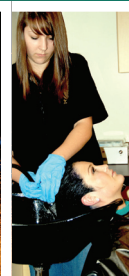# 2011 - 2012
Student Handbook

TATC
Tooele Applied Technology College
A UCAT Campus

THE MISSION OF THE
TOOELE APPLIED TECHNOLOGY COLLEGE

The Tooele Applied Technology College provides
rewarding, competency-based, affordable,
and accessible career preparation for youth and adults
to meet the needs of Utah employers.

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President's Message

Welcome to the Tooele Applied Technology College (TATC), a unique institution designed specifically to prepare our students for the workplace of today – and tomorrow! The TATC is one of eight campuses that comprise the Utah College of Applied Technology (UCAT), Utah's tenth and newest public institution of higher education. But we are different from the other public colleges and universities in Utah. How?

The TATC is a unique institution designed specifically to prepare our students for the workplace of today – and tomorrow!

We are a business and industry's college. Our programs and courses are developed and revised in response to ongoing input from employers; our instruction is provided using up-to-date equipment and instructional materials that reflect the work environment of your chosen career.

Our training is focused. The TATC curriculum is competency-based. We work very closely with Employer Advisory Committees comprised of representatives from business and industry. These committees tell us what skills, or "competencies" are necessary for your success as an employee. Our curriculum is developed and revised on an ongoing basis in response to employer input. When you attend the TATC, your progress is measured by your attainment of the skills/competencies identified by employers.

Our scheduling is flexible. The TATC is an open-entry/open-exit college. We don't operate on a semester calendar the way other colleges and universities do. Students begin training when they are ready, progress through the course or program when they have demonstrated mastery of the competencies, and receive a certificate when all associated competencies have been mastered.

Our tuition is affordable. At the TATC, you register for the number of actual hours that work for you, on days and at times that work for you. Tuition is as low as $1.50 per clock hour for a full-time student. You pay only for the number of hours for which you have registered.

If you are interested in a college experience that is focused, flexible, affordable, and designed to prepare you for the career of your choice in today's workplace, the TATC is the college for you.

Three Keys to Success at the TATC

Open-entry / open-exit, competency based instruction is a unique way to learn. Your training will be self paced, meaning you move through the curriculum as quickly as you master the skills or competencies, as opposed to a stand up and lecture format. This creates a unique learning environment.

The instructor will not be lecturing the entire class at one time, but is available to help students who may be working independently on any number of tasks. Your instructor will assist you individually as much as possible, but you are in charge of your own progress. Please do not be shy about asking your instructor questions or for other assistance when you have questions or need help to continue to move through the materials.

On the other hand, learning how to educate yourself is one of the most important skills you can learn. Do not expect an instructor to answer a question if you have not gone through the given training material and spent some time on your own to figure a problem out. You must be self-motivated in this environment, because there are no deadlines or group projects. It is up to you to take full advantage of your educational opportunity while you are here.

Three steps you can take to succeed in this learning environment are:

1. **Come prepared to work.** Being prepared includes attending class regularly and focusing on your training. Remember you are in charge of your progress.

2. **Understand the course "module" approach.** Set goals to accomplish each module.

3. **Ask questions.** Evaluate your learning style and seek help from your instructor or advisor if you need to improve retention or study habits. You can also take advantage of the support services offered at the College.

DEFINITIONS

CERTIFICATES

CERTIFICATE OF PROFICIENCY

A certificate that validates a set of competencies or a number of courses designed to prepare a student for employment or to provide skill upgrade has been completed.

CERTIFICATE OF SKILLS COMPETENCE

A certificate that validates a single course has been completed (such as a Keyboarding or Microsoft Word course).

ENROLLMENT OBJECTIVES

Student Services staff interview students during the registration process to determine their enrollment objectives. This information helps us to ensure that students are meeting their individual goals. There are five different enrollment categories as follows:

CERTIFICATE SEEKER

An adult enrolled in a full technical training program for the purpose of receiving a certificate.

SECONDARY

For tuition purposes, a secondary student is a student who is currently enrolled in grades 7-12 in a Utah public or private school, or who is eligible to enroll in such a school as documented under the following criteria in accordance with R277-419-4.

OCCUPATIONAL UPGRADE

An employed individual enrolled in a technical training course or program for the purpose of completing short-term course work, upgrading skills, increasing job security, or to receive training at the request of an employer.

SENIOR CITIZEN

A Utah resident who has reached 62 years of age and is enrolling at the institution in classes for which they may be qualified, on the basis of surplus space in regularly scheduled classes and in accordance with UTAH Cod Title 53B Chapter 9 and implementing rules. These persons are exempt from tuition and other charges, except for a registration fee established by the board.

LIFELONG LEARNING

An individual enrolled in a technical training course or program to enhance skills for personal reasons. Lifelong learners who are 62 years and older are eligible to register without regular

tuition charges in accordance with Utah Code Title 53B, Chapter 9, as described in Regents Policy R-510, Section 6.2.

BASIC SKILLS

An individual enrolled in non-technical course work which enhances his/her ability to succeed in a technical training program and/or to obtain employment. Services may include, but are not limited to basic math, reading, language and spelling skills, job application preparation, interviewing techniques and on-the-job survival skills.

COMPETENCY BASED CURRICULUM

Competency-based curriculum is developed with the input of business and industry representatives, which ensures that the skills and knowledge necessary for success in the work place are taught in the program and courses in which the student enrolls. The focus is on the ability of students to demonstrate mastery of the required skills and knowledge, or competencies. It is a practical approach to education. Curriculum is organized in a module-based system facilitating the open entry/open exit system of UCAT campuses.

OPEN-ENTRY / OPEN-EXIT

Most programs and courses at the Tooele Applied Technology College are offered in an open-entry/open-exit environment. Open-entry means you can start most classes any day of the week. You do not have to wait for the beginning of a semester. Open-exit means that you are finished when you have demonstrated mastery of the required competencies for a course or program.

SATISFACTORY PROGRESS

The College standard for satisfactory progress requires that students in open entry/open exit programs maintain acceptable levels of progress toward the attainment of course or program competencies.

Satisfactory student progress is defined as a student's ability to complete at least 67% of assigned work over the time a typical student would take to complete 100% of the assigned work. Students making satisfactory progress will complete each module in at least one-and-a-half times the module's length in hours. Example: a student would have, at most, 15 hours to complete a module that was 10 hours in length.

Satisfactory progress is required to be at a minimum of 67% by a calculation of enrolled hours against competency hours completed. Student progress is reviewed on a monthly basis by program faculty.

See *Attendance and Satisfactory Progress Reports* for more information on Satisfactory Progress.

Student Services

ADVISING SERVICES

HIGH SCHOOL-AGE STUDENTS

If you are a high school student interested in taking classes at the TATC and you want your TATC classes to count toward your high school diploma, you must meet with your school counselor or the Career Counselor in your school's Career and Technical Education Department before enrolling at the TATC. The counselor will determine if you have met the appropriate prerequisites for your chosen training program and will complete a pre-registration form with you. Students under age 18 must have the pre-registration form signed by a parent or guardian. State requirements for some programs in the Health Care and Transportation Divisions require a student to be a senior and/or 18 years of age before the student may work with patients in externships or take the state certification tests. Contact Student Services for details.

At the TATC, you will be asked to complete a college enrollment form. Our advisement personnel are available to answer your educational and career questions and assist you in decision making as you plan your future.

ADULT STUDENTS

Upon seeking enrollment, you will meet with advisement personnel who will answer your questions and assist you in choosing a training path. Advisement personnel will evaluate your previous education, training, and work experience. Your math, reading, and language skills may be assessed to determine whether additional instruction in these areas would help you be successful in your selected training program.

When formally enrolling, you will be asked to complete a college enrollment form and pay an initial registration fee upon application to the College. Advisement personnel will continue to be available to help you make the best educational and career choices for your goals.

ADMISSIONS AND REGISTRATION

ADMISSIONS

Admission to the TATC is open to high school students and adults. The College serves the citizens and employers of Tooele County, and is committed to a policy of nondiscrimination on the basis of race, national origin, sex, or disability as established by the Utah College of Technology.

TATC programs and courses are designed for individuals who wish to develop or improve occupational competencies or who are interested in life-long learning opportunities. The College has an open-entry/open-exit approach for most programs and courses, which means that students may enroll at any time depending on the space available in their chosen program.

The College also offers some defined programs and courses. Defined offerings are only available at certain times during the year. Enrollment in defined programs and courses is on a first-come basis until the program or course is fully enrolled. The enrollment process for defined offerings is the same as for open entry programs and courses.   All programs, regardless of location, time, or mode of delivery, are consistent.

REGISTRATION

- Registration Times: Year-round except holidays, Monday through Thursday 8:00 a.m. to 6:00 p.m. and Fridays 8:00 a.m. to 4:00 p.m.
- Registration Location: Tooele Campus, 66 Vine Street, Tooele, 435-248-1800.
- Program Start Dates: Any day of the week in all open-entry / open-exit programs (students must complete the registration process by noon on the Thursday prior to their start date).

REGISTRATION PROCESS

The registration process includes the following steps:

1. Meet with Student Services personnel for an initial interview
2. Complete an application for enrollment and choose your schedule
3. Complete the Pre-Registration Form (high school students only)
4. Attend the College's orientation
5. Make payment for registration
6. If appropriate, complete a test for basic skills as described on page 8

SCHEDULING

The College operates on a year-round schedule. The hours of instruction for most open-entry/open-exit programs and courses are in one hour blocks as follows:

- Monday through Thursday, 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 8:00 p.m.
- Fridays from 8:00 a.m. - 12:00 p.m.
- Information Technologies programs are closed on Friday's.

Students can choose any block of time and any combination of days of the week. Please see the *TATC Programs and Courses Web Page* for specific times and locations.
The College will accommodate high school A/B schedules to the extent possible.

SCHEDULING CHANGES

If students need to change their schedule, Student Services staff will assist them in completing their new schedule and will submit the necessary forms. All schedule changes should be made one week in advance of the new schedule.

