

2014/2015 FULL TIME CATALOG

ICTC



Careers start here.

INDIAN CAPITAL TECHNOLOGY CENTER

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ICTC Administration

Tony Pivec Superintendent
 Roger King Assistant Superintendent

Board of Education

Budo Perry President
 Jim Carson Vice President
 Darrell Russell Clerk
 Roger Sharp Member
 Marion Shaufler Member

Campus Administrators

Brent Ryan Muskogee Campus
 Curtis Shumaker Sallisaw Campus
 Dan Collins Stilwell Campus
 Robin Roberts Tahlequah Campus

Enrollment Policy

It is the policy of the board to give preference to participating secondary schools. If any openings remain, adult students who reside in the district will be the second consideration. Out-of-district adult or secondary students will be the third consideration if a reciprocal agreement with an adjoining Tech Center or state is in place. Final selection will be the out of district student who lives in an area not reciprocally participating with ICTC.

Daily Schedule

Campus	AM Session	PM Session
Muskogee	8:05-11:05	11:55-2:55
Sallisaw	8:00-11:00	12:00-3:00
Stilwell	8:00-11:00	11:55-2:55
Tahlequah	8:00-11:00	12:00-3:00

Tuition and Fees

Secondary School Credit Career Majors (3 hours per day):

1. In-district students under 21 years of age enrolled in secondary education full time: No tuition
2. Out-of-district secondary students under 21 years of age enrolled in high school full time: Secondary students who live outside the ICTC district and who are not covered by a reciprocity agreement will be subject to out of district tuition

Post-Secondary Adult School Career Majors:

1. In-District Student:
 - Per hour rate of \$1.75 for each Career Major hour
 - Per hour rate of \$1.75 for Full-Time Adult Health Career Majors hour (Books & Fees NOT Included)
 - Per hour rate of \$3.50 for Heavy Equipment
2. Out-of-district student:
 - The per hour tuition rate will be doubled unless the student is from another Tech Center District that has a reciprocal agreement with ICTC.

Full tuition for the semester must be paid by the end of the third week unless prior arrangements have been made. ICTC reserves the right to deny re-enrollment if tuition is not paid by the beginning of the subsequent semester(s).

NOTE: All books and safety costs are subject to change to facilitate the instructional process.

Books & Fees

There will be no additional cost for books, except for those listed as consumables and/or optional to purchase. Some specific expenses are listed in Appendix A. Others will have to be obtained directly from the instructor.

Radiologic Tech, Surg Tech, LPN, and OTA have specific expenses that are identified with each career major.

Career Majors (by occupational area)

Auto Collision Repair Technology	18
Collision Repair Technician	
Auto Service Technology	18
Automotive General Services Technician	
Business Management & Administration	18
Administrative Assistant	
Executive Administrative Assistant	
Legal Office Assistant	
Medical Insurance Coder	
Medical Office Assistant	
EAST: Project Manager	
Carpentry	20
Residential/Commercial Carpenter	
Construction Technology	20
Intro. To Construction Trades	
Cosmetology	21
Cosmetologist (HS Students Only)	
Culinary Arts	21
Culinary Hospitality Assistant	
Criminal Justice	21
Criminal Justice Officer	
Drafting	22
CAD Technician Mechanical	
Electricity	22
Electrician's Assistant	
Graphic Communications	22
Graphic Artist & Print Production Technician	
Heating, Ventilation, & Air Conditioning	23
Residential HVAC Technician	
Residential HVAC Technician/Mechanical Journeyman	
Heavy Equipment	24
Heavy Equipment Operator/CDL	
Hospitality & Tourism	24
Lodging Manager	
Information Technology	24
Enterprise Network Associate	
Machine Tool Technology	25
Manufacturing Technician	
Service Careers	25
Custodial, Landscape, & Horticulture Management	
Facilities Maintenance & Landscape Designer	
Horticulture Technician	
Building & Grounds Maintenance Technician Assistant	
Welding	26
Pipe Welder	
Structural Welder	
Welder/Fitter	
Health Careers Certification	28
Diagnostic Aide and Nurse Assistant	
Long Term Care/Home Health Care Assistant	
Nursing Transition	
Practical Nursing	29
Licensed Practical Nursing	
Radiologic Technology	29
Radiologic Technologist	
Surgical Technology	29
Surgical Technologist	
Occupational Therapy	30
Occupational Therapy Assistant	

ICTC Career Majors by Cluster

Agricultural, Food, & Natural Resources	Hours	MSK	SAL	STL	TAH	Tuition	Page
Service Careers: Horticulture Technician <i>R. McGee</i>	1050				x	\$1,837.50	26
Architecture & Construction	Hours	MSK	SAL	STL	TAH	Tuition	Page
Electrician's Assistant <i>R. Henry</i>	1050	x				\$1,837.50	22
Heavy Equipment Operator/CDL <i>K. Fisher, W. Ryals</i>	1050				x	\$3,675.00	24
Residential/Commercial Carpenter <i>K. Henry, M. DeShazo, D. Maxwell</i>	1050	x	x		x	\$1,837.50	20
Intro. To Construction Trades <i>J. Thompson</i>	1050			x		\$1,837.50	20
Residential HVAC Technician <i>D. Mabry, K.C. Eubanks, J. Sherrill</i>	1050	x	x		x	\$1,837.50	23
Residential HVAC Technician/Mechanical Journeyman <i>D. Mabry</i>	2310	x				\$4,042.50	23
Service Careers: Building & Grounds Maint Technician's Assistant <i>M. Mayo</i>	1050	x				\$1,837.50	26
Service Careers: Facilities Maint & Landscape Designer <i>J. Gilstrap</i>	1050			x		\$1,837.50	25
Service Careers: Custodial, Landscape, & Horticulture Mgmt. <i>D. Lewis</i>	1050		x			\$1,837.50	25
Arts, A/V Technology & Communications	Hours	MSK	SAL	STL	TAH	Tuition	Page
Graphic Artist & Print Production Technician <i>C. Miller</i>	1050	x				\$1,837.50	22
Business, Management, & Administration	Hours	MSK	SAL	STL	TAH	Tuition	Page
Administrative Assistant <i>J. Fisher</i>	1050				x	\$1,837.50	18
Executive Administrative Assistant <i>A. Mullin, A. Martin</i>	1050	x		x		\$1,837.50	19
Legal Office Assistant <i>J. Fisher</i>	1140				x	\$1,995.00	19
Medical Insurance Coder <i>A. Mullin, A. Martin</i>	1080	x		x		\$1,890.00	19
Medical Office Assistant <i>A. Mullin, A. Martin, J. Fisher</i>	1050	x		x	x	\$1,837.50	19
EAST: Project Manager <i>J. Keith</i>	960		x			\$1,680.00	20
Health Science	Hours	MSK	SAL	STL	TAH	Tuition	Page
Diagnostic Aide and Nurse Assistant <i>M. Foster</i>	1050			x		\$1,837.50	28
Licensed Practical Nursing <i>L. Renfrow, C. Crutchfield, D. Daffin, J. Branham, K. Wolf, C. Hunt, R. Sherrill, S. McCarter</i>	1463	x	x	x	x	\$2,560.25	29
Long Term Care/Home Health Care Assistant <i>W. Stratton, C. Williams, N. Sharp, M. Foster, A. McMurry</i>	525	x	x	x	x	\$918.75	28
Nursing Transition <i>D. Chandler</i>	525	x				\$918.75	28

ICTC Career Majors by Cluster cont.

Health Science cont.	Hours	MSK	SAL	STL	TAH	Tuition	Page
Radiologic Technologist <i>D. Craven, T. Porter</i>	2750	x				\$4,812.50	29
Surgical Technologist <i>B. Taylor</i>	1200		x			\$2,100.00	29
Occupational Therapy Assistant <i>P. Stack, J. Stewart</i>	1296	x				\$2,268.00	30
Hospitality & Tourism	Hours	MSK	SAL	STL	TAH	Tuition	Page
Culinary Hospitality Assistant <i>G. Belton</i>	1110	x				\$1,942.50	21
Hospitality Manager <i>A. Heard</i>	1050	x				\$1,837.50	24
Human Services	Hours	MSK	SAL	STL	TAH	Tuition	Page
Cosmetologist (HS Students Only) <i>V. McClure</i>	1500	x				N/A	21
Information Technology	Hours	MSK	SAL	STL	TAH	Tuition	Page
Enterprise Network Associate <i>T. Pouncil, B. Manning</i>	1050	x			x	\$1,837.50	24
Law, Public Safety, Corrections & Security	Hours	MSK	SAL	STL	TAH	Tuition	Page
Criminal Justice Officer <i>J. Wells</i>	1050				x	\$1,837.50	21
Manufacturing	Hours	MSK	SAL	STL	TAH	Tuition	Page
CAD Technician Mechanical <i>S. Barnes</i>	1050	x				\$1,837.50	22
Manufacturing Technician <i>F. Barrett</i>	1050	x				\$1,837.50	25
Pipe Welder <i>R. Stonebarger</i>	1050	x				\$1,837.50	26
Structural Welder <i>B. Jacobs</i>	1050	x				\$1,837.50	27
Welding/Fitter <i>L. Dorsey, M. Ogle</i>	1050	x	x		x	\$1,837.50	27
Transportation, Distribution, & Logistics	Hours	MSK	SAL	STL	TAH	Tuition	Page
Automotive General Service Technician <i>D. Barnhill, A. Theodore, R. Lowe, J. Fletcher, J. Blankenship</i>	1050	x	x	x	x	\$1,837.50	18
Collision Repair Technician <i>K. Baize, D. Collins, B. Sprague</i>	1050	x			x	\$1,837.50	18

General Information

Non-Discrimination Statement

ICTC is an equal opportunity institution in accordance with civil rights legislation and does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or disability in the operation of its educational programs, activities, recruitment, and admission practices. Concerns regarding this policy should be addressed to Sharon Billings, District Compliance Coordinator at 918-687-6383 or 1-800-375-8324, 2403 N.41st. Street East, Muskogee, OK 74403. Additionally each campus has a contact where complaints can be reported.

School Districts Served

ICTC, District No. 4

Individuals who reside within the boundaries of the following school districts are considered to be In-District patrons and will be subject to In-District Tuition. Those residing outside the boundaries of the following school districts will be considered Out-of-District patrons and will be subject to Out-of-District tuition.

Braggs, Cave Springs, Central, Checotah, Coweta, Fort Gibson, Gans, Gore, Haskell, Hilldale, Hulbert, Keys, Midway, Muldrow, Muskogee, Okay, Oktaha, Parkview, Porter, Porum, Roland, Sallisaw, Sequoyah, Stilwell, Tahlequah, Vian, Wagoner, Warner, Webbers Falls, Watts and Westville.

Accreditation

Special accreditation has been earned through the following:

American Hotel and Lodging Assn (AHLA)
Associated General Contractors (AGC)
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Joint Review Commission on Accreditation in Radiology Technology (JCERT)
National Automotive Technician Education Foundation (NATEF)
National Center for Construction Education and Education Research (NCCER)
National Institute for Automotive Service Excellence (ASE)
Accreditation Commission for Education in Nursing (ACEN)
National Restaurant Association (NRA)
Oklahoma Board of Nursing
Partnership for Air-Conditioning, Heating, Refrigeration Accreditation (PAHRA)
Print Ed
State Board of Cosmetology
Veteran's Administration
Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)

At the state level, ICTC is accredited by the Oklahoma State Board of Career and Technology Education. The Career majors and the qualifications of faculty are examined annually by representatives from the ODCTE. ICTC cannot offer credit in any career major which does not meet the standards established by the ODCTE. Additionally, ICTC District No. 4 is under the administration and supervision of the ICTC Board of Education.

