

CUSTOMIZED TRAINING

Salina Area Technical College is prepared to respond quickly to the unique training needs of area businesses and industries. Specialized programs can be developed and delivered either on-site or at the site of the industry partner. Training can be formatted and scheduled to the specification of the customer.

Instruction enables employees to learn the skills one day and put those skills to use the next. The training sessions can be conveniently scheduled for full-day, half-day, evening or weekend delivery, and can be held at industry partner locations or at SATC facilities.

Business and industry representatives may contact the Director of Continuing Education, at 785-309-3105 for more information.

ADMISSIONS

CAMPUS VISITS

Prospective students are encouraged to visit the campus. The campus is open year-round, and there is always a staff member available to answer questions and provide information. Although visitors are encouraged to schedule an appointment, drop-ins are welcome.

ACADEMIC ADVISING SERVICES

As students choose an SATC program of study, Student Services Staff coordinate campus visits, career inventories, job shadowing experiences, and/or meetings with instructional staff to help prospective students choose a program of study or specific courses to fit his/her educational or career goals.

The Vice President of Student Services advises new students on initial program requirements. Once students are enrolled, faculty serve as advisors and will assist students in developing a degree completion plan, selecting courses each semester and monitoring academic progress toward completing the selected certificate or degree program. An advisor's signature is required for the completion of a student's verification of graduation eligibility. Each student is responsible for working out a plan of education with his/her advisor.

ADMISSIONS POLICY

Student admission is open to all applicants but enrollment is limited by class size. Applications are accepted on a first-come basis. Individuals seeking admission or re-admission are encouraged to apply as soon as possible. Students who want to attend Salina Tech must submit a completed application to the Student Services office accompanied by the campus fee. Students must complete a high school diploma or GED before a degree or technical certificate or financial aid can be awarded. It is the responsibility of the student to provide an official high school transcript or GED scores.

RESIDENCY

Kansas Technical College students pay the same tuition rates regardless of residence.

ASSESSMENT TESTING

All applicants for admissions will be required to take applicable college assessment tests. The tests are **free**. Students must take the test **prior** to the start of classes. Students may retake the assessment once per year.

Assessments underscore the college's commitment to the students' right to succeed. Earning a certificate or degree from SATC requires the successful completion of a series of technical and general education courses. There are mandatory prerequisite skills for access to these courses because admitting students to a course for which they are not prepared does them an injustice.

The placement assessment determines if the student is prepared to meet the course's reading, math or mechanical reasoning requirements. To arrange for assessment, students should contact Student Services.

SATC utilizes ACT COMPASS[®] placement tests. These tests help educators:

- quickly *evaluate incoming students' skill levels*
- *place students* in appropriate courses
- *connect them to the resources* they need to achieve academic success

Summary of admissions requirements:

1. A completed application with campus fee.
2. Compass assessment validating minimum requirements in math and reading.
3. Demonstrate a level of competency in other assessments required by specific programs.
4. High school diploma/transcript* or GED. (If students are at least 16 years old, high school juniors and seniors may concurrently enroll in some programs.)

*SATC reserves the right to evaluate High School diploma(s) presented by the student. We may, at any time, request a copy of a high school transcript to validate the High School diploma. As provided in the Federal Register (Section 668.16[p]), we may withhold Financial Aid funds.

High School diplomas and/or transcripts must come from an accredited school that is recognized by the United States Department of Education. SATC reserves the right to evaluate all diplomas and/or transcripts that are presented by the student. To check to see if your high school is accredited, you can go to <http://www.ope.ed.gov/accreditation/>.

PROGRAMS WITH SPECIAL ADMISSIONS CRITERIA

Prospective students should meet with Student Services to identify the programs of study that require specific pre-enrollment activities prior to program admission.

Dental Assistant and Heating Ventilation and Air Conditioning (HVAC) have established enrollment criteria the students must meet prior to admission. Other programs require that students meet with program instructors prior to enrollment.

STUDENT CLASSIFICATIONS

- Full-time Students carrying 12.0 or more semester credit hours.
- Three-Quarter time (3/4) Students carrying 9.0-11.99 semester credit hours.
- Half-time (1/2) Students carrying 6.0-8.99 semester credit hours.
- Less than half-time Students carrying 0-5.99 semester credit hours.
- Non-degree Seeking Students not seeking a Degree or Technical Certificate.

HIGH SCHOOL ARTICULATION

Some high school courses have been articulated with courses offered by SATC to enable students to advance to higher level courses at the college. See Student Services for more information.

SECONDARY STUDENTS

Secondary students may enroll concurrently in some college program courses. All students must go through the same admissions process and steps to apply for admission and arrange for payment of applicable tuition and/or fees. High school students may create payment plans and/or rent tools as tool boxes are available. Contact Student Services for more information.

