2017-2018

A UTAH SYSTEM OF TECHNCIAL COLLEGES CAMPUS

Call or Visit
801.627.8467 - www.owatc.edu

OGDEN-WEBER TECH COLLEGE
200 North Washington Blvd., Ogden, Utah 84404

THE COMPLETE STUDENT HANDBOOK IS LOCATED AT
www.owatc.edu/current-students/policies-student-handbook

ALL CALENDARS, SCHEDULE, AND FORMS MENTIONED IN THIS PACKET ARE AVAILABLE AT
www.owatc.edu/academics/apprenticeship-program/apprenticeship-schedules-forms

APPRENTICESHIP DEPARTMENT CONTACT INFORMATION

Students with questions, concerns, or suggestions regarding the apprenticeship program may contact:

TRINA HANSEN
Apprenticeship Programs Manager
Phone: (801) 627-8467
Office: Manufacturing Trades Building, MT109
E-mail: hansen@owatc.edu

JANECE HOLMES
Apprenticeship Assistant
Phone: 801-627-8421
Office: Manufacturing Trades Building, MT108
E-mail: holmesj@owatc.edu

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Information contained herein is subject to change without notice based on college requirements.
TUITION AND FEE INFORMATION

TUITION AND FEES: JULY 1, 2017 TO JUNE 30, 2018
See the apprenticeship class schedule for deadlines and enrollment information.

- High School Tuition and Fees: free tuition, book purchase required, must be at least 16
- Tuition and fees: $320 per semester
- Enrollment fee: $45 initially or after 6 months of withdrawal
- Re-enrollment Fee: $25 within 6 months of withdrawal
- Apprenticeship Math: tuition is charged at the current variable tuition rate
- Certificate/degree application fee: Free; Graduation Fee: $15
- Official transcripts are $2 each, unofficial transcripts are free

TUITION PAYMENT OPTIONS

HIGH SCHOOL STUDENTS
Students may complete up to two years of an apprenticeship program while completing their high school graduation requirements. Tuition and fees are paid for by the sponsoring school district; high school apprenticeship students must purchase their own books.

Students must be 16 to participate in an apprenticeship program. Apprentices who are younger than 18 years old must register with the Office of Apprenticeship and be sponsored by an employer. See information on Registered Apprenticeship below.

CUSTOM FIT
Employers may use Custom Fit to help pay for tuition. For more information or to enroll using Custom Fit funds, contact Stephanie Hardy at 801-612-4161 or by email at hardys@owatc.edu.

SPONSOR VOUCHER
Sponsoring agencies or employers may pay for tuition, books, or fees by attaching the OWATC Apprenticeship Sponsor Voucher to the Apprenticeship Admission Application. The sponsoring company will be billed accordingly. Forms are available at [www.owatc.edu/future students/apprenticeship-schedules-forms](http://www.owatc.edu/future students/apprenticeship-schedules-forms)

REFUND and WITHDRAW

REFUND POLICY
Upon withdrawal from the tech college, a student’s account will be reviewed to determine if a refund is due. Apprenticeship tuition includes a portion in fees. All fees are non-refundable. For more information, contact Katie Sellers at 801-627-8316, or refer to the Student Tuition Refund policy at [www.owatc.edu/future students/tuition](http://www.owatc.edu/future students/tuition)

WITHDRAW POLICY
Students must officially withdraw from school when they are not going to continue to attend classes. Students must complete and submit a withdrawal form at [www.owatc.edu/current students/withdrawal](http://www.owatc.edu/current students/withdrawal) to officially end training. High school students that wish to withdraw should notify their high school career and technical education coordinator.

Students who do not officially withdraw from the Tech College will continue to be financially responsible for any tuition that accrues from their courses, even if they are no longer attending.
COLLEGE BOOKSTORE

The bookstore provides classroom needs as well as a variety of food, drinks, and miscellaneous items.

