



## **Student Handbook 2017-2018**

*The Ogden-Weber Tech College is a member institution of the Utah System of Technical Colleges and operates under the direction of the Utah System of Technical Colleges Board of Trustees.*

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# Welcome to the Ogden-Weber Tech College!

## Vision Statement

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**Be the College of choice.**

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## Mission Statement

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**We build a prosperous community by  
Creating a technically-skilled workforce  
One student at a time.**

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## Guiding Principles

**We transform lives.**

**Student success is our focus.** We help students achieve success through program completion, job placement, and upgrade training. We are committed to helping our students build competency and reach their potential. We value and embrace diversity.

**Employers drive success.** Our unique strength is employer involvement. We are market-driven, striving to be flexible and responsive to workforce demands.

**Employees are key.** We promote a sense of achievement and teamwork while recognizing the dignity and value of each employee. We foster professional development and wellness for all employees. We embrace change and hold ourselves accountable to improve programs, services and processes.

**Integrity is essential.** We expect the highest levels of honesty and credibility in all relationships, both as individuals and as an organization. We set a high standard of leadership for our industry, students, and community.

## Equal Opportunity

The college is open to full-time and part-time adult and high school students. The college is committed to provide equal educational and employment opportunities regardless of race, color, religion, sex, national/ethnic origin, citizenship, marital status, sexual orientation, gender, gender identity, age, disability, pregnancy, genetic information or veteran status. (OWATC Policy 530.5, Student Non-Discrimination)

## Diversity and Inclusion Statement

We promote excellence by recruiting and retaining a diverse group of students, faculty, and staff, providing the necessary resources for their development and advancement, and creating a climate of respect that supports their success.

## Academic Freedom

The college is committed to academic freedom; all members of the college community are free to share their ideas with fellow members. The college encourages good judgment and appropriate restraint in the expression of ideas and demonstration of respect for the opinion of others.

# Getting Started and Beyond

## Program Start Dates

Most programs allow students the flexibility to start their program the first week of any given month however, some program exceptions may apply. New certificate-seeking students will need to be sure they have items such as financial aid (applications, approvals/verifications, and orientation), program orientation, and testing completed prior to visiting with our enrollment office. The deadline for students to enroll is the 20<sup>th</sup> of each month in order to start the subsequent month. Should the 20<sup>th</sup> fall on a weekend or holiday, the deadline will be the next business day.

## Program Advisors

Students are assigned a program advisor. In most programs the advisor is an instructor in the program area. Advisors are the experts in their training areas. They can help with specific program information, course selection, and job market information. It is important to meet with an advisor during the first few weeks of school. Your program advisor's name and phone number can be found on your student schedule. A list of program advisor's name can also be found under the directory section in this handbook.

## Competency-Based Training

In competency-based education, students learn and progress by proving they have mastered the necessary skills and competencies. A few of the courses offered are a defined length (lockstep) which have scheduled start and stop dates. Once students have achieved their educational goals, they exit the college by completing the withdrawal process.

## Instruction Method

The instructional method employed by the tech college is determined by the subject matter. While emphasis is placed on hands-on learning, students may also encounter one-to-one instruction, lectures, group activities, demonstrations, textbook study, workbook exercises, and video and computer-based instruction. Students are expected to take an active role in their competency-based education. In most cases, the instructor will act as a facilitator and, when necessary, work individually to help students complete course competencies. This approach allows students to move at a reasonable pace that meets their learning style. Asking questions, requesting assistance, or seeking advice from instructors is encouraged.

Curriculum packets and/or student tracking records list all requirements for courses and the average time to complete each one. You can track your progress in each course by comparing what you have completed to what you have left to complete. Set goals to help keep your progress on track! It is the responsibility of students to monitor progress to make certain course competencies are completed within the time allotted.

## College Store (Bookstore)

To support the technical education program and each occupation, the college maintains a bookstore in the Student Union Building. The College Store provides a complete inventory of the textbooks, tools, and supplies required for students' training occupations. Students may also purchase a variety of personal items and services to make their time on campus more convenient and comfortable.

## Student Attendance/Clock-in/out

Students are expected to maintain 100 percent attendance with a minimum of 80 percent attendance each month. To be marked present, students are expected to be in class a minimum of 50 minutes per hour. Students may clock-in five (5) minutes before the hour and up to nine (9) minutes after the hour. Students will be marked absent for the hour if they clock-in after nine (9) minutes from class start time. If you do not clock-in or out of your class, you will be marked absent. You must be physically present to be marked present unless you are in distance learning/online courses. Disciplinary action will take place if you clock-in or out for another student.

Three consecutive days of absence may result in immediate withdrawal in some programs. Ten consecutive days of absence will result in automatic withdrawal. Tuition will be charged for all enrolled courses (whether attended or not) until a student officially withdraws from the tech college. Students should check their attendance every week through the tech college website <http://portal.owatc.edu/Portal>. This may be accessed in class or from home. If there is a discrepancy, attendance may be discussed with your instructor. (OWATC Policy 530.2, Attendance, Progress, and Schedule Changes)

## Student Progress

Most students are expected to maintain at least 67 percent monthly progress. Some programs or sponsors may have a higher standard that takes precedence. Progress is calculated monthly, by the number of hours of completed course work divided by the total hours a student has been scheduled. Each instructor has a process for tracking student progress, this process is described during course orientation or in the course syllabus/curriculum. It is the student's responsibility to turn in assignments and classwork to their instructor in order to receive progress. Students can access their progress through their Student Portal <http://portal.owatc.edu/Portal>. (OWATC Policy 530.2, Attendance, Progress, and Schedule Changes)

Students who fall below their program's progress standard will receive a notification via their student email, each time they fall below the standard. Students that fall under their program's progress standard for three consecutive months shall be withdrawn on an academic suspension. See your instructor for the progress requirements and suspension details for your specific program.

## Program Certificates

Students who intend on completing a program will be assigned to a training program certificate that contains a list of the required/elective courses necessary to complete the certificate. If students are sponsored, special approval may be needed from sponsors to take optional courses. Students must be officially assigned to the specific certificate in order to receive a completion certificate. If a student would like to receive a completion certificate in a program they are not officially assigned to, a counselor must be seen to declare and activate the new training certificate.

Students who are seeking a program certificate must enroll for a minimum of 12 hours per week if attending day classes and 6 hours per week if attending evening classes. Students who have been out of school for six months or more shall be required to upgrade their assigned certificate to the current version. Students who are seeking a program certificate may be required to move to an available program training plan if they have not completed their program certificate within three year from initial enrollment, which may make some of their previously completed classes obsolete. (OWATC policy 530.7, Admissions and Enrollment)

## Changing Programs/Certificate

To change a current certificate, students must meet with a tech college counselor. The counselor will fill out a Program/Certificate Change form that must be signed by the student and sponsor. The student will take the completed Program/Certificate form to the Enrollment Office to process the change. Students may be required to re-test or take additional testing to verify eligibility for a program change. Program/schedule changes will go into effect the following business day or later or the next possible start date.

