

BATES TECHNICAL COLLEGE STUDENT CHECKLIST

FALL QUARTER – 2021

Congratulations on completing your enrollment and welcome to Bates Technical College. Your first day of class is **Monday, September 27, 2021**.

The items below will need to be completed so you can be fully prepared for your first day of class.

- Attend New Student Orientation (NSO).** Visit batestech.edu/new-student-orientation for more information. NSO is an important step to attending Bates. Here we will provide you with valuable information to help make your journey at Bates successful. Our NSO is given in a virtual format.
- Verify that you can access your student email by going to my.batestech.edu > Quick Links > Email.** Check BatesTech.edu/information-technology for anything related to accessing your email, virtual labs (Bates vlabs), getting Microsoft Office 365 for your home computer, and how to contact the Student Help Desk. Forgot your student email? Visit batestech.edu/whats-my-email
- Visit the Registration Office at Downtown or South Campus to obtain your Student ID Card.**
- Attend your online or face-to-face class (general education and career training) the first week of class to avoid being dropped for non-attendance.**
- Visit batestech.edu/financial-aid-student-portal to ensure your financial aid has been processed.** Please visit the [Financial Aid](#) webpage for additional information about financial aid. (Visit batestech.edu/financial-aid-student-portal to ensure your financial aid has been processed)
- Purchase your books by going to my.batestech.edu > Quick Links > Bookstore.** Students can view what books are required for their classes and purchase them online using the [Virtual Bookstore](#).
- Obtain your free parking permit by filling out the online parking permit form at my.batestech.edu/parking-permit.** Although many classes are being taught online due to COVID-19, some programs will have some on-site lab requirements. When on campus, students must have a parking permit.
- Confirm your enrollment and view your schedule online approximately 2-3 days after registering by going to my.batestech.edu > Quicklinks > Schedule.** Here, students can view and/or print their schedule. Please verify the information is correct. If you have questions, please contact your advisor. To login, students will need their Student ID number (provided by your advisor at time of registration) and PIN. See page 2 for steps to obtain SID and PIN numbers.
- Access your online classes through [Canvas](#).** Access your online classes through Canvas or by clicking “Canvas” at BatesTech.edu. Your Bates Student ID # is your username and password for your initial login. If you run into any difficulties logging in, contact the Online Learning Center at olc@batestech.edu
- Visit batestech.edu/student-resources to get answers to frequently asked questions and obtain a copy of the Student Handbook.**
- Visit the library.batestech.edu/lowcosttech to access resources for current Bates Technical College students to support online learning during the COVID-19 closures.** This site includes information about how to access free or low cost Internet and devices. If you need a laptop, please fill out the [Emergency Loaner Laptop Request form](#). This form is found under the Bates Emergency Laptop Lending Program tab of the library website.



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PIN and Student ID Number

If you changed your pin and cannot remember it, contact the Registration Office to reset it at registration@batestech.edu

SID: To retrieve your SID Go to the [Bates Website](#) > My Bates > Quick Links and find Student ID.

PIN: Your PIN is your Date of Birth is a very specific format. It is either 5 or 6 digits, depending on the month with no slashes nor dashes. If you changed your pin and cannot recall what it is, contact the Registration Office to reset it registration@batestech.edu.

If you were born in January through September, do NOT use the 0; just start with the digit.

For October, November, and December, it is 6-digits: 2 for month; 2 for day; 2 for year.

Examples: January 10101 October 103199

See below for contact information specific to your program.

Advisor Jason Carroll jcarroll@batestech.edu	Advisor Dan Eberle deberle@batestech.edu	Advisor Leesa Ostrander lostrander@batestech.edu
If you are planning to enroll in one of the following programs, contact Mary Moseley at 253.680.7002 or mmoseley@batestech.edu	If you are planning to enroll in one of the following programs, contact Megan Burke at 253.680.7134 or mburke@batestech.edu	If you are planning to enroll in one of the following programs, contact Megan Burke at 253.680.7134 or mburke@batestech.edu
Administrative Medical Assistant	Accounting/Bookkeeping	Architectural Woodworking/Cabinet Making Technology
Barber	Administrative Office Assistant	Auto Body Rebuilding and Refinishing
Biomedical Service Technician: Clinical Engineering	Broadcasting Video Production	Automotive Technology
Certified Medical Assistant	Business Transfer	Carpentry
Dental Assisting	Civil and Environmental Engineering Technology	Commercial Truck Driving-Entry Level
Dental Lab Technician	Computer Networking Systems Technician	Diesel and Heavy Equipment Technology
Denturist	Culinary Arts	Early Childhood Education
Electronic Equipment Service Technician	Cybersecurity	If you are planning to enroll in one of the following programs, contact Mary Moseley at 253.680.7002 or mmoseley@batestech.edu
Machinist	Digital Media	
Nursing Assistant Certified	Electrical Engineering Technology	Electrical Construction
Occupational Therapy Assistant	Electronics Technician Certificate	Facilities Maintenance Engineer
Practical Nurse	Industrial Electronics and Robotics Technician	Fire Service
	Information Technology Specialist	Heating, Ventilation, Air Conditioning, and Refrigeration Technician (HVAC)
	Marketing and Business Management	Motorcycle and Marine Technology
	Mechanical Engineering Technology	
	Software Development	Sheet Metal Technology
		Welding



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Helpful Links and Resources

Canvas
bates.instructure.com/login/canvas
Financial Aid Office
batestech.edu/student-resources/financial-aid/ Financial Aid Portal: batestech.edu/financial-aid-student-portal email: financialaid@batestech.edu
Low Cost Technology and Bates Laptop Lending
library.batestech.edu/lowcosttech
MyBates
my.batestech.edu/
New Student Orientation
batestech.edu/new-student-orientation
Parking Permit
my.batestech.edu/parking-permit
Registration Office
batestech.edu/student-resources/registration-office/ Email: registration@batestech.edu
Schedule
my.batestech.edu/student-login/
Student Resources
batestech.edu/student-resources/
Virtual Bookstore
https://bncvirtual.com/bates?storeId=88106&catalogId=10001&langId=-1
What's My Email?
batestech.edu/whats-my-email/

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