



MANHATTAN
TECH

**NEW STUDENT
ORIENTATION GUIDE**

**FALL SEMESTER BEGINS
MONDAY, AUGUST 19TH, 2024**

NEW STUDENT ORIENTATION GUIDE

We are excited to welcome you to **MANHATTAN TECH!**

This booklet will be a valuable resource as you navigate your time at the college. Please note that the information found in this booklet is subject to change. Visit the Manhattan Tech website for the most up-to-date information.

 manhattantech.edu


STUDENT HANDBOOK & COLLEGE CATALOG

The Student Handbook & College Catalog is an excellent source of important information to help you navigate the college. The Student Handbook includes important dates, student resources that are on campus, student life information, college policies/procedures, and more.

 manhattantech.edu/catalog

It is your responsibility as a student to know and abide by Manhattan Area Technical College policies and procedures, which are available online.

 manhattantech.edu/policies

 785-587-2800

 academics@manhattantech.edu



STUDENT ACCOUNTS

Student's Name	Username	E-mail
Johnny Kaw	johnnykaw	johnnykaw@manhattantech.edu

STUDENT EMAIL

Email is the official method of communication at Manhattan Tech. All college communications will go to your student email account.

Please log in and check it regularly.

 outlook.com/matc.net

MATCONLINE

MATCOnline is your central hub for various essential tools you'll use as a student. This allows you to check course schedules, view grade history, view unofficial transcripts, authorize direct deposit, apply for graduation, and much more.

 matconline.matc.net

CAMPUS WIFI

Connect your personal devices to the campus wireless network using the SecureW2 JoinNow cloud configuration service.

 manhattantech.edu/joinwifi

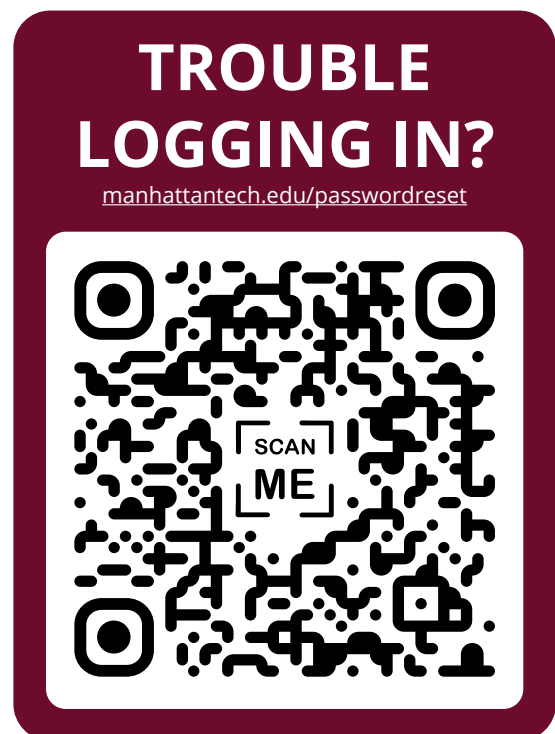
If you are unable to connect, please submit a ticket to the IT Help Desk for assistance.

CANVAS

Canvas is the college's online learning management system. Online courses will be hosted entirely on Canvas. For on-campus courses, depending on how your instructor uses the system, you may be able to access course information, take quizzes, check your grades, and more.

 manhattantech.instructure.com

You can access Canvas Help Guides anytime by logging into Canvas and clicking on "Help". These guides offer insights on submitting assignments, navigating courses, and many other resources.



CAMPUS RESOURCES

WELCOME DESK

It's important to us that you enjoy your college experience and have all the tools you need to succeed. If you have questions, concerns, or do not know where to go or who to talk to, the Welcome Desk can help! Stop by the Commons or call 785-587-2800.

COUNSELING, WELLNESS, AND ADVOCACY

As a Manhattan Tech student, you and your household members have access to the **WellConnect** student assistance program.

This free and confidential service, available to all Manhattan Tech students through WellConnect, provides you or anyone in your household referrals and support for:

- » Counseling: in-person, phone, video and text
- » Life skills
- » Financial and legal consultation
- » And much more!

 **866-640-4777**

 **WellConnectForYou.com**
Code: MATC-STU

PARKING PERMITS

Parking permits are available for pickup from the Security Officer at the Welcome Desk. Parking permits must be displayed in the lower front driver's side windshield. See campus map on page 10 for parking lot details.

TEACHING AND LEARNING CENTER

The Teaching & Learning Center (TLC) assists students in achieving their academic goals.

The TLC extends its services to all Manhattan Tech students and alumni, providing an inclusive environment for study and collaborative work. Equipped with campus computers, it ensures your academic and professional endeavors are supported effectively.

- » Printing, copying, scanning/faxing
- » Private and semi-private study areas
- » Access to tutoring and academic support services
- » Achievement Center testing services and accommodations
- » Research and database assistance
- » Assistance with using webmail, MATCOnline, and Canvas
- » Resume writing and proofreading instructions
- » Student seminars and class orientations

BOOKS

Students can order online through eCampus. Order from the Textbooks drop down menu or Shop by Courses, Select the Term, select your Course(s) and select Find Materials for Courses.

 **manhattantech.ecampus.com**

Questions:

 **859-209-6958**

 **bookstore@ecampus.com**

RAVE EMERGENCY NOTIFICATIONS

RAVE notifies students of critical messages like weather delays and emergencies. All students will be automatically enrolled in the Alert system.

SAFE DEFEND

Manhattan Tech has partnered with SafeDefend™, a comprehensive system designed to prepare, notify, and safeguard individuals in the event of active shooter or other violent scenarios.

COMMUNITY RESOURCES

The College maintains a list of community resources for students. There may be other providers that are not on this list, as it is not an exhaustive list. If there is a resource you think would benefit students, submit a request to have it added.

ATA Bus transportation

Manhattan Tech students, faculty, and staff are eligible for free rides. Show your College Issued ID when boarding the bus in order to ride free. View ATA buses website for more information.

K-State Recreational Complex

Full-time students are eligible to purchase membership to the Kansas State Recreational Complex. Visit KSU's Recreational Services page for costs and membership information.

 manhattantech.edu/community

SUPPORT SERVICES & ACCOMMODATIONS

At Manhattan Tech, we prioritize compliance with the Americans with Disabilities Act Amendments Act and Section 504 of the Rehabilitation Act. We are dedicated to providing equitable opportunities for all students by offering necessary accommodations. These accommodations are intended to level the playing field for students with documented disabilities without compromising academic standards or granting unfair advantages.

To access accommodations, students must receive approval from the college. Returning students who have already completed the Accommodations Request Form and submitted documentation only need to schedule an accommodation planning meeting.

Steps to access accommodations:

- 1 Disclose your Disability & Submit Documentation**
- 2 Schedule an Accommodation Planning Meeting**

For more information, visit:

 manhattantech.edu/accommodations

STUDENT ID CARD

If you haven't yet received your student ID card, you can have one made by visiting Campus Security during the hours posted at the Welcome Desk.



ACADEMIC INFORMATION

SCHEDULE APPOINTMENTS

To schedule an appointment with any office, visit the provided link.

On the scheduling page:

- » Select the office you wish to visit
- » Choose a convenient date and time from the available slots
- » Enter the required information: name, contact details, and the purpose of the appointment
- » Review your details and confirm the booking

 manhattantech.edu/appointment

CHANGES IN COURSE REGISTRATION

Students already registered for their course(s) and looking to amend their schedule by adding, dropping, or withdrawing may submit the form below or contact their advisor.

There are specific deadlines for withdrawing from each course; students should refer to the Drop/Withdrawal calendar for their course dates.

 manhattantech.edu/add/drop/form

DROP/WITHDRAWAL PERIOD

Refund and drop/withdrawal deadlines for classes with non-standard dates may differ. These important dates are outlined in the drop/withdrawal calendar, which specifies the deadlines for 100% and 50% refunds, as well as the last day to withdraw.

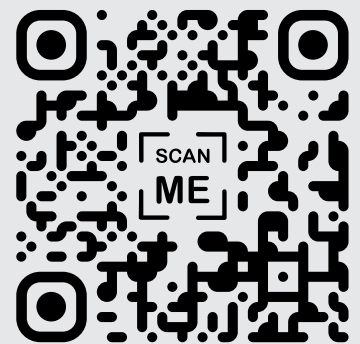
To meet these deadlines, students must submit a Drop or Withdrawal form before the specified dates.

For detailed information, please refer to the Drop/Withdrawal calendar.

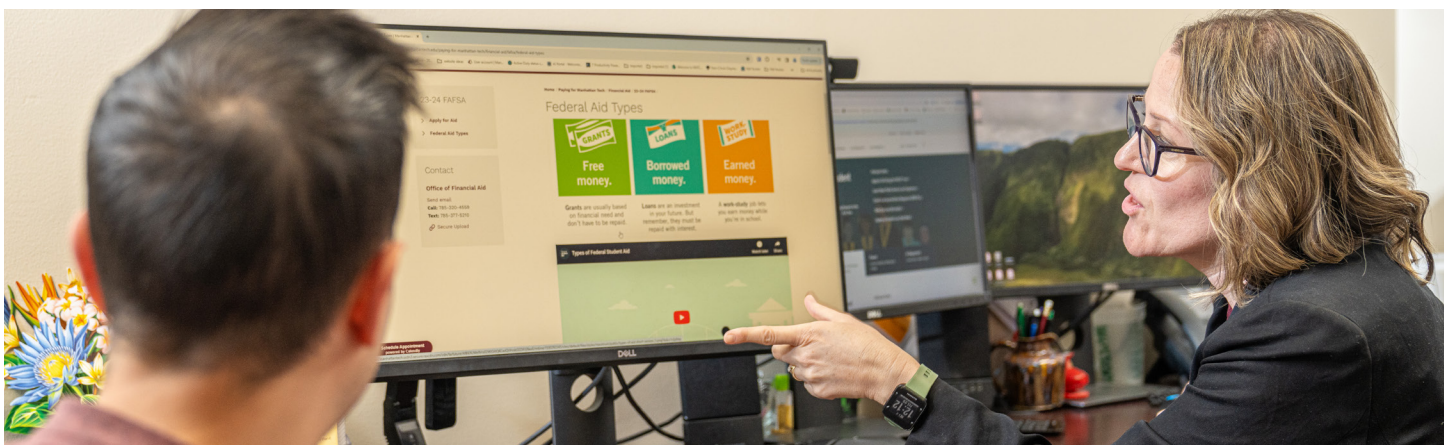
 manhattantech.edu/dropcalendar

ACADEMIC CALENDAR

Scan to visit the online calendar to see important dates and deadlines for the year.



 manhattantech.edu/calendar



FINANCIAL AID

The college recommends that you check your financial aid status online:

 netpartner.matc.net/NetPartnerStudent

If you intend to file for financial aid and have not done so, you should do so as soon as possible by filing the FAFSA (Free Application for Federal Student Aid).

 studentaid.gov  financialaid@manhattantech.edu

 785-320-4559  785-377-5210

FINANCIAL AID DISTRIBUTION PROCEDURE

Financial Aid awards are applied to your tuition account on the months listed below.

Term	Month of 1 st Disbursement
Fall	September
Spring	February
Summer	June

If you have set up direct deposit in MATCOnline, any credit balances are deposited directly into your bank account. If not, the Business Office mails overage checks to your permanent home address on record.

WORK-STUDY

Student employment (work-study) is an excellent opportunity for you to get real workplace experience while also earning money to help with the costs associated with going to college. Unlike other types of financial aid, work-study earnings are distributed in a paycheck, based on hours worked, just like a normal job. The current pay rate is \$10 per hour.

For questions or to determine eligibility, please contact the Financial Aid Office.

 manhattantech.edu/workstudy

30 DAY DELAY POLICY

Financial aid disbursement typically begins about 30 days after classes start, with refunds processed shortly thereafter. This timeline starts on the first day of the semester. Students should plan accordingly for living expenses during this period. To help with book costs, eligible students can use book vouchers during the first week of the semester.

PAY FOR COLLEGE

PAY ONLINE

- 1 Log into MATCOnline at matconline.matc.net
- 2 Select **Tuition, Fees and Billing**
- 3 Select **My Account Information**

PAY IN PERSON

Visit the Welcome Desk during business hours to check your current balance and submit payment.

Pay by cash, check, or card.

PAY BY PHONE

You may call the college anytime during business hours to check your current balance and submit payment.

By phone you can submit payment by credit/debit card.

 **785-320-4512**

PAY BY MAIL

Send a check, money order or cashier's check to:

Manhattan Area Technical College
P.O. Box 1123
Manhattan, KS 66505

Must include the student's full name and student ID number in the memo line.

TO KEEP YOUR REGISTRATION FROM POTENTIALLY BEING CANCELLED:

Complete one of the following prior to the financial obligation deadline:

- » Pay tuition in full
- » Set-up a payment plan
manhattantech.edu/paymentplans
- » Complete the FAFSA
(Free Application for Federal Student Aid)
- » Provide a third-party payment authorization to the Student Account Specialist
(employer, Military Benefits, etc.)



IMPORTANT:

If you are not enrolled in a payment plan and do not have a FAFSA on file, you must have a down payment in place by **August 30th, 2024** or your registration might be cancelled.

Tuition is due in full by August 30th, and a \$25 per month late fee will be applied for any unpaid balances at that time. If your registration is cancelled due to non-payment you may not be able to get back into full courses.

Contact the Student Account Specialist with questions about tuition payments.



manhattantech.edu/finances



studentaccounts@manhattantech.edu

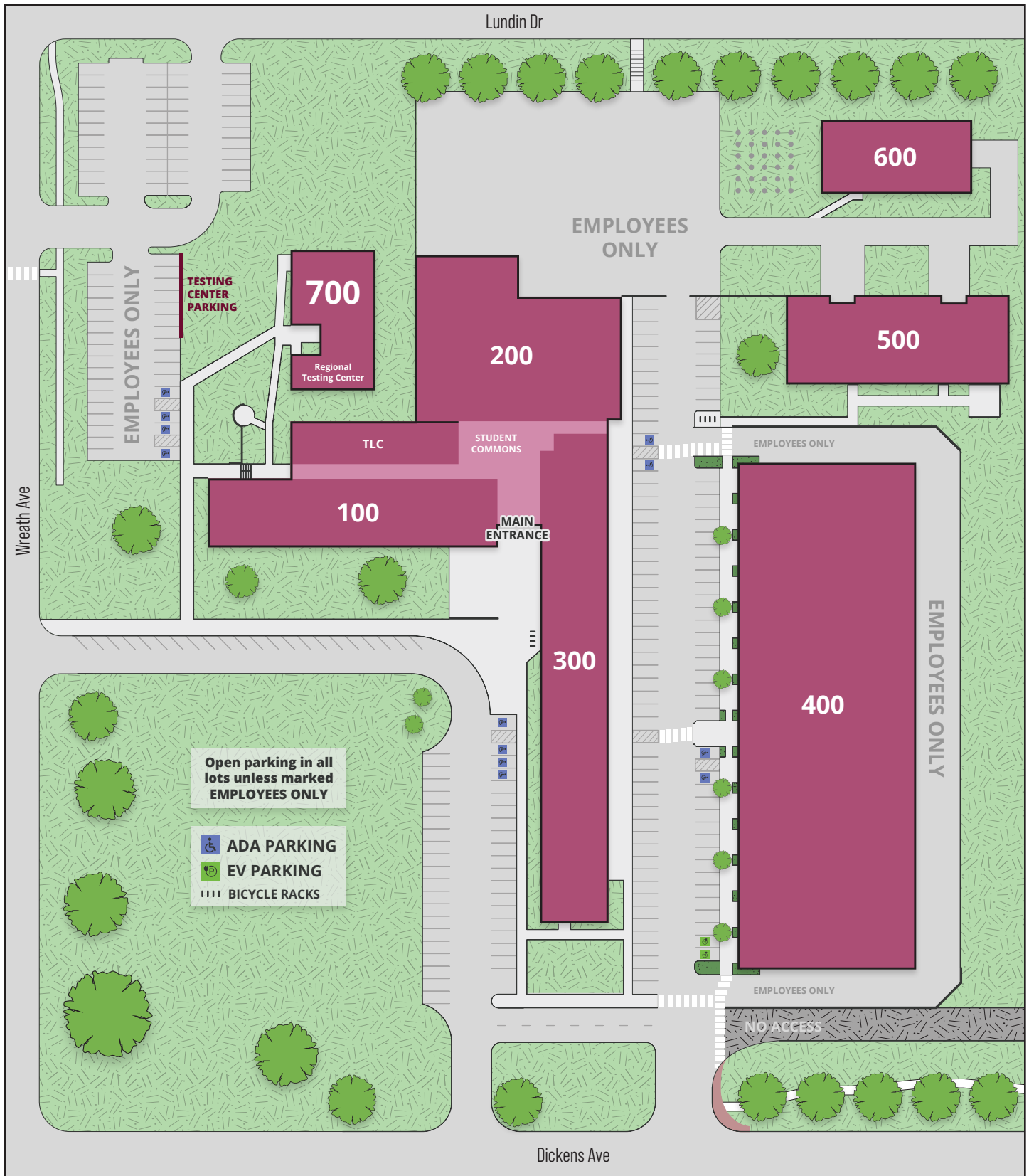


(785) 320-4512



(785) 377-5092

CAMPUS MAP | MANHATTAN CAMPUS



View full detail building maps online


 manhattantech.edu/maps

HELPFUL CONTACTS

You can find contact information for our department offices, including direct staff email addresses and phone numbers, in our online directory.

 manhattantech.edu/directory


Welcome Desk

 785-587-2800 | Option 1

Academic Advising

 advising@manhattantech.edu


 785-587-2800 | Option 1

 785-347-8858


Admissions


 admissions@manhattantech.edu


 785-320-4560

 785-504-1679

Accommodations

 accommodations@manhattantech.edu

 785-587-2800

 785-367-3573


Title IX Coordinator


Neil Ross, Dean of Student Services

 titleix@manhattantech.edu

 785-320-4554

Campus Security

 security@manhattantech.edu

 785-410-3844

Student Accounts

 studentaccounts@manhattantech.edu

 785-320-4512

 785-377-5092


Financial Aid

 financialaid@manhattantech.edu


 785-320-4559

 785-377-5210


Registrar


 registrar@manhattantech.edu

 785-320-4544

 785-450-8339

Technology Assistance

 helpdesk@manhattantech.edu

 support.manhattantech.edu

Teaching and Learning Center

 tlc@manhattantech.edu

 785-320-4854



MANHATTAN AREA TECHNICAL COLLEGE

785.587.2800

studentservices@manhattantech.edu

3136 Dickens Ave | Manhattan, KS 66503

@ManhattanTech

facebook. twitter 

www.manhattantech.edu

Manhattan Area Technical College is an open institution and does not discriminate. For Manhattan Tech's non-discrimination policy and a full list of regulatory specific contact persons visit the following web page:

www.manhattantech.edu/hr