



## New Student Checklist

(For Non-Degree Seeking Part-Time Students)

### ☐ Activate Star ID

- If you have not activated a StarID at any Minnesota State College/University or have forgotten your StarID or password – Go to: <http://starid.minnstate.edu/>

**You can activate your account or reset your password with either of the following options:**

- Tech ID (Student ID): You can use your 8-digit DCTC Tech (Student) ID number and your social security number.
- Personal Email Address: You can use your personal email address you used in e-services to activate your StarID. When you use this method, the StarID system will send you an email with a verification code.

### ☐ Payments must be made through the e-services portal which can be accessed from <https://www.dctc.edu/academics/current-students> using your StarID and password, or at the Tuition Office (2-201).

**Payment option information available at:** <https://www.dctc.edu/admissions/pay-for-college/tuition-fees/tuition-payment/>

### ☐ Textbooks and Course Materials

Textbooks and course materials can be found at: [www.dctcbookstore.com](http://www.dctcbookstore.com) . The current

Bookstore hours are also available on the website.

DCTC Bookstore Phone: (651) 423-8486

Email: [bookstore@dctc.edu](mailto:bookstore@dctc.edu)

### ☐ Getting Started with online/hybrid/online-enhanced courses

You will have access to your online/hybrid/online-enhanced course at [www.dctc.edu/online-dctc](http://www.dctc.edu/online-dctc) beginning on the course start date. You will use your StarID and password to login to your online course.

If this is your first online course, you may want to review the Student D2L Tutorial Guides posted on <http://www.dctc.edu/online-dctc>.

**For Technical Assistance with online/hybrid/online-enhanced courses** or StarID, please contact the DCTC helpdesk: Email: [online@dctc.edu](mailto:online@dctc.edu) Phone: (651) 423-8655.

### Refund Information:

If you drop your course(s) on or before the 5<sup>th</sup> day of a semester, you will receive a 100% refund. After the 5<sup>th</sup> day of a semester, refunds are pro-rated and distributed based on the refund schedule available on our website at: <http://www.dctc.edu/admissions/pay-for-college/tuition-fees/withdrawals-refunds> . No refund is available for courses dropped after the 20<sup>th</sup> day of the semester. Late start courses must be dropped within one business day of the start of the course.

Policies can be referenced at <http://www.dctc.edu>.