

# Student Affairs

## Student Affairs

# FAQS

### 1) Do I need to have good grades to receive financial Aid?

Federal regulations require that schools monitor the academic progress of students. Students must maintain a cumulative grade point average (G.P.A.) of 2.0 and complete at least 67% of all courses attempted at MSTC. Due to the cumulative nature of these requirements, it is very important that students take adding and dropping of classes under careful consideration. Withdrawals, drops, in-progress and no show grades will count against your attempted progress. Students will be placed on Financial Aid Warning if they do not meet the above standards at the end of the semester, and will be suspended after 2 semesters of unsatisfactory progress. You will find more in-depth information on this subject in the [Financial Resources](#) chapter of your Student Handbook.

### 2) List 3 ways that Official transcripts can be requested:

- Online via your Student Center
- Through the Campus Office or Student Affairs by completing a Transcript Request Form
- Request in writing in person or by mail or fax – be sure to sign and date your request, and include either your student ID or identifying information

*\*Requests for official transcripts can be made from any of MSTC's four locations. **Telephone, or email requests will not be accepted.** There is a \$6 charge for "RUSH" processing of official transcripts. Financial obligations to the college must be cleared before a transcript will be issued. In accordance with the Family Educational Rights and Privacy Act (FERPA), we do not fax transcripts.*

### 3) What services do MSTC counselors provide?

MSTC provides a professional counseling service which consists of experienced and certified staff available to assist students applying for admissions and to support students during their academic program. Services include: academic counseling, career counseling, and personal counseling

### 4) What student discounts are available to me?

- Utilize UWSP student discount rate (see Handout)
- Stevens Point Transit offers student discounts

### 5) How can I receive transfer credit?

- Submit in an unopened, sealed envelope or have sent an official copy of your college transcripts
- Complete the [Evaluation of Credit for Prior Experience](#) form and submit it along with the non-fundable fee of \$30/credit for each course that you are requesting to receive credit for. The

appropriate dean will review the information and make a determination as to whether your prior occupational experiences, specialized training, occupation-related licensure or other experience meets course competencies. *Please note that you must be admitted to an MSTC program to receive transfer credit.*

**6) I am having trouble in a class, what can I do?**

- talk to your instructor, you may be able to get a tutor
- schedule an appointment to meet with your program counselor; they may be able to give you some academic or personal guidance as well as some resources and suggestions for improving the quality and productivity of your study time.
- schedule an appointment to meet with Mary Marks, Disability Services Facilitator, to discuss possible accommodations.

**7) Where can I quickly find general answers to questions I have about Mid-State policies, grading, support services, academics, campus organizations, etc.; in general, condensed overview of MSTC?**

- The Student Handbook in your Academic Planner
- MSTC website at [www.mstc.edu](http://www.mstc.edu)

**8) How do students qualify for Disability Support Services?**

- schedule an appointment to meet with Mary Marks, Disability Services Facilitator to discuss possible accommodations
- Indicate a need for service
- Provide written documentation of disability (school records, IEP, or medical evaluation reports)

**9) What do I need to do to take advantage of my work study benefits?**

- find a job on campus; check with instructor, the ASC, Campus Library, Custodial or any staff member to see if they have any work study openings.
- You may not start a work study job until required paperwork is completed. After you find a job, schedule an appointment to meet with Julanne Ranek-Stoltz to complete the pre-employment paperwork so that you can be paid.

**10) I am under tremendous stress, I lost my job and I can't pay my bills. I want to leave my abusive boyfriend but he has threatened me harm if I leave. I am extremely depressed and I don't want to live anymore!**

*See an MSTC counselor immediately!* Let Mary Adamczak in Student Affairs or any one of MSTC's staff know that you are in crisis, **this is an emergency**, and you need to speak with a counselor.

**11) What is an "ASC Referral"?**

An ASC Referral is a referral to our Academic Support Center to work on math or writing to make the cut scores mandated for course entry. To take College Math you need to have an Accuplacer score of 65 in math and an elementary algebra score of 30. To take Written Communication you need an Accuplacer score of 85. See your counselor for the referral. The ASC can also help you improve other skills so that you can be successful in your general education classes.