WITHDRAWING

An official withdrawal occurs when a student communicates directly (via telephone, email or in person) with Student Services personnel to communicate his/her intent to withdraw on the day specified by the student. This *can be* a future date, but *cannot be* a date earlier than the day of contact, or in the case of electronic communication via email, the date stamp of the email. Students are responsible for:

- Ensuring the instructor has posted all competencies to the Student Information System;
- paying any outstanding fees and tuition;
- submitting, or providing information necessary to complete a withdrawal/training outcome form that officially withdraws them from the College;
- completing an anonymous evaluation of the course/program, instructor, and student and business services staff
- student services staff will contact the student who electronically withdrew, was dropped due to the 10-day rule or was a distance or blended education student who was withdrawn by their instructor to collect the information contained on the withdrawal/training outcome form.

RE-ENROLLING

Students who have completed their objective and officially withdrawn at the conclusion of their training may re-enroll by establishing a new training plan and schedule. Students who have been withdrawn due to a 10-day drop will be required to pay a $20 reinstatement fee, establish a new schedule, and meet with an advisor prior to returning to class.

COMPLETING YOUR PROGRAM

Once students have completed their course or program requirements, instructors will assist students in the final steps of their training experience with the College. Students are responsible for:

- Ensuring the instructor has posted all competencies to the Student Information System;
- paying any outstanding fees and tuition;
- submitting a withdrawal/training outcome form that officially withdraws them from the College;
- completing an anonymous evaluation of the course/program, instructor, and student and business services staff;
- requesting the appropriate certificate.

When students have completed their course or program, they are invited to visit our web page to submit an *anonymous* evaluation covering the course or program in which they were enrolled, the instructor, and the services received from Student Services and the Business Office. Computer

stations are provided for this purpose at each of our training sites (see Student Services personnel). Student input is invaluable as we strive to meet the needs of both students and employers. Please do not hesitate to share your opinions with us. Student recognition ceremonies are held twice each year honoring program graduates.

ASSESSMENT, BASIC SKILLS

Math and English language skills are important for success in training programs. The College assists adult students in achieving their potential by assessing their basic skill levels in math and the English language using the Test of Adult Basic Education (TABE) Locator/Survey or by evaluating their skills through high school or college transcripts. High school students are not tested because their school counselor will determine if they have met the appropriate skill levels for the training program they are entering.

The TABE score will determine whether students will directly enroll in their program, simultaneously enroll in his/her program and basic skills education, or begin their training in an Adult Education Program to improve their basic skills prior to the start of their chosen program. The TATC Enrollment Specialist works with students to determine the best approach for them.

Enrollment and Grade Equivalent Guidelines							
Program	**Math**			**Reading**			**ESL Level**
	Direct	**Concurrent**	**Adult Education**	**Direct**	**Concurrent**	**Adult Education**	**All**
Business Technologies	9	6.0 to 8.8	4.0 to 5.8	9	6.0 to 8.8	4.0 to 5.8	IV
Certified Nursing Assistant	8	6.0 to 7.8	4.0 to 5.8	10	7.0 to 9.8	4.0 to 6.9	IV
Clinical Medical Assistant	8	6.0 to 7.8	4.0 to 5.8	11	8.0 to 10.8	4.0 to 7.9	IV
Cosmetology/Barbering	8	6.0 to 7.8	4.0 to 5.8	11	8.0 to 10.8	4.0 to 7.9	IV
Information Technolgoies	10	8.0 to 9.8	4.0 to 7.8	11	8.0 to 10.8	4.0 to 7.9	IV
Medical Billing and Coding	8	6.0 to 7.8	4.0 to 5.8	11	8.0 to 10.8	4.0 to 7.9	IV
Medical Office Administration	8	6.0 to 7.8	4.0 to 5.8	11	8.0 to 10.8	4.0 to 7.9	IV
Welding	8	6.0 to 7.8	4.0 to 5.8	10	7.0 to 9.8	4.0 to 6.9	IV

DISABILITIES SERVICES

In compliance with the Americans with Disabilities Act (ADA), adult students with qualifying disabilities may apply to the College to receive reasonable accommodations by consulting with the

ADA Coordinator located in the Student Services office. Documentation, as indicated in the Request for Accommodations application, is required.

REFERRING AGENCIES AND ORGANIZATIONS

The College works closely with several government agencies and private organizations to help individuals obtain the training they need to qualify for employment. Some of those organizations include the Department of Workforce Services (DWS), the Utah State Office of Rehabilitation, Youth Employ-Ability Services (YES) Program, and the Deseret Industries. Student Services staff will be glad to assist students and applicants in contacting these organizations or individuals may wish to work with one or more of the organizations directly.

HIGH SCHOOL STUDENTS

DEFINED

For tuition purposes, a secondary student is a student who is currently enrolled in grades 7-12 in a Utah public or private school, or who is eligible to enroll in such a school as documented under the following criteria in accordance with R277-419-4. Secondary students as defined in this policy do not pay tuition or registration fees; however, these students are subject to student fees assessed by the TATC monthly or at term intervals. Secondary students are not eligible to receive financial aid.

Students under age 18 must have the pre-registration form signed by a parent or guardian. State requirements for some programs in the Health Care and Transportation Divisions require a student to be a senior and/ or 18 years of age before the student may work with patients in externships or take the state certification tests.

High school students are not required to complete admissions assessments but are expected, based upon the district's referral, to have the designated entry levels for the targeted technical program. If it is determined that the student is not progressing due to inadequate basic skills, he/she will be referred back to the district for basic skills instruction.

ATTENDANCE

The College has the responsibility to ensure that high school students are provided a safe training environment while attending the TATC. Truancy or unreported absences jeopardize the College's ability to ensure student safety. Therefore, secondary students are expected to maintain 100% attendance. The web-based Northstar SIS makes it possible for high school counselors to access student record information to monitor the performance and attendance of their respective students.

CREDIT

UCAT campuses do not issue high school or college credit. Secondary students who wish to receive high school credit for course work completed at the TATC must be referred by their school counselor, as it is the home high school that issues credit.

GRADES AND GRADING

The College is a competency- based institution and does not issue letter grades; however, the College supports the grading policy of the secondary school districts. Suggested or recommended letter grades are issued at mid and end-term at the request of the school district. Competencies received by high school students are recorded with the TATC on the same basis as adult students. See *Grading Scale for High School Students* on page 43.

HOURS OF OPERATION

Tooele Campus: 8:00 a.m. to 8:00 p.m. Monday through Thursday
          8:00 a.m. to 4:00 p.m. Friday

The College is closed on Saturday and Sunday. See *Calendar* on page 44 for days of operation.

PLACEMENT / EMPLOYMENT SERVICES

The Placement and Career area is located within the Student Services Office at the Campus. Computer stations are available for students interested in applying for jobs on-line, browsing companies' websites, composing employment letters, and searching career information.

CAREER ADVISING

Career advising and placement services are available to students and College applicants who are interested in career exploration and career decision making. Occupational interests, transferable skills, and other factors that contribute to making informed training and employment decisions can be reviewed with our placement staff in Student Services. Directors of Instruction and faculty are available for advisement to review progress and program issues and to make modifications as needed during the training process.

The Placement and Career area provides access to Internet and on-line library resources to assist students in designing a career plan. Information available from these resources includes:

- Career-building, process, and portfolio assessment
- Occupational descriptions and training requirements
- Utah's industries
- Employment outlook and wages
- Occupations with high demand
- Utah Economic Trends magazines

- Utah business profiles
- Current newspaper articles

PLACEMENT SERVICES

The College not only provides training in specific fields, but also provides assistance in obtaining employment. Placement Services are designed to help students locate employment by providing a match between job openings in local industry and skills developed by students in training. Placement staff will assist currently enrolled students locate employment while in school and will work with program completers to:

- Discuss their job goals and receive customized feedback
- Identify, list and describe their skills
- Write an effective resume and a cover letter
- Look for work strategically
- Learn to satisfy the needs of a prospective employer
- Obtain job referrals
- Apply for jobs utilizing bookmarked internet job boards
- Discover hidden job openings and networking opportunities

STUDENT RECORDS AND CONFIDENTIALITY

The College complies with the provisions of the Family Educational Rights and Privacy Act (FERPA). FERPA provides students with the following rights with respect to their education records:

- The right to inspect and review student education records
- The right to request the amendment of student education records
- The right to consent to disclosures of personally identifiable information
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the TATC to comply with the requirements of FERPA

A full copy of the Family Educational Rights and Privacy Act is posted on the College Information board at each campus. Information on FERPA is also available on the College's website at www.TATC.edu.

TRANSCRIPTS

Official student records are maintained in Student Services. A copy of each student's progress record is available for the student to access at any time during his/her enrollment.

Transcripts are issued by Student Services and are payable in advance to Student Services. (Please see the Fee Schedule posted on the College Information Board or refer to the College's website for transcript fees.) Students must complete and submit a Transcript Request Form in order for transcripts to be issued. Students with any financial obligations owed the College must clear these obligations before a transcript can be released. Transcripts may be released to another individual only if a letter signed and dated by the

student, including the name of the individual to whom the transcript is to be released, accompanies the Transcript Request Form.

TUITION AND FEES

Tuition and fees for open-entry courses are assessed monthly and are due on the first day of the month. Students can enter a full program or a single course and still pay month-by-month. Tuition is calculated for every session scheduled and is considered delinquent on the 5th day of the month. A late fee of $5.00 will be assessed on the 6th day of the month. Statements are not sent to students.

Remember, if students are ill, on vacation or simply absent, they will be assessed tuition for those days they are scheduled to attend because a seat is reserved for them even if they are not present. If a student fails to officially withdraw through Student Services, he/she is still on the class roll until ten (10) consecutive absences have occurred. At that time the student will be withdrawn from the College (10-day drop). Tuition and fees will be assessed during this 10-day period even though the student was not present. Depending on the student's schedule, this could result in owing another month's tuition and fees. If a student wishes to reinstate, a $20 fee will be assessed and the student will be required to speak with the student advisor to discuss his/her goals and College expectations. (See page 39 for the *Fee Schedule* and page 40 for the *Tuition Schedule*.)

VETERANS AFFAIRS SERVICES

Veterans seeking eligibility services for technical education should apply online at www.gibill.va.gov or contact the local Veterans Affairs office. The Student Services office provides enrollment verification services to the Veterans Affairs office. Please call the College Veteran's representative at 435-248-1840 for more information.

