



UNITED TRIBES
TECHNICAL COLLEGE

UTTC CAMPUS RESOURCES

Toll Free Number: (888) 643-8882

UTTC classes will be delivered online (remote/distance) beginning March 25 through the spring 2020 semester.

Your instructors will be in contact with you through email or phone as classes resume on Wednesday, March 25. Your instructors will provide additional course details regarding plans for the remaining semester. We will continue to use my.uttc.edu (MyUTTC), the same platform we use for all of our courses, as well as other types of tools. Each one of your instructors will let you know what you need to do in your courses to complete the semester. If you do not hear from your instructors by Friday, March 27, make sure you contact them because they might not have your contact information.

- CTE courses that require hands-on learning, such as Welding, HEO, Automotive and Culinary and Nutrition, will be offered on a different schedule. More information will be provided soon.
- Your instructors' email addresses and phone numbers can be found at this link: <https://uttc.edu/faculty>.
- Students who do not have the technology needed to complete their classes online should let their instructors know so they can set up alternative plans for you.

IT SERVICES

IT has a limited number of laptops and desktop computers available for students who are on campus or in the community. If you need a computer, contact IT@uttc.edu, or call (701) 221-1600.

If you have questions about accessing your classes in my.uttc.edu, or need help finding your student account or other information in my.uttc.edu, please contact Crystal Horse Looking at chorselooking@uttc.edu or (701) 221-1600 and she will assist you.

ACADEMIC SERVICES – Tutoring and Printing

Tutoring services will continue to be available for all students throughout the remainder of the semester. Your first point of contact if you need assistance with your coursework is your instructor. Other resources, including online tutoring services, can be found here: <https://uttc.edu/tutoring>. If you are having trouble getting in touch with somebody for your tutoring needs, contact Paige Jensen, Student Activities and Retention Coordinator, at pjensen@uttc.edu, or by phone at (701) 221-1411.

Beginning March 25, the JBC Computer Lab will be open from 9 am – 11 am, Monday through Friday, (except for holidays) for your printing needs. You will be required to practice social distancing while in the lab and sanitizing wipes are available. Time in the lab is for printing only and limited to UTTC college students (age 18 and over) and faculty/staff. No children are allowed in the lab. The computer lab is the only area in the building that is accessible.

STUDENT ACCOUNTS

Students: Please make sure your mailing addresses are correct in my.uttc.edu (MyUTTC) so any checks sent out by Student Accounts reach you at the right address. If your address is not correct, there will be a delay in your checks reaching you or they might not reach you at all. **THIS IS VERY IMPORTANT.** This includes checks for any scholarship funds, stipends, or financial aid reimbursements. If you have any questions about your student account, contact Michelle at mwisespirit@uttc.edu, or (701) 221-1425, or Lisa Grant at lgrant@uttc.edu, or (701) 221-1423.

All student checks will be mailed to the addresses in my.uttc.edu (MyUTTC).

If you do not know where to find the address you have listed in my.uttc.edu (MyUTTC) to make sure it's correct, contact Crystal at chorselooking@uttc.edu or (701) 221-1600 and she will assist you.

Email Address_Priority@uttc.edu immediately to update your email address, mailing address or phone number. Provide your name, student ID and correct mailing address.

DISABILITIES SERVICES

Our Disabilities Services Coordinator provides equal access, opportunity, and accommodation for all academic programs and campus activities at UTTC. We work with all students to ensure the services rendered are provided in a confidential and culturally appropriate manner. Some potential accommodations are extended testing times, assistive technologies, and alternate methods of completing academic work.

For service requests, please contact Gillian Plenty Chief at gplentychief@uttc.edu or (701) 221-1516. Please note all accommodation requests/services will need to be conducted online through the end of the spring term.

FINANCIAL AID

Financial Aid is here to help you in whatever way they can. If you need assistance with any of the following, please contact Financial Aid:

- Review scholarship essays/applications (feel free to take pictures and email, send attachments, etc)
- Complete FAFSA applications over the phone/Zoom/FaceTime
- Assist with scholarship/financial aid process for students transferring
- Provide assistance/support for students in loan default
- Scholarship searches
- Native American Tuition Waiver

For more information, contact either Scott or Jessie at:

Scott Skaro, Financial Aid Director, at sskaro@uttc.edu or (701) 221-1850

Jessie Savre, Assistant Financial Aid Director, at jsavre@uttc.edu or (701) 221-1850

REGISTRAR'S OFFICE

Aja Baker, Registrar, is your point of contact for address changes, questions about your academic record, deadlines on the academic calendar such as dropping a course, and degree completion (diplomas). Aja can be reached at abaker@uttc.edu or by phone at (701) 221-1850. For more information, go to: <https://uttc.edu/registrars-office>.

The spring 2020 commencement has been cancelled. This means the graduation event is not being held because of COVID-19 health concerns. Students will still be earning their degrees and diplomas will be mailed if they meet all of the graduation requirements. This has not changed – you will still earn your degree if you complete!

Transcript Request Information:

Contact Jazalyn Corley at jcorley@uttc.edu, or (701) 221-1850.

