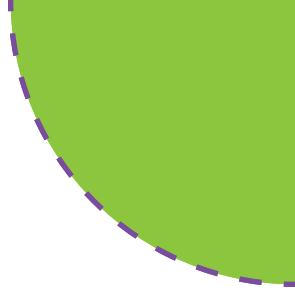




Get Ready!
NEW STUDENT
Guidebook

Welcome to your REAL First Day of Class.





BTC New Student BINGO


find someone who...

...HAS THE SAME SHOE SIZE AS YOU.	...HAS TRAVELLED INTERNATIONALLY.	... WAS BORN IN A DIFFERENT STATE.	...HAS WORKED THE SAME TYPE OF JOB AS YOU.
...HAD NEVER BEEN TO BTC'S CAMPUS BEFORE APPLYING TO THE SCHOOL.	...HAS A FRIENDS OR FAMILY MEMBER WHO IS A BTC GRADUATE.	...IS A LITTLE NERVOUS ABOUT STARTING CLASSES.	...IS CHANGING CAREERS.
...HAS THE SAME MIDDLE INITIAL AS YOU.	...IS A CUP-A-DAY COFFEE DRINKER.	...IS IN A HEALTHCARE PROGRAM AT BTC.	...SPEAKS ANOTHER LANGUAGE.
...KNOWS THEIR BTC STUDENT ID NUMBER.	...HAS A WATER BOTTLE TODAY.	...IS TAKING A VACATION THIS WINTER.	...GOT MORE THAN 6 HOURS OF SLEEP LAST NIGHT.

NOT SO SECRETS

of College Success

1. **Attend every class.** Class attendance and your grade go hand-in-hand.
2. **Be on time to class.** Walking in late distracts the instructor and your classmates
3. **Come to class prepared.** Have all materials you will need for class including any assignments due that day.
4. **Shut off your cell phone when in class.** Unless you speak to the instructor first about an impending emergency, keep your cell phone turned off.
5. **Don't be afraid to ask for help.** Write down the information you are given with the name of the college staff person with whom you spoke. If you are sent information via email or written correspondence, retain those materials as well. This information will act as a reference tool if you receive conflicting information at a later time.
6. **Read what you are given.** Read all mail from the college and check your student webmail on a regular basis.
7. **College is not a contest.** Learn at your own pace and do not feel inferior if you do not understand something the first time it is explained. Again, college is not a contest.
8. **Know where all the college resources for students are located.** Use these appropriately for your advantage.
9. **Pay attention to deadlines.** If you miss a deadline, it could cost you money, grades, graduation, etc. Flimsy excuses such as "I didn't know" or "I forgot" will generally not get you anywhere.
10. **Keep all your class materials organized.** File folders, notebooks with pockets, dividers and binders with pocket dividers are all great ways to organize.
11. **Make copies of all class assignments before you turn them in.** In the event an assignment is misplaced or destroyed, you have a backup.
12. **Keep everything that your instructors return to you.** These materials are helpful when studying for tests or writing papers. Also, if you were to appeal a grade, you must have copies of all graded work.
13. **Have a particular study/work area in your home.** If possible, make this study space your own personal area where you can keep all your schoolwork consistently organized. It is also a good idea to keep all household paperwork (such as mail and bills) in a separate area.
14. **Keep an organizer and use it effectively.** Mark down the due date of assignments and when tests are scheduled. Also, mark down important deadlines such as registration, financial aid and withdrawals.
15. **Make sure you keep your needed items for the day available for use.** Before leaving home, make sure you have everything you will need for class that day, especially any assignments that are due.
16. **Plan for emergencies or unforeseen events.** Anticipate emergencies or "life" will get in the way of your plans. Complete assignments ahead of time and don't wait until the last minute to study.
17. **Do not study for more than two hours at a time.** Your brain shuts down after that time.
18. **Identify your most productive time cycles.** Try to do most of your studying and assignments during those periods
19. **Prioritize.** Make a daily list of what you need to read, write or study. Take time to prioritize the tasks. Stick to your priority list.
20. **Learn to say "No!"** If you are going to be a successful college student, you need to make college a priority in your life. This means sometimes saying no to partying, movies, family get-togethers and other extracurricular activities if they start getting in the way of your school work.

- 
21. **Always do extra credit.** Going beyond what is expected or required can improve your grade.
 22. **Read the syllabus.** You are responsible for knowing all of the information noted in the syllabus.
 23. **Ask if you don't understand something.** Don't be afraid to ask questions; instructors want their students to learn and to succeed.
 24. **Have an open mind.** Be open to new ideas and theories. College is a time to expand your knowledge and to explore new ideas.
 25. **Know your instructors' office hours.** These hours are the perfect time to question them about things you do not understand. It is also a good time to learn more about their field of study or to simply get to know them better on a personal level.
 26. **Use your breaks wisely.** If you have a break between classes, use that time to review your notes from the previous class or prepare for your next class.
 27. **Interact with other students.** College offers a tremendous opportunity to meet new people, including those of differing backgrounds, cultures and belief systems.
 28. **Get involved in student activities.** Find out what is happening on our campus and attend as many functions as you can.
 29. **Avoid irritating your instructors.** Sleeping in class, not taking responsibility, not participating, not meeting deadlines, not going to class and distracting others are all behaviors that can irritate instructors.
 30. **Take advantage of special events offered.** Throughout the year, the college offers special events such as workshops, student activities and career fairs.
 31. **Cell Phones. Before class, turn them off.** This means no vibrations or ringer. This technology disrupts the learning environment. This one is important enough to repeat.