## Grading System

### Course Completion Credit

In competency-based education, course completion is accomplished when students have successfully demonstrated all required competencies. For most courses, the instructor will issue a course mastery (M) grade when all competencies have been completed or demonstrated. In some courses, a letter grade may be given. When this occurs, the grading standard is published in the course syllabus. At the student's request a letter grade may also be issued for some courses. Ask your instructor for more details. Letter grades are not issued for transfer or challenge courses.

### Transfer Credit

Students may receive transfer mastery credit (M) for a course by showing they have completed the same competencies at another accredited institution. Students must submit an official transcript from an accredited institution in its original sealed envelope or have one mailed to the college Registrar's Office. College transcripts can also be received electronically through an approved transcript exchange provider (i.e. National Student Clearing House). High school transcript will be considered official if received through fax if it is clear the document is received directly from the institution. (OWATC Policy 530.10 Transfer Credit)

### Course Challenge

Students may also prove competency in a course through challenge or skill demonstration. Each course may have a different means of challenging; ask individual instructors for specific guidelines. Students who successfully challenge the course will receive a course mastery (M) grade. Course practicums and on-the-job training cannot be challenged. If the course is not successfully challenged, the student must complete the course requirements. (OWATC Policy 540.16 Course Challenge)

## High School Credit

High school students may earn high school credit for tech college courses. It is up to the high school to apply the credit toward

graduation requirements. High school Career and Technical Education (CTE) staff can access their students' tech college attendance and progress. Seniors must know how many progress hours are required for graduation.

Most local high schools use the matrix (below) to convert tech college hours to high school credits:

30 hours of progress = .25 credit  
60 hours of progress = .50 credit  
90 hours of progress = .75 credit  
120 hours of progress = 1.0 credits

## Schedule/Course Changes

There is not a charge for a schedule change if the change is due to a completed course that requires a room change, an approved change of program, sponsor-required increase (or decrease) in hours, a significant change in employment hours as verified by the employer, or a student in a course-based program changing within the allotted time period. Students will be charged for all other schedule changes.

## Leave of Absence

Students may take a leave of absence (LOA) without completely withdrawing from the tech college. During a leave of absence, students are not charged tuition. They must be taken in (2) five or (1) ten-day block(s) per fiscal year (July 1 to June 30). To take a LOA, students must submit a Leave of Absence form to the Enrollment Office or through the website, [www.owatc.edu/current-students/leave-of-absence/](http://www.owatc.edu/current-students/leave-of-absence/). Students should notify their instructor(s) when possible and obtain approval from their sponsor(s) if applicable. Students must pay the schedule-change fee at the cashier window, drop box or online Student Portal. The LOA will not go into effect until the next business day or a day in the future. *Program exceptions may apply.* (OWATC Policy 530.6, Student Leave of Absence)

## Probation/Intervention

Students who do not meet specific tech college or program specific guidelines on progress, attendance, dress code or behavior may be put on a probationary contract, redirected to another class or program where they may be successful, or withdrawn from the tech college. Students may also be suspended or subject to disciplinary action for violations of student conduct. (OWATC Policy 530.4, Student Rights, Responsibilities, and Code of Conduct)

## Course Articulation

The tech college currently offers specific course articulation with Ogden City and Weber County School Districts as well as Weber State University (WSU) and Utah State University (USU). For example, the tech college Math 0950, Math 0990 and Math 1010 (using the same course numbers) articulates with WSU if transferred within one year. It will not affect a GPA at WSU, and it will be posted as a credit transfer. See your program advisor for specific articulated courses in your program.

## Associate of Applied Science (AAS) in General Technology

The tech college has partnered with Weber State University and Utah State University to provide a career-based, educational-pathway options for students who complete an approved minimum 900-hour, technical-specialty certificate. Students with an approved 900-hour-minimum tech college certificate completed within 5 years of graduation will receive 30 WSU or USU elective credit hours toward an AAS in General Technology degree upon completion of all WSU and USU graduation requirements for the AAS in General Technology. For more information, you can visit the tech college's Student Success Center to make an appointment with a WSU advisor or visit [www.weber.edu/coast](http://www.weber.edu/coast) for more details.

## Associate of Applied Science in Apprenticeship

The Associate of Applied Science in Apprenticeship degree is specifically designed for students who are completing an apprenticeship program. This degree consists of the apprenticeship related instruction from the tech college, the on-the-job training portion from the student's employer and classes from Weber State University.



To receive this degree, a student must complete the apprenticeship courses, the WSU courses, and provide one of the following:

- State of Utah Journeyman's License or a Certificate of Completion from the Office of Apprenticeship (OA)
- Certificate of Completion from a post-secondary institution offering an OA certified program (e. g. Ogden-Weber Tech College)

For additional information and advisement, contact Rainie Ingram, College of Applied Science & Technology Academic Advisor – WSU (phone: 801.626.7785; email: [r Ingram@weber.edu](mailto:r Ingram@weber.edu)) or Trina Hansen, Apprenticeship Manager – OWATC (phone: 801.627.8467; email: [hansen@owatc.edu](mailto:hansen@owatc.edu)).

## Tuition Payments/Fees/Vouchers

Most programs require tuition to be paid monthly in advance. Tuition is based on the number of hours students are enrolled each month. Schedules may be ended if payment is not received on the last day of the month by 10:00 p.m. Payments can be made at the Cashier Window, online through the tech college website <https://portal.owatc.edu/Portal>, or the cashier drop boxes located in the Student Services Building and the Testing Center in the Business Building. Please note that it takes two business days to process drop-box payments. Unpaid tuition/fees restrict students from attending classes until they pay back past-due tuition/fees. A weekly fee is charged for late tuition to get schedules re-instated. Tuition and fees for lockstep and course-based programs are paid up-front before the first scheduled day.

Students who do not pay their tuition and fees by the due date are subject to being automatically withdrawn from school (OWATC policy 530.8 Student Withdrawal).

It is the student's responsibility to ensure that a voucher or other form of payment from the sponsor is submitted to the college. Sponsor vouchers or other forms of payment must follow the same due date time frame as above or the student will be responsible for the tuition and fees.

Tuition does not cover the cost of books and supplies. Students are expected to buy these items. High school students (in most programs) pay an annual high school fee, which covers material usage in class.

Do not leave school for tuition/financial reasons without exploring further financial options through the Financial Aid Office.

## Tuition Refunds

Upon withdrawal from the tech college, a student's account will be reviewed by the Fiscal Office to determine if a refund is due. Please allow up to 45 days for processing. Most fees are non-refundable and all refunds will be issued in accordance with the college student tuition refund policy (OWATC Policy 530.9 Student Tuition Refund). Please refer to the college policy on our website under <http://www.owatc.edu/current-students/policies-student-handbook/> for more details.

## Withdrawals

Students will be withdrawn from the college in one of two ways:

### Automatic Withdrawal by College

The college shall automatically withdraw students when their instructors have verified that they have completed their program and have sent a completion evaluation to the Registrar, a student is enrolled in a program with a specific end date, a student has not attended for 10 consecutive days, a student was enrolled in a course-based program and took longer than five school days to enroll in the next course on their program outline, a student is placed on an academic suspension, or a student shows an amount due to the college in excess of \$50 (high school students are automatically withdrawn on the last day of the school year).