**Bookstore Hours:** Monday – Thursday: 7:30 am – 7:30 pm; Friday: 7:30 am – 3:30 pm

**Location:** North-east corner of the Union Building

**Additional Information:** 801-627-8369 or 801-627-8353.

PLUMBING AND ELECTRICAL BOOKS – MUST BE PRE-ORDERED
If purchasing books from the College Bookstore for the apprenticeship program, they must first be pre-ordered. For a list of books for your class, visit the web page at [www.owatc.edu/future students/apprenticeship/books](http://www.owatc.edu/future students/apprenticeship/books).

You may use a layaway plan before July 15; a 20% deposit is required. The benefits to pre-ordering apprenticeship books include: budget friendly – pay a little at a time, tax free for our students, no shipping charges, avoid the price increase next semester.

STUDENT IDENTIFICATION CARD
- Students may receive a student identification card after completing enrollment. Your I.D. card may be obtained in the OWATC Bookstore. **Cost for an I.D. card is $10.**
- Bring a copy of your **current student schedule.** You can obtain one from the enrollment office on-campus.
- OWACT I.D. can be used at Weber State University Library and with any merchant that gives discounts for college students.

APPRENTICESHIP REQUIREMENTS and INFORMATION

MATH COMPETENCY REQUIREMENTS
- Complete math details are found at [www.owatc.edu/future students/apprenticeships/math](http://www.owatc.edu/future students/apprenticeships/math)
- Math competency completion is required prior to beginning Electrician, HVACR, Sheet Metal, or Plumbing apprenticeship related-instruction classes.
- Using a math review packet is strongly suggested prior to taking the math test
- Schedule a math assessment appointment by calling 801-627-395-3742 or 801-627-8363.

TRANSFER CREDIT
Students may receive transfer mastery credit for a course by showing they have completed the same competencies at another accredited institution. Official transcripts from other institutions must be mailed, hand carried in a sealed envelope, sent as a PDF attachment in an e-mail, or faxed. If faxed or e-mailed, transcripts must come from the accredited institution.

<table>
<thead>
<tr>
<th>Records Office Contact Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kari Marler</td>
</tr>
<tr>
<td>Phone: 801-627-8392</td>
</tr>
<tr>
<td>FAX: 801-395-3708</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:marlerk@owatc.edu">marlerk@owatc.edu</a></td>
</tr>
</tbody>
</table>

BLENDED - LEARNING EDUCATION
In some cases, when students are unable to attend class due to work schedules, special arrangements can be made to complete the course.

1. Meet with the apprenticeship instructor any time you are unable to attend class due to work.
2. Complete an Apprenticeship Blended Learning Agreement with your instructor and employers.
3. Follow the directions as listed on the agreement.
4. Stay in contact with your instructor and meet the progress standard as listed below.
ADULT AND HIGH SCHOOL STUDENT ENROLLMENT REQUIREMENTS

High School Students – see specific CTE, Fee Waiver, and Concurrent Enrollment information at http://www.owatc.edu/future-students/how-to-enroll/ for specific details not applicable to adults.

- Complete the math assessment requirements before enrolling as outlined above.
- Fill out the Admissions Form and visit the college Enrollment Office to enroll in the first-year course.
- Continuing Electrical and Plumbing apprentices may enroll and pay tuition on-line at www.owatc.edu, click on Student Portal link on top right-hand corner. Follow directions; pay full class tuition and fees, print receipt.
- Tuition and fees must be paid at the time of enrollment.
- Apprentices are expected to be employed within their chosen occupation and maintain an apprentice license if applicable.
- Employment exceptions can be made under special conditions. Contact Apprenticeship Manager for details.

REGISTERED APPRENTICESHIP REQUIREMENTS

Apprentices are responsible to find their own sponsor (employer). Apprentices work and learn under the direction of experienced journey-level workers. Registered apprentices receive an increase in wages as they gain skill. When the apprenticeship is complete, the apprentice will be eligible for a Certificate of Completion of Apprenticeship from The US Department of Labor.

