



NCKTC

"WE BUILD CAREERS"



STUDENT HANDBOOK 11/12
NORTH CENTRAL KANSAS TECHNICAL COLLEGE

Welcome to

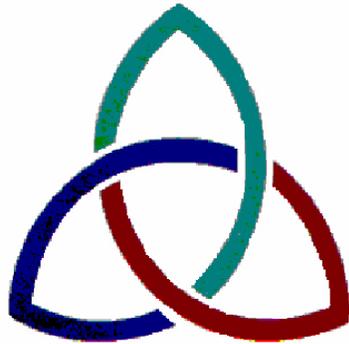
North Central Kansas

Technical College

Beloit and Hays

2011-2012

Student Handbook



Mission Statement

North Central Kansas Technical College (NCKTC), an institution of higher education, provides life-long educational opportunities to a diverse population leading to productive lives for the benefit of a global society. We are dedicated to providing a curriculum in a supportive learning environment designed to promote a personalized, educational experience which will enhance an individual's opportunity to develop to his or her full potential.

Vision Statement

North Central Kansas Technical College is committed to being a leader in innovative workforce development and a world class learning resource for the ever-changing needs of business and industry.

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**ACADEMIC CALENDAR
2011-2012**

August 22, 2011 Classes Begin

September 5, 2011 Labor Day/College Closed

November 11, 2011 Veteran's Day/College Closed

November 23-25 2011 Fall Break/College Closed

December 16, 2011 End of Fall Semester

December 16-January 9, 2012 Winter Break

January 9, 2012 Spring Semester Begins

March 19-23, 2012 Spring Break

May 7-11, 2011 Finals Week

May 11, 2012 Graduation Beloit

May 12, 2012 Hays Graduation

WELCOME

To North Central Kansas Technical College Beloit and Hays

Dear Students:

Like most prospective students, you are likely seeking a career that is rewarding, challenging, well paid and has the potential for future personal and professional growth.

Through planning and hard work, you can expect to reach this goal. Business leaders and investors often cite the lack of skilled workers as the major factor limiting the growth of their businesses. There are many opportunities existing for individuals with the technical skills needed by these employers.

North Central Kansas Technical College provides you training needed to access these opportunities.

Best wishes for a Great 11-12 academic year,

*Clark Coco
President NCKTC*

ACCREDITATION:

**North Central Kansas Technical College is accredited by:
Higher Learning Commission of the
North Central Association of Colleges and Schools**
30 LaSalle Street, Suite 2400 Chicago, IL 60602
(312) 263-0456 or 1-800-621-7440

Kansas Board of Regents
1000 SW Jackson St., Suite 250
Topeka, KS 66612
(785) 296-3421

National Automotive Technicians Education Foundation
101 Blue Seal Drive, Suite 101, Leesburg, VA 20175
(703) 669-6650

National Center for Construction Education and Research
3600 NW 43rd Street, Bldg. G, Gainesville, FL 32606
1-800-669-1656

National League for Nursing for Accrediting Commission, Inc.
61 Broadway, New York, NY 10006
1-800-669-1656

Kansas State Board of Nursing
900 SW Jackson St., Suite 1051, Topeka, KS 66612
(785) 296-4929

American Society of Health Systems Pharmacists
7272 Wisconsin Ave, Bethesda, MD 20814

(301) 664-8645 POLICIES AND PROCEDURES

NOTICE OF NON-DISCRIMINATION:

In compliance with the Executive Order 11246; Title II of the Educational Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, college policies, laws, regulations and policies, NCKTC Beloit-Hays, KS, shall not discriminate on the basis of sex, race, color, national origin or handicap in the education programs or activities which it operates.

It is the schools intent to comply with both the letter and spirit of the law in making certain that discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title IX and Section 504 have been established for students; parents or guardians; and employees who feel discrimination has been shown by the local education agency.

Specific complaints of alleged discrimination under Title IX and Section 504 should be referred to:

Dean of Instruction NCKTC
P.O. Box 507, Beloit, KS 67420
1-800-658-4655

Title VI, Title IX and Section 504 complaints may also be filed with the Regional Office for Civil Rights.

Address correspondence to:

U.S. Department of Education Region VIII
Office for Civil Rights
10220 N. Executive Hills Blvd., Kansas City, MO 64153

SERVICES FOR STUDENTS WITH DISABILITIES POLICY:

Students with either a permanent or temporary disability, who require accommodation for more than one week, should request services by contacting the Director of Learning Resources. Students requesting accommodations must present written documentation from a certified professional which should include a statement identifying the disability as well as recommendations for accommodations. Contact at least one month in advance, the Director of Learning Resources at 785-738-9020 or 800-658-4655 to make requests for accommodations.

SEXUAL HARASSMENT POLICY:

Any student who believes he/she has been subjected to sexual harassment should discuss the problem with the Dean of Students. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. Strict confidentiality will be maintained throughout the complaint procedure.

NCKTC employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student(s) sexually harass another student(s). Violation of this policy will result in disciplinary action. If any member of the staff in a supervisory position is the object of a harassment complaint, the student may bypass the supervisor in the reporting process. Complaints against the President shall be heard by the Board of Trustees.

Definitions of Harassment - Sexual harassment may include, but is not limited to:

- sexually oriented communication, including sexually oriented verbal “kidding” or harassment or abuse.
- subtle pressure or requests for sexual activity.
- persistent unwelcome attempt to change a professional relationship into a personal social-sexual relationship
- creating a hostile work environment, including the use of innuendoes or overt implied threats.
- unnecessary touching of an individual, ex. patting, pinching, hugging, or repeated brushing against another person’s body.
- requesting or demanding sexual favors accompanied by implied or overt promise of preferential treatment with regard to a student’s grades or status in any activity.
- sexual assault or battery as defined by current law.

TOBACCO USE POLICY:

In accordance with the State Fire Marshall regulations, all statutory applications and Board of Trustees policy the following has been adopted:

No smoking or tobacco use will be permitted in departmental buildings, the administration building, maintenance buildings, Student Union or Natatorium, Wellness Center or in the campus housing.

DRUG AND ALCOHOL ABUSE POLICY:

The North Central Kansas Technical College Board of Trustees, administration and staff believe that maintaining a drug free educational environment is critical to the success of every student. North Central Kansas Technical College fully complies with all provisions of the Drug Free Colleges and Communities Act, PL 101-226, 103 Statue. 1928.

It is the policy of NCKTC that the possession, use, distribution and/or sale of alcoholic beverages, illegal drugs, drug paraphernalia, and/or other controlled substances, including any legal hallucinogenics (such as bath salts, K2 etc.) (except as medically prescribed) by students and employees is prohibited on the college campus, within the college buildings, at any training station or at any college sponsored event. Violation will result in immediate disciplinary action, up to and including dismissal from college. Appropriate legal action will be taken by NCKTC. Students or employees acting in an accessory role are also subject to disciplinary and legal action.

Students who violate the terms of the NCKTC Drug and Alcohol Abuse Policy violate the NCKTC Student Code of Conduct and will be subject to the following sanctions:

- 1). Suspension from classes and activities
- 2). Expelled from college
- 3). Mandatory attendance at counseling sessions and/or educational seminars
- 4). Community Restitution/Service
- 5). Parental Notification as provided by federal law
- 6.) Probation, \$75 Fine, 10 Hours Community Service

Appropriate legal action will be taken by NCKTC. Students acting in an accessory role are also subject to disciplinary and legal action.

