

STUDENT HANDBOOK 2010 - 2011



Dear Students:

Welcome to Salina Area Technical College.

We're excited that you have chosen us as your source for your education and future. It is our hope that this handbook will help lead you through this new experience, and answer some questions you may have.

Please refer to our College Catalog online at www.salinatech.edu for program degree requirements and a wealth of other information to help you succeed at Salina Tech.

We understand that sometimes you might need a little help on your way so if you have any questions, please stop by our Student Services Office.

Thank you for choosing SATC for your educational needs!

Shaun Alvarez, President
Student Government Association

Salina Area Technical College
2562 Centennial Rd
Salina, KS 67401
(785) 309-3100
www.salinatech.edu

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DIRECTORY INFORMATION

Name	Ext. #	Title or Classroom	Location
<u>Administration</u>			
Greg Goode	3182	President	Bldg. A - Administration Office
Duane Custer	3108	Dean of Administrative Services	Bldg. A - Administration Office
Judy Crymble	3103	Interim Dean of Instruction	Bldg A - Department of Instruction
Bruce Crouse	3105	Associate Dean of Instruction	Bldg A - Department of Instruction
Lara Duran	3169	Director of Student Services	Bldg A - Student Services Office
<u>Support Staff</u>			
Joomi Bobbett	3183	Director of Human Resources	Bldg A - Administration Office
Mattie Brown	3124	Marketing Assistant/Bookstore Mangr	Bldg A - Student Services Office
Maggie Robinson	3107	Recruitment Coordinator	Bldg A - Student Services Office
Judy Carver	3104	Accounts Payable Specialist	Bldg. A - Administration Office
Susan Eberwein	3106	Financial Aid Specialist	Bldg. A - Student Services Office
Ginny Pierce	3100	Student Services Admin. Assist.	Bldg. A - Student Services Office
Brooke Diamond	3137	Student Services Admin. Assist.	Bldg A - Student Services Office
Trish Hayden	3111	Learning Resources Specialist	Bldg A Lab 3
Jolie McDaniel	3110	Registrar	Bldg. A - Student Services Office
Becky Miller	3109	Executive Administrative Assistant	Bldg. A - Administration Office
<u>Maintenance</u>			
Dave Turner	3159	Building Mechanic	Bldg. A - Upstairs Copy Center
Nick Zaragoza	3131	Custodian	Bldg. A - Upstairs Copy Center
<u>Instructors</u>			
Nate Davis	3146	Applied Electronic Technology	Bldg. C
Alan Eaton	3164	Auto Collision Repair	Bldg C
Richard Fairchild	3171	Auto Collision Repair	Bldg. B - Rm #153
Tom Conway	3166	Automotive Technology	Bldg. B - Rm #134
Vince Manship	3165	Automotive Technology	Bldg. B - Rm #134
Glenda Mummert	3115	Business and Administrative Tech	Bldg. A
North BAT Lab	3114	Business and Administrative Tech	Bldg. A
C.J. Hall	3134	CNA Office	Health Occupations Complex
Jim Smith	3121	Commercial & Advertising Art	Bldg. A
Cathy Strowig	3116	Commercial & Advertising Art	Bldg. A
Ryan Weber	3127	Computer Aided Drafting	Bldg. A
Kevin Watters	3149	Construction Technology	Bldg. C - Rm #117
Janet Fisher	3126	Dental Assistant	Bldg. A
Kim Coad	3125	Dental Assistant	Bldg. A
Ken Mills	3160	Diesel Technology	Bldg. B - Rm #113
Blane Schloo	3161	Diesel Technology	Bldg. B - Rm #113
Jim Lytle	3113	Electrical Technology	Bldg. C - Room 109

Dale Vanderhoof	3175	Environmental Tech 620-245-4068	Bldg. E
Chad Townley	3154	HVAC	Bldg. C - Rm #139
Jeramie Rick	3151	Machine Tool Technology	Bldg. C - Rm #131
Julie Allen	3180	Medical Assistant	Health Occupations Complex
Eric Vannoy	3162	Welding Technology	Bldg. E - Welding
Other			
Tresa Bolin	309-3158	Copy Center	Behind Flamingo Lounge
	3157	Snack Bar	Bldg. A
SATC FAX #	309-3101		
Public Phone	309-3173		in main entrance for local calls only

Salina Area Technical College	785 309-3100 or 800 466-7989		
Salina Area Technical College Fax	785 309-3101	Financial Aid	785 309-3106
Learning Resources	785 309-3111	Recruiting Office	785 309-3107
Student Services	785 309-3110		

SATC STRATEGIC PLAN: 2009 - 2012

Mission

Salina Area Technical College will meet employment needs of the region by providing a diverse community of learners with the technical and general education skills necessary for employment, personal growth and lifelong learning.

Vision

To create a culture of excellence through innovation, collaboration, responsiveness, and empowerment.

Values

Leadership

- We always strive for academic excellence.
- We support new ideas and creative risk taking.
- We demonstrate behavior that is ethical.
- We value open, honest, participative governance.

Every Student

- Our central priority is the education, safety, and welfare of our students.
- We create self sufficient, empowered learners.
- We encourage student participation and input in decision making.
- We value diversity and strive to increase access to education.

Accountability

- We are accountable to our students, our community, and each other.
- We will work as a team.

Responsiveness

- We are responsive to the needs of employers and our community.

Nurturing Culture

- We put the needs of others before our own.
- We create a “fear-less” environment.
- We embrace Lifelong Learning for ourselves, our students, and our community.
- We enjoy and encourage humor.

Strategic Priorities

Strategic Priority One: Provide quality instructional programs that are responsive to the needs of the community.

Goals:

1. Create processes to assess the quality of our graduates' work skills, communication skills, numeracy skills, and work habits.
2. Develop a general education program that promotes intellectual development.
3. Create a technology plan that supports and encourages innovation in instruction and the curriculum.
4. Create a supportive environment that allows faculty to improve their teaching skills.
5. Develop learning resources that support student success.
6. Improve the quality of instruction by providing faculty access to training, business, and technology.

Monitoring Reports:

- Program Review Reports
- Assessment of Student Learning
- Employment Competencies Report
- Graduate and Employer Satisfaction Survey
- Three Year Instructional Technology Plan

Strategic Priority Two: Improve the visibility and perception of the college and its programs.

Goals:

1. Advance from Preliminary Information Form through "initial" accreditation.
2. Create a strategy to improve communications in media, publications, web, and recruiting.
3. Expand and improve the appearance of campus facilities.
4. Create a strategy to measure internal and external satisfaction with SATC.
5. Promote the college nationally, statewide, and locally.

Monitoring Reports:

- Acceptance of Preliminary Information Form
- Facilities Master Plan
- Survey of Current Students
- Faculty and Staff Survey
- Graduate and Job Placement Survey
- Annual report on national, state, and local promotional efforts.