TO BECOME A FEDERALLY RECOGNIZED AND CERTIFIED APPRENTICE:
1. Students and their employer must register with the Office of Apprenticeship.
2. Complete all required on-the-job and classroom training.
3. Meet the state of Utah licensure requirements for electricians and plumbers.
4. Obtain official college transcript and give to employer.

CONTACT THE OFFICE OF APPRENTICESHIP TO OBTAIN REGISTRATION ASSISTANCE AND INFORMATION:
Office of Apprenticeship, Robert Couse, State Director
125 South State, Room 2412, Salt Lake City, Utah 84138
Phone: (801) 524-5450, Couse.robert@dol.gov

ELECTRICIAN AND PLUMBER LICENSE

Electricians and plumbers are required to obtain licensure through the Utah Division of Occupational and Professional Licensing. For details and to obtain licensing information and an application, apprenticeship students need to contact:

Utah Division of Occupational and Professional Licensing (DOPL)

160 E. 300 South,
PO Box #146741
Salt Lake City, Utah 84114-6741
Phone: (801) 530-6628
www.dopl.utah.gov
**OWATC APPRENTICESHIP STANDARDS**

**PROGRESS**

The first priority of faculty and staff is the success of our students. One way to promote success is to require monthly progress standards. All apprentices are required to maintain 80% monthly progress and attendance. You can check your progress on the Student Portal – access information is below.

- **First Month Below Progress**: Your instructor will contact you and help you set up a plan to improve.
- **Second Month Below Progress**: You will be notified and required to meet with the apprenticeship manager and your instructor. We’ll review your plan and adjust as necessary. This may require contacting your employer if low progress is due to work-related absences.
- **Third Month Below Progress**: After 3 months of low progress, apprentices will be suspended for 1 month. Apprentices who choose to reenroll will be required to pay a reenrollment fee.

**STUDENT ATTENDANCE**

A work-related absence requires a documented (written) explanation on company letterhead from the apprentice’s supervisor. A printed contact name and phone number must be included. Phone calls and text messages are not acceptable.

1. Plan ahead with your employer! Blended-Learning Course Guideline Agreements are required for more than 3 work-related absences per semester. We want to help you succeed!
2. Blended-Learning Course Guideline Agreements can be obtained from your instructor or online at [http://www.owatc.edu/academics/apprenticeship-program/apprenticeship-forms/](http://www.owatc.edu/academics/apprenticeship-program/apprenticeship-forms/)
3. Regardless of absences, all course work, tests, and labs must be completed and students must meet the 80% progress standard.
4. **Apprentices that miss 3 work-related classes without completing a Blended-Learning Course Guideline Agreement are subject to being suspended from class and failing the course.**

**STUDENT CLOCK-IN STATION**

- Instructors should not change attendance. Contact Apprenticeship Manager with concerns.
- To be marked present, students are expected to be in class a minimum of 50 minutes per hour. Students may clock in **15 minutes** before the hour and up to nine **9 minutes** after the hour.
- **Disciplinary action will take place if you clock in or out for another student.**
- Ten consecutive days of absence will be withdrawn from college. Tuition will be charged for all enrolled courses (whether attended or not) until a student officially withdrawals from the tech college.
- Students should check their attendance every week through the tech college web site [www.owatc.edu, Student Portal](http://www.owatc.edu) – see Student Portal information in this document for details. This may be accessed from class or from home. If there is a discrepancy, attendance may be discussed with your instructor.

**STUDENT COURSE COMPLETION**

- Semester grades are normally in the system 5 days after the end of the semester. You can log in to your Student Portal to print your unofficial transcript. (read STUDENT PORTAL ACCESS information)
- Apprenticeship Grades: Projects, tests, and skill demonstrations must be completed at a minimum of 80%.
- **Grading Scale:**
  - A = 93-100%
  - A- = 90-92%
  - B+ = 87-89%
  - B = 83-86%
  - B- = 80-82%
STUDENT EXPECTATIONS

OWATC APPRENTICESHIP CELL PHONE POLICY

- Cell phones may not be used as calculators. See your class syllabus for a calculator suggestion.
- **Turn off all phones while you’re here.**
- Cell phones may not be out during testing.
- Provide your family with your classroom number. In an emergency, your family can reach you by calling OWATC Security at 801-430-5139. An officer will find you and deliver a message.