Those students in violation of the NCKTC Drug and Alcohol Abuse Policy may be required to meet with a counselor and/or complete a drug or alcohol education, or treatment program as a condition of continued enrollment. The cost of completing such a program will be the responsibility of the student. Students subject to these penalties will be afforded all rights of due process to which each student is entitled to by law or under current policies effecting students discipline.

WEAPONS POLICY:

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at any college activity, function or event. This policy shall include any item being used as a weapon or destructive device or any facsimile of a weapon.

Possession of a firearm will result in expulsion from college for a period of one year (180 academic days), except that the President may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of Board of Trustees Policy JDC (Probation). Students violating this policy will be referred to the appropriate law enforcement agency (ies) and if a juvenile to SRS.

As used in this policy, the term "firearm" means any weapon (including a starter gun) which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.

As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

RECKLESS DRIVING:

Any person who drives any vehicle in willful or wanton disregard for the safety of persons or property is guilty of reckless driving, and is subject to losing driving privileges on campus.

PASSENGERS RIDING IN THE BACK OF PICKUP TRUCKS OR ON THE HOOD:

It is unlawful to have passengers riding in the bed of a pick-up truck or on the hood, no matter the age of the passenger. If this occurs on NCKTC campus, the driver will automatically pay a fine of \$100 and each passenger will automatically pay a fine of \$50, and could be subject to additional punishments as seen appropriate by the Dean of Student Services.

PARKING VIOLATIONS: Students will be expected to adhere to parking requirements just like city laws of Beloit. Violaters can be fined.

Parking Violations

Students are expected to park properly in marked parking areas while on campus. Students that park improperly by occupying two spaces or backed into parking stalls (Unless loading or unloading) may be subject to a \$10.00 fine.

ACADEMIC POLICIES

Attendance Policy

Class attendance is necessary for students to learn and succeed. The college intends to establish expectations which resemble those of a workplace environment. Students are expected to attend class every session. Students should be punctual in their attendance and participate fully in all class-related activities; including labs, shop, and field trips. Students are accountable for their absences and responsible for providing instructors with advance notice of any absence. It is also the student's responsibility to determine what they missed, and for making up the work they missed (if allowable).

Due to the diversity of programs offering and the various formats in which they are delivered, NCKTC allows each department to develop their own attendance policy best suiting their program which will be outlined in the course syllabus and are factored into the student's daily grade and / or final grade. Students are advised to meet with their instructor regarding the attendance policy for each class / program.

If a student's absences exceed the limits of the program's attendance policy, instructors may recommend a student be dismissed from the class or program. The final decision on the recommendation will then be made by administration. The decision will then be communicated to the student and the instructor.

INTERNSHIP GUIDELINES:

The Internship Program is a PRIVILEGE that may be extended to certain students to further solidify their vocational experience. Staff members of non-Co-op programs are not obligated to send any students on an internship program.

- Students who have accumulated absences will not be permitted to go on an internship until all work is made up.
- Students with less than a 2.0 grade point average will not be permitted to participate in the internship program.
- Any outstanding bills must be paid before leaving.
- Students must have completed the required courses in General Education as well as all the required General Education courses if working toward their Associate of Applied Science Degree. An academic transcript reflecting completion of these courses must be on file in the Registrar's Office prior to leaving.

The fact that a student has a job is not grounds for letting the student leave for Internship. The primary consideration must be the readiness of the student to assume full-time trade responsibility.

- March 26th, 2012 is the first available date for Auto Collision Technology, Diesel Technology, Electrical Technology and Electronic Technology
- April 9th, 2012 is the first available date for Automotive Technology.
- April 16th, 2012 is the first available date for Bricklaying, Heavy Equipment Operation, and Welding and Plumbing, Heating and Air Conditioning
- Ag Tech Students have a required internship and have specific requirements outlined in their course syllabus.

Final grades must be posted in all coursework prior to student checking out on internship

Only high achieving students will be permitted to leave on these dates. The student must attend 85% of the approved classroom, shop or laboratory hours. The maximum amount of time a student may devote to the Internship program is 15% of the program of study. The department chairperson must **approve training stations**.

TOOLS:

Students in the Agricultural Equipment Technology; Automotive Collision Technology; Automotive Technology; Carpentry; Diesel Technology; Electrical Technology; Electronic Technology; Plumbing, Heating & Air Conditioning; Residential Electricity; Telecommunications and Network Technology; and Welding programs are required to purchase tools through approved vendors.

Questions regarding the use of tools other than those provided by approved vendors should be directed to the individual department.

Books and tools are provided by the Kansas Masonry Industrial Council (KMIC) for the Bricklaying students.

NCKTC is not responsible for lost or stolen tools.

Hays Campus - Secondary Automotive Technology students pay a rental fee and are not required to purchase tools.

SCHOLASTIC DISHONESTY:

Membership in the NCKTC learning community imposes upon the student a variety of commitments, obligations and responsibilities. It is the policy of this college to impose sanctions on students who misrepresent their academic work. Appropriate classroom instructors will select these sanctions or other designated persons

Examples of scholastic dishonesty include but are not limited to:

- 1.) Plagiarism - taking someone else's intellectual work and presenting it as one's own. Each department sets standards of attribution. Faculty will include disciplinary or class-specific definitions in course syllabi.
- 2.) Cheating is unacceptable in any form. Examples include consultation of books, library materials or notes during tests without the instructor's permission; use of crib sheets or hidden notes; intentional observation of another student's test; receipt of a copy of an exam or questions or answers from an exam to be given or in progress; submission of falsified data; alteration of exams or other academic exercises; and collaboration on projects where collaboration is forbidden.
- 3.) Falsification, forgery or alteration of any documents pertaining to assignments and examinations.
- 4.) Students who (cooperate or in other ways promote) participate in promoting cheating or plagiarism by others (or who take credit for the work of others) will also be in violation of this policy.

Classroom instructors and/or administrators will assess sanctions for violations of this policy. The seriousness of the violation will dictate the severity of the sanction imposed. Academic sanctions may include but not be limited to any of the following:

- a. verbal or written warning
- b. lowering of grade for an assignment
- c. lowering of term grade

Administrative sanctions may include but not be limited to either of the following:

- a. suspension from the College
- b. dismissal from the College

GRADUATION REQUIREMENTS:

Students are eligible for graduation upon successful completion of the following requirements:

1. Complete all required coursework according to individual program objectives. Students receiving a failing grade "F" in any coursework will be required to retake the course. Incomplete coursework "I" will not count towards graduation requirements.

2. A minimum cumulative grade point average of 2.0.
3. High school diploma, its equivalent, or a GED.
4. No outstanding bills owed to the College.
5. Complete a grade/degree check in the Registrar's Office at the beginning of their final semester to insure all graduation requirements will be met.

Requirements to participate in NCKTC's Commencement Exercises

To be eligible to participate in NCKTC's Graduation ceremony, the student must be within 6 credit hours of completion for an AAS degree or within 3 credit hours of completion for a certificate.

Students who have not completed all requirements for graduation, but are within the acceptable limits identified above, must submit a plan for completion with the Registrar in order to participate. A copy of the completion plan is available in the office of the Registrar.

Students who do not complete all requirements for graduation and do not fall within 6 credit hours for an AAS degree or 3 credit hours for a certificate WILL NOT be allowed to participate in NCKTC's graduation ceremony.

Procedure:

Students who may be in jeopardy of not meeting graduation requirements will first be identified by their advisors during enrollment for the student's last semester. A list of those students will be given to the Dean of Student Services and the Registrar at that time.

All instructors, including General Education, with students eligible for internship must post all grades prior to the student leaving for internship. At that point, students leaving for internship must meet all graduation requirements as per internship guidelines.

