-attendance. Please refer to the complete Attendance Policy located online in the Southeast Tech Academic Catalog.

	605-367-7466
	Registrar@southeasttech.edu
	southeasttech.edu/registrar
	Mickelson Center - #1 on Campus Map
	Monday 7:30 a.m.-5 p.m.*
	Tuesday 7:30 a.m.-6 p.m.*
	Wednesday 7:30 a.m.-5 p.m.*
	Thursday 7:30 a.m.-5 p.m.*
	Friday 7:30 a.m.-4 p.m.*
	Saturday & Sunday Closed

*\*Hours of operation may be adjusted when school is not in session and for special campus events.*