STUDENT E-MAIL

- All students enrolled at the OWATC receive a student Gmail account at http://mail.google.com/a/student.owatc.edu (do not “Create account”)
- This is the email account the college faculty and staff will use for communication with students.
- New students will have email accounts available within 24 business hours of enrollment.
- **Enter your email:** [first name].[last name][last four of student ID]@student.owatc.edu
  (Example: tomas.villegas9876@student.owatc.edu)
- **Password:** [birthdate year, month, day, First Name initial (uppercase), Last Name initial (Uppercase)] (Example: yyyymmddTV)
- For complete directions on how to set your email account go to www.owatc.edu/current-students/student-email

NEED-TO-KNOW

1. To be successful, give your best effort every day.
   a. Be self-motivated and the kind of person you would want to hire.
   b. Complete class work and project assignments as instructed.
   c. Complete your homework and study for tests.
   d. Prepare an on-going method to study – such as **Quizlet**.
2. Apprentices will be given an opportunity to evaluate the course and the instructor.
3. Students must dress according to employer job standards and must meet safety regulations in their classroom and lab area. Follow instructor directions.
4. Behavior that detracts from the teaching/learning process will not be tolerated and may result in suspension
   a. Refrain from using offensive language and promote an enjoyable classroom environment.
   b. Refrain from cheating. Anyone found cheating will be subject to disciplinary action and suspension.
   c. Put in the work, study, and succeed!
   d. Refrain from non-school related use of college computers and the internet.
   e. Food and drink are not allowed near computers or lab equipment.
   f. Tobacco/vape products are only allowed in the designated area located by the Manufacturing Building on the west side.
   g. Don’t remove or destroy college property.
5. Students and instructors may not bring children to classes.
6. Students may bring qualified and registered service animals.
7. Photographs taken in public settings can be used for college publications without the expressed consent of the individuals in the photograph.
STUDENT PORTAL ACCESS

• All students are provided on-line access (student portal) to their educational records. Students are encouraged to use the student portal to monitor their attendance and progress, as well as to use the portal to: pay tuition, run a program completion evaluation, print an unofficial transcript, print 1098-T tax form, etc.

• Students may access the student portal by at www.owatc.edu and click on Student Portal at the top of the page.

  o Click on "Log in" in the top right corner
  o For assistance contact Student Service by calling 801-627-8300 or by email at ss@owatc.edu
  o Password: [birthdate year, month, day, First Name initial (uppercase), Last Name initial (Uppercase) (Example: yyyymmddTV)

IRS 1098-T TAX FORM
Ogden-Weber Tech College offers electronic delivery of your 1098-T tax form. The 1098-T tax form is issued for qualifying tuition and fee payments received during the calendar year. You must sign into your portal and opt in to receive your form electronically. Electronic delivery guarantees that you will receive your form before the end of January and reduces the chance of it being lost in the mail. For questions or concerns, please contact student accounts at: (801) 627-8316 or email to sellersk@owatc.edu

STUDENT INFORMATION and RIGHTS

• Student Success Center: 801-627-8494, Hours: 7:30 A.M. – 4:00 P.M. After 4:00 p.m., by appointment only. The center will help you with interview skills, creating a resume, and looking for work.

• Ogden-Weber Tech Veteran’s Center: Student Service Building, 801-627-8462, M-F, 8:00 a.m.–5:00 p.m.

• College Cashier – 801-627-8313 Window Hours: Monday-Thursday 9 a.m. to 5 p.m.; Friday 9 a.m. to 3 p.m.; First and last day of month 8 a.m. to 6 p.m. (except Fridays)

SAFETY DATA SHEETS (SDS) ‘RIGHT TO KNOW’ GUIDELINES

• Employees and students have both a need and a right to know the hazards and the identities of the chemicals they are exposed to when working. Employees and students also need to know what protective measures are available to prevent adverse effects from occurring.

