



Student Handbook

2009-2010



CAMPUS PRESIDENT'S MESSAGE

It is my pleasure to welcome you to Mountainland Applied Technology College. I'm confident that our highly qualified and competent instructors and staff will provide you with a rich educational experience.

Mountainland Applied Technology College offers open-entry/open-exit, competency-based skill training for both high school and adult students. This training is offered at no tuition for high school students and low tuition for adult students.

There are many opportunities that await you here at MATC. Please feel free to visit our campus and let our staff assist you in developing an educational plan for your future. Services such as counseling and assessment are available to you to assist with career planning to help you reach your goals, and realize your full potential. Our instructors are professionals who are recognized and respected in their industry and by the community. I know that they can prepare and help you to be not only a well trained, qualified professional but a lifelong learner and productive member of society.

On behalf of the Mountainland Applied Technology College staff, board and faculty, I extend an invitation to you to enroll in the programs at our campus. Let us help you make your educational goals our own. I wish you the very best in your technical education training and look forward to our association here at MATC.



*Clay Christensen—Campus President
Mountainland Applied Technology College*



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MISSION STATEMENT

The mission of the Mountainland Applied Technology College is to provide market-driven career and technical education to both secondary and adult students, which meets the demand by Mountainland Region employers for technically skilled workers.

This is accomplished through competency-based education and training programs, which may be long-term, short-term, apprenticeship, or custom designed for individual employer needs. Many of the programs are offered in an open-entry, open-exit format providing flexibility for students and employers.

Students are assisted in acquiring the basic skills necessary to succeed in these technical training programs. MATC prepares students to enter, re-enter, upgrade, or advance in the workplace, which contributes to economic development, and improves the quality of life for Mountainland Region citizens.

GOALS & OBJECTIVES

Under the guidance of the Mountainland Applied Technology College (MATC) Board of Directors and the Utah College of Applied Technology (UCAT) Board of Trustees, our goals are to provide:

- Short-term Career and Technical training of post-secondary students in the Mountainland Region.
- Technical training for secondary students in Alpine, Provo, Nebo, Wasatch, Park City, North Summit and South Summit School Districts.
- Customized employee training for businesses in the Mountainland Region.

MATC designs its program and service offerings based on the analysis of information it receives through various partnerships. The goals of MATC partnerships are the following:

- Identify labor market needs.
- Share market information with the identified publics.
- Provide assessment/testing and advisement for potential Mountainland students.
- Offer career guidance and remediation as identified through assessment.

- Deliver Short-Term job training and Programs.
- Provide placement assistance for students to meet personal and industry needs.

ACCREDITATION

Mountainland Applied Technology College, a Utah College of Applied Technology Campus, has been granted full accreditation by the Council on Occupational Education. See MATC for more information.

PHYSICAL FACILITIES

Mountainland Applied Technology College campuses provide current equipment and technology in modern, clean, and comfortable environments that promote a progressive learning experience for all students and provide resources necessary for students to complete their coursework.

Campus Security

The safety and well-being of students, faculty, and staff are the highest priority at MATC campuses.

The Utah Valley University Police Department (UVUPD) is charged with protecting the safety and property of the Orem and Wasatch campuses. UVUPD encourages the prompt and accurate reporting of crimes to their security office by victims, witnesses or any other persons having knowledge that a crime has been committed on the campus. UVUPD/Parking/Dispatch office is located on the east side of UVU at 1034 West 800 South and is staffed 24 hours a day, 7 days a week, 365 days a year and can be reached by calling 801.863.8187, or in an emergency call 5555 from any on-campus phone.

Security at MATC's American Fork Campus is provided by contacting the campus Student Services office (801.492.2900) who will contact MATC administration, American Fork Police, or Fire Department as appropriate.

Security at MATC's Spanish Fork Campus is provided by contacting the campus Student Services office (801.492.2950) who will contact MATC administration, Spanish Fork Police, or Fire Department as appropriate.

Campus Emergency Plan

- In case of an emergency, avoid panic, remain calm, use common sense, and render assistance.
- Evacuate buildings immediately upon request by authorities, upon an audible alarm, or when remaining becomes life-threatening.
- Know the location of at least two emergency exits in the area you are situated.
- Keep a flashlight handy if you are in an area without natural lighting.
- Instructors must keep a current class roll available in case it should become necessary to account for students possibly trapped in the building or classroom.
- If a radio or television is available, tune to KBYU for instructions.
- MATC vice-president over facilities is the assigned and designated building marshal during emergencies.
- Do not use the campus phones for reasons other than emergency purposes.
- Do not use the elevator during an emergency and do not attempt to exit stalled elevators.
- Do not jeopardize your life or the lives of others to save personal or college property.
- Do not cross police barriers without authorization.

Grounds and Building Safety

UVU's Facilities Planning/Plant Operations Department maintains MATC's Orem and Wasatch Campus buildings and grounds with a concern for safety and security. These facilities are inspected regularly. The department responds 24 hours a day to reports of potential safety and security hazards such as broken windows and locks, and makes prompt repairs to any other safety challenges when needed. Students as well as employees are encouraged to report all hazards to 801.863.8130.

MATC's American Fork and Spanish Fork campuses are observed on a daily basis by instructors and administrators. An on-site instructor has been assigned the specific responsibility as security monitor for the facility. After-hours building security and 24-hour fire monitoring are provided through a contract with a security company. The police also respond to direct phone calls requesting assistance in safety and security matters. Contact 801.492.2900 to report security issues during normal business hours at the American Fork Campus, and 801.492.2950 at the Spanish Fork Campus.

Building Policies

- No food or drink is permitted in classrooms or computer labs.
- Only registered students are permitted in classrooms or labs.
- Children may not be left unattended in the buildings.
- MATC's buildings will be closed to the public during times that classes are not in session.
- Students at Orem, American Fork, and Spanish Fork campuses may park in the Student Parking area only and must have a valid parking pass.
- Students may only use computer lab with supervision.

Administration Offices

The following MATC administrative offices are located at the Eagle Rock offices:

- Office of the President
- Instructional Programs
- Financial Operations
- Human Resources
- Apprenticeship—Geneva Building
- Marketing

The following MATC administrative offices are located in the Orem Campus building on the first floor in the Student Services area:

- Placement
- Admissions
- Financial Aid
- Custom Fit—Geneva Building
- Career Guidance
- Records
- Testing

The following MATC administrative personnel are located on the first floor of the Orem Campus:

- Technical Support (in room MT117)
- Bookstore (in room MT105)

Student Services Offices

Student Services Department serves as the information access and records center for MATC students. Information on courses and programs, applications for enrollment, payment of fees and Services offices are all handled through this office. MATC's Student Services offices are located on the Orem, American Fork, and Spanish Fork campuses.

Bookstore

The Orem, American Fork, and Spanish Fork campuses have bookstores that serve the general needs of MATC students with regard to the purchasing of textbooks and some supplies that are required for MATC programs. The bookstores also sell general school supplies, treats, and promotional merchandise.

Cafeteria

MATC's Orem Campus has a cafeteria that is affiliated with the Culinary Arts program. Instructors and students in the Culinary Arts program provide lunch to the general public at a reasonable price. The menu includes standard lunch items, a salad bar, and usually a "special of the day." The cafeteria is generally open Monday through Friday from 10:30AM—1:00PM.

Laboratories

Lab facilities at MATC offer hands-on experiences for students in most MATC's programs, which include complete, modern labs for Dental Assisting, Nurse Assisting, Automotive Technology, Information Technology and Cosmetology.

STATEMENT OF NON-DISCRIMINATION

Mountainland Applied Technology College does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law in the administration of its educational policies, admission, financial assistance, employment, educational programs, or activities.

Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the Vice President of Student Services, Mountainland Applied Technology College, 987 S. Geneva Road, Orem, UT 84058; Phone 801.863.7661, or to the Office for Civil Rights, US Department of Education, 1961 Stout Street, Denver, CO 80294.

The following statement appears on all appropriate MATC documents:

Mountainland Applied Technology College does not discriminate on the basis of race, color, national origin, sex, age, or disabilities.

CONFIDENTIALITY OF RECORDS POLICY

MATC adheres to the Family Education Rights and Privacy Act.

Upon presentation of appropriate identification and under circumstances which preclude alteration or mutilation of records, a student will be able to inspect all records relating to him / herself which are not considered by MATC to be private records of MATC personnel. A student is entitled to an explanation of any recorded data and may initiate action leading to a hearing if necessary, to correct or expunge information he or she considers inaccurate or misleading.

Faculty and administrative officers who have a legitimate need to use student records will be allowed access to such records without

prior permission from the student. A request from an educational institution to which the student has applied for admission, or from an institution or agency from which the student is seeking financial assistance, will be granted **with** the student's permission. Records will be furnished to college accrediting bodies and government officials without permission of the student.

AMERICANS WITH DISABILITIES ACT

The Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) provide comprehensive civil rights and protections for persons with disabilities. MATC may not discriminate in the recruitment, admission, educational process, or treatment of students with disabilities.

Students must voluntarily disclose that they have a disability, request accommodation, and provide documentation of their disability. For more information, contact the Vice President of Student Services, at 801.863.7661.

UTAH SAFETY LAW

In 1965, the Utah State Legislature passed a law requiring every student, teacher, and visitor in any public or private school to wear industrial quality eye protection devices while participating in or observing the following: industrial educational activities involving hot or molten metals; operation of machinery or equipment that may throw particles of foreign matter into the eyes; heating, treating, tempering, or high firing of industrial materials; and chemistry projects, when using caustic, explosive, or hot chemicals, liquids or solids. MATC students are required to adhere to that law.

CONSENT TO RELEASE OF PHOTOGRAPHS

Photographs may be taken of persons in classrooms, labs, or on the MATC Campus grounds. These photographs may be used for public relations and MATC publications without the expressed consent of the individuals photographed.

PARKING

Student parking is available at all MATC facilities. The Orem, American Fork, and Spanish Fork campuses have designated parking areas for students. Students may only park in these designated areas and must have a parking pass displayed from the rear window. Parking passes may be purchased at the Bookstores on all campuses. For more information contact the Bookstore Manager at 801.863. 7571.

GENERAL CONTACT INFORMATION

Web www.mlatc.edu

Phone 801.863.MATC (6282)

Fax 801.863.7520

e-mail matcinfo@mlatc.edu

MATC OREM CAMPUS

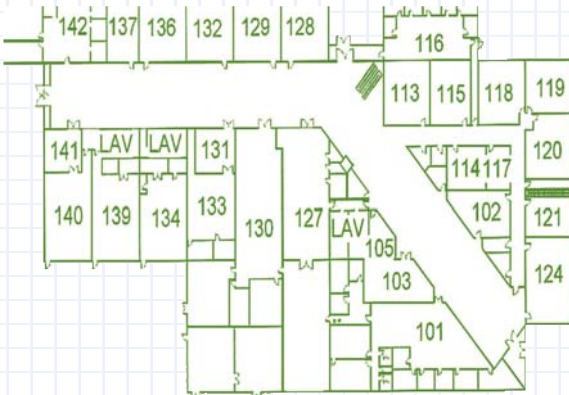
987 South Geneva Road, Orem, Utah, 84058

Directions to Orem Campus

- From I-15 take exit 269 University Parkway and turn west.
- Go to Geneva Road (first light) and turn right.
- Go north approximately ½ mile to the first stop light.
- The building is located on the right side of the road.
- Enter building from the southwest corner.



Orem Campus floorplan



MATC AMERICAN FORK CAMPUS

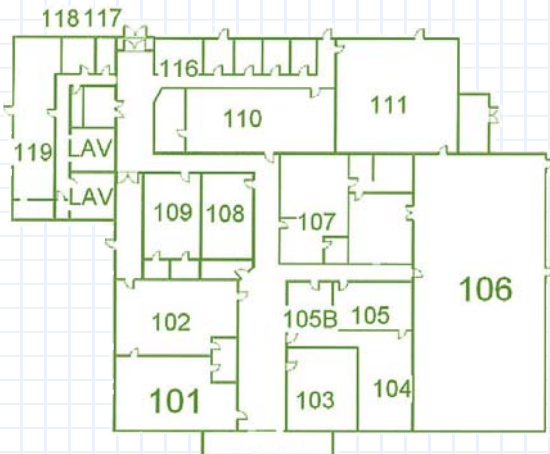
759 East Pacific, American Fork, Utah, 84003

Directions to American Fork Campus

- From I-15 take the American Fork 500 East exit and go north.
- Proceed north on 500 East for approximately 2 miles to State Street (traffic light).
- Turn right at State Street (East) and go to 700 East (next light).
- Turn on 700 East and cross the railroad tracks.
- Turn right at Pacific Drive (first right) and follow the "S" curve around to the MATC Campus, located on the left side of the road.



American Fork Campus floorplan



SPANISH FORK CAMPUS

1200 South Del Monte Rd. Spanish Fork, Utah 84660

Directions to Spanish Fork Campus

- Merge onto I-15 S via the ramp toward Las Vegas.
- Take the UT-156 exit- EXIT 257- toward Spanish Fork.
- Turn left onto North Main Street / UT-156. Continue to follow North Main Street.
- Make a slight right onto UT-164 West
- Turn right onto South Del Monte Road
- End at 1200 Del Monte Rd

WASATCH/UVU CAMPUS

3111 North College Way, Heber, Utah, 84032

Directions to Wasatch/UVU Campus from Orem/Provo

- From Orem/Provo, go northeast on US-189 (Provo Canyon) for 21.5 miles.
- Turn left on Heber's Main Street/US 40 and go north towards Park City for 4 miles.
- Turn right at the entrance to UVU Wasatch Campus.

Directions to Wasatch/UVU Campus from Salt Lake City

- From Salt Lake, go east on I-80 (Parley's Canyon) for 18.5 miles (beginning at the I-215 junction).
- Merge onto US-40/exit 148.
- Go south towards Heber for 14 miles.
- Turn left at entrance to UVU Wasatch Campus.

MATC Board of Directors

Wayne Anderson
Business/Industry

Randall Boothe
Nebo School District Board of Education

Craig Carlile
Business/Industry

Charles Castleton
Business/Industry

Clay Christensen
*Campus President, Mountainland Applied
Technology College*

Mary Ann Christiansen
Provo School District Board of Education

Jim Evans
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Brent Gordon
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Jen Kelson
Wasatch School District Board of Education

Carolyn Merrill
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Phil Marchant
*South Summit School District Board
of Education*

Mark Marsh
*Chair/North Summit School District Board of
Education*

Gail McGuill
Business/Industry

Barbara Miner
*Executive Administrative Assistant to the
MATC Board*

Arthur Newell
Business/Industry

Tim Osborn
Alpine School District Board of Education

Russ Fotheringham
Business/Industry



MATC Student Services

Student Services is the information center for MATC. Information about MATC may also be found at www.mlatc.edu.

Services provided at MATC Student Services include admission, registration, transfers, payment of tuition and fees, program information, financial aid, career guidance and placement counseling, testing and assessment, and transcript and record storage.

Student Services hours are 8:00 AM–5:00 PM Monday through Friday. You may also contact Student Services by phone: 801.863.MATC (6282), by fax: 801.863.7520, or by e-mail: matcinfo@mlatc.edu.

ADMISSIONS

Admission Policy

Any student who is at least 16 years old, who states a technical objective, and can benefit from training is eligible to enroll in a program. A high school diploma or General Educational Development (GED) is not an entrance requirement for most programs; however, all applicants must have graduated from high school or completed the GED requirements for financial Federal Aid. Additional requirements may be necessary for admission into a specific program. For more information contact Student Services at 801.863.MATC (6282).

Admission Procedure

To be admitted to one of the programs at MATC a student must do the following:

1. Complete the basic reading and math tests if required for the program. Contact Testing at 801.663.7570. Testing takes approximately one hour and no appointment is needed. A math review is available at www.matc.edu/student-services/testing.
2. Complete a registration form for admission.
3. Pay tuition and fees, or make arrangements for payment.

Students receiving state or private financial assistance will need to provide evidence of sponsorship at the time of registration. For information regarding the requirements of students who are receiving federal financial assistance please refer to page 18 of this catalog.

Transfer of Coursework

A student transferring from another UCAT regional campus or another campus of Higher Education must meet the admission requirements of the MATC program. Students who transfer and request recognition of outside coursework must provide official transcripts and any other records and/or reports for evaluation. Transfer of acquired competencies and skills will occur after review by and/or demonstration to MATC program instructor(s).

REGISTRATION

A student is required to declare a program at the time of application to MATC. Registration is determined by space availability. Registration may take place at the Orem, American Fork, or Spanish Fork campuses of MATC.

Application Fee (adults only)

An MATC application fee of \$40 is required at the time of initial registration into any program. If the student leaves the program then wishes to return within one year, a \$20 re-enrollment fee will be charged. If the student returns after one year, the application fee of \$40 will be required again to re-enroll.

Payment Policy

Arrangement for payment of tuition and fees for all programs must be complete at the time of registration. Students may choose to pay by check, cash, and/or credit card.

Financial Aid counseling is available. Call 801.863.7605 to make an appointment. See more information regarding Financial Aid on page 18.

Tuition and Fees

Adults pay tuition and fees. High school students pay fees only. A high school student will begin paying tuition as soon as his/her high school class graduates.

Tuition is based on \$1.40 per enrolled hour as established by the Utah College of Applied Technology (UCAT) Board. Fees are established and determined by the materials and/or lab usage for the program.

Some programs require students to purchase additional equipment.

Textbooks for all programs are available for purchase in the MATC Bookstore. See more information about the Bookstore on page 7.

Additional fees include:

- Course Change fee: \$5
- Transcript fee request: \$3

Student Orientation

Students receive an orientation the first day of each program by their instructor. The instructor will welcome students to the MATC and check the class roll for accuracy. MATC's Student Disclosure will be reviewed. This includes policies of attendance, progress, participation, and behavior. Students will be given the program syllabus. The instructor will explain the program details outlined in the syllabus. Students will be taken on a brief tour of the campus and the bookstore where they may purchase a parking pass.

Program or Course Transfer

Students may transfer into a different program or course within MATC as long as they meet the admission requirements of the new program. A Program Change Card must be completed and availability in the new program or course must be confirmed by Student Services. A \$5 fee will be assessed for each transfer.

Open Entry/Open Exit Program Registration

Currently MATC offers Open Entry / Open Exit programs in Business Technology, Medical Assisting, Medical Office Administration, Cosmetology, and Information Technology. The procedure for registering for these programs is to check with Student Services for space availability in the program. An appointment will be set up with the instructor to develop a program plan and class schedule.

Textbooks and Materials

Most programs require the purchase of textbooks and/or instructional packets. Both are available in the MATC Bookstores on the Orem, American Fork, and Spanish Fork campuses.

Some programs require the student to purchase other materials or equipment. Most of these items may be found in MATC Bookstores. Lists of these required items can be obtained in Student Services, however it is recommended that the student attend the first day of class to receive additional information from the instructor.

Cancellation and Refund Policy

Refunds of Tuition are given when either of the following occurs:

1. A program/course is canceled; or
2. A student officially withdraws during the refund period.

For most program/courses, tuition refund rates are 100% prior to the beginning of program/course, 50% through the first 1/3 of program/course, 0% thereafter. Fees are not refundable after a program/course begins. A \$5 processing fee will be withheld from each program/course refund (unless a class is canceled). Please allow 30 days for a refund.

CAREER AND GUIDANCE COUNSELING

Counseling / Advisory Services

A licensed Career and Guidance Counselor is available to students and college applicants who are interested in career exploration and program/course decision-making. Occupational interests, transferable skills, and other factors that contribute to developing informed training and employment goals can be reviewed with the counselor in the Orem Student Services office. A student may also review progress and program issues and make modifications as needed during the training process. To inquire about counseling services, please call 801.863.7510.

Employment Placement

Every effort is made to assist students in securing meaningful, related employment at the conclusion of their training. Primary responsibility for placement rests with the individual student with first line assistance from the instructor and the Placement Specialist.

MATC Placement endeavors to provide a match between job openings in local industries and skills developed by students in training. Students may locate new job openings on the job board in Student Services or on our website at www.mlac.edu. For additional help with externships and/or job placement, contact counseling at 801-863-7654.

FINANCIAL AID

Mountainland Applied Technology College participates in the following financial aid programs:

- Federal Pell Grant
- Federal Student Education Opportunity Grant (FSEOG)
- Institutional Payment plans
- State and/or Private Party funding
- Other Scholarship Programs

Students must be enrolled before any formal offer of financial assistance can be made. Inquiries about Financial Aid are directed to 801-863-7605.

STUDENT IDENTIFICATION CARDS

MATC provides an identification card to each student. These cards are necessary for any programs requiring externships or clinicals.

Student ID cards are also valid for library privileges at Utah Academic Library Consortium (UALC) libraries including full access to library services at UVU, full access to the State's on-line library system (www.pioneer-library.org), and access to any state college or university library, as well as BYU and Westminster.

After the first week of school (fall and spring terms), Student ID cards can be obtained in the Student Services office in Orem, Tuesday through Thursday from 9:00 AM to 4:00 PM.

Replacement ID Cards are \$5.

HIGH SCHOOL STUDENT INFORMATION

High School Student Programs

High school students who are 16 years and older and who are enrolled in Utah Public High Schools in the Alpine, Nebo, North Summit, Park City, Provo, South Summit, and Wasatch School Districts may enroll in MATC programs tuition-free. Information regarding current program offerings for high school students is available in Student Services at the Orem, American Fork, and Spanish Fork campuses or at the local high school counseling office.

This includes charter schools that are state funded or sponsored by local school districts.

High School Student Program Enrollment

Prior to being enrolled into a course or program at MATC, students receive counseling at their local high school to ensure that the student is in the appropriate course or program, has the aptitude to succeed, and understands program requirements.

Student Progress

MATC instructors indicate progress for any high school-sponsored students enrolled in their program. High school student's actual grade in an MATC program is determined by the High School. MATC does not offer nor recommend credit. Both grades and credits are determined by the policies and procedures of each individual school district.

Concurrent Enrollment

Students attending high school who would like to enroll and receive Utah Valley University or Salt Lake Community College credit may do so for certain approved classes through Concurrent Enrollment at the respective college. In order to enroll and qualify, a student must complete the Concurrent Enrollment admission application, pay the one time application fee, and be admitted through the Concurrent Enrollment Office of the respective college. More information can be obtained at this website: www.uvsc.edu/conted/concurr. Or see Monica Kelly in Student Services.

TRANSCRIPTS & RECORDS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on MATC's Student Information System at the main campus. MATC maintains complete records for each student, including previous education, attendance, progress, tuition and fees, demographics, training outcome, competencies obtained, and documentation.

Student transcripts are available upon written request by the student. A transcript request form can be obtained in the Student Services office. Student records may only be released to the student or his /her designee as directed by the Family Educational Rights and Privacy Act of 1974 (FERPA). Official transcripts will be released to students who are current with their financial obligation. See page 19. A form of ID must be provided at time of request.

There is a fee of \$3 for each transcript requested. Normal processing time for transcript preparation is approximately five to ten days.

TESTING (*We test best*)

The Testing Center offers testing services for students and community members. Reading and math tests are given on a walk-in basis at no cost for placement in MATC programs. Reviews for the math test and also the apprenticeship math test are available online at www.mlatc.edu/files/testing/AbleMathReview.pdf. Career tests are offered to assist in choosing a course of study and a career. Proctoring service for tests from other colleges is offered. The test Center is an authorized Prometric Test Center and a VUE test site. This enables IT candidates to take certification tests to qualify for high tech IT jobs. Certification tests for Nurse Assistant, EMT, Gas Technician, Computer Literacy equivalency and NATE are offered at the MATC Test Center.

Test Center hours are:

Monday, Tuesday, Thursday and Friday

8:00AM—6:00PM

Wednesday

8:00AM—7:00PM

Friday

8:00AM—5:00PM

Phone: 801.863.7570

BASIC SKILLS PROGRAMS

Mountainland Regional Learning Center (MRLC)

MRLC is an academic skill remediation center where students acquire and/or improve reading, math and English skills. Students are pre-assessed using the TABE (Tests of Adult Basic Education) to identify which areas of understanding need to be addressed. A lab counselor uses the assessment score and

the student's goals to create an SEOP (Student Educational Outcome Plan). The SEOP may call for basic skill remediation, MATC program preparation, GED (General Educational Development) preparation, and/or Adult High School completion, as well as Math and English 1010 preparation. Using the SEOP as a guide the student can access computer-based learning curriculum, teacher-assisted individual units, or direct instruction classes to achieve their goal. The lab also supports adult ESOL (English Speakers of Other Languages) instruction.

MRLC Orem Campus is open Monday through Thursday 10:00AM to 8:00PM and Friday 10:00AM to 4:00PM. MRLC American Fork Campus is open Monday and Wednesday 1:00PM to 5:00PM, Tuesday and Thursday 10:00AM to 2:30PM, and Closed Fridays.

CHAMP (*Center for Higher Achievement, Motivation, and Productivity*) CHAMP helps at-risk Career and Technology Education (CTE) students become better prepared for employment. To qualify for the program, students must meet the following criteria:

1. Be enrolled in a CTE class at their high school; and
2. Be identified as academically disadvantaged.

The program provides flexible entry and exit which enables students to be referred throughout the year. Participants receive individualized instruction on a regular basis in math, English, and reading. Students are referred from CTE classes for short-term help with a specific theory or assignment. Students may also receive assistance clarifying career goals, developing employability skills (job search information, completing application forms, preparing for interviews, communication skills, etc.) and ways of improving self-esteem and human relations skills.

For more information contact the CHAMP program at 801.492.2922.

Student Conduct

Each student is responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the College and of the student body. The rights and responsibilities of MATC students are listed below. The realization of both rights and responsibilities, through the efforts of all MATC employees and students, promotes the mission of Mountainland Applied Technology College.

STUDENT RIGHTS

1. Learning Environment Rights

- a. Students have a right to support and assistance from MATC in maintaining a climate conducive to thinking and learning.
- b. Instruction should reflect consideration for the dignity of students and their rights as persons.
- c. Students are entitled to academic freedom and autonomy in their intellectual pursuits and development.
- d. Students have a right to be treated with courtesy and respect.

2. Business Procedure Rights

- a. Students have the right to be reasonably informed about the full cost of tuition, lab fees, etc., and about available financial aid programs, attendance obligations, procedures, loan repayment schedules, consequences of non-payment, etc.
- b. Students have the right of reasonable access to and the use of MATC services and programs such as securing financial aid, counseling, academic advisement, career planning and placement, etc.

3. Classroom Rights

- a. Students are free to take reasonable exception to the data, processes, or views offered in programs. At the same time, students are responsible for meeting standards of competent performance established for each program.
- b. Students have a right to reasonable notice of the general content of the program, what will be required of them, and the criteria upon which their performance will be evaluated.
- c. Students have a right to have their performance evaluated promptly, conscientiously, without prejudice or favoritism, and consistent with the criteria stated at the beginning of the program.
- d. Students have the right as well as the responsibility to participate in procedures for evaluating the teaching effectiveness of faculty.

4. Right to Freedom of Expression

- a. Students have a right to examine and communicate ideas by any courteous and lawful means.
- b. Students will not be subject to academic or behavioral sanctions because of their constitutionally protected exercise of freedom of association, assembly, expression and the press.

5. Right to Freedom from Sexual Harassment

MATC's sexual harassment policy and definition is located on page 24.

6. Right to Freedom from Discrimination

MATC policy prohibits discrimination, harassment or prejudicial treatment of a student because of his/her race, color, religion, national origin, gender, sexual orientation, age, or status as an individual with a disability, or as a disabled veteran.

7. Right to Privacy and to Inspect Public Records

- a. Students have a right to protection against unauthorized disclosures of confidential information contained in their student records.
- b. Students have a right to examine and challenge information contained in their student records. For additional information see page 8.

8. Right to Accommodation for Individuals with Disabilities

9. Right to Due Process

- a. Students have a right to due process in any proceeding involving the possibility of substantial sanctions. This includes a right to be heard, a right to decision and review by impartial persons or bodies, and a right to adequate notice.

10. Right to be secure in their persons, papers, and effects against unreasonable searches and seizures.

Student Responsibilities

MATC students are responsible to regulate their own conduct and respect the rights of others. Rules, policies, and regulations of the faculty and administration are to be respected. The conduct of a student attending MATC should be in compliance with what will be expected in the workplace.

Violation of conduct standards include, but are not limited to the following:

1. Theft or knowingly possessing stolen property, equipment, materials, services, or data;
2. Disruptive behavior;
3. Possession or use of firearms, explosives, or other dangerous substances;
4. Vandalism or threats of actual damage to property or physical harm to others;
5. Possession, sale, transfer, or use of illegal drugs or alcohol;
6. Smoking in unauthorized locations on campus in violation of state law, MATC, or public health regulations;
7. Appearance under the influence of alcohol or illegal drugs;

8. Harassment or abuse against members of a particular race, ethnic, religious, or cultural group including sexual harassment;
9. Disorderly, lewd, indecent, defamatory, or obscene conduct or expression including possession of, use of an MATC computer to search for or view, or the distribution of pornography on any MATC campus;
10. Reckless or intentional use of invasive software such as viruses and WORMS destructive to hardware, software, or data files;
11. Initiating or causing to be initiated any intentionally false report or warning;
12. Leaving children unattended on MATC property or allowing them to create a disruption on MATC property;
13. Any form of academic dishonesty—no cheating;
14. Failing to meet contractual obligations with MATC;
15. Knowingly violating terms of any disciplinary sanction;
16. Intentionally furnishing false information, including false identification;
17. Forging, altering, misusing, or mutilating MATC documents, records, identification, educational materials, or other MATC property;
18. Influencing or attempting to influence the academic or any administrative process through explicit or implied bribery, threats, sexual behavior, etc.;
19. Unauthorized entry upon or use of MATC facilities, equipment, materials, data, properties, or services;
20. Violating parking regulations or other misuse of a vehicle which violates the law or MATC policy;
21. Refusing to respond to reasonable requests and directions from MATC or local government officials while in the performance of their duties.

DRUG & ALCOHOL FREE ENVIRONMENT

MATC shall provide for a safe and productive work and educational environment that is free from the effects of possession, use, or distribution of illicit drugs and alcohol. Drug and alcohol abuse prevention information is disseminated to all employees and is available to current and prospective students.

MATC SMOKING POLICY

Smoking is not permitted in any indoor area of all MATC campuses or within 25 feet of any MATC building.

SEXUAL HARASSMENT POLICY

MATC will not tolerate sexual harassment. Violations of this policy by administrators, faculty, staff, and students will be regarded as unprofessional and uncivil conduct, and violators

may be subject to appropriate disciplinary action ranging from written or verbal reprimand to dismissal.

For purposes of this policy, sexual harassment is defined as including but not limited to un-welcomed sexual advances, requests for sexual favors, repeated derogatory sexist remarks, and other verbal, visual, or physical conduct of a sexual nature directed toward an employee or student. Sexual harassment includes but is not limited to the following:

- making un-welcomed written (e.g., suggestive or obscene letters, notes, invitations), or verbal (e.g., sexually demeaning comments; sexually explicit statements, questions, slurs, jokes, anecdotes, or epithets);
- making un-welcomed physical (e.g., sexual assault, touching, impeding or blocking movement), and / or visual (e.g., leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters) advances with sexual overtones;
- expressions of sexual interest after being informed that the interest is unwelcome;
- reprisals, threats of reprisal, or implied threats of reprisal following a negative response to sexual advances or following a sexual harassment complaint.

SATISFACTORY PROGRESS

Students must maintain satisfactory progress toward the successful completion of their stated technical goal by monthly progress at a rate that will allow the student to complete the program in no more than 1.5 times the total hours of the program.

ATTENDANCE POLICY

A student must notify the instructor when he/she is absent. Ten consecutive days of absence result in an automatic withdrawal. Regular attendance in a program is as important as showing up for work every day.

PROBATION/DISMISSAL

The instructor and student are encouraged to engage in a constructive problem solving discussion to resolve any conduct or program issues. The instructor has the responsibility to advise the student that further issues may lead to disciplinary action. The student may be referred to an MATC counselor for further discussion and may be placed on probation as a result of this conference. Terms of probation are determined by the Program Director in accordance with MATC and department policy. Problems occurring while a student is under probationary status may result in termination. If the Program Director determines a need, an additional conference will be scheduled during the probationary period.

Instructors can recommend probation or dismissal and may physically remove any student who is a clear and present danger to himself/herself or others. This action must be documented fully and immediately. Any student who believes actions taken are unfair or otherwise prejudicial may appeal under the grievance procedures stated below.

APPEALS AND GRIEVANCE PROCEDURES

In the course of technical training at MATC, the student shall have the opportunity to contest any action, grading, or evaluation made by the administration, faculty, or staff of MATC in an appeal/grievance hearing, if so desired.

1. Definition: An appeal/grievance is a claim or charge of injustice or discrimination based upon an event or condition that affects the welfare of an individual student or group of students.

2. Appeal/Grievance Criteria

- a. The grievance must be filed in writing within ninety (90) days of the occurrence of the circumstance upon which it is based.
- b. It must specifically identify the policy, procedure, or status violated, misinterpreted, or inequitably applied.
- c. It must furnish sufficient background concerning the alleged violation, mis-interpretation, or inequitable applications to identify persons, actions, and/or omissions that lead to the allegation.

3. Procedures

- a. *Informal:* Should a student or parent believe there is cause for grievance, he/she should discuss the grievance with the person(s) involved (including: instructor, student, Student Services staff, etc.) in an effort to resolve the grievance mutually and informally. The comitee will notify th grievant in writing of its decision. A student who feel his/her grievance or complaint has not been satisfactorily resolved can appeal to the Campus President. If the student feels that he has not be dealt faily, he/she can appeal to the Concil on Occupational Education (COE)
- b. *Formal:* If attempts to resolve the grievance informally are unsuccessful, the student or parent should file a written, dated, and signed grievance within ninety (90) days of the occurrence with the Vice President of Student Services. The Vice President or Student Services will present the complaint to the appeal/grievance committee for a hearing. The committee shall review the student's/parent's statements, the manager's statement and recommendations, investigate the allegations, review evidence, and develop its own conclusions. The committee will notify the grievant in writing of it's decision. A student who feels his/her grievance or complaints has not been satisfactorily resolved can appeal to the Council on Occupational Education (COE), 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346, 800.917.2081 or 770.396.3898.

Certificates and Degrees

Program completion requirements, including length of time required to obtain certification of completion, can be found on the MATC website: www.mlatc.edu.

SKILL COMPETENCY DOCUMENTATION

Individuals demonstrated skill competency(ies) specified for completion of a single course or portion of a training program may receive documentation showing skills learned. These are offered in the following programs: Automotive Technology, Diesel Technology, Business Technology, Culinary Arts, Information Technology, Welding and Composites.

PROFICIENCY AND COMPLETION DOCUMENTATION

Proficiency shown by completing any training program that includes a set of competencies to prepare a student for employment in or upgrade to an identified occupation may be given documentation.

RECOGNITION CEREMONIES

Currently MATC honors students who have completed their programs at Recognition Ceremony. These Ceremonies are conducted in January, May, and August. For more information as to dates and times please contact Student Services at 801.863.MATC (6282).

Program / Course Dates:

CAMPUS	START DATE	1ST BLOCK ENDS	2ND BLOCK ENDS	SUMMER BLOCK START	BLOCK END
Orem	August 17	January 7	May 20	June 3	August 6
American Fork	August 17	January 7	May 20	June 3	August 6
Spanish Fork	August 17	January 7	May 20	June 3	August 6
Wasatch UVU	August 17	January 7	May 20	June 3	August 6

HOLIDAYS:

Labor Day

Monday, September 7, 2009

Thanksgiving Vacation

Wednesday, Thursday & Friday,
November 25-27, 2009

Christmas Vacation

Friday, December 22, 2009-
Monday, January 1, 2010

New Year's Day

Friday, January 1, 2010

Martin Luther King Day

Monday, January 18, 2010

Presidents Day

Monday, February 15, 2010

Spring Break

Thursday & Friday,
April 8-9, 2010

Memorial Day

Monday, May 31, 2010

Independence Day

Monday, July 5, 2010

Pioneer Day

Friday, July 23, 2010

EVENTS:

Constitution/

Citizenship Celebration

September 15, 2009

Recognition Ceremonies

January 28, 2010

Mountain View High School

7:00 pm

May 19, 2010

Wasatch Campus

6:00 pm

May 20, 2010

Mountain View High School

Two Sessions

August 5, 2010

Mountain View High School

7:00 pm

