Student Policies and Procedures for Staff

Contents

Revision Dates:

Date	Comments
August 3, 2011	Approved
December 5, 2011	DRC accommodation information added. Refund policy clarified. Attendance Module instructions (effective November 11, 2011) and other minor edits
June 2013	Student Services Integration
July 2013	Clarification on Attendance and Scheduling and minor Edits
April – June 2014	Document Review and Update. New and/or updated processes for testing, previous competency attainment, reduced schedule requests, transcripts, and transfer/waiver requests. Clarified various other policies
June 2015	Document Review and Update. Inclusion of CBE Pilot and defining Legacy modalities
July 2015	Clarification on Challenge Exams and SPEN for CBE courses
October 2015	Further clarification on Challenge Examinations and Experiential Learning
March 2016	Clarification on Excused Absences, Attendance Requirements for Pell students and CBE SPEN.
July – Sept. 2016	Clarifications for new CBE subscription model. Added Program Extension Policy.
February 2017	Added CBE Academic Progress Standards

The School of Applied Technology (SAT) at Salt Lake Community College provides quality career and technical education in a flexible, competency-based format meeting the needs of students desiring low-cost training in high-demand job fields. Programs are responsive to business and industry requirements resulting in appropriate licensure, certification, or evidence of completion, articulating, where appropriate, with career and technical education courses and programs within the College.

Admissions & Registration

New students who wish to register for an SAT program or course must complete a Salt Lake Community College Application for Admission through the web (high school students apply in person). A non-refundable $40 application fee is required at time of application. This fee covers application, assessment, orientation, and the student identification card (One Card).

During the application process, students will declare a program of study. SLCC Certificates of Achievement, Proficiency or Completion will be awarded for completing programs. SLCC Certificates are not awarded for English as a Second Language, College Academic Readiness or courses taken outside a declared program of study.

To register for an SAT program, students must demonstrate basic skill levels as defined for the program. Often these skill levels are demonstrated by taking the TABE® (Test of Adult Basic Education), Accuplacer®, ACT®, SAT®, prior college level course work, ESL placement exam, or successful completion of applicable coursework. The School of Applied Technology at Salt Lake Community College requires all TABE® and Accuplacer® tests be administered at an SLCC testing center. TABE, Accuplacer and ESL tests must be administered by SLCC.

Skill level requirements vary by program (see the SAT Catalog, SAT website or an advisor for details) and are evaluated and posted on a yearly basis. Exceptions to admission requirements may be granted on a case-by-case basis by the Associate Dean for SAT Testing. Students may declare only one program of study at a time. This does not prevent them from registering for courses outside their declared program of study as long as prerequisites are met. However, those courses outside of the program will not be eligible for financial aid. Also, students in the Competency-Based Education (CBE) model may only take courses within their selected program.

Procedure:

Students must wait at least three days before retesting after initial testing for placement. The Reading portion may be retested once in a 90-day period and Math twice in the same period, at a cost of $15.

All SAT students in College Academic Readiness and ESL programs are allowed one free test after it has been determined that the student has reached the level gained to take the test. The free test is only available for one calendar year from the date of the initial test, after which re-test fees apply. The cost for a re-test is $15. A student must wait a minimum of one calendar month prior to taking the test again.

Note that testing is not meant to be used for ongoing course assessments and that a free re-test is offered at the end of their training to document and certify independently the level gains for the student who was enrolled in ESL or College Academic Readiness.

High School Students

High school students are welcome in SAT programs and courses except for ESL and College Academic Readiness. They must complete the High School Pre-Registration form (available at www.slcc.edu/sat) to qualify for SAT Career and Technical Education programs and courses. High school students do not pay

tuition; however, they pay the application fee, student fees, lab fees and cost of books and supplies required for the program. The SAT does not grant high school credit; however, the high school may, at its discretion, grant high school credit for work completed at the SAT. High School students must meet entry criteria established for the program. High school students are not eligible for federal financial aid. Note, high school documents must be resubmitted every year for continued enrollment (due July 1st of every year).

> *Procedure:*
> A detailed checklist for registration of high school students is available in the appendix (See appendix Four, High School Student Checklist)

Program/Course Costs

New students will be given a cost estimate by their advisor that details the tuition, student fees, and course lab fees, if any, for their program of study. Tuition and student fees for SAT courses are based on published clock hour rates.   The admissions application fee, course lab fees and the cost of books and supplies are extra. All costs are subject to change.

Depending on the instructional delivery type, costs will be determined as follows:

CBE Students will purchase 10-week blocks of time during which they may progress as fast as they are able. Payment plans are available for qualifying students (contact Accounts Receivable for details). The last block is variable in length, designed to meet the time required to complete the program.

English as a Second Language (ESL) Students will pay for all courses upfront. Payment plans are also available for qualifying students.

Legacy Students will pay for 50% of the program upfront. Once the first half of the program is completed, the remainder of the program costs are due. Where available, students in Legacy programs may also register and pay tuition for one course at a time.

Personalized Professional Training (PPT) Students enroll in individual courses, paying for each course as they progress. Please refer to the list of courses available for PPT.

New students are required to pay tuition and fees prior to initial registration for the course(s). Students who rely on a community or government agency, VA or PELL grants must have their funding secured before registering for courses.

As continuing students are registered into the next course(s), payment for these courses is due within 3 business days. Failure to pay within this time frame will result in a hold being placed on the account. Holds for financial reasons may affect student's ability to register for additional courses, access transcripts, or receive certificates.

Students who are in the U.S. on visas (such as visitor or student) must pay nonresident fees (visit International Student Services website at www.slcc.edu/iss or email internationalservies@slcc.edu for more information).

Challenge Exams and Experiential Learning

When requested, previous competency may be applied toward an SAT course through evaluation of Experiential Learning if available through the department. All Experiential Learning and Challenge Examinations should be completed prior to registration in the program or course(s).

Challenge Examinations (Legacy and SPEN only). The School of Applied Technology offers approved challenge tests for those students who have already acquired the necessary skills in a particular subject. Please refer to the [SAT Testing Services](#) website for available tests.

Experiential Learning. The student provides documented proof, as defined by the program, of competency for a specific course. If the documentation can be applied to the course, the course will be graded out with a TC (transfer competency). Students will not pay for the course if a TC grade is applied. Students who register for a course forfeit the opportunity to request experiential credit for the course. Credit for experiential learning cannot exceed 25% of the total program hours.

> ### Procedure:
> The acceptable criteria will be predefined by the instructional department and a list of acceptable credentials will be given to the SAT Student Records Management (SAT-SRM). Official documentation includes sealed college transcripts, original industry certificates, letter from employers on official company letterhead, etc. If a credential is not listed, the department coordinator may authorize a TC grade and the credential will be added to the list. Approved justification must be included in correspondence with Student Records Management.

Changing Programs of Study

Once a program of study is declared, one program of study change is allowed per SLCC fiscal year (July 1 to June 30). Students receiving benefits should contact their sponsor, financial aid advisor, or the Veterans Center prior to changing their program of study to determine whether a program change will impact their funding. Students changing to a program of study within the instructional department may change their program of study by contacting their instructor and advisor and without going back through SAT enrollment services.

Students changing programs of study to a program outside the first program of study's department must meet with an advisor to determine whether or not there is a waiting list for the desired program and if they meet the entry criteria. If there is a waiting list, the student will be closed out of the first program of study as a non-completer and will be placed on the list. In either case, transfer or non-completer, students will not have to retake common courses.

> ### Procedure (Legacy and SPEN)
> **Transfers (to a major inside the department).** If the student completed a major and is transferring to another program of study within the department, the instructor will use the SAT Suite to submit a Term Form to the SAT Student Records Management indicating that the student has completed the program of study. In the comment section, the instructor will enter a comment informing the SAT-SRM that the student is transferring to a new program of study. Substitution Waiver forms for any completed courses applicable to the new program must be submitted by the instructor prior to registration. Instructors will refer the student to the program advisor for a new cost estimate.
> The advisor will web-register the student for the next course, and the student will continue working through courses for the new program of study.
> If the student did not complete the program of study, the advisor will use SAT Suite to submit a Program Change Request to the SAT Student Records Management. Substitution waiver forms for any completed courses applicable to the new program must be submitted by the instructor prior to registration. Students who are receiving financial aid must see their financial aid advisor prior to making changes to determine how their financial aid may be affected.
> The program advisor will provide a new cost estimate and web-register the student for the next course.
> **Inter-department Transfers (major outside the department).** For students completing a major and wanting to declare (transfer to) another major outside the first major's department, the instructor will use SAT Suite to submit a Term Form to SAT Student Records Management indicating

that the student has completed the major with the reason of Transfer. The student meets with an advisor to start in the enrollment process for the new program.

If the student did not complete the first major, the instructor will use SAT Suite to submit a Program Change Request to the SAT Student Records Management. The student meets with the currently assigned advisor to start the enrollment process for the new program.

Procedure (CBE)
While much of the criteria remains the same as for Legacy programs, transfers and course registrations for CBE will be handled through the SAT-SRM office.

SAT Delivery Options
The SAT offers a variety of instructional delivery methods to meet student needs.

CBE
Students can work from home, in the classroom or both. Practical examinations and assignments must be completed in the classroom during instructional time. Students are expected to complete weekly milestones (based on an average of 16 hours of coursework per week). The actual hours a student works may vary depending on prior knowledge, experience and ability. Students are expected to have weekly meaningful contact with an instructor (in person or via phone/Skype).

Main Characteristics:
1. Students are expected to progress through coursework at a minimum average of 16 hours per week.
2. No seat-time requirement and no weekly schedule required (Federal, State or accrediting regulations may require attendance for some courses).
3. Weekly meaningful contact between student and instructor is required.
4. Students may accelerate and complete courses sooner – no limits on when or how often the student attends class.
5. Students typically progress through one course at a time according to the established program sequence.
6. Students are registered into 10-week blocks of time and tuition is assessed for each 10-week payment period individually. Refund rules are based on the 10-week block of time, not the individual courses within the block.

Personalized Professional Training (PPT)
For students who only need one or more courses for purposes other than earning a certificate for a full program of study. Similar to CBE, students can work from home, in the classroom or both. Practical examinations and assignments must be completed in the classroom during instructional time. Students are expected to complete weekly milestones (based on an average of 16 hours of coursework per week). The actual hours a student works may vary depending on prior knowledge, experience and ability.

Unless otherwise noted, students interested in PPT courses within CBE programs must complete 16 hours of coursework per week (hybrid or classroom).

Legacy Model (for students with Pell and VA funding)
Students in this modality are enrolled in either a full program of study comprised of multiple courses, or they are enrolled in courses on a course-by-course basis (SPEN). Students enrolled in a program of study will be scheduled for 16 to 24 hours per week, depending on program availability. Students enrolled on a course-by-course basis (SPEN) must schedule a minimum of 8 hours per week (only for non-Pell/VA students).

Students who enroll in CBE programs will not be allowed to transfer to the Legacy course-by-course (SPEN) enrollment, unless required by VA or Pell funding.

Procedure
Under extenuating circumstances and for a limited period of time, schedules of less than 8 hours per week must be pre-approved. Students currently receiving Financial Aid or VA benefits are typically ineligible for a reduced schedule below the 16 -24 hour requirement. The request form must be filled out prior to scheduling and submitted to SAT Director of Operations (Taylorsville Redwood Campus, ATC 220). (See Appendix Six: Approved Reduced Schedule Form.)

Attendance and Schedules: It is expected that students attend class as scheduled to ensure they make satisfactory progress toward course/program completion. Students on Pell funding may be eligible for a limited number of excused absences and should consult with their department faculty beforehand.

Set time/set place (STSP): The majority of SAT courses have been defined as STSP courses. With this instructional type, students direct themselves under the instructor's guidance and supervision through the curriculum. Students define their attendance schedule by working with the instructor and/or advisor to develop the schedule within the times and days the course is offered. The estimated completion date is calculated from start date and based on the declared attendance schedule.

Procedure
See the class status report for courses and delivery types.

Any time/any place (ATAP): This instructional type is used for clinical courses and externships.

Federal Financial Aid regulations define full-time status as 24 hours or more per week. Students with a 16 hour per week schedule may risk not completing their program benchmarks, thus becoming ineligible for further financial aid payments.

SAT will track and report to sponsors and financial aid according to their requirements. Attendance is only tracked for time in the classroom. Students arriving more than 15 minutes earlier than their scheduled time will not be admitted to class. Students are expected to arrive to class on time and stay for the full class session. Students arriving more than 15 minutes late or leaving more than 15 minutes early from scheduled start and end times will not be given attendance credit for the hour. Students should check with their academic department regarding an Excused Absence Policy. It is the students' responsibility to contact their instructor or advisor in writing if they are not able to attend.

ESL Courses
Also known as Instructor-Led (IL): Courses have specific start and end dates where all students are expected to attend at the same time—instructors lead the students through the curriculum.

College Academic Readiness Courses
Courses designed to provide students with Adult Basic Skills for further academic pursuits, or employment. Instructors lead the students through the curriculum.

Student Initiated Withdrawal Request
Students who wish to withdraw from a program may contact either the faculty member or advisor to initiate the process of withdrawing. Students may initiate this process at any time for any reason, but refund rules and deadlines apply. See refund rules for more information.

When a student communicates a desire to withdraw to a faculty member or advisor, that person will initiate the withdrawal process. This will include an email indicating effective date (LDA) to affected areas including: faculty, advising, registration records and financial aid. See the student termination flow chart for more details on this process. See Withdrawals and Refund Policy below.

Missing Instructional Days

Per SLCC policy, an instructional week is defined as Monday through Saturday. Sundays, holidays, and scheduled college breaks as defined in the school calendar are not counted as instructional days. Students missing 10 consecutive SAT instructional days in the Legacy courses or 2 weeks of meaningful contact in the CBE model will be dropped from a course and withdrawn from their training program for non-attendance/participation. Non-attendance/participation may affect students' refund eligibility. Financial Aid recipients may need to repay funds to the Department of Education and/or the College for failure to satisfactorily complete the program of study.

Procedure

For Legacy courses, SAT-SRM will send an email to faculty and advisors to notify of students who have missed 6 consecutive instructional days.

For CBE courses, faculty will monitor and report weekly meaningful contact and satisfactory progress to the Student Records Office, Financial Aid and Advising.

Instructors and advisors will communicate before students are dropped or termed (i.e. terminated) for non-attendance/participation. Advisors will attempt to contact the student and/or sponsoring agency, where appropriate. The SAT-SRM will drop or term the student upon reaching 10 consecutive missed instructional days, or two consecutive weeks of no contact for CBE courses.

Time between Courses (Legacy and CBE)

Students are expected to register for continuing or follow-up courses immediately after completion of a course. Students will be dropped from the program if no registration exists within 7 instructional days (Monday through Saturday), excluding Sundays, holidays and breaks, after completing a course.

Attendance for Working from Home (Legacy only)

Students will not be given attendance credit for work done outside of the classroom. Attendance will only be posted for actual seat time in the classroom.

Make-up Policy (Legacy only)

The School of Applied Technology does not have a make-up policy for missed attendance. Students are not allowed in the classroom during unscheduled hours.

Attendance Schedules (Legacy only)

For STSP course types, students work with their instructor or advisor to develop their course attendance schedule. Completion dates for STSP courses are calculated for each individual based on their scheduled start date and the weekly declared attendance schedule. It is recommended that students attend full time (at least 24 hours per week or as required by sponsor or as defined by program/course availability) in order to complete their program or educational goals in a timely manner.

Schedule Changes (Legacy only)

Students should make every effort to adhere to their declared course schedule. In rare cases students may change their schedules to accommodate work, health, or other demands (for example, changing from days to evening to accommodate work schedules or child care needs). In these cases, it is recommended that the student complete the current course and then register for the next course offered at times that accommodate the needed schedule. Changing from one section to another of the same course should be avoided. However, when a student's schedule must change before completing a course, to avoid having to pay for the course again,

the student must request this accommodation from the advisor and/or instructor. Under extenuating circumstances for a limited period of time, schedules of less than 8 hours per week and/or 2 hours per day (for standalone courses) must be pre-approved. Students receiving financial aid, Veteran's benefits or other sources of funding must get prior approval from their sponsor or agency.

Procedure

When moving from one section to another section of the same course, the instructor/advisor submits a Student Course Change Form, through the SAT Suite, and indicates a "Chain From" in the section which includes the old CRN for the course, the new CRN for the course, and the schedule change effective date through the SAT Suite. Instructors/advisors: PLEASE DO NOT web-register the student for the new CRN. The SAT Registrar's Office will register the student for the second CRN and run a process linking the time elapsed for the first CRN to the time remaining in the second CRN. The instructor/advisor will then set the attendance schedule for the second CRN.

When submitting a request for Reduced Schedule, the form must be filled out prior to scheduling and submitted to SAT Director of Operations (Taylorsville Redwood Campus, ATC 220) for pre-approval. (See Appendix Six: Approved Reduced Schedule Request Form.)

ADA Accommodations

Students with medical, psychological, learning or other disabilities desiring accommodations or services under ADA should contact the Disability Resource Center (DRC). The DRC determines eligibility for and authorizes the provision of these accommodations and services for the college. Please contact the Disability Resource Center at 801-957-4659.

Procedure

It is the responsibility of the student to contact the DRC and request an accommodation letter. It is recommended that new students contact the DRC for possible services as soon as they apply for admission and it is recommended that continuing students contact the DRC the first day of class or within the first week of starting a new course.

- Accommodations may include extended program time, a reduced schedule or other approved services that do not compromise the pedagogical integrity of instruction (Legacy only). Students in both Legacy and CBE may be eligible for extended test time with DRC approval.
- The DRC advisor will email the accommodation letter to the student, the instructor, and SAT - SRM. The Financial Aid Office should be notified, if the student has PELL Grants. All persons receiving the emailed accommodation letter should reply to the email as the reply will serve as an electronic signature.
- The instructor will provide in class accommodations as prescribed. If there are questions about the accommodation, the instructor may request a meeting with the DRC advisor. Copies of all DRC letters should be maintained in a confidential file for the student.
- SAT-SRM will run a process to calculate the new completion date given the additional time accommodation. This completion date will not be displayed on the student's attendance schedule page but will be accessible from that page by clicking on the course the student is enrolled in and viewing the date currently labeled as the 120% Completion/Maximum date. For now, that is where the new completion date (which includes the time accommodation) will be viewable (Legacy only)
- Scheduled hours will accrue for the extended time. Students will not be charged additional tuition and fees for this accommodation.
- If the student is unable to complete within the prescribed percentage but is progressing and nearing course completion, they may work with the DRC to request additional time. DRC accommodations will only extend course time, not the program end date.

Students who do not complete within the prescribed percentage and who have not met reasonable expectations will receive a failing grade (NM) and will need to pay to retake the course.

Leave of Absence (for certificate eligible programs only)

The SAT allows students to have an "approved" Leave of Absence (LOA) from their training program for extenuating circumstances. SAT allows students to have up to 30 days leave of absence for the duration of their entire program (leave time does not reset with the start of a new fiscal year). Per SLCC policy, an instructional week is defined as Monday through Saturday, not the student's individual schedule (non-instructional days, Sundays and holidays will not be counted against the student). The 30 days do not have to be consecutive days.

Students who transfer into another program are allowed to have an additional 30 days leave of absence for that program as well. Students, who do not return within the 30 days, are subject to an administrative program withdrawal. Students can reenroll when they are able to return to training.

It is the student's responsibility to request a leave of absence by submitting the required form to SAT-SRM. The advisor or instructor will only do it on behalf of the student, at his/her request, when unable to come in (if health or an emergency situation prevents the student from attending). Retroactive LOAs will only be considered if submitted within four (4) instructional days of a qualifying event.

Extenuating Circumstances May Include:
- Hospitalization
- Death in the family
- Extended illness of self or family member
- Work schedule
- Military service

Procedure

A leave of absence form must be submitted in advance, unless circumstances or situations are such that it is not possible. In those cases, advisors, instructors or family members may submit the request. The leave of absence form can be found online at www.slcc.edu/sat/forms.

All requests must be submitted to the SAT –SRM for approval.

Upon return students must notify SAT-SRM, by phone, email, or in person indicating their return date. Failure to do so could result in removal from the program.

Re-Enrollment

SAT programs and courses change to meet the immediate employment needs of business and industry. Students who drop out before completing their program may re-enter and pick up where they left off within the same fiscal year (July 1 to June 30).   Students who return after this time may be required to retake courses or consider transitioning to a new program if their program is discontinued or changed.   The $40 application fee is waived for students who have an active SLCC registration within three years.

Procedure

The SAT advisor will work with the program coordinator or the associate dean to determine if courses completed (as displayed on the student's registration history) apply toward the new program. The program coordinator will complete the articulation document listing transferable courses (see course substitution request form, available on the SAT Website, http://www.slcc.edu/sat/forms.aspx)

New SAT Student and Classroom Orientations

New students are required to attend an SAT student orientation. The SAT orientation gives an overview of SAT policies and procedures and walks students through creating their MyPage login and printing their attendance schedule (for legacy courses). Students will present their printed schedule to their instructor as a "ticket" into the classroom.

One-on-One orientations are held:

- At the start of every term for ESL student group orientations
- Upon completing the training plan at the advisor's office
- The orientation information is available on the SAT school admissions web page, www.slcc.edu/sat

During orientations students will create a MyPage login and print their schedules for Legacy and ESL courses.

The first day of class for new students is on Monday (except for holidays, in which case classes will start on the next scheduled day). Instructors will review program requirements/expectations with new students each Monday.

Procedure
The advisor will provide key SAT information during orientation meetings immediately after they complete their training plan (See Appendix One: SAT Orientation Checklist). For Legacy programs, the advisor will also email a copy of the student's schedule to instructor(s) and assigned advisor.

Program Start Changes (No-Shows)

Students are responsible for informing their advisor if they are unable to start their program as scheduled. Students who wish to change or cancel their schedule must inform an advisor no later than two (2) business days prior to their scheduled start date.

Legacy: Students who fail to show up for the first two days of the scheduled class times will be dropped from the class and may be responsible for paying for the class.

CBE: Students who fail to attend the preliminary instructional orientation with their instructor during the first week of the program will be administratively dropped and may be responsible for paying for the class.

Procedure
For Legacy courses, an automated email will be sent to the program academic advisor after two (2) business days if a student has not shown up as scheduled for class. The academic advisor will attempt to make contact with the student and verify non-attendance with instructor. If the student isn't going to attend, the advisor will inform SAT-SRM through the SAT Suite to drop delete (DD) the student within one week of the scheduled start date in order to meet the DD refund rules. Failure to meet these dates will result in the student being withdrawn (WC) from the course, owing for the course, and owing SLCC and/or the Department of Education for any PELL awards received.

Program Extensions

The School of Applied Technology will allow students who exceeded 150% of the program end date, the opportunity to request a program extension. Only one (1) program extension will be granted for each program of study.

Students, who are receiving Federal Financial Aid, must check with the Financial Aid office to determine if a Satisfactory Progress appeal is required. Students who are under a Financial Aid contract and have already been granted a program extension will not be granted an additional SAT program extension. Financial Aid extension dates are the final allowable dates.

Procedure

Extension requests are initiated by the student and instructor with the approval of the Associate Dean for the School of Applied Technology. The form for Program extension requests is available on the SAT Website, under Forms.

Withdrawals and Refunds

Students are responsible for informing their advisor and/or instructor in writing that they are withdrawing from a course or the program.   Full refunds are given if the student drops within the following timeframes (refer to glossary of terms for instructional types):

IL	≤ 20% of scheduled course hours or ≤ 4 calendar weeks from course start date, whichever comes first
ATAP	≤ 20% of scheduled course hours or ≤ 4 calendar weeks from registration date, whichever comes first
STSP	≤ 20% of scheduled course hours or ≤ 4 calendar weeks from registration date, whichever comes first
CBE	≤ 20% of course time or ≤ 4 calendar weeks from registration date, whichever comes first

Students may withdraw from courses after the refund timeline above and before 61% of the scheduled course hours (Legacy only) but will not receive a refund. Students who withdraw after 61% of the scheduled course hours have elapsed will receive a failing (NM-not mastered) grade for the course.

Procedure

Legacy: Refund rules are based on ≤ 20% of scheduled course hours or 4 calendar weeks (28 calendar days) from the time the student is registered for a course, whichever comes first.

CBE: Courses are based on 16 hours per week. Missing weekly meaningful contact with the instructor two weeks in a row will result in termination from the program

The following registration status codes will be posted to courses by the SAT -SRM office after running a process which calculates grades and refunds according to the rules established.

DD   *Drop Delete*
Student drops the course before attendance is accrued and within the refund rules. The course does not show up on transcripts; the record is erased in Banner.

WN   *Withdrawn, refund due*
Student accrued attendance and was withdrawn from the course within the refund rules and are not transferring to another section of the same course. Last day of attendance is required. W grade will show on transcript. For students receiving PELL or VA support, drops will be coded as WN with last day of attendance in order to track repayment of funds. W grade will show on transcript.

WC   *Withdrawn, no refund due (Legacy only)*
Student is withdrawn after 20% of the attendance schedule start date and before 61% (parallel to SLCC policy) of the scheduled hours have passed. For students receiving PELL or VA support, withdrawal will be coded as WC with last day of attendance in order to track repayment of funds. W grade will show on transcript.

WC   *Withdrawn, no refund due (CBE)*
       Student is withdrawn after 20% of the course start date and before 61% (parallel to SLCC policy) of the scheduled hours have passed. W grade will show on transcript.

       See also Appendix Three: Glossary of Terms. It is important that the same terminology be used when referring to student registrations and schedules.

Holds on Students' Record

There are multiple types of holds, including financial and academic, that may affect the student's ability to be registered for a course. Students may view the reason for a hold on their MyPage account. Holds for financial reasons should be addressed with Cashiering or Accounts Receivable. If the cashier is not able to help resolve the hold, students should contact their advisor. For academic holds students must see an advisor (Cashiering will not resolve academic holds).

Procedure
Student must resolve the "hold" issue before registration for a new course can be accomplished. Students will not be given curriculum if they are not registered for a course.

Academic Progress

Every effort has been made to ensure that the coursework for an SAT course can be completed within 100% of the published hours.

Legacy: Completion dates for STSP courses are based on the student's attendance schedule. Student and instructor should meet to ensure that the competencies for the course will be completed by the 100% completion date.

CBE: Completion dates for CBE courses are based on the expectation that the student completes *a minimum of 16 hours of coursework every week*. Students who complete the block courses early may register for the next course in the program sequence immediately without incurring additional costs. Students will be notified a week prior to expiration of their 10-week block to purchase a new instructional period.

PPT: Mastery of competency is demonstrated when the student successfully completes the coursework requirements on or before the course end date. Students who complete early may register and pay for the next course in the sequence immediately following mastery of competency.

Procedure
Legacy: When the course end-date is reached, an email will go to the instructor's email account to request a course grade.

CBE: Instructors will typically grade a student out of a course prior to having the student start in the next course in the program sequence. For students who complete their assigned block courses prior to the end of the 10 week block period, the instructor will email a request to SAT SRM indicating which course the student should next be given access to in the program sequence.

CBE Academic Progress Standards

Instructional decisions may be made using the following guidelines to support guiding students into behaviors that will enhance their success in the School of Applied Technology competency-based education programs and their subsequent careers. This policy focuses on active intervention with students who demonstrate academic difficulty and provides support services necessary to encourage their potential success.

Exceptional Progress (recommended pace)
Average of 24 hours of course progress made per week (Dean's list eligible).

Acceptable Progress (minimum pace allowed)
Average of 16 hours of course progress made per week.

Unacceptable Progress
Average of less than 16 hours of course progress made per week.

Remediation for Unacceptable Progress

90-99% of Minimum Allowed Pace - Consultation: During weekly meaningful contact, the faculty member will inform the student that they have fallen behind the minimum pace allowed which will result in additional cost and time required to complete the program if the required pace is not resumed. The faculty member and student will review time estimates for assignments, modules, etc. and set goals for the coming week to support the student in achieving and maintaining acceptable progress. The faculty member should recommend that the student attend the classroom as much as possible to support bringing progress back to the required level.

80-89% of Minimum Allowed Pace - Classroom Attendance: During weekly meaningful contact, the faculty member will inform the student that they have fallen behind the minimum pace allowed by more than 10% which will result in additional cost and time required to complete the program if the required pace is not resumed. The faculty member and student will review time estimates for assignments, modules, etc. and set goals for the coming week to support the student in achieving and maintaining acceptable progress. At the discretion of the faculty member, the student may be required to attend the classroom up to 16 hours per week until the student has caught up in their coursework and maintained acceptable progress for two weeks. Academic advising will be contacted at this point and will provide any assistance requested by the faculty to support bringing progress back to at least the minimum required level.

70-79% of Minimum Allowed Pace - Require Advisor Meeting and Classroom Attendance: During weekly meaningful contact, the faculty member will inform the student that they have fallen behind the minimum required pace by more than 20% which will result in significantly more cost and time to complete the program if immediate steps are not taken to return to the required pace.   The faculty member and student will review time estimates for assignments, modules, etc. and set goals for the coming week to support the student in returning to progress at an acceptable level. At the discretion of the faculty member, the student may be required to attend the classroom 16 hours per week until the student has caught up and maintained acceptable progress for 4 weeks. The student will also be required to meet with an advisor to discuss progress and receive additional support, feedback, and recommendations. A warning will be issued to the student that termination from the program may occur at the discretion of the instructor if progress falls below 69% of the acceptable progress level.

>   ### *Procedure*
>   *The advisor will enter comments from their meeting with the student into Banner.*

Academic Probation: If the student's progress rate falls to 75% of the acceptable progress level (progress occurring at an average of 12 hours per week which is 4 hours behind the minimum pace allowed), the student may be placed on academic probation until they are able to return to the acceptable progress level. Academic Probation will prevent a student from registering for additional courses and if the student is on academic probation at the end of their payment block, the faculty will make a recommendation regarding allowing the student to continue in the training program.

Procedure

The faculty member in consultation with the advisor will make a recommendation of placing the student on Academic Probation and inform SRM. SRM will flag the student's record which will prevent further course registrations. The faculty member will inform advising and/or SRM when the flag may be removed.

69% of Minimum Allowed Pace or will not comply with recommendations above: After a warning to the student is issued as indicated above, the faculty member may terminate the student from their training program after two additional weeks in which the student remains below 69% of the required progress pace (progress occurring at an average of 11 hours per week or less).

Grading System

Grades for SAT are based on mastery of competency within the published course hours. The mastery criteria for each course will be outlined in the syllabus.

MC	Mastered Competency
NM	Competencies Not Mastered or withdrawn from a course after 61% of the scheduled time.
TC	Transfer Competency (see Previous Competency Attainment section)
W	Withdrawn (see Withdrawal and Refund section above)

Transcripts

Official Transcripts: The permanent record or transcript of student's academic achievement is maintained by The Office of the Registrar and Academic Records. Transcript requests can be processed in person at the Redwood Campus, South City Campus, Jordan Campus, and the Larry H. Miller Campus. An official transcript is a copy of the student's permanent academic record issued by the University/College Registrar. It displays all courses taken at SLCC and includes all grades received. Unlike unofficial transcripts, it is signed and dated by the registrar and displays the SLCC seal. Official transcripts are not issued for students with outstanding financial obligations to the college. Official transcripts cost $8.25 per copy, available through Clearinghouse.

*School of Applied Technology records older than 2002, are available at South City Campus, (801) 957-3356.
GED Transcripts and diplomas are available through the Assessment Center or GED.com*

Unofficial transcripts may be obtained by the student at no cost by going to MyPage. Unofficial transcripts are not generated by Enrollment Services or SAT SRM.

Procedure

Students must be graded out of courses within a maximum of four business days after completing a course.

Reporting Progress

Students enrolled in SAT programs/courses may request progress reports as needed from the instructor. It is the responsibility of the student to make the request for a progress report. If the report is for a sponsor it is the responsibility of the student to deliver the progress report to their sponsor. By student request and signed FERPA Release an instructor may email a progress report to a sponsor.

Appeals and Exception to Policy

Academic Appeals/Grades
For academic concerns or grades received a student should first talk to the faculty member. If it cannot be resolved at that level a formal complaint should be presented in writing to the Department Coordinator. Student will be notified of a decision within 5 business days.

Drops/Withdrawal College/SAT Policy (Legacy only)
Students who decide not to remain enrolled in a class must officially drop or withdraw from each registered class by the SAT drop/withdrawal deadline. A drop removes the class from the student record and refunds tuition for the current year. Students must inform their advisor or instructor of intent to withdrawal. Refund rules are based on less than 20% of scheduled hours or 4 calendar weeks from the time the student is registered for a course, whichever comes first. Students registered into College Academic Readiness refund rules are based on less than 20% of scheduled hours or 1 calendar week from course start date, whichever comes first.

Requesting a Registration Appeal may affect Financial Aid, Veterans Benefits, and/or international student status.   Meet with a Financial Aid Advisor, Veterans Advisor or the International student office to understand how an appeal (if approved) will affect eligibility or benefits.

Drops/Withdrawal College/SAT Policy (CBE)
Students who decide not to remain enrolled in a class must officially drop or withdraw from each registered class by the SAT drop/withdrawal deadline. A drop removes the class from the student record and refunds tuition for the current year. Students must inform their advisor or instructor of intent to withdraw. Refund rules are based on less than 20% of course time or 4 calendar weeks from the time the student is registered for a block of time, whichever comes first.

Registration Appeal: Exception to Policy
Appeals are granted for exceptional circumstances and are not guaranteed approval. A separate appeal is required for each semester. A maximum of three appeals may be granted during a student's SLCC academic career. Appeals will not be approved for courses older than five years or for courses that are graded A through D-, MC, or NM. After one year, courses with E's may only be changed to withdrawals; account adjustments and refunds will not be granted. The Registration Appeal Form is available on the SAT Website.

A list of common exceptional circumstances and the documentation required for each can be found below. All official documentation submitted must be current, typed on professional letterhead, and pertaining to the time period in question.

MEDICAL	Submit dated documentation from physician. Dates of illness and explanation of reason for inability to attend classes must be typed on official letterhead with physician's signature and telephone number. Medical bills do not meet documentation guidelines.
EMPLOYMENT CONFLICT	Submit typed, dated documentation with employer signature and telephone number on letterhead detailing the change of work schedule.
LOSS OF JOB	Submit a copy of discharge papers or unemployment record.
MILITARY	Submit a copy of official military orders. Orders must include dates within the year being appealed.
BEREAVEMENT	Submit a copy of obituary or death certificate. Only the following can be considered: the death of a grandparent, parent, child, sibling, spouse, or significant other. The personal statement should indicate the student's relationship to the deceased.

DIVORCE   Submit a copy of divorce decree or official letter from attorney on letterhead with attorney signature and date.

RELOCATION   Submit a typed letter on letterhead from employer detailing official transfer, official eviction notice, or notice of involuntary relocation.

The following are *not* considered exceptional circumstances:
- Over commitment
- Inability to pay tuition
- Misunderstanding deadlines or policies
- Difficult course material
- Change in career or major goals

Appeals for courses taken in the last year are processed within seven to ten business days; however, processing times may vary depending on peak registration periods and the nature of the appeal. Appeals for courses older than one year may be reviewed by the Registration Appeals Committee and can take up to three weeks to process. All decisions made by the Committee are final. Students will be notified of all decisions through their SLCC BRUINMAIL account.

Appeal forms may also be obtained from SAT Advisors or SAT SRM. Completed forms may be submitted to SAT SRM, South City Campus, Room SCM 1-138 or mailed to SAT SRM, 1575 South State Street, Salt Lake City, Utah 84115, Room SCM 1-138.

School of Applied Technology(SAT)

Orientation Checklist

Salt Lake Community College · STEP AHEAD.

- ❑ **Advisor Information**
  - My advisor for this program will be: _____ phone/office:_____
  - I understand that if there is an agency or someone else in charge of sponsoring me for my educational costs, I will have to contact this advisor for help with any changes that may affect my estimated completion date or costs.
- ❑ **Payments for tuition and fees**
  - I understand that I am responsible for tuition and fees and that ***payment must be made within 3 days*** of adding a new course. Failure to pay in a timely fashion will result in a Hold being placed on any future course registrations, or transcripts.
- ❑ **Employment Specialists**
  - The SAT has assigned an Employment Specialist to help me with my job search once I have completed my program. This person is:_____ phone/office: _____
- ❑ **Progress Reports for Sponsoring Agencies and Financial Aid**
  - My instructor(s) will provide me with progress reports upon request whenever needed. If I am a sponsored student it is my obligation to forward these to my agency's counselor/case worker. SAT staff may assist with faxing of reports.
  - Students who have been awarded financial aid (PELL grants) or VA educational benefits should consult with the appropriate representatives to ensure that all requirements and obligations are being met for continuation of funding.
- ❑ **Course Completion Requirements**
  - I understand that I need to complete all courses within 100% of published course hours. Failure to do so will result in a failing grade and having to re-take the course at my expense.
- ❑ **Attendance and Schedules**
  - I understand that I need to be scheduled for the minimum weekly hours consistent with my registration type.
  - I must let my instructor know when I will be absent or late. Excessive absenteeism will have a negative effect on my progress rate. ***Absentee hours are lost and cannot be made up at a later date***.
  - I understand that I should arrive punctually to class, as scheduled, as if it were my place of employment.
- ❑ **Student Identification Card and access to MyPage**
  - My student number allows me to access MyPage, which lets me to view my schedule, records, email, Holds and pending bills, amongst other important information. A College assigned student email account shall be the College's official means of communication with all Salt Lake Community College students.
  - ***I will be required to present a printed copy of my schedule to my instructor on my first day of class***.
  - The student ID card provides me access to benefits and services available to all SLCC students.
- ❑ **Completion and Certificates**
  - The School of Applied Technology awards Certificates of Completion and Certificates of Proficiency.
  - Specific Interest courses, as well as ABE/GED or ESL courses are not eligible for certificates.
- ❑ **Support Services**
  - I have been informed of the availability of support services such as: Disability Resource Center (DRC), Financial Aid (Pell grants), Student Employment Services, and others.
- ❑ **Reporting of Accidents and Injuries**
  - These must be reported to the SLCC Office of Risk Management at 801-957-4041.
- ❑ **Food and Drink & Parking Info**
  - Food and drink are not allowed in most of the classrooms. Most training sites require parking permits.
- ❑ **SAT Student Policy**
  - For a full understanding of my responsibilities I must read the complete SAT Student Procedure Guidelines document, available on the SAT website at:http://www.slcc.edu/sat/
- ❑ **Student Code of Conduct**
  - I will adhere to the SLCC Student Code of Conduct, available for review at: http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf

Appendix Two: Attendance Tracking Procedure (Legacy and ESL only)

Attendance will be tracked daily by the instructor for all students assigned to the instructor's class, using the Attendance Tracking Module (ATM). Attendance in class is necessary so that students make progress toward completing the competencies of the course within the published clock hours. Students receiving financial assistance from a sponsor, PELL, or VA may have differing attendance requirements.   Examples include:

1. High school students: SAT is responsible for reporting attendance to the student's high school. The SAT is also responsible to report when a HS student misses two (2) consecutive scheduled days. The instructor will email the advisor, and the advisor will report to the high school.
2. Veteran's Administration requires 80% attendance.
3. Federal financial aid (PELL) requires students to complete the published program clock hours.
4. Most state agencies (i.e., Department of Workforce Services or Utah State Office of Rehabilitation) require students to maintain 80-85% attendance. However, it is at the discretion of the sponsoring agency to determine if the student will continue to be funded at any attendance rate.
5. Students receiving SAT VPL and Tuition Waivers are required to maintain 80% attendance. Failure to do so will put students in danger of losing their funding.

Attendance Terminals, General Information

- Terminals will be set up in each room and secured with Group Policy and a static IP address.
- The only functionality allowed on these terminals is the ability to log into the Terminal Attendance Tracking website.
- The instructor will perform an initial authentication into the Attendance Tracking website and will select a campus, building, and room to start allowing students to log in and out.
- After the instructor has identified the Campus, Building and Room, the selection for that IP address is saved and automatically presented the next time the interface is initialized.

Reservation Required to Log in and Receive Attendance Credit

- When the Attendance Tracking screen is initialized any SAT student can then enter their S number and attempt to log in or out. ONLY THOSE STUDENTS WITH A RESERVATION WILL BE ALLOWED TO LOG IN OR LOG OUT AND RECIVE ATTENDANCE CREDIT.
- If the student does not have a reservation in the room, they will not be allowed to log in.
- **Early Logins** - Students are not allowed to log in for their course earlier than 15 minutes prior to the start of their established reservation. If the student tries to log in prior to the 15-minute rule an error message will appear and the student will not be able to log into the course.
- **Late Logouts** - Students logging out late will only be given credit for the time for which they have a reservation. If the student logs out later than 15 minutes after the reservation, they will receive a warning that says, "You have logged out more than fifteen minutes after your attendance schedule has ended. Attendance beyond your scheduled hours will not be counted."
- **No Reservation -** If a student does not have a reservation for a course, the student will not be allowed to enter login/logout times.
- **Back-To-Back Courses In The Same room** - Students who have back to back courses in a room will not be required to log out and then log back in between courses. Students who have breaks between reservations will be required to log out at the end of one class and then log in for the next course.
- **Late Login/Early Logout –** Students arriving more than 15 minutes late or leaving more than 15 minutes early from scheduled start and end times will not be given attendance credit for the hour.

- **No Logout -** If a student does not log out at the end of their class, when the student goes to log into another class they will get a Warning message that says, "You forgot to LOGOUT in Room: ___, Building: ___, Campus: ___. This will not prevent the student form logging in.
- **Instructors cannot override attendance when students do not have a reservation.** Instructors will not be allowed to give credit to a student for times the student does not have a reservation. If the student wants to come in without an established reservation, the instructor will need to set up an "Hourly Reservation" through the SAT scheduler.

Attendance Terminal Activation

1. Enter your User Name and Password, and activate the Login button (See Page 7). This will result in displaying the **Room Selection** screen where the instructor will select the room in which the course(s) are taught (See Page 8).

2. When **the Room Selection** screen is displayed (Page 8) it will display the last Campus, Building and Room entered. If this is the desired Room, activate the "Begin" button which will take you to the "Student Login/Logout Screen (Page 10). If the screen does not show the correct room go to STEP 5.

Room Selection Screen – Select Room Displayed or indicate other Room

At this point students can make their login/logout entries.   The activation of the Student Attendance Tracking Terminal is complete

3. If the Room Selection Screen does not display the desired room, move the cursor over the "Click here to select a different room" line and press enter. The system will display the "Select a Room to Track Attendance" screen

Room Selection Screen – Select Room Displayed or Indicate another Room

4. Select the Campus, Building, and Room where the course(s) are being taught from the drop down menus. Once the room has been selected move the cursor over the view screen and click the cursor. This will take you back to STEP 4 in this section.

How to Use Attendance Login/Logout Screen

Prerequisites: Attendance Terminal must be active.

Student Login /Logout Steps

1. Student enters their S-number

Student Log In/ Log Out Screen

2. An error message is displayed if the student is denied access.

Attendance Login Failure

Students are denied access for one of 3 reasons: 1) Invalid student ID; 2) No reservation for the hour for which the student is attempting to login (including being earlier than 15 minutes to class); or 3) Student has an Account Holds.

3. Student proceeds to the "Login/Logout Screen – Confirm Student" Screen after entering a valid S-number that has a reservation for the room at this hour.

Student Log in/ Log out Screen - Confirm Student
