State Fair Community College

WHITEMAN AIR FORCE BASE

NEWLY ADMITTED STUDENT INFORMATION PACKET

OFFICE HOURS

Monday-Thursday 7:30 - 5:00

Friday 7:30 - 3:00

PHONE NUMBER: 660-563-3358

WHITEMAN OFFICE STAFF

John Matthews - Director: jmatthews@sfccmo.edu

Jeannie Harrington: jharrington1@sfccmo.edu

Nick Dannenfelser: cdannenfelser@sfccmo.edu

IMPORTANT CAMPUS NUMBERS:

Campus Store 660-596-7447

Financial Aid 660-530-5834

Business Office 660-530-5826

Academic Records and Registrar 660-530-5829

Key Web Sites

SFCC - **www.sfccmo.edu**

Financial Aid - **www.fafsa.gov**

Canvas – **sfccmo.instructure.com**

MyCAA - **www.aiportal.acc.af.mil/mycaa**

Books/SFCC Merchandise - **www.sfccbooks.com**

SFCC Student Portal – **https://mySFCC.sfccmo.edu/**

NON-MILITARY ASSOCIATED STUDENTS

For students who do not already have access to WAFB, please let us know when you enroll in your classes.

- Provide the SFCC-WAFB office a copy of your driver's license, passport or passport card and your social security card to get you entry access to WAFB.
- You will need someone to sign you onto the base until WAFB authorities approve your access.

SFCC-WAFB will submit your information (SSN, birthdate, & driver's license/passport info) to WAFB authorities to request access approval for you to attend SFCC-WAFB classes. This pass will allow you to access the base **ONLY** during class times. *You **MAY NOT** use the pass for other purposes on base.* If you do, your access will be revoked and you will not be able to attend your WAFB classes.

MILITARY TUITION ASSISTANCE

For active duty members and some guard and reserve personnel. This pays for tuition costs only. It does not pay for books, course materials, or any other non-tuition charge. For active duty Air Force personnel, your submission/approval window is no earlier than 45 days before the class starts and no later than 7 days before the class starts. TA requests must be submitted for each class you enroll in every semester.

MyCAA (Military Spouse Assistance)

Go to the MyCAA Spouse Portal online at **https://aiportal.acc.af.mil/mycaa** and provide the required Spouse Profile information. A real-time Defense Enrollment Eligibility Reporting System eligibility check will confirm if you meet MyCAA eligibility requirements. Once confirmed, you can move forward and establish a MyCAA Account. Those who do not pass this check will be provided additional guidance. Your MyCAA requests for payment must be submitted to MyCAA no later than 14 days before start of each class.

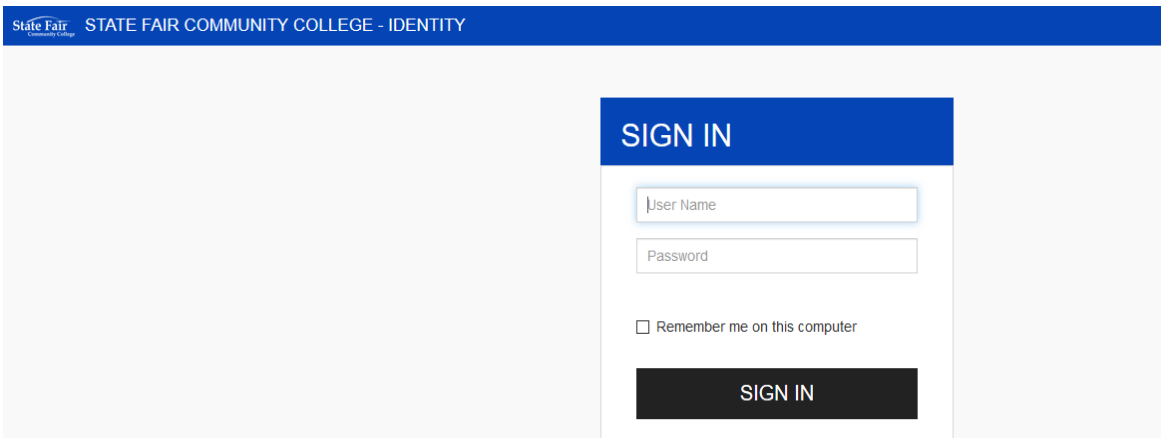
VETERANS EDUCATION BENEFITS

Provide the SFCC-WAFB office a copy of your Certificate of Eligibility letter or a printed copy of your VA Education Benefits application and DD Form 214. We will certify your enrollment with the VA the week classes begin. This will initiate the VA payment process. VA payments many times are received after the SFCC payment due date. This means you may receive a bill from SFCC. If this happens please check with our office to ensure we have submitted your VA enrollment certification. Always notify us when you enroll or change your enrollment or drop any classes.

mySFCC – STUDENT PORTAL

This is the SFCC student portal and is used to access your SFCC student email account, degree plans, online class information, financial aid information, payment information, student activities information, and lots of other information. Access mySFCC at **https://mySFCC.sfccmo.edu/** . You'll enter your first initial + last name + any qualifier you have on your email address and your password initially will be your birthdate and your capitalized first and last name initials in the format of **mmddyy-II**. For example, if your birthday was May 31, 1998 and your name is Jane Doe your initial password would be 053198-JD. *Don't forget—check your SFCC student email at least 4 times a week!*

- **To Log In to mySFCC at https://mySFCC.sfccmo.edu/:**

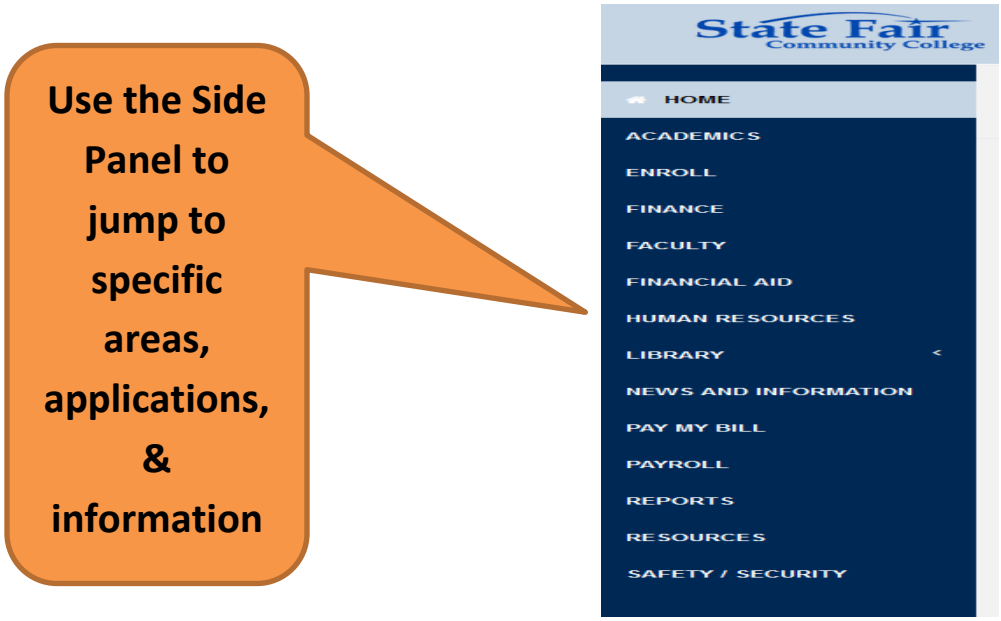


- Go to the SFCC home page: **http://www.sfccmo.edu**
- Click on the mySFCC link on the Quick Link pull down menu (this will open a new window)
- Enter your first initial + last name + any qualifier you have on your email address.
- Enter your Password. Initially it is your birth date, a dash, and your first and last name initials capitalized. (MMDDYY-II)
  - If you run into problems logging-in please call **866-295-3070**