### Student-Initiated Withdrawal

To withdraw from the college students must complete a Withdrawal form and submit it in person at the Enrollment Office or online through the College's website, <http://www.owatc.edu/current-students/withdrawal/> to officially withdraw. High school students may not withdraw without the permission of their high school Career and Technical Education Coordinator. Sponsored students should notify the sponsor if they choose to withdraw.

**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. Do not rely on the end of month auto-drop process; it is your responsibility to ensure you are withdrawn to avoid further charges. All withdrawals go into effect the following business day.** (OWATC Policy 530.8, Student Withdrawal).

## Emergency Withdrawal/Leave of Absence

In cases of an emergency, accident, or personal injury, an official withdrawal or leave of absence may be completed through the tech

college website, [www.owatc.edu/current-students/leave-of-absence/](http://www.owatc.edu/current-students/leave-of-absence/) or <http://www.owatc.edu/current-students/withdrawal/>, or by calling the Enrollment Office at 801.627.8463. The student's emergency contact may also complete the leave of absence if the student is unable.

## Transcripts

Student may request their official transcripts online at <http://www.owatc.edu/current-students/transcript-certificate-request/> or they may obtain a Records Request Form from the Student Records Office. The transcript may take five to ten days to process. Official transcripts cost \$3 each. Unofficial transcripts may be printed from the student portal and may also be requested from the Student Records Office, an instructor, or a college counselor at any time. Official transcripts will not be issued with outstanding charges owing. Student records are protected and will only be released with appropriate identification. Student records or transcripts cannot be released to a third party without written permission from the student. (OWATC Policy 530.1, Student Records)

## Graduation/Completion of Certificate Outline

Upon completion of all certificate requirements, students must meet with their program advisor to verify completion. The program advisor will then enter the completion in the electronic student system, this action also ends the student's schedule and withdraws them from the tech college. Students will receive a certificate upon completion of a program. The certificate will be mailed to the last listed address for the student.

Graduation ceremonies are held a few times each year. Students who complete their certificates will be invited to the next graduation ceremony.

Certificates taken seven to ten working days to be mailed to you. To help ensure this process takes place without error, please make sure that Student Records has your correct address. Certificates and official transcripts will not be issued with outstanding charges owed.

## National Technical Honor Society (NTHS)

The NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace. The tech college has a chapter of the honor society on the campus. Students must be enrolled in a program that is 400 hours or more in length, have 90 percent cumulative attendance and 100 percent cumulative progress and have completed at least 25 percent of their program as well as receive a recommendation from a faculty member in order to be nominated to the NTHS.

## Student Services and Information

### Counselors

At any time prior to enrolling or during training, students can meet with a career guidance counselor to answer questions about training programs, progress and attendance, job trends, employment opportunities, school financial resources or any school concerns. These professionally-trained and certified career guidance counselors are also available to discuss personal/family matters and emergency situations or to make referrals to other community support services. See the list of counselors and the areas they serve in the directories section of this handbook.

### Testing

Most students will need to take an assessment test in reading before enrolling at the tech college. Additional testing is also available to assess interests, personality, and aptitudes related to career options. For an appointment call 801.395.3742.

### Enrollment Advisors

Enrollment advisors assist potential students with information about training programs and admission (enrollment). They also process schedule changes, leaves of absence, withdrawals and change of program requests. Enrollment is a great place for students to get help with their scheduling needs.

### Pre-Enrollment Specialist

Students who are interested in enrolling in a program at the tech college, and would like some guidance and support in selecting their program, obtaining information about Financial Aid, and gaining any other information that will be helpful for them to successfully complete the enrollment process are welcome to meet with our Pre-Enrollment Specialist who can assist students in making sure they are on the right track to successfully enroll in the program of their choice. For an appointment call 801.627.8300.

## Student Success Center

The Student Success Center offers a wide array of free career services to current students and graduates. The center is located in the Student Union Building, room UB106 and is open daily for drop-in visits or by appointment: 801.395.3732. Student-specific services include assistance with creating/updating résumés, practice interviews, portfolio development, cover letters and thank you letters, as well as online job applications. Students can also attend the Job Seeking Skills class, participate in job preparation workshops, and get leads on employers, hiring events, job openings and internship opportunities. For more information about the Student Success Center visit: <http://www.owatc.edu/current-students/student-success-center/>.

## Financial Aid

The Tech College provides several ways to assist students with their educational expenses. The college participates in the Pell Grant Program as well as several other federal and state programs. *The Tech College does not participate in federal loan programs.*

To apply for state and federal grants, students must make application by completing an online Free Application for Federal Student Aid (FAFSA). Please be aware that federal and state grants have eligibility requirements.

Detailed step-by-step instructions on completing the FAFSA can be found at [www.owatc.edu/financialaid](http://www.owatc.edu/financialaid). If an enrolled student receiving federal funds is convicted for any offense involving the possession or sale of illegal drugs, it will result in the loss of eligibility for any Title IV, HEA grant, or work-study assistance.

Achievement or need-based scholarships are also available to current students after they have attended 100-200 hours in their program. Additional information and applications are available at [www.owatc.edu/scholarships](http://www.owatc.edu/scholarships).

## Veterans Services

The Veterans Service Center is a place where veterans can connect with peers, access resources specifically designed for military and veteran students, and meet with the Veteran Services Counselor. New military and veteran students that want to use their GI Bill or tuition assistance will need to meet with the Veteran Services Counselor to review military and college transcripts for transfer credit and complete paperwork to begin their VA educational benefits. Many of the training programs offered by the OWATC are approved for veterans. The Veteran Services staff can help answer questions about programs and availability. Our college also has a Veterans Center in the Student Services Building, Room SS124. Please contact the Veteran Services Counselor, Scott Teuscher at 801.627.8462. (OWATC Policy 530.3, Financial Aid and Scholarships)

Appointments can be made by visiting the Student Services front desk or by calling 801.627.8300 or by email at [teusches@owatc.edu](mailto:teusches@owatc.edu). Information about veteran services can be found on the tech college website <http://www.owatc.edu/future-students/veterans-program/>.

## Disability Services

In compliance with the Americans with Disability Act (ADA), students requesting accommodations due to a disability must contact the counselor assigned to their program. Students are encouraged to register with their program counselor for disability services at the start of their program. Appointments are necessary and can be made visiting the Student Services front desk or by calling 801.627.8300. ADA forms and eligibility documents must be submitted to the counselor for review. Information is located on the tech college website <http://www.owatc.edu/current-students/ada-disabilities/>.

## Access and Outreach Center

The Access and Outreach Center is located in the Student Services Building, room SS102. Access and Outreach team members are committed to helping all students feel welcome, and understand their options and resources available at the tech college. Their goal is to encourage individuals and support students throughout their program. They help create an environment that supports equal access, acceptance, and respect. This means understanding that each individual is unique, and recognizing and appreciating our individual differences. All students are welcome here, including bilingual students who, would like a break to chat in Spanish. The college strives to maintain an inclusive campus dedicated to embracing, celebrating, and valuing the diversity of its past, current, and future students throughout our community thus creating a technically-skilled workforce one student at a time. Students may make an appointment by visiting the Student Services front desk or by calling 801.627.8300.