Business Office

BOOKSTORE

The College Bookstore provides books required to complete training programs. The bookstore is located in Student Services at the Campus; the hours are Monday – Thursday, 8:00 a.m. to 6:00 p.m.; Friday, 8:00 a.m. to 4:00 p.m.

CASHIER'S OFFICE

HOURS OF OPERATION

The Cashier's Office is located in Student Services at the Campus.

Hours of Operation: 8:00 a.m. to 6:00 p.m., Monday – Thursday
8:00 a.m. to 4:00 p.m., Friday

The College is closed on Saturday and Sunday, and major holidays. See *Calendar* on page 44 for days of operation.

COPY SERVICES AND TUITION AND FEES

Student Services provides copying services to students at a charge of $.10 per copy. Copying services, tuition, and fee payments can be made at the Campus. (See pages 39 and 40 for fee and tuition schedules.)

Campus Information

FOOD SERVICES

The Campus has a student lounge area with a refrigerator and microwave oven available for students during regular operating hours.

PUBLIC PHONE

The Campus has a courtesy phone located in the Student Service area. Students are welcome to use courtesy phones for urgent and/or brief local calls.

LEARNING RESOURCES

Learning resources are available to provide students, faculty, staff and community members with learning resources that are both appropriate and essential for the achievement of the objectives of each program offered.

College learning resources provide organized access to books, periodicals, instructional software, the Internet, and related services to students and potential students in order to meet their educational, research, and job placement needs. Journals, periodicals and instructional software and media that are specific to training programs are located in individual classrooms. Information of a more general nature is available within the Student Services area of each campus and training center. These resources include:
- **The Pioneer Online Library** (http://pioneer-library.org)
  Provides comprehensive research resources through the combined efforts of higher and public education, the Utah Education Network (UEN), and the Utah State Government. Students can use this to:
    - Get help with homework
    - Keep Current
    - Finish that big paper
    - Find historical information
    - Prepare to teach a class

- **O*Net Online Resources** (http://online.onetcenter.org)
  The Occupational Information Network (O*NET) and O*NET OnLine were developed for the United States Department of Labor by the National O*NET Consortium. It is an application that was created for the general public to provide broad access to the O*NET database of occupational information that students can use to:
    - Explore occupations and search for occupations that utilize your skills
    - Search for related occupations and view occupation details and snapshots
    - Use crosswalks to find corresponding occupations in other classification systems
    - Connect to other on-line career information resources and access help information online

- **UtahFutures** (www.utahfutures.org)
  UtahFutures offers students information to utilize education and career resources to assist them in choosing a career, upgrading their career, or choosing a higher education institution.
    Students can use this to:

    - Plan your high school courses
    - See a college-prep timeline
    - Find a career
    - Compare Utah colleges and universities
    - Search for scholarships and financial aid
    - Investigate Careers
    - Explore Education and Training
    - Find a Job

- **Occupational Outlook Handbook** (http://www.bls.gov/oco)
  The Occupational Outlook Handbook is a nationally recognized source of career information, designed to provide assistance to individuals making decisions about their future work lives. Revised every two years, the Handbook describes what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects in a wide range of occupations. The Occupational Outlook Handbook is published by U.S. Department of Labor Bureau of Labor Statistics. Students can use this to:

    - Learn about a specific occupation and read about what workers do on the job
    - Find out about typical working conditions and get training requirements
    - See what earning levels and job prospects are

LOST AND FOUND

Any items lost or found should be taken to the Student Services front desk. Staff will tag the item with the time, date, and location where found.

Lost or found items placed with the Student Services desk will be returned to the owner upon the proper description of the item reported lost. Unclaimed items will be retained for 60 days.

After that time, the found items will be disposed of either by destruction or by being surplus at a state auction.

Student Information

ATTENDANCE REQUIREMENTS

Attendance is an important factor that affects students' ability to meet their educational goals. If attendance is good, students will increase their ability to have a consistent learning experience. The College does not have a mandatory attendance requirement for adult students; however, attendance is a component of the satisfactory progress standard (see Definitions - Satisfactory Progress). Sometimes, a student's funding resource will require a mandatory attendance level for continued financial support.

For students attending under the GI Bill, the College has the responsibility to ensure a statement of understanding for each veteran certified is effected by the student and the certifying official with a signed copy placed in the veteran's file.

The College has the responsibility to ensure that high school students are provided with a safe training environment while attending the TATC. Truancy or unexcused absences jeopardize the College's ability to ensure student safety. Therefore, secondary students are expected to maintain 100% attendance. In addition, absences can adversely affect the amount of credit a high school student receives from their home high school for coursework completed at the TATC.

Attendance is tracked through the student information system. Log-in stations are located in each classroom and lab. Students are advised of the importance of logging in to the student information system at the beginning of each day and logging out before leaving for the day. If a student fails to log in, the system will automatically default to "absent."

The College will work with students who are having a difficult time attending consistently by providing instructor intervention and advising services. Advisement personnel may recommend appropriate schedule changes that may be more compatible with the student's life commitments. Scheduling options are usually very flexible at the College. Please remember that schedule changes must be made the week before the effective date.

If students manage their schedule and attendance successfully, they will have greater success in their technical program. Remember that the College must withdraw students who have been absent for ten (10) consecutive days or who fail to pay their tuition before the 10th of the month. Re-enrollment after any withdrawal requires a payment of $20.

It is the responsibility of the student to be aware of all course requirements for their certificate and to review and understand changes made on their training plan. Advisement personnel and faculty are here to assist and support students' educational goals as much as possible.

ATTENDANCE AND SATISFACTORY PROGRESS REPORTS

Nearly every student enrolled at the College (except lifelong learners) is accountable to make satisfactory student progress. Students unable to make satisfactory progress may lose their enrollment status and often their scholarship funding. Students who do not maintain satisfactory progress will initially receive assistance and advising from their instructor. In the event that student progress does not improve as a result of faculty intervention, the student will be referred to student services advisement personnel. Possible factors contributing to the lack of student progress will be addressed, and strategies for improvement will be discussed. Students who continue to demonstrate a lack of satisfactory progress may be subject to probation, disciplinary action or termination following a review with their instructor and a student services advisor. Students who do not maintain satisfactory progress may be ineligible to receive scholarship benefits.

It is essential that faculty and advisement personnel be able to track satisfactory progress efficiently in order to provide meaningful assistance to students to mitigate negative consequences and expand opportunities for encouraging student success.

The student information system is designed to track progress based on the time needed to complete specific course modules compared to enrolled hours. The student information system is an extremely valuable tool in helping instructors and advisors with this effort as it can track adequate student progress daily, weekly and monthly. Students can request a printout of their progress and/or attendance report from their instructor at any time. High school career counselors receive weekly attendance reports and progress reports on request.

Instructors teaching distance or blended learning courses will contact student services SIS staff to initiate the withdrawal process for students that cease to progress or maintain communication with the instructor for a period of four weeks.

CHILDREN ON CAMPUS AND IN CLASSROOMS

The College does not allow young children to be on campus without supervision. Children are not allowed to be in classrooms or lab areas. This is a safety issue for students, instructors, and parents. Having children in classes is also a distraction from the learning process. Please make arrangements to have your children cared for off-campus while you are scheduled to be in your training program.

DRESS CODE

Students attending the College shall conduct themselves in a manner consistent with customary standards of employment. Students are expected to wear clothing appropriate for safety and effective performance of tasks in the area of training in which they are enrolled. Clothing must be clean and shall not be immodest, obscene, or create a hostile training or work environment for other individuals or themselves. Dress requirements for specific programs can be found in the course syllabi.

MEDICAL EMERGENCIES

If students injure themselves or need medical attention while on College property or at a College-sponsored event, an instructor or staff member should be contacted immediately. The instructor or staff member will follow procedures as outlined in the emergency operations and safety plan.

PARKING

Parking is provided free without required passes or stickers. Students should park only in designated parking areas. Parking in disabled parking areas without an appropriate sticker or hang-tag or parking in non-designated areas may result in a ticket or tow by Law Enforcement in the specific area.

SMOKING, THE USE OF CONTROLLED SUBSTANCES AND OTHER CONCERNS

Utah law requires that the College limit smoking to *designated* smoking areas. Law also restricts minors from using tobacco products. The use, purchase, sale, distribution, or possession of alcohol or other controlled substances is unlawful.

The College has specific restrictions regarding weapons, violence on campus, and the use of skateboards, skates, or bicycles. See the Student Code of Conduct for information regarding these restrictions.

Violations of these rules may result in dismissal or other disciplinary action including legal action. Students should focus on the behaviors and activities that help keep the learning process positive for everyone.

STUDENT IDENTIFICATION CARD

Students receive a student identification card on the first day of their class. I.D. cards are valid for one year from the date of enrollment. Students may use the I.D. card to access public college and university library facilities. Lost or expired student I.D. cards can be replaced for a $5.00 fee. See the Student Services office for replacement cards. *Note* Student I.D. cards are intended for campus use only, and are not considered an I.D. card for the purpose of establishing citizenship or residency.*

STUDENT TRAINING PLAN

The student training plan is used to track student progress and completion of course competencies. Course competencies may include activities such as, readings, worksheets, tasks, quizzes, exams and hands-on skills demonstration. Competency is defined as completing a task that meets defined course standards. When students demonstrate mastery of a competency, the instructor will fill in the appropriate data in the Student Information

System. This will update the student training plan and become a part of the permanent student record.

TRANSFER STUDENTS AND COURSE CHALLENGE

The TATC is a competency-based institution that does not currently award traditional academic credit. Any student that meets the admission requirements of the TATC may enroll in the institution. A student may request that coursework completed at another institution of higher education transfer to and be credited toward completion of a TATC course or program. Please see the full Student Transfer policy under the Policy section of the Student Handbook.

If students have previous education or experience that has provided them with the necessary skills to demonstrate competence in a particular course or module; they may request to challenge the course or module. Each course may have a different path for challenging. Please see the instructor for specific guidelines for their course.

VISITORS ON CAMPUS AND IN CLASSROOMS

The College allows visitors on campus or in classrooms to preview the instructional setting prior to enrollment. These visits must be arranged with Student Services staff and the program instructor. Children or adults are not allowed to be in training areas unless they are registered or otherwise authorized to be there. This is a safety issue for students, instructors, and parents.