NAVIGATING IN mySFCC

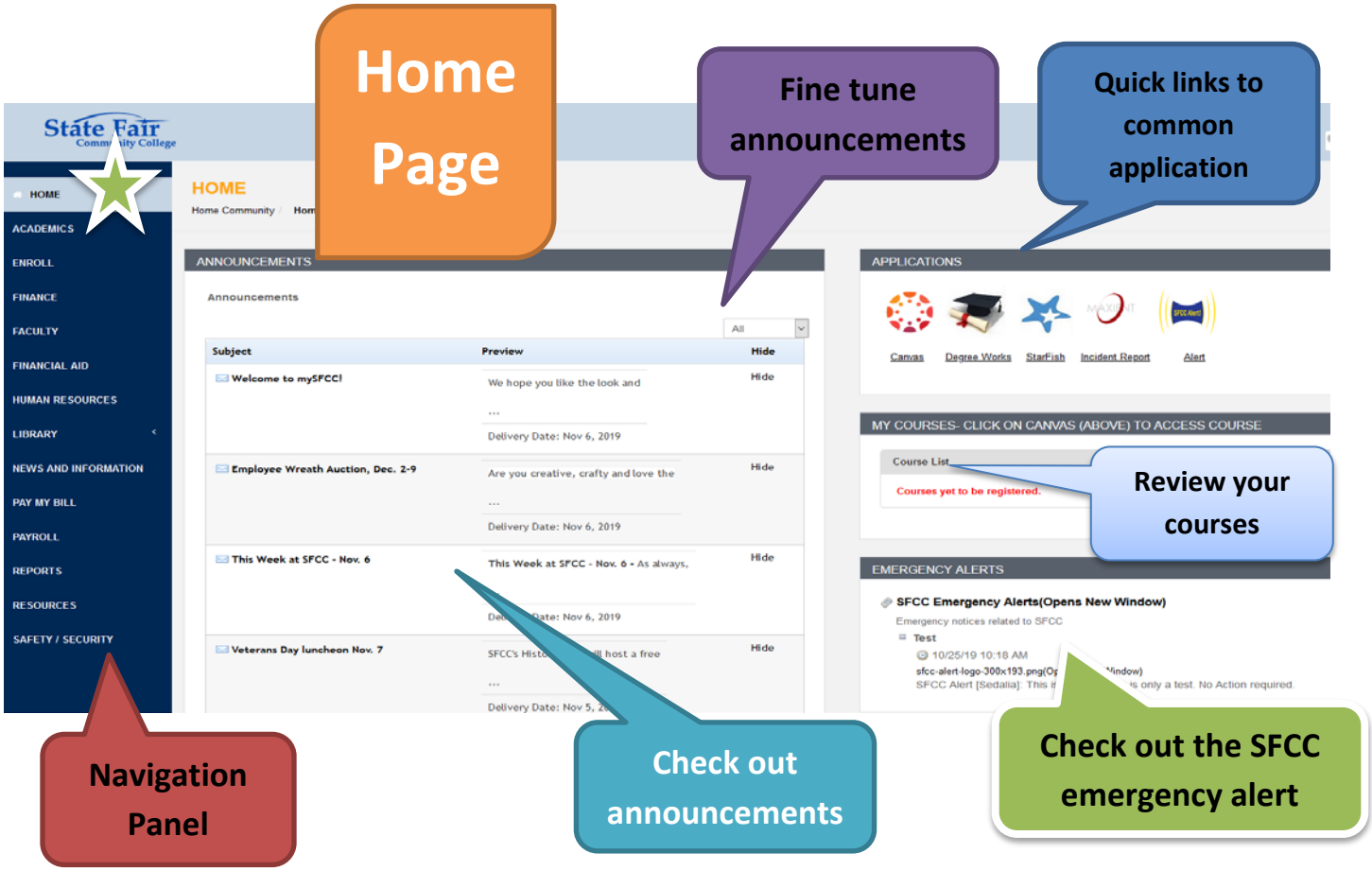
- ***Once you're logged in, you'll be on the mySFCC HOME page.***
  - You'll see a navigation panel on the left side of the page.

- ***The side panel is displayed to the left on each mySFCC page.***
  - The specific pages you'll have listed is based on your role i.e. student, student worker



➢ *Side Panel- Page Links*

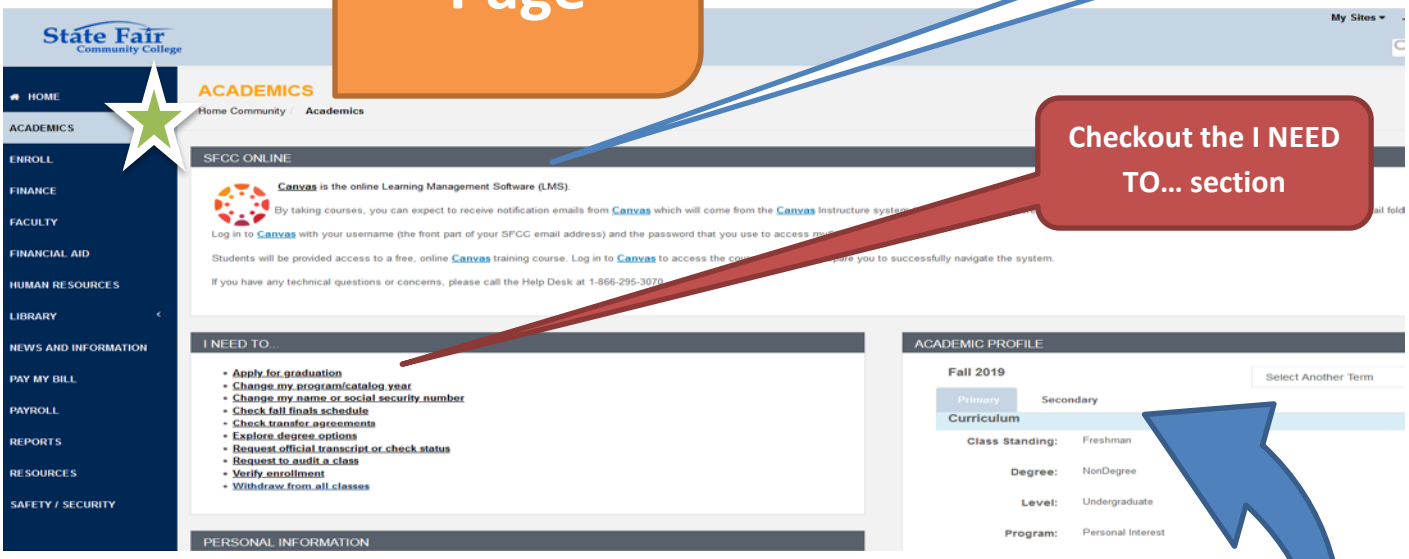
▪ ***HOME*** ▪ ***ANNOUNCEMENTS*** ▪ ***APPLICATIONS*** ▪ ***MY COURSES*** ▪ ***EMERGENCY ALERTS*** ▪ ***PERSONAL INFORMATION***	▪ ***FINANCIAL AID*** ▪ ***FINANCIAL AID REQUIREMENTS*** ▪ ***FINANCIAL AID OVERVIEW*** ▪ ***RESOURCES*** ▪ ***REQUESTING A STUDENT LOAN*** ▪ ***DISBURSEMENT SCHEDULE*** ▪ ***FINANCIAL AID APPEALS***
▪ ***ACADEMICS*** ▪ ***SFCC ONLINE*** ▪ ***I NEED TO*** ▪ ***ACADEMIC PROFILE***	▪ ***ENROLL*** ▪ ***ENROLLMENT TOOLS*** ▪ ***I NEED TO***
▪ ***PAY MY BILL*** ▪ ***PAYMENT CENTER*** ▪ ***PERSONAL MONEY MATTERS*** ▪ ***SCHOLARSHIP APPLICATIONS*** ▪ ***MY STATEMENT*** ▪ ***REQUESTING A STUDENT LOAN***	▪ ***RESOURCES*** ▪ ***STARFISH*** ▪ ***DEGREE OR CERTIFICATE AUDIT*** ▪ ***CATASTROPHIC EVENT ASSISTANCE*** ▪ ***WORK RESOURCES*** ▪ ***TUTORING AND ACADEMIC SUPPORT*** ▪ ***TESTING SERVICES*** ▪ ***CAMPUS STORE*** ▪ ***STUDENT LIFE, ACTIVITIES, RESIDENCE HALLS***
▪ ***SAFETY / SECURITY*** ▪ ***SECURITY RESOURCES*** ▪ ***SAFETY LINKS*** ▪ ***INCIDENT REPORT*** ▪ ***SFCC ALERT***	▪ ***LIBRARY*** ▪ ***TOOLS*** ▪ ***DATABASES***