Strategic Priority Three: Increase enrollment and access.

Goals:

1. Increase post secondary headcount in Technical Programs.
2. Increase enrollment in General Education Classes.
3. Add at least one new instructional program a year.
4. Place particular emphasis on reaching underserved and nontraditional students.

Monitoring Report:

- Enrollment Report

Strategic Priority Four: Build partnerships with business and industry.

Goals:

1. Increase participation and visibility in community groups and organizations that influence the area economy.
2. Increase faculty and student visibility in area businesses.
3. Create an “advisory board” satisfaction survey on quality of programs, partnerships, and curriculum at SATC.
4. Integrate Business Leaders into the SATC orientation programs.
5. Build Business Leader strategies for evaluating work habits into the curriculum.
6. Improve integration of advisory committee recommendations into the program curriculum.

Monitoring Reports:

- Community Involvement Report
- Advisory Board Satisfaction Survey

Strategic Priority Five: Assure financial stability for our future.

Goals:

1. Create an Enrollment Management Plan.
2. Implement a College Information System.
3. Create a budget forecast and model for sustainability.
4. Utilize grant resources to sustain funding.
5. Build an alumni organization.
6. Create a College Foundation.

Monitoring Reports:

- Annual Budget
- Three-year budget projection
- Semi annual budget reports
- Foundation and Alumni Report
- Annual Financial Audit Review
- Administrative Verifications

2010-2011 College Calendar

August	9	Last day to withdraw and receive a campus fee refund less a \$25 processing fee; notice must be received in writing
	9	Faculty report (tentative)
	11-12	Enrollment & orientation day (tuition, compass, books, tools, uniforms due)
	23	First day of classes, fall semester
	27	Post-Secondary students last day to drop and receive 100% tuition refund
September	3	Post-Secondary students last day to drop and receive 50% tuition refund & no Transcript
	6	LABOR DAY (campus closed)
	17	Constitution Day, student government elections, student BBQ
October	15	In-Service/no classes/secondary grades due
	29	60% of Semester met for Financial Aid
November	4	Post-Secondary students last day to Officially Withdrawal from Classes & receive a "W"
	15-19	ACT Workkeys Testing (December graduates only)
	24-26	THANKSGIVING BREAK (campus closed)
December	10	Student appreciation ☺
	1-10	End of program testing for December graduates
	16	End of Semester
	17	Last day for faculty (tentative)
	24-31	WINTER BREAK (campus closed)
January	1	WINTER BREAK (campus closed)
	3	Faculty report (tentative)
	5, 6	Enrollment & orientation day (tuition, compass, books, tools, uniforms due)
	10	First day of classes, Spring Semester
	14	Post-Secondary students last day to drop and receive 100% tuition refund
	21	Post-Secondary students last day to drop and receive 50% tuition refund & no Transcript
	17	MLK Day – no classes
February	8-11	Student of the Year selection (in each department)
March	16	60% of Semester met for Financial Aid, except for Dental Assistant & Medical Assistant
	21-25	SPRING BREAK (campus closed on the 25 th)
	28- 1	ACT WorkKeys testing for May graduates
	28	60% of Semester met for Financial Aid for Dental Assistant & Medical Assistant
	30	Post-Secondary students last day to Officially Withdrawal from Classes & receive a "W"
April	4-22	End of program testing for May graduates
	13-16	Campus-Wide Student of the Year Interviews (dates TBA)
	20	Student BBQ ☺
May	6	End of Semester; Dental and Medical end May 11.
	7	Graduation. Location TBA, 2:00 P.M.
	13	Last day for faculty (tentative)
	30	MEMORIAL DAY (campus closed)

STUDENT INFORMATION

New Student Orientation. Each semester students attend a “New Student Orientation” where key college policy and procedures are reviewed, students receive tips on how to succeed, receive information on campus resources, and where to go for help.

Counseling. It is the college’s goal to assist students with problems that may arise. Any problems pertaining to college, full or part-time employment, housing, transportation, grades, sickness, loans, records, absences, finances, or other concerns should be referred to the Director of Student Services. The Director of Student Services can assist students with referrals to other agencies in the community. The Student Services Office is open to any student from 7:00 am to 4:00 pm Monday through Friday. Summer hours may vary – call 785 309 3100.

Employment/Career Services. Students may receive employment and career services from their department instructors and the Learning Resource Specialist. Salina Area Technical College encourages companies to interview students on campus during the college term. We cannot guarantee job placement upon completion of a technical program. SATC job placement rates historically have been very high.

Student Records. Student records and information about students is strictly confidential and may not be released, reported or transferred by any means to any person (other than Salina Area Technical College personnel) unless a signed release of information is on file in the Student Services Office. Confidentiality of student information is required by the Family Education and Privacy Act (FERPA) of 1974, 93 CFR.

This restriction does not apply to information that is classified as “Directory Information.” Directory information may be released without consent of the student unless the student has requested such information be kept confidential. Directory information includes the following:

- Name
- Home address
- Telephone listing
- Date and place of birth
- Major field of study or department
- Dates of attendance (beginning and ending dates only)
- Awards received and GPA recognition
- Most recent school attended

Under certain circumstances, information may be released to law enforcement or other local, state or federal officials; however, only Administration personnel should release this type of information. All requests for information by officials should be referred to Administration.

Instructors and teacher assistants should avoid giving scores or grades to students in any manner that would allow students to become aware of the scores or grades of other students. In addition, no student social security number should be used for identification purposes. The social security number should not be used/stored on a computer or transmitted electronically.

All release forms are available from the Director of Student Services.

Access to Student Records. All requests for inspection of student records must be made through the college Registrar. Salina Area Technical College will limit disclosure of information from the student's record to:

- Students who have graduated from high school or reached age 18.
- Parent/guardian of student under age 18 and not yet graduated from high school.
- Individuals/parents authorized in writing by student 18 years and older.
- Officials specifically permitted within the law, such as local school officials.
- Those of other schools/colleges in which the student seeks to enroll with written request by student.
- And (under certain conditions and for specific purposes) to local, state, and federal officials.

A student may challenge the content of the student's educational records when he/she believes it contains information that is inaccurate, misleading, or in violation of the student's right to privacy.

Transcripts. To obtain a transcript, the student must submit a signed request in writing to the college Registrar. The request must contain the student's social security number, dates of attendance, program attended, and name at the time of attendance.

The first transcript is free. Additional transcripts cost \$7.00 each. Transcripts will not be released until all financial obligations are met.

Student Address and Phone Number. Students will report their current addresses and home telephone numbers to the Student Services Office. Any change of address or telephone number during the academic year should be reported to the Student Services Office.