## Student Records

Students may request official transcripts, certificates, graduation information, completion requirements, and articulation/transfer credit through the Student Records Office. The Student Records Office may also provide verification or documentation of enrollment at the tech college for insurance or employer verification. Students should contact the Student Records Office with any official change of name, address, or phone number. Students have the right to review their educational records, request an amendment of records, or consent to

the disclosure of identifiable personal formation. For more information, contact the Student Records Office by calling 801.627.8392.

## **Student Privacy Rights Management/Consent to Release**

The Student Records Office maintains students' records in accordance with the Family Education Rights and Privacy Act (FERPA). FERPA states that students may inspect and review their educational records, and it protects the rights of students' privacy by limiting access to students' educational records without expressed written consent.

The tech college may release specific public or directory information without a students' expressed written consent (OWATC Policy 530.1 Student Records). Students may choose to refuse disclosure of directory information by contacting the Student Records Office.

The Consent to Release Information form (available at the Student Records Office) allows students to designate another person to access or obtain their information and/or student records and act on their behalf.

## **Program Directors/Managers**

Each training area has an assigned program director or manager. If there are concerns or issues that have not been satisfactorily resolved by an instructor or counselor, students may meet with a director or manager for further assistance. See the list of directors/managers under the directories section of this handbook.

## **Student Identification Cards**

Student ID cards can be obtained at the College Store (Bookstore) after enrollment procedures are completed. All sponsored (i.e. PELL, Vocational Rehab, or VA) students are required to present their valid student ID card in order to make purchases at the College Store. Students may also use the ID card for check-out privileges at public college and university library facilities. If students lose their ID card, they need to take a copy of their current schedule to the College Store and pay \$10 for a replacement card.

## **Emergency Notifications – “Campus 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 email, text, or voicemail based on the information provided to enrollment. Students may opt out of these notifications, change or add other options by visiting [www.owatc.edu/alerts](http://www.owatc.edu/alerts).

## **LiveSafe (Campus Safety App)**

The LiveSafe app provides students, faculty and staff with a direct connection to campus security so that everyone can easily communicate all their safety needs. The app has easy-to-use features to help students stay safe every day and enables the college to better protect you. The LiveSafe app allows you to easily share information, tips, and safety concerns with Campus Security. You may make reports anonymously or send your user information and location to security as you call or message, allowing faster response time. Students can also access the college's safety and emergency procedure through this app. Download the LiveSafe app on iTunes or Google Play. Select the Ogden-Weber Tech College and fill out your user profile. For more information call Campus Security 801.430.5139.

## **SkillsUSA**

SkillsUSA is a national 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. Ask an instructor for more information on how to get involved in SkillsUSA.

## **College Store (Bookstore)**

The College Store provides a complete inventory of the textbooks, tools, and supplies required for training. Also available is a variety of personal items such as calendars, dictionaries, calculators, T-shirts, sweats, hats, greeting cards, and balloons. In addition, the College Store sells postage stamps and offers shipping, laminating, and copying.

## **Student Email**

All students enrolled at the tech college will receive a student Gmail account. The email account will be available for use within 24 business hours after enrollment. *Students are strongly encouraged to check their email often and will receive important notifications through their email.*

- The student Gmail will be: first name, dot, last name, and last four digits of student ID, @ student.owatc.edu. Example: [Joseph.Doe1999@student.owatc.edu](mailto:Joseph.Doe1999@student.owatc.edu). Any special characters (i.e., apostrophes, hyphens) or spaces in names will be taken out of the email name. Students can find their school email on the top portion of their school schedule.
- Password: Is the password you chose if, you completed an Admissions Application online, after December 31<sup>st</sup>, 2016. If you have been a previous student it may be the following: student birthdate, year, month, day, first name initial, last name initial capitalized – yyyymmddFL
  - Passwords can be changed by you once you have logged in to your Gmail account.
  - If you can't remember your password, it can be reset at <https://portal.owatc.edu/Portal/Student/Recovery>

Additional information is available at [www.owatc.edu/email](http://www.owatc.edu/email).

## Student Portal (Online) Access

All students are provided online 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, or print an unofficial transcript. Students may be asked to provide information to parents, sponsors, or employers; therefore, it is important for students to become familiar with their online access. Students may access the Student Portal by using the computer in the lobby of the Student Services Building or in the Student Success Center as well as in class, or from home.

The link to the Student Portal can be found under <http://portal.owatc.edu/Portal> or by visiting our home page at [www.owatc.edu](http://www.owatc.edu) and clicking on the Student Portal link in the top right corner. If a problem occurs using the portal, please see the Enrollment Office, Student Accounts, Records Office, or a counselor for assistance. (OWATC Policy 530.2, Attendance, Progress, and Schedule Changes)

## Kaizen (Campus Improvement Suggestions)

Kaizen is Japanese for "Continuous Improvement" or sometimes used for "Change for the Better." With this in mind, Kaizen is a system that involves everyone (staff/faculty/students/visitors/administration). Everyone is encouraged to come up with improvement suggestions on a regular basis to improve the surroundings and processes of the campus. Kaizen suggestion forms are located on the college website <http://www.owatc.edu/current-students/campus-improvement-suggestions-kaizen/>. The forms must identify: What is the problem, what is the solution and the name of the submitter.

## Parking/Driving on Campus

Students do not need a parking permit. Parking is provided only in designated areas in accordance with posted signage. Students can receive a citation for failure to comply with any campus policies, control signs, or symbols (posted speed limits, stop signs, etc.). The speed limit is 25 mph on the perimeter road and 10 mph in parking lots. (OWATC Policy 500.12, Parking)

## Utah Transit Authority (UTA)

The UTA serves three public bus stops on campus. Bus schedules are located by the Cashier's Window in the Student Services Building.

The UTA offers a discounted monthly Ed Pass to current tech college students good for local bus and Trax service or a premium student pass that includes FrontRunner and express bus routes. These passes may only be purchased on their website at <https://www.rideuta.com/studentpass/>. Click on the link for Ogden-Weber Technology College. Students must have a credit or debit card to purchase the Ed Pass. Once students have paid for the pass, they must print the receipt or save it to their smartphone and bring it to the Enrollment Office in the Student Services Building. Enrollment will verify that the student has an active schedule and will issue the monthly Ed Pass. The electronic fare card is valid for 30 days from the date of first use. Only current students are eligible.

UTA offers various promotions that may have deeper discounts than the monthly Ed Pass. UTA's FAREPAY card is another resource for students and can be purchased and re-loaded at the College Store (Bookstore). Make sure you check UTA's website at [www.rideuta.com](http://www.rideuta.com).

All questions or concerns relating to the Ed Pass program should be directed to UTA by visiting their website or calling customer service at 1-888-RIDE-UTA (743.3882).

## Health Insurance

Current tech college students may apply for health, prescription, and/or dental benefits at a student rate through EJ Smith & Associates, and/or EMI Health. Information is available on the college website at <http://www.owatc.edu/current-students/student-insurance-health-community-resources/>

## Medical Emergencies

Student health facilities are not available on campus. If a student is injured or needs medical attention while on college property or at a college-sponsored event, an instructor or a staff member needs to be notified. They will assist in getting medical attention. Accidents or injuries must be reported to Campus Security who will then forward the report to the Human Resources Office.