ACADEMICS Page

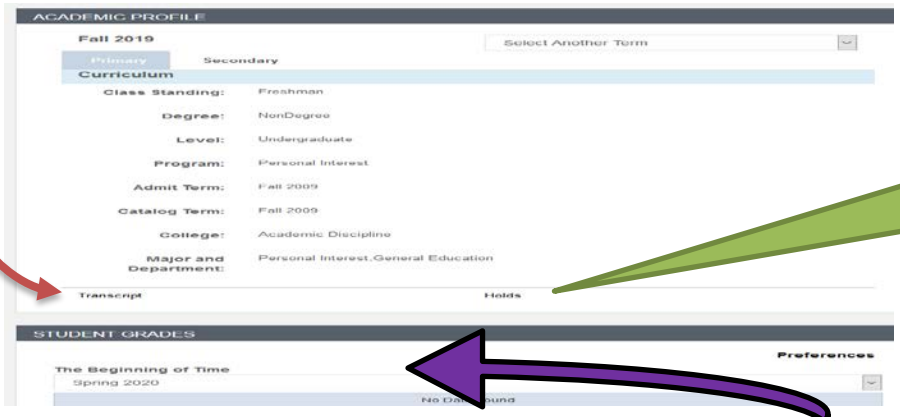
Access your online course information

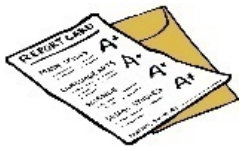
Checkout the I NEED TO… section



- ***To view your unofficial Academic Transcript:***
  - Go to the ACADEMICS page, ACADEMIC PROFILE section on the right side of the page.
  - Click on the Transcript link at the bottom of the ACADEMIC PROFILE section
  - Select the current term
  - Click on transcript
  - Select transcript level and click on submit

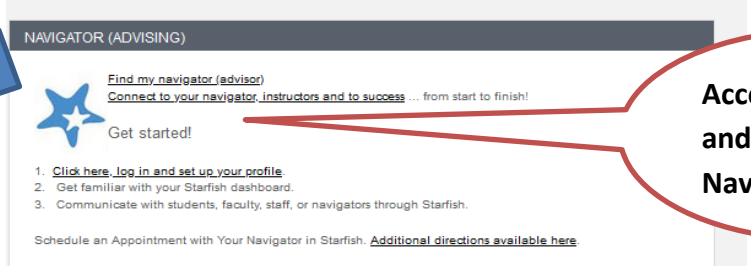
Check to see if you have any holds on your account





- ***To view your final grades***
  - Go to the ACADEMICS page, STUDENT GRADES section on the right side of the page.

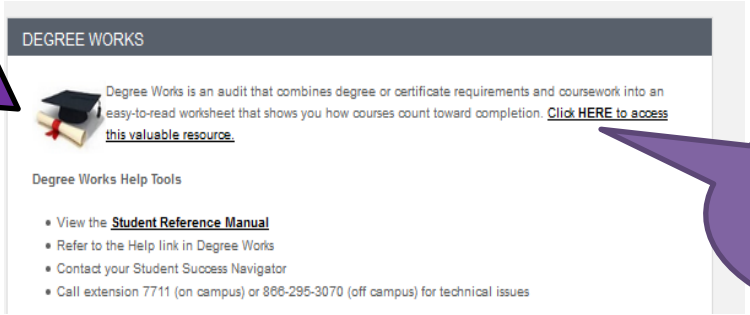
- ***To find your assigned advisor:***



Access Starfish and find who your Navigator is

- Click on the ACADEMICS page and scroll down to the NAVIGATOR (ADVISING) section

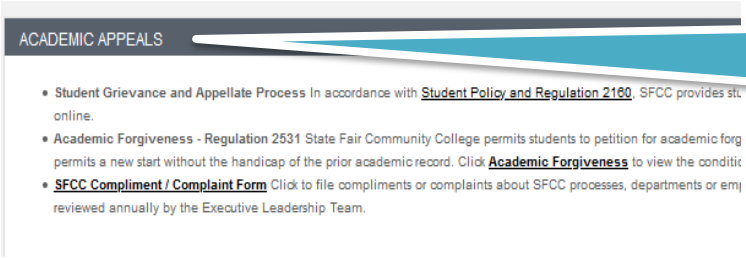
➢ *Access your degree plan:*



Know what classes you need to get your degree.

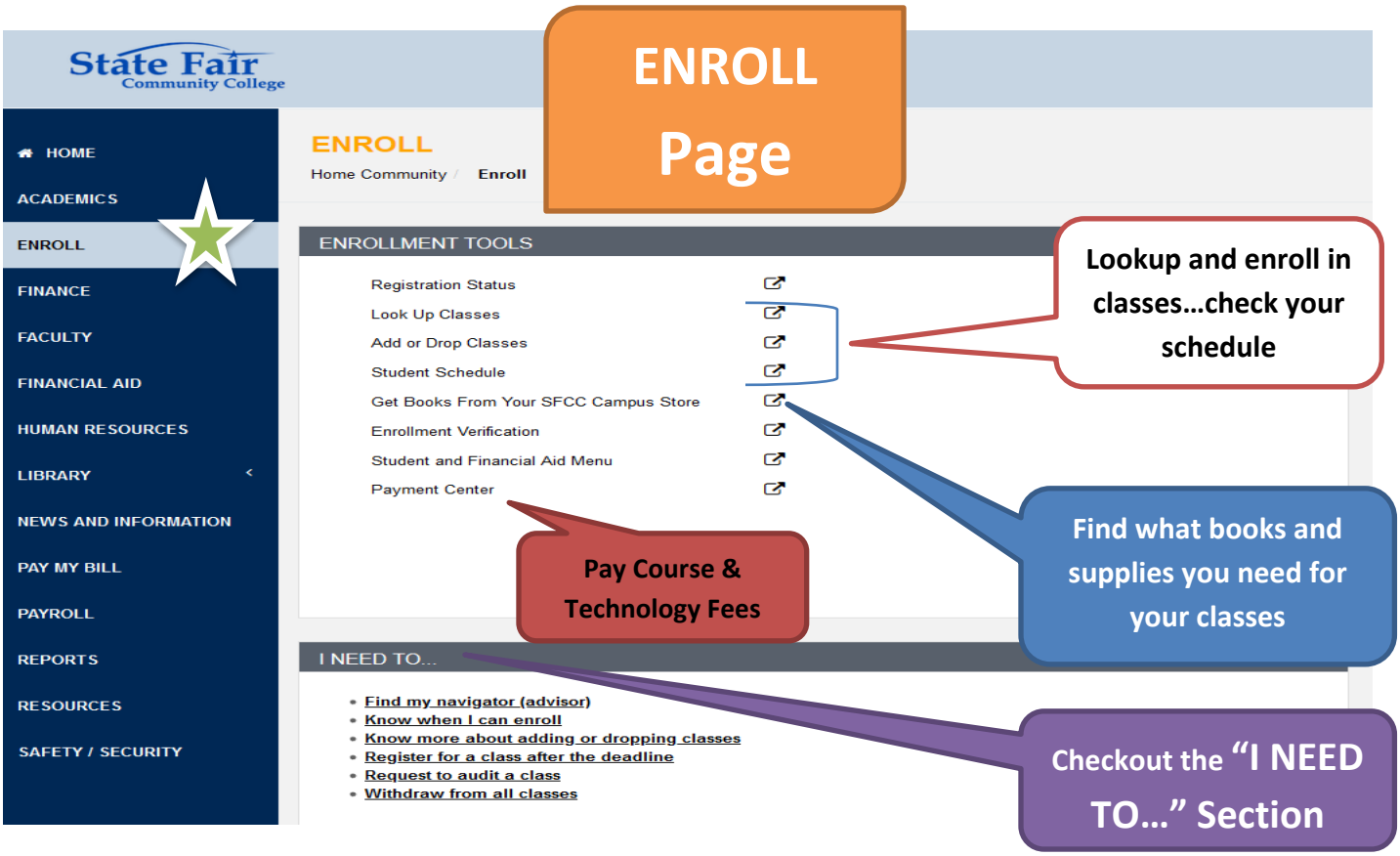
- Click on the ACADEMICS page
- Scroll down to the DegreeWorks section and click on the DegreeWorks link
- Anything with a green check mark you've completed.
- Anything with no markings are classes you still need to take to complete your degree.

➢ *To find information on academic appeals:*



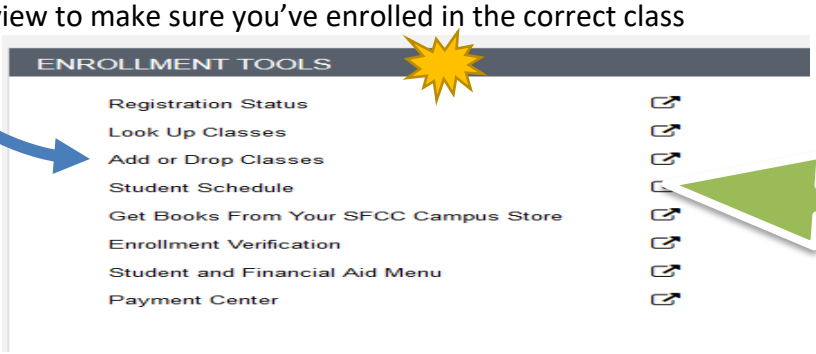
Here's where you'll find information on academic appeals

- Click on the ACADEMICS page and scroll down to the ACADEMIC APPEALS section.