Student Housing. Students may contract to live in Kansas State University at Salina housing located approximately .5 mile from campus. Students living there have access to all K-State clubs, organizations, and activities. Other local housing information is available at www.salinatech.edu.

Student IDs. Student IDs are available in the Student Services Office in Building A. Students with an ID can receive student discounts at various community businesses and activities.

Student Financial Obligations. All grades, transcripts, and certificates will be withheld until all financial obligations to the college are met.

Class Times. SATC classes are scheduled in blocks on Mondays-Fridays. General Education classes are offered at varying times and days. Please visit the website for specific general education class times.

Morning Session: 7:30 – 10:45

Afternoon Session: 11:40 – 2:55

INSTRUCTIONAL INFORMATION

Calculating Grade Point Average. Each letter grade is assigned a numerical value:

A = 4 points B = 3 points C = 2 points D = 1 points F = 0 points

Assuming these are your grades for the semester:

Math 150	College Algebra	3 credits	A: 3 credits x 4 grade points for an A = 12
AET 225	Industrial Motor Control	<u>4 credits</u>	C: 4 credits x 2 grade points for a C = <u>8</u>
		7 credits total	Total Grade Points: 20

Divide the total grade points (20) by total credits (7) for your GPA: $20/7 = 2.86$

Competency Profiles. A competency based profile will be completed by instructor(s) at the completion of each course to indicate the level of mastery of the recognized skills required in each program. Profiles provide three benefits:

- Students know in advance exactly what they will be held responsible for learning.
- Instructors use the profiles as a management tool to show student progress.
- Employers may use profiles when interviewing a Salina Area Technical College graduate.

Students will receive a copy of their completed profile. The original will be kept in the student's permanent file in the Student Services Office.

Student Follow-Up and Employment. Students who graduate or withdraw to take a job in their field of study will be contacted by the college to complete a State Follow-Up Report. During the first year after leaving, each student will receive a "six month follow-up survey" to identify the place of employment, name of employer and yearly salary.

Attendance. Attendance affects the quality of student performance. Students are expected to attend all sessions of courses in which they are enrolled. Absences are neither excused nor unexcused. As attendance may be considered in determining a student's grade, guidelines used to determine the extent attendance affects grades are at the discretion of the instructor and will be stated at the beginning of each course. Students are responsible for making up work due to absences. Instructors are not expected to expend additional time and effort repeating classroom, shop, lab or clinical instruction because of student absence.

- Program instructors will be responsible for recording all attendance.
- As part of our commitment to build workplace skills, all students will call the instructor when absent. If unable to contact instructor, student may call Student Services and Student Services will forward the message to the instructor.
- Parent/guardian of a secondary student needs to contact Student Services at 785-309-3100 to notify Salina Tech of student absence.

OWE (Occupational Work Experience). For more “OWE” information, see the College Catalog section of this handbook. Procedures to apply for an OWE:

- The current instructor will notify the Dean of Instruction of those students qualifying for OWE two weeks before the eligibility period. At the conclusion of a program, generally, the eligibility period will be three weeks.
- All required documentation will be completed before the student is allowed to begin OWE.
- Instructor is responsible for submitting paperwork to administration including initial application, follow ups, time sheets, and student logs every two weeks to Student Services.
- Instructor will sign off that all competencies have been met.
- Time sheets and logs must be turned in to Student Services every two weeks. Logs will cover duties performed, reflection on training in the program, something new that should be included in the program, need more training in a specific area, new or different procedures or techniques, etc.
- If all paperwork is not submitted to Student Services by the end of the program, the student will not graduate.
- Students receiving VA benefits are not eligible for an OWE.
- Student must work at least 6.5 hours a day or 32.5 hours a week.
- If a student works less than 6.5 hours a day or 32.5 hours a week, the student must return to campus.
- If a student becomes unemployed, the student must return to campus.
- Instructor must make weekly documented contact with the employer of each OWE student.
- Students must complete all testing and exit forms.

Employer Requirements. Employers and clinical sites may require drug screening and background checks prior to employment, clinicals or an extended learning opportunity. Healthcare employers have additional screening requirements.

COLLEGE CATALOG INFORMATION

Student Services

Admissions Policy

Anyone who wants to attend Salina Tech must submit a completed application and a high school transcript or GED certificate to the Student Services office accompanied by the campus fee. Students must complete high school or the GED before a degree or certificate can be awarded. Student admission is open to all applicants but enrollment is limited by class size. Applications are accepted on a first-come basis so individuals seeking admission or re-admission are encouraged to apply as soon as possible.

All applicants for admissions will be required to take the college assessment test. Minimum standards in math and reading may be required. Students who do not satisfy the minimum standards may appeal to the Director of Student Services and program instructors. Services are available to assist the student in meeting minimum requirements.

SATC uses the ACT Compass test for assessment testing. The test is free and takes about one hour to complete. Students must take the test prior to the start of classes. In lieu of the assessment test:

- Students may submit ACT scores or an assessment test from another institution, if not more than five years old.
- Students may also transfer in college level math or English credits at a C or better.

Summary of admissions requirements:

1. A completed application with campus fee.
2. Compass assessment or ACT validating minimum requirements in math and reading.
3. High school transcript or GED.
4. High school juniors and seniors may concurrently enroll if they are at least 16 years old.

Transfer Students. Send an official copy of transcript directly from previous accredited institution to: SATC Registrar, 2562 Centennial Road, Salina, KS 67401. Transfer credits that apply toward the current program are not used in computing GPA. Only courses with a grade of “C” or higher will transfer and must come from an accredited institution. The Registrar will make the final determination of transfer credit.

Veteran Students. If applicable, send official transcripts as outlined in “transfer students” above. The Student Services Administrative Assistant will complete the veteran certification. All questions and forms should be submitted to the Financial Aid Specialist, 2562 Centennial Road, Salina, KS 67401.

It is important for students who are veterans to select subjects that will apply to their specific degrees. These are the courses that the college can certify to the Department of Veterans Affairs. Veterans are always responsible for their own tuition payments to the college.

If veterans are suspended from school due to lack of progress, VA benefits will be terminated for the length of the suspension.

Note: Military personnel who are called to active duty will be evaluated on a case by case basis.

International Students. SATC is not approved by the U.S. Department of Justice, Bureau of Citizenship and Immigration Services to accept students seeking admission through a foreign student visa.

Undocumented Post Secondary Students. Undocumented non-U.S. citizens are not eligible for Federal Financial Aid. Undocumented non-U.S. citizens are eligible to apply for admission to SATC if they meet the following state requirements:

1. Provide documentation that they attended an accredited Kansas high school for three or more years and graduated from an accredited Kansas high school or obtained a GED diploma in Kansas.
2. File an affidavit with Salina Tech stating that they have filed an application to legalize their immigration status or filed for US citizenship or that their parents have filed such an application. Affidavits are available in the Student Services office.
3. All non-US citizens must fulfill all college and program requirements before admission is granted. Undocumented, non-US citizens are not eligible for financial aid.
4. In addition to meeting state qualifications, undocumented non-U.S. citizens must fulfill all college entrance requirements.

Undocumented Secondary Students. Undocumented non-citizen juniors and seniors may enroll in SATC programs accepting secondary students by meeting the following criteria:

1. Be currently attending and lawfully enrolled in a Kansas high school.
2. Fulfill all college entrance requirements.

Advising Services

Our Director of Student Services and Learning Resource Specialist advise students on careers, transfer, and veterans services. They also assist new students with the application process, assessment testing, orientation and assistance to students who need help in the classroom. Faculty provide advising services for students in their programs.

In addition, the Director of Student Services provides a list of community resources for students who need professional assistance for housing, food, medical, and other needs.

New students should meet with an advisor prior to their first day of class to make certain all admission, financial, and other obligations have been met.

Learning Resources

SATC provides a variety of Learning Resources conveniently in one location, including library services, assessment tests, career advising, job placement, and computer lab. Students also receive tutoring services and early alert assistance in the Learning Resource Room (LLR). The LLR is located in Building A.

Library Services. Each program at SATC has a library or shared library for students to use. The computer lab in Learning Resources also has an electronic library for students to access thousands of volumes of information.

Assessment Testing. All applicants for admissions will be required to take the college assessment test and meet minimum standards on the test for entry into a program.

Career advising. The Learning Resource Specialist works in conjunction with program instructors to determine a career path for students. Career services include: Career development workshops, interest inventories, career assessments and job placement.

Computer Lab. The computer lab is open to students during classroom hours. Students may use the lab to complete assignments and complete ACT WorkKeys Skills testing.

Tutoring Services. Tutoring assistance is provided by the Learning Resource Specialist. Students may receive tutoring in the LRR or in their individual program area. Tutoring is free.

The Learning Resource Room is located in Building A. More information is available on our website at www.salinatech.edu.

Financial Aid

Financial aid is money available to assist students with the costs of attending college. This assistance comes from the federal and state government, the college and private sources. Financial aid includes grants, student loans and scholarships. Students interested in Financial Aid should visit the SATC website at www.salinatech.edu or call the Financial Aid Office at 785 309-3106. Students must fill out the free FAFSA application form at www.fafsa.ed.gov.

The FAFSA application is used to apply for all types of federal aid awarded by the college and is submitted directly to the U.S. Department of Education's central processor. A Federal Student Aid Report (SAR) is sent to the student and an electronic report is sent to SATC Financial Aid office. The college will then determine eligibility.

Students may be eligible for the following types of assistance:

Veterans. All full-time postsecondary programs at Salina Tech are approved for Veterans benefits. Occupational Work Experience (OWE) is not available to students receiving Veterans benefits.

Pell Grant/Federal Loan/Work-Study Eligibility (Postsecondary Only). Students interested in obtaining federal grants or loans should first go to www.fafsa.ed.gov. This website will lead the student or parent through a series of questions to determine financial and academic eligibility for federal grants and/or loans. The Salina Tech school code is 005499. Students may also call 800-4-FED-AID and request a paper application.

Students obtaining Federal Pell Grants and federal loans must have earned a high school diploma or GED and must be maintaining satisfactory progress in order to receive this service. A student must meet the grade point requirement and completion rate requirements as specified below.

Requirements:

- Students must maintain an overall grade point average (GPA) of 2.0 or better in the current program of study.
- Students must successfully complete at least 50% of the credits attempted each term.

- Federal financial aid regulations allow for financial aid for up to 150% of the published length of a program. This is measured in credit hours attempted which includes, if applicable, transfer credits which apply toward the student's program of study. A student who has reached the maximum time frame for his/her program is suspended from financial aid.

Application of Standards. Satisfactory progress standards apply to both part-time and full-time students. Credit hours and student status:

12 or more credit hours:	Full-time
9 to 11.99 credit hours:	Three-quarter-time
6 to 8.99 credit hours:	Half-time
5.99 or fewer credit hours:	Less than half-time

Cumulative Credit and Student Status

0 - 30 credits:	First year/freshman
31-76 credits:	Second year/sophomore

Change of Program Policy. A student who changes his/her educational objectives by entering a new program will have only the grades in the new course considered in the cumulative GPA. For purposes of determining whether the student has completed a course in the maximum allowable time frame, the time spent in the previous program is not considered. Only one program change will be approved.

Satisfactory Academic Progress. Satisfactory Academic Progress criteria are maintaining a cumulative 2.0 GPA and completing at least 50% of the credits attempted.

Financial Aid Probation. Students who are receiving federal financial aid and do not meet the satisfactory academic progress criteria are placed on financial aid probation for the following academic semester. Students have the following term to meet the satisfactory progress requirements. Students are notified in writing by the Financial Aid Officer of their financial aid status. If satisfactory academic progress is not regained with the next semester, students are placed on financial aid suspension.

Financial Aid Suspension. Students who are on financial aid probation and do not make satisfactory academic progress or students exceeding the maximum amount of time allowed to complete a program, are placed on financial aid suspension. Students who are on financial aid suspension may attend Salina Tech at their own expense. Students are notified in writing by the Financial Aid Officer of their financial aid suspension.

Reinstatement. Students who have been suspended from financial aid may seek reinstatement by achieving, without benefit of financial aid, both the completion rate and the cumulative 2.0 GPA required. Reinstatement may be requested for the term after this occurs. When reinstated, the student is placed on financial aid probation.

Appeal Procedures. Students who are placed on financial aid suspension may appeal in writing to the Financial Aid Officer. Appeals must explain the extenuating circumstances that contributed to their failure to maintain satisfactory academic progress. Examples of extenuating circumstances may be serious illness, hospitalization, or death in the family. Appeals must be received within 10 days of the date the student's notification of suspension was issued. A decision will be made based on the documentation and circumstances surrounding the request. The Financial Aid Officer's decision may be appealed in writing to the Director or Assistant Director.

Other Financial Assistance. Some students may be eligible for benefits through Kansas Vocational Rehabilitation, Veteran Vocational Rehabilitation, National Guard and Reserves, the GI Bill, or other social agencies. Also, a limited number of scholarships and other awards may be available each year through the student's home community, civic organizations, Kansas Vocational Education Scholarship Program, and Dane G. Hansen Foundation.

Financial Aid Checks. Financial Aid checks are issued by the Business Office. Checks are distributed at the end of the day. **Once financial aid is distributed, the student may be required to pay it back if he/she does not complete the semester.** Visit the Financial Aid Office for questions.