Policy and Procedures

The student handbook contains all school policies and procedures affecting the student body. Copies of the handbook are given to each student and are readily available upon request in the Student Services Department or via the internet at www.ictctech.com.

High School Student Information

Students attending ICTC can earn three or four credits per school year from their high school if course requirements are met. The credits earned at the technology center are issued by the partner school on the high school transcript. Students may attend ICTC in either the morning session or the afternoon session. The remainder of the day is spent at the high school. For enrollment information, contact the high school Counselor and/or Student Services at ICTC.

Adult Student Information

Post-secondary adult students must complete an application to be considered for admission. Adults living within the technology center district pay a tuition fee; adults living outside the district pay double the fee. Adult students may attend either three hours per day (a.m. session or p.m. session) to be considered part time or six hours per day (both sessions) to be considered full time. For enrollment information, contact Student Services at ICTC.

NOTE: Enrollment for the full-time Adult Health Career majors is limited and there are defined procedures for each career major. Student selection is made on the basis of a point system. There are application deadlines for these career majors. Specific admission and career major information is available online at www.ictctech.com.

College Credit

ICTC has an Alliance with Connors State College, Warner and Muskogee and with Oklahoma State University-Institute of Technology. These agreements allow students to enroll in approved vocational programs and receive college credit for application toward a degree. The cost for participation in this program is \$8 per college hour. Enrollment sessions are held at the beginning of each semester.

The Higher Learning Commission (HLC) is currently assessing Oklahoma's Cooperative Alliance programs between colleges/universities and technology centers entailing the process in which college credits may be granted to students completing technical coursework in approved tech center programs. This process is expected to last 12-18 months and changes should be in place by Fall 2015. During the 2014-2015 school year, ICTC will handle all student enrollments in the College Alliance as follows:

1. If you are a student who can complete your ICTC career major prior to Fall 2015, you will be allowed to enroll in the 2014-2015 College Alliance.

Examples include:

- Returning high school students who have earned approximately half the credit during their first year and will complete all College Alliance credits by May 2015.
- Entering full-time adults who will complete their career major and College Alliance credits by May

- 2015.
 - Students enrolled in the Radiological Technology program may be an exception to this procedure.
2. If you cannot meet this requirement, you will not be allowed to enroll in the ICTC College Alliance for the 2014-2015 school year.
 3. For eligibility and/ or enrollment questions, please contact Karla James at 918-348-7993 or your ICTC Campus Counselor.

Field Trips and Excursions

Field trips, both in and out of the ICTC district, are an integral part of the learning process in all areas of career education. The Director must approve all trips. ICTC Board approval is required for all out-of-state travel. Students are required to have the appropriate forms filled out prior to taking trips. Students involved in competition must have eligibility checked at the partner school.

Breaks

Students are granted a fifteen-minute break, which is considered a privilege. A snack bar and/or area is provided for the breaks. Food and drinks are not to be taken out of the snack area. Each student is expected to place his/her trash, cups, candy wrappers, etc., in the trash receptacles. Please help us keep our school clean.

Campus Security Policies/Procedures and Student Right-to-Know

It is the intention of ICTC to provide a safe and secure facility dedicated to the promotion of a learning atmosphere for all students attending classes in their chosen career major.

The procedure for reporting any crime taking place or that has taken place on the ICTC property is as follows:

1. Report the incident to the Director or Assistant Director and include as many details about the crime as you have knowledge of (should not be hear-say information). If neither the Director nor the Assistant Director is available and the crime is not an emergency, please fill out the crime report and leave with the receptionist.
2. The Director or Assistant Director will determine what action needs to be taken, given the severity of the crime.

The CAMPUS CRIME REPORT is available for review in the Financial Aid Office of each campus and on the school web site at www.ictctech.com. An annual security report/statistic report is updated every year by October 1st.

Facilities/Services Available to Students

Academic Center

The Academic Center provides instruction for secondary and adult students in upgrading their skills. Upon entering a career major, students are tested by the Academic Center instructor to determine their skill levels. The Academic Center instructor will provide computer-assisted and/or individualized instruction to meet the needs of the student. A student should attend the Academic Center until his/her skills are appropriate to meet the educational plan of the student.

Instruction in the Academic Center is directly related to the career major in which the student is enrolled. The Academic Center services are available on each campus.

Guidance and Counseling Services

Professional staff members are available to advise students who desire help with personal and/or career-related concerns. A variety of assessment systems are available to help identify interest, aptitude, and competencies and to assist students in choosing career goals. Guidance and counseling assistance is available to all students whether their concerns are educational, career, or personal in nature.

Career Placement Services

Career development is a lifelong process that includes self-awareness, career exploration, skill development, and training. All ICTC campuses offer career placement services to all students, graduates, and other qualified individuals within the ICTC district.

The Career Center coordinates and maintains regular contact with students, instructors, Workforce Oklahoma, colleges and universities, military and local businesses to assist in the career advisement of students. The Career Placement Specialist on each campus maintains a referral listing of organizations, local companies, colleges and universities, and military. All students and alumni may visit the Career Center for assistance in searching for employment and to obtain available referrals to all organizations.

Career development activities such as interest, aptitude, and worker trait assessment, resume writing, interviewing skills, dressing for success, portfolio development, job shadowing, on-the-job training, leadership training, and career development seminars may be scheduled throughout the year.

Services to the Disabled

Any disabled person requiring specific information regarding services should call Student Services. Facilities on all ICTC campuses continue to pursue A.D.A. compliance.

Students with disabilities, who are enrolling in a full-time or part-time class at ICTC and wish to request accommodations for their disabilities, must obtain a Request for Accommodation Form from their instructor or student services. The written request for accommodations must be made two weeks prior to the assessment in order for reasonable accommodations to be made. Completion of the necessary documentation is the responsibility of the student making the request and for notifying the Student Services District Administrator at the time of assessment scheduling.

The disclosed disability must be documented by a qualified professional in a field related to the disability (i.e., a physician in the case of a physical disability, a psychologist or psychiatrist in the case of a mental illness). Prior to delivery of service, ICTC staff must approve the request. Action on accommodations will be provided in a timely manner with regard to obtaining assistive technology, additional personnel, supplementary services, etc. Accommodations must be related to the documented disability.

Financial Aid Officers

Jon Ford and Beth Fritts are designated as the employees responsible for disbursing financial aid information to current and prospective students. The office hours are 7:30 a.m. – 4:00 p.m., Monday through Friday. For Financial Aid assistance call (918) 687-6383 or 1-800-375-8324.

Confidentiality

All information (whether written or oral) that a financial aid applicant and/or applicant's family reveals in the process of seeking assistance is confidential. Access is restricted to financial aid personnel. Application materials become the property of the institution upon submission and are maintained in student files. A student is entitled to examine his/her file within 10 working days after a written request to do so is filed with the Financial Aid Officer.

Motor Voter Act

Voter registration forms will be available in lobby of all ICTC campuses.

NOTE: Consumer and gainful employment information is available at www.ictctech.com.

Admissions

It is the policy of the Board of Education of ICTC School District No. 4 that we do not discriminate on the basis of race, color, religion, national origin, sex/gender, age, disability, marital or veteran status in its programs and activities.

Secondary Students

Secondary students residing within the ICTC District must be regularly enrolled in a high school within the district to attend tuition-free. Secondary students residing out of the District may be charged double tuition, unless a reciprocal agreement is in place with the Technology Center District in which they reside.

- Applicants must complete an ICTC Application for Admission
- High School Applicants must be making satisfactory progress toward graduation in a local participating high school when making application
- High School Applicants must have the written consent of his/her local high school principal and/or counselor
- Applicants will be interviewed by ICTC Student Services Personnel prior to admission
- Applicants will be enrolled in a career major in which they show a reasonable opportunity to achieve success

Home-Schooled Students

- (in addition to above requirements)
- Student must be 16 years of age
- Parent/Guardian must submit a notarized copy of a Home School Affidavit
- Student must have current shot record
- Student must reside in the Indian Capital Technology Center district
- Student must take the Keytrain entrance exam

Enrollment Procedure:

1. Each student should make a formal application to attend ICTC.
2. Application should be completed at the earliest possible date and returned to the home high school principal or counselor.
3. All applications should be checked by the home school principal or counselor to insure the application has been completed.
4. Each student should select two program choices.
5. ICTC personnel will be available for final processing, interviewing and enrolling of students.
6. The home school principal or counselor will receive a list of the approved applicants, with the subject areas and sections in which their students have been enrolled. This list will be provided by ICTC.
7. Additional information may be obtained by calling the respective campuses.

Adult Students

In order to best serve the post-secondary student population of the district, the following information has been compiled for use by ICTC and cooperating agencies. Adult students must complete an application to be considered for admission. Adults living within the Technology Center District pay a tuition fee; adults living outside the district pay double the fee. Students' accounts must be paid in full prior to enrollment in subsequent career majors.

- Adult applicants must complete an ICTC Application for Admission
- Applicants will be interviewed by an ICTC Counselor prior to admission
- Applicants will be enrolled in a career major in which they show a reasonable opportunity to achieve success
- Post-secondary students must have:
A high school diploma, OR
The recognized equivalent of a high school diploma; OR
Are beyond the age of compulsory attendance in Oklahoma, OR
Meet the requirements to show an Ability to Benefit
- If sponsored by an agency, applicant must have a completed authorization form from the sponsoring agency
- Enrollment will not be finalized until a tuition deposit of \$50.00 has been paid. The deposit may be waived with an approved financial aid award. The deposit is non-refundable after beginning class.
- Applicant must be a U.S. Citizen or an eligible non-citizen. If eligible non-citizen, documentation will be required (i.e. alien registration number).
- Enrollment may be contingent upon a student providing a current acceptable criminal background check and sex offender registry.

Enrollment Procedure:

1. Any interested person must complete the proper enrollment application.
2. Applicants must be scheduled for assessment. Various courses require different batteries of achievement and aptitude.
3. Applicants seeking financial assistance should complete

the Free Application for Federal Student Aid (FAFSA) by filing on-line at www.fafsa.ed.gov. For help with this process, the applicant can schedule an appointment with the financial aid advisor.

4. Assessment interpretations will be scheduled with all applicants.
5. All applicants will be interviewed prior to being accepted for training. Previous educational records, the application, and evaluation test results will be reviewed during the interview.
6. If sponsored by an agency, applicant must have a completed authorization form from the sponsoring agency.
7. Individuals will be enrolled in programs in which they show a reasonable opportunity to achieve success.
8. After completing the enrollment process, applicants will be given a starting date to enter the program and will be advised about the support services available and attendance requirements for attaining maximum standards of achievement.
9. Enrollment will not be finalized until a tuition deposit of \$50.00 has been paid. The deposit may be waived with an approved financial aid award. The deposit is non-refundable after beginning class.
10. Applicant must be a U.S. Citizen or an eligible non-citizen. If eligible non-citizen, documentation will be required (i.e. alien registration number).
11. Enrollment may be contingent upon a student providing a current acceptable criminal background check and sex offender registry.

Provisional Admission

Post-secondary students who do not possess a high school diploma, GED, or homeschool diploma may be granted Provisional Admission based on an entrance inventory and completion of the CR101 skills exam. Students under the provisional admission will not qualify for Title IV Federal Student Aid, unless they met the Ability to Benefit requirements prior to July 1, 2012. Individual circumstances for financial aid eligibility are reviewed on a case-by-case basis.

NOTE: Enrollment for the Practical Nursing, Radiologic Technology, and Surgical Technology Programs are limited and there are defined procedures for each program. Student selection is made on the basis of a point system. There are application deadlines for these programs. Specific admissions and program information is available online. Practical Nursing students will pay a \$50 deposit before they start class, and 25% of the total 1st semester cost on the first day of class.

Enrollment Schedule

October – November – December
Tours and Orientation

January
Pre-Enrollment Begins

February – March – April
Secondary Applicant Interviews

Changing Career Majors

Students will be permitted to change career majors at ICTC only during the first two weeks of the semester. Changing career majors is based on the availability of space in another career major and approval of the Student Services Counselor.

Requirements for Continuing Enrollment

Students are expected to make progress toward satisfying completion of their course of study in order to be eligible to continue enrollment. Satisfactory progress will be determined as a grade point average of 2.0 or better in all hours enrolled. A student who fails to make satisfactory progress will be placed on scholastic probation for one semester. A student not achieving a 2.0 average at the end of one semester's probation will not be permitted to continue enrollment in the same course of study. Students may change to another course of study with the permission of the Student Services Counselor and the Instructor of the course desired. A student may take up to one and one-half the required hours to complete a program and still be regarded as being in good standing as long as a minimum grade of 70% is maintained.

Re-Admission

Students must remain in good standing with ICTC in order to be re-admitted to finish their training. Good standing is defined as: Having an account balance of less than \$200 at the time of enrollment and making satisfactory progress the previous semester – less than 10 absences/semester and C or better for a semester grade.

Students who wish to return for training in a second, unrelated Career Major after successful completion of a Career Major will be considered with the other applicants ranked according to entrance/interview scores. Any subsequent Career Major enrollments by the same student will be considered on a case-by-case basis.

Attendance

Student Attendance

The ICTC Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum amount of time in order to receive credit for any course and/or career major in which the student is enrolled. Exceptions to this requirement will be considered by the campus director for secondary students and a committee for adult students on an individual, case by case basis.

The superintendent is directed to establish an attendance regulation, which supports this policy. (Policy FDC-R1)

Attendance Policy Regular Full-Time Program Students (Regulation)

Attendance is especially important in career tech programs. Prospective employers are always interested in the attendance practices of Indian Capital Technology Center (ICTC) graduates. ICTC works closely with business and industry to establish attendance standards that will help our students become employable. Therefore, ICTC encourages excellent attendance of students. Excellent attendance is defined as one (1) or fewer absences per semester.

A student of Indian Capital Technology Center should have good attendance during any grading period in order to receive a grade/credit for a course. Daily attendance records are maintained and attendance may be tied to grades earned in the training program.

A student of Indian Capital Technology Center should have good attendance during any grading period in order to receive a grade or credit for a course. This means that a student must not accumulate 10 or more absences during a semester. An accumulation of 10 or more absences will result in the student not receiving credit for the semester. Any student who has 10 or more absences may appeal thru the proper channels (see policy FDC). Each student in a full-time career major who exceeds the attendance limit will be allowed one (1) appeal per semester by an ICTC Appeals Committee to be done within ten (10) days of reaching ten (10) absences. Areas of appeal may include but are not limited to: major medical condition/procedure of student or immediate family member, death in immediate family, and subpoena for court appearance as a witness and/or jury duty. Note: ICTC events (i.e. CTSO Leadership Conferences, CTSO Competitions, School-Related absence, and Suspensions) are not considered an absence.

The grades and attendance for students attending all-day (excluding full-time adult health career majors, see policy FDC-R2) will be averaged for the a.m. and p.m. sessions for compliance with the above described policy.

It is each student's responsibility to be aware of the number of absences they have accumulated to avoid exceeding the maximum number allowed. It is also the student's responsibility to check with instructors concerning make-up work and/or make-up time as applicable. Students are expected to be in class every day of school and take care of personal business on their own time. A school calendar can be obtained from the counselor for your convenience.

Please take note of the dates school is not in session and schedule doctor appointments and personal business during these times. Doctor appointments and other types of appointments are not excused.

Tardies:

When tardy, students should report to the attendance clerk or designee. Students returning to class late from break will be counted tardy. If a student arrives more than one (1) hour after class begins, this will be considered an absence. Three (3) tardies will accrue to equal one (1) absence.

Leave Early:

Students leaving class early (less than one hour) will be recorded as (LE) leave early. If a student leaves early and misses over one (1) hour, an absence will be recorded. Three (3) leave earlies or any combination of leave earlies or tardies that equals three (3) will accrue to equal one (1) absence.

Inclement Weather:

When the student's assigned ICTC campus is closed, students are not expected to attend class.

Transportation:

ICTC provided transportation shall follow the ICTC school calendar. Additionally, during inclement weather, if ICTC is in session and a home school is not, normal transportation times and pick-up locations will still be provided. If ICTC bus routes do not run, then a student will not be counted absent.

Perfect Attendance:

Indian Capital has established a reward system for attendance in order to recognize students who maintain attendance standards expected by employers. A student who has perfect attendance will have no (0) absences and no more than two (2) tardies or leave earlies or a combination of both, not to exceed a total of two (2).

Make-up Work:

It is the student's responsibility to request make-up work from the instructor. Some work including shop/clinical work is difficult to make-up, so the instructor may choose to assign written lessons, at their discretion. Make-up work should be completed with-in two (2) weeks of absences unless otherwise directed by the instructor.

*** REFERENCE: 38 O.S. §37**

Attendance Policy Adult Health Career Students (Regulation)

A student of Indian Capital Technology Center should have good attendance during any grading period. Any full-time adult health career student enrolled in a career major that exceeds 1,050 hours must not accumulate more than four (4) absences in a calendar quarter. Absences will be counted in one half (1/2) day increments.

Accumulation of more than four (4) absences in a calendar quarter may result in the student being dismissed from that career major. Calendar quarters are defined as follows:

- July – September
- October – December
- January – March
- April – June

Any adult health career student who is dismissed due to exceeding the attendance policy limit may appeal through the proper channels (see policy FDC).

It is each student's responsibility to be aware of the number of absences they have accumulated to avoid exceeding the maximum number allowed. It is also the student's responsibility to check with instructors concerning make-up work as applicable. Students are expected to be in class every day of

school and take care of personal business on their own time. A school calendar is available for your convenience.

Students should take note of the dates school is not in session and schedule doctor appointments and personal business during these times. There are no excused absences.

Tardies:

Students arriving late to class will be counted tardy. Students returning to class late from break will be counted tardy. Three (3) tardies will accrue to equal one half (1/2) day absence. If a student arrives more than one (1) hour late to class, this will be considered a one half (1/2) day absence.

Leave Early:

Students leaving class early (less than one hour) will be recorded as (LE) leave early. If a student leaves early and misses over one (1) hour, one half (1/2) or one (1) absence (as applicable to the class day) will be recorded. Three (3) leave earlys will accrue to equal one half (1/2) absence. Any combination of leave earlys or tardies that equals three (3) will accrue to equal one half (1/2) absence.

Inclement Weather:

When the student's assigned ICTC campus is closed, students are not expected to attend class/clinical.

Perfect Attendance:

Indian Capital has established a reward system for attendance in order to recognize students who maintain attendance standards expected by employers. A student who has perfect attendance will have no (0) absences and no more than two (2) tardies or leave earlys or a combination of both, not to exceed a total of two (2).

Make-up Work:

It is the student's responsibility to request make-up work from the instructor. Some work including class and clinical work is difficult to make-up, so the instructor may choose to assign written lessons at their discretion. Make-up work should be completed as directed by the instructor.

Withdrawal from School

The counselor on each campus is the designated person responsible for receiving and approving an official withdrawal. High school students must have prior approval from partner school administration.

A student must also withdraw from the cooperative enrollment program and college if the student is participating in the cooperative alliance program.

For all students, the last date attended will be considered the withdrawal date.

If the student has been disbursed financial aid and withdraws or drops from class, the student could be responsible for repayment to the school (as stated by ICTC's refund policy) and to the Title IV program. This could jeopardize future financial aid at ICTC and at other institutions if repayment is not made. The return of Title IV fund process will not be calculated unless the student's financial aid file is complete. The student has 30 days to complete their file. Students will automatically be

dropped after 10 consecutive days of non-attendance. (Policy FDC-R2)

Grading Systems

The determination of the student's academic grade is the responsibility of the student's instructor. The ICTC Grading System is based on the semester plan. A progress report will be distributed each quarter for all students. For high school students grades will be sent to home schools for recording each semester.

Regular attendance is an important part of a student's education. A student's grade should reflect not only test and/or hands-on-achievement, but also daily work habits, which include attendance and appropriate attire. The daily grade may be a percentage of the final grade.

Post-secondary students receiving financial aid must meet certain Financial Aid Guidelines as outlined in the Financial Aid Handbook. In the event standards are not met, financial aid will be withheld for the payment period. In order to be reinstated for financial aid, a student must pass the next grading period. If the accumulative standard is not met by the end of each semester, financial aid will be withdrawn.

Daily Grade

Daily points can be broken down into attendance, attire, and work completed, work readiness skills, etc., as the instructor so wishes. Instructors are encouraged to incorporate a daily grade into their grading matrix.

District Grading Policy

95-100 = A	80-83 = B-	67-69 = D+
90-94 = A-	77-79 = C+	64-66 = D
87-89 = B+	74-76 = C	60-63 = D-
84-86 = B	70-73 = C-	Below 60 = F

NG = No Grade Due to Attendance - 59% or actual grade below 59%

I = Incomplete

WP=Withdraw Passing, WF=Withdraw Failing

Full-time Adult Health Careers Grading Scale:

100 – 94 = A 4.0 93 – 87 = B 3.0 86 – 80 = C 2.0

WP=Withdraw Passing, WF=Withdraw Failing

Incomplete—course requirements not complete/pending

Minimum passing score is 80%

Below 80% constitutes a failing grade for theory courses. Clinical practice will be assigned a Grade of "pass" or "fail". No letter grade will be assigned. Students may only "fail" one clinical week per quarter in order to progress to the next quarter of study.

In order to be promoted to the next course of study, the student must have completed the previous course with an average score of 80% or higher in each theory course and have successfully completed any clinical course/component. In the event the student does not obtain an average of 80% in each course and/or does not satisfactorily complete the clinical course, he/she will not be admitted into the next course in the

career major and be required to withdraw. The determination of the student's academic grade is the responsibility of the student's instructor. (Policy EIA-R1)

Transfer Credit

Transcripts from other accredited institutions, colleges or military service will be evaluated and credit will be given for the appropriate units of instruction and will be approved by the appropriate administrator for the program in question.

Family Educational Rights and Privacy Act

(FERPA)

It is the policy of the ICTC Board of Education that the Director of each school will be the legal custodian of all student records for that school.

ICTC maintains an educational record for currently enrolled students and students previously enrolled. The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights in respect to the educational records of their minor children. The rights of parents transfer to the student at the age of 18.

- The right to inspect and review the student's educational records.
- The right to request an amendment to the student's educational records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to obtain a copy of the student records policy for ICTC.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the ICTC to comply with the requirements of FERPA.

The following student information is designated as Directory Information and may be released by the school, unless a written request for a non-disclosure is on file: Name, address, telephone number, dates of attendance, class, previous institutions attended, major field of study, awards, honors, degree(s) conferred. The educational records or school records include all materials directly related to a student, which a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, of which are not available to others are exempted from this definition.

The school will require a prior written consent before information may be divulged to third parties. An exception to this rule exists for school district employees who have a legitimate interest in viewing the records, as well as officials in other schools in which the student seeks to enroll.

When schools transfer records to new educational institutions, the school must notify parents of the transfer, and of their rights to review and contest the material. State and National educational organizations, which require student data for confidential research and statistical purposes, are exempted from the parental consent prerequisite. An exemption also

exists for material under court order. Parent must be notified of such order.

Any questions concerning parental and/or student rights and responsibilities under the Family Educational Rights and Privacy Act (FERPA) should be referred to the Director.

Student records are maintained by Indian Capital Technology Center in compliance with PL 93-380, the Federal Education Act of 1974. All students' records are available for inspection by the student. Students wishing to review their records must submit a written request to the Campus Director or designee. Within ten (10) working days of submission of the request, records will be made available to the student for inspection. In addition, the student may challenge any portion of the record.

Upon the student's request, the school will send an official transcript to any college or agency provided that: (1) a release of information form has been signed by the student, and (2) financial obligations to the school have been met (Policy FL-R).

Transfer and Release of Confidential Information

It is the policy of the ICTC Board of Education to adhere strictly to Oklahoma and Federal law concerning the transfer and release of confidential information including student records. For the purposes of this policy, "confidential information" means any information regarding a child receiving services supported in whole or in part by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is required by state or federal law or regulation to be maintained in a confidential manner. (Policy FLE)

Student Opportunities

Student Organizations

Student organizations are available to all ICTC students. Those offered include:

- SkillsUSA
- HOSA - Health Occupations Students of America
- BPA - Business Professionals of America
- FCCLA - Family Career and Community Leaders of America

These organizations afford the student the opportunity to develop leadership abilities and enhance personal development.

- NTHS (National Technical Honor Society)

Membership is extended to students who have distinguished themselves through leadership, academic scholarship, service, honesty, career development and skilled workmanship. Membership qualifications: 1) nominated by instructor, 2) maintain an "A" average, 3) have no more than three attendance points for a part-time enrollment or no more than six attendance points for full-time enrollment, and 4) membership in the local student organization if available.

On-the-Job Training

**(This policy is currently under review and is subject to change upon ICTC Board of Education approval.)*

Students are eligible to participate in on-the-job training as follows:

1. Full time adult student – beginning of the fourth nine weeks

2. Part time adult student – beginning of the second semester of the second year
3. High school students – beginning of the second semester of the second year
4. Students enrolled in a one year program – beginning of the fourth nine weeks

If a student changes from part time to full time or vice versa, the eligibility period will be determined by administration.

The job must be related to the training received in the ICTC program. The instructor will work out a training program and an understanding with the student's employer as to what the student will be doing on the job. An on-the-job training agreement will be completed and signed by all parties prior to the student starting the training. The student will be receiving credit for the on-the-job training and a reporting system will have to be maintained. Students will attend class at ICTC a minimum of one day per week while participating in the on-the-job training program, or maintain weekly contact as required by the instructor. The day they are to be in class will be listed on the agreement.

Students who do not comply with the agreement will have their on-the-job training privileges withdrawn. If a student should be fired or quit, the employer will notify the instructor immediately.

In order to qualify for participation, a student must:

1. Attain a minimum standard of achievement of a "C" average or above
2. Have a good attendance record and be on time for class
3. Have their instructor's recommendation
4. Fill out the appropriate form prior to going to on-the-job training.
5. Turn in weekly time sheets or will be counted absent and/or dropped after ten (10) days

Clinicals, job shadowing, mentoring, and related experiences are specific to the individual career major and subject to instructor, and administrative approval.

NOTE: ADULT STUDENTS WHO RECEIVE VETERAN'S BENEFITS CANNOT PARTICIPATE IN ON THE JOB TRAINING AS MONTHLY CHECKS WILL BE FORFEITED BECAUSE THERE ARE NO PROVISIONS FOR THIS THROUGH THE VETERANS ADMINISTRATION. (Policy FIA)

Safety & Wellness

Safety

The importance of safety cannot be over-emphasized. The instructor will insist that students wear quality eye protective devices when they are involved in a shop or laboratory situation that warrants eye safety devices. All practices that are considered good safety habits will be used. Students must score 100% on program specific safety tests before shop work will be permitted.

First Aid services are available to both students and staff. Students with special needs are referred to their personal physician or to agencies in the area. A well-planned safety

program is conducted at ICTC. Each area of instruction follows safety practices appropriate to that program and are in compliance with the Occupational Safety and Health Act (OSHA).

Accident Insurance

The ICTC Board of Education does not assume the responsibility for the payment of hospital or doctor fees. The board highly recommends that those students who are not covered under family insurance and hospitalization plans purchase an accident policy.

It is the policy of the ICTC Board of Education to select a reputable insurance company through which parents and/or students may purchase accident insurance. Insurance programs may also be provided through the local high school. The purchase of such insurance is entirely within the discretion of parents and/or students. However, each student is required to have accident insurance or a statement signed by the parent(s) or guardian releasing the school of all liability in case of an accident. The public schools may not legally pay medical bills for students. In making accident insurance available, the school district assumes no obligation or liability as agent or representative of any insurance company or agency.

Visitors

It is the policy of the ICTC Board of Education that all visitors to any school facility obtain a visitor's pass at the building Director's office. Parents are requested not to send or allow siblings to visit students in the classroom.

The Administrator or Director of any school shall have the authority to order any person out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. Any person who refuses to leave the school building or grounds after being ordered to do so by the Superintendent or Director, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment as stipulated in the State Law.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy School Visitors (Grievance/Appeal Process).

School Visitors (Grievance/Appeal Process)

Any person who has been removed from this institution shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the Board of Education by their receipt of a copy of this policy.

Contagious and Infectious Diseases

Students having any communicable diseases are not permitted to remain in school, unless specifically authorized by a doctor. In all cases, the State Board of Health governs by the order of the local health offices or school officials.

Acquired Immune Deficiency Syndrome (AIDS)

The ICTC Board of Education believes that its primary responsibility is to provide the opportunity for an education to each school-age child who resides within this district and who is qualified under Oklahoma law to attend school.

Acquired Immune Deficiency Syndrome (AIDS) is a disease in which the body's immune system is impaired by the Human Immunodeficiency Virus (HIV). The virus leaves its victim unable to fight off infections. As a result, persons with AIDS are susceptible to serious secondary infections, such as pneumonia and certain malignancies. Some, but not all, persons infected with HIV develop AIDS.

To assist the school district and infected students, it is the policy of this Board of Education that students who have contracted AIDS, or students who are infected with HIV will not be denied educational opportunities. (Policy FFAAB)

Reporting Suspected Child Abuse and/or Neglect

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone or in person followed by a written report. The employee shall also inform the building principal who will advise the superintendent that the report was made using Form FFG-E.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees. Any person(s) who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might

otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report. (Policy FGG, FFG-E)

Hazing

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the Board of Education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees. (Policy FNCC)

Asbestos Management

In response to the Asbestos Hazard Emergency Act, P.L. 519, and the Environmental Protection Agency (E.P.A.), ICTC has completed a survey of its buildings for asbestos-containing materials and all district facilities are asbestos-free.

The management plan (results of the survey) is available for your viewing during regular office hours in the office of the director on each campus.

HELPFUL RESOURCES

Local Referral Agencies

Tahlequah "Help In Crisis"918-456-4357

Monarch (Muskogee).....	918-683-0124
Green Country Behavioral Health Services ...	918-682-8407
Stilwell "Help In Crisis"	918-696-6865
Wilma Mankiller Clinic	918-696-8830
State Department of Mental Health and Substance Abuse Services	405-522-3908
National Help Line	1-800-262-2163
Alcohol and Other Prevention.....	www.edu.org/hec/
OK Dept. of Human Services	1-800-522-3511
People Inc. (Sallisaw).....	918-775-7787
Health and Wellness Center (Sallisaw).....	918-790-2653
CREOKS (Tahlequah)	918-207-0078

Website Resources

Indian Capital Technology Center
<http://www.ictctech.com>

Oklahoma State Department of Career and Technical Education
<http://www.okcareertech.org/>

Oklahoma State Department of Education
<http://www.ok.gov/sde/>

Veterans Benefits
<http://www.gibill.va.gov>

Federal Student Aid Website
<http://www.fafsa.ed.gov>

Federal Student Aid informational page
<http://studentaid.ed.gov>

Oklahoma Career Information System
<http://www.okcis.intocareers.org>

College Navigator
<http://nces.ed.gov/collegenavigator/>

Financial Aid

The fundamental purpose of the financial aid office is to provide assistance for financially disadvantaged students who, without such aid, would be unable to further their education. Financial assistance includes grants, scholarships, and tuition fee waivers. The primary responsibility for financing education lies first with the student and the student's family (parents or spouse).

Financial aid is awarded to the student according to institutional policies and federal regulations on the basis of need and ability to benefit from the training without regard to age, ethnicity, religion, or gender. Information on any of the available financial aid programs may be obtained from the school office and online. When a student has a need of financial assistance, arrangements should be made prior to the beginning of the student's training. Every effort will be made to meet the student's need through a variety of available financial assistance programs. Grants and scholarships, as well as assistance from other agencies are available to assist most students. Students who are sponsored by an agency or

organization shall be responsible for providing an approval letter or voucher from that agency to the financial aid office no later than two weeks after the first day of class. It is the student's responsibility to keep the financial aid office informed of any changes in their address and enrollment status.

Federal PELL Grant

The Federal PELL Grant Program is an entitlement program in which a student's eligibility is determined by a standard formula computed by the U.S. Department of Education.

Federal PELL Grant awards are based on family size, income, and assets of the student and family, and on the actual number of clock hours attended by the student. A Federal PELL Grant is an award to help undergraduates pay for their education after high school. For the Federal PELL Grant Program, an undergraduate is one who has not earned a Bachelor's degree. Any adult student may apply by going online at www.fafsa.ed.gov or for individual assistance, make an appointment with the Financial Aid Office listed above.

A student is eligible for a Federal PELL Grant if he or she:

- Is a U.S. citizen or eligible non-citizen
- Is registered with Selective Service (male only, at least 18 years of age)
- Does not already have a B.S. or B.A. degree.
- Has financial need as determined by the Department of Education.
- Enrolled as a regular student in an eligible program.
- Is attending at least 12 clock hours per week.
- Is working toward a certificate.
- Has a high school diploma or GED or has met the requirement for the 'Ability to Benefit' prior to July 1, 2012
- Is not in default on any student loan previously received and does not owe a refund on any student grant previously received.
- Has completed verification: If selected by the Department of Education
- Is not incarcerated in a Federal or State Penal institution
- Has not been convicted of possessing or selling an illegal drug that occurred during a period of enrollment for which the student was receiving Title IV aid.
- Signs a statement of updated information, Registration status, Anti-Drug Abuse Act Certification, Education purpose/statement of refunds and defaults.
- Student will not be entitled to receive Federal PELL Grant payments from more than one institution concurrently

Criteria for Selecting Recipients from Group of Eligible Applicants

- All eligible students in a Title IV approved course will be awarded.

Federal Pell Grant Eligibility

To be eligible for Federal PELL Grant, a student must have an eligible Federal PELL Grant Index number called the 'Expected Family Contribution' (EFC). The neediest student will have an EFC of zero and may be eligible for the maximum award. As the EFC increases, the amount of the award decreases. The EFC is printed on the Student Aid Report, which is the official notice of the student's eligibility (or ineligibility) for a Federal PELL Grant.

The EFC is computed by the Central Processing System in Iowa and is based on the information reported by the student on the financial aid applications.

Criteria for Determining Amount of Student Aid Grant:

- Expected Family Contribution (EFC).
- Tuition and book cost for the program plus living allowances (dependent or independent student)
- Enrollment status of the student (i.e., full-time or half-time)
- Length of program and length of time student is enrolled

Verification Policy

If an application for federal aid is selected for verification, an asterisk (*) will appear by the EFC number and comments will appear on Part One of the Student Aid Report and comments listed will address the verification requirements. The student will be notified of required documents for review and will have 30 days to return requested information to the Financial Aid Office. The student must return all verification forms requested before final award and disbursements will be made. Cases of suspected fraud will be referred to the Regional Office of the Inspector General if they cannot be resolved locally. Information that may be required for verification:

- Family Household Size
- Number of family members attending post-secondary educational institutions at least half-time
- Receipt of SNAP benefits (Food Stamps)
- Child Support Paid (if applicable)
- Adjusted Gross Income
- U.S. Income Tax Paid
- Income earned from work (if not filing an IRS tax return)
- Tax-Exempt Interest Income
- Untaxed Portions of Pensions & IRA Distributions
- IRA Deductions & Payments
- Education Credits
- Receipt of HS Diploma or Transcript
- Identity/Statement of Education Purpose
- Certain untaxed income

Satisfactory Academic Progress (SAP)

Students are considered to be making satisfactory academic progress at the time of enrollment. Satisfactory academic progress will be checked for each student receiving financial aid at the end of each payment period (525 hours). Unsatisfactory academic progress will result in the student losing eligibility to receive student financial aid. The student would be notified of this in writing should this occur.

Qualitative Standards

Students must maintain a cumulative grade of "C-" or better. All students should refer to their student handbook for the ICTC academic grading policy.

Quantitative Standards

Students must show adequate pace of progression toward graduation from their career major. Pace of progression is cumulative, and is calculated by the number of clock hours completed divided by the number of clock hours attempted. A student's pace of progression should not be less than 67%, 351 hrs. completed, each payment period in order to finish their

course within the maximum time frame. The maximum timeframe that a student should not exceed is 150% of the published length of the career major in which the student is enrolled. [For example, a student enrolled in a 1050 clock hour career major that is scheduled to last 10 months will not be allowed longer than 15 months to complete the career major. This 15-month time frame would not include the summer months when class is not in session.

All coursework will be counted toward the completion of the program of enrollment regardless of receiving funding from financial aid.

Disbursement of Federal Pell Funds

The first disbursement of funds to new students requires no progress check, provided, the first disbursement is issued during the first semester or payment period of training. In order to be eligible to continue receiving financial aid, a student must be making satisfactory progress toward the completion of their course of study. Attendance is extremely important at ICTC. Attendance is a part of the student's daily grade and also a determination when a student is eligible for disbursement of funds. The number of clock hours completed will be reviewed prior to second or subsequent disbursements to verify 90% attendance of the previous payment period has been maintained.

Disbursement Dates and Schedules

It is the policy of ICTC to inform students of the disbursement dates. The student will be notified during the award process. Scheduled disbursement dates are posted outside the financial aid office on each campus. Pell checks are disbursed once in a semester. If eligible, Oklahoma Tuition Aid Grant (OTAG) checks are disbursed once a semester.

Requirements for Reinstatement of Financial Aid

A student whose financial aid has been terminated may apply for aid to be reinstated once the student has completed one semester or grading period of training in an approved program with a semester grade of "C-" or better. A student whose financial aid has been terminated is responsible for paying balance in full.

Any student receiving Title IV aid that is suspended from school will be terminated from financial aid for at least one semester.

Students will automatically be dropped after 10 consecutive days of non-attendance.

Financial aid recipients who have been disbursed funds and, withdraws or drops at or before the 60% point of any payment will likely owe a repayment of financial aid funds disbursed. The 60% point of time normally falls somewhere within the 10th week of class.

If a student must withdraw from ICTC for personal reasons, the student may reapply for financial aid if the student is able to return to school at a later date. Students who return to school within the same award year or at a later date may reapply for Title IV aid (if necessary) and will be eligible to receive further disbursements providing they complete all hours in the

previous payment period and are making satisfactory academic progress and are in compliance with all other guidelines of Title IV policies.

If a student withdraws or is dropped by the school before receiving Title IV aid for which the student was otherwise eligible, the Federal PELL Grant post-withdrawal disbursements for the student may be delayed at least one month in order to determine the percentage of the grant the student may receive for living expenses and the percentage of the grant the school may keep for tuition, fees, and books based on the hours the student actually attended.

Return of Title IV Policy

PELL Grant, when a student withdraws or drops from a program:

1. Federal law now specifies how a school must determine the amount of Federal financial aid* that a student earns if he/she withdraws, drops out, is dismissed, or takes a leave of absence prior to completing more than 60% of a payment period.
2. The amount of Federal financial aid assistance that the student earns is determined on a prorated basis. Once the student has completed more than 60% of the payment period or period of enrollment, all financial aid assistance is considered to be earned. Percent earned = Number of clock hours completed up to the withdrawal date.** Total clock hours in the payment period or period of enrollment
Percent unearned = 100% minus percent earned
3. When a student receives federal financial aid in excess of earned aid, the school returns the lesser of: Institutional charges multiplied by the unearned percentage, or Title IV federal financial aid disbursed multiplied by the unearned percentage. The student returns: any remaining unearned aid not covered by the school (any grant amount the student has to return is a grant overpayment, and arrangements must be made with the school or Department of Education to return the funds).
4. The student can be billed for funds the institution is required to repay.

*Federal financial aid includes the Federal Pell Grant

** Withdrawal date is defined as the student's last date of attendance as determined by the institution from its attendance records. This also includes students who do not return from an approved leave of absence.

NOTE: Treatment of Title IV funds will not be calculated for those students whose financial file is incomplete (missing or incomplete documents such as: incomplete verification, proof of ability to benefit, and unsigned or incomplete documentation).

Oklahoma Tuition Aid Grant

The Oklahoma Tuition Aid Grant (OTAG) may cover up to 50 percent of your tuition costs depending upon your eligibility. This Grant is administered by the Oklahoma State Regents for Higher Education. The application for OTAG is the same application for PELL. The information from the PELL application

is sent to the state you show as legal residence. OTAG deadline is stated on the front of the PELL application.

Eligibility requirements for OTAG:

- Legal residence in Oklahoma for at least one full year.
- Financial Need - EFC under 1700
- Enrolled in a full-time or half-time basis in an eligible program as currently defined for Federal Title IV student financial aid programs.
- Complete the FAFSA application before March 1st for primary consideration.

Other Assistance

Veterans Administration

Veteran's educational benefits through the GI BILL, provide a monthly allowance to help eligible veterans meet the cost of education and living expenses while in training. The school's costs of attendance (tuition, books, and supplies) are expected to be paid first. Students should bring a copy of their DD-214 for application. Most of our day classes qualify for Veteran's Benefits. For Vocational Rehabilitation through the V.A., contact your assigned Vocational Rehabilitation counselor:

Veterans Administration Regional Office
Corner of Main Street & Okmulgee Avenue
Muskogee, OK 74401
PH 1-888-442-4551
www.benefits.va.gov/gibill/

Workforce Investment Act (WIA)

This program provides job training and employment opportunities for economically disadvantaged, unemployed, and under-employed people. The program also provides retraining for certain people unemployed as a result of plant closing or layoff (Dislocated Worker). Job training programs include occupational training, on the job with private employers, youth employment training (under 21 years of age) programs, literacy training, and others.

Muskogee County - 918-682-3364
Adair County - 918-696-6608
Cherokee County - 918-456-8846
Sequoyah County - 918-775-5541

Tribal Assistance

The Bureau of Indian Affairs Training and Employment Center offers educational assistance if you can provide your Tribal Agency with proof of residence in Oklahoma, income for your household, and Indian descent (CDIB card).

Cherokee Nation
P.O. Box 948
Tahlequah, OK 74465
PH 918-456-0671
Stilwell 918-696-3124
Sallisaw 918-775-6226

Creek Nation
Box 580
Okmulgee, OK 74447
1-800-482-1979

Vocational Rehabilitation Services

The Vocational Rehabilitation program is for individuals who have a physical or mental disability that is an obstacle to employment. Assistance may include tuition, books, and supply cost. Contact the Vocational Rehabilitation Department:

Muskogee - 918-781-4150

Tahlequah - 918-456-6193

Nursing Student Assistance Program

The Nursing Student Assistance program is for the Practical Nursing student and is administered by Physician Manpower Training Commission. Applications can be picked up in the Financial Aid Office or Practical Nursing Office.

Muskogee Regional Medical Center Auxiliary (MRMC)

M.R.M.C. (Muskogee Regional Medical Center Auxiliary) is for the Practical Nursing student. A limited number of scholarships and interest-free loans are made to qualified applicants. You must have a letter of acceptance from the P.N. Program to apply.

Scholarship Opportunities

Indian Capital Technology Center Foundation

ICTC Foundation awards scholarships to students who may not qualify for other assistance. Awards are based on need and commitment demonstrated during the current school year.

Charles Williams Scholarship - Muskogee Campus

The Charles Williams Scholarship available on the Muskogee campus of ICTC is for adult enrollment only in Automotive Service Technology.

The CareerTech Foundation

The CareerTech Foundation awards scholarships to students who may not qualify for other assistance. Awards are based on need and commitment demonstrated during the current school year.

Senior Scholarship

The Senior Scholarship program is open to any recent high school senior/graduate, within the Indian Capital Technology Center district. The \$918.75 tuition waiver offers the high school senior the opportunity to attend ICTC the following year they graduate high school See the counselor for more details.

Other Resources

Below are links to additional resources for scholarships.

www.SchoolSoup.com

www.fastweb.com

www.ictctech.com/financialaid.htm

ICTC Career Majors

Auto Collision Repair Technology Collision Repair Technician

CAMPUS: **MSK TAH**

Instructors: K. Baize, D. Collins, B. Sprague

Career Cluster: Transportation, Distribution & Logistics

Career Pathway: Automotive Collision Repair

- Assess, estimate, repair, and refinish the body and interior of damaged vehicles
- Straighten and replace damaged parts using modern welding, sanding, masking, and painting procedures
- Utilize professional techniques of metal and adhesive repair

Career Focus: Prepared for further education, advanced certifications, and immediate employment

Introduction to Collision Repair Technology	45
Auto Collision Trim & Hardware	30
Auto Collision Non-Structural Metal Straightening/Repair	90
Auto Collision MIG (GMAW) Welding	105
Automotive Body Panel Adjustment & Alignment	45
Refinish Preparation	105
Refinish Application	120
Refinish Color Adjustment	75
Refinish Blending & Painting Defects	45
Auto Collision Plastic Component Repair & Replacement	60
Automotive Glass Replacement	60
Auto Collision Damage Analysis	75
Auto Collision Squeeze-Type Resistant Spot Welding (STRSW)	15
Auto Collision Structural Repair	90
Automotive Detailing	60
Workforce Staging	30

Total hours of instruction **1050**

Auto Service Technology Automotive General Services Technician

CAMPUS: **MSK SAL STL TAH**

Instructors: D. Barnhill, A. Theodore, R. Lowe, J. Fletcher, J. Blankenship

Career Cluster: Transportation, Distribution & Logistics

Career Pathway: Automotive Collision Repair

- Diagnose, maintain, and repair a wide range of vehicles
- Use advanced diagnostic and repair equipment to troubleshoot complex automotive systems
- Work with automotive experts

Career Focus: Prepared for immediate employment and further education

Introduction to Automotive Services	45
Automotive Brakes Introduction I	30
Automotive Brakes Fundamentals II	60

Automotive Brakes Advanced III	30
Automotive Engine Performance Introduction	45
Automotive Engine Performance Fundamentals II	180
Automotive Electrical/Electronics Introduction I	45
Automotive Electrical/Electronics Fundamentals II	90
Automotive Electrical/Electronics Advanced III	105
Automotive Steering & Suspension Introduction I	15
Automotive Steering & Suspension Fundamentals II	75
Automotive Steering & Suspension Advanced III	45
Automotive Heating & Air Conditioning Introduction I	15
Automotive Heating & Air Conditioning Fundamentals II	30
Automotive Heating & Air Conditioning Fundamentals III	60
Automotive Engine Repair Introduction I	15
Automotive Engine Repair Fundamentals II	105
Automotive Manual Drive Train & Axle Introduction I	15
Automotive Automatic Transmission Introduction	15
Workforce Staging	30

Total hours of instruction **1050**

Business Management & Administration Administrative Assistant

CAMPUS: **TAH**

Instructors: J. Fisher

Career Cluster: Business Management & Administration

Career Pathway: Administrative & Information Support

- Perform a wide range of responsibilities in legal, medical, and general business office environments
- Use advanced software applications and effective business techniques to complete innovative project simulations
- Integrate ethical standards, confidentiality, and professionalism in all interactions

Career Focus: Prepared for immediate employment and further education

Fundamentals of Technology	120
Fundamentals of Administrative Technologies	120
Administrative Technologies II	120
Office Administration & Management	120
Career Major Capstone	210
Accounting I	120
Business Management & Supervision	120
Customer Assistance	120

Total hours of instruction **1050**

Business Management & Administration Executive Administrative Assistant

CAMPUS: MSK STL

Instructors: A. Mullins, A. Martin

Career Cluster: Business Management & Administration

Career Pathway: Administrative & Information Support

- Perform a wide range of responsibilities in legal, medical, and general business office environments
- Use advanced software applications and effective business techniques to complete innovative project simulations
- Integrate ethical standards, confidentiality, and professionalism in all interactions

Career Focus: Prepared for immediate employment and further education

Fundamentals of Technology	120
Fundamentals of Administrative Technologies	120
Office Administration & Management	120
Administrative Technologies II	120
Customer Assistance	120
Accounting I	120
Computerized Accounting	120
Career Capstone	210
Total hours of instruction	1050

Business Management & Administration Medical Insurance Coder

CAMPUS: MSK STL

Instructors: A. Mullin, A. Martin

Career Cluster: Business Management & Administration

Career Pathway: Administrative & Information Support

- Perform a wide range of responsibilities in a medical office environment
- Use advanced software applications and effective business techniques to complete innovative project simulations
- Integrate ethical standards, confidentiality, and professionalism in all interactions

Career Focus: Prepared for immediate employment and further education

Fundamentals of Technology	120
Fundamentals of Administrative Technology	120
Foundations of Medical Office/Medical Terminology	180
ICD9-CPT Coding	180
Patient Billing	180
Medical Insurance	180
Career Major Capstone	120
Total hours of instruction	1080

Business Management & Administration Legal Office Assistant

CAMPUS: TAH

Instructor: J. Fisher

Career Cluster: Business Management & Administration

Career Pathway: Administrative & Information Support

- Perform a wide range of responsibilities in a legal office environment
- Use advanced software applications and effective business techniques to complete innovative project simulations
- Integrate ethical standards, confidentiality, and professionalism in all interactions

Career Focus: Prepared for immediate employment and further education

Fundamentals of Technology	120
Fundamentals for the Legal Office	180
Legal Office Procedures	180
Advanced Computer Apps for the Law Office	180
Advanced Legal Communications	180
Legal Specialties	180
Career Major Capstone	120
Total hours of instruction	1140

Business Management & Administration Medical Office Assistant

CAMPUS: MSK STL TAH

Instructors: A. Mullin, A. Martin, J. Fisher

Career Cluster: Business Management & Administration

Career Pathway: Administrative & Information Support

- Perform a wide range of responsibilities in a medical office environment
- Use advanced software applications and effective business techniques to complete innovative project simulations
- Integrate ethical standards, confidentiality, and professionalism in all interactions

Career Focus: Prepared for immediate employment and further education

Fundamentals of Technology	120
Fundamentals of Administrative Technologies	120
Foundations of Medical Office/Medical Terminology	180
Patient Billing	180
Medical Insurance	180
Business, Management & Administration Capstone	270
Total hours of instruction	1050

Business Management & Administration

EAST: Project Manager

CAMPUS: SAL

Instructor: J. Keith

Career Cluster: Business Management and Administration

Career Pathway: Management

- Use critical-thinking to develop solutions to problems within their communities
- Develop and create project-based learning experiences on their own

Career Focus: Prepared for immediate employment and further education

Fundamentals of Technology	120
Multimedia & Image Management Techniques	120
Fundamentals of Project Management	120
Business Communications	120
Advanced Project Management	120
Collaboration in Problem Based Learning	120
Principles of Visual Communication	120
Career Capstone Experience	120

Total hours of instruction **960**

Carpentry

Residential/Commercial Carpenter

CAMPUS: MSK SAL TAH

Instructors: K. Henry, M. DeShazo, D. Maxwell

Career Cluster: Architecture and Construction

Career Pathway: Construction

- Build an upscale residential home from the ground up
- Interpret blue prints and building specifications for construction projects
- Operate a variety of professional grade power tools

Career Focus: Prepared for immediate employment, advanced certifications and further education

Construction Core	120
Introduction to Carpentry	30
Building Materials, Fasteners, & Adhesives	15
Hand & Power Tools	15
Plan Reading & Elevations	30
Floor Systems	30
Wall & Ceiling Framing	60
Roof Framing	30
Stairs	15
Introduction to Windows & Exterior Doors	15
Concrete & Reinforcing Materials	15
Roofing Applications	60
Thermal & Moisture Protection	15
Exterior Finishing	45
Workforce Staging	30
Residential Exterior Trim & Roof	60
Metal Stud Framing	45

Installation of Interior Doors	15
Windows, Doors, Floors & Ceiling Trim	30
Cabinet Installation	30
Drywall Installation	45
Drywall Finishing	45
Suspended Ceilings	30
Basic Finishing Techniques	15
Residential Plans & Drawing Interpretation	15
Site Layout One - Distance Measurement & Leveling	30
Light Equipment in Construction	15
Metal Building Concepts	15
Becoming a Crew Leader	15
Workforce Connection	120

Total hours of instruction **1050**

Construction Technology

Introduction to Construction

Trades

CAMPUS: STL

Instructor: J. Thompson

Career Cluster: Architecture and Construction

Career Pathway: Construction

- Explore all of the construction areas with major emphasis in Electricity, Plumbing, Carpentry & HVAC
- Work with highly skilled construction tradesmen to prepare for a career in today's construction technologies
- Interpret & troubleshoot blueprints & building specifications for construction projects

Career Focus: Prepared for immediate employment, apprenticeships, and further education

Construction Core	120
Site Layout One - Distance Measurement & Leveling	30
Floor Systems	30
Wall & Ceiling Framing	60
Roofing Applications	60
Introduction to Plumbing	30
Plumbing Measurements & Drawings	30
Plumbing Tools	15
Plastic Pipe & Fittings	15
Cast Iron Pipe & Fittings	15
Fixtures & Faucets	15
Water Distribution, Drain, Waste, & Vent Systems	60
Water Supply Piping	45
Introduction to HVACR: Safety, Tools, & Equipment	30
Piping & Piping Practices	45
Electricity for HVAC/R	60
HVAC/R System Installation & Start-Up (Residential)	120
Residential Wiring Methods	240
Working in the Green Environment	15
Copper Pipe & Fitting	15

Total hours of instruction **1050**

Cosmetology

Cosmetologist

CAMPUS: MSK

Instructor: V. McClure

Career Cluster: Human Services: Personal Care Services

- Evaluate, recommend, and create hair designs to exceed client expectations
- Use advanced techniques to deliver a wide range of skin care and nail treatments
- Experience a full-service interactive salon environment

Career Focus: Prepared for immediate employment, advanced licensure, and further education

Introduction to Cosmetology	150
Shampoo/Conditioning/Rinses	60
Hairstyling	390
Haircutting	180
Basic Manicure/Pedicure	90
Hair Texture Chemical Restructuring	240
Hair Coloring	120
Basic Facials	30
Lash & Brow Tinting & Arching	30
Scalp Treatments	30
Customer Services/Shop Management	180

Total hours of instruction **1500**

Culinary Arts

Culinary Hospitality Assistant

CAMPUS: MSK

Instructor: G. Belton

Career Cluster: Hospitality & Tourism

Career Pathway: Restaurant Food & Beverage Services

- Create gourmet foods, cakes, and pastries with artistic presentation
- Plan, prepare, and serve meals for upscale events and casual dining
- Work with professional chefs

Career Focus: Prepared for immediate employment and further education

Introduction to Culinary Arts	65
Safety, Sanitation & Tools	65
Foundations in Culinary I	65
Foundations in Culinary II	65
Culinary Business & Management Principles	65
Foundations in Baking I	65
Foundations in Baking II	65
Nutrition & Healthy Cooking Techniques	70
Entrepreneurship & Employment Skills	70
Hospitality & Service Techniques	65
Garde Manger for the Culinary Hospitality Assistant	65
Intermediate Culinary Skill Development I	65
Intermediate Culinary Skill Development II	65

Intermediate Baking & Pastry Skill Development	65
International Cuisines	65
FACS Ed Capstone	125

Total hours of instruction

1110

Criminal Justice

Criminal Justice Officer

CAMPUS: TAH

Instructor: J. Wells

Career Cluster: Law, Public Safety, Corrections & Security

Career Pathway: Law Enforcement Services

- Receive hands-on training in criminal law, investigative procedures, and defensive tactics to protect the general public against criminal threats and acts of violence.
- Use critical thinking to analyze data used to identify and apprehend suspects at local, state, and federal levels.
- Work with professional law enforcement officials in an exciting high-demand career.

Career Focus: Prepared for immediate employment, apprenticeship completion, advanced certifications and further education

Intro to Criminal Justice	30
Tactical and Interpersonal Communications	30
Police Function and Fundamentals	45
Criminal Law	30
CLEET Phase I	30
CLEET Phase II	30
Criminalistics & Intro to Forensic Science (Forensics I)	60
Law Enforcement Equipment	30
Criminal Evidence	30
Defensive Tactics for Law Enforcement	90
Bio Terrorism	15
Criminal Procedure	30
Executive Protection	60
Workforce Staging	30
Criminal Justice Internship	390

Total hours of instruction

1050

Drafting

CAD Technician Mechanical

CAMPUS: MSK

Instructor: S. Barnes

Career Cluster: Manufacturing

Career Pathway: Manufacturing Production Process Development

- Create advanced blueprints and schematics using the same equipment and software as professional architects, engineers, and construction managers
- Use critical-thinking to solve unique product and system design challenges
- Develop a comprehensive portfolio with computerized architectural and mechanical drafting designs

Career Focus: Prepared for immediate employment and further education

Fundamentals of Computer Aided Drafting & Design	120
Drawing & Document Management	45
Principles of CAD Design	165
Engineering Computer Aided Drafting & Design	150
Manufacturing Computer Aided Drafting & Design	150
Presentation Graphics Animation	210
CAD Mechanical Level 1	60
CAD Mechanical Level 2	60
CAD Mechanical Level 3	60
Workforce Staging	30

Total hours of instruction 1050

Electricity

Electrician's Assistant

CAMPUS: MSK

Instructor: R. Henry

Career Cluster: Architecture and Construction

Career Pathway: Construction

- Design, stage, and install commercial and residential electrical wiring for power control systems from rough in to finish
- Use logical thinking and math to interpret blue prints and layout design
- Troubleshoot analog and digital circuits for safe and efficient operation

Career Focus: Prepared for immediate employment with an electrical contractor, apprenticeship completion, advanced certifications and further education

General Construction Safety & First Aid	30
Electrical Safety in Construction	15
Electrical Theory in Construction	120
Electrical Schematic & Blueprint Reading in Construction	45
Electrical Power & Hand Tools & Equipment in Construction	30
Direct Current Circuits in Construction	60
Alternating Current Circuits in Construction	90
National Electrical Code in Construction	120
Residential Wiring Methods	240
Workforce Staging	30

Motor Theory & Operation in Construction	30
Motor Control Wiring in Construction	30
Programmable Logic Controllers in Construction	90
Commercial Wiring Methods	120

Total hours of instruction 1050

Graphic Communications

Graphic Artist & Printing Production Technician

CAMPUS: MSK

Instructor: C. Miller

Career Cluster: Arts, Audio/Video Technology & Communication

Career Pathway: Visual Arts

- Design, produce, and deliver unique interactive visual communications
- Create dynamic graphics for prints and electronic publishing
- Use the same printing equipment, computer hardware, and design software as professional printers and graphic artists

Career Focus: Prepared for immediate employment, advanced certifications and further education

Safety I	15
Introduction to Graphic Communications	120
Computer Fundamentals	45
Typography	45
Copyright Law	15
Graphic Design Mathematics	15
Design & Color Principles	60
Drawing/Illustration	120
Digital Page Layout	180
Digital Image Manipulation	120
Digital File Prep	60
Digital File Output	45
Screen Printing	30
Finishing Operations	45
Vinyl Signage	60
Professional & Personal Development	15
Workforce Staging	60

Total hours of instruction 1050

Heating, Ventilation, & Air Conditioning Residential HVAC Technician

CAMPUS: MSK SAL TAH

Instructors: D. Mabry, K.C. Eubanks, J. Sherrill

Career Cluster: Architecture and Construction

Career Pathway: Maintenance & Operations

- Design, fabricate, and install many types of HVAC and refrigeration components
- Troubleshoot and repair advanced residential and commercial systems
- Use logical thinking to interpret blueprints, electrical schematics, and operational sequence charts

Career Focus: Prepared for immediate employment, advanced certifications and further education

Intro to HVAC/R Safety, Tools & Equipment	30
Principles of Thermodynamics & Heat Transfer	60
Piping & Piping Practices	45
Electricity for HVAC/R	60
HVAC/R Controls	45
HVAC/R Solid State Electronics	30
Load Calculations	15
Refrigerant System Components	90
Air Conditioning Systems	120
Refrigerants & Lubricants	15
Refrigerant Recovery	15
Refrigerant Retrofits	15
Heat Pumps	30
Heating Systems	120
Air Handling	45
HVAC/R System Installation & Startup (Residential)	120
HVAC/R System Servicing & Troubleshooting Residential	90
Indoor Air Quality	15
HVAC/R Preventive Maintenance	15
HVAC/R Codes, Regulations, & Standards	30
Professional Service	15
Workforce Staging	30

Total hours of instruction **1050**

Heating, Ventilation, & Air Conditioning Residential HVAC Technician/Mechanical Journeyman

CAMPUS: MSK

Instructors: D. Mabry

Career Cluster: Architecture and Construction

Career Pathway: Maintenance & Operations

- Design, fabricate, and install many types of HVAC and refrigeration components
- Troubleshoot and repair advanced residential and commercial systems
- Use logical thinking to interpret blueprints, electrical schematics, and operational sequence charts

Career Focus: Prepared for immediate employment, advanced certifications and further education

Intro to HVAC/R Safety, Tools & Equipment	30
Principles of Thermodynamics & Heat Transfer	60
Piping & Piping Practices	45
Electricity for HVAC/R	60
HVAC/R Controls	45
HVAC/R Solid State Electronics	30
Load Calculations	15
Refrigerant System Components	90
Air Conditioning Systems	120
Refrigerants & Lubricants	15
Refrigerant Recovery	15
Refrigerant Retrofits	15
Heat Pumps	30
Heating Systems	120
Air Handling	45
HVAC/R System Installation & Startup (Residential)	120
HVAC/R System Servicing & Troubleshooting Residential	90
Indoor Air Quality	15
HVAC/R Preventive Maintenance	15
HVAC/R Codes, Regulations, & Standards	150
Professional Service	15
Workforce Staging	30
Workforce Connection	120
Workforce Induction	1020

Total hours of instruction **2310**

Heavy Equipment Heavy Equipment Operator/CDL

CAMPUS: **TAH**

Instructors: K. Fisher, W. Ryals

Career Cluster: Architecture and Construction

Career Pathway: Construction

Operate heavy equipment in a variety of construction environments

Troubleshoot, repair, and maintain construction equipment
Use critical thinking and math skills to interpret blueprints for effective surveying and excavation

Career Focus: Prepared for immediate employment, advanced certifications and further education

Construction Core	120
Introduction to Heavy Equipment	45
Grades	45
Heavy Equipment Safety	30
Basic Equipment Operational Techniques	75
Introduction to Earth Moving Equipment	30
Tractor/Backhoe Operations	100
Dozers	100
Excavators	150
Finishing & Grading Methods	85
Soils	45
Workforce Staging	30
Truck Driver Applied Driving Skills	75
Truck Driver Safety Operating Practices	50
Truck Driver Basic Operation	70
Total hours of instruction	1050

Hospitality & Lodging Management Hospitality Manager

CAMPUS: **MSK**

Instructor: A. Heard

Career Cluster: Hospitality & Tourism

Career Pathway: Lodging

- Work in the exciting hospitality, tourism, and entertainment industries in a wide variety of roles
- Team with hospitality professionals to provide high-quality customer service and fun experiences
- Manage profit-enhancing sales and merchandising plans for hospitality operations

Career Focus: Prepared for immediate employment and further education

Introduction to Hospitality & Tourism	60
Introduction to Lodging	60
Lodging Management I	120
Lodging Management II	120
Leadership & Management	60
Food & Beverage Services	120
Marketing Fundamentals	120
Business & Marketing Communications	60
Lodging Internship	60
Workforce Staging	45
Orientation and Safety	45
Event and Project Planning Management	120
Hospitality Business Management	60

Total hours of instruction **1050**

Information Technology Enterprise Network Associate

CAMPUS: **MSK TAH**

Instructors: T. Pouncil, B. Manning

Career Cluster: Information Technology

Career Pathway: Network Systems

- Build, upgrade, diagnose, and repair computers
- Work with information technology (IT) specialists to design, install, and troubleshoot complex computer and network systems
- Use professional help-desk strategies to meet a wide range of client needs while using network routing, switching, and advanced technologies

Career Focus: Prepared for further education, advanced certifications (CompTia A+ and Network +, Cisco CCENT and CCNA) and immediate employment

Fundamentals of Technology	120
Computer Repair and Troubleshooting I	120
Computer Repair and Troubleshooting II	120
Network and Routing Fundamentals	225
Routing, Switching and WAN Technologies	225
Career Major Capstone	240

Total hours of instruction **1050**

Machine Tool Technology Manufacturing Technician

CAMPUS: MSK

Instructor: F. Barrett

Career Cluster: Manufacturing

Career Pathway: Production

- Use advanced computer technology to manufacture unique products for a wide range of production needs
- Operate a variety of advanced precision machines
- Work on-site in fast-paced, high-performance manufacturing environments

Career Focus: Prepared for immediate employment, advanced certifications and further education

Orientation to Machining	30
Print Reading for Machining	90
Fundamentals of Manufacturing	60
Machine Tool Theory	45
Metal Preparation for Processing	60
Precision Measurement	75
Precision Grinding	75
Engine Lathe Operations	105
Drill Press Operations	75
Milling Operations	75
Computer Numerical Control Operations	75
Basic CNC Mill Operations	75
CNC Mill Programming	60
Basic CNC Lathe Operations	60
CNC Lathe Operations	60
Workforce Staging	30
Total hours of instruction	1050

Service Careers Custodial, Landscape, and Horticulture Management

CAMPUS: SAL

Instructors: D. Lewis

Career Cluster: Architecture & Construction

Pathway: Maintenance/Operations

- Design, install, and maintain creative residential and commercial landscapes
- Provide excellent customer service while by analyzing job requirements and completing client projects on schedule
- Utilize an extensive knowledge of plants and creative design elements in a full service greenhouse environment

Career Focus: Prepared for immediate employment and further education

Custodial Services	75
Custodial Safety Practices	30
Floor Care Equipment	30
Introduction to Cleaning Chemicals	15
Service Careers Life Skills	30

Equipment Preventive Maintenance	30
Landscape Design Process	60
Landscape Design: Principles of Design	120
Landscape Design Attributes of Plantings	60
Landscaping Tool Operation	120
Working in the Green Environment	15
Orientation to the Horticulture Industry	45
Principles of Horticulture	30
Fertilizers and Soils	90
Propagation of Horticulture Plants	90
Greenhouse Management	120
Workforce Staging	30
Landscaping Design Considerations	60
Total hours of instruction	1050

Service Careers Facilities Maintenance & Landscape Designer

CAMPUS: STL

Instructors: J. Gilstrap

Career Cluster: Architecture & Construction

Pathway: Maintenance/Operations

- Develop general skills in forklift operation, lawn care, auto detailing, and building maintenance
- Create and design a variety of landscapes using the same equipment as the professionals
- Provide excellent customer service while interpreting job requirements and completing client projects on schedule

Career Focus: Prepared for immediate employment and further education

Automotive Service Detailing for Delivery	30
Custodial Services	75
Custodial Safety Practices	30
Equipment Preventive Maintenance	30
Floor Care Equipment	30
Landscape Design Attributes of Planting	60
Landscape Design Considerations	60
Landscape Turf Management	120
Landscaping Design Process	60
Landscape Design: Principles of Design	120
Introduction to Cleaning Chemicals	15
Introduction to Rest Room Maintenance	15
Service Careers Engine Operations	15
Service Careers Engine Systems	75
Workforce Staging	30
Upholstery & Carpet Maintenance	15
Forklift Safety for Horticulture Technicians	75
Landscape Tool Operation	120
Forklift Safety	30
Service Careers Life Skills	30
Working in the Green Environment	15
Total hours of instruction	1050

Service Careers

Horticulture Technician

CAMPUS: TAH

Instructor: R. McGee

Career Cluster: Agriculture, Food & Natural Resources

Career Pathway: Plant & Soil Science

- Design, install, and maintain creative residential and commercial landscapes
- Provide excellent customer service by analyzing job requirements and completing client projects on schedule
- Utilize and extensive knowledge of plants and creative design elements in a full-service greenhouse environment

Career Focus: Prepared for immediate employment and further education

Service Careers Life Skills	30
Orientation to the Horticulture Industry	45
Landscape Tool Operation	120
Preventive Maintenance for Horticulture Equipment	60
Tractor/Backhoe Operations	75
Landscape Grounds Keeping	120
Landscaping Design Considerations	60
Landscaping Design Process	60
Principles of Horticulture	30
Fertilizers & Soils	90
Propagation of Horticulture Plants	90
Greenhouse Management	120
Forklift Safety for Horticulture Technicians	75
Workforce Staging	75

Total hours of instruction 1050

Service Careers

Building & Grounds Maintenance Technician's Assistant

CAMPUS: MSK

Instructor: M. Mayo

Career Cluster: Architecture and Construction

Career Pathway: Maintenance & Operations

- Develop general skills in forklift operation, lawn care, auto detailing, and building maintenance
- Create and design a variety of landscapes using the same equipment as the professionals
- Provide excellent customer service while interpreting job requirements and completing client projects on schedule

Career Focus: Prepared for immediate employment and further education

Service Careers Life Skills	45
Landscape Tool Operation	120
Forklift Safety	30
Forklift Operator	15
Forklift Operation in Rough Terrain	90
Custodial Safety Practices	30
Introduction to Cleaning Chemicals	15

Introduction to Rest Room Maintenance	15
Landscape Design Considerations	60
Preventive Maintenance for Horticulture Equipment	60
Custodial Services	75
Custodial Services II	150
Floor Care Equipment	30
Upholstery & Carpet Maintenance	15
Landscape Grounds Keeping	120
Landscaping Turf Management	120
Workforce Staging	30
Floral Industry	30

Total hours of instruction 1050

Welding

Pipe Welder

CAMPUS: MSK

Instructors: R. Stonebarger

Career Cluster: Manufacturing

Career Pathway: Welding & Fabrication

- Design, engineer, and build unique products to solve manufacturing challenges
- Interpret blueprints and specifications using math and critical thinking
- Develop the confidence, work ethic, and stamina necessary for a career in fabrication

Career Focus: Prepared for immediate employment, apprenticeship completion, advanced certifications and further education

Fundamentals of Welding	30
Welding Detail Drawings	30
Metal Characteristics and Properties	30
Metal Preparation and Heat Treatments	30
Fundamentals of Cutting Processes	30
Oxyfuel Cutting	30
GMAW Pipe	60
GMAW Aluminum Pipe and Plate	45
GMAW/FCAW Equipment & Setup	15
SMAW Equipment & Setup	15
SMAW Electrodes	15
Welding Blueprints	15
Welding Joint Fit Up and Adjustment	150
Welding Quality	15
GTAW Carbon Steel Pipe	90
GTAW Low Alloy & Stainless Steel Pipe	90
GTAW Aluminum Pipe	75
FCAW Pipe	45
SMAW Open Root Pipe Welds	105
SMAW Stainless Steel Groove and Pipe Welds	75
Air Carbon Arc Cutting and Gouging	15
Plasma Arc Cutting	15
Workforce Staging	30

Total hours of instruction 1050

Welding Structural Welder

CAMPUS: **MSK**

Instructors: B. Jacobs

Career Cluster: Manufacturing

Career Pathway: Welding & Fabrication

- Design, engineer, and build unique products to solve manufacturing challenges
- Interpret blueprints and specifications using math and critical thinking
- Develop the confidence, work ethic, and stamina necessary for a career in fabrication

Career Focus: Prepared for immediate employment, apprenticeship completion, advanced certifications and further education

Fundamentals of Welding	60
Welding Detail Drawings	30
Metal Characteristics and Properties	30
Metal Preparation and Heat Treatments	30
Fundamentals of Cutting Processes	30
Oxyfuel Cutting	60
GMAW/FCAW Equipment and Setup	15
GTAW Equipment and Filler Materials	15
SMAW Equipment & Setup	15
SMAW Electrodes	15
Welding Joint Fit Up and Adjustment	15
Welding Blueprints	45
Welding Quality	15
GMAW Plate	60
GTAW Plate	120
GTAW Aluminum Plate	45
FCAW Plate	120
SMAW Beads and Fillet Welds	120
SMAW Groove Welds with Backing	30
SMAW Open V Groove Welds	120
Air Carbon Arc Cutting and Gouging	15
Plasma Arc Cutting	15
Workforce Staging	30

Total hours of instruction **1050**

Welding Welder/Fitter

CAMPUS: **MSK SAL TAH**

Instructors: B. Jacobs, R. Stonebarger, L. Dorsey, M. Ogle

Career Cluster: Manufacturing

Career Pathway: Welding & Fabrication

- Design, engineer, and build unique products to solve manufacturing challenges
- Interpret blueprints and specifications using math and critical thinking
- Develop the confidence, work ethic, and stamina necessary for a career in fabrication

Career Focus: Prepared for immediate employment, apprenticeship completion, advanced certifications and further education

Intro to Welding and Cutting Processes	90
GMAW/FCAW Equipment and Setup	15
Metal Characteristics and Properties	30
FCAW Plate/Pipe	60
Air Carbon Arc Cutting and Gouging	15
Plasma Arc Cutting	15
Welding Blueprints	15
Welding Joint Fit-Up and Adjustment	15
GTAW Equipment and Filler Materials	15
GTAW Plate	60
GTAW Aluminum Plate	45
SMAW Electrodes	15
SMAW Equipment and Setup	15
SMAW Beads and Fillet Welds	120
GTAW Carbon Steel Pipe	90
Welding Detail Drawings II	45
Mitering, Branching, and Layout of Pipe	75
SMAW Open Root Pipe Welds	105
Metal Preparation and Heat Treatments	30
GMAW Pipe	60
GTAW Low Alloy and Stainless Steel Pipe	90
Workforce Staging	30

Total hours of instruction **1050**

Health Careers Certification Diagnostic Aide & Nursing Assistant

CAMPUS: STL

Instructor: M. Foster

Career Cluster: Health Science

Career Pathway: Therapeutic Services

- Explore a variety of medical professions using a college science curriculum
- Work with healthcare professionals in a clinical environment
- Perform routine healthcare and diagnostic procedures

Career Focus: Prepared for advanced medical programs and immediate employment

HCC Core Curriculum (ICTC)	225
Core Medical Terminology	45
Anatomy & Physiology	120
Core Health Care Provider CPR & First Aid	15
Long Term Care Aide	91
Home Health Care Nursing Assistant	16
Clerical Skills & Duties	15
Safety, Legal Issues & Quality Control	15
Phlebotomy Specimen Collection & Processing	45
Phlebotomy Practicum	120
EKG Management	15
Analyze EKG Tracing	15
EKG Practicum	90
Capstone I	13
Capstone for Diagnostic Aid & Nurse Assistant	210
Total hours of instruction	1050

Health Careers Certification Long-Term Care/Home Health Care Assistant

CAMPUS: MSK SAL STL TAH

Instructors: W. Stratton, C. Williams, N. Sharp, M. Foster, A. McElmurry

Career Cluster: Health Science

Career Pathway: Therapeutic Services

- Explore a variety of medical professions using a college science curriculum
- Work with healthcare professionals in a clinical environment
- Perform routine healthcare and diagnostic procedures

Career Focus: Prepared for advanced medical programs and immediate employment

HCC Core Curriculum (ICTC)	225
Core Medical Terminology	45
Anatomy & Physiology	120
Core Health Care Provider CPR & First Aid	15
Long Term Care Aide	91
Home Health Care Nursing Assistant	16
Capstone I	13
Total hours of instruction	525

Health Careers Certification Nursing Transition

CAMPUS: MSK

Instructors: D. Chandler

Career Cluster: Health Science

Career Pathway: Therapeutic Services

- Begin course work required for PN career major
- Work with physicians and nurses in a clinical environment
- Utilize effective communication and critical thinking skills to provide quality patient care
- Experience a rigorous curriculum with relevant clinical instruction in a variety of settings

Career Focus: Prepared for advanced medical programs, advanced standing & transition into the PN career major, prepared to take NCLEX - PN Licensure, and immediate employment

Advanced Anatomy & Physiology	120
Concepts of Nursing	40
Fundamentals of Nursing	160
Clinical I Basic Nursing	80
Pharmacology & Intravenous Therapy Skills	50
Capstone II - Nursing Transition	75
Total hours of instruction	525

Practical Nursing Licensed Practical Nurse

CAMPUS: **MSK SAL STL TAH**

Instructors: R. Cowan, C. Crutchfield, D. Daffin, J. Branham, K. Wolfe, C. Hunt, R. Sherill, S. Collins

Career Cluster: Health Science

Career Pathway: Therapeutic Services

- Work with physicians and nurses in a clinical environment
- Utilize effective communication and critical thinking skills to provide quality patient care
- Experience a rigorous curriculum with relevant clinical instruction in a variety of settings

Career Focus: Prepared for NCLEX (National Council for Licensure Exams)-PN licensure and immediate employment

Core Medical Terminology	45
Long Term Care Aide	91
Anatomy & Physiology	120
Concepts of Nursing	40
Fundamentals of Nursing	160
Clinical I – Basic Nursing	80
Pharmacology and Intravenous Therapy Skills	50
Medical Surgical Nursing I	75
Clinical II – Medical Surgical Nursing (Part I)	192
Medical Surgical Nursing II	75
Clinical III – Medical Surgical Nursing (Part II)	192
Pediatric Nursing	40
Maternal/Newborn Nursing	40
Mental Health Nursing	40
Clinical IV – Maternal/Child, Pediatric, and Mental Health	88
Transition to Practice	15
Clinical V – Transition to Practice	120

Total hours of instruction **1463**

Radiologic Technology Radiologic Technologist

CAMPUS: **MSK**

Instructors: D. Craven, T. Porter

Career Cluster: Health Science

Career Pathway: Diagnostic Services

- Use advanced radiographic imaging and techniques to look inside the human body
- Utilize critical thinking to provide quality patient care and radiation protection
- Experience challenging coursework with relevant clinical instruction in a variety of diagnostic settings

Career Focus: Prepared for the American Registry of Radiologic Technologists, immediate employment, and further education

Fundamentals of Radiological Sciences & Health Care	48
Core Medical Terminology	45
Human Structure and Function for Radiography	96
Ethics and Law in the Radiologic Sciences	32
Image Analysis I	64

Film-Screen Image Acquisition and Processing	80
Image Analysis II	64
Imaging Equipment	96
Digital Image Acquisition and Display	64
Patient Care in Radiologic Sciences	64
Pharmacology and Drug Administration	32
Radiologic Clinical Practice II	768
Radiologic Clinical Practice I	645
Basic Principles of Computed Tomography	48
Radiation Biology	48
Radiation Production and Characteristics	48
Radiation Protection	48
Radiographic Procedures II	150
Radiation Pathology	32
Radiographic Procedures I	150
Career Preparation for Radiography	16
Comprehensive Program Review for Radiography	64
Advanced Imaging	48

Total hours of instruction **2750**

Surgical Technology Surgical Technologist

CAMPUS: **SAL**

Instructor: B. Taylor

Career Cluster: Health Science

Career Pathway: Therapeutic Services

Assist in surgical procedures under the supervision of surgeons as a professional

Utilize effective communication and critical thinking to provide quality patient care before, during, and after surgery
Experience challenging coursework with relevant clinical instruction in a variety of surgical settings

Career Focus: Prepared for National Surgical Technology certification, immediate employment, and further education

Core Medical Terminology	45
Anatomy & Physiology	120
Surgical Technology Orientation	15
Core Employability Skills	30
Introduction to Surgical Technology	30
Disaster and Emergency Preparedness	15
Essentials of Surgical Asepsis	60
Surgical Case Management	120
Surgical Tech Practicum I	30
Surgical Patient Care	45
Surgical Pharmacology	30
Microbiology & Wound Healing	45
Surgical Procedures I	90
Surgical Procedures II	75
Surgical Tech Practicum II	210
Surgical Tech Practicum III	240

Total hours of instruction **1200**

Occupational Therapy

Occupational Therapy Assistant

CAMPUS: **MSK**

Instructor: J. Stewart, P. Stack

Career Cluster: Health Science

Career Pathway: Therapeutic Services

- Experience the thrill of changing lives from newborns to elderly while working with professional occupational therapists.
- Deliver occupation-based intervention in diverse settings to assist others with autism, cerebral palsy, down syndrome, traumatic injuries, stroke, Alzheimer’s disease, or mental health conditions.
- Utilize rigorous curriculum with relevant clinical instruction in a variety of settings.

Career Focus: Prepared for to take the National Board for Certification in Occupational Therapy, immediate employment, and further education.

Introduction to Occupational Therapy Assistant	64
Kinesiology for Occupational Therapy Assistant	64
Therapeutic Media for Occupational Therapy Assistant	32
Disease Pathology for Occupational Therapy Assistant	32
Occupational Therapy Assistant Fieldwork I-A	96
Therapeutic Activities in Occupational Therapy	48
Health Care Systems and Occupational Therapy Management	32
Physical Dysfunction and Treatment in Occupational Therapy	64
Occupational Therapy Assistant Clinical Practice IB	96
Pediatric Care in Occupational Therapy	64
Eldercare in Occupational Therapy	64
Psychosocial Dysfunction and Treatment in Occupational Therapy	64
Fieldwork IIA—Occupational Therapy Assistant	320
Fieldwork IIB—Occupational Therapy Assistant	320
Total hours of instruction	1360

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