

early college

NEW STUDENT

GUIDE



**QUICK
ONLINE
GUIDE**

www.octech.edu/student-resources/new-student-guide

START BY ACTIVATING YOUR ACCOUNTS

Go to <https://myapps.microsoft.com/octech.edu> and follow the prompts. Your username and temporary password can be found in your acceptance letter/email.



- check your financial aid status
- pay your bill
- review missing documents
- choose your classes
- see your transcript
- apply for graduation



- access class content
- submit assignments
- check your email
- see campus announcements



- schedule appointments with your advisor, tutors or Student Services
- see your class schedule
- add reminders to your calendar
- find class study buddies

WE ARE OPEN

Mon-Thurs 8:00am - 6:00pm

Friday 8:00am - 1:30pm

803.535.1224 | earlycollege@octech.edu



JOIN CAMPUS COMMUNICATION

Your D2L Brightspace student email address is automatically enrolled in the college's emergency alert system, Regroup. Add your cell phone number and personal email address so you don't miss important announcements.

ATTEND ORIENTATION

Visit the orientation page at octech.edu for helpful information and tips about being an OCtech student.

You'll also find:

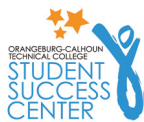
- Bookstore information
- D2L Brightspace workshops
- student policies
- video tutorials and more!

GET YOUR STUDENT ID AND PARKING PERMIT

Student IDs are available in Student Services in Building S. You must sign up for classes before getting an ID. Permits are required to park on campus. Parking permits may be purchased at the cashier's desk in Building S.

EXPLORE OUR STUDENT SUCCESS CENTER

You have access to free tutoring services through the Student Success Center. In-person and online tutoring is available, as well as a variety of study resources to help you succeed.



Located in Building S
in the Student Commons
803.535.1376
success@octech.edu

REACH HIGHER. ARRIVE SOONER.
EarlyCollege
Orangeburg-Calhoun Technical College



PREPARE FOR YOUR 1ST DAY OF CLASS

COMPLETE FIRST FLIGHT

This free course is an orientation to D2L/Brightspace, the college's learning management system that houses our hybrid and online classes. You'll be introduced to the various tools your instructors may use in their courses as well as support that is available to you as an OCtech student. We'll send you an email once you've been enrolled.

ATTENDANCE IS REQUIRED

If you can't attend, it's your responsibility to notify the instructor prior to your first class. If you don't attend or notify your instructor of your expected absence, you'll be dropped from the class.

ADD/DROP

If you need to add or drop a class, you can do so without penalty by the second day of 7-week classes or end of the first week of semester classes. If you drop a class, you are responsible for paying any non-refundable fees.

ONLINE CLASSES

are found in your D2L Brightspace account.

COLLEGE WI-FI

is free with your student account.

ON-CAMPUS PRINTERS

are located in the Library. Copies are 10 cents per page with your student ID. Visit the Bookstore first in Building B to add money to your account.

MAKE SURE YOU HAVE THE RIGHT TECHNOLOGY

All OCtech programs require a computer. Computers must have a USB port and be able to:

- add a second browser such as Chrome, Edge or Firefox
- play, download and record audio and video
- download a free Microsoft Office 365 license provided by OCtech

Office 365 gives you access to Word, Excel, PowerPoint, Outlook and free cloud storage. These products are available through our MyApps portal.