Policies and Procedures

Policies are also posted on College information boards at the Tooele Campus and the College web site.

NON-DISCRIMINATION

The College is fully committed to policies of non-discrimination and equal opportunity and vigorously pursues equality and diversity goals in all programs, activities, and employment. In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Vocational Amendments of 1976, and the American with Disabilities Act, College programs and activities are open to all qualified students without regard to race, age, color, religion, sex, national origin, or disability.

Students who feel that they have experienced discrimination at the TATC are encouraged to meet with a Student Services advisor. Students may also contact the Office of Civil Rights if they are unable to resolve their concerns through College processes.

Office of Civil Rights   Phone: 1- 800- 421-3481
Customer Service Team   TDD: 1- 877-521-2172
US Department of Education   E mail: ocr.ed.gov
Washington, D.C.   Internet home page: http://www.ed.gov/ocr/

Purpose

This document describes the Tooele Applied Technology College (TATC) policy for admissions and registration, including descriptions of types of admissions and registration, student eligibility, and procedures for College admission and registration. The TATC is a non-discriminatory post-secondary institution, and a campus of the Utah College of Applied Technology (UCAT), which offers open entry/open exit competency based programs designed to prepare students for employment in technical occupations in demand and for extended educational programs or degrees in technical areas. Applications are accepted from all eligible applicants regardless of sex, race, religion, national origin or disability.

Student admissions procedures are evaluated annually by Student Services to ensure the continued effectiveness and accuracy as they pertain to current technical program requirements. Student Services, in collaboration with program Faculty, review and evaluate academic entry levels to confirm that established entry requirements are accurate and updated. Changes are made through an interdepartmental review and updates or changes are distributed to Faculty and Student Services in a timely manner. Academic skills instruction developed to assist students admitted on an ability to benefit basis is provided through local school district Adult Education centers and ESL for Technology Programs for students with limited English proficiency, which offers basic academic skills development as well as concurrent academic skills instruction to assist students in overcoming language barriers to student success.

References

Utah Code 53B-2-106(2)(c) Direction of Instruction, Examination, Admission and Classification of Students

Utah Code 53B-9 Higher Education for Senior Citizens

TATC policy on Accommodations for Students with Disabilities

Board of Regents Policy R 512, Determination of Resident Status

Board of Regents Policy R 513, Tuition Waivers and Reductions

UCAT Data Dictionary

TATC Student Services Policy and Procedures, Student Transfer

Enrollment Objectives/Definitions

Certificate Seeker: Refers to the post-secondary adult registration service pattern, the purpose of which is to satisfy the requirements for completion of a certificate and subsequent job placement. Students completing a TATC certificate program are eligible to receive a Certificate of Proficiency.

Secondary: For tuition purposes, a secondary student is a student who is currently enrolled in grades 7-12 in a Utah public or private school, or who is eligible to enroll in such a school as documented under the following criteria in accordance with R277-419-4.

Regardless of age, the student shall not have previously earned a basic high school diploma, high school certificate of completion, adult education secondary diploma, or high school equivalency diploma (GED)

Except as provided in 204.4.1.3, the student shall be no more than 17 years old on or before September 1 of the fiscal year in which they are enrolled at the campus.

A student who does not meet the age requirement specified in 204.4.1.2 shall be considered a secondary student if: (a) the student is documented as a retained senior (as specified in R277-419-1K) or as having been enrolled in less than grade 12 during the previous year, and is no more than 19 years old on or before September 1 of the fiscal year; or (b) the student meets the definition of a disabled student under UCA 53A-15-301.

Application of this policy shall be limited to determination of student tuition assessment, and shall not be construed to imply admission of a student at a grade level inconsistent with ability to benefit, as determined by campus admission policy.

Ability to Benefit Students: Referes to adult students who have not graduated from high school or obtained a general education diploma (GED).

Job Re-entry: Refers to an unemployed adult student enrolled in an instructional course for the purpose of upgrading skills to enhance job opportunities. Admissions testing requirements are not required in most cases in an Job Reentryenrollment.

Occupational Upgrade: Refers to an adult student enrolled in an instructional program for the purpose of upgrading skills, enhancing job opportunities, increasing job security, or to receive training at the request of an employer. Unemployed persons are not classified as upgrade students. Admissions testing requirements are not required in most cases in an Upgrade enrollment. Students completing a partial program are eligible to receive a College transcript.

Lifelong Learning: Refers to a student seeking registration with the objective of fulfilling a personal interest rather than for the purpose of enhancing employability. Such students may enroll in one or more courses, but are not eligible for financial aid. Lifelong learners who are 62 years and older are eligible to register without regular tuition charges in accordance with Utah Code Title 53B, Chapter 9, as described in Regents Policy R-510, Section 6.2.

Senior Citizen Waiver: Senior citizens enrolling in accordance with Utah Code Title 53B, Chapter 9, as described in Regents Policy R-510, Section 6.2 are charged the

applicable registration/application fee, enrolled on a space available basis only into courses for which they are qualified, and are subject to payment of other specific course fees and related course costs. Students in this category may apply to receive a TATC transcript documenting course completions. They, as other students, are subject to the standards for satisfactory performance.

Basic Skills: Refers to registration of students seeking refresher (remediation) instruction in basic skills areas including basic math, reading comprehension, writing, spelling, or grammar, for the purpose of preparing for entry into a College technical program. Basic skills instruction is offered through TCSD's Adult Education program. Based on the results of the admissions assessments, students may be registered in a technical program through TATC while they are enrolled in a basic skills program.

Satellite: Refers to registration of high school students in classes offered by the TATC, located at local high schools. These classes are taught by TATC faculty and deliver College curriculum in accordance with the standards for secondary student admissions and registration (see item 3.2).

State Custom Fit and Other Specialized Corporate Training: Refers to customized training designed to meet specific employer needs. May include an employer-sponsored student (employee) enrolled in customized training or in existing training at the College main campus. Utah State funding may be available for qualified companies that are new, expanding, or that need to upgrade their skilled workforce to remain competitive. Students completing requirements of Custom Fit courses may apply to receive a Recognition of Training certificate. They are not eligible to receive financial aid.

Community Education: Refers to courses offered to the community on a variety of subject areas designed to meet community and business education needs. Community Education courses are not part of College open entry/open exit technical program offerings, and they are not eligible for financial aid. Students who complete Community Education courses may apply to receive a Recognition of Training certificate.

Other Definitions

Resident: Because most non-credit applied technology programs are short-term (require less than a year to complete), the Utah College of Applied Technology and other USHE institutions offering non-credit courses or programs may, at their discretion, implement a policy that does not require residency classification for students enrolled in non-credit courses or programs. The TATC does not require residency classification for students enrolled in non-credit courses or programs.

International Student: Refers to non-immigrant students with United States Citizenship and Immigration Services (USCIS) approved student visa. International students are expected to return to their home country at the conclusion of authorized study. They must register as non-residents and are assessed non-resident tuition rates during the entire period of enrollment. The TATC is not, at the present time, a USCIS approved institution, authorized to provide educational services to M-1 visa students. International student applicants to Utah College of Applied Technology (UCAT) campuses must apply to attend at the Davis Applied Technology College, the only

UCAT campus currently authorized to provide services to international students. Applicants are instructed to contact the College Student Services office and the Designated School Official (DSO).

Transfer Student: Refers to a student applying to the Tooele Applied Technology College in accordance with the TATC Student Transfer Policy.

Policy

Eligible Students: Any qualified applicant that meets the requirements for admission and registration and agrees to comply with the rules and regulations of the TATC Campus may enroll in the programs offered by the TATC.

Eligible Secondary students are those students who meet the definition in Section 3.2 above. Secondary students who wish to receive high school credit for course work completed at the TATC must be referred by their school district.

High school students are not required to complete admission assessments but are, based upon the district's referral, to have the designated entry levels for the targeted technical program. If it is determined that the student is not progressing due to inadequate basic skills, he/she will be referred back to the district for basic skills instruction.

Career Guidance: Services are offered at no additional cost to currently enrolled students and applicants to the College. Referral to services is provided by the Student Services Office.

Ability to Benefit Admissions: Adult students who have not graduated from high school or obtained a general education diploma (GED) are not enrolled in Certificate of Proficienty programs on an ability to benift basis; however they may enroll in single course work until such time as they have obtained a high school or general education diploma.

Admission procedures are evaluated annually through Student Services to ensure the effectiveness of these procedures as applied to ability to benefit students and other students admitted to College programs. (See Purpose section, above.)

Services to Students with Disabilities: Adult students with qualifying disabilities may apply to the College to receive accommodations by consulting with the ADA Coordinator. Documentation, as indicated in the Request for Accommodations application, is required.

Admissions Assessment: Basic math and reading skills assessment is a part of the admissions process and provides placement information which contributes to training plan development. Based on the results of assessment, registration into the technical program is designed with or without basic skills upgrades, as required by each College program and documented as part of the admissions criteria. Post secondary transcripts can be evaluated to determine if any portion of the admissions requirements may be waived. Documented transferable skills obtained through relevant employment experience may also be evaluated for this purpose.

Satisfactory Progress: The College standard for satisfactory progress requires students in open entry/open exit programs maintain acceptable levels of cumulative progress toward the attainment of course and/or program competencies. Satisfactory progress is required to be at a minimum 67% or higher by a calculation of enrolled

hours against competency hours completed. Student progress is reviewed on an ongoing basis by program faculty. Students who do not maintain satisfactory progress will initially receive assistance and advising from their instructor. In the event that student progress does not improve, the student will be referred to the VP of Student Services and Instruction or designee. Possible factors contributing to the lack of student progress will be addressed, and strategies for improvement will be discussed with the student. Students who continue to demonstrate a lack of satisfactory progress may be subject to probation, disciplinary action or termination following a review with their instructor and the VP of Student Services and Instruction or designee. Students who do not maintain satisfactory progress may be ineligible to receive scholarship benefits. Satisfactory progress requirements for other (non-open entry/exit) College programs are established and communicated to students in each course or program disclosure information. Students who receive funding through a sponsoring agency must meet that agency's requirements for continued sponsorship, which may include an attendance requirement. Secondary students are required to meet the attendance requirements of the referring district.