Of the remaining students (those not leaving on internship), Instructors will identify those students who may not meet graduation requirements by April 15. Instructors will submit their lists to the Dean of Student Services and the Registrar.

The Dean of Student Services and/or the Dean of Instruction will send out a letter to identified students informing the student of the graduation policy and the potential to not participate in graduation ceremonies. Students receiving a letter from the Dean and within 6 credit hours of completion must submit a plan of completion with the Registrar in order to participate in the graduation ceremony. A copy of the plan will be available in the office of

ACADEMIC EVALUATION CRITERIA: (all students)

The academic progress of the student is evaluated as follows:

Excellent	A
Good	B
Average	C
Unsatisfactory	D
Failing	F
Incomplete	I
Withdraw	W

NOTE: The grade of Incomplete will be utilized only when extenuating circumstances exist; thus, justifying additional time for the student to establish a grade for the semester. If an Incomplete grade is given, the Incomplete must be changed to a letter grade within two weeks after the semester ends.

**NORTH CENTRAL KANSAS TECHNICAL COLLEGE
GENERAL EDUCATION REQUIREMENTS**

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS:

Math	Choose One (3 cr. hrs.)	
MA-101	Business Math	3
MA-110	Intermediate Algebra*	3
MA-111	College Algebra*	3
Computer Science	(3 cr. hrs.)	
CIS-100	Computer Applications	3
Communications	(6 cr. hrs.)	
COM-103	English Composition I*	3
COM-105	Fundamentals of Oral Communication	3
Social Sciences	(3 cr. hrs.)	
SS-100	General Psychology	3
Electives	(Choose One)	
BMGT-108	Management/Entrepreneurship	3
SS-105	Human Growth & Development	3
SOC-135	Introduction to Sociology	3
	TOTAL	18

*Students in ACIT, Electronic Engineering, GIS/GPS and Telecommunications are required to take CIS 108 Advanced Computer Applications

ONE-YEAR CERTIFICATE PROGRAMS:

Math	Choose One MA (Math) Class	
MA-100	Basic College Math (or)	3
MA-101	Business Math	3
Computer Science	(3 cr. hrs.)	
CIS-100	Computer Applications	3
Social & Behavioral Sciences	(3 cr. hrs.)	
SS-100	General Psychology	3
	TOTAL	9

*Prerequisite requirements must be met in order to enroll in Intermediate Algebra, College Algebra or English Composition I.

General Education Courses available through an accredited institution of higher education.

NOTE: (a) Business Math and Intermediate Algebra may not transfer for a math requirement for a four year degree. (b) College Algebra will transfer for a BS degree in Nursing at Fort Hays State University.

Questions regarding approved courses should be directed to the Registrar.

STUDENT ACADEMIC ASSESSMENT:

Assessment of student academic achievement is an integral part in institutions of higher education. NCKTC has an extensive program of assessment focused on student learning to verify that both knowledge and skills have been attained within a curriculum

DEVELOPMENTAL COURSES:

Prerequisite requirements must be met in order to enroll in Intermediate Algebra and Composition I. Border-line entrance scores will be evaluated and enrollment will be at the discretion of the instructor. Students may be asked to take an additional test in order to ensure proper placement.

WITHDRAWAL:

The last official day a student can withdraw from a General Education class is two weeks after mid-term each semester. (October 29th for Fall 2010 Semester and March 18th for Spring 2011 Semester). A grade of "W" (withdrawn) will appear on the transcript for these courses. Withdrawal forms are available in the Registrar's Office at the Administration Building. Withdrawals are not effective until completed forms are on file in the Registrar's Office.

For complete withdrawal from College, students must follow NCKTC withdrawal process. Please see the Registrar for proper paperwork.

ADD PROCEDURE:

A student can add a General Education course during the first two weeks of each semester. No course may be added after the tenth school day. Add forms are available in the Registrar's Office at the Administration Building.

Testing Policy:

For course placement purposes all incoming students to NCKTC must have taken one of the following tests within a two-year period prior to enrollment: ACT, SAT, or COMPASS. NCKTC offers COMPASS testing for students. Test scores should be submitted to the Registrar's Office no later than 30 days prior to the students' expected start date. Test date inquiries should be directed to either the Beloit or Hays campus.

Students with scores two years or older and/or students who have not taken a Compass test at NCKTC will be allowed to take the Compass test one time at no charge.

Students, who have previously taken a Compass test at NCKTC and wish to retest to try to achieve a higher placement score, will be charged a testing fee of \$25.00. Students asked to take a Compass E-Write exam to

NCKTC TRANSFER POLICY

ALL CREDIT TRANSFERS

Transcription of credit from another institution by NCKTC will require the student to:

1. Have an official transcript from the secondary or post-secondary institution on file with NCKTC (Student-issued transcripts are not acceptable.);
2. Have a D or higher, or the equivalent of 1.0 on a 4.0 scale grade, in all classes being considered for transfer or award;
Note: Certain programs require a C or higher grade for credit to be awarded, please consult with the Department Chair to determine the requirements of each program. Approved departmental academic requirements supersede institutional academic requirements.
3. Only for courses approved for certificate/degree credit will be considered for credit at the awarding institution;

Note: A course description, course outline or course syllabus may be requested for each course the student wishes to be considered for acceptance by NCKTC.

Credit for any articulated courses and/or transfer credit (high school and/or postsecondary coursework from another accredited institution) will appear on the student's North Central Kansas Technical College transcript. Credits awarded from other institutions will be used to calculate the student's cumulative grade point average

Program Transfer

Students wishing to take a general education course for college credit must contact the Registrar within the first week (5 academic days) of each semester.

Students who wish to change from certificate to associate degree or from an associate degree to a certificate must contact the Registrar within the first week (5 academic days) of each semester.

GENERAL EDUCATION COURSE TRANSFERS

General education courses taken at regionally accredited colleges, universities or other recognized institutions may be submitted to the NCKTC Registrar for evaluation and possible acceptance. The Registrar will consult with the Dean of Instructional Services to make the final determination of transferability. General education coursework must be at the 100 level or above. If a student has completed an associate or higher level degree from an accredited institution of higher education, prior to entering a program of study at NCKTC, the general education courses will be accepted in total for the NCKTC general education requirements. These courses must meet the general education requirements of NCKTC's accrediting body.

TECHNICAL EDUCATION COURSE TRANSFERS

Technical education courses taken at another accredited postsecondary or higher education institution may be submitted to the NCKTC Registrar for evaluation and possible acceptance. The program instructor and Department Chair will make the determination of transferability with final approval by the Dean of Instructional Services.

Technical education coursework transferred will not exceed the number of credit hours required in the first semester of the freshman year. Technical education coursework eligible for transfer must have been completed within five years prior to enrollment.

Evidence of relevant experience in the industry may be presented for coursework taken more than five years before a request for transfer of credit is made, or NCKTC coursework taken more than five years before a request is made. This evidence will be evaluated by the Dean of Instructional Services and the appropriate Department Chair for transferability.

ARTICULATED CREDIT

Students may seek tuition reduction or award of credit received from a secondary institution that has in place a current articulation agreement with NCKTC. Determination of tuition reduction or award of credit will be based on the terms and status of the articulation agreement. Any student seeking transfer of credit or award of articulated credit must meet the same admissions requirements as all NCKTC students.

TRANSFER OF NCKTC TECHNICAL EDUCATION CREDIT BETWEEN PROGRAMS

With approval from the program instructor and Dean of Instructional Services and upon completion of a written request for academic credit transfer, students may transfer program-specific courses in one program of study to other NCKTC programs of study.