HOME SCHOOL STUDENTS & GRADUATES

Any Home School Student 16 years of age or older is welcome to apply as a part-time, full-time or continuing education student at the College. He or she will be responsible for paying all applicable tuition, fees, purchasing books, uniforms, and/or tools/supplies for any/all courses. He or she will be subject to any/all applicable course requirements and/or program-specific admission standards.

In lieu of a state high school diploma or GED scores, Home School Graduates must submit documentation:

- Home-School Self Certification Statement.
- Secondary school completion credential for home-schooled students.
- A transcript (supplied by school or parent); including courses taken, credits and grades received, school location, date of completion and a school administrator's signature.

STUDENT CREDIT HOUR LOAD

The academic year consists of a fall and a spring semester, each 16 weeks in length. Technical credit programs are offered on a semester credit hour basis. Eighteen hours of college credit is considered a standard semester load. Permission to enroll in more than 21 hours per semester must be approved by the Vice President of Instruction. Dental Assisting students may enroll in 22 credits in the fall semester.

TRANSFER OF CREDIT FROM ANOTHER COLLEGE TO SATC

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 SATC Registrar will evaluate transcripts based on the program to which SATC has admitted the student. SATC may grant transfer credit only to courses that apply to a student’s program of study at SATC or meet degree requirements. All grades and credits on an incoming transcript(s) will be included in the Registrar’s evaluation of transfer credits.

Students who change their major program of study or degree plan at SATC may request that the Registrar reevaluate their transcripts based on the new program of study.

SATC reserves the right to evaluate any potential transfer courses based upon the syllabi and competencies of similar courses instructed at SATC. If incoming courses do not meet the same competencies and criteria as SATC courses, equivalency will not be established.

SATC follows the guidelines established by National Association of Credit Evaluation Services (NACES) for credits earned from international institutions.

SATC follows the American Council on Education’s (ACE) published recommendations on the transfer of non-accredited institutions, including military and other training programs.

The Registrar will make the final determination of transfer credit.

TRANSFER OF SATC CREDITS TO ANOTHER COLLEGE

Students seeking to transfer credit earned at Salina Area Technical College to another college must submit a signed Transcript Request Form to the Student Services Office. Transcripts cost \$7.00 each. Signed requests are necessary to send transcripts.

Within five business days of receiving the signed Transcript Request Form and transcript fee, the Student Services Office will send transcripts to the recipient(s) indicated on the Transcript Request Form. Whenever possible, students should indicate a specific person or office to which the transcripts should be sent.

Students who want their transcripts to include certificates and degrees earned must request that those transcripts be sent after the appropriate graduation date for those certificates and degrees.

SATC will not send transcripts for students who have outstanding financial obligations to the college. All obligations to the college must be cleared before transcripts will be sent.

TRANSFER CREDIT APPEAL PROCESS

Students who disagree with the transfer credit decisions at SATC may appeal those decisions as follows. Students should provide evidence, such as course descriptions and syllabi, that the courses in question are either the equivalent of or comparable to courses offered by SATC.

- a. Students first must appeal the transfer credit decision in writing to the Registrar within 10 business days of the decision.
- b. If the disagreement is not resolved with the Registrar, students may appeal in writing to the Vice President of Student Services within 10 days of the first appeal to the Registrar. The decision of the Vice President of Student Services shall be final and not subject to appeal.

VETERAN STUDENTS

Veterans, reservists, and eligible dependents requesting benefits must complete the appropriate forms which are available from the Department of Veterans Affairs at 888.442.4551, or online at www.gibill.va.gov. Once you have successfully complete the application process with the VA, you will be provided a certificate of eligibility. A copy of the Certification of Eligibility must be provided to the financial aid office so that SATC can confirm and certify your enrollment.

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 Kansas 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 undocumented US citizens must fulfill all college and program requirements for admissions 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.

RE-ADMISSION

Students wishing to enroll, **after being placed in non-enrolled status**, [being suspended, expelled or administratively withdrawn], must apply for readmission by completing an Application for Admission. The decision to readmit students will be based on the student successfully meeting all requirements imposed by the College for eligibility for readmission and the suitability of the student returning to college as determined by SATC faculty in consultation with administration and/or staff.

Students seeking readmission must comply with all entrance requirements of the College, including any new general or program-specific admission requirements. If the student did not complete the courses in which he/she was enrolled, the Adding a Course/Withdrawing from a Course policy will apply regarding final grades. All grades recorded on the student's transcript, for any semester, will remain a part of the student's permanent record and will be used to calculate the student's cumulative grade point average.

FORMER PROGRAM GRADUATES

SATC will consider issuing an AAS degree to former technical certificate program graduates who have earned the required general education classes and technical coursework **within the past five years**.

