



2011-2012 COLLEGE CATALOG



A MESSAGE FROM THE PRESIDENT



At Salina Area Technical College, the programs and opportunities offered revolve around the student. In fact, this college exists for the purpose of preparing men and women of many different backgrounds for success in their lives and careers. I believe this is a purpose valued by each member of the faculty, by the college staff and by the SATC Board of Trustees.

Salina Area Technical College is here to serve your education and/or training needs whether you are a recent high school graduate who is ready to start your college career, or a person who is returning to the classroom for the first time in many years. Whatever your objectives and past experiences, I want to congratulate you for focusing on SATC, and let you know that I gauge our success on how well you achieve your goals.

The mission of the College includes helping each person gain the technical and general education skills necessary for employment, personal growth, and lifelong learning. On our campus you will find a nurturing culture of excellence that values leadership, every student, accountability, respect, and a nurturing culture. You will be glad that you have entrusted your future to the learning provided at Salina Area Technical College.

Let me be one of the first to welcome you to our campus!

Greg Goode

President

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GENERAL INFORMATION

HISTORY OF THE COLLEGE

Salina Area Technical College opened in 1965 on the former Schilling Air Force Base with 189 students enrolled in nine programs. Over the past 44 years the college has grown to over 350 students in credit programs and over 500 students taking continuing education classes.

In 2003, two new buildings were added making SATC facilities some of the best in Kansas and the nation. Students receive hands-on instruction from excellent faculty in an environment that is fun, relaxed, and caring.

The community of Salina offers a wide variety of activities and attractions. Next to SATC is K-State Salina, where many of our students participate in housing, student activities, and recreation.

Enjoy Salina Area Technical College – we believe in you!

COLLEGE LOCATION

Salina Area Technical College is located at 2562 Centennial Road, Salina, KS 67401.



SALINA AREA TECHNICAL COLLEGE STRATEGIC PLAN: 2009-2012

SALINA AREA TECHNICAL COLLEGE 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.

SALINA AREA TECHNICAL COLLEGE VISION

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

SALINA AREA TECHNICAL COLLEGE VALUE STATEMENTS

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

1. Instruction. Provide quality instructional programs that are responsive to the needs of the community.
2. Visibility. Improve the visibility and perception of the college and its programs.

3. Growth. Increase enrollment and access.
4. Partnering. Build Partnerships with Business and Industry.
5. Finances. Assure Financial Stability for our future.

GOVERNANCE

All higher education in Kansas is coordinated under the direction of the Kansas Board of Regents, <http://www.kansasregents.org/>. The Kansas Technical Education Authority, under the direction of the Kansas Board of Regents, oversees all technical education in Kansas.

Salina Tech is locally governed by a Board of Trustees. The Board of Trustees establishes and publishes policies. The Board usually meets on the 4th Tuesday of the month at SATC. Minutes are available on the SATC website at www.salinatech.edu. Additional information is available in administration Building A.

PROGRAM ADVISORY COUNCILS

Each program has a Program Advisory Council. The council consults with Salina Area Technical College administration and program instructors regarding equipment, curriculum, and student performance. The duties of the Program Advisory Council include:

- Recommending standards and criteria for program competencies.
- Gathering, analyzing, and drawing conclusions from data.
- Making program recommendations.
- Reviewing trade and industry standards and their relationship to curriculum.
- Advise on equipment, instruction, new trends and procedures in industry.

ACCREDITATION AND AFFILIATIONS

Salina Tech is coordinated by the Kansas Board of Regents and fully accredited by the North Central Association Commission on Accreditation and School Improvement.

Program accreditations and affiliations include:

- The Construction Technology program is affiliated with the American Association of General Contractors.
- The Welding Technology program is affiliated with the American Welding Society (AWS).
- The Dental Assistant program is accredited by The Council on Dental Accreditation of the American Dental Association.
- The Automotive Technology, Auto Collision Repair, and Diesel Technology programs are all accredited by the National Automotive Technicians Education Foundation (NATEF), a division of Automotive Service Excellence (ASE).

COMMITMENT TO DIVERSITY

At Salina Area Technical College, the concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, recognizing and valuing our individual differences. These differences may be racial, ethnic, gender, thinking style,

socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. It is the exploration of these differences in a safe, positive, and nurturing environment. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of uniqueness contained within each individual.

IMPORTANT PHONE NUMBERS

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
Registrar	785 309-3110
Administration/Business Office	785-309-3109
Continuing Education	785 309-3102 or 785 309-3105

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.

PROGRAM SPECIFIC HANDBOOKS

Students will receive a program specific handbook.

COLLEGE CLOSURE/INCLEMENT WEATHER PLAN

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

STUDENT RIGHT TO KNOW INFORMATION

Salina Area Technical College as a recipient of Federal Title IV funds is required to collect, publish and disseminate the information listed below to all students via the College website. If requested, the College will also provide a paper copy of this information including a full report of the institution's graduation rate and the Annual Campus Security Report.

STUDENT RIGHT-TO-KNOW and CAMPUS SECURITY ACT

In accordance with Title I of Public Law 101-542, as regulated by the Department of Education up-to-date information about graduation/completion rates and campus security is available on the SATC website and in the Student Services office in Building A. The graduation rate for the 2006 – 2009 cohort was 81%, one of the highest student success rates in the nation.

From 2008-2010 Salina Area Technical College did not experience any murders, arson, aggravated assaults, hate crimes, liquor law violations, drug abuse violations or weapon possessions. During this three-year period there were also no forcible or non-forcible sex offenses, nor were there any reports of motor vehicle thefts.