➢ *To register/enroll in classes:*

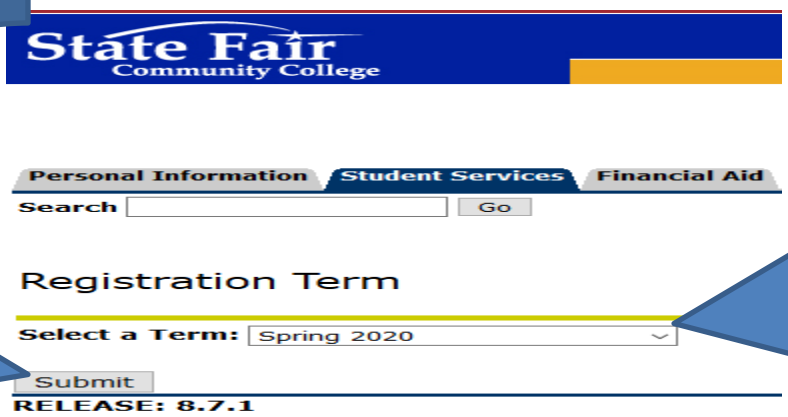
- Click on the ENROLL page
- Click on “Add or Drop Classes”
- Select the term and hit submit
- Click Advanced Search
- Select one or more of the subjects (use control key or shift key)
- Select your Campus (online, Whiteman, Sedalia, etc.)
- Select the part of term (First 8-week, Second 8-week, Full, etc.)
- Scroll to the bottom of your screen and click on the Section Search
- Click the box next to the class(es) you desire
- Click on the Register button
- Review to make sure you’ve enrolled in the correct class

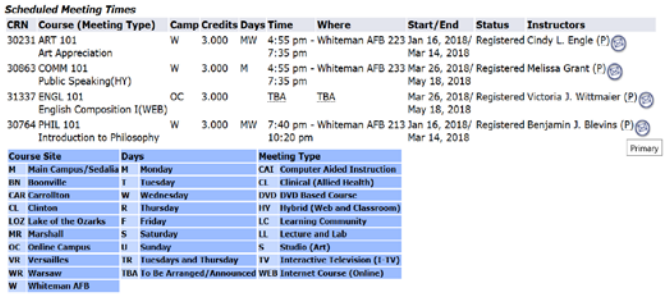


➢ *To view your schedule and to see meeting days, start times, and classroom number:*

- Go to the ENROLL page and go to the ENROLLMENT TOOLS section
- Click on “Student Schedule”

- Select correct term/semester and click on Submit





Scheduled Meeting Times

CRN	Course (Meeting Type)	Camp	Credits	Days	Time	Where	Start/End	Status	Instructors
30231	ART 101 Art Appreciation	W	3.000	MW	4:55 pm - 7:35 pm	Whiteman AFB 223	Jan 16, 2018/ Mar 14, 2018	Registered	Cindy L. Engle (P)
30863	COMM 101 Public Speaking(HY)	W	3.000	M	4:55 pm - 7:35 pm	Whiteman AFB 233	Mar 26, 2018/ May 18, 2018	Registered	Melissa Grant (P)
31337	ENGL 101 English Composition I(WEB)	OC	3.000		TBA	TBA	Mar 26, 2018/ May 18, 2018	Registered	Victoria J. Wittmaier (P)
30764	PHIL 101 Introduction to Philosophy	W	3.000	MW	7:40 pm - 10:20 pm	Whiteman AFB 213	Jan 16, 2018/ Mar 14, 2018	Registered	Benjamin J. Blevins (P)

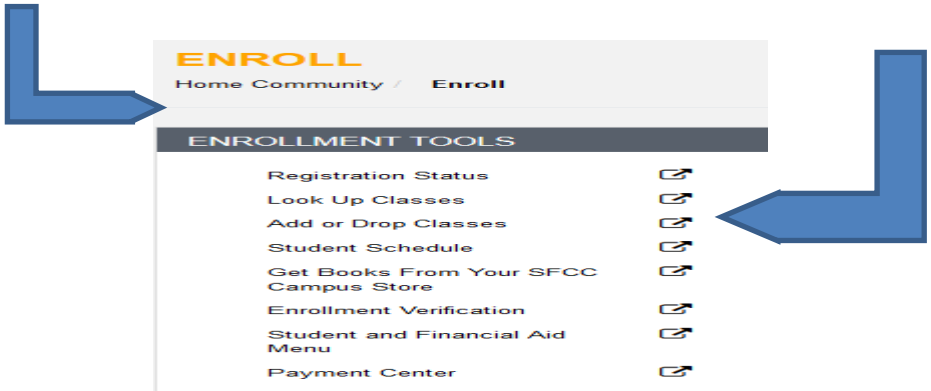
Primary

Course Site		Days		Meeting Type	
M	Main Campus/Sedalia	M	Monday	CAI	Computer Aided Instruction
BN	Boonville	T	Tuesday	CL	Clinical (Allied Health)
CAR	Carrollton	W	Wednesday	DVD	DVD Based Course
CL	Clinton	R	Thursday	HY	Hybrid (Web and Classroom)
LOZ	Lake of the Ozarks	F	Friday	LC	Learning Community
MR	Marshall	S	Saturday	LL	Lecture and Lab
OC	Online Campus	U	Sunday	S	Studio (Art)
VR	Versailles	TR	Tuesdays and Thursday	TV	Interactive Television (I-TV)
WR	Warsaw	TBA	To Be Arranged/Announced	WEB	Internet Course (Online)
W	Whiteman AFB				

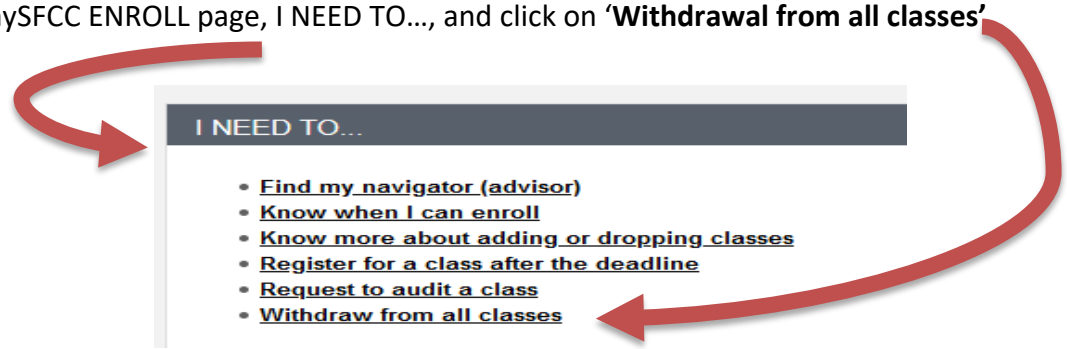
- Your semester schedule is displayed.

ADD or DROP CLASSES

- You may enroll in a class up to the day before class start date.
- If you drop a class before the end of the first week of class you will receive a 100% refund on tuition and fees for that class. Check the academic calendar for exact 100% refund dates.
  - After the first week of class, you may drop a class, but you will owe all tuition and fee charges.
  - In many cases, financial aid and other payment methods will not pay for a dropped class. This means you will be required to pay the full amount for the class.
- If a class is dropped after the 100% refund period you will receive a "W" on your transcript.
- **To actually drop a single class**
  - Go to mySFCC, ENROLL page, ENROLLMENT TOOLS section, and click on '**Add or Drop Classes'**

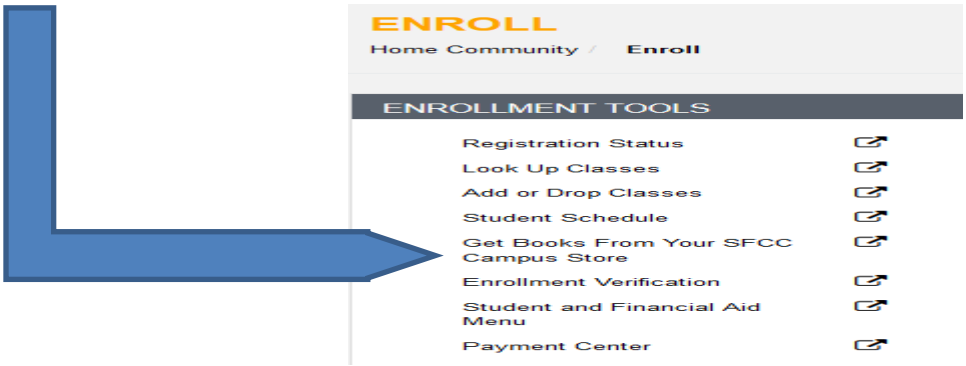


- To withdraw from **all** of your classes
  - Go to mySFCC ENROLL page, I NEED TO…, and click on '**Withdrawal from all classes'**