Students, who have graduated **more than five years ago**, must submit the following documentation of their SATC Certificate Program of Study skills:

- a letter from their current employer that documents that they are working in the field of study represented by their SATC technical certificate
- have current skills that meet the latest industry standards
- have earned the required general education classes

Graduates, who believe that they meet these requirements, should contact the Registrar to have their transcripts and documentation evaluated. Graduates who do not meet the above requirements may contact the Registrar or the VP of SS to have any previous coursework evaluated to explore other options or possible recommendations.

TUITION

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.
4. Tuition and fees are due on or before the 5th day of class.
5. Students are responsible for purchasing textbooks, tools and uniforms.

Part-time Students concurrently enrolled at public high schools

1. The campus fee is due when the application for admission is submitted.
2. Part-time Students concurrently enrolled in public high schools are responsible for payment of the program and insitutional fees or must have an SATC payment plan in place 10 days before classes begin.
3. The sending school district pays tuition for the high school students.
4. Students are responsible for purchasing textbooks, tools and uniforms.
5. Rental tools are available for some programs.

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.

TEXTBOOK COSTS

Full-time students can estimate spending approximately \$200-\$800 for textbooks. Many programs are close to \$500. ISBN numbers are provided for any and all required textbooks required all courses. Textbooks may be purchased through the on-line bookstore, MBSDirect.

Pell Grant eligible students who meet specific criteria ***and*** have an excess of Pell Grant Aid ***after*** all applicable tuition and fees are paid will receive an MBSDirect online bookstore credit. These credits are approved by the Director of Financial Aid. **See the Director of Financial Aid for more information.**

TOOL OR SUPPLY PURCHASES

Depending on the class or program, students may be required to furnish their own hand tools toolboxes and/or supplies 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.
- Recommended Tool Vendor lists are available at www.salinatech.edu or in Student Services; however students may purchase tools from any vendor they choose.
- 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 uniforms/protective clothing must purchase the items before classes begin. See www.salinattech.edu or visit Student Services for Uniform Vendor information.

FINANCE POLICY

All **prior** balances must be paid in full to SATC before the first day of each semester or the first day/night of a class. Students with a student account balance due to SATC must have paid the balance in full before enrolling in any future classes. All student grades, diplomas, certificates, and transcripts will be on hold until final and complete payment is made. If payment arrangements have not been made, a \$10.00 per week finance charge will be applied to the total amount.

PAYMENT PLANS

Students may be eligible for an SATC payment plan in extreme cases. Determination of eligibility is on a case by case basis as determined by SATC and is not available to those students who qualify for financial aid. A fee of \$25 per semester will apply and balances are due on established dates. Payment plan options are available in Administrative Services. Students also have the option to make payments by charging to his/her credit card.

THIRD PARTY BILLING

A student must declare upon application that he or she wishes to have his or her bill sent to a third party and/or that she or he is working with a third party to provide payment of his or her student account balance. Third Party billing applies to but is not limited to Vocational Rehabilitation Services (VocRehab), Social Rehabilitation Services (SRS), Foster Care, Veterans Affairs (VA), KansasWorks, or an employer. Visit Student Services for assistance.

RETURNED CHECK POLICY

If a check made payable to the college is returned by a bank for any reason, the student's records will be placed on hold until the financial obligations are paid. The student will be charged a returned check fee for each returned check. As per the finance policy listed above, if payment arrangements have not been made before classes begin and after a check is returned, a \$10.00 per week finance charge will be applied to the total amount. See the Business Office with questions.

TUITION REFUNDS

Students who withdraw from college 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 a \$25 processing fee) and 100% of any tuition payments.
- 100% tuition refund the first week of class.
- 50% tuition refund the second week of class.

- No tuition refund will be issued after the second week of class.
- Program and Institutional fees are not refundable once class (es) begins.

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

For courses shorter than 16 weeks, please contact Continuing Education for tuition refund policy.

STUDENT WITHDRAWAL

To add or withdraw from course(s), a student should fill out an Add/Withdrawal Form and return it to Student Services. Official Withdrawal from all courses occurs when the student completes an Exit Form and returns it in to Student Services. When a student **expresses the intent to withdraw** that **is not** an Official Withdrawal.

- A student who withdraws from a course(s), all courses for the semester before the census date (20th day or 25% of the length of the course) will not have a notation on the transcript.
- Students withdrawing after the census date will be given a grade of W on the transcript. A student may not withdraw from a class after 80% of the course is completed.
- Please see page 23 for refund policy information.
- A student who is withdrawing from all classes should fill out an Exit Form in Student Services.
- Instructors will be notified when a student withdraws.

ADMINISTRATIVE WITHDRAWAL

A student may be administratively withdrawn from any or all courses by a College administrator when one of the following conditions exists:

- 1) The student has been dismissed from the College, regardless of the reason.
- 2) The student has missed violated the program **or** course attendance standards.
- 3) The student fails to satisfy financial obligations to the College.
- 4) The student has not satisfied minimum academic standards of a program of study and is not permitted to continue classes.
- 5) The student has violated the Student Code of Conduct.

