

NAME: _____

START DATE: _____

END DATE: _____

Student Services

Student Handbook



DAVISTECH

DAVIS TECHNICAL COLLEGE

Approved: August 2, 2017

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Welcome to Davis Technical College

Welcome to Davis Technical College, and thank you for choosing us for your training. Our open-entry/open-exit technical programs provide an opportunity to learn new skills that help you become more competitive in the job market. Our competency-based learning environment allows you to apply your related skills and knowledge to your program.

This handbook describes how our training programs work, what services and activities are available, your rights and responsibilities as a student, and other useful information.

Information Disclaimer

The Davis Technical College reserves the right to cancel or change any information contained in this publication without notice.

Approved: August 2, 2017

Student Services

The Student Services Department is located on the main level of the Davis Technical College Kaysville Campus. Students can obtain information about programs, admission, registration, assessment, advising, financial aid, scholarships, veterans' benefits, student ID cards, certificates, graduation, and transcripts in Student Services. If you are unsure about who to ask regarding any question, Student Services is an excellent place to start.

The Student Services Department is open from 7:30 a.m. to 7:00 p.m., Monday through Thursday, and 7:30 a.m. to 4:30 p.m. on Friday, excluding school holidays. Hours for specific services may vary slightly depending on other required functions. For assistance, please call:

General Student Services Information	801-593-2332
ADA Accommodation Requests	801-593-2396
Financial Aid and Scholarships	801-593-2516
Veterans' Benefits	801-593-2381

Admission and Registration

To begin enrollment, please visit the Davis Technical College website at www.DavisTech.edu and fill out the online application and complete Davis Tech Orientation. You will be issued a student ID number and a username (email address) upon completion. During your enrollment, you will be asked to create a password. The password you chose during the application process will allow you to access your student email, the student portal, and Canvas. **Please make a record of your student email, student ID number, and password!** You will use them throughout your time at Davis Tech.

Once you have completed your online enrollment process, come to campus to pay your non-refundable \$45 registration fee and complete any placement assessments required. No appointment is necessary.

The placement assessments are to establish your basic skill level and determine whether a refresher course is appropriate prior to enrollment in your program. If you have prior college credit, please bring a copy of your transcripts (official or unofficial), as placement assessments may be waived based on your prior learning.

Advising

If you are unsure which program you would like to pursue, advisors are available to do a career assessment and discuss possible options. They are prepared to discuss every aspect of your enrollment and can connect you with resources that may be useful during your time at Davis Tech.

The College offers career and academic advising and student support services through the advising team. Advisors work closely with our community partners to provide access to training (through financial assistance) and coordinate services (such as transportation and child care) that will keep students enrolled and engaged in their programs. Advisors assist in addressing barriers to training. They work with students, staff, and faculty to create opportunities for students of all backgrounds and interests and to promote the goals of diversity and multicultural awareness.



Assessment Center

The Davis Technical College Assessment Center facilitates the following services:

- Admission assessment
- GED Testing
- Proctoring for local companies, agencies, and education institutions
- Industry certification testing

For a complete list of services, practice tests, and office hours, please visit www.davistech.edu/testing.

Community and Academic Partnerships on Campus

The College works closely with various community partners and schools to provide a comprehensive student experience. For information on how we partner with local colleges and community partners, please visit Student Services. Partnerships include, but are not limited to the following:

- Department of Workforce Services
- LDS Business College
- Salt Lake Community College
- Utah State University
- Vocational Rehabilitation
- Weber State University

Confidentiality of Student Information

The College maintains the confidentiality of all student educational records and protects the privacy rights in compliance with the Family Education Rights and Privacy Act (FERPA) of 1973.

As a student, you have the right to the following:

- Inspect your educational record and request amendments
- Consent to disclosures of your non-director information
- File a complaint with the US Department of Education concerning alleged failures by the College to comply with FERPA requirements

Unless specifically withheld by the student, the College is permitted to release directory information without consent, as noted in the online College application. Directory information includes the following:

- Name
- Address
- Telephone number
- Date and place of birth
- Program of study
- Dates of attendance and registration
- Certificates awarded
- Honors received
- Activities participation



- Photos for publicity

Students who do not want directory information released should visit the Student Services Department. If you have questions about the information in your student record or about your rights under FERPA, please visit an advisor in Student Services.

Students may grant someone else access to their educational records with written permission. The official form is available in Student Services or online at www.DavisTech.edu/records and must be signed in the presence of a Student Services representative or a notary public. Releases must be updated annually.

Please be aware that in specific situations, FERPA 34C.F.R., Part 99 Subpart D provides that certain governmental institution may have access to student records without student consent.

Faculty Advising

Faculty members are prepared to assist students through program advising and mentoring. These services are designed to enhance opportunities for success in finding future employment. If you have prior college experience, bring your transcript with you to program orientation, so your instructor can evaluate the transcript for full or partial credit. Faculty advisors assist with understanding College progress standards.

Faculty members will help students understand how courses are structured and managed. **If you need accommodations to complete a class, please request the accommodations BEFORE you start your class. Accommodations are not retroactive.**

Financial Aid and Scholarships

The College participates in federal financial aid programs, including Pell Grants, Federal Supplemental Education Opportunity Grants (FSEOG), and work study. Students may also qualify for state-funded grants that supplement federal opportunities or scholarships provided through contributions from College partners and organizations. Davis Technical College does not participate in federal student loan programs.

Students can apply for federal financial aid and/or scholarships throughout the year.

- For federal programs, students should complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The FAFSA should be done once per fiscal year and may require additional paperwork. You will be notified by the Financial Aid staff if additional paperwork is required.
- For scholarships students should complete the scholarship application, available in the Financial Aid Office or at www.davistech.edu/scholarships.

Students are responsible for understanding how progress and attendance (student performance) impact continued financial aid or scholarship eligibility and for monitoring aid eligibility. If you have question regarding your eligibility, please contact the financial aid office. For more information, please visit www.davistech.edu/financialaid or visit the Financial Aid Office.

Graduation

When you have completed your Program of Study, you can apply to graduate and receive your certificate. A nominal application fee is required for certificates. Graduating students receive an



invitation to the College graduation ceremony, if applicable. For more information, please visit www.davistech.edu/records, scroll to Graduation, or call 801-593-2332.

Please note that Occupational Upgrade and Personal Interest students are not eligible to receive a certificate or participate in graduation. Students should check with Student Services if they are unsure of their student classification.

Services to Students with Disabilities

The ADA Liaison and ADA Service Providers assist students with disabilities through accommodations and academic support. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the College supports the registration of all qualified individuals. The College does not exclude or deny access to benefits of any program, service, or activity sponsored by the College to any student based on disability.

To apply for accommodations, students should meet with the ADA Liaison in the Student Services Department. The College will coordinate services for qualifying students. The application required for consideration can be found at www.davistech.edu/disability-services

Frequently Asked Questions Regarding Students with Disabilities

Q: What do I need to complete my application?

A: You will be asked to provide documentation that provides a diagnosis of the disability, generally reviewed within the last three years, lists specifically how functions are limited, and makes recommendations for accommodations. The documentation must be provided by a licensed professional such as a medical doctor, psychologist, or other qualified diagnostician.

Q: I have an IEP (Individualized Education Plan) that was used in high school. Will that provide what is required for documentation in my post-secondary program?

A: No. While the IEP may help identify what services were provided in high school and create a record of your disability, it is not enough to meet the requirements of your post-secondary institution. To better understand, please visit: <https://www2.ed.gov/about/offices/list/ocr/transition.html>.

Q: Who is responsible for paying for evaluations or re-evaluations of my disability?

A: The student is responsible to provide verification of disability and to pay for evaluations. If a student is working with a rehabilitation agency, he/she should request that the information regarding diagnosis, functional limitations, and appropriate recommendations for accommodations be provided, if possible, through that agency.

Q: What if I feel I am being discriminated against?

A: If you feel that you are being discriminated against for any reason and you cannot resolve your concerns immediately through self-advocacy in your training environment, you are encouraged to see the ADA advisor to review your concerns and determine a course of action. If your concerns are not resolved at that level, you may file a formal grievance through the Student Grievance Policy. You may view this policy online or receive a copy from your advisor.



Student Records

The Records Specialist is responsible for preparing transcripts as well as certificates for students who have completed their program. Requests for transcripts must be written and signed by the student. Record requests can be made through the National Clearinghouse at www.studentclearinghouse.org. For additional information, please visit www.davistech.edu/records or call 801-593-2420.

Veterans Services

Military veterans and their dependents may qualify for education benefits. The application is available at www.gibill.va.gov. For additional information, please visit www.davistech.edu/veterans or call the Veterans Center at 801-593-2381.

Student Rights and Responsibilities

Instructors and advisors are available to assist students with establishing and maintaining goals for program completion. Below are some points that will help you track your progress:

- The number of hours you are able to commit to training each week will determine how quickly you complete your program. You can track your progress through your student portal, or you may work with your instructor or advisor to determine your approximate completion date.
- Enrollment in a program with which you have some relevant experience may accelerate your progress through the courses. Bring in any prior transcripts and check with your instructor to see if any of your prior learning or work experience may help you complete your program more quickly.
- Davis Technical College programs are “competency based.” This means that when you demonstrate competency in all of the skills required for a course, your instructor will give you credit for completing the entire course. If, for example, your course is 90 hours long, but you finish the course in 80 hours, you will receive credit for the full 90 hours on your training plan, which improves your progress rate.

Visit with your instructor or advisor in Student Services if you need additional assistance understanding your program progress and completion. If your progress is low, work with your instructor or advisor to address any issues or barriers that are affecting your performance..

Student Performance

College Progress Standards

Davis Technical College programs are made up of courses that list, in hours, the time expected to finish each course and the program. These hours are used to calculate progress. **The College requires a minimum of 67 percent progress for satisfactory performance.** However, some programs require higher progress rates. Please talk to your instructor if you are unsure of your program’s requirements. **Eligibility for federal financial aid requires 67 percent progress.**

When you register for a course, an end date will be calculated based on your schedule. If you complete the course before the end date, your progress for that course will be greater than 100



percent. If you need to reenroll for a course, your progress for that course will drop below 100 percent. If you continue to work steadily to finish courses in reasonable time periods, you will maintain satisfactory performance and achieve your program goals.

How to calculate progress: Each time you finish a course, the hours are recorded on your training plan (transcript). When you divide the total hours completed for a program by the total hours enrolled for the program to that point, the result is a percentage of progress for the program. For example, if you have completed 350 hours and you were enrolled for 425 hours, your cumulative progress would be 82 percent (350/425).

The College requires a minimum of 67% progress for satisfactory performance. As the example above demonstrates, if you continue to work steadily to finish courses in reasonable time periods, you will maintain satisfactory performance and achieve your program goals. **Eligibility for federal financial aid requires 67% progress.**

College Attendance Standard

Students are responsible for creating a school schedule that is compatible with work, home, and life; yet enables them to complete their program in a reasonable amount of time. Davis Technical College offers very flexible scheduling, but the student is responsible for attendance once the schedule is established.

Schedules are created on a course-by-course basis. Once a schedule has been created, it may be changed prior to the start date or within the first five days of class for a \$5 fee. Schedules may not be changed after the first five days of a course unless the change is required for employment and is verified by documentation from the employer. Ten consecutive absences will result in withdrawal from the College. There is a \$12 fee for reenrollment after any withdrawal.

The College requires a minimum of 67% attendance for satisfactory performance. Eligibility for financial aid is 80% for federal programs (Pell Grant, work study, etc.) and 85% for scholarships.

Academic Development Services

Davis Technical College offers courses to help with writing, language, math, and technology. Additionally, courses are offered to assist with seeking and maintaining employment.

Student Life on Campus

Bookstore

The College Bookstore has textbooks and materials required for all College programs. School supplies, clothing, class and office supplies, snacks, and drinks are also available in the Bookstore, which is open 7:30 a.m. to 7:30 p.m. Monday through Thursday and 7:30 a.m. to 3:30 p.m. on Friday. The Bookstore is not open on school holidays or no-student days. Prices for all textbooks and required supplies are available on the program website under the Tuition and Fees tab. Students can contact the Bookstore for information regarding Bookstore policies.



Bus Passes

Bus passes are available to current full-time certificate-seeking students or high school students at no or reduced cost. Please visit the Student Services department for details.

Café and Food Services

The College Corner Café is a training facility where excellent meals and short-order foods are prepared and served at reasonable prices by students in the Culinary Arts program. Snacks and drinks may also be purchased in the College Bookstore or in vending machines located throughout campus.

Childcare

Davis Technical College does not provide childcare on campus. Davis Tech students may be eligible for childcare services through the Family Enrichment Center, located at 320 South 500 East, just west of campus. Head Start services are also available to eligible students.

Children on Campus: Children are prohibited from being on campus unattended. Children are also not allowed in the classroom or lab settings.

Cosmetology/Esthetics/Nails Salon and Spa

The Cosmetology, Esthetics, and Nail Technician programs provide salon/spa services at a significantly reduced cost. All work is performed by students under instructor supervision. Clients can schedule appointments at the Cosmetology reception desk or at 801-593-2401.

Library

Although the College does not have a formal library, the Learning Resource Centers (LRC) found in College classrooms serve as a library for each program. The location of your program's LRC is clearly identified; however, if you are unable to locate it, you should ask your instructor. Students requiring a quiet place to study may use the Placement Center, located on the east side of the Student Services lobby.

Parking

Parking is free on campus and requires no passes or stickers. Parking illegally in spots reserved for the disabled or in non-designated areas may result in ticketing and/or towing.

Placement Center

The Placement Center is available to help students find employment upon completion of their program. Services include references to job listings, resume writing, practice interviews, and coaching. Alumni are eligible to use these services as well. To meet with the Placement Specialist, call 801-593-2399.

Print/Copy Services

Printing and copying services can be accessed through the Print Center in Room 1013C of the Main Building of the Kaysville campus (in the hallway behind the Cosmetology suite). Prices vary by service. A pay-per-service copy machine is available in the Bookstore. Faxes may be sent for a nominal charge through the Bookstore.



Safety

Davis Technical College has a team of professionals ready to assist in any situation. If you need assistance or if you see a situation that warrants intervention, please notify any staff member immediately. Extra emphasis is placed on safety for everyone on the College campus and in all College programs. Program curricula have a “safety first” focus related to job-related operations. Safety should be a priority for all faculty, staff, and students.

Smoking, Use of Controlled Substances, and Other Restricted Items and Activities

Pursuant to Utah law, smoking is restricted to designated areas. Two outside areas are provided: a covered area between the main building and the Barlow building and a covered area south of the portables on the southeast corner of campus. **These rules apply to e-cigarettes as well.**

The possession, use, sale, purchase, or distribution of alcohol or any controlled substance on the Davis Technical College campus is prohibited by law, except as permissible in an educational setting (Culinary Arts).

Illegal possession of weapons is prohibited on campus.

Use of skateboards, skates, bicycles, hover boards, and other similar vehicles is prohibited inside campus buildings and should be restricted on campus sidewalks. Pedestrians have right-of-way on all campus sidewalks.

Pets and emotional support animals are prohibited on campus. However, service animals that perform a specific task for an individual with a disability are permitted.

The Student Code of Conduct outlines specific rights and responsibilities of students. It is available online at www.DavisTech.edu/policies

Violations of the Code of Conduct may result in sanctions as described in the Student Code of Conduct. The Code is focused on creating a healthy, positive, and equitable learning/teaching environment for everyone. Questions about the Code should be directed to instructors or advisors.

Student ID Cards

All active registered students can receive a College ID card. Visit Student Services to request the card during regular business hours. The first ID card will be printed at no cost. Replacement cards are \$5 each.

Student Portal

Students may use the online portal to schedule classes (if approved by instructor), pay tuition and fees, check account balances, and monitor progress and attendance. The portal can be found by visiting www.DavisTech.edu. Scroll to the bottom of the page, and click on the link in the lower right-hand corner. Student ID number or Davis Tech-issued email address and the password established in the online application (or changed thereafter) are required. Instructors and Student Services staff are able to assist with login, if necessary.

Tuition and Fees

Tuition and fees for any program can be found on the Program website under the Tuition and Fees tab. Payment for each class is due at the time of scheduling. Students are responsible for



ensuring that tuition is paid in a timely manner, regardless of sponsorship or funding through outside programs (financial aid and/or scholarships). Students will be withdrawn from class if tuition is not paid before class starts.

Tuition and Fee refund schedules are available on the back of the Student Training Plan (signed at the time of enrollment) and online at www.DavisTech.edu/policies under the Student Refund of Tuition and Fees Policy and Procedures.

Program fees and consumable supplies are not covered by the high school waiver and are the responsibility of the student. Failure to pay the high school fee may result in non-transfer of credit for CTE hours to the high school. Regular, non-consumable textbooks are available in each classroom for use by high school students.

Senior Citizens (62+ years old) are eligible to participate in programs at no tuition cost. All fees, books, and supplies are the responsibility of the student.



About Davis Technical College

Our Mission

We are a trusted learning community embracing technical education to promote student development and economic growth.

Our Vision

Davis Tech will be an innovative leader in delivering exceptional technical training that supports economic development.

Our Values

Opportunity

We provide cost-effective training, flexible scheduling, and support systems to foster student success.

Partnership

We engage industry, educational, and community partners to provide shared opportunities for all.

Innovation

We cultivate an environment in which new ideas, creative thinking, and imagination can thrive.

Excellence

We promote quality and high performance through our commitment to responsible and informed decisions.

Commitment to Community

We embrace a culture of inclusiveness, community involvement, and service.

Our History

Davis Technical College was created as the Davis Area Vocational Center by an act of the 1978 Utah State Legislature to serve the residents of Davis and Morgan counties with technical training. In June 2001, a special session of the Legislature passed House Bill 1003 creating the Utah College of Applied Technology (UCAT), the state's 10th institution of higher education. DAVC became the Davis Applied Technology College.



During the 2009 legislative session, the legislature passed House Bill 15, changing the governance from the Utah State Board of Regents to the existing board, Utah College of Applied Technology Board of Trustees. In 2017, the Utah State Legislature gave greater control to individual technology college campuses and renamed the school the Davis Technical College.

Davis Technical College provides competency-based education in an open-entry, open-exit environment. The flexibility of this type of scheduling allows students to start school any time without waiting for a specific date, in most cases.

Davis Technical College currently offers certificate programs in the Schools of Business, Construction, Health Professions, Information Technology, Manufacturing, Service Professions, and Transportation. Employer advisory teams are used extensively to review program standards as they relate to industry demand and employment verification.

Davis Tech is dedicated to its philosophy of “We Change Lives.” On behalf of our dedicated faculty, staff, Board of Directors, and Foundation, we extend our warmest welcome.

Accreditation

Davis Technical College is accredited by the Commission of the Council on Occupational Education. Information regarding accreditation may be obtained from the Administration Office at:

Council on Occupational Education

7840 Roswell Road Building 300, Suite 325

Atlanta, GA 30350

Telephone (Local): 770-396-3898

Telephone (Toll-Free): 800-917-2081

www.council.org

Non-Discrimination Policy

Davis Technical College is committed to policies of non-discrimination and equal opportunity, and pursues equality and diversity goals in all programs, activities, and employment. In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Vocational Amendments of 1976, and the Americans With Disability Act, College programs and activities are open to all qualified students without regard to race, age, color, religion, sex, national origin, or disability. If you feel you have been discriminated against, please talk to an advisor in Student



Services. You may contact the Office for Civil Rights if you are unable to resolve your concerns on campus.

Office for Civil Rights
1700 Broadway
Denver, CO 80290
303-866-1040
Website:

Phone: 1-800-421-3481
TDD: 1-877-521-2172
Email: ocr@ed.gov

<http://www.ed.gov/about/offices/list/ocr/complaintintro.html>.