## Organ Donation

The tech college is a proud supporter of organ donation. An organ donor can save up to eight lives through organ donation. An Average of 81 transplants take place every day in the United States. To become a registered donor and to find out more information, visit [www.yesutah.org](http://www.yesutah.org).

## Library Access

The tech college does not maintain a centralized library. Instead, appropriate resources and reference materials are maintained in individual program areas. As a UCAT college, maintains membership in the Utah Academic Library Consortium (UALC). UALC membership provides students and faculty with access to most existing Utah academic libraries through resource sharing agreements. In addition, college students are granted borrowing privileges at most Utah Systems of Higher Education (USHE) libraries using their tech college ID card. The Stewart Library at Weber State University has excellent facilities, diverse collections and excellent research capabilities. It is only seven miles from the Ogden campus and can be utilized by college students as part of the USHE agreement.

Students also have electronic access to online collections through the Academic Pioneer Library ([www.pioneer-library.org](http://www.pioneer-library.org)) which is part of the Utah Education Network. The Academic Pioneer Library provides online library resources to students, staff, and faculty at Utah colleges and universities. This library provides access to an extensive list of diverse databases, indexes, and other electronic resources.

## GED/High School Diploma

Assistance for adults interested in GED or high school completion is available on the tech college campus and at various community locations. Students can register at the following location:

Weber School District: Contact Two Rivers High School, Adult Ed. Office at 801.476.3930. (Classes are offered on the tech college campus).

## Campus Grille (Cafeteria/Food Services)

The Campus Grille, located in the Union Building, serves breakfast from 8:00 a.m. to 10:00 a.m. and lunch from 11:00 a.m. to 1:00 p.m., Monday through Friday. The Campus Grille normally features a daily special as well as grill items, fresh sandwiches, and a soup and salad bar.

A variety of food and drink items are also available in the College Store and at vending machines in the Union Building.

## Student Policies and Information

### Student Policies

Students are expected to adhere to the tech college student policies. All policies can be accessed via the college website at <http://www.owatc.edu/current-students/policies-student-handbook/>. Students may access the website from any college computer or at home with Internet access. A computer kiosk is located in the Student Services Building. It can be used to review and print the tech college policies that impact students.

### Student Policies List

- 530.7, Admissions and Enrollment
- 530.2, Attendance, Progress, & Schedule Changes
- 500.1, Campus Safety, Response, and Reporting
- 540.16, Course Challenge
- 510.12, Facility Closure
- 530.3, Financial Aid and Scholarships
- 540.19, Information Technology Acceptable Use
- 500.12, Parking
- 540.17, School District Fee Waivers
- 520.59, Smoking



- 520.8, Student Complaints
- 530.6, Student Leave of Absence
- 530.5, Student Non-Discrimination
- 530.1, Student Records
- 530.4, Student Rights, Responsibilities, and Code of Conduct
- 530.11, Student Sexual Harassment, Sexual Violence, & Related Conduct Violations
- 530.9, Student Tuition Refund
- 530.8, Student Withdrawal
- 530.10, Transfer Credit
- 520.52, Weapons Prohibited on College Property and at College Sponsored Activities

## Student Conduct

Students shall conduct themselves in a manner consistent with the basic standards of employment (e.g., punctuality, satisfactory attendance). Behavior which interferes with or detracts from the teaching/learning process or violates school regulations or federal, state or local laws is not acceptable and may result in disciplinary action or dismissal. This policy includes provisions (not all-inclusive) regarding use of drugs not prescribed to the holder, and/or of alcoholic beverages on campus prior to or during school hours, cheating, plagiarism, removal or destruction of college property, unacceptable or unauthorized use of college computers, gambling, fighting, possession of weapons, abusive language, threats, insubordination, bullying and all types of harassment; are grounds for dismissal. Incidents of alleged academic misconduct will be handled through the established procedures of the college, which may result in probation or dismissal. (OWATC Policy 530.4, Student Rights, Responsibilities, and Code of Conduct) <http://www.owatc.edu/current-students/policies-student-handbook/>

## Academic Honesty

The tech college views academic honesty as a reflection of personal integrity. Students are required and expected to maintain the highest standards of academic honesty in the preparation of all examinations, assignments, tests, projects, and fieldwork.

Most professions have codes of ethics and standards for employees. At the tech college, students need to prepare to be future employees and practice the integrity that will be expected on the job. For all of these reasons, academic misconduct is considered a serious offense.

Every student is responsible for upholding the provisions of the policy. (OWATC Policy 530.4, Student Rights, Responsibilities, and Code of Conduct) <http://www.owatc.edu/current-students/policies-student-handbook/>

## Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney’s fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov)

For additional information on copyright policies at the Ogden-Weber Technology College, please click on the following link: <http://www.owatc.edu/current-students/policies-student-handbook/>. (OWATC Policy 540.19, Information Technology Acceptable Use) and (OWATC Policy 530.4, Student Rights, Responsibilities, and Code of Conduct)

## Information Technology Acceptable Use

It is the policy of the tech college that all users of the college's information technology resources abide by the rules and regulations contained in applicable college guidelines, policies, and procedure manuals, as well as State of Utah and of the United States of America. State and federal laws apply to the use of campus networks and the Internet which include, but are not limited to, those dealing with copyright infringement, peer-to-peer networking, other file-sharing technology, defamation, discrimination, fraud, harassment, identity theft, and obscene materials.

The college's systems or networks, including its Internet connection, are provided for college-related use by tech college students, faculty, administration, and staff in support of the research, teaching, public services, and administrative activities of the institution. (OWATC Policy 540.19, Information Technology Acceptable Use) <http://www.owatc.edu/current-students/policies-student-handbook/>

## **Harassment (Bullying/Cyber-Bullying)**

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/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 based upon such characteristics as, but not limited to, race, color, religion, sex, national/ethnic origin, citizenship, marital status, sexual orientation, gender, gender identity, age, disability, pregnancy, genetic information or veteran status; 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. (OWATC Policy 530.4, Student Rights, Responsibilities, and Code of Conduct)

## **Student Non-Discrimination**

It is the policy of the tech college to operate under an open door policy and serve all individuals on an equal opportunity basis. All persons who can gain from technical education shall have an opportunity to enroll in courses but not necessarily all programs.

It is the policy of the college to adhere to the laws prohibiting discrimination based on race, color, religion, sex, national/ethnic origin, citizenship, marital status, sexual orientation, gender, gender identity, age, disability, pregnancy, genetic information or veteran status. (OWATC Policy 530.5 Student Non-Discrimination)

Students who feel they have been denied services or have not received fair and equal treatment should report their concerns to the College Compliance Coordinator (ADA and Title IX) - Patrick Butler - SS104 – 801.627.8452, or a counselor or director who shall advise and refer them to the college's Student Complaints policy. (OWATC Policy 520.8, Student Complaints) <http://www.owatc.edu/current-students/policies-student-handbook/>

## **Student Sexual Harassment, Sexual Violence, and Related Conduct Violations**

The tech college strives to create and maintain a study and work environment that is fair, humane, and responsible so that each member of the tech college community is treated with dignity and rewarded for such relevant considerations as ability and performance.