EQUAL OPPORTUNITY

SATC does not discriminate on the basis of race, color, creed, nationality, sex, age, or handicap, in admission or access to, or treatment or employment in, its programs and activities. Inquiries concerning Title VI, Title IX, and Section 504 and the Americans with Disabilities Act may be referred to the Vice President of Administrative Services office, 2562 Centennial Road, Salina, KS 67401; Phone 785-309-3108.

VOTER REGISTRATION

United States citizens who are students of voting age can find voter information specific to their state of residence while attending school by visiting the [Kansas Office of the Secretary of State website](#) or visiting Student Services.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Information in a student's file may be released only under specific conditions. As a current or former student of SATC, students have complete access to their records in compliance with requirements under the Federal Family Educational Rights and Privacy Act of 1974 (Public Law 93-389 Subsection. 513, 88 Stat. 571; 29 U.S.C. 1232q). Students may view them upon request at the Student Services Office. If the student feels the records contain an error, an appeal may be written to the Registrar. Certain "directory" information is considered public: 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 and GPA recognition, and most recent school attended. Students who do not want information released as directory information should contact the Student Services Office at 785-309-3100.

DRUG AND ALCOHOL AWARENESS

Salina Area Technical College recognizes the emotional and social impact of drug and alcohol problems. Students who would like to have a confidential discussion regarding drug or alcohol

usage should contact the Vice President of Student Services for available community assessment services. While SATC supports state and local drug and alcohol laws, we also recognize and support students who are seeking assistance with drug or alcohol concerns.

SATC COPYRIGHT POLICY

The Higher Education Opportunity Act (HEOA) requires Salina Area Technical College to have processes in place to effectively combat the unauthorized distribution of copyrighted material and, to the extent practicable, offer alternatives to illegal downloading or peer-to-peer distribution of intellectual property.

Copyright infringement constitutes a violation of Institutional policy and may create potential liability for both civil and criminal actions. Action on the part of the Institution as a matter of policy does not remedy a user against possible legal actions from the content owner or possible criminal actions on the part of law enforcement.

SALINA AREA TECHNICAL COLLEGE COMPLIES WITH HEOA REQUIREMENTS AS FOLLOWS:

- Publishes warnings online, in print, and in presentations that students who violate copyright laws may be subject to disciplinary action by the College as well as prosecution under State and Federal guidelines.
- The VP of Student Services annually discloses this information to students through electronic means that defines copyright law, details College rules for file sharing, and lists legal alternatives for acquiring copyrighted materials.
- The College monitors network activity and utilizes network appliances specifically for stopping illegal file sharing and copyright use.

Copyright infringement is a serious violation of Salina Tech's Student and/or Employee Code of Conduct that can cause a student to get an F for the assignment, for the course, or be suspended from school, or an employee to be disciplined.

POSSIBLE RESOURCES ARE:

- Legal Music downloading (link to <http://www.campusdownloading.com/legal.htm>)
- Legal Movies and TV Shows (link to http://www.mpaa.org/piracy_ligalopt.asp)
- SATC Website;
http://www.salinatech.edu/student_services/learning_resources/copyright_law.shtml
- SATC Catalog; Student Code of Conduct & sanctions; pgs 39-44
- SATC Employee Handbook
- SATC Faculty Handbook

COPYRIGHT NOTICE – WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (title 17, United States code) governs the making of photocopies or other reproduction of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” Additionally, the work cannot be digital material such as “a musical work, a pictorial, graphic or sculptural work, or a motion picture or other audiovisual work other than an audiovisual work dealing with news.” Materials may be used for limited educational purposes (in class). If a user makes a request for, or uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

GAINFUL EMPLOYMENT

The Higher Education Opportunity Act (HEOA) requires Salina Area Technical College to SATC report about SATC graduates gainful employment. In order to be eligible for funding under the Title IV programs, an educational program must lead to a degree (associate, bachelor's, graduate, or professional) or prepare students for "gainful employment in a recognized occupation" (GE Programs). Complete information on the GE Program requirements is available on the designated Gainful Employment Information Page that can be found at <http://ifap.ed.gov/GainfulEmploymentInfo/>.

For more information about SATC graduation rates, the median debt of students who completed the program, and other important information, please visit the SATC website at, http://www.salinatech.edu/student_services/consumer_info/.

VACCINATIONS POLICY

Please refer to Program requirements, as applicable.

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<p>2 Campus Reopens for Spring Semester 16 No Classes – MLK Day 17 1st Day of the Spring Semester 20 Last day to drop and receive 100% Tuition refund 27 Last day to drop and receive 50% Tuition refund</p>	<table border="1"> <thead> <tr> <th colspan="7">JANUARY 2012</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	JANUARY 2012							S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<table border="1"> <thead> <tr> <th colspan="7">FEBRUARY 2012</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	FEBRUARY 2012							S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29				<p>3 Last Day to drop 6-10 Student of the Year Selection (by department)</p>							
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<p>19-23 Spring Break 23 Campus Closed 26-30 ACT Workkeys Testing (May Graduates) 30 Last day to drop</p>	<table border="1"> <thead> <tr> <th colspan="7">MARCH 2012</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table>	MARCH 2012							S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<table border="1"> <thead> <tr> <th colspan="7">APRIL 2012</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	APRIL 2012							S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p>9-27 End of Program testing for May Graduates 16-20 Student of the Year Interviews (TBA) 27 Student BBQ</p>							
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<p>11 – Last day of Semester 12 – Graduation – location TBA 2:00pm</p>	<table border="1"> <thead> <tr> <th colspan="7">MAY 2012</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table>	MAY 2012							S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<table border="1"> <thead> <tr> <th colspan="7">JUNE 2012</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> </tbody> </table>	JUNE 2012							S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								
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