Admissions and Registration Procedures

Applications for admissions are accepted through the Student Services Office. Student Services staff provides general information regarding admissions and registration processes, and information about TATC programs. Funding information, service options through local school district Adult Education, financial assistance and assessment information is also provided. Applicants completing required admissions assessments complete the registration process, which includes plan development and class scheduling, in the Student Services Office.

The Student Services Office also provides services which include the following:

 a) Providing program information, including tuition and program costs
 b) Evaluation of transcripts to determine eligibility for waiver of assessment requirements
 c) Assessment services to meet admissions requirements, which include:
  Basic math assessment
  Basic reading comprehension
 d) Review of results of admissions assessments for various program offerings
 e) Development of College training plan and daily class schedules
 f) Review of College standards for satisfactory performance
 g) Referrals to the VP of Student Services and Instruction or designee for advisement services, which include:
  Career Guidance Counseling
  ADA related services and support
  Counseling support for students referred by State Division of Rehabilitation
  Counseling and referrals to local community agencies
  Review of College standards for satisfactory performance
 h) Referrals to TATC placement staff for services, which include:
  Career library resources
  Labor market information
  Resume writing and job interview coaching
  Employment referrals and direct placement for program completers
 i) Assistance with scholarship applications

j) Providing additional information and referral to school district Adult Education programs and funding options
k) Assistance to students desiring a change in training plan with referral to the VP of Student Services and Instruction or designee for advisement services, if appropriate

Transfer students are accepted and enrolled in accordance with the TATC Student Transfer policy.

Re-registration

Re-registration is available through Student Services and requires payment of a $20 re-enrollment fee if the student re-enrolls within a year of his/her date of last withdrawal. Program completer's re-registration fee is waived if they return within one-year of his/her completion date to enroll in a new course or program. Re-registration beyond the one-year period requires a re-payment of the College application fee (see the College fee schedule for specific fee listings). The student's record will be researched to determine if it contains holds or restrictions. Holds placed on student's record require resolution before the student is allowed to re-enroll.

Preparatory students re-registering after the beginning of the new program year (July 1st) may resume the program of the prior year unless the date of re-registration occurs six months after the start of the new fiscal year programs. In that case, re-registrants must enroll in the new-year program.

If the student re-registers into a program other than the one he/she withdrew from, Student Services staff will review the student's record to determine if the student's current assessment record meets the admissions criteria of the new program. At that time, additional assessments may be required before re-registration is completed.

Students re-registering into the College after an absence of more than six months may be required to re-establish competencies in previously completed course work, based on the evaluation of the appropriate program instructor.

Withdrawals

Students seeking to withdraw from the College must do so officially by completing the TATC Withdrawal Form available in Student Services. Withdrawal can be made in person, electronically or over the phone with student services personnel. Student services staff will verify that all applicable tuition and fees have been paid, and will notify the student if there is a balance on their account. Withdrawal is effective at the end of the school day on which the student applied to withdraw.

Students are responsible for the accuracy of information provided on the withdrawal forms, and all forms completed for the student record, as verified by the student's signature shown on TATC forms.

If students are absent for ten (10) consecutive scheduled days from classes, they shall be withdrawn in accordance with Utah College of Applied Technology regulations. Students withdrawn due to consecutive absences are assessed tuition charges incurred during the period of absence up to the date of withdrawal.

Information Technology Policies and Procedures

Computer Resources Acceptable Use Policy
Effective Date: July 1, 2009
Board Approval: June 9, 2009
Amended: September 1, 2010

Purpose

The purpose of the Tooele Applied Technology College (TATC) Computer Resources Acceptable Use Policy is to ensure that all uses of TATC computer resources are ethical, legal and consistent with the stated purpose, goal, and mission of the TATC. Additionally, the policy seeks to protect TATC computer resources from damage and undue wear caused as a result of inappropriate use or harsh treatment.

Increasing global access and contact through computers and computer networks increases the availability of controversial material. Neither the Board of Trustees nor the TATC have control of the information on the Internet. Certain sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people.

The TATC administration recognizes the importance of each individual's judgment regarding appropriate conduct in maintaining a quality resource system. While this policy does not attempt to articulate all required or proscribed behavior by its members, it does seek to assist in such judgment by providing the following guidelines:

Definitions

For the purposes of this policy:

User is defined as any TATC administrator, faculty member, staff employee, student and/or visitor.

Financial gain is defined as gain derived from any activity recognized under current U.S. Tax Code as qualifying as a business.

Illegal activities are defined as violations of local, state, and/or federal laws including, but not limited to, copyright violations, harassment, threats, libel, and disorderly conduct.

Disruptive activities are defined as activities including, but not limited to, those defined by Utah Code 76:8:703-705 that interfere with the lawful operations of higher education institutions or that disrupt the activities of the school or its students.

Obscene is defined by reference to current applicable judicial and statutory provisions and is generally understood to mean objectionable or offensive by accepted standards of decency, i.e. whether the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient; whether the material depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law, and whether the material,

taken as a whole, lacks serious literary, artistic, political, or scientific value (Miller v. California (413 U.S. 15,93 1973).

Inappropriate use is defined as a violation of the intended use, as outlined in this policy, of TATC computer resources.

Political lobbying is defined as activities on behalf of a particular party, candidate, or political issue such as constitutional amendments, referenda, etc.

P2P (Peer-to-Peer) is a networking term used when two or more potentially global computing devices are directly communicating with one another in an isolated fashion.

File sharing is a process using P2P technology to swap copyrighted files, which potentially violates copyright law.

Computer resources include all computer hardware, software, peripheral devices, the TATC wiring infrastructure, and the network and Internet environment accessed through these resources.

Policy

In addition to any other inappropriate and unacceptable use prohibited by this policy, and without limitation, the following are specifically prohibited:

- Sharing of passwords and/or accounts
- Attempts to gain access to any system or account without authorization from administration
- Use of destructive or invasive software
- Use of computer resources for personal financial gain
- Use of computer resources for product advertisement or political lobbying
- Use of computer resources for disruptive or illegal activities
- Any file sharing or P2P file sharing allowing computing devices to upload/download information from any other computing device resulting in copyright violation/infringement
- Use of computer resources to access or display images, sounds or messages which are obscene.
- Use of computer resources, in a public location, which, while not necessarily obscene or otherwise illegal, nevertheless creates a hostile environment in violation of college policy, state, and or federal law.

Authorized Network Use. TATC hardware/software accounts shall be used only by the authorized owner of the account. Account owners are ultimately responsible for all activity under their account. Users are encouraged to change their passwords every 60 days.

Network Access Time. Excessive and open-ended use of the network in terms of access time cannot be accommodated due to cost and interference with legitimate needs of other users. Users are cautioned to exercise prudence in the shared use of this resource.

Privacy of Information. All communications and information accessible via TATC hardware/software should be assumed to be TATC property. Great care is taken by the TATC Network Administrator to ensure the right of privacy of users, however all files on TATC hardware are subject to review without notice.

Use of College-Owned Computer Equipment. Equipment accessing any network resource and installed software on the equipment is provided for purposes of the official work of the College, not for personal use or entertainment. Users are expected and required to use College-owned equipment primarily for official business in connection with their jobs. College policy does not prohibit incidental personal use of the equipment. However, users are required to exercise reasonable precautions in caring for any equipment authorized for use off-premises, and are personally responsible for any damage resulting from use of unauthorized persons.

- All modifications to TATC hardware will be made at the direction and discretion of the Network Administrator upon approval of the Campus President.

- Any off-site use of TATC hardware must be approved by the user's immediate supervisor. Equipment taken off-site for instructional purposes must be signed in and out following approved TATC procedures.

- While this policy recognizes that a reasonable amount of wear due to use is to be expected, any damage which is deemed to be the result of intentional misuse, abuse, or gross negligence will be the financial responsibility of the assigned user. Additionally, users will be held accountable for any wear or damage caused by use of the equipment for non-approved or inappropriate purposes.

Authorization and Installation of Software. Software installed on College computer equipment must be installed by TATC Information Technology employees. Installation of personal copies of software or installation of software (including but not limited to computer games) by other College employees may only be done with the approval of the employee's immediate supervisor and with the consent of the Information Technology Department. This policy is intended to ensure compliance with software licensing obligations and also to safeguard against avoidable introduction of computer viruses, as well as avoiding unnecessary potential overloading of memory and hard disc storage capacity of College-owned equipment. Need for the installation of specific specialized software packages (apart from College-wide standard software modules) may be verified in writing by the cognizant administrator and installed by the specific end-user with authorization of the Information Technology Department.

Prohibition on Copying College-Owned Software. Under no circumstance may unauthorized users copy College-owned software for installation on personal, or any other, computer equipment. In some cases, users wishing to work at home on College business, either on their own time or on an approved telecommuting basis, may wish to utilize personally-owned computer equipment. With specific approval by the cognizant administrator, related College-owned software may be installed on the user's personal computer equipment, but only by TATC Information Technology employees. An inventory of College-owned software installed on a user's personal PC will be maintained, and the software will be deleted and the deletions verified

when the user terminates employment with the TATC.

Internet Access and Use. On a need-to-have basis, the Information Technology Department will activate access to the Internet. Users are expected to exercise sound judgment in the use of this resource, and to limit their use primarily to official College business and to incidental and off-duty personal uses that are appropriate to standards of ethical behavior. Users with off-premises access to the Internet are required to safeguard against its use by unauthorized persons.

Policy Consent and Infractions. All users must sign an agreement to comply with this policy before being assigned any equipment or given any access to College computer resources. All non-employee users must be given ample opportunity to review this policy and are to understand that use of College computer resources constitutes an agreement to be bound by this policy.

- Use of College computer resources should be appropriate, professional, and consistent with the mission of the institution. As necessary, the College Administration will determine whether specific uses of College computer resources are consistent with this policy.

- In the event that the Information Technology Department suspects or detects an infraction of this policy, they will report their suspicions to the Campus President for further investigation and/or appropriate action.

- Violations of the provisions stated in this policy may result in suspension or revocation of any or all computer privileges and or disciplinary actions.

Internet Safety. The following uses of the Internet & computer equipment are prohibited:

- Any access by computer users to inappropriate matter on the Internet;
- Unauthorized access including "hacking" and other unlawful activities by students online;
- Unauthorized disclosure, use, and dissemination of personal information regarding students.