Return of Federal Funds Policy. When a recipient of a Federal Pell Grant or Federal Stafford Loan withdraws from SATC during a semester in which the recipient has begun attendance, the college determines the amount of federal aid that the student earned. SATC notifies the student of the unearned aid that SATC was required to return and the amount of unearned aid the student must return. The student will owe to SATC the amount of aid that SATC was required to return.

Salina Tech Scholarship / Sponsorship Program. This program achieves a dual purpose. It recognizes distinguished students and helps students who have financial needs. A number of scholarships and sponsorships are available to postsecondary students. Some of these are provided by outside organizations and administered by the college. Applications are available in the Student Services Office. All students are encouraged to apply.

Tuition and Fees

Please check our website for a current tuition and fee schedule www.salinatech.edu.

Postsecondary Students:

1. Each student is responsible for payment of tuition, campus fee, and program fees.
2. Students should contact the college prior to enrollment to confirm the specific tuition and fee schedule for their program. Prices are subject to change without advance notice.
3. The campus fee is due when the application for admission is submitted. The tuition and program fees are due on enrollment day, approximately 10 days before the start of the semester.
4. Students are responsible for purchasing textbooks, tools and uniforms.

High School Students:

1. High school students are responsible for payment of the campus fee and the program fee at the time of enrollment.
2. The sending school district pays tuition for the high school students.
3. Students are responsible for purchasing textbooks, tools and uniforms. Rental tools are available for some programs.

Tuition Refunds. Students who withdraw from college are may be entitled to a tuition refund. Students in full-time programs may receive a refund according to the following refund schedule:

- Post secondary students who notify the college in writing 10 days prior to the start of the semester will be refunded the campus fee (excluding \$25 processing fee) and 100% of any tuition payments.
- 100% the first week of class.
- 50% the second week of class.

- No refund will be issued after the second week of class.
- Program and Institutional fees are not refundable.

Tuition will be refunded within three weeks after the refund request form is completed. Students who receive Title IV aid may qualify for a refund under the Federal Refund Policy. Refunds for students with Title IV aid will be distributed in the following order:

- Unsubsidized Federal Direct Stafford Loans
- Subsidized Federal Direct Stafford Loans
- Federal Direct PLUS Loans
- Federal Pell Grants
- Other federal, state, private or institutional sources

Fees. Each program at SATC has a program fee for a variety of program costs. A per credit institutional fee is charged for most courses. Institutional fees support technology, graduation, student life, assessment, and other services. See the website for more information on costs at www.salinatech.edu.

Tool Purchases. Students may be required to furnish their own hand tools and toolboxes used in the shop or lab. Tools are required at the beginning of the college term and students must have their tools available in class each day. All student tools, including tools purchased throughout the year, must be marked for identification by the student. Tools and toolboxes will not be removed from a department without being checked by the department instructor(s). This ensures the protection of all student and college tools. Salina Tech is not responsible for any tool boxes left unlocked or abandoned.

Secondary students may rent tools from Salina Tech. Rental fee and tool availability varies according to program.

Uniforms. Students enrolling in programs requiring special uniforms/clothing must purchase the items before classes begin.

Student Life

Student Government Association. SGA membership is made up of 1-2 students from each full-time program who meet every two weeks. Student Government represents students on college-wide strategic planning processes, provides input on student conduct code, and participates in monthly Cabinet Advisory Council meetings. SGA members represent student interests on a variety of other ad hoc committees and decision making processes. SGA also provides student activities throughout the year.

Student Housing. Salina Tech has a partnership that allows students to live in K-State Salina housing .5 miles from the college. Students living in K-State housing will enjoy all K-State activities, events, fitness center, and food service. To learn more about this and other housing options contact the SATC Student Services Office at: 785-309-3100 or 1-800-466-7989 or e-mail specific questions to: housing_information@salinatech.edu.

Clubs and Organizations. Students participate in a variety of contests, clubs and organizations. Students may join Kansas State University-State Salina Clubs and Organizations. For more information, contact your instructor, Student Government, or Student Services Office. Current clubs include SkillsUSA and Health Occupation Students of America (HOSA).

Services for Students with Disabilities. SATC operates under Section 504 and 508 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) Amendments Act of 2008 which prohibit discrimination on the basis of handicap against any "otherwise qualified individual." Individuals seeking accommodations must give reasonable notice and provide documentation to support their request. Reasonable accommodations will be made on a case-by-case basis in order to ensure educational accessibility.

A tutor is available to assist students with special needs as addressed in their 504 Plan. Contact the Director of Student Services in Building A. The college grievance policy is explained in the next section. More information about accommodations is available at http://www.salinatech.edu/student_services.

Student Code of Conduct, Academic Appeal, Grievance

Any act which interferes with the learning process, rights of others, disrupts or impairs the normal functioning of the college, damages or destroys property, or impairs health or safety is grounds for disciplinary action. Examples of misconduct subject to disciplinary action include, but are not limited to, the following:

1. Dishonesty and falsification including: forgery, alteration of college documents, false identification, and misuse of educational materials or college property.
2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other authorized activities on college premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, or other threatening conduct.
4. Theft of, or damage to, property on the college premises or at authorized college functions.
5. Unauthorized entry to or use of college facilities; unauthorized use of college equipment.
6. Use of, being under the influence of, possession of, or distribution of alcohol or illegal or dangerous drugs on campus, at college-sponsored functions, and in state-owned or leased vehicles, except as expressly permitted by law and college regulations.
7. Failing to settle any debts with the college or any agency associated with the college and/or delivering any check to the college that is not supported by sufficient funds or is deemed worthless.
8. Acts of abusive speech or writing that expose any individual or group to hatred, contempt, or ridicule. On or off campus.
9. Inappropriate dress or personal hygiene that is disruptive to the learning environment.
10. Unauthorized distribution or sale of goods on campus.
11. Failure to comply with reasonable requests and orders by authorized college officials or representatives acting on behalf of the college. (This requirement includes reasonable requests for students to attend any scheduled appointments in administrative offices, at disciplinary investigations, and/or at hearings.)
12. Violations of college policies regarding parking.
13. Unauthorized presence of pets on campus that cause a disruption to the learning environment.
14. Tobacco use anywhere on campus.
15. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on campus or at college-sponsored activities except as permitted by law and college regulations. (Weapons are defined as firearms, knives, explosives, inflammable materials, or any other items that may cause bodily injury or damage to property.)
16. Unacceptable uses of any college-owned computing equipment and/or network including knowingly spreading computer viruses; violations of copyright law; accessing pornographic sites;

using the network for financial gain, commercial activity, or illegal activity; downloading, loading, or executing software without appropriate authorization.

17. Leaving children unattended or unsupervised in campus buildings or on campus grounds. Children are not allowed in class.
18. Engaging in behavior which may constitute sexual harassment, such as sexually suggestive looks, comments, or gestures; prolonged staring, sexual teasing, or jokes; pressure for dates; sexually demeaning comments; deliberate touching, cornering, or pinching; attempt to kiss or fondle; pressure for sex; other actions of a sexual nature which create an intimidating, hostile environment.
19. Violating federal, state, and municipal laws.