• This data base is open to employees, students and guests on campus. You can view, print or email these SDS. Go to: https://www.3eonline.com/EeeOnlinePortal/DesktopDefault.aspx?tabid=53

COMPLAINTS AND DISABILITY

• It is college policy to resolve all student complaints at the level most immediate to the parties involved. Students are encouraged to discuss their complaints with College employees in an attempt to allow due process.
• If students are not comfortable discussing their complaints with the College employee, they may go to a counselor or a director/manager. If the complaint is not resolved, the student may choose to complete an Informal Student Complaint Form within five days of the incident and submit it to a counselor or director/manager.
  
  ![Disability Services](http://www.owatc.edu/files/policies/STUDENT_COMPLAINTS_AND_GRIEVANCES.pdf)

• **Disability Services:** The tech college is committed to providing equal education opportunity regardless. For assistance, contact the College Compliance Office Patrick Butler, Student Services Building, Room 104, 801-627-8452.

FREE FROM HARASSMENT

• The tech college has a strong commitment to providing an environment that is not only safe, but where everyone has the opportunity to **thrive and reach their potential. Harassment of any type is prohibited.** When violations of this policy occur, persons who engage in such behavior may be subject to immediate suspension/dismissal or termination. Retaliation against any person who has filed a complaint is also prohibited.

• **Sexual Harassment** is unwelcome conduct of a sexual nature by an individual that would be objectively regarded by a reasonable person as substantially interfering with an individual’s ability to learn or participate in college programs by creating an intimidating, hostile, or offensive academic environment **even if the person engaging is the conduct does not intend to interfere, intimidate, or be hostile, or offensive.**

• **Harassment/bullying** is defined as intentional harm characterized as any action, expression, or other behavior that seeks to oppress or to convey hatred, contempt, or ridicule and the effect of which is to degrade, humiliate, or deny a person or persons the full and free exercise of their rights or privileges, or creating an intimidating or hostile environment.

EMERGENCY INFORMATION

EMERGENCY NOTIFICATION – “TECH ALERTS”

• All students who enroll at the tech college are automatically added to a notification list in case of campus closure or other emergencies.

• Students will receive notifications via e-mail, text, or voice e-mail based on the information provided to enrollment.

• Students may opt out of “non-emergency” notifications, change or add other options by visiting [www.owatc.edu/alerts](http://www.owatc.edu/alerts).

ACCIDENTS AND SECURITY

For accidents occurring after 5:30 p.m., follow this procedure:

• **Call 911 for emergencies.** For non-life threatening incidents, accident victims may go to the nearest hospital emergency room. **Notify your instructor.**

• Medical care is not covered by the college.

• **Instructor is responsible to:**
  - Notify the college Human Resources Office as soon as possible: Theresa Walker (801) 627-8413. Treatment for the accident should be priority.
  - Document the full name, address, and phone number of the person injured. Call the emergency-contact person listed on the student demographics.
  - List all witnesses to the accident.
  - If the accident involved a maintenance issue, contact the college Security at 801-430-5139.
ON-CAMPUS PARKING
Parking is provided only in designated areas in accordance with posted signage. Students can receive a citation and/or be withdrawn from school for failure to comply with all campus control signs or symbols. Speed limit is 25 mph on the perimeter road and 10 mph in parking lots.