Monitoring. TATC reserves the right to monitor and review any material on any machine at any time in order for the school to determine any inappropriate use of network services by TATC users.

Filtering. In order to ensure the safety and security of the school's users, a technology protection measure is in place in order to block or filter inappropriate sites on the internet. This filtering mechanism protects against access by adults and minors to visual depictions that are obscene, child pornography, or-with respect to use of computers with internet access by minors – harmful to minors.

Refund Policy

Open-entry, Open-exit Programs: Students enrolling in regular open-entry/open-exit programs pay only for the number of hours for which they enroll. Any remaining tuition balance for these programs will be refunded within 30 days (1) of the last day of attendance if written notification has been provided to the institution by the students, or (2) from the date the institution terminates the student or determines withdrawal by the student.

Defined-entry, Defined-exit Programs: Refunds for classes and programs that operate with a fixed beginning and ending date, and for which a flat tuition rate is charged in advance, will be made as follows: 100% prior to beginning of class; 50% after the beginning of class up to the point that 33% of the instruction has occurred, and 0% thereafter, with exceptions to be granted on a case-by-case basis by campus officials.

Refunds for Students Who Withdraw on or Before the First Day of Class: If tuition and fees are collected in advance of the start day of classes and the student does not begin classes or withdraws on the first day of classes, not more than $100 of the tuition and fees will be retained by the institution. Refunds for a student who does not begin classes shall be made within 30 days of the class start date.

Refunds for Classes or Programs Canceled by the Institution: One hundred percent of the tuition and fees that are collected in advance of the start date of a class or program will be refunded within thirty days of the planned start date if the class or programs is canceled by the institution.

Refunds for Students Enrolled Prior to Visiting the Institution: Students who have not visited UCAT campuses prior to enrollment will have the opportunity to withdraw without penalty within three days following attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

UCAT Policy 300.2
All *UCAT campuses shall have a tuition and fees refund policy which meets, at a minimum, COE requirements.*

Approved by the UCAT Board of Trustees on June 18, 2009

Students attending the College shall conduct themselves in a manner consistent with customary standards of employment. Faculty and staff of the TATC are committed to providing all students a positive learning environment where employment skills can be learned in a safe atmosphere. Consistent with this philosophy, these are general expectations for students attending the TATC:

- Fellow students, faculty and staff are to be treated in a polite, respectful manner.
- Students are expected to wear clothing appropriate for safety and effective performance of tasks in the area of training in which they are enrolled. Clothing must be clean and shall not be immodest, obscene, or create a hostile training or work environment for other individuals or themselves.

The following are considered unacceptable and not permitted for all students attending the TATC while on College owned or controlled property, while on externship assignments, or while representing the College in the community.

Use of Alcohol and Drugs Not Prescribed to the Holder. Use of, possession of, or trafficking of controlled substances or drug related paraphernalia (illegal drugs) in class or on the premises.

Animals: Bringing animals into College facilities except those animals serving the disabled or those used for educational purposes.

Assault: Knowingly or recklessly causing or attempting to cause serious physical harm to another. This includes any threat or act of violence intended to harass, frighten, cause harm or emotional duress.

Cheating: Any dishonesty or deception in fulfilling training assignments or testing requirements.

Children: Allowing children in college classrooms or labs or leaving children unattended in hallways and restrooms.

Destruction of Property: Intentionally or recklessly damaging, destroying, defacing, or tampering with the property of the College or the property of another person or entity.

Dishonesty and Misrepresentation: Knowingly or recklessly furnishing false written or oral information including false identification to College officials, faculty, and/or staff; forgery, or alteration of College documents or records.

Disruption/Obstruction: Knowingly or recklessly disrupting, obstructing, or interfering with College functions or activities or the pursuit of the College mission, including but not limited to teaching, administration, disciplinary proceedings, or other College activities.

Disturbing the Peace: Knowingly or recklessly disturbing the peace of the College, including, but not limited to, disorderly conduct, failure to comply with an order to disperse, fighting, quarreling, and/or being intoxicated.

Failure to Comply or Identify: Failure to comply with the directions of a College official or any law enforcement officer acting in the performance of their duties and/or posted or written rules including failure to evacuate during an emergency and/or failing to identify oneself to any of these persons when requested to do so.

False Charges/Statements: Knowingly making false charges or allegations against college officials or other students.

Harassment: Conduct that has the purpose or foreseeable effect of unreasonably interfering with an identifiable individual's educational performance or of creating an intimidating, hostile or offensive work or learning environment for that individual. Sexual harassment is contrary to the College's policy. It is against the law, and will not be tolerated.

Information Technology, Misuse of: Theft, unauthorized access or abuse of TATC information technology resources including the violation of college internet access policies.

Law, Violation of: Any violation of local, state or federal law while on TATC property.

Safety Equipment, Misuse of: Unauthorized use or alteration of fire fighting equipment, safety devices, fire alarms, fire extinguishers or other emergency device.

Smoking Policy, Violation of: In accordance with the Utah Clean Air Act (Section 76-10-108) smoking is permitted in designated areas only and not permitted in any TATC building.

Theft: Theft of the property or services of the College or any person or entity.

Tobacco Use: Tobacco use is restricted on all TATC campuses in accordance with the Utah Clean Air Act (Utah Code 26-38-3). Students under the age of 19, including high school students are prohibited from possessing or using tobacco on campus (Utah Code 76-10-103/105).

Trespass or Forcible Entry: Trespass, or forcible entry into any College building, structure or facility, or onto College property.

Unauthorized Visitors: The presence, in classrooms, labs or assessment areas, of visitors, including children, without proper authorization. Children must be attended at all times.

Unsafe Practices: Physical harm to others or threat of physical harm to others, and dangerous or abusive usage of tools and materials.

Weapons: Regardless of intent, unauthorized possession or use of a firearm, knife or explosive device of any description, and/or anything used to threaten or harm including but not limited to, firecrackers, compressed airguns, pellet guns, BB guns, paint guns, water guns.

SANCTIONS FOR MISCONDUCT

Students found to be in violation of the Student Code of Conduct will be subject to College sanctions.

Sanctions shall be imposed according to the severity of the misconduct and shall be consistent with the standards of due process. Offending students may be subject to sanctions up to and including dismissal from school and may be subject to legal prosecution if warranted. In all cases, the College shall reserve the right to require counseling and/or testing of students as deemed appropriate.

Purpose

The purpose of the Tooele Applied Technology College (TATC) Student Grievance Policy is to provide guidance and procedures for addressing student grievances and complaints in an equitable manner in order to reach fair and appropriate resolutions to student complaints in compliance with TATC standards for due process. The College policy is developed to ensure that students have the guidance and support necessary to have grievances heard and considered fairly, and so that College personnel have understandable procedures to use when addressing student complaints. Through these procedures, we can continue to promote and support a safe and reasonable learning environment for all students and for College personnel.

Policy

Eligible grievances are those which occurred while a student was officially enrolled at the TATC. Students wishing to file a grievance should do so within a period of ten days from the date of the alleged incident to allow for a timely review of the complaint and related details. The designated TATC representative shall meet with the student filing the grievance to obtain details regarding the reported incident and names of all parties involved. Students without the reasonable ability to meet with a student services representative in person may request telephone or electronic meetings in order to report concerns, and/or seek an informal or formal grievance. Notification of all parties and an explanation of the charges made against them shall be provided in order to allow for the appropriate due process for all persons involved. The rights and privacy of all parties to the complaint shall be safeguarded by those administrating the grievance.

The TATC encourages students to address concerns and grievances on an informal basis whenever possible. In the event that an informal review of the matter does not result in a satisfactory outcome, the student may choose to submit a formal grievance. The informal review allows for a discussion of the concern, and may require additional information gathering before an outcome or recommendation can be provided to the student as a possible resolution of the complaint.

Definitions

Grievance. Any reported incident that occurred while the student was enrolled that is the subject of a complaint involving a TATC student, faculty member, other College staff, guests visiting the College, or other students. Such incidents may be a violation of TATC policies and procedures. Incidents or complaints reported may include sexual harassment, racial discrimination, or other types of allegations or grievance issues. Reliable documentation and/or testimony that allow a fair review of the complaint are essential components of the grievance process.

Student. The TATC recognizes student status as a student engaged in an active course of study.

Guest. A guest is any person who is visiting the TATC, for any purpose, who is not currently enrolled as a student. This may include vendors or any member of the general public. A guest may also be a person who is attending a class offered by another institution, agency or other non-College host such as Adult Education, local universities through extension education, etc. Guests are not eligible to utilize the College Student Grievance procedure, and should seek resolutions to problems through the appropriate representatives of the host agency or institution. Guests may be the subject of a grievance filed by a student.

Due Process. Due process refers to the right to be heard which shall be provided to all of the parties associated with a student grievance. Due process includes the right of notification of statements or charges made and reasonable opportunities to respond in a timely manner prior to disciplinary action taken by the College. Students should be informed of standards and regulations regarding student conduct and performance standards. Resolutions and disciplinary actions, which are outcomes of a complaint, shall be clearly explained and fairly administered.

Confidentiality. College staff, faculty and students have a right to privacy and confidentiality, subject to TATC rules and federal FERPA and GRAMA requirements. The TATC shall exercise reasonable and diligent observance of the rights of all parties associated with a reported grievance.

Informal Grievance. An informal grievance is a complaint taken to an advisor for consideration, and is often a preferred alternative to formal procedures for obtaining a reasonable resolution. While this process is recommended whenever possible, it is not a pre-requisite to filing a formal grievance.

Formal Grievance. A process requiring a written complaint relating to an incident which occurred on campus during the period of time when a student was actively enrolled. The formal written grievance shall be submitted to the Director responsible for the area in which the alleged infraction occurred. Formal grievances should be presented within 10 working days of the alleged infraction or occurrence to allow a prompt response to the grievance issue. Details and documentation concerning the incident in question must be provided with the formal complaint to the Director who shall conduct appropriate notifications and reviews in accordance with TATC policy.

High School Student. Any secondary student as defined in UCAT policy, who is actively enrolled in a TATC program. A high school student may wish to submit a grievance. Depending upon the nature of the grievance, it may be appropriate to advise the appropriate high school staff member who could act as a representative or advocate for the student. Contacting the high school student's parent shall be the decision of the Counselor or ATE Coordinator, as appropriate, based upon the nature of the complaint.