TRANSFER OF COURSES FROM NCKTC

Students wishing to transfer credit from North Central Kansas Technical College to another higher education institution must request, in writing, a transcript be sent from the Registrar to the receiving higher education institution. The receiving institution will determine acceptance of NCKTC coursework for transfer of credit. Written requests must be submitted to:

North Central Kansas Technical College
Office of the Registrar
3033 US Hwy 24, P.O. Box 507
Beloit, Kansas 67420

PRIVACY RIGHTS

EDUCATIONAL RECORDS MANAGEMENT:

On November 19, 1974, the Family Educational Rights and Privacy Act of 1974, as amended, became law. Under this law, eligible students or any parent/guardian of any student enrolled in any educational institution receiving federal funds, are given certain rights concerning their educational records.

Eligible student means a student who has attained 18 years of age or is attending an institution of post-secondary education. It is assumed the eligible student is dependent upon his or her parents for financial support.

Educational records are maintained by the college for all students accepted for enrollment.

The Act also states that students are entitled to a hearing to challenge the content of these educational records. Some of the grounds on which records may be challenged are:

a). the records are inaccurate; b). misleading; c). in violation of the privacy or other rights of students; d). contains inappropriate data.

Students will be provided an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein and to insert into such reports a written explanation.

Before any personal, identifiable, educational records will be released to third parties, written consent must be given by the student.

Eligible students or parents have the right to appropriate interpretations of the content of their educational records.

The following information is defined as directory information: name; address; telephone listing; date and place of birth; major field of study; recognized activities and sports; dates of attendance; degrees and awards received; parents or guardian's name; and the most recent previous educational agency or institution attended by the student. If a student believes that any or all of the above directory information should not be released, the Registrar must be notified in writing.

In keeping with the Rights and Privacy Act, the office of Financial Aid will only release information about the student's financial aid situation to those parties within the college concerned with the student's financial welfare, as it relates to attendance at North Central Kansas Technical College. Inquiries from off campus agencies such as the State Department of Social and Rehabilitation Services, etc., will be answered only if the student provides the Financial Aid Office with a written release form.

In addition, the student's college records and information can and will only be released to any other party only after the student has signed a release form granting the college permission to share the student's information with the party or parties identified. Release forms can be obtained from the Registrar's Office.

A copy of the Educational Records Policy is available at the Administrative Office. After exhausting all procedures, the student has a right to file a complaint with the Department of Health, Education and Welfare, Room 5660, 330 Independence Ave., S.W., Washington, D.C. 20201 or phone (202) 245-7488.

RIGHT-TO-KNOW POLICIES

Sexual Harassment - Information regarding Sexual Harassment is contained in (this) North Central Kansas Technical College Student Handbook. Any questions regarding this area should be directed to the Dean of Instruction at 785-738-9057 or toll free at 1-800-658-4655.

Student Indebtedness - For current information regarding the average dollar amount that you, a North Central Kansas Technical College student, have incurred under the federal loan program, please contact the Office of Student Financial Aid at 785-738-9028 or toll free at 1-800-658-4655.

Student Retention - For more information concerning student retention, contact the Registrar's Office at 785-738-9058 or toll free 1-800-658-4655.

Student's Right-to-Know Bill - For more information about the Federal Right-to-Know Bill concerning campus crime statistics and security policies contact the Dean of Instruction at 785-738-9057 or 1-800-658-4655.

Public Inquiry - North Central Kansas Technical College may release without written consent certain information identified by the institution as public or directory information provided the following conditions are met prior to disclosure:

- a). students are informed of categories of information designated as Directory Information.
- b). students are given opportunity to refuse disclosure of any or all Directory Information.
- c). students are given an opportunity not to disclose any financial aid or student account information to parents or guardians if a dependent student.
- d). students are given reasonable time in which to state such refusals in writing.

Students who do not wish to refuse disclosure of any or all Directory Information must submit a completed "Request Not to Release Information to Public Inquiry" to the Dean of Instruction by September 1, 2011. The "Request Not to Release Information to Public Inquiry" form is available at the office of the Dean of Instruction upon request. For more information about the rights of parents and students under the Family Educational Rights and Privacy Act, contact the Dean of Instruction at 785-738-9057 or 800-658-4655.

Other - To express any concern, or to seek other information not addressed previously, contact the Dean of Instruction at 785-738-9057 or 800-658-4655 or write to the Dean of Instruction, P.O. Box 507, Beloit, KS 67420. For the Hays campus, write to 2205 Wheatland Ave., Hays, KS 67601 or visit the Administration Office.

STUDENT BEHAVIOR

STUDENT IMAGE:

Students are expected to reflect an appropriate and businesslike image during all college related activities, and this image should be consistent with the standards demanded in the work place. Suitable and appropriate clothing is required while in the classroom and/or shop areas. Any clothing or jewelry determined to present a safety hazard will not be allowed in shops, laboratories or in the classroom. Hats shall be removed in classrooms, the college cafeteria and at college assemblies.

STUDENT CODE OF CONDUCT:

The purpose and goal of a student attending NCKTC should be to prepare for a productive career through the development of mind and skills. Activities conducted with each program of study and involvement in the College and its activities fosters this development.

The student is expected to conduct himself/herself as a mature individual with respect for the rights and privileges of others. A student is expected to demonstrate a high respect for college facilities and property, as well as the personal property of others.

This maturity and respect should be exhibited in all classrooms, shops, laboratories and activities. Its evidence will contribute to creation of an environment conducive to teaching and learning. The following student behaviors are unacceptable:

- violation of college rules.
- possession, storage, use and/or sale of chemical substances on campus.
- possession, storage or use of lethal weapons on campus.
- use of tobacco products in college buildings.
- disruptive behaviors and conduct.
- verbal abuse of a college employee, student or other person(s) not employed by the college while on campus or involved in college activities.
- physical abuse of a college employee, student or other person(s) not employed by the college while on campus or involved in college activities.
- acts of vandalism to college property and/or other's personal property.
- threats (by word or deed).
- theft/extortion of college property or personal property.
- profanity and/or obscenity.
- intimidation of others.
- open defiance.
- fighting.
- any other acts which disrupt the normal educational environment of the college.

The above acts carry with them any one or more of the following disciplinary measures:

1. Probation
2. Community Restitution (campus or community service)
3. Suspension
4. Expulsion
5. Restitution

DISCIPLINARY MEASURES:

Probation - Probation will be used when it is felt the achievement of student discipline will be best served. A probationary period may be for a fixed period of time, until specified conditions are met, or as part of a suspension. Probation may be replaced by a suspension or expulsion at any time.

Community Restitution (campus or community service) - There may be an occasion when student discipline can be best served by assigning a student to perform campus/community restitution or service. If deemed best, a student will be assigned hours of "service" in fulfillment of his/her assigned discipline. This may be in conjunction with probation and/or suspension.

Suspension - Suspensions will take the form of 1-day, 3-day, 5-day or long-term (not to exceed 90 academic days). Suspension may be a result of acts committed under the Student Code of Conduct. Acts occurring in campus housing units or elsewhere (while involved with the college) will result in the student being suspended from participation in the classrooms, shops, laboratories or activities (see KSA 72-8902-f).

Short-Term Suspension - A short-term suspension (not exceeding five academic days) will be preceded by oral or written notice of the charges as well as notification of an informal hearing. If a hearing is not held prior to the suspension, an informal hearing will be provided no later than 72 hours after imposition of any short-term suspension. Written notice of any short-term suspension, including the reason for suspension, will be given to the student within 24 hours after the suspension has been imposed. Parents of students under age 18 will be notified. At the informal meeting, the student will be notified of the following:

- the right to be present at the hearing;
- the right to be informed of the charge;
- the right to be informed of the basis for the accusation;
- the right to make statements in defense of, or in mitigation of, the charges or accusations.