If students cannot be notified in person or by phone, students are notified in writing by certified letter. A hold may be placed on his or her account depending on why he or she was administratively withdrawn and a student may have to wait a full semester before being re-admitted. A student who is administratively withdrawn may appeal by filing a written appeal in

Student Services. The appeal must include reasons why the student failed to meet College standards and what the student's plan is to meet them after he or she is re-admitted.

The Vice President of Student Services will investigate and make a decision. The student may attend class during the appeal process. The student may or may not have to go through the re-admission process depending on the time of the administrative withdrawal and his or her appeal.

UPDATING STUDENT INFORMATION

Students needing to change their recorded information including name, address, or social security number must complete a Student Data Change Form at the Registrar's Office. Changing a name requires a copy of a marriage certificate or court order. Changing an erroneously reported social security number requires a copy of the official social security card.

COLLEGE RESOURCES

COUNSELING

It is the goal of the college 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 Vice President of Student Services. The Vice President of Student Services can assist students with referrals to other agencies in the community.

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

CAREER ADVISING SERVICES

The Learning Resource Specialist works in conjunction with program instructors to identify a career path for students. Career services include: career development workshops, interest inventories, career assessments and job placement. College Alumni are welcome to come back for career advising or to take advantage of career services.

LEARNING RESOURCES

SATC provides a variety of learning resources conveniently in one location, including library services, assessment tests, career advising, job placement, and a student computer lab(s). [An additional student computer lab to open in the Fall of 2011.] The LRR is located in Building A. The Learning Resources Specialist manages the labs and assists students with assessment testing, orientation, career services and other academic assistance to students.

LIBRARY SERVICES

Each program at SATC has physical or virtual libraries are housed in rooms adjacent to specific classrooms with resources specific to the industry the program supports. The Learning Resources Lab also has an electronic library for students to access all types of information and perform research projects or assignments. Two of the computers in the lab also have Computer Aided

Drafting (CAD) software that matches the resources in the CAD lab for use when the CAD lab is closed or by appointment.

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.

COMPUTER LABS

The computer labs are open to students during classroom hours and/or during posted open lab times. Students may use the lab to complete assignments, search for jobs, and complete ACT WORKKEYS® Skills and/or other testing.

STUDENT EMAIL ACCOUNTS AND INTERNET ACCESS

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 on 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.

SATC is not responsible for personal computers devices or personal wireless devices used on campus and/or that utilize the SATC wireless signal while on campus.

COMPUTER SOFTWARE COPYRIGHT

Illegal copies of copyrighted programs or other computer software may not be made or used on college equipment. See Copyright Infringement Policy, page 10.

BOOKSTORE

SATC offers students an on-line bookstore through *MBS Direct* that includes a book buy-back program. With *MBS Direct*, students can order new and used textbooks, supplemental materials, eContent, and a wide-variety of free resources. All SATC Bookstore inventory is based on course lists submitted by the College and housed in the *MBS Direct* warehouse inventory. Orders are placed on-line via *MBS Direct*. For some general education or continuing education classes books may be pre-ordered by the College and included in course fees. Student Services staff are available to assist students with book ordering during business hours.

STUDENT HOUSING

Salina Area Technical College has a partnership with K-State Salina Housing that gives students the opportunity to live in approximately one half mile from the College. Students living in KSU-Salina housing may participate in K-State Salina activities, events, fitness center, and food service depending on which services they choose to purchase. To learn more about this and other local housing options visit the Student Services Office or http://www.salinatech.edu/prospective_students/Housing_March_2010.pdf

STUDENT GOVERNMENT ASSOCIATION (SGA)

SGA membership is made up of one to two 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 code of conduct, 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 assists the College in organizing student activities throughout the year.

CLUBS AND ORGANIZATIONS

Students may participate in a variety of contests, clubs and organizations. Students may join local, regional, or national clubs and organizations. For more information, contact your instructor, Student Government Representative, or Student Services. Current clubs include Skills USA competition groups within programs.

ACADEMIC POLICIES

LEARNING ACCOMMODATIONS

Services for Students with Disabilities

The College seeks to provide all students with a quality education and equal educational opportunities. Action will be taken, if necessary, to comply with legal requirements ensuring that such requirements do not discriminate or have the effect of discriminating on the basis of a student's known and adequately documented disability. Requested changes shall not be granted if they require alteration of essential elements of the program or directly related licensing requirements, or would result in undue financial or administrative burdens.

Salina Area Technical College operates under the mandate of 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 (2 weeks or more) and provide documentation to support their request. Reasonable accommodations will be made on a case-by-case basis in order to ensure educational accessibility. Be aware that high school and college have different expectations and requirements and different laws regarding accommodations.