Procedures for Informal Grievances

Students seeking an informal address to complaints shall consult with the Director of Instruction. A hearing or meeting with all parties named in the grievance, which provides information regarding charges made in the complaint, as well as a review of the reported incident is required to allow for appropriate due process provided to the parties accused as well as those bringing the complaint.

If a satisfactory resolution through informal means is found to be acceptable to all parties involved, no further action shall be required. If no satisfactory resolution is found, the VP of Student Services may recommend, and the student may elect, to use the formal grievance procedure.

If the Director of Instruction is the subject of the grievance, the student may contact the VP of Student Services. A grievance that involves a Vice President will be referred to the Campus President for all required considerations.

Procedures for Formal Grievances

TATC students who seek to address a grievance through a formal process must submit a written complaint containing details and all available documentation to the Director who will review the grievance (see 3.7). Reliable documentation and/or statements that will assist the College in a fair and accurate review of the complaint are essential components of the grievance process. Such information should be submitted within 10 days of the date of the alleged incident. The written complaint should be signed and dated by the student.

The Director receiving the complaint shall review it to ascertain if sufficient information has been provided. If not, such information shall be requested from the complainant or from other parties involved in the case. All information requested should be provided in a timely manner in order to allow for a prompt review of the grievance issues. If the student fails to provide the additional information requested within a reasonable period of time, as determined by the Director he or she may determine whether or not additional consideration should be given or if the grievance process is thereby cancelled. In the latter instance, the Director shall document this decision in the student file.

When the Director has received all required information, including the student's statement regarding the desired remedy that he/she is seeking, he/she will review the information, request any additional meetings, and formulate a decision. Once determined, the final decision will be recorded for the College record. A letter to the student who filed the grievance explaining the decision and pertinent information should be provided and recorded. This decision, in many cases, may request the student's written response indicating whether he/she accepts the decision of the administrator.

If the resolution provided by the Director is not satisfactory to the student filing the complaint, a request for reconsideration may be submitted. Such reconsideration may be requested by any of the other parties to the grievance. Such a request must be submitted in writing within a 5-day period from the date of the initial grievance decision. A request for reconsideration shall be submitted to the Campus President. The administrator who presided over the initial formal grievance shall forward all appropriate details and documentation to the Campus President for review in a timely manner.

The Campus President shall review the information provided concerning the grievance, the request for reconsideration, and details regarding the complainant's desired remedy in a timely manner. The Campus President may select one of the following options:

Support the initial grievance resolution provided by the Director designating that resolution to be fair and appropriate, based on the information reviewed.

Determine that an alternate decision is appropriate based on his/her review of the grievance case information. This shall supersede any previously made decisions.

The Campus President shall provide a decision in writing in a timely manner and document his/her final decision for the College record. A written decision to the party or parties involved shall be provided in a timely manner following the decision.

The decision of the Campus President shall be considered final. No further remedies shall be offered as a part of the College Formal Grievance process.

Students may contact the Commission of the Council on Occupational Education at the address below in cases where the student grievance is not settled at the institutional level:

7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
(800) 917-2081 or 770-396-3898

Purpose

To outline the Tooele Applied Technology College (TATC) policy on student transfer.

Policy

The Tooele Applied Technology College is a competency-based institution that does not currently award traditional academic credit. Any student that meets the admission requirements of the TATC may enroll in the institution. When a student requests that coursework completed at another institution of higher education transfer to and be credited toward completion of a TATC course or program, the transfer coursework will be evaluated as follows:

Transfer of students within TATC:

When a student desires to transfer from one TATC program to another, or when it is determined that a student is not enrolled in the proper program, Student Services staff will work with the student to find a more suitable training area. Students may transfer into a different program within TATC as long as they meet the admission requirements of the new program. Competencies that are common to different TATC programs are transferable from one program to another within the institution.

Transfer of students from another UCAT Campus to the TATC:

Students who transfer and wish to receive recognition for competencies attained at another UCAT campus shall provide official transcripts and any other required records and reports for evaluation. Transfer of acquired competencies and skills will occur after review by the program instructor(s).

Transfer of students from other higher education institutions to the TATC:

Students who transfer and wish to receive recognition for coursework completed at another higher education institution (excluding UCAT campuses) shall provide official transcripts and any other required records and reports for evaluation. Coursework will be credited toward competencies necessary for completion of a TATC course or program only after review by the program instructor(s). If the instructor is not able to verify that transfer coursework meets competency requirements, students can "test out" by demonstrating competence to the instructor through the competency assessment methods used in the course or program.

Student Fees

July 1, 2011 – June 30, 2012

Fee Description   Amount

Fee Description	Amount
Business Technologies	$ 10.00 (monthly)
CDL – Defined*	$ 1,090.00 (one time)
CNA – Defined*	$ 212.00 (one-time)
Cosmetology/Barbering	$ 1.50 (per hour)
CPT – Online	$ 10.00 (one time)
Information Technologies	$ 12.00 (monthly)
Health Care Program	$ 10.00 (monthly)
Welding Program or Single Classes**	$ 43.00 (monthly)
Welding Program (180 hours)**	$ 125.00 (one time)
Welding Single Classes	
Welding - Introduction & Safety**	$ 27.00 (one time)
Welding - Shielded Metal Arc**	$ 46.00 (one time)
Welding - Gas Metal Arc**	$ 55.00 (one time)
Welding - Flux Cored Arc**	$ 55.00 (one time)
Welding - Oxy Acetylene**	$ 33.00 (one time)
Welding - Gas Tungsten Arc**	$ 46.00 (one time)
Welding - Blueprint Reading**	$ 15.00 (one time)
Re-enrollment***	$ 20.00
Registration – Program	$ 40.00
Registration – Single class	$ 5.00
Schedule change	$ 5.00
Transcript	$ 3.00

*Defined programs have a fixed start and stop date.

**Monthly Welding fee applies.

***Does not apply to students who have completed their objective and are returning to take additional programs or courses.

Fees as of July 1, 2011 and subject to change without notice

TATC
Tooele Applied Technology College
A UCAT Campus

Monthly Tuition Schedule for the 2011-12 School Year
For Students Enrolled in Regular Courses
Effective July 1, 2011

Calendar Month	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Days in Month	19	23	20	21	20	15	21	20	22	20	22	20	243
Weeks	3.80	4.60	4.00	4.20	4.00	3.00	4.20	4.00	4.40	4.00	4.40	4.00	
Weekly Hours													
40	$236	$286	$248	$261	$248	$186	$261	$248	$273	$248	$273	$248	$3,016
39	$230	$279	$242	$254	$242	$182	$254	$242	$266	$242	$266	$242	2,941
38	$224	$271	$236	$248	$236	$177	$248	$236	$260	$236	$260	$236	2,868
37	$218	$264	$230	$241	$230	$173	$241	$230	$253	$230	$253	$230	2,793
36	$213	$257	$224	$235	$224	$168	$235	$224	$246	$224	$246	$224	2,720
35	$207	$250	$217	$228	$217	$163	$228	$217	$239	$217	$239	$217	2,639
34	$201	$243	$211	$222	$211	$159	$222	$211	$232	$211	$232	$211	2,566
33	$195	$236	$205	$215	$205	$154	$215	$205	$226	$205	$226	$205	2,492
32	$189	$229	$199	$209	$199	$149	$209	$199	$219	$199	$219	$199	2,418
31	$183	$222	$193	$202	$193	$145	$202	$193	$212	$193	$212	$193	2,343
30	$177	$214	$186	$196	$186	$140	$196	$186	$205	$186	$205	$186	2,263
29	$171	$207	$180	$189	$180	$135	$189	$180	$198	$180	$198	$180	2,187
28	$165	$200	$174	$183	$174	$131	$183	$174	$191	$174	$191	$174	2,114
27	$160	$193	$168	$176	$168	$126	$176	$168	$185	$168	$185	$168	2,041
26	$154	$186	$162	$170	$162	$121	$170	$162	$178	$162	$178	$162	1,967
25	$148	$179	$155	$163	$155	$117	$163	$155	$171	$155	$171	$155	1,887
24	$142	$172	$149	$157	$149	$112	$157	$149	$164	$149	$164	$149	1,813
23	$136	$164	$143	$150	$143	$107	$150	$143	$157	$143	$157	$143	1,736
22	$130	$157	$137	$144	$137	$103	$144	$137	$151	$137	$151	$137	1,665
21	$124	$150	$131	$137	$131	$98	$137	$131	$144	$131	$144	$131	1,589
20	$118	$143	$124	$131	$124	$93	$131	$124	$137	$124	$137	$124	1,510
19	$112	$136	$118	$124	$118	$89	$124	$118	$130	$118	$130	$118	1,435
18	$107	$129	$112	$118	$112	$84	$118	$112	$123	$112	$123	$112	1,362
17	$101	$122	$106	$111	$106	$80	$111	$106	$116	$106	$116	$106	1,287
16	$95	$115	$100	$105	$100	$75	$105	$100	$110	$100	$110	$100	1,215
15	$89	$107	$93	$98	$93	$70	$98	$93	$103	$93	$103	$93	1,133
14	$83	$100	$87	$92	$87	$66	$92	$87	$96	$87	$96	$87	1,060
13	$77	$93	$81	$85	$81	$61	$85	$81	$89	$81	$89	$81	984
12	$71	$86	$75	$79	$75	$56	$79	$75	$82	$75	$82	$75	910
11	$65	$79	$69	$72	$69	$52	$72	$69	$76	$69	$76	$69	837
10	$59	$72	$62	$66	$62	$47	$66	$62	$69	$62	$69	$62	758
9	$54	$65	$56	$59	$56	$42	$59	$56	$62	$56	$62	$56	683
8	$48	$58	$50	$53	$50	$38	$53	$50	$55	$50	$55	$50	610
7	$42	$50	$44	$46	$44	$33	$46	$44	$48	$44	$48	$44	533
6	$36	$43	$38	$40	$38	$28	$40	$38	$41	$38	$41	$38	459
5	$30	$36	$31	$33	$31	$24	$33	$31	$35	$31	$35	$31	381
4	$24	$29	$25	$27	$25	$19	$27	$25	$28	$25	$28	$25	307
3	$18	$22	$19	$20	$19	$14	$20	$19	$21	$19	$21	$19	231
2	$12	$15	$13	$14	$13	$10	$14	$13	$14	$13	$14	$13	158
1	$6	$8	$7	$7	$7	$5	$7	$7	$7	$7	$7	$7	82

Notes: (a) Tuition is prorated for new students based on the actual number of hours enrolled during the month they begin classes.
  Student tuition calculations will be performed by the Student Information System and may vary from the above due to rounding.
(b) When determining hours per week for tuition calculation purposes, the actual hours enrolled will be rounded up to the next full hour.
(c) Tuition is based upon scheduled hours in class, credit will not be given for missed classes.
(d) Tuition is due the 1st day of the month of instruction, students removed from class for non-payment will be charged a $20 reinstatement fee.
(e) The Registration Fee is $5.00 for a single class, $40.00 for new students enrolling in full programs or unlimited single courses.
  The Registration Fee is nonrefundable.
(f) Payment or a sponsorship voucher for tuition and fees must be received in advance.
(g) Tuition Refund Policy: Any remaining tuition balances will be refunded when a student completes program or withdraws.
  For defined-entry, defined-exit programs: 100% of tuition prior to beginning of class; 50% after the beginning of class up to the point that 33% of
  the instruction has occurred, and 0% thereafter. Defined course fees are not refundable.