Refusal or failure to attend the hearing shall result in a waiver of the student's opportunity for the hearing. The hearing officer may establish appropriate requirements relating to the student's future behavior and may place the student on probation.

Long-Term Suspension or Expulsion - Before a student is subject to long-term suspension (not to exceed 90 academic days) or expulsion (not to exceed 180 academic days) a hearing will be conducted by a hearing officer who has authority to suspend or expel. The President will designate a hearing officer. The person conducting the hearing will explain that the purpose of the administrative hearing is to review the charges and incidents upon which the proposed long-term suspension or expulsion is based and to provide an opportunity for the student (the student's parent/guardian if the student is under age 18) counsel, and witnesses to present information pertinent to the case.

Long-Term Suspension/Expulsion Hearing - Formal hearings will be conducted according to procedures outlined in current Kansas law. The student and parent or guardian will be given written notice of the time, date and place of the hearing. The notice includes copies of the suspension/expulsion law and appropriate board policies, regulations and handbooks. The hearing may be conducted by an employee or committee of employees. At the conclusion of the hearing, a written report and the findings required by law will be prepared by the person or committee conducting the hearing. Records of the hearing will be available to student and parent or guardian according to Kansas law.

Any student suspended or expelled for more than five days will be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.

Failure of the student and the student's parent or guardian to attend the hearing will result in a waiver of the student's opportunity for the hearing.

Student's Rights During Hearing:

1. To counsel of his/her own choice.
2. For parent or guardian to be present.
3. To hear or read a full report of the testimony of witnesses.
4. To confront and cross-examine witnesses who appear in person at the hearing
5. To present his/her own witnesses.
6. To testify on his/her own behalf and to give reasons for his/her conduct.
7. To have an orderly hearing.
8. To receive a fair and impartial decision based on substantial evidence.

Students who are suspended or expelled for more than five days may appeal to the Board of Trustees (through the Clerk of the Board) no later than ten days prior to the next regularly scheduled board meeting.

STUDENT GRIEVANCE PROCEDURE:

The student should first attempt to resolve the issue being grieved with the party (ies) involved. If the issue is not resolved at that time, the student will meet with the Dean of Student Services within three academic days of the original student conference. At that point, the party (ies) involved will be informed that the grievance is under consideration and that all party (ies) will meet with the Dean of Student Services concerning the situation. All parties involved in the grievance will be informed of the decision of the Dean of Student Services within two days of hearing both sides. If an agreement cannot be reached, the student may, within three academic days, submit a written grievance to the President or designated representative. The President, or designated representative, will render a decision on the grievance within five academic days of its filing.

A written notice of the decision will be mailed to the student or parent or guardian of the student. If an agreement cannot be reached, the student and parent or guardian may petition the Board of Trustees through the Clerk of the Board in writing and request a hearing on the specific issue. Such petition must be filed within five academic days of receiving notice of the decision. All decisions of the Board of Trustees are final.

STUDENT ACCOUNTS

REFUND POLICY:

NCKTC Institutional Refund Policy states “students who withdraw from a program of study must submit written proof of cancellation to the Registrar’s Office.” The Student Account Specialist will then perform the refund calculation based on days completed for the period of enrollment for which the student is charged. The college will refund as follows:

Time Completed	Refund (% of Tuition)
0%-10%	90%
11%-25%	50%
26%-50%	25%
51% +	- 0 -

Books and supply expenses are non-refundable. Dormitory and food service expenses are refundable based upon the terms of the contract. (Refer to Housing and Food Service Contract).

Financial aid recipients whose institutional charges were paid from federal funds will not receive their refund of tuition, fees and room/board. The refund is paid to the appropriate federal aid program. Students who have questions regarding refunds should contact the Office of Student Accounts.

NOTE: The Federal Return of Title IV Funds requires that a portion of funds paid from federal programs to an institution be refunded to the program if the student withdraws before 60% of the payment period has elapsed. If a financial aid recipient withdraws from the institution and has received a cash disbursement for living expenses from a federal program (other than a FFELP loan), a repayment may be required from the student to the appropriate program. The withdrawal of a loan recipient is reported to the borrower’s lender.

COLLECTION POLICY:

NCK Technical College has adopted the following procedure for the collection of delinquent student account balances (specifically those students who have withdrawn or dropped from the institution). Any account balance over 60 days is considered a delinquent balance.

1. Initial Notification - Student Account Specialist mails notification letter.
2. 30 days - Follow-up letter delivered by Certified Mail-Return Receipt.
3. 45 days - Notification letter.
4. 60 days - Account referred to Collection Agency.

It is the intent of this policy that no account (or partial account balance) will exceed the 60 day period.

TUITION AND FEE PAYMENT POLICY

STUDENTS NOT RECEIVING FINANCIAL AID:

Student account invoices will be mailed prior to the beginning of each semester. Tuition and fees are due no later than the 10th day of class for each semester. A \$50.00 late fee will be assessed if payment is not received by the 10th day of class. If payment is not received within 30 days from the first day of class, the student will be dropped from all classes and accumulated charges will be due.

Personal checks, VISA, MasterCard, and Discover are accepted for payment.

A tuition payment option is available through Nelnet Business Systems. To enroll, students need to complete the agreement form. For more information and deadline dates contact the Office of Student Accounts.

FINANCIAL AID RECIPIENTS:

Students with completed financial aid packages will be issued a financial aid waiver. If the student's financial aid award does not meet his/her cost of attendance for the payment period, it will be the student's responsibility to pay the balance no later than the 10th day of class. Failure to do so will result in the assessment of a \$50.00 late fee. If payment is not received after 30 days from the first day of class, the student will be dropped from all classes. Should the student's financial aid award exceed the cost of attendance for the payment period, the excess financial aid will be disbursed 30 days after the first day of classes.

INSUFFICIENT FUNDS CHECK:

Any person who writes an insufficient funds check to North Central Kansas Technical College will be expected to make full restitution immediately. A bank service charge will be assessed on each check. NCKTC will no longer accept personal checks from the student.

OUTSTANDING BALANCES:

Any student with outstanding balances with our institution will be unable to receive academic transcripts and will be denied admission to the institution until all accounts are paid.

SOCIAL MEDIA POLICY

NCKTC does not allow students to use college computers or the college network to access Social Media websites such as Facebook and Twitter. However, for students that access these sites on personal computers or phones, NCKTC has the expectation that students will uphold the ethical standards of their prospective professions and the NCKTC Student Code of Conduct. Federal regulations regarding privacy such as Health Insurance Portability and Accountability Act and Family Education Rights and Privacy Act (HIPAA and FERPA) apply to all personal and academic communication. Student use of photography and/or recording devices is prohibited in all clinical, laboratory, shop, studio, and performance sites.

It is the expectation that students have read and understand the Student Code of Conduct and Federal regulations related to privacy (HIPAA and FERPA). Noncompliance with this policy will result in disciplinary action which may include failure of a course, probation, suspension and/or dismissal from the program.

Federal Student Assistance

Federal Student Aid

NCKTC offers U.S. Department of Education Title IV funding to students attending the college. Eligibility for the federal student aid program is determined by completion of the Free Application for Federal Student Aid (FAFSA). Students must meet the following requirements:

- Be a U.S. citizen or eligible non-citizen with a valid Social Security number.
- Meet one of the educational requirements listed below.
 - Have a High School diploma
 - Have a GED
 - Pass an Ability-to-Benefit (ATB) test
 - Complete a state approved home-school program
- Enroll in a program that leads to a certificate or AAS degree
- Register with Selective Service if a male 18-25 years of age
- Maintain satisfactory academic progress
- Resolve any drug conviction

Students demonstrating financial need may qualify for the following types of federal aid:

- Pell Grant
- Federal Supplemental Grant
- Subsidized Stafford Loan
- Federal Work Study

NCKTC participates in the William D. Ford Direct Loan Program providing federal guaranteed loans to eligible students enrolled at the college. Students with financial need qualify for the Subsidized Stafford Loan which accrues no interest on the principle balance while the student is attending college and for a 6 month grace period thereafter.

Other loans available through the federal student aid program regardless of need include:

- Unsubsidized Stafford Loan
- Parent Loan for Undergraduate Student (PLUS)

To maintain eligibility for Title IV federal student aid, the student must demonstrate satisfactory academic progress (SAP) in their educational endeavor. Students must maintain a cumulative grade point average of 2.0 on a 4.0 scale and must complete the program within 150% of the published credit hours required for graduation. Failure to maintain either standard will cause the student to lose eligibility for Title IV funding until the student is compliant.

Students not meeting satisfactory academic progress based on grades may enter a warning or a probationary period. Any student who has been placed on probation may file an appeal to the financial aid office to have their situation reviewed for possible reinstatement of federal funds.

Kansas State Aid

The Kansas Board of Regents offers students attending technical programs in the state the opportunity for a Vocational Educational Scholarship. Eligible candidates are required to submit an application form, pay a \$12 application fee and complete the Vocational Education Scholarship test administered in November or March preceding enrollment.

Nursing students have the opportunity to apply for the Kansas Board of Regents Nursing Service Scholarship. Students enter into an agreement with a sponsoring agency to complete a year of employment with the agency upon graduation.

Scholarships

NCKTC processes scholarships from various donors throughout the region. Many of these scholarship opportunities originate from the student's home town area. The college publishes a pamphlet listing scholarship opportunities and the application process involved.

Agency Assistance

Students may qualify for assistance from various agencies to help with college expenses. Contact the appropriate agency to determine eligibility and application procedures.

- Workforce Investment Act (WIA)
- Vocational Rehabilitation
- SER Corporation
- Veterans Administration

Steps involved in the Federal Student Aid process:

- Complete FAFSA (Free Application for Federal Student Aid); apply online at www.fafsa.ed.gov
Can be completed as soon as income tax information is available, but not before January 1 of enrollment year.
Students selected for verification must submit documents requested by NCKTC financial aid office to validate entries on the submitted FAFSA.
Submit documents within two weeks of mailed request.
- An Award Letter is sent from the Financial Aid Office indicating the federal aid the student is eligible to receive.
Requirements to receive the Award Letter:
 - a. Enrollment application
 - b. Successful completion of FAFSAIf you do not receive an Award Letter within 30 days after submission of FAFSA, contact the Financial Aid Office at the college.
- The college will solicit eligible federal grant funds, Stafford loans and PLUS loans based on student eligibility and accepted amounts indicated on the Award Letter.
- Students seeking Stafford subsidized or unsubsidized loans must complete a master promissory note with Direct Loans.
A parent seeking a PLUS (Parent Loan for Undergraduate Student) loan must complete a PLUS master promissory note with Direct Loans.
- The master promissory note authorizes the college to secure funds in your name through the Direct Loan program.
- Before students receive Stafford loan funds for the first time from NCKTC, they must complete Loan Entrance Counseling.
Students and Parents seeking education loans can complete application, master promissory notes and entrance loan counseling online at <https://studentloans.gov/myDirectLoan/index.action>

NOTE:

Funds are not disbursed until 30 days after classes start. In order to receive subsequent disbursements of federal student aid, students must maintain enrollment and demonstrate satisfactory academic achievement (GPA 2.0 or better).

Fees are collected on a semester basis, and financial aid disbursements are also made on a semester basis.

Veterans Requirements

- a) Must inform Registrar and show certificate of eligibility.
- b) Must maintain a 2.0 grade point average to continue receiving benefits.
- c) Benefits for students enrolled in the Associate of Applied Science Degree Programs will continue through the Internship portion of the program.
- d) Benefits for students NOT enrolled in the Associate of Applied Science Degree programs will terminate at the time of the Internship.

Veterans (Dependents)

Waiver of all tuition or fees is provided for any dependent of a prisoner-of-war, a person missing-in-action or a dependent of a person who died as a result of a service connected disability suffered during the Vietnam War.

Standard of Progress

The current policy that applies to Financial Aid students for satisfactory progress applies to all students, including VA eligible recipients.

Whenever a grade of "F" is received, the student is counseled by the instructor in terms of satisfactory progress toward completion of the graduation requirements.

The student's progress is monitored each term based on grades received that term and the standard necessary to make satisfactory progress with a 2.0 grade point average.

A student must graduate with at least an accumulative 2.0 grade-point average and passing grades in all general education courses.

The instructor's review of an unsatisfactory grade at the end of the term identifies the area where the student is unsuccessful and allows the instructor to work with the student in developing a plan to improve.

THE RESOURCE CENTER

Beloit Campus - Students on the Beloit Campus are encouraged to use the resources available for research, reference and relaxation. The Resource Center houses the library, a computer lab and tutoring services.

Available library resources include:

- A computerized catalog detailing the more than 2,000 titles on our shelves.
- Access to multiple online databases for research and reference.
- Over 80 magazines and regional newspapers in print.
- Participation in the Kansas Interlibrary Loan System, which allows students to borrow materials from other Kansas libraries.
- Free photocopy services for educational materials.

The Computer Lab offers:

- Seven internet-accessible computer workstations.
- Access to web-based e-mail communication.

RESOURCE CENTER CIRCULATION POLICIES:

What can I check out?

- Students can check out books, magazines, videos, DVDs, and audio CD's.
- Newspapers cannot be checked out. We will make free copies of articles for educational purposes.

How long can I keep the materials?

- Students may check out books, magazines, videos, and audio CD's for two weeks. Students may check out DVD's for one week
- You must return the materials or renew your checkout date in person by the date due to avoid overdue fines. DVD's cannot be renewed.
- Overdue fines: books, videos and CD's are charged \$.10 (ten cents)/day; DVDs are \$.50 (fifty cents)/day.

What if I do not pay my overdue fines?

- You must pay your fines before you can check out any other materials.
- You must pay your fines before you can get your grades at the end of the semester. NCKTC will hold your grades until the debt is settled.
- The Resource Center will try to notify students (through their teachers or by mail) of outstanding overdue books and fines. However, it is the student's final responsibility to know when books are due and whether he/she has an outstanding fine.

Do I need my student ID to check out materials?

- Students must have their student ID cards to check out books. This verifies that you are a student and tells us which student you are. This is for your protection as well as ours.

Is there a copier I can use?

- The librarian on duty may make a limited number of free copies for you, provided they are clearly for educational purposes at NCKTC.
- The charge is \$.05/sheet for photocopying not related to educational purposes. The librarian on duty will determine whether such copying services are appropriate.

Can I use the internet?

- All of our computers are available for internet research and other educational activities.
- Students working on class assignments are given first-priority access to the computers.
- Non-students may use the computers when doing so does not interfere with student use.
- All patrons must read and sign the Information System Acceptable Use Policy before using any computer.

Is there any charge for printing materials from the Internet or papers I have written for class?

- There is no charge to students for printing educational materials. The librarian will determine whether a charge applies.
- The charge is \$.05/sheet for non-educational printing or printing by non-students.

HAYS CAMPUS STUDENTS SERVICES

Kelly Center & Academic Success Programs (Counseling & Tutoring), 111 Picken Hall – 785.628.4401

STATEMENT OF CONFIDENTIALITY:

In recognizing the library's position of special trust with members of the public, the Board of Trustees of the North Central Kansas Technical College Library wishes to clarify their policy and responsibility with regard to confidential information about patrons (and patron use of the library resources) that comes into the library's possession.

As the choice of books and other library materials, along with the use of the informational resources of the library is essentially a private endeavor on the part of **each** individual patron, the patron and the individual information choices remain confidential. For people to make full and effective use of the library resources they must feel unconstrained by the possibility that others may become aware of the books they read, the materials they use, the questions they ask. The awareness of existence of such a possibility inhibits free usage of the library, its resources and facilities, and is contrary to the ALA Library Bill of Rights and Freedom to Read Statement.

Therefore, the Board of Trustees of North Central Kansas Technical College Library has adopted the following guidelines concerning the disclosure of information about library patrons:

No information regarding or including:

- 1.) A patron's name (or whether an individual is a registered borrower or has been a patron).
- 2.) A patron's address.
- 3.) A patron's telephone number.
- 4.) The library's circulation records and their contents.
- 5.) The library's borrower's records and their contents.
- 6.) The number or character of questions asked by patrons.

7.) The frequency or content of a patron's lawful visits to the library or any other information supplied to the library (or gathered by it) shall not be given, made available or disclosed to any individual, corporation, institution or government agency without a valid process, order or subpoena. Upon presentation of such a process, order or subpoena, the library shall resist its enforcement until such time as proper showing of good cause has been made in a court of competent jurisdiction.

All library employees (and those volunteers who work in its behalf) are hereby instructed to comply with these guidelines. The Board of Trustees recognizes that it is only through continued public confidence in the fact that these guidelines are indeed being upheld that the public can maintain its confidence in the library. It is this confidence that is vital to the library's role in the community and the community's right to know.

ACTIVITIES

STUDENT SENATE

The Beloit and Hays campuses each have a Student Senate organization. The Student Senate consists of one representative from each program (two year programs have one representative from each level). The Senate is responsible for the following:

- Providing students with a voice between their departments and the Senate.
- Serving as an ambassador for the college.
- Representing the student body.
- Assisting in the development and production of the NCKTC yearbook.
- Providing input on policy and non-policy matters.

INTRAMURAL ACTIVITIES

A variety of intramural activities are conducted and organized by the Activities Director each year. The Beloit Campus has a lighted softball field, gymnasium, pool and wellness center. These facilities provide the opportunities for:

- | | | |
|----------------|---------------|---------------------|
| •softball | •basketball | •racquetball courts |
| •flag football | •bowling | •game room |
| •volleyball | •water sports | |

The Activities Director will organize and supervise various on-campus and off-campus activities throughout the school year.

STUDENT ORGANIZATIONS

Leadership training is a significant, essential and integrated part of the technical curriculum. Each department is strongly encouraged to have departmental organizations. Student organizations affiliate with state and national organizations that most closely serve the occupational objectives of the curriculum including:

- B.P.A. - Business Professionals of America
- Delta Epsilon Chi - Business Management
- HOSA - Health Occupation Students of America
- Phi Beta Lambda - Business & Computer Technology
- N.S.N.A. - National Student Nurses Association
- N.T.H.S. - National Technical Honor Society
- Skills USA

Students in these organizations are very active. Attendance and participation at the state and national level have brought students many awards, recognition and assisted in the realization of learning, leadership and skill development.

STUDENT UNION FACILITIES

Students are encouraged to utilize all services at the Student Union on the Beloit Campus. These include:

- cafeteria
- game room
- swimming and therapy pool
- gymnasium
- wellness center

COLLEGE HOUSING

Beloit Campus - NCKTC has available eight on-campus housing units. Each unit includes four apartments capable of housing four residents. Each apartment is self-contained with bathroom, two bedrooms, living room and dining area.

A coin operated laundry facility is located adjacent to the housing units. All utilities are included in the monthly rental fee. NCKTC provides students with a bed, built-in dresser, refrigerator, and kitchen table and chairs. Students will need to provide all other living accommodations including: linens, toiletry items and cleaning supplies. Optional items include TV, VCR, microwave.

COLLEGE HOUSING HAYS CAMPUS:

The Gateway program is an option for students to reside in residence halls at FHSU while attending NCKTC classes.

VISITATION - ON CAMPUS HOUSING POLICY

No guests under the age of 18 not accompanied by parent(s) shall be in any housing unit or in the parking lot adjacent to the housing units, without first obtaining permission from the Housing Supervisor, designee, or another administrator of NCKTC. Visiting hours for off campus visitors are from 8:00 a.m. through 11:00 p.m., Sunday through Thursday and 8:00 a.m. through 1:00 a.m. Friday and Saturday.

No overnight guests are allowed in any NCKTC Housing Unit without the permission of the Housing Supervisor or Dean of Student Services.

HOUSING DEPOSIT REFUND

Student residents must vacate the housing units no later than the day of graduation. The College will inspect each housing unit for damages, determine the amount of refundable deposit and present the student with a Housing Unit Checkout Form. A refund will be mailed. Students who withdraw early; refer to the Housing and Food Service Contract.

FOOD SERVICE

Students living in housing on the Beloit campus are provided meal service in the Cafeteria located in the Student Union. Fourteen meals per week are served during the college year - three meals per day Monday through Thursday and two meals on Friday (breakfast and lunch). Balanced and nutritious meals are provided at an economical cost.

Non-resident students are also provided meal service in the cafeteria at the schedule listed above. Payment may be either by cash at the door or through the purchase at the Cashier's Office of a 25-meal ticket. The 25-meal ticket is discounted and may be used at the discretion of the bearer.

SCHOOL PROPERTY

Considerable local, state and federal monies have been invested to provide top quality facilities and equipment for students. Equipment and tools occasionally will be broken during normal use. This breakage should be reported immediately to your instructor. Loss of equipment or damage to school

property in general, either by malicious destruction or outright theft will result in immediate disciplinary action and involvement of law enforcement officials. A simple solution would be to treat school property as you would your own personal property.

If NCKTC equipment or facilities are stolen or abused, the following guidelines for action have been adopted:

- 1.) The Administration and Police force will be notified when illegal activities have occurred.
- 2.) Charges will be filed with the police against any student known to have been involved in an illegal activity that affects NCKTC.
- 3.) Committing an illegal act against NCKTC may result in expulsion.

USE OF SCHOOL VEHICLES

Only students who have been approved by the Administration Office will be allowed to drive school vehicles. The NCKTC motor vehicles operations request form must be completed before operating a vehicle. In all cases proper conduct in a business-like fashion shall be expected. Instructors in each department will be responsible for monitoring this procedure.

STUDENT INSURANCE

NCKTC is not responsible for accidents that occur as a result of student negligence. Students are urged to maintain private health insurance to assure coverage. Proof of current insurance is required for students entering the Heavy Equipment Program.

Nursing students on both Beloit and Hays Campuses must show evidence of Health Insurance prior to the start of clinical instruction. All nursing students must maintain professional liability insurance. The premiums are collected at the beginning of the academic year. This coverage is for the student clinical experience only.

INFORMATION SYSTEM ACCEPTABLE USE POLICY

North Central Kansas Technical Collge (NCKTC) has established the following Acceptable Use Policy (AUP) for computer use, network, Intranet, Internet resource use and access. This policy applies to any information processes, resources, or information technologies associated with computers or computer technology.

- NCKTC considers the use of its computers and computer systems (Information Systems) a privilege and requires that all students treat all Information Systems, and the environment in which the systems are housed, with respect.
- Since all Information System use has a tangible or intangible cost associated with it, this use must strictly be for educational, research or resource use.
- There will be no frivolous activity, personal use, or non-educational use of any kind.
- There will be no illegal or unethical activity of any kind.
- No student will transfer, or disseminate any file of any kind, without prior knowledge of the System or Network Administrator (Designee), to or from any other resource, computer, or Information System.
- There will be no malicious distribution of any kind of information to any other resource, computer, or Information System.
- Any violation will not be tolerated and will immediately invoke the removal of any and all Information System privileges.
- Failure to consent to this Acceptable Use Policy is considered a violation of all the attributes and will result in the immediate removal of all Information System privileges.

Dismissing College

The President of the College or designated representative will make the decision to dismiss or cancel classes.

If it is necessary to either dismiss or cancel classes, members of the College community will be notified through the NCKTC Rave Alert system. To notify the public, and students who opt out of the Rave Alert system, the following media outlets will also be notified:

KNCK – 1390, Concordia	(785) 243-1414
KVSV – 1190, Beloit	(785) 738-2206
KDNS – 94.1 Glen Elder	(785) 545-3220
KBSH-TV, Channel 7, Hays	(785) 625-2578
KHAZ – Radio, Hays	(785) 625-8500
KJLS – Radio, Hays	(785) 628-1064
KAYS – Radio, Hays	(785) 625-2578

Emergency Notifications

A key component of the NCKTC's Crisis Management Plan is the NCKTC Rave Alert system. This alert system serves as the primary means for which crisis situations will be communicated to faculty, staff, and students who may be on campus and potentially at-risk during a crisis. Therefore it is essential for all faculty, staff, and students to keep their contact information current so they can be notified in the event of an emergency. Once students register, they will receive NCKTC weather related closings and emergency notifications via cell phone text/voice messages and emails with NCKTC Rave Alerts.

REQUIRED IMMUNIZATIONS

Nursing

Nursing students applying for admittance to either Beloit or Hays Nursing Programs are required to provide documentation of various immunizations or immunity tests, as a condition of entering the program. For details pertaining to required immunizations and immunity tests for Nursing Programs, contact the Director of Nursing, Beloit (785) 738-9025 or Hays, (785) 625-2437.

RECOMMENDED IMMUNIZATIONS

According to the Centers for Disease Control and Prevention, College Freshmen, particularly those who live in the dormitories, have a slightly increased risk of contracting some infectious diseases. Immunizations are not required (except for Nursing students) but recommended by NCKTC for all students include immunizations to prevent the spread of Hepatitis-A virus, Hepatitis-B virus, Diphtheria, Measles, Mumps, Rubella and Meningococcal Disease (Meningitis). Immunization to prevent the contraction of tetanus is also recommended for all students. For more information contact the Dean of Instruction, (785) 738-9057.

REPORTING OF INFECTIOUS DISEASES

Any student diagnosed as having contracted, or any student who suspects they may have been exposed or have contracted one of the following diseases should report their condition to Student Services immediately. For more information contact the Dean of Student Services, (785) 738-9008.

- Anthrax
- Botulism
- Chancroid
- Cholera
- Measles
- Meningococcal Disease (Meningitis)
- Mumps
- Pertussis
- Plague
- Poliomyelitis
- Rabies
- Rubella
- Tuberculosis

Requirements for Heavy Equipment (Heavy Equipment Students Only)

Physical

All Heavy Equipment students must have a physical, completed by a licensed physician, turned into the Registrar's office before they will be allowed to operate the equipment. The registrar will provide a physical form for the student to have completed by their family physician.

This requirement is to provide information to the instructors regarding any physical limitations or disabilities that would interfere with operation of the equipment.

Health Insurance

All Heavy Equipment students are required to provide proof of Health Insurance. In most cases if you are under the age of 23, and are covered by your parent's health insurance currently, you should still be eligible for coverage as long as you remain in school. If you are not currently covered by your parents, or if you are over 23 years old, or are married, then you will need to provide your own health insurance while you are in college. You will not be allowed to operate the equipment until a copy of the insurance policy is on file with the Registrar.

This requirement is to provide students with financial protection in case of a major accident while operating the equipment.

Mandatory Drug Testing

A mandatory drug test will be conducted on all Heavy Equipment students at the beginning of the school year. The cost of the drug test is included in the student fees for Heavy Equipment. If the instructor suspects the student is under the influence of drugs or alcohol anytime during the school year, the student will not be allowed to operate the equipment until they either prove they are drug free by voluntarily being drug tested or the instructor does not suspect usage anymore. NCK Technical College reserves the right to do random drug testing throughout the school year, at the college's expense, to prevent usage after the initial drug test.

This requirement is to insure the safety of everyone involved and that students are not operating the equipment under the influence of any drugs or alcohol.

NCKTC STUDENTS HAYS CAMPUS

North Central Kansas Technical College / Fort Hays State University Gateway Program

Welcome to the FHSU / NCKTC Gateway Program! Below are some tips to get you acclimated to FHSU and get you on your way!

•**Come to campus!** Admissions staff is ready to give you a tour of Fort Hays State University to see where services are available to YOU! Call 785-628-5666 or stop by Picken Hall for your tour!

•**Activate your TigerTracks login:** Go to tigertracks.fhsu.edu/register/. For security, privacy, and legal reasons, this account may be activated ONLY by the student. For more information, see www.fhsu.edu/ctc/helpdesk/tigertracks-information/. It is important that you check your FHSU e-mail (or forward it to another e-mail account), as all FHSU information will be sent to this address.

•**Get your Tiger Card:** Go to the Tiger Card Center, located on the 2nd floor of the Memorial Union. A photo ID is needed to obtain your card. The card is required for the check-out of library materials and access to residential life meal plans and cafeteria flexi-cash, tickets for athletic and cultural events, student paychecks, computer labs and HHP recreational areas.

•**Purchase your parking permit:** They are required beginning the first day of classes for any vehicle parked on campus between 7am and 5pm, or 24 hours in the Residential Hall lots. Purchase a permit at the Center of Public Safety, located in Custer Hall (785-628-5304).

•**Sign up for housing:** You may sign up to live in Residential Life traditional hall or apartment style housing online - Make your application through your TigerTracks Web account. Just sign in, select 'Online Services' and choose 'Log In to Residential Life Housing Application.' At the end of the process, you pay the \$35 application fee online. You will receive your room assignment and roommate information emailed to your TigerTracks email account in June.

Housing payments may be processed online by following these instructions:

- Go to TigerTracks at <https://tigertracks.fhsu.edu>
- Login to CAS Secure Login.
- Click on Online Services.
- Click on Payment for Outstanding Charges.

•**Use the services!** There are many services available at FHSU to help you get involved and succeed at NCKTC! You can get acclimated at FHSU by attending some of our Augustfest events such as the Back to School picnic on Monday, August 22! Find out about this great opportunity & many more at: <http://www.fhsu.edu/fye/augustfest/>

**If you have questions, please call the Shelly Macumber at 888-567-4297
or
FHSU Office of Student Affairs at 785-628-5824.**

North Central Kansas Technical College

Beloit Campus
PO Box 507
Beloit, KS 67420
785-738-2276
www.ncktc.edu

and

Hays Campus
2205 Wheatland Ave.
Hays, KS 67601
888-567-4297
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