Due Process. A student accused of violating the above code has a right to due process. The accused student will be informed of the nature of the complaint and be given an opportunity to respond. Witnesses and other appropriate individuals may be interviewed. College personnel will try to reach a decision within five days.

Depending on the severity and the number of violations, a student may face disciplinary action. Examples include: warning, probation, being dropped from a class, suspension, or permanent expulsion. Other remedies may also be used to resolve the complaint. Students who feel the disciplinary action is unfair may file an appeal (procedures below).

Summary Suspension. The college President or designee may at any time immediately suspend a student from the college for up to 10 days if he/she believes that the presence of the student on campus would seriously disrupt the operation of the college or constitute a danger to the health, safety, or welfare of students or college employees. During this time, the college will investigate the conduct violation and notify the accused student of the results of the investigation. The student may appeal the decision of the investigation as described below.

Faculty Removal of a Student from Class. In the event of student misconduct, a faculty or staff member may take reasonable and discretionary action including, but not limited to, requesting the student leave the area for the duration of the specified activity or class period.

Appeal – Student Code of Conduct Violations. The student may file an appeal to college administration. The Director of Student Services or college designee is charged with the responsibility for the administration of appeal procedures, including selecting an Appeals Council, taking notes, keeping official record of the proceedings, setting time limits for the speakers and responses, and a format for the proceedings. The hearing will be closed and confidential.

The college designee will try to convene the Appeals Council within 5 days. The college designee shall select an impartial Appeals Council to include three members including: one student, one faculty member, and one administrator or classified employee.

An advisor may be present to advise either party, but may not take part in the hearing proceedings. The council will hear statements from and may question the complainant and accused student. However, the student has the right, without penalty, to not communicate. In that case, the violation decision will be based upon other evidence. The Appeals Council may accept statements in writing on behalf of complainant, respondent, or witnesses. The Appeals Council may pursue other actions it deems necessary to obtain pertinent information to fulfill its role.

To find that a student has violated a standard of conduct, the burden of proof is a “preponderance of evidence.” Within five days after completion of the hearing, the council will report its findings and decision to the designated college representative. The college representative will notify both parties of the decision as soon as possible.

Academic Dishonesty. Academic dishonesty includes cheating, falsifying data, and plagiarizing. Cheating is the unauthorized use of assistance with intent to deceive an instructor or any other individual responsible for evaluating a student’s work.

Plagiarism refers to the use of another person’s work without giving proper credit to that person. A student must give proper credit through the use of appropriate citation format when (a) using or copying material from another person’s work, e.g., words, phrases, sentences, or entire passages; (b) paraphrasing another person’s work, i.e., borrowing but rewording that person’s facts, opinions, or ideas; and (c) summarizing another’s work, i.e., use of one’s own words to condense longer passages into a sentence or two.

When dishonesty is evident, the student may receive an F for the assignment, the class or be subject to suspension.

Student Appeals: Grade, Probation/Suspension, Graduation. The student should initiate appeals regarding **final grades** within 60 calendar days after the end of the semester in which the grade was awarded. Before making an appeal, the student should first discuss the grade with the instructor, and then, if necessary, with the Dean of Instruction explaining the problem. The Dean will investigate and attempt to respond within 15 days. The Dean’s decision is final.

The student should initiate appeals regarding **academic probation or suspension** within 60 calendar days after the end of the semester in which the decision was rendered. To make an appeal, a student should contact the Dean of Instruction and request a meeting to discuss the suspension or probation. The Dean will investigate and attempt to respond within 15 days.

The student should initiate appeals regarding **completion of graduation requirements** within 60 calendar days after the decision was rendered. To make an appeal, a student should contact the Dean of Instruction. The Dean will investigate and attempt to respond in writing within 15 days.

Grievance Procedures. A grievance is an action filed by a student or group of students stating a belief that the educational progress is being hampered or individual rights/freedoms are being denied through violation of a college policy, procedure, or practice. It requires a request for some specific action to occur. The petitioner states the grievance in written form to the Director of Student Services or college designee and should include:

- What college policy, procedure, practice, or action is in question, and what rights or freedoms are they affecting.
- When and where this occurred.
- What informal attempts were made to resolve the matter.
- What, in the individual's opinion, needs to be done to resolve the matter.

College administration will determine if the matter is a givable offense. The matter will be closed if the situation is determined “not grievable” and the petitioner will be notified of the reasons. Otherwise, the

college designee will respond to the petitioner in writing within 15 days after receipt of the written grievance. If the response is satisfactory to the petitioner, no further action is necessary. If not, the petitioner notifies the college designee to proceed to a hearing with the College Grievance Council. The college designee will convene the college Grievance Council within 15 days of the grievance. Notice shall be given to all parties at least seven days prior to the hearing, unless the parties agree to a shorter time. The college designee will select an impartial Grievance Council to include three members, including: one student, one faculty member, and one administrator or classified employee.

The Council will hear statements from and may question the petitioner and respondent. The Council may accept statements in writing on behalf of petitioner and/or respondent. The Grievance Council may pursue other actions it deems necessary to obtain pertinent information to fulfill its role.

Within 15 days after completion of the hearing, the Council will report its findings and decision to the College designee. The College representative must notify both parties of the decision in writing as soon as possible.

Appeal or Grievance Council Finding. The right to appeal the decision is available for a period of 15 days after notification of the decision. The request for an appeal must be submitted in writing to the Dean of Administrative Services. The decision of the Dean of Administrative Services is final.

College Closure

Students should listen to local television or local radio stations for information concerning closings and possible late starts.

Catalog Policy

Students enrolling will follow the provisions of the catalog in use at the time of admission. When students interrupt their continuous attendance for one semester or change their degree or certificate programs, they will become subject to the provisions of the catalog current with their next enrollment. The catalog is not a contract – Salina Area Technical College may make changes in the catalog including changes in academic program requirements.

Academic Information and Policies

Attendance Policy

Regular, punctual class attendance is necessary if students are to obtain maximum benefits from instruction. Students are expected to comply with attendance policies set by individual instructors or the institution. Prolonged absence due to chronic illness, hospitalization, personal tragedy or other extenuating circumstances will be considered on a case-by-case basis.

Grades

Grade		Grade Points
A	Excellent	4
B	Good	3
C	Average	2
D	Deficient	1
F	Failure	0
I	*Incomplete	0
P	Pass	NGPA
F	Fail	NGPA
W	Withdrawal	
AU	Audit	NGPA
Z	Grade not yet reported	NGPA

*I-Incomplete-The “Incomplete” grade is a temporary grade and is designed for students who, because of documented illness or circumstances beyond their control, are unable to complete their course work within the semester, but have completed a majority of the course work (defined as at least 75% of all course assignments and tests) in a satisfactory manner (grade C or better).

The student must request an incomplete grade from his or her instructor. The instructor will determine whether the student has a reasonable chance of satisfactorily completing the remaining course activities in a timely manner. In requesting an “Incomplete” grade, the student must present to the instructor the documentation of circumstances justifying the “Incomplete” grade. The instructor will decide if an “I” should be assigned. The student has 60 days to complete the grade; otherwise it converts to an F.

Student Drop and Withdrawal

An Official Withdrawal occurs when the student completes an Exit Form and turns it in to Student Services. When a student expresses the intent to withdraw that is not an Official Withdrawal. Instructors will be notified when a student officially withdraws.

- A student may drop a course before class begins or within the first week of class and receive a 100% tuition refund. A student may drop a course during the second week and receive a 50% tuition refund.
- If a course is dropped before the third week of class begins, no notation appears on the transcript.
- The third week through the 10th week of class, a student may withdraw with a notation of “W” (withdrawal) on the transcript and receive no tuition refund.
- For courses on shorter than the regular 16 week semester, the drop date is up to 12.5% of the course. The withdrawal date is up to 80% of the course.

Administrative Withdrawal

Instructors may request a student be administratively withdrawn after five or more consecutive absences. The Director of Student Services evaluates and approves or denies any administrative withdrawal request. Students are notified in writing by certified letter.

Repeated Courses. Most courses may be repeated for a higher grade. Full tuition and fees are charged for repeated courses. The grades for all repeated classes will appear on the transcript; however, only the highest grade will be used in the GPA calculation. Repeated courses apply only once to degrees and certificates.

Academic Probation and Suspension

Students with less than a cumulative (2.0) GPA at the end of the semester are placed on academic probation for the following semester. If the student fails to meet the academic standard during the probationary semester, he/she will be subject to suspension for one full semester.

Suspension Appeal Process. Student writes a letter to Director of Student Services stating reasons for a waiver of suspension. The letter is given to an appeal committee consisting of the Director, program instructor and one additional instructor. Student remains in school until appeal is final. If appeal is granted, student is reinstated on probation with possible conditions.

Re-admission from Academic Suspension. All requests for re-admission to the college shall be submitted to the Director of Student Services.

Recognition of Academic Excellence

Salina Area Technical College recognizes academic excellence in instruction and student performance in many ways:

- Each year administration nominates a faculty member for “Outstanding Technical Educator.”
- The Director of Student Services and community constituents select a “Student of the Year.”
- Students with a GPA of 3.5 or better make the Dean’s list.
- Students who participate in skills events are recognized for their accomplishments at graduation.
- Students who excel in the classroom may also participate in Occupational Work Experience (OWE).

Institutional and Program Assessment

Student learning is measured to determine how well students are achieving program and general education goals. Each program assesses student performance in four areas: Technical Skills, Communication, Critical Thinking, and Workplace Skills. Instructors also complete competency profiles for students in the program. The profile indicates the achievement of competencies in the program. Competency profiles are maintained in the registrar’s office.

Institutional effectiveness is measured through its strategic plan monitoring reports, program reviews, operational plan, assessment of student learning, employer and community feedback, and by tracking graduation and placement rates. Academic Affairs Committee and Assessment Committee monitor curricular quality and evidence of learning.

Institutional and Instructional Information

Graduation Requirements

To be eligible to graduate, a student must:

- Be proficient in a minimum of 80% of the program competencies.
- Complete all required units of instruction and all required assessments.
- Have an overall 2.0 GPA and a minimum grade of “C” in all program core classes and if applicable, general education courses.
- Fill out a graduation application.

College Exit Form. All students graduating, exiting or not returning to Salina Tech are required to fill out the College Exit Form. These forms must be turned into the Student Services Office before the student is dismissed from college.

Co-Curricular Learning

SATC promotes learning outside the classroom to promote a more creative, informed, well-rounded student. Co-curricular activities are designed to help the student be a better employee and a better citizen. Some activities enhance technical literacy, others develop social responsibility, and still others allow for behavioral growth necessary for dependable citizenry.

While program goals shape learning necessary for employment, co-curricular activities add to this by shaping attitude and “life” skills.

Clinical Experience. In most health occupations programs, students are required to complete hours of practical experience as part of their curriculum.

Internships. Internships are designed to enhance the learning opportunities of students outside of the classroom and labs of Salina Tech. Internships are established by the instructor while working with the student to provide specific learning objectives for a course or overall program.

- Internships are generally short term – one day to three weeks.
- Internships may be paid or unpaid.
- Internships must be approved by the current department instructor and .
- Minors must have a signed parent release form.
- All internships must have clear written instructional objectives.
- Forms must be completed before the student is released and are the responsibility of the department instructor and student.
- Students receiving VA benefits are not eligible for internships.

Occupational Work Experience (OWE). Salina Area Technical College allows students who excel a unique work-based learning opportunity prior to the scheduled end of their program. A student who has completed all program competencies and has met attendance and grade criteria would be eligible to begin employment in his/her career area prior to the designated program ending date.

A student in a program would be eligible to begin work up to three weeks prior to graduation. Criteria for an OWE are:

- GPA of 3.0 or greater.

- 90% attendance for current year of the program
- Successful completion of all of the program competencies

Students interested in an Occupational Work Experience should contact their instructor.

Student Government Association. Each full-time program allows two students to participate in student government.

Service Learning. SATC offers community-based learning opportunities in many programs. Students use skills developed in their programs to improve the community and develop their citizenship skills.

Ambassadors. Students may participate in the ambassador program. These ambassadors assist with recruiting and tours. Ambassadors may also assist with various admission events.

Credit by Examination

Students who wish to receive credit by examination of a course must first visit with the instructor. The Dean of Instruction will give final approval for any examination. To take the examination a student must enroll in that course prior to the start of school. A “P” for pass will be placed on the student’s transcript for the course a student successfully completes and will not be figured into the GPA. If the student does not pass the examination, the student will be expected to take the course for a grade. Students who take the credit by examination will pay a non-refundable fee based on cost of the number of credit hours of the course. A student may attempt to get credit by examination only once per course.

Safety

Emergency Procedures. Students receive instruction regarding fire, tornado, and other emergencies during their orientation in each department. Emergency procedures are posted in each department.

Shop and Lab Safety. Specific safety rules in each department are explained and regulated by the individual instructor. All safety tests must receive a 100% grade. Failure to abide by safety rules could result in removal from a program.