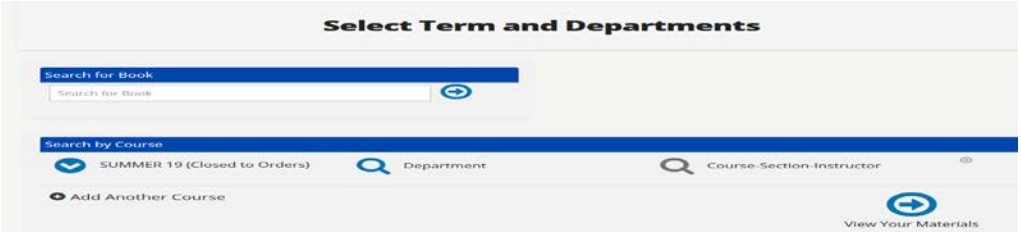


WHAT BOOKS DO I NEED?

- Go to the mySFCC ENROLL page, ENROLLMENT TOOLS section and click on 'Get Books From Your SFCC Campus Store'



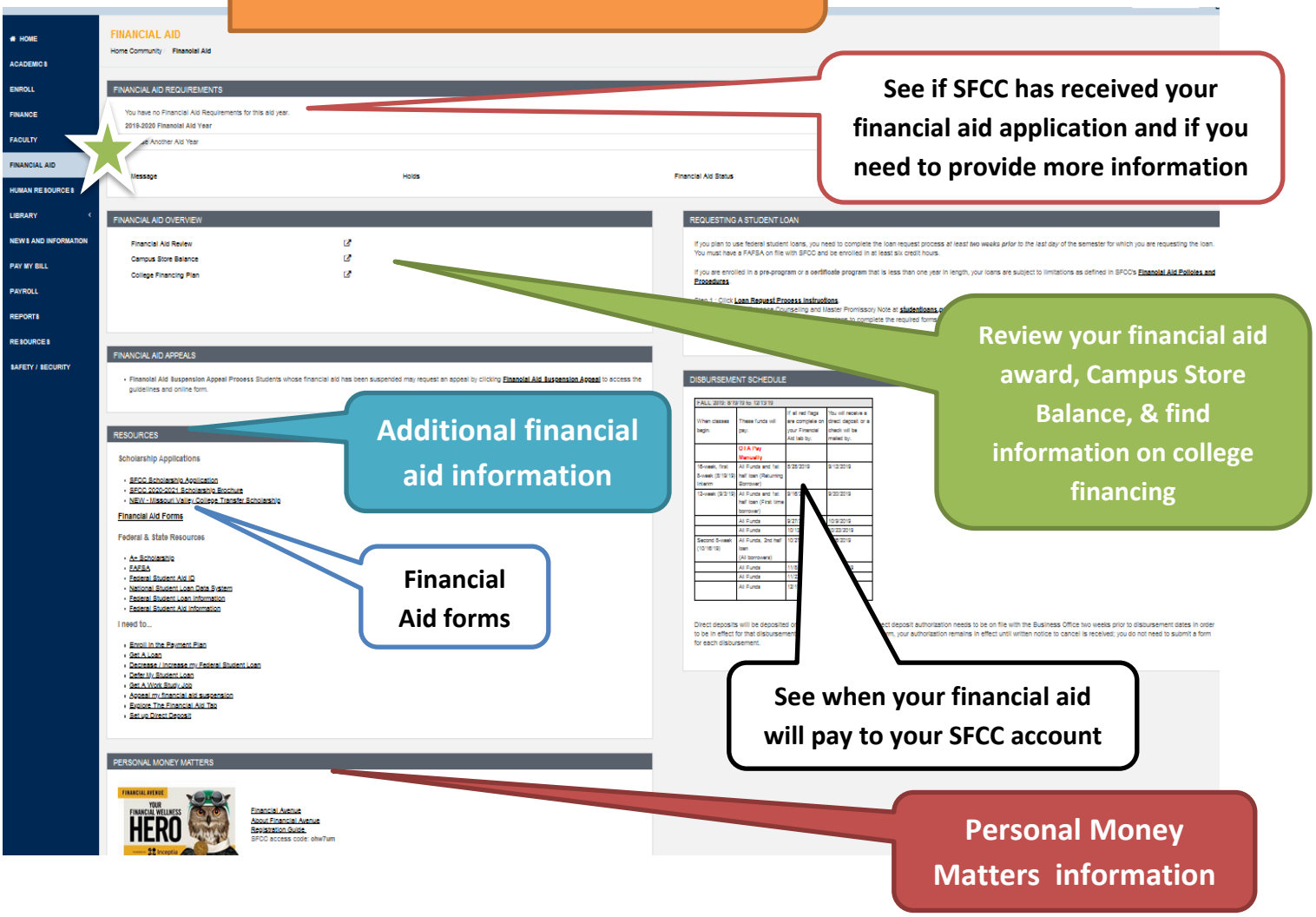
- Depending on the class, you may have options to buy new, buy used, rent new, or rent used or E-Book.
- Books may be purchased about 10 days prior to class start date at Sedalia campus or online.
- You may also view books at http://www.sfccbooks.com/home then click on **Textbooks,** and then **Order**. Enter the **Term**, then **Department**, and then **Course**. Then click on **View Your Materials**.



The little blue card that can do big things!

Your BLUECARD is your SFCC ID card. **For more frequently asked questions, visit www.sfccmo.edu/bluecard.**

FINANCIAL AID Page



➢ *To get Financial Aid*

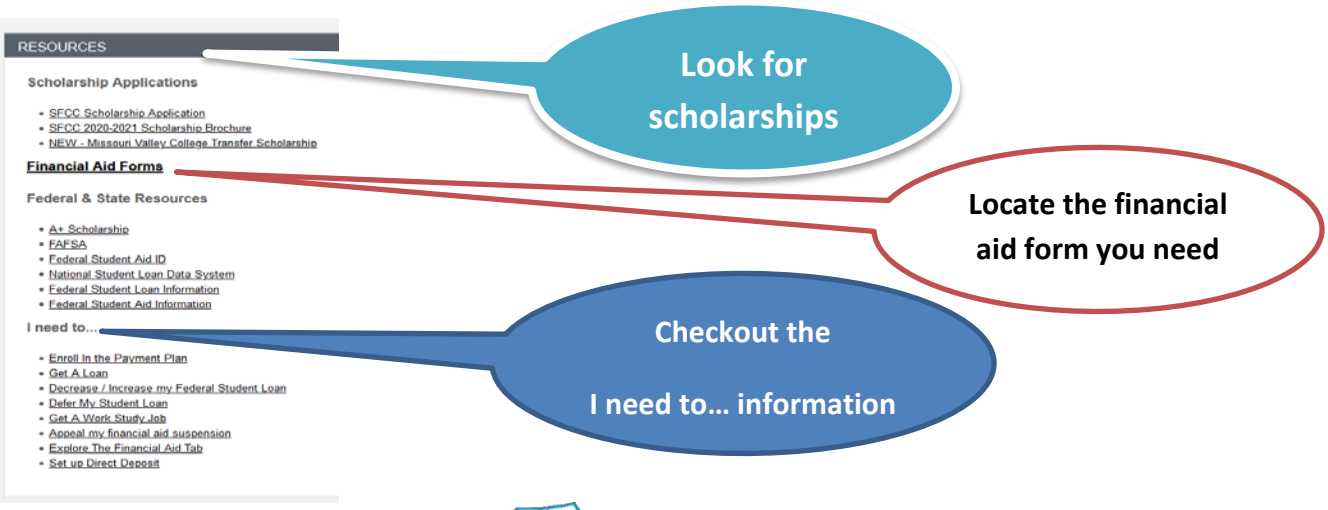
- Submit a FAFSA application at **www.fafsa.gov**
- You'll receive an email notification when SFCC receives your FAFSA information about 14 days after you submit
- Check the **FINANCIAL AID REQUIREMENTS** section on the FINANCIAL AID page to see if the financial aid office needs additional information/documentation to complete the processing/awarding of aid
  - Complete all **RED FLAGS**
  - **Green checkmarks means no action is required on that item**