KAIZEN (ON-CAMPUS IMPROVEMENT SUGGESTIONS)
Kaizen is Japanese for “Continuous Improvement”. Everyone is encouraged to suggest improvements to the campus and programs. Identify the problem and suggest a solution. [www.owatc.edu/current students/student forms/improvement suggestions (KAIZEN)]

COMPLETION CERTIFICATE

GRADUATION AND COMPLETING YOUR EDUCATION
Students will be eligible for a Certificate of Proficiency from the OGDEN-WEBER TECH COLLEGE when they successfully complete all of the required courses and master the necessary competencies. Graduation ceremonies are held each year in the winter and spring. Graduation information may be found at [www.owatc.edu/current-students/graduation/]

RECOGNITION AND CERTIFICATION
Apprentices that fulfill the on-the-job training and formalized work-related classroom instruction may go on to receive state, national, and trade organization certification. The skills acquired by completing an apprenticeship program are portable and transferable. They are based on state and national skill standards. These agencies define and certify the apprenticeship training:

- U.S. Department of Labor, Office of Apprenticeship
- Utah Division of Occupational and Professional Licensing (DOPL)
- Local employer advisory teams
- The Utah State Office of Education

To receive a Certificate of Completion from the Office of Apprenticeship and to be recognized as a certified journey person, see information under Certified Apprenticeship above.

NATIONAL TECHNICAL HONOR SOCIETY
The NTHS mission is to honor student achievement and leadership in career and technical education, promote educational excellence, award scholarships, and enhance career opportunities for the NTHS membership. **Instructors may nominate you** if you are a self-starter, you have finished Level 1, you have 100% progress and 90% attendance or higher, and you demonstrate leadership and teamwork skills. Scholarship opportunities are available to NTHS members. Visit the NTHS website for details.

SkillsUSA
SkillsUSA is a national and state leadership organization for students enrolled in technical, health, and leadership programs. Students who participate have the opportunity to demonstrate their skills at local, state, and national competitions. Winning students are awarded great prizes from area employers and suppliers. Ask an instructor for more information on how to get involved in SkillsUSA.
ASSOCIATE OF APPLIED SCIENCE DEGREE

AAS Degree in Apprenticeship
The Associate of Applied Science in Apprenticeship degree is a generic degree that is specifically designed for students who have completed or are completing an apprenticeship program. Apprentices may begin taking general education classes while completing an apprenticeship. This degree consists of the apprenticeship courses and on-the-job training from the Ogden Weber Applied Technology College (OWATC) coupled with general education courses from Weber State University or Salt Lake Community College.

General education courses should include opportunities for growing skills as a supervisor. Recommendations include classes in writing, communication, technical math, environmental science, social science, computer applications, sales supervision, and team leadership skills.

In order for a student to receive this degree they must complete the course requirements and provide one of the following:

- State of Utah Journeyman’s License
- Certificate of Completion from the Office of Apprenticeship (OA)
- Certificate of Completion from the post-secondary institution offering an Office of Apprenticeship certified program

Weber State University: Electrical, HVAC Technologies, Plumbing, Sign Maker
Upon completing the OGDEN-WEBER TECH COLLEGE apprenticeship program, WSU will award 40 credit hours of the 63 required credit hours. WSU requires 20 hours of resident credit so only 3 additional credit hours can be transferred from another college or university. For additional information: www.owatc.edu/future-students/apprenticeship-programs-aas-degree. For advisement: Rainie Ingram, College of Applied Science & Technology Academic Advisor (phone: 801-626-7785; email: ringram@weber.edu).

WSU Bachelor of Integrated Studies Degree that allows you to pick three areas of emphasis in meeting the requirements for the degree. For more information go to http://www.weber.edu/BIS/default.html or contact Dr. Michael Cena, Director, Phone: 801-626-6360, Email: mcena@weber.edu or Beth Thompson, Administrative Assistant Phone: 801-626-7713, Email: jthompson1@weber.edu

Salt Lake Community College: Electrical, HVAC, and Plumbing
Apprentices need to specify when they apply at SLCC that their major is Apprenticeship. This will give them the ½ tuition rate for the General Education classes. SLCC has a wide variety of general education classes to choose from.

To receive the AAS Degree from SLCC: (1) complete all required Gen Ed classes and (2) complete their apprenticeship courses (3) successfully pass their state license test in Electrical or Plumbing and furnish SLCC Graduation office with a copy of that license. For additional information and advisement: Ralph Tasker at 801-957-4066 or email at ralph.tasker@slcc.edu.