Student Injury (KSA-72-8404). Students must report all accidents to the instructor immediately. If an accident occurs, an accident form must be completed. The instructor then reports all information to Administration. The student will be taken to the doctor or the emergency room of the hospital listed on the student’s medical release form. The student is responsible for payment of doctor, hospital, or other medical bills.

Insurance. A limited coverage accident insurance policy is provided through student fees. This policy is only secondary coverage to other policies students may have. It does not replace the need for health insurance and provides only limited coverage. Student Services has pamphlets available describing the policy information and claim forms. Students should note the requirements listed in the information including a 20-day written notice of claim timeline, where to send the claim, and description of coverage.

Dental Assistant and Medical Assistant Student Liability Insurance. Students enrolled in the Dental Assistant Program and the Medical Assistant Program must have liability insurance to cover the student while on clinical training. This is provided by the college as a group policy.

Eye Safety (KSA 72-5207). K.S.A. 72-5207 states that industrial eye protective devices are required for every student and teacher in all schools, colleges, and universities or other educational institutions when participating in any of the following courses or when visiting any of the following laboratories:

(A) Technical or industrial arts shops or laboratories involving experience with:

1. Hot molten metal or other molten materials
2. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials
3. Heat treatment, tempering, or kiln firing of any metal or other materials
4. Gas or electric arc welding, or other forms of welding processes
5. Repair or servicing of any vehicle
6. Caustic or explosive materials

(B) Chemical or combined chemical-physical laboratories involving:

1. Caustic or explosive chemicals
2. Hot liquids or solids
3. Injurious radiations or other hazards not enumerated

Salina Tech programs requiring eye protective devices: Applied Electronics (soldering and as assigned by instructor), Auto Collision Repair, Diesel Technology, Automotive Technology, Electrical Technology, HVAC, Construction Technology, Machine Tool Technology, Dental Assistant, Welding Technology.

Tobacco Usage. Salina Area Technical College is tobacco free. The use of tobacco products is prohibited on campus by employees, students, visitors.

Compliances

Rehabilitation Act of 1973. Salina Tech does not discriminate on the basis of handicap and is required by Section 504 of the Rehabilitation Act of 1973 and as directed by the Department of Education, Health and Welfare not to discriminate on the basis of handicap in educational activities and employment practices.

Americans with Disabilities Act of 1990. Salina Tech is committed to complying fully with the Americans with Disabilities Act and to make its facilities accessible to students, staff, and visitors and the various instructional programs to all people or to provide reasonable accommodations according to the law.

The policy of Salina Tech provides that no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations at the college.

Civil Rights Compliance. Salina Tech fully complies with the requirements as outlined in Title VI of the Civil Rights Act of 1964 and with all requirements of Health, Education and Welfare to the extent that no person shall, on the grounds of race, color or national origin be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity conducted by this institution.

Title IX Compliance. Students, their parents, and employees of Salina Tech are hereby notified that the college does not discriminate on the basis of sex and is required by Title IX of the Education Amendments of 1972 not to discriminate on the basis of sex in its educational activities and employment.

Degree and Certificate Information

Degrees and Certificates Awarded

Students attending SATC may earn a technical certificate and/or an Associate of Applied Science (AAS) Degree in the following programs:

Applied Electronic Technology
Auto Collision Repair
Automotive Technology
Business Administrative Technology
Commercial and Advertising Art
Computer Aided Drafting
Construction Technology
Dental Assistant
Diesel Technology
Electrical Technology
Environmental Technology
Heating, Ventilation and Air Conditioning (HVAC)
Industrial Maintenance (certificate of completion)
Machine Tool Technology
Medical Assistant
Welding Technology

The Associate of Applied Science (AAS) degree requires a minimum of 60 credit hours to include a technical certificate and at least 15 credits of general education courses.

Students should seek degree program evaluation, analysis and advice from the institution to which they plan to enroll. Contact Student Services for more information.

Courses and programs listed are subject to change pending KBOR state curriculum alignment approval.

Continuing Education

Continuing Education also offers a variety of certificates of completion in health sciences, manufacturing, construction, CAD, industrial maintenance, technical/maintenance, and other business and industry courses. Some certificates are credit based; others are non credit. Community members take these courses for employment, retraining, enrichment, or improvement of skills.

Continuing education also provides customized training for area businesses.

General Education

General education courses meeting the AAS degree requirements may also be transferred from an accredited college/university. Individual programs may have specific general education requirements. A grade of “C” or higher must be earned in general education courses. Only courses numbered 100 or higher count toward the AAS Degree.

Six credits of general education courses are required from the following two areas:

Communication	3 credit hours
Mathematics	3 credit hours

A minimum of nine additional credit hours from the following areas:

- Social and Behavioral Science
- Applied and Natural Science
- Business
- Humanities
- Math
- Communications

General Education Assessment. By taking general education classes students will develop competency in three lifelong learning areas: communication, critical thinking, and workplace skills.

Communication: students will demonstrate effective written and oral communication skills.

Critical Thinking: students will demonstrate the ability to solve problems involving several steps of analysis and judgment.

Workplace skills: students will develop “soft skills,” other than technical proficiency, which enhance employee and organization performance.

INSTITUTIONAL POLICIES

Cell Phones, Telephone, Music:

- Cell phones must be turned off during regular class/shop/lab instruction.
- A telephone for student use is located in the main foyer of the Administration Building (Building "A"). The phone is intended for local calls only.
- The use of personal listening devices will be at the discretion of the department. The instructor will provide information to the students at the beginning of the academic year and new students entering programs at the beginning of each enrollment period.

Food and Drinks in the Classroom. Food and drinks should not be consumed or stored near computers. Small packaged snacks and drinks may be consumed in the classroom at the discretion of the instructors.

Student Parking and Speed Limit. No student parking in front of the main building (Building A) except handicapped students. Those parking in designated handicapped areas must have proper vehicle markings or make special arrangements with Student Services. Students may park in any other parking place on campus.

The campus speed limit is 10 miles per hour in all areas. Students are not to leave vehicles overnight in parking areas. Students are not to back into angled parking areas. Violations of speed limits, parking regulations, or reckless driving on campus will result in suspension of driving privileges or other disciplinary action.

Use of Electronic Mail and Internet. All equipment and access privileges are to be utilized appropriately for educational purposes. Students must demonstrate responsible behavior when accessing the internet on college computers.

Students shall have no expectation of privacy when using college e-mail or other official communication systems. Any e-mail or computer application or information in college computers or computer system is subject to monitoring by the administration.

Students are responsible for appropriate behavior when using college computers. The use of computers and access to the internet is a privilege, not a right, and may be revoked by the college if abused. Students who violate this policy will be subject to the Student Code of Conduct (in college catalog). Students may not install computer hardware or software.

Computer Software Copyright. Illegal copies of copyrighted programs or other computer software may not be made or used on college equipment. An archival copy of a computer program or other software is permitted under limited circumstances.