ADMISSIONS AND RECRUITMENT

United Tribes Technical College (UTTC) Admissions & Recruitment Office remains committed to providing continued services to both our prospective and current students. Our staff is fully connected to our campus resources and will be available to answer all inquiries via phone and e-mail. To access our application and find our admissions requirements we invite you to visit our website: uttc.edu.

Please make sure to check your email daily and add our email address, admissions@uttc.edu, to your safe senders list, as all updates such as missing requirements, application status instructions, student ID numbers, will be sent via email. UTTC Admissions and Recruitment will provide updates regarding topics such as Admissions, Native American Tuition Waiver, program updates, etc. via social media, UTTC website, and email.

LIBRARY SERVICES

UTTC Library is ready to help you.

Rest assured that even though UTTC Library will be closed physically on campus, students and staff can access electronic resources through the UTTC Library webpage at <https://uttc.edu/library>. Please contact Charlene Weis at cweis@uttc.edu or Sarah Warneke at swarneke@uttc.edu if you need any resource materials, access to online databases, journal articles and so on. You can also call (701) 221-1782.

At the present time there will be no physical book check out. All items that you have checked out will be extended until the library physically reopens.

CAREER SERVICES

Career Services will be available for all students. Spring graduates are asked to call or email Connie Sheehan, Career Services Director, to ensure your plans for after graduation are in motion. She will also assist you with sample resumes and interviewing tips.

All students are asked to register for online career services at www.collegecentral.com/uttc, if you haven't already done so. This will give you access to salary information and websites specific for your major, as well as over 66 tips for successful transition to the world of work. Other resources on this site include access to the UTTC careers website, podcasts on career related subjects, and national resources.

Connie Sheehan, Career Services Director, understands many of you are facing limited internet resources and encourages you to call her at (701) 221 – 1863 or email her at csheehan@uttc.edu with any questions. You can also call toll free at (888) 643-8862.

STUDENTS LIVING ON CAMPUS – Housing/Dorms and Meal Plans

Students living in family housing on campus can remain on campus if they are graduating. If students plan to move out, contact Housing at residencelife@uttc.edu to schedule the move out. Rent will be prorated to the day of move out of from unit. Any amount owed to the student for the early move out will be refunded to the student.

Melissa Plenty Chief, Housing Director, met with students currently living in the dorms. Students moving out of the dorms will also receive a prorated amount refunded based on the day they vacate if they are eligible for a refund. Students are expected to complete the proper move out process with the RA. Personal items left in the dorms, if students went on spring break and did not return, will be shipped to the address on file.

The same process applies to the meal plan. If students leave campus early, they will receive a refund for any amount owed prorated to the day they leave.

Arrangements have been made for students living on campus who choose to stay, or have no place else to go, because UTTC is your home.

If you have questions call (701) 221-1513 or email residencelife@uttc.edu.

MAILROOM

Students can check their mail anytime during the day between the hours of 8 am and 9 pm, Central time. The Mailroom window will be open 9 am – 11 am, Monday through Friday, if you need to purchase stamps or mail or pick up packages.

If you have questions about your mail, or need to get your mail forwarded to your home address, contact Nicole Morin at nmorin@uttc.edu or (701) 221-1381.

CAFETERIA

The Cafeteria will continue to provide box meals that can be picked up each day, from 11 am – 2 pm, Central time. The building will be closed but students can enter to pick up boxed meals for lunch and supper. Meals are available 7 days of the week, Monday through Sunday.

For more information about cafeteria services, and your meal plans, contact Jolene DeCoteau, Vice President of Campus Services, at jolene.decoteau@uttc.edu or by phone at (701) 221-1708.

WELLNESS COUNSELING

Our Wellness Counselors are committed to providing UTTC students services to enhance life-long learning, personal growth, and educational success.

You will need to schedule an appointment to receive services by calling (701) 221-1764 (office) or contacting the Wellness Counselors directly at (701) 221-1383 (Katy Thomas) or (701) 221-1456 (Saige Sandve). They will schedule in-person appointments on a case-by-case basis dependent on the specific circumstances of each request.

CAMPUS CUPBOARD

All requests to use the Campus Cupboard will be addressed immediately by contacting (701) 221-1707.

STUDENT HEALTH

If you need Student Health services, you can contact Ruth Hursman (Nurse) at (701) 221-1331, or rhursman@uttc.edu, to schedule an appointment. She will work closely with you to accommodate any treatment requests and in-person appointments as necessary. The mission for Student Health is to assist UTTC students in

accessing high-quality healthcare while promoting the overall health and wellbeing of our students. The range of services covers preventative care, medical exams, lab testing, vaccinations, evaluations, and referrals.

SAFETY AND SECURITY

Safety and Security is located in Building 61 and is open to students if you have any questions or are in need of safety or security services. For more information, contact Safety and Security at (701) 221-1700, or email Joely Heavy Runner, Safety and Security Director at jheavyrunner@uttc.edu.

SUMMER AND FALL REGISTRATION

No changes have been made to registration dates or starting dates for our summer or fall semesters at this time. We will keep you updated should that change.

More information will be coming soon.

CAMPUS EVENTS

All events held on campus this semester are cancelled or postponed.

During this unprecedented time, please know that UTTC is fully committed to your education. Online learning can be challenging for many reasons and is unfamiliar to many of you. Please do not hesitate to ask for assistance from your instructors and the support services noted in this email. We are committed to helping you succeed.