➢ *To view your Financial Aid Award information*

- On the FINANCIAL AID page, go to the FINANCIAL AID OVERVIEW section
- Click on Financial Aid Review
- Select the aid year

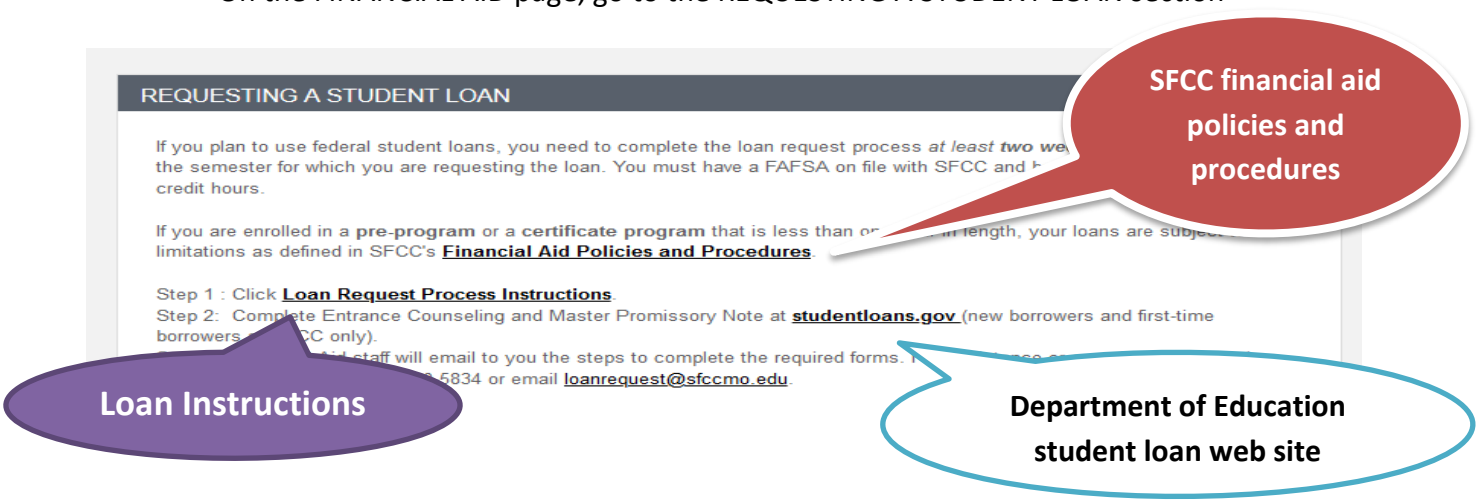
➢ *To view additional Financial Aid information*

- On the FINANCIAL AID page, go to the RESOURCES section

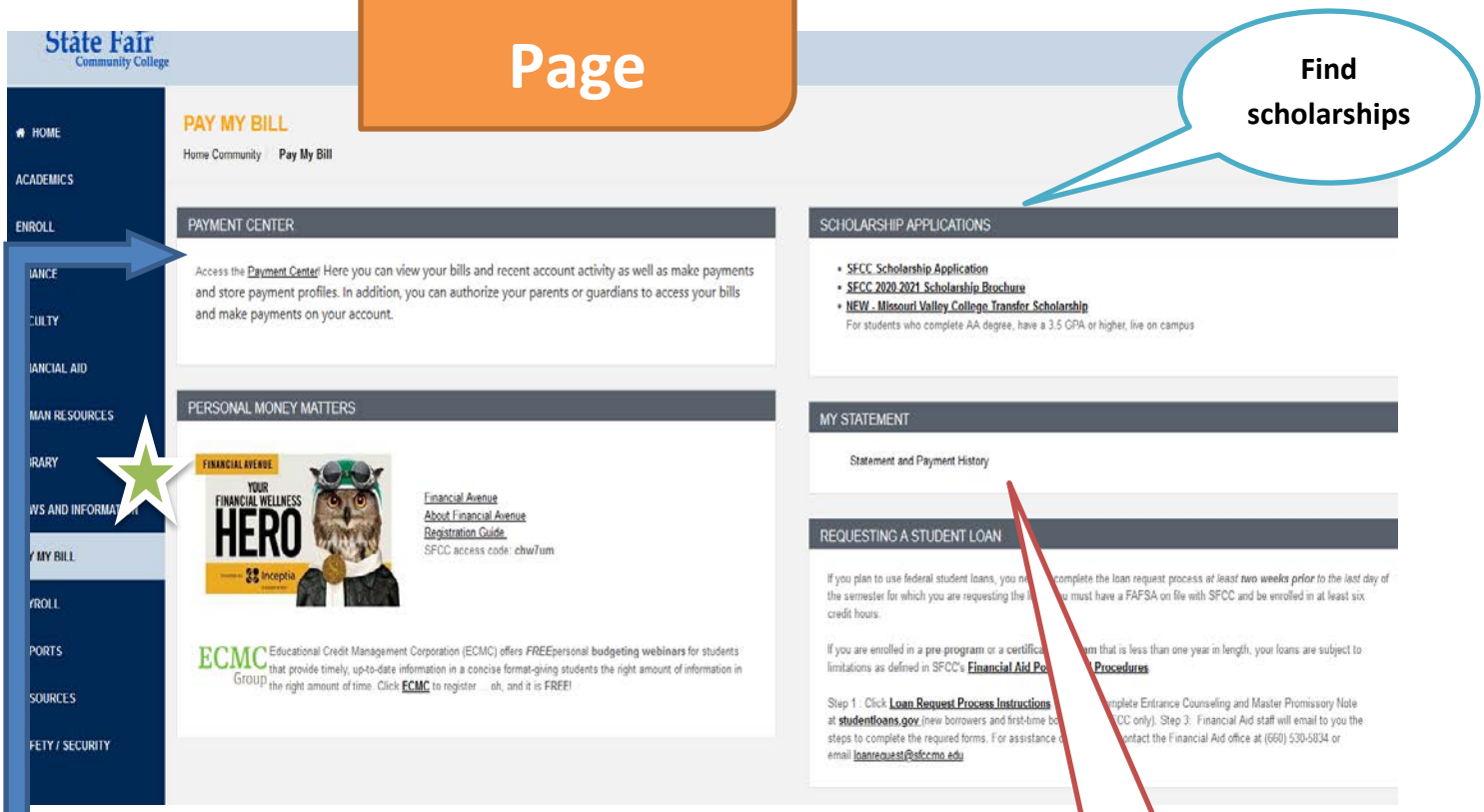


➢ *To find student loan information*

- On the FINANCIAL AID page, go to the REQUESTING A STUDENT LOAN section



PAY MY BILL Page



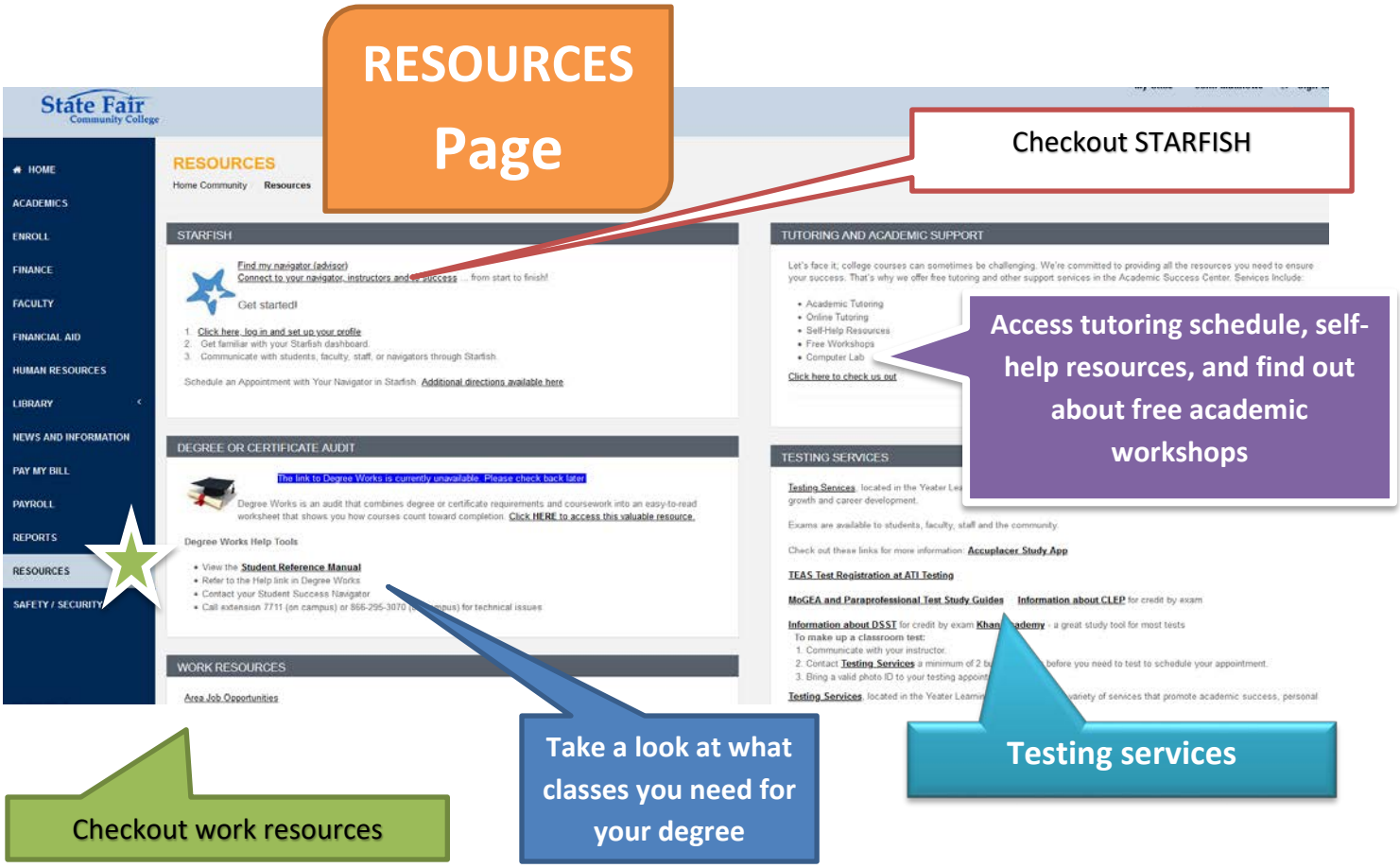
- ***To view your tuition and fee charges***
  - Click on PAY MY BILL page link
  - Go to the MY STATEMENT section on the right side of the page
  - Click on the Statement and Payment History link
  - Ensure your "pop-up blockers" are disabled

View your tuition and fee charges

- ***To make a payment***
  - Click on PAY MY BILL page link
  - Click on the Payment Center link in the PAYMENT CENTER section
  - Choose make a payment
  - Ensure your "pop-up blockers" are disabled

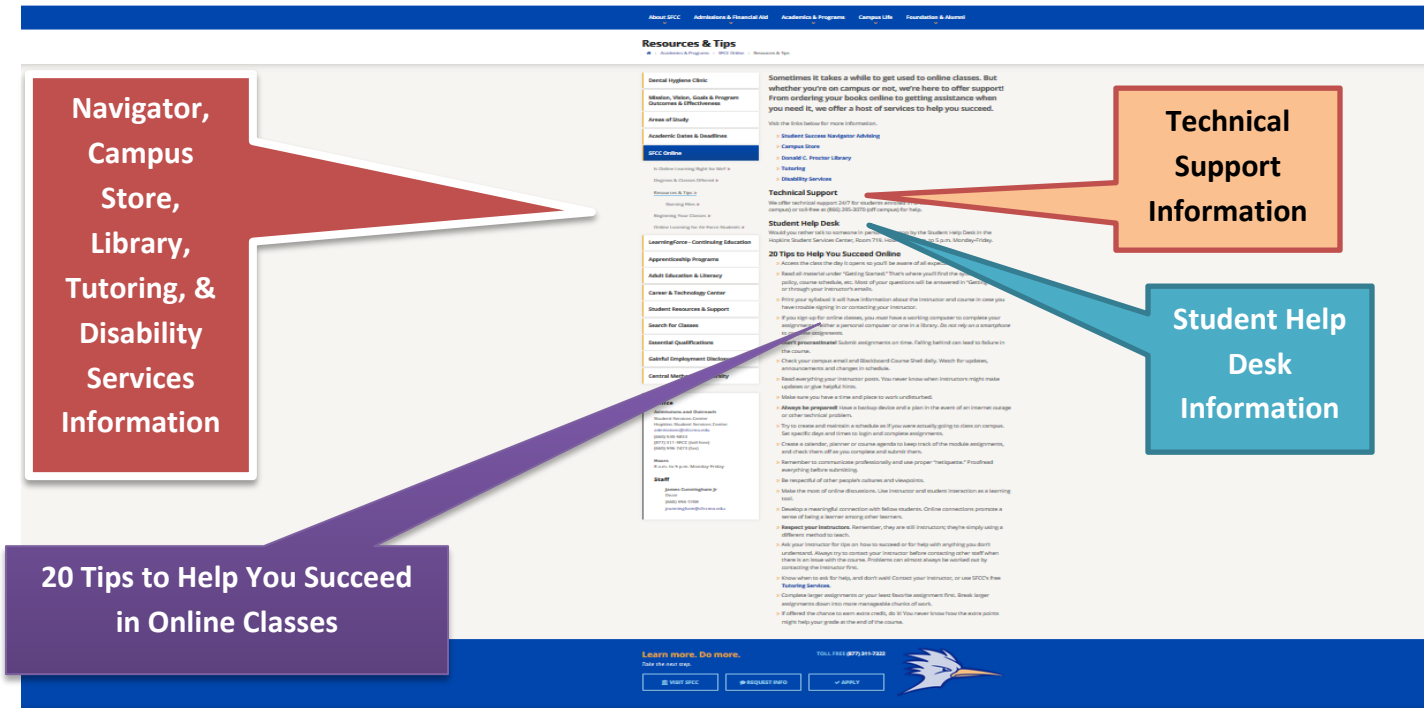
- ***To sign-up for a payment plan***
  - Click on the PAY MY BILL page link
  - Choose the "Payment Center" link in the PAYMENT CENTER section
  - Choose the "Enroll in a payment plan" tab in the quick view section
  - Choose a payment plan from the listing of available plans

    - **Students paying with VA, financial aid, or self-pay may want to enroll in a payment plan to ensure they do not have a hold placed on their account while waiting on payments to be sent to SFCC.**



Resources and Tips Available on our web site

https://www.sfccmo.edu/academics-programs/sfcc-online/resources-tips/



ONLINE CLASS INFORMATION

You will attend/participate in your online class through the internet utilizing Canvas, a course management system for web-based instruction. You will have access to your online course by logging-in to Canvas **three days before the term/class starts**. This will allow you to download/review important course information (course syllabus, some homework assignments, & lots of other information) before the class starts. It is important to note that many classes have assignments due the very first day.

- Log into **https://mySFCC.sfccmo.edu** , on the HOME or ACADEMICS page click on the CANVAS icon

- You can also log-in directly to Canvas by going to **www.sfccmo.instructure.com**

- *Expect to receive email alerts for Canvas courses. These emails will come from the Canvas Instructure system (notifications@instructure.com). It is important that you check your Inbox and Clutter or Junk Mail folders, just to be safe.*

SELECT THE COURSE YOU WANT TO VIEW

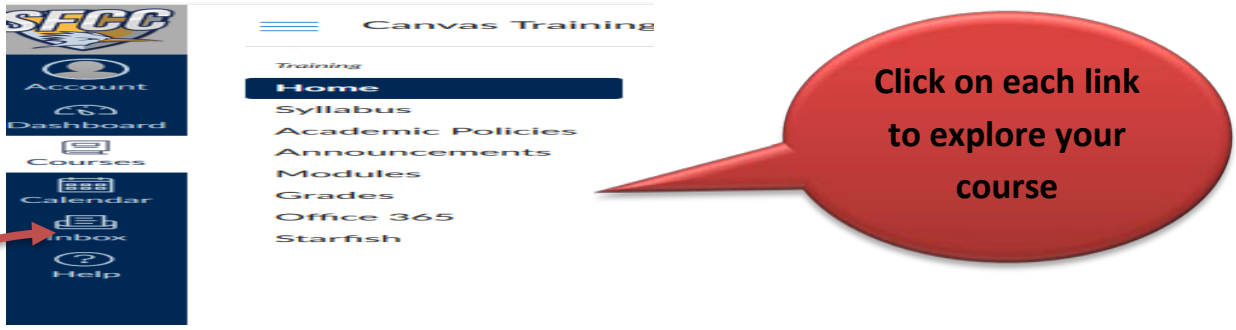
Under the **DASHBOARD**, a list of all your courses is displayed. Please note that courses can be accessed in Canvas 3 days prior to the start of any given term. The course details will indicate when the course will be available to start work.

If your courses aren't listed in Canvas by two days before the first day of class, you should go to your schedule in mySFCC to email your instructor directly and let them know you do not see their class in SFCC Online. You should then immediately contact the SFCC Help Desk.

SFCC offers a Student Help Desk to support any technical problems you might have with online or other SFCC computer systems: toll-free **866-295-3070**. Whenever you have technical problems please let your instructor know. Keep them in the loop at all times.

EXPLORE THE COURSE

After selecting a course, the first page is the Course Home Page. From this page, you will be able to jump to the course syllabus, academic policies, course announcements, modules, course grades, Office 365, and Starfish.



Note: *Please note that each instructor and different types of classes utilize Canvas differently. So expect some variations in how content is organized and the tools available within each course. The location of the course menu, key course elements such as the syllabus and modules will be consistent from course to course.*

Course content is organized within Module folders. Each Module folder will contain the course documents, assignments, exercises, and assessments. Reading through and understanding the syllabus and course documentation is imperative since it includes details on how to complete, expectations on formatting, as well as deadlines.

Don't forget **- check your SFCC email at least four times a week**

COMMUNICATION

Throughout the course, if you have questions or you need assistance, use the Inbox menu option.

Note: *Check email a few times a week. Instructors will send course communication to the SFCC student email address. Email can be accessed through mySFCC.*

To learn more about Canvas and online courses at SFCC read the below information and go to the following link for more detailed information. **https://www.sfccmo.edu/academics-programs/sfcc-online/**

WHAT YOU NEED TO KNOW ABOUT ONLINE COURSES

- Yes, you do **need a book** for online classes. Many classes have e-books.
- **Buy/rent required textbooks**. You may view what books you need and order books online at **www.sfccbooks.com**. You may buy your books and supplies in person at the SFCC Campus Store on the Sedalia campus. The Campus Store is located in the Stauffacher Building (north end by the cafeteria).
- **Check** your computer to make sure it meets the **minimum computer requirements**.
- **Familiarize yourself with the format of the class** prior to the class start date. Expect to log into each class a minimum of four times each week to complete course work, review announcements, and participate in online discussions.
- **Plan your time**. Time management is an important part of online learning. Set aside class and study time throughout each week. Let family and roommates know your class/study times.
- **Avoid procrastination.** Know assignment deadlines. Keep a calendar with due dates and study times to stay on task. Submit assignments early instead of the last hour to avoid problems.
- **Participate in class**. You are required to study and participate in class just as in a face-to-face class in order to achieve the course objectives. Grades are often given for submitting and responding to messages/posts and participating in discussion forums with your classmates.
- If you have questions or problems, ASK!! **Contact your instructor** immediately if you do not understand any assignments or directions. Email is the most effective way to communicate with your online instructor and fellow students.
- Your **SFCC email account** is the official email address that is used in our online classes. You can access you SFCC email when you log into mySFCC. Your inbox is located on your ENROLL page. ***Check this email at least 4 times a week.***
- Check announcements on the **HOME page tab** and in **Canvas** on a regular basis.

Setting Up SFCC Student Email on Your Smart Phone

Set up Exchange email on an Apple iPhone and iPad

- Email: first initial + last name + any qualifier @student.sfccmo.edu
- Username: first initial + last name + any qualifier @student.sfccmo.edu
- Password: your mySFCC password
- Domain: outlook.office365.com
- Server: outlook.office365.com

1. Select Settings > Accounts and Passwords > Add Account.

2. Select Microsoft Exchange.
3. Type the required information in the fields as requested (see above).
4. Select Next on the upper-right corner of the screen.
5. In the Server box, enter the server name (see above) and choose Next.
6. Choose the type of information you want to synchronize between your account and your device, and then Save. By default, Mail, Contacts, and Calendar information are synchronized.
7. If you're prompted to create a passcode, tap Continue and type a numeric passcode.

Set up Microsoft Exchange email on an Android

- Email: first initial + last name + any qualifier @student.sfccmo.edu
- Username: first initial + last name + any qualifier @student.sfccmo.edu
- Password: your mySFCC password
- Domain: outlook.office365.com
- Server: outlook.office365.com

1. From the Applications menu, select the Email or Mail option.
2. Type your full email address and your password, and then select Next.
3. Select Exchange account. This option may be named Exchange ActiveSync.
4. Enter your account information as required (see above) and select Next.
5. Soon the Account Options screen displays. Options vary from device to device.
6. Select Next after choosing the appropriate options and then type a name for this account and the name you want displayed when you send e-mail to others.
7. Select Done to complete the email setup and start using your account.

Set up Exchange ActiveSync on Windows Phone

- Email: first initial + last name + any qualifier @student.sfccmo.edu
- Username: first initial + last name + any qualifier @student.sfccmo.edu
- Password: your mySFCC password
- Domain: outlook.office365.com
- Server: outlook.office365.com

1. On Start, swipe left to the App list, select Settings, and then select email + accounts.
2. Select add an account > Outlook.
3. Enter email address/password, and then select Sign in. Email account is setup automatically.
4. If your email account can't be set up automatically, you'll see the message, "We couldn't find your settings". Select Advanced. Enter the appropriate fields as needed from above.
5. Select the Server requires encrypted (SSL) connection box.
6. Select Sign in.
7. Select OK if Exchange ActiveSync asks you to enforce policies or set a password.

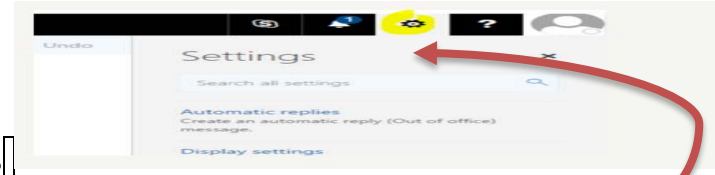
Download the entire Microsoft Office Suite 2016 for FREE

(Students can receive up to 5 free copies)

How do I install Office 365 Pro Plus?

https://www.sfccmo.edu/its-knowledge-base/office-365/

- **Log into mySFCC and your SFCC email.**
  Once logged in, click on the gear icon in the top right hand corner and choose "Office 365 Settings".



- **Click "Office 365" to get started.**

- **Click on "Install Office".**

You should activate your Office 365 Pro Plus installation with your SFCC email account (first initial + last name + any qualifier @student.sfccmo.edu) and SFCC password**.**

Experiencing an issue downloading or installing Office 365 Pro Plus?

- General Troubleshooting for Office 365 Pro Plus installation: http://support.microsoft.com/

1. William C. Hopkins Student Services Center (HO)
2. Fielding Technical Center (F)
3. Stauffacher Center for the Fine Arts (S)
4. Charles E. Yeater Learning Center (Y)
5. Daum Museum of Contemporary Art (D)
6. Residence Hall (RH)
7. Melita Day Nursery (MD)
8. Automotive Technology Building (AT)
9. Fred E. Davis Multipurpose Center (M)
10. Lamm House (LH)
11. Potter-Ewing Agriculture Building (P)
12. Maintenance Building (MB)
13. Heckart Science and Allied Health Center (HE)

Student Consent to Release Educational Records

In accordance with the Family Educational Rights and Privacy Act (FERPA), State Fair Community College is legally prohibited from releasing the information contained in a student's educational files to anyone except the student. In order for other individuals to have access to a student's educational files, financial aid information or student accounts, the student must complete and return this form.

_____ _____
Student Name (Print) Student ID Number

List name(s) of persons you wish to have authorization:

_____ _____
Name Relationship to you

_____ _____
Name Relationship to you

_____ _____
Name Relationship to you

Please check the boxes below to grant authorization to different types of information and student account records:

- ❒ allow authorization to billing statements, charges, credits, payments, repayment history (including credit reporting history), communication history, past due amounts, and/or collection activity
- ❒ allow authorization to financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress status
- ❒ allow authorization to college-maintained disciplinary action related documentation
- ❒ allow authorization to grades/GPA, demographic, registration, student ID number, academic progress status, and/or enrollment information

I, the undersigned student hereby authorize State Fair Community College to release my educational records and information as indicated above. I also understand that I have the right not to consent to the release of my educational records, and I have the right to revoke my request at any time.

_____ _____
Student Signature Date

Submit completed form to the Academic Records and Registrar's Office, State Fair Community College, 3201 West 16th Street, Sedalia Missouri 65301, (660) 530-5829, fax (660) 596-7472.

Please note that your authorization to release information has no expiration date; however, you may revoke your authorization at any time by sending a written request to the same address.