Notes:

Differences Between High School and Professional Technical College

	High School	Professional Technical College
Costs	All tuition, fees, books, and materials costs are covered by the local school district through tax levies. Books and materials are the property of the district and must be returned after use.	Student pays for everything: textbooks, tuition, housing, tools, etc. Financial Aid is available, but you must fill out appropriate paperwork and meet all deadlines every quarter. Purchased books and materials are yours to keep – an important investment.
Campus Size	Typically one or two main buildings; all classrooms in close proximity.	Many buildings spread out over a large campus; can take 10 full minutes to walk between some classrooms.
Transportation	Free bus system with a schedule that runs according to school hours. Bus routes pick up near your residence.	Public bus has various routes, with a drop off near campus. Bus schedules not aligned with class times. Bus passes available at a cost. Parking available in student lot only for personal vehicles.
Terms & Vocabulary	"Counselor," "Teacher," "Principal," "Class Period," "Block Schedule," "Graduation."	"Prerequisites," "Syllabus," "Advisor," "Instructor," "Program Student," "Student Services," "Degree Completion."
Registration	Clearly defined; typically happens all on one day for most students. Counselors and school staff work closely with students to set class schedules.	Registration opens at various times depending on student status. Students register independently. You make an appointment to see an advisor if you need help registering for classes.
Class Schedules	Daily or block schedules.	Varies between daily (program classes) and 2-4 times per week for general education classes
Lab Time	Maybe a few times each week in certain classes (Science, Art).	Daily. Program students are usually in labs for at least half of every day.
Classroom Time	Majority of time spent in traditional classroom setting with desks, chairs, books and papers.	Up to half of each day is spent in classrooms, learning theoretical and conceptual background needed to complete lab work.
Note Taking	Helpful and sometimes necessary.	Necessary in all cases.
Grading	Individual effort and progress are often considered.	You are expected to understand the material. In many programs, if a task is not done correctly, the student must repeat until it is done correctly.

Differences Between High School and Professional Technical College

	High School	Professional Technical College
Homework/Reading Assignments	Light to moderate; sometimes can be completed in class.	Moderate to heavy; rarely can be completed in class.
Study Time	Study for tests.	Study not only for tests, but for class discussions, etc. Must read and study daily. It is common for students to form study groups that meet regularly.
Tests	Fairly frequent, although variable.	Variable, though typically less frequent than high school. Some classes only have one mid-term exam and one final exam. Tests for certifications are needed for employment.
Consequences for low grades	Being held back a semester or a year; graduation is the expected outcome.	You will be suspended after three consecutive quarters of low grades and/or non-completion of classes (below 2.0 GPA and below 67% completion of required coursework). Re-entry is subject to appeal.
Instructors	Teachers mostly have teaching degrees and state certification.	Instructors often have many years of experience in their specialized field and/or advanced degrees.
Parents	Are informed of your progress on a regular basis and are often directly involved in your education.	Your academic records are not to be released to anyone (including parents) without your written consent. You are solely responsible for monitoring your own academic records.
Personal Freedom	Not a lot; your attendance is closely monitored. Also, whether or not you complete assignments is monitored by teachers.	A lot; often attendance is not formally monitored. No one is going to remind you of anything. Time management and self-management is critical to success.
Diversity	You are attending school with people who are often very similar to you in background, age, and experience.	You will interact with a wide range of ethnicities, religions, orientations, ages, and backgrounds.
Goals/Actions	Students may or may not have motivation to complete high school. Excellent grades can lead to acceptance to college or university. High school graduates can enter the workforce in entry level/low wage jobs.	Typically, students want to successfully complete their program with the specialized skills necessary to begin a high-wage career in a field they enjoy. Self-responsibility is essential. Nothing happens until you initiate the action, including graduation.

8 CORNERSTONES of High Performance

1. ATTITUDE
2. EDUCATIONAL AND CAREER VISION
3. SELF-MANAGEMENT SKILLS
4. FUNDAMENTAL SKILLS
5. WORKPLACE SKILLS
6. CONTACTS
7. EXPERIENCE
8. PERSONAL LIFE

1. **Attitude:** positive outlook, motivation, initiative, work ethic, persistence, discipline, passion, coping with change and stress, willingness to learn, commitment to quality
2. **Educational and Career Vision:** creating a plan and actively pursuing education and career goals
3. **Self-Management Skills:** time management, priority setting, decision making
4. **Fundamental Skills:** written and verbal communication skills, listening skills, creativity, critical thinking, problem-solving skills
5. **Workplace Skills:** teamwork, computer and technological skills, professional conduct, career competencies
6. **Contacts:** networking, references, mentors, industry connections
7. **Experience:** part-time work, internships, volunteer work, special projects, informational interviews, job shadows
8. **Personal Life:** family, friends, health, lifestyle

THE LANGUAGE OF RESPONSIBILITY

Instructions: Read the definitions in the shaded boxes below.

Then, restate the comments in the left column using Creator language.