The tech college prohibits any acts of sexual harassment or sexual violence by any student, faculty, or staff member or any form of retaliation related to acts of or reports of any acts. When allegations of sexual harassment or sexual violence by a student are reported, and a student is found to have violated the tech college policy, state or federal law, sanctions will result and may include expulsion from the college and criminal prosecution.

In order to show our commitment to the health and safety of our students, the tech college requires that two critically important online modules produced by EVERFI are completed. Students can access the link to these trainings through the OWATC's student portal.

The first, Haven Plus, is the premier online program addressing the critical issues of sexual assault, relationship violence, stalking, and sexual harassment – among students, faculty and staff.

The second module is called AlcoholEdu for College. This interactive online program is designed to reduce the negative consequences of alcohol amongst students. It is the most widely used alcohol prevention program in higher education and helps schools comply with Education Department General Administrative Regulations. (EDGAR part 86)

### **THE LAW**

Sexual harassment and sexual violence is illegal. It is prohibited in the educational context by Title IX of the Educational Amendments of 1972 and in the employment context by Title VII of the Civil Rights Act of 1964 as amended.

Sexual harassment is defined as any unwelcome attention of a sexual nature and may be sexual harassment if it creates an intimidating, hostile or offensive environment or interferes with educational or work performance. Sexual harassment can be verbal, nonverbal, physical, or written (e.g., email).



Sexual violence is a severe form of sexual harassment, and refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including, but not limited to rape, sexual assault, sexual battery, sexual coercion, or similar acts. Sexual harassment and sexual violence are violations of state and federal law as well as Ogden-Weber Tech College policy. (OWATC Policy 530.11, Student Sexual Harassment, Sexual Violence, and Related Conduct Violations) <http://www.owatc.edu/current-students/policies-student-handbook/>

**The victim of sexual assault or sexual harassment has the option to pursue a criminal complaint with Campus Security and local police agencies.**

The tech college will take all steps reasonably necessary to prevent sexual harassment/violence from occurring. The College prohibits retaliation against those who participate in the complaint/investigation process.

#### **Reporting Sexual Harassment/Sexual Violence:**

OWATC encourages students to report sexual misconduct, domestic violence, dating violence, and stalking. Reporting is the only way the college can provide remedial assistance, institute protection procedures for the reporter and others, and take whatever actions are necessary to respond to the report. The OWATC encourages reporting these to the police as soon as possible, but if a student chooses not to report immediately, a report can be made later. Students have several options for reporting and are encouraged to use support services regardless of whether they choose to report. The following options are available to all students, faculty, and staff.

Campus Security: 801.430.5139 - Emergency Response: 911 - LIVE SAFE phone app: [www.owatc.edu/BeSafe](http://www.owatc.edu/BeSafe)

College Compliance Coordinator/Title IX, Patrick Butler: 801.627.8452 [butlerp@owatc.edu](mailto:butlerp@owatc.edu) - SS104

## **Student Complaints**

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 and resolve the problem. If students are not comfortable discussing their complaints with the college employee in that area, 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. Retaliation, retribution, or intimidation of students reporting a complaint shall not be tolerated.

If the complaint is related to civil rights, discrimination, sexual harassment, bullying, or ADA compliance, students should report their concerns directly to the College Compliance Officer. - Patrick Butler – Compliance Coordinator/Counselor – SS104 – 801.627.8452.

The complaint process outlined in (OWATC Policy 520.8, Student Complaints), can be accessed via the college website at <http://www.owatc.edu/current-students/policies-student-handbook/>

## **Dress Code**

The tech college supports the dress standards established by local employers. Students must dress according to employer job standards and must meet safety regulations in their program area. Instructors have information about appropriate clothing and equipment needed in specific occupational programs. (OWATC Policy 530.4, Student Rights, Responsibilities, and Code of Conduct) <http://www.owatc.edu/current-students/policies-student-handbook/>

## **Telephone Use**

Phones are located around the campus for student use. All electronic devices should be set on silent mode when students are in the classroom or other areas of the tech college being used for student instruction. If students must take a call, they should excuse themselves from the classroom. (OWATC Policy 530.4, Student Rights, Responsibilities, and Code of Conduct) <http://www.owatc.edu/current-students/policies-student-handbook/>

## **Children/Visitors/Pets**

Students should inform friends and visitors to meet them at the tech college only during lunch and after school hours. Students may not bring children to classes at the college. Students may not bring any animals in the classroom or buildings unless the animal is a service animal for a person with a disability. (OWATC Policy 530.4, Student Rights, Responsibilities, and Code of Conduct) <http://www.owatc.edu/current-students/policies-student-handbook/>

## Vaccinations

It is the policy of the Ogden-Weber Technology College that students entering into the health professional programs will undergo the necessary vaccinations required of that program. For details, please see the program web pages for individual program requirements.

## Smoking

Legal smoking/tobacco use age is 19 years.

As a courtesy to students, smoking and all tobacco use (including smokeless tobacco or e-cigarettes) is allowed only in the two outdoor designated smoking areas on campus. The designated areas are located between the Construction and Manufacturing Technology Buildings and to the north of the Multi-Purpose Facility. (OWATC Policy 520.59, Smoking) and (OWATC Policy 530.4, Student Rights, Responsibilities, and Code of Conduct) <http://www.owatc.edu/current-students/policies-student-handbook/>

## Weapons

It is college policy that weapons use or possession in violation of federal or Utah state law is prohibited while on college property and at college-sponsored activities. Carrying a concealed weapon or concealing a weapon on college property or at college-sponsored activities is prohibited *with the exception of individuals who have a Concealed Firearm Permit*. The tech college is committed to maintaining a safe, healthful, and efficient working environment where employees, students, and visitors are free from the threat of workplace violence. Violators of this policy may be subject to disciplinary action which includes suspension and/or criminal penalties pursuant to state or local law. (OWATC Policy 520.52, Weapons Prohibited on College Property and at College Activities) <http://www.owatc.edu/current-students/policies-student-handbook/>

## Theft/Vandalism/Lost or Stolen Items

Unauthorized removal of equipment and/or intentional destruction or damage of property, buildings, or equipment will result in dismissal with possible referral to law enforcement.

The tech college is not responsible for lost or stolen items, including items in students' lockers. (OWATC Policy 530.4, Student Rights, Responsibilities, and Code of Conduct) <http://www.owatc.edu/current-students/policies-student-handbook/>

## Campus Security/Safety Information/Crime Statistics

The tech college employs a full-time 24 hr. Campus Security Department to provide a safe and secure environment on campus to support and assist students, faculty, and staff. Students can contact Campus Security by letting an employee know they need their assistance, dialing "0" from a college phone or calling them directly at 801.430.5139. Students can also message or call Campus Security via the LiveSafe App. Additional information is located on the college website at <http://www.owatc.edu/about-us/security/>. (OWATC Policy 500.1 Campus Safety, Response, and Reporting)

As a safety measure, the college has posted in various locations throughout campus, red emergency guidebooks, that provides students with helpful emergency information and phone numbers. Additionally building maps are posted near the exits to classrooms and meeting rooms to assist in emergencies. The maps help students locate exits, fire extinguishers, first aid kits and the defibrillator.

The tech college is committed to assist in providing students a safe environment for learning and in keeping students, parents, and employees well-informed about campus security. Students are encouraged to visit the campus security website at <http://www.owatc.edu/about-us/security/> to review campus safety information and crime statistics.

## Drug Free Schools Statement/Policy

Use, possession, distribution, manufacturing, or being under the influence of alcohol, controlled substances, illicit drugs, and/or abusing any psycho-toxic chemical/substance (any chemical/substance capable of causing a condition of intoxication, excitement, stupefaction, or the dulling of the brain or nervous system) while on college property or college-sponsored activities will result in disciplinary action, which may include dismissal from the college, denial of federal/state student loan/grant money, and criminal penalties pursued through State, Federal, or local law enforcement agencies. (OWATC, policy 530.4, Student Rights, Responsibilities, and Code of Conduct) <http://www.owatc.edu/current-students/policies-student-handbook/>.

The health risks associated with the use of illicit drugs are as follows, but not limited to, increased heart rate, decreased appetite, dry mouth, insomnia, short-term memory loss, paranoia, hallucinations, psychological dependency, lack of concentration and coordination, altered perception and vision, health issues, or premature death. Students will be notified yearly by email of the tech college's Drug & Alcohol policy. (OWATC Policy 530.4, Student Rights, Responsibilities, and Code of Conduct) <http://www.owatc.edu/current-students/policies-student-handbook/>

For community help, see a college counselor or call the following numbers:

1.800.ALCOHOL

1.888.567.TRUTH (Tobacco)

1.800.COCAINE

1.800.342.AIDS (Spanish)

1.800.AIDS.TTY.TDD

## **Voters Registration**

The tech college makes a good faith effort in distributing Utah Voter registration forms on campus. Forms are available in the information brochures display in the Student Services building, in the Financial Aid Office.

## **Photo/Video Release**

Per the Utah Attorney General, photographs taken of persons in public settings such as classrooms, lunch rooms, and campus grounds can be used for college public relations purposes and college publications without the expressed consent of the individuals in the photographs.

# Directory

## School Calendar

### 2017/2018 Holidays

July 4th, 2017	(Tuesday)	Independence Day
July 24th, 2017	(Monday)	Pioneer Day
August 7th-11th, 2017	(Monday—Friday)	Faculty/Staff Workshops
September 4th, 2017	(Monday)	Labor Day
November 23rd-24th, 2017	(Thursday & Friday)	Thanksgiving
December 25th, 2017- January 1st, 2018	(inclusive)	Christmas Recess
January 15th, 2018	(Monday)	Martin Luther King Day
February 19th, 2018	(Monday)	Presidents' Day
March 29th, 30th, and April 2nd, 2018	(Thursday, Friday & Monday)	Spring Recess
May 28th, 2018	(Monday)	Memorial Day

## College Services and Hours of Operation

<b>Campus Grille</b> Student Union Building Cafeteria 801.627.8357	Breakfast: Monday — Friday 8:00 a.m. — 10:00 a.m. Lunch: Monday — Friday 11:00 a.m. — 1:00 p.m. Grab n' Go: 8:00 a.m.—1:00 p.m. Dinner: Tuesday—Thursday 4:30 p.m. — 6:30 p.m.
<b>Career/Guidance Counselors Disability Services</b> Student Services Building KC Strong — 801.627.8436 (SS107A) Patrick Butler — 801.627.8452 (SS104) Scott Teuscher — 801.627.8462 (SS124) Shawna Werner — 801.627.8320 (SS106)	Monday—Thursday 8:00 a.m. — 6:00 p.m. Friday 8:00 a.m. — 4:00 p.m. Call: 801.627.8300 to schedule an appointment

<b>Cashier Window</b> Student Services Building (SS129B) 801.627.8313	Monday—Thursday 9:00 a.m. — 5:00 p.m. Friday 9:00 a.m. — 3:00 p.m. (8:00 a.m. — 6:00 p.m.) <i>First &amp; last Business day of the month, except Friday</i>
<b>College Store (Bookstore)</b> Student Union Building (UB106) 801.627.8353	Monday — Thursday 7:30 a.m. — 7:30 p.m. Friday 7:30 a.m. — 3:30 p.m.
<b>Enrollment</b> Student Services Building (SS101) 801.627.8463	Monday—Thursday 7:30 a.m. — 6:30 p.m. Friday 7:30 a.m. — 4:00 p.m.  <i>Please arrive 20 minutes before closing for service</i>
<b>Office of Financial Aid &amp; Scholarships</b> Student Services Building (SS126) 801.627.8326	Monday—Thursday 8:00 a.m. — 4:00 p.m. (2:00 p.m. — 4:00 p.m.) *Appointments preferred but not required.* Friday Walk-In: 8:00 a.m. — 12:00 p.m. <i>Evening appointments available upon request</i>
<b>Student Records</b> Student Services Building (SS123) 801.627.8392	Monday—Thursday 9:00 a.m.—5:30 p.m. Friday 8:30 a.m. — 4:00 p.m.
<b>Student Success Center</b> Student Union Building (UB106) 801.627.8494	Monday—Friday 7:30 a.m. — 4:00 p.m. <i>Evening appointments available upon request</i>
<b>Testing Center</b> Business Building (BU116) 801.395.3742	<i>Tests by Appointment Only</i> Call: 801.395.3742 to schedule an appointment
<b>Veteran Counselor/Veterans Service Center</b> Student Services Building (SS124) 801.627.8462	Monday—Thursday 8:30 a.m. — 5:00 p.m. Friday 8:30 a.m. — 4:00 p.m.

## Counselor Assignments

<b>KC Strong</b> 801.627.8436		<a href="mailto:strongk@owatc.edu">strongk@owatc.edu</a> <b>SS107A/HT107B</b>
<b>Baking and Pastry</b> Baking and Pastry  <b>Clinical Laboratory Exploration</b>  <b>Culinary Arts</b> Culinary Arts  <b>Dental Assisting</b> Dental Assisting  <b>Health Information</b> Medical Coding Medical Office Specialist	<b>Medical Assisting</b> Medical Assisting  <b>Nursing Assistant</b> Nursing Assistant  <b>Pharmacy Technician</b> Pharmacy Technician  <b>Practical Nursing</b> Practical Nursing	
<b>Patrick Butler</b> 801.627.8452		<a href="mailto:butlerp@owatc.edu">butlerp@owatc.edu</a> <b>SS104</b>
<b>Compliance Coordinator</b>  <b>Cosmetology</b> Cosmetology  <b>Barbering</b> Barbering  <b>Drivers Education</b>  <b>Graphic Design</b> Graphic Design	<b>Information Technology</b> Information Technology Networking  <b>Nail Technician</b> Nail Technician Nail Technician Continuing Education  <b>Software Development</b> Software Development  <b>Web Development</b> Web Development	
<b>Scott Teuscher</b> 801.627.8462		<a href="mailto:teusches@owatc.edu">teusches@owatc.edu</a> <b>SS124A</b>  <b>SS124 -Veterans Service Center</b>
<b>Veterans Service Center</b> Educational Benefits Veteran Resources  <b>Automotive</b> Automotive Technician Automotive Technician Continuing Education  <b>Composites</b> Composites  <b>Construction</b> Construction Basics YouthBuild Construction/Academics	<b>HVAC</b> HVAC Technologies Apprentice  <b>Non-Destructive Inspection</b> Non-Destructive Inspection  <b>Plumbing</b> Plumber Apprentice Continuing Education	
<b>Shawna Werner</b> 801.627.8320		<a href="mailto:werners@owatc.edu">werners@owatc.edu</a> <b>SS106</b>

<b>Basic Skills</b>  <b>Business</b> Business Business Continuing Education  <b>Computer Aided Design</b> Computer Aided Design  <b>Electrical</b> Electrician Apprentice Electrical Trades Continuing Education Electrical Trades Preparation  <b>Industrial Automation</b> Industrial Automation Maintenance IAM Continuing Education	<b>Machinist</b> Machinist I, II and III Machinist Continuing Education Machinist Apprentice  <b>Math</b> Program Math WSU Math  <b>Welding</b> Welder Production Welder Metal Fabricator Welder Advanced Welder Continuing Education  <b>Real Estate</b> Real Estate Agent – Pre Licensure
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## Directors/Managers/Coordinators

<b>Andrew Brown</b> Manager	Access & Outreach, High School Liaison, Pre-enrollment, Student Services Support	801.627.8330 SS103
<b>Curtis Nielsen</b> Director	Apprentice, Automotive, Composites, Construction, Computer Aided Design, Electrical, Industrial Automation, Machinist, NDI, Welding	801.627.8448 MT113
<b>Derek Ponce</b> Director	Center for Teaching and Learning Canvas, Articulation, Math	801.627.8433 HT223D
<b>Ed Welch</b> Manager	College Store (Bookstore)	801.627.8352 UB103A
<b>Fred Frazier</b> Manager	Campus Security	801.627.8471 Campus Security Building
<b>Jan Burton</b> Manager	Financial Aid & Scholarships	801.627.8309 SS126
<b>Jennifer Streker</b> Director	Barbering, Business, Cosmetology, Drivers Education, Federal/State Grants, Graphic Design, Information Technology, Nail Tech., Real Estate, SkillsUSA-Region, Software Development, Web Development	801.627.8367 BU102A
<b>Juliane Kettering</b> Director	Marketing	801.627.8389 BT153

<b>Kathy Salter</b> Manager	Enrollment	801.395.3743 SS101A
<b>Katie Sellers</b> Coordinator	Cashiers Window/Student Financial Accounts	801.627.8316 CSB102
<b>Ken Choi</b> Coordinator	Math Department	801.627.8375 UB139C
<b>Krista Turnage</b> Manager	Institutional Reporting, Registrar, Student Information System	801.627.8340 SS120
<b>Lisa Butler</b> Director	Student Services: Enrollment, Counseling, Financial Aid & Scholarships, Testing, Student Success Center, Veterans Center	801.627.8370 SS107B
<b>Nallely Ruiz</b> Director	Baking & Pastry, Culinary Arts, Dental Assisting, Health Information, Medical Assisting, Nursing Assistant, Pharmacy Tech, Practical Nursing	801.627.8324 HT107A
<b>Patrick Butler</b> Coordinator	Counselor/Compliance	801.627.8452 SS104
<b>Scott Teuscher</b> Counselor	Veterans Services	801.627.8462 SS124A
<b>Sheri Semerjian</b> Manager	Student Success Center	801.627.8494 UB106
<b>Christi Scow</b> Director	Community Education Custom Fit Training & Workforce Development	801.612.4178 BDO Campus
<b>Martha Syme</b> <b>Stephanie Hardy</b> Manager(s)	Custom Fit	801.612.4109 801.612.4162 BDO Campus

## Program Advisors

**Business and Computer**



<b>Business</b>		
Marcie Fujikawa	Business	801.627.8465
Matt Bibo		801.627.8401
Judy Galbraith	Non-Business Support	801.627.8412
<b>Graphic Design</b>		
John Huerta	Graphic Design	801.627.8332
<b>Information Technology</b>		
Judi Elmer	Information Technology Networking	801.627.8362
<b>Real Estate</b>		
Matt Bibo	Real Estate Agent	801.627.8401
<b>Software Development</b>		
David Everton	Software Development	801.627.8374
<b>Website Development</b>		
Shon Child	Website Development	801.627.8434
<b>Construction</b>		
<b>Apprentice Related Instruction</b>		
Trina Hansen	Electrician Apprentice Heavy Equipment Operator Apprentice HVAC Technologies Apprentice Plumber Apprentice	801.627.8467

<b>Computer Aided Design</b>		
Justin Andrews	Computer Aided Design	801.395.3797
Rex Thornock		801.627.8360
<b>Construction</b>		
Jason Werner	Construction Basics	801.627.8365
Russell Stevens	Ben Lomond HS Woods/Robotics	801.737.7942
Julia Branch	YouthBuild Construction	801.395.3768
<b>Electrical</b>		
Kelly Kennedy	Electrician Trades Preparation	801.627.8427
<b>Health</b>		
<b>Clinical Lab</b>		
Nallely Ruiz	Clinical Laboratory Exploration	801.627.8324
<b>Dental Assisting</b>		
Johna Howard	Dental Assisting	801.627.8444
<b>Health Information Technology</b>		
Megan Miller	Medical Coding Medical Office Specialist	801.627.8336
<b>Medical Assisting</b>		
Nallely Ruiz	Medical Assistant	801.627.8324
<b>Nursing Assistant</b>		
Cherie Crezee	Nursing Assistant	801.612.4179

Pharmacy		
Tamie Tallant	Pharmacy Technician	801.627.8322
Practical Nursing		
Mary Lou Morales	Practical Nursing	801.627.8355
Manufacturing		
Industrial Automation		
Jody Boweter	Industrial Automation Maintenance	801.627.8379
Larry Rizley		801.627.8478
Composites		
Douglas Talbert	Composites	801.395.3788
Machinist		
Bret Holmes	Machinist I, Machinist II, Machinist III and Machinist Apprentice	801.395.3795
Non-Destructive Inspection		
Ken Bakes	NDI	801.395.3713
Welding		
Tyler Smith	Welder Production	801.627.8382
Joseph Western	Welder Metal Fabricator/Welder Advanced	801.627.8393
Wayne Western	Testing Center Supervisor	801.627.8387

Service		
Automotive		
Skyler Liston	Automotive Technician	801.612.4130
Eric Rassi		801.612.4131
Baking and Pastry		
Brecca Tholen	Baking and Pastry	801.627.8323
Cosmetology		
Spence Talbot	Cosmetology	801.627.8409
Culinary Arts		
Jose Rodriguez	Culinary Arts	801.627.8357
Barbering		
Fred Martinez	Barbering	801.395.3796
Nail Technician		
Sherry Bradford	Nail Technician	801.395.3764
Academic Support		
Math		
Ken Choi	Math Coordinator	801.627.8375
Tom Alley	Math Tutoring Center	801.627.8399
Glenn Rees		
Job Seeking		

Sheri Semerjian	Job Seeking Skills	801.627.8494
Natalie Slater		801.627.3732