DIRECTORY - CONTACTS

TATC Main number: 435-248-1800

DEPARTMENT	NAME	POSITION	LOCATION	PHONE
Administration	Snelson, Scott	Campus President	Campus	435-248-1801
Finance & Operations	Taylor, Stephanie	Director of Finance	Campus	435-248-1811
		A/R A/P	Campus	435-248-1813
Instructional & Student Services	Lange-Christenson, Ellen	Vice President	Campus	435-248-1840
		Career Advising	Campus	435-248-1800
		Instructional Services	Campus	435-248-1840
		Placement Services	Campus	435-248-1800
		Registration	Campus	435-248-1800
		Student Advising	Campus	435-248-1800
	Tibbets, Jonathan	Director of Instruction	Campus	435-248-1830

Please see our web site for a complete listing of faculty and staff – TATC.edu

Faculty Credentials

Bryant, Don
Instructor, Welding Technician
Certifications:
- Certified in Pipe Welding
- Certified HVAC Carrier
- Certified Vibration Analysis Technician
- Certified Dynamic Balancing Certification
- Four-year Millwright Apprenticeship
Industry Experience: 36 years

Datterie, David
Instructor, CDL, Welding Technician
Degrees: BS – Vocational Agriculture Education, Colorado State University, AA – Agriculture, Northeastern Junior College
Certifications:
- Certified CDL with Hazmat Endorsement Instructor
- Certified Crane Operator Trainer
Industry Experience: 29 years

Ferguson, Lyle
Lead Instructor, Cosmetology/Barbering
Degrees: AAS, Salt Lake Community College
Certifications:
- Utah Cosmetology/Barber License
- Utah Cosmetology/Barber Instructor License
- State of Utah Professional Education License - Level 1
Industry Experience: 24 years

Hesleph, Donna
Lead Instructor, Business Technologies
Degrees: BA Business, Weber State University
Certifications:
- Real-Estate Appraiser, Allied Business School
- Industry Experience: 23 years

Olson, Jay
Lead Instructor, Information Technologies
Degrees: BS – Electronics Engineering Technology, BYU
Certifications:
- Certified Wireless Security Professional- PW0-200
- CompTIA Network+ Certified Professional 2007
- Certiport - IC3 Certification

- Microsoft Office Specialist - Excel 2002, 2003
- Microsoft Office Specialist - Outlook 2002
- Microsoft Office Specialist - Word 2002
- Microsoft Office Specialist - Excel Expert 2002
- Microsoft Office Specialist - Power Point 2002
- Microsoft Office Specialist - Access 2002
Industry Experience: 2 years in the IT field, 8 years teaching

Petersen, Tina
Instructor, Certified Nursing Assistant
Degrees: BSN-April 2011, BYU-Idaho, AS, Salt Lake Community College and Weber State University
Certifications:
- RN, Weber State University
- BLS Instructor, American Heart Association
- Certified Nursing Assistant, SLTATC
Industry Experience: 3 years

Putnik, Sharyn
Instructor, Business Technologies
Industry Experience: 19 years

Rydalch, Suzette
Lead Instructor, Health Care Technologies
Degrees: BS, Weber State; AS, Salt Lake Community College,
Certifications: MA Certificate, Wasatch South Regional Consortium
Industry Experience: 10 years

Sherman, Colleen
Instructor, Health Care Technologies
Degrees: AA - Business, Solano College, CA
Certifications:
- BLS Instructor License, American Heart Association
- Certified Registered Medical Assistant
- EMT License from Sierra College
- Radiology Practical Technician License
- Certificate in Medical Assisting from Western Career College
Industry Experience: 16 years

GRADING SCALE for HIGH SCHOOL STUDENTS SEEKING CREDIT*

Attendance[1] + Work[2] + Progress[3] = Grade

[1] Attendance is required; 16 hours minimum at midterm and 36 hours minimum by end of grade reporting term.

[2] Work is the *average of all academic course* work completed by the student during the grade reporting time frame. Due to the competency standards set, 80% is the lowest average possible.

[3] Progress is measured by dividing the competency hours the student completed during the grading period by the hours the student was enrolled during this same grading period. This calculation is easily accessible in the Northstar information system; however, *this progress percentage **does not** directly equate to a letter grade.*

I

Work	Progress	Grade
93 - 100%	93 - 100 +	A
	90 - 92	A-
	87 - 89	B+
	83 - 86	B
	80 - 82	B-
	76 - 79	C+
	67 - 75	C
	64 - 66	C-
	61 -63	D+
	57 - 60	D
	54 - 56	D-
	0 - 53	F

II

Work	Progress	Grade
90 - 92%	101+	A
	93 - 100	A-
	90 - 92	B+
	87 - 89	B
	83 - 86	B-
	80 - 82	C+
	76 - 79	C
	67 - 75	C-
	64 - 66	D+
	61 -63	D
	57 - 60	D-
	54 - 56	F

III

Work	Progress	Grade
87 - 89%	110+	A
	101 - 109	A-
	93 - 100	B+
	90 - 92	B
	87 - 89	B-
	83 - 86	C+
	80 - 82	C
	76 - 79	C-
	67 - 75	D+
	64 - 66	D
	61 -63	D-
	57 - 60	F

IV

Work	Progress	Grade
83 - 85%	120+	A
	110 - 119	A-
	101 - 109	B+
	93 - 100	B
	90 - 92	B-
	87 - 89	C+
	83 - 86	C
	80 - 82	C-
	76 - 79	D+
	67 - 75	D
	64 - 66	D-
	61 -63	F

V

Work	Progress	Grade
80 - 82%	130+	A
	120 - 129	A-
	110 - 119	B+
	101 - 109	B
	93 - 100	B-
	90 - 92	C+
	86 - 89	C
	83 - 85	C-
	80 - 82	D+
	76 - 79	D
	67 - 75	D-
	64 - 66	F

*TATC faculty *ONLY* recommend grades to the high school. All grades and credit are awarded by the high school. Students being served under an Individualized Educational Plan or 504 Accomodation Plan may not be subject to this scale.

Instruction Calendar

July 2011 — Instructional Days: 19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 / 31	25	26	27	28	29	30

August 2011 — Instructional Days: 23

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	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			

September 2011 — Instructional Days: 20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9 TATC	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011 — Instructional Days: 21

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						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					

November 2011 — Instructional Days: 20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		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			

December 2011 — Instructional Days: 15

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				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

January 2012 — Instructional Days: 21

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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				

February 2012 — Instructional Days: 20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			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			

March 2012 — Instructional Days: 22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				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 TATC	31

April 2012 — Instructional Days: 20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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					

May 2012 — Instructional Days: 22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		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		

June 2012 — Instructional Days: 20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8 UCAT	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

118

125

Total Instructional Days: 243

Holidays (16)
In-Service Training (no instruction - 1 half day, 2 full days
Student Recognition Ceremony (2)
Scholarship Events (1)

Program Listing – FY2012

Division	Clock Hrs	Certification
Business Programs		
Accounting Clerk	1,110	Certificate of Proficiency
Administrative Clerk	630	Certificate of Proficiency
Business Administrative Support I	1,020	Certificate of Proficiency
Business Administrative Support II	1,380	Certificate of Proficiency
Computer Applications	1,110	Certificate of Proficiency
Customer Service	300	Certificate of Proficiency
Front Office Support	240	Certificate of Proficiency
Health Care Programs		
Certified Nursing Assistant	120	Certificate of Proficiency, prepares students to pass the Utah Nursing Assistant Registry's CNA Exam
Clinical Medical Assistant	900	Certificate of Proficiency, prepares students to pass the AAMA Exam
Medical Billing and Coding	620	Certificate of Proficiency
Medical Office Administration	1,500	Certificate of Proficiency
Medical Office Laboratory Technician	350	Certificate of Proficiency
Phlebotomy Technician	290	Certificate of Proficiency
Information Technology Programs		
Computer Upgrade and Repair Technician (A+)	450	Certificate of Proficiency, prepares students to pass the CompTIA A+ Exam
Network Administrator (MCITP) M*icrosoft Certified IT Professional*	1,340	Certificate of Proficiency, prepares students to pass the Microsoft's MCITP and MCTS Exams, and ComptTIA's A+ and Net+ Exams.
Network Associate (MCTS) M*icrosoft Certified Technology Specialist*	940	Certificate of Proficiency, prepares students to pass the Microsoft MCTS Exam, and ComptTIA's A+ and Net+ Exams.
Networking Technician (Net+)	650	Certificate of Proficiency, prepares students to pass the CompTIA's Net+ and A+ Exams.
Manufacturing Technology Program		
Manufacturing Operations	900	Certificate of Proficiency
Welding Technician	180	Certificate of Proficiency, prepares students to pass AWS welding certification tests
Service Industry Program		
Cosmetology/Barbering	2,000	Certificate of Proficiency, prepares students to pass the Utah/NIC Cosmetology/Barber Exam