Victim Language Victims believe their behaviors, thoughts, feelings and outcomes are caused by forces beyond their control. Victims feel helpless because of other people, bad luck, or lack of power. Victim language is characterized by blaming, complaining, and excusing.	Creator Language Creators believe their behaviors, thoughts, feelings and outcomes are the natural consequences of their own choices. Creators make things happen; even though the choices and tasks may be difficult. Creator language is characterized by ownership and often contains action plans.
EXAMPLES:	
<i>The website wouldn't let me register online, and no one at the desk is helpful.</i>	<i>I realize that I'm not sure how online registration works. I need to find someone who can show me exactly how to register online.</i>
<i>I can never find parking at BTC.</i>	<i>Tomorrow I will show up 15 minutes earlier to secure a parking space in the student lot.</i>
<i>I have to take an Interpersonal Psychology class to get my Welding degree? That's pointless.</i>	
<i>This GET READY! Orientation is boring.</i>	
<i>I couldn't do my homework last night.</i>	
<i>I'm not a morning person.</i>	
<i>My instructor gave me a D on the midterm exam.</i>	

Four-to-Six Quarter Educational Plan

Instructions: This planning sheet is designed to help you develop an educational plan. In the first box, write the classes that you are registered for this quarter. Use the current BTC course catalogue and program information sheets to fill in classes in the remaining boxes. Plan at least 3 quarters. This can be an excellent tool for you to remain focused on your goals; bring it with you whenever you meet with Instructors, Advisors and Counselors.

Write your Program here: _____

Quarter _____ Year _____ Class: _____ Credits: _____ _____ _____ _____ _____ _____ _____	Quarter _____ Year _____ Class: _____ Credits: _____ _____ _____ _____ _____ _____ _____
Quarter _____ Year _____ Class: _____ Credits: _____ _____ _____ _____ _____ _____ _____	Quarter _____ Year _____ Class: _____ Credits: _____ _____ _____ _____ _____ _____ _____



Quarter _____	Year _____	Quarter _____	Year _____
Class:	Credits:	Class:	Credits:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Notes:

*This material has been adapted from the FYI program at Columbia Basin College.



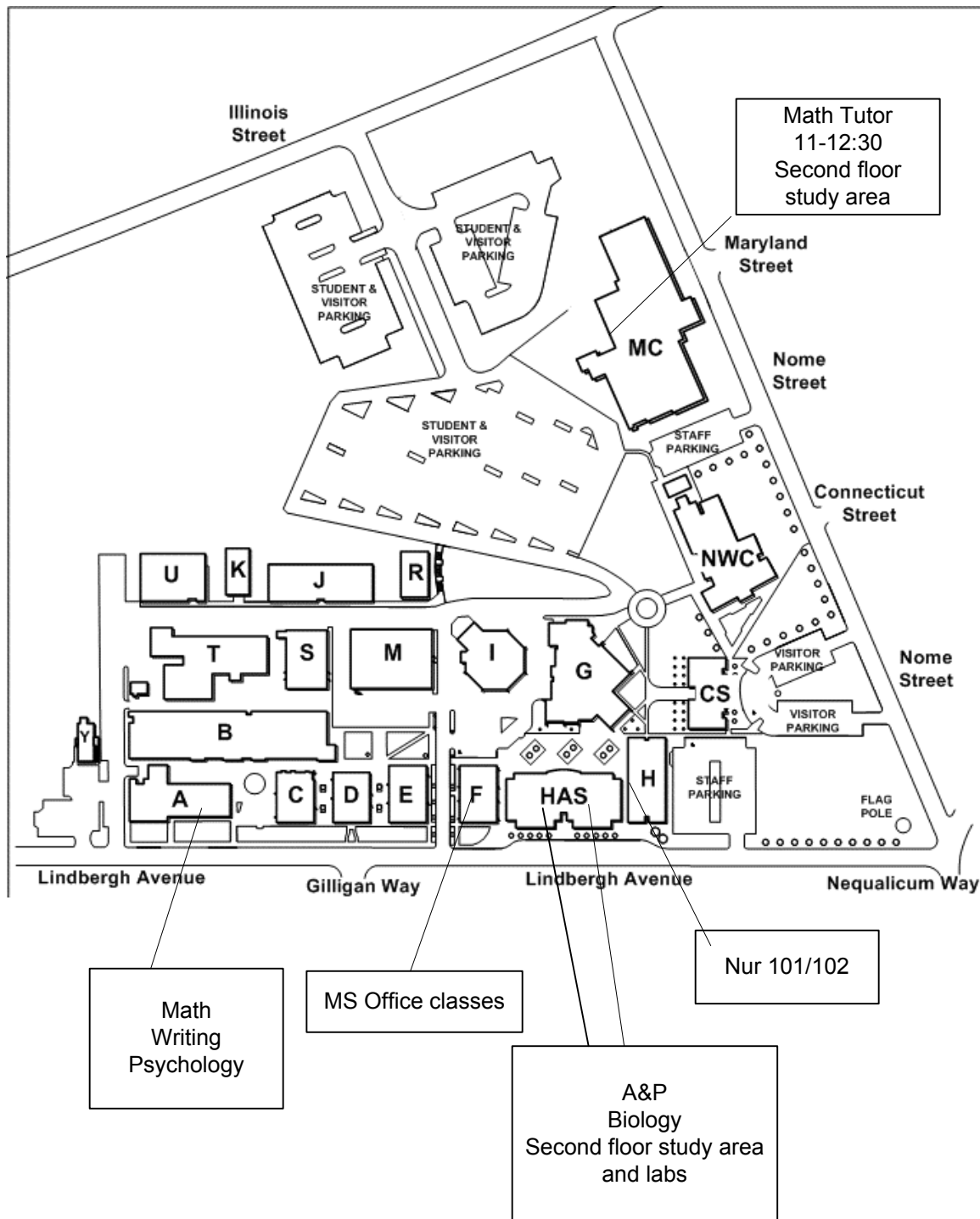
Get Ready!

Campus Knowledge Quest

Directions: *Work with your seminar group and BTC Student Ambassador to complete the following:*

1. Name two journals/magazines in the library that are related to your program.
2. When can you use the computers in the library for personal use?
3. How do you arrange for a BTC Tutor? How much does it cost?
4. Write down the name of one of the text books you will need for fall.
5. Where do you get a Student ID Card? How much does it cost? Is it required?
6. Where can students park legally on campus?
7. What do you do if you want to meet with a counselor?
8. Where and when does the BTC Student Council meet?
9. When does the BTC cafeteria serve food – what days and hours?
10. Name three things you can find posted on the bulletin boards in the cafeteria.
11. Where is the WTA bus stop near campus?
12. Find one of your classrooms for tomorrow.

Tutoring Locations



Fall 09 Tutoring Locations. Subject to change.
 Contact the Tutoring Center with schedule details and questions. 752-8499 or www.btc.ctc.edu/tutoring or Building A, Room 8.

What You Should Know about the Financial Aid Process

(assuming that you have applied for financial aid)

1. AWARD LETTER—

- A. Once you have received your award letter—NOTHING happens until you have signed your award letter and turned it into the BTC Financial Aid Office
- B. Your award letter includes any grants and scholarships for which you qualify as well as Stafford Loan amounts for which you are eligible (If you do not want your full loan awards—cross out amount and write in smaller amount that you do want)
- C. Student loans cannot be processed until you have completed your loan entrance interview at www.dl.ed.gov and signed your promissory note at www.dlenoter.ed.gov
- D. Loan funds will not be available for new BTC students until 30 days after the start of classes for the first quarter in which the student is receiving loan funds.

2. STUDENT CHECKS AND INVOICE—

- A. If your financial aid awards each quarter exceed your costs for tuition and fees you will receive a check.
- B. STUDENT CHECKS CANNOT BE DISBURSED UNTIL AFTER YOU START ATTENDING YOUR CLASSES (You should plan to purchase your books prior to receiving your financial aid check).
- C. As student checks are processed a list is posted near the Cashier Window showing student ID and date check will be available
- D. Checks are distributed by the Cashier, and you will need to following to be able to pick up your check:
 - Picture ID
 - Completed Check Release form Signed by one of your Instructors (blank forms are available outside of the BTC Financial Aid Office).
- E. If the amount of your tuition and fees exceed the amount of your financial aid then you are responsible for paying the remaining balance at the Cashier's window.
- F. If you owe a balance from prior quarters (including library fines) the Financial Aid Office will not be able to process your check until you have made payment arrangements with the BTC Business Office.

3. DROPPING CLASSES OR WITHDRAWING FROM SCHOOL

- A. Please remember that financial aid is paid in advance and you must earn your financial aid by attending and successfully completing the classes for which you enrolled and on which your financial aid awards are based.
- B. There is an official BTC Withdrawal Process and if you do not use the official process you will be required to repay at least a portion of your financial aid awards.
- C. The timing of your withdrawal can make a very big difference on the amount that you have to repay. We ALWAYS recommend that you check with the financial aid office before you withdraw.
- D. After 1 quarter of unsatisfactory progress, you will be placed on Financial Aid probation
- E. You can be terminated from Financial Aid after 2 quarters of unsatisfactory progress.

4. USE FINANCIAL AID OFFICE AS A RESOURCE

- A. The mission of the financial aid office is to assist eligible students with funding their academic goals. If you need assistance please stop by the financial aid office so we can assist you.
- B. If your financial circumstances change during the course of the school year. For example, you lost your job in 2009, you might be eligible to apply for a special circumstances petition. Talk to the Financial Aid office to see if you are eligible.
- C. You must reapply for financial aid every year. You can fill out your FAFSA after you have filed taxes for 2009 for the 2010-2011 school year.



Get Ready!

Financial Aid Quiz

1. What type of financial aid award is expected to be paid back?
 - a. Grants
 - b. Loans
 - c. Both.
2. **True or False:** Once I have accepted grant money only and returned my award letter, I cannot change my mind and accept loans at a later date.
3. **True or False:** All student applicants who are registered in aid-eligible programs are eligible for federal loans, even if their income is too high to be eligible for grants.
4. What should you do when you receive your award letter?
 - a. Have it signed by your bank and return it to the Financial Resources Office
 - b. Select your awards, sign it, keep a copy, and return it to the Financial Resources Office
 - c. Call the Financial Resources office and tell them what awards you wish to accept
 - d. Sign it and bring it with you to your first day of class.
5. **True or False:** Students who sign and return their award letters one week before school starts can expect their tuition to be paid before classes begin.
6. I can check to see when my financial aid check will be ready at the following location:
 - a. The Financial Resources Front Counter
 - b. The Advising Office
 - c. On a list that is posted near the Cashier's window
 - d. Any of the above.
7. **True or False:** I need a picture ID and a signed Check Release Form to pick up my financial aid check.
8. I was expecting a financial aid check and it is not there. What are some possible reasons why?
 - a. I have an overdue library fine
 - b. I owe money to the college for a class I took in the summer
 - c. I didn't sign my award letter
 - d. I am only receiving loans and there is a 30 day delay for first time borrowers
 - e. All of the above.
9. **True or False:** If an emergency comes up and I need to drop my classes, I can just stop attending and deal with the paperwork later.
10. When should I reapply for financial aid?
 - a. January
 - b. December
 - c. As soon as I have filed taxes for the previous year.

Get Ready!

Case Study

Brad, Curtis, Sandy and **Maria** are incoming first-quarter students at BTC. They have been friends since high school and are excited to be at the same college at the same time. All of them agree to register for the GET READY! New Student Orientation together. When they go to check in on the morning of GET READY!, they discover they've been assigned to different seminar groups: **Brad** and **Maria** are together, but **Curtis** and **Sandy** are each in different groups.

Brad and **Maria** happily take their nametags and stride off to find their seminar leader. **Sandy** feels uneasy and considers leaving, but eventually finds her seminar classroom and takes a seat near the back. Meanwhile, **Curtis** is trying to change his seminar group: "Can't you just switch me with someone else? There are lots of other people who don't care what group they're in." A long line is starting to form behind him as he continues to plead his case. Finally, he mutters, "So stupid," grabs his nametag, and slumps off to his assigned classroom.

As **Sandy's** seminar begins, she chooses to remain withdrawn and isolated from the group. She avoids eye contact with other students as they are choosing seats, and hopes that she can "fly under the radar" and just listen to whatever she needs to know about her classes to get started on her own.

Back in **Brad** and **Maria's** seminar, they've split into small groups for an activity. They stay together, and are joined by **Rudy**, an older student who is outspoken and takes charge right away. **Brad** rolls his eyes and leans back in his chair. He thought this orientation was a waste of time from the beginning, and this just reinforces his belief. The more **Rudy** talks, the more **Brad** checks out; eventually he is checking his phone and texting his cousin about dinner plans. **Maria** goes along with most of **Rudy's** ideas during the activity, and listens to his many rants about "the way things used to be" when he went to college back in the 70's. When they are about to present back to the whole class, **Maria** notices that one of their facts is incorrect. She mentions it to **Rudy**, who immediately says, "It's fine, sweetheart...it doesn't have to be perfect." **Maria** calls the seminar leader over to ask about it. The seminar leader points out a few things that need to be changed, and **Maria** makes the adjustments.

Meanwhile, **Sandy** cringes as her seminar leader asks students to form pairs. She hangs back, and since there is an odd number in the group, she winds up by herself. The seminar assistant offers to be her partner for the activity, and she agrees with a sigh. After 15 minutes, she begins to participate, asking a few questions and jotting down some notes. The assistant is really nice, and she realizes that coming to BTC might be a good way to meet new people and break out of her shell. During the next activity, she asks to join another small group.

Curtis joins his seminar 15 minutes late and dominates the discussions for the first half of the day. Right before lunch break, he looks at the afternoon agenda, figures he knows pretty much everything that will be covered. Besides, he already has his textbooks, and met his program instructor last week. He decides to take off to meet his girlfriend for lunch at The Old Town.

Get Ready!

GET READY! Case Study Prompt: Listed below are the characters in this case study. Based on what you've read about their attitudes and behaviors at GET READY!, rank them in order of how successful you predict each will be throughout their college career. Give a different rank to each character. Be prepared to explain your answer.

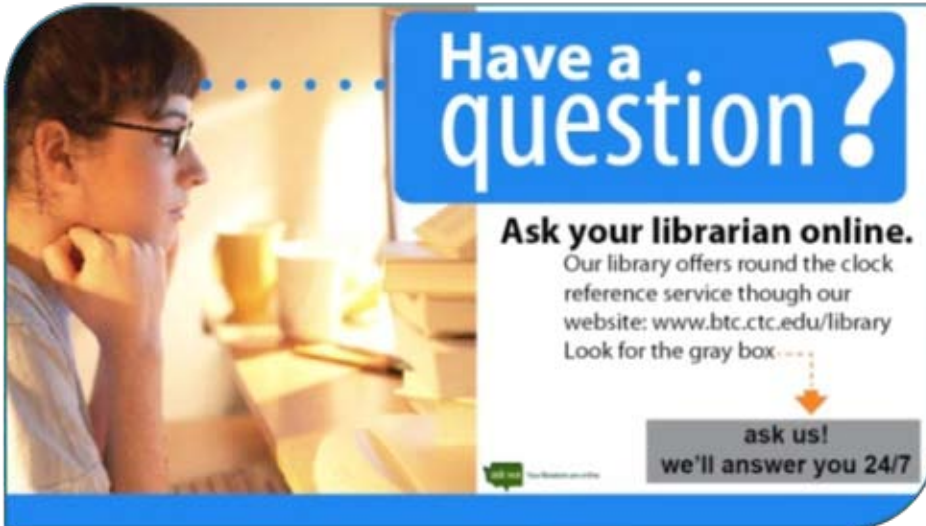
Most Successful 1 2 3 4 5 **Least Successful**

_____Brad _____Curtis _____Katya _____Maria _____Rudy

Write/Discuss: Who did you predict will be most successful and why? Least successful? Why? How about someone you thought could go either way – explain.

Follow up: Choose one character that you predicted would be less successful and suggest one way that she/he could change Victim behavior to Creator behavior.

Library Resources and Services



Have a question?

Ask your librarian online.
Our library offers round the clock reference service through our website: www.btc.ctc.edu/library
Look for the gray box

ask us!
we'll answer you 24/7

Library Hours

Monday-Thursday: 7am-7pm
Friday: 7am-4pm

Closed weekends, holidays
and between quarters.

Contact Information for Bellingham Technical College Library

Phone: 360.752.8383

Email: library@btc.ctc.edu

Homepage: <http://www.btc.ctc.edu/Library/>

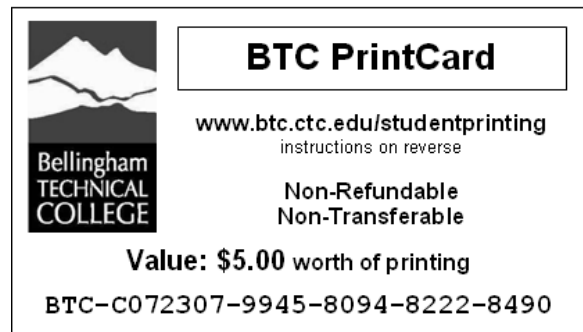
Catalog: <http://bellinham.librarv.ctc.edu/>

Find BTC Library on Facebook and Twitter!

Student Printing Procedures

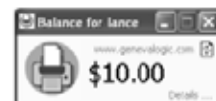
Your Account / PrintCards

- Each student will have an individual student printing account.
- An initial balance of approx. 100 b/w copies (equivalent value of \$5.00) will be added to each actively enrolled student account at the beginning of each quarter. If you need more money on your account, you can purchase a BTC PrintCard.
- BTC PrintCards will be sold at the Bookstore and Cashier.
 - PrintCards will be available in \$1, \$5, and \$10 denominations.
 - PrintCards are valid for student printing only and are non-refundable and non-transferable.
- Per print charge amounts:
 - Black and White:
 - \$ 0.05/page BW
 - 10% less per page when printing double-sided.
 - Color (where available)
 - \$ 0.50/page
 - 10% less per page when printing double-sided.
- Instructions for adding the value of a PrintCard to your account are located on the reverse side of the card.



Printing

- Log-in to the computer using your username and password.
- The Student Printing tool will be running on the computer.
 - The system tray icon will show your current account balance.
 - Click on the icon to view your account details, to register new PrintCards, or to access instructions.
- Upon sending a print job, a print confirmation window with the page count and cost will pop-up.
 - Be sure to double check the page count so as not to print more pages than needed.
 - Click OK to approve your print job.
- Remember to log-out from the computer when finished in order to prevent unauthorized use of your account.
- If you have questions or problems with your account, contact your instructor or the Library.



BTC Website

Important Links

STUDENT RESOURCES

Links to Admissions, Registration, Career Services, Counseling, Financial Aid, etc.

ONLINE SERVICES & STUDENT LOGIN

Links to online resources – Registration, Grades, Address Change, Transcripts, eLearning

The screenshot shows the Bellingham Technical College website. At the top, there is a navigation bar with links for 'TAKE A CLASS', 'CAREER PROGRAMS', 'CONTACT BTC', a search box, and 'QUICKLINKS'. Below this is a large banner image of a college building with the text 'ENROLL NOW' and 'LOOKING for a Great Career? Consider a career in manufacturing'. To the left is a vertical menu with categories like 'ABOUT BTC', 'DEGREES & CERTIFICATES', 'ONLINE/eLEARNING', and 'STUDENT RESOURCES' (circled in red). Below the banner is a 'WHAT'S HAPPENING AT BTC?' section with a list of events: 'Right Now' (FAFSA), 'April 7th' (Spring Quarter Begins), 'April 20th' (Financial aid processing), 'April 21st' (High School Info Night), 'April 23rd' (Career & Employment Fair), 'April 25 - 26th' (LinuxfestNorthwest 2009), 'May 13th' (Continuing Program Student Registration), 'May 15 - 16th' (Welding Rodeo Sculpture Competition), and 'May 18th' (New Program Student Registration). To the right of this section are buttons for 'GET STARTED', 'VIEW PROGRAM VIDEOS', 'CENTER OF EXCELLENCE', 'DONATE TO BTC', and 'SECURITY & CRIME STATISTICS'. At the bottom, there is a footer with 'Home | Directions | Contact BTC | Site Map | Library' and the copyright notice '© 2008 Bellingham Technical College 3028 Lindbergh Ave, Bellingham WA 98225'. Another red circle highlights 'ONLINE SERVICES' and 'STUDENT LOGIN' in the bottom-left menu.

Student BTC Computer Access Guide

HOW TO LOG IN (FIRST TIME USERS):

If this is your first time logging in:

1. Enter your username into the "User name:" box.
Your Username is:

Your last name + the last 4 digits of your Student ID Number (SID).

(For example: John Smith, SID: 123456789.

Username is: Smith6789).

2. Enter your password into the "Password:" box.
Your Password is:

btc + your 8 digit birthdate (mmddyyyy).

(For example: Birthdate: June 3rd, 1981.

Password is: btc06031981).

3. Make sure that the "Log on to:" drop down list says "BHAM-TECH".
4. Click OK.
5. It will ask you to change your password.

6. Click OK.
7. Enter your old password first (btc + your 8 digit birthday) in the "Old Password:" box.
8. Enter a new password in the "New Password:" box.
You can create any password you want, but it must have:
 - a. At least one letter **and** one number
 - b. Eight characters or more
9. Enter the password you created again in the "Confirm New Password:" box.
10. Click OK.
11. You will be informed your password has been changed. You may get an error requiring you to retype your passwords. If so, make sure you repeat steps 7 – 11 carefully.

NOTE: Remember the password you created. You will use it to login to BTC in the future.

HOW TO LOG IN (RETURNING USERS):

If you have logged in to your BTC account before:

1. Enter your username into the "User name:" box.
Your Username is: **Your last name + the last 4 digits of your Student ID Number (SID).**
(For example: John Smith, SID: 123456789. Username is: *Smith6789*).
2. Enter your password into the "Password:" box.
3. Make sure that the "Log on to:" drop down list says "BHAM-TECH".
4. Click OK.

HOW TO LOG IN TO YOUR BTC EMAIL:

1. Double click the Internet Explorer icon on the desktop to open the web browser.
2. Type www.live.com in the address bar.
3. Click on the "Windows Live" link in the upper left hand corner.
4. Click "Sign In" then enter your BTC email address in the "Windows Live ID:" box.
(Your email address is: **your username@beltc.ctc.edu**. For example, *Smith6789@beltc.ctc.edu*)
5. Enter your default password into the "Password:" box.
(Your default password is: **btc + your 8 digit birthdate (mmddyyyy)**. For example, *btc06031981*)
6. Click "Sign In".
7. Fill out all the boxes for your personal information and create a new password. You only need to do this step once. Remember your password, as you will need it to log in to your email in the future.
NOTE: Your email password is separate from your BTC network computer password.
8. Then Click the "Mail" link at the top of the page to access your email.

You can access your email from anywhere on or off campus by visiting www.live.com

QUESTIONS:

I forgot my password, what do I do?

Inform an instructor, Library staff member or go to Registration for assistance with a password reset.

I don't know my Student ID Number (SID), where can I get it?

See the Registration desk in the College Services building for assistance.

I try to log in, but it says that my account is locked out, what should I do?

Inform an instructor, Library staff member or go to Registration for assistance with unlocking your account.

PLEASE ASK AN INSTRUCTOR OR STAFF MEMBER IF YOU REQUIRE FURTHER ASSISTANCE

Connecting to Use the BTC Wireless Network

You can use the BTC wireless network to connect to the internet using your notebook computer or similar wireless device.

Network Settings for Windows XP (See below for more details)

- Right-click on "Wireless Network Connection:" and select "View Available Wireless Networks."
- Select the name of the wireless network available (BTC Hotspot)
- Click "Connect."

Macintosh Network Settings (OS X):

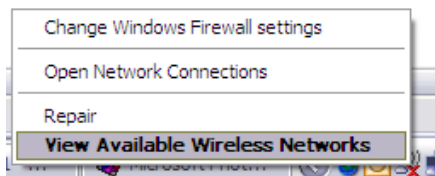
- Select Apple Menu, then System Preference, then Network button.
- Select TCP/IP tab and configure "Using DHCP."
- Above the TCP/IP tab, you may need to configure via "AirPort" or other wireless (WiFi) Ethernet.
- Leave Domain Name Servers and Search Domains blank.

Turn the notebook computer on and login

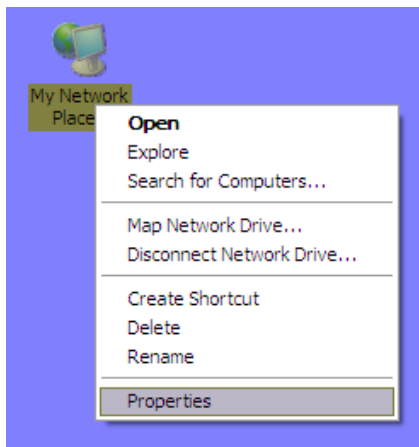
Once it is logged in look for the Wireless Network icon on the system tray. If the icon does not appear, click on the "Unhide Arrow" to display more icons.



Right-Click on it and select "View Available Networks"



If this icon is not visible, then right-click on the "My Network Places" and select "Properties"



Student Remote Access to the BTC Network from Off-Campus

Do not access the internet through this server, it will be slow and limited and will increase BTC's internet usage costs. Use your existing home internet connection.

When finished with your work, don't leave it logged in, but disconnect to prevent security intrusions and to free up resources for other users

Initial setup of the Remote Connection (You will only need to do this step once)

In Windows XP/Vista – This may vary from computer to computer

- Start – Programs – Accessories – Communications – "Remote Desktop Connection"
or
Start – Programs – Accessories – "Remote Desktop Connection"
- **For Vista Users** note the required setting below (Options button, Advanced Tab, Server Authentication)

In Windows 9x/2000

- By default the Terminal Services client isn't included with Windows 9x/2000. You can download the client from Microsoft at this location <http://www.microsoft.com/windowsxp/downloads/tools/rdclientdl.mspx>

In Linux

- This may vary depending on which distribution of Linux you have, but we tested it with ubuntu which allows you to access the Terminal Services client from the following menus.
- Applications – Internet – Terminal Services Client

For Macs

- You will need to install the Remote Desktop Connection client.
- <http://www.microsoft.com/mac/products/remote-desktop/default.mspx>

The client settings work with Windows 9x/2000/XP/Vista and Linux with minor differences

Click the "Options" button

General Tab

Computer – remote.btc.ctc.edu

Do not enter username, password, domain

Do not check "Save my password"

After you have made your changes in the tabs explained below, click "Save As" to save your settings. Make a note of the file created and use that shortcut to start your connection. Call it whatever you want, but don't change the extension.

Right-Click and "Edit" to edit the shortcut later on as needed.

Display Tab

Can adjust screen size, color depth, etc. Set the Colors setting to High Color (16 bit). You can also use True Color (24 bit), but it may decrease the speed

Local Resources Tab

For Security reasons most of these settings are blocked.

Check "Printers" to be able to print on your home printer

Once you connect to the server your printer will appear in the list of printers.

(e.g. HP Laserjet 5 (from <Home Computer Name>) in session x

Programs Tab

Leave at the default settings

Experience Tab

For better performance **uncheck** the following

Desktop Background

Show contents of window ...

Menu and window animation

Themes

Network Account Logon Procedures - Student Guide

These accounts will allow students to use BTC computers to access shared network drives

Username:

- Last name + the last 4 digits of your Student ID Number (SID).
 - (e.g. smith1234)

Password:

- Default: btc + your 8 digit birthday (mmddyyyy).
 - (e.g. btc02031988)
 - Be sure to use all 4 numbers of your birth year (e.g. 1988)
 - Remember to add **btc** on the front
- You will be forced to change this password the first time you login.
- The new password will need to be a minimum of 8 characters and a combination of letters and numbers.
- The password will reset to the default at the start of each quarter
- If you forget your password or cannot logon:
 1. First Contact your instructor.
 2. If instructor is unavailable, contact Registration or the BTC Library – You will need to present valid BTC ID, or be able to show your identity by answering some questions.

Security Tips:

- Don't allow another user to use your account or to know your password
- Remember to logout when leaving the computer
- Guard your account and password. Your printing is connected with this account. If another user can access your account they can empty your print balance.

Print Management

- You will be able to print when you are logged into your class shared account. It will prompt you to enter in your personal account and password when you print.
- You will need to login to your personal account to add money to your account
- No one else will be able to use the money you put into your personal account
- See the **Printing** handout for more details

Account Information

- After you leave BTC, the Network and Email accounts will be held for two quarters before deleting.
- Each account will access your network drives
 - **X Drive** – Read/Write Drive. Both you and your instructor can access this drive. This drive is shared with all the students in your program/class.
 - **Y Drive** – Read only Drive. Your instructor can write to, the students can read from this drive.
 - **U Drive** - Personal drive that only you can access. We recommend that you back up any data you wish to keep at the end of each quarter. You can backup the data on a removable device, use web storage like Microsoft's SkyDrive or send it to an email account.
- Any problems or issues with your account need to be directed to your instructor.
- **Disclaimer:** Although data on the network drives is backed up, BTC is not responsible for files and folders that are deleted or missing.

BTC Student Email - Student Guide

All students have student network and email accounts. If you are unable to access your account, please contact your instructor.

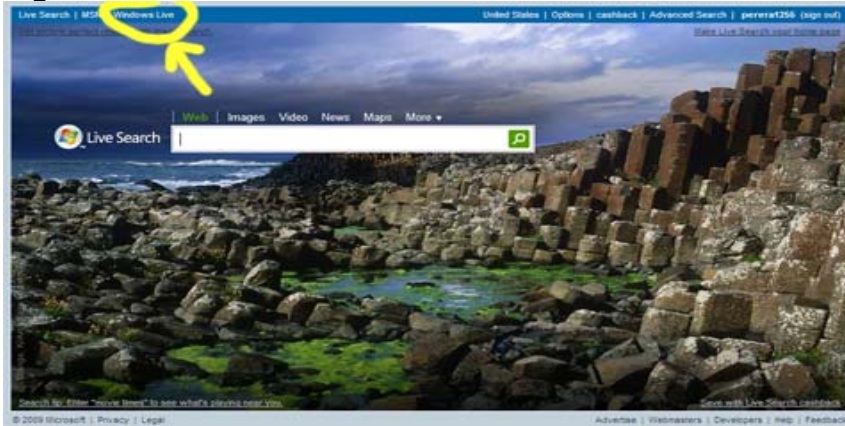
Student Email

- Each student network account has an email account
- Your Email password is your default student network account password.
- It will not change when you change your student network account password
- Email address is your **network account name@beltc.ctc.edu** (e.g. smith1234@beltc.ctc.edu)
- Email is accessed at <http://www.live.com>
- The maximum size for your email box is 5GB

Using the Email Account for the first time

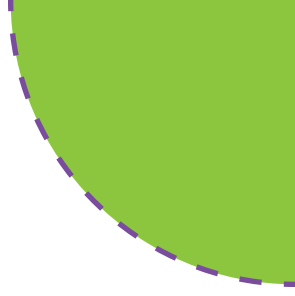
- Go to the Microsoft Live Website <http://www.live.com>
- Click on the **Windows Live** link on the top left side of the screen. (Figure 1)

Figure 1



- Click "Sign In"
- You will receive a login prompt. Enter your E-Mail address **network account name@beltc.ctc.edu** (e.g. smith1234@beltc.ctc.edu) and password - Note that the password is your **original, default network account password** and may not be the one that you currently use to access the network.
- The first time you login you will be asked to change your password, set some security questions and accept the license agreement.
- It may prompt you for a second email account that would be used to send your password to you if you forget it. You don't have to create a new account to do this. You can use your existing account or you can leave this option blank.
- Once you have changed your password and accepted the agreement, you will be prompted to login again with your new password

Notes:





Notes:

Notes:

Get Ready!
Orientation

EVALUATION FORM

Directions: Please read each of the following statements and check the box which best applies.

“As a result of this orientation...”

5	4	3	2	1
Agree	Slightly Agree	Neutral	Slightly Disagree	Disagree

...I am prepared to begin classes tomorrow.

...I have a better understanding of BTC’s poli-
cies and procedures.

...I know how to access student support
services on campus.

... I have some tools and strategies that will
help me be successful at BTC.

...I feel confident that I will be able to reach
my educational and career goals.

Who was your Seminar Leader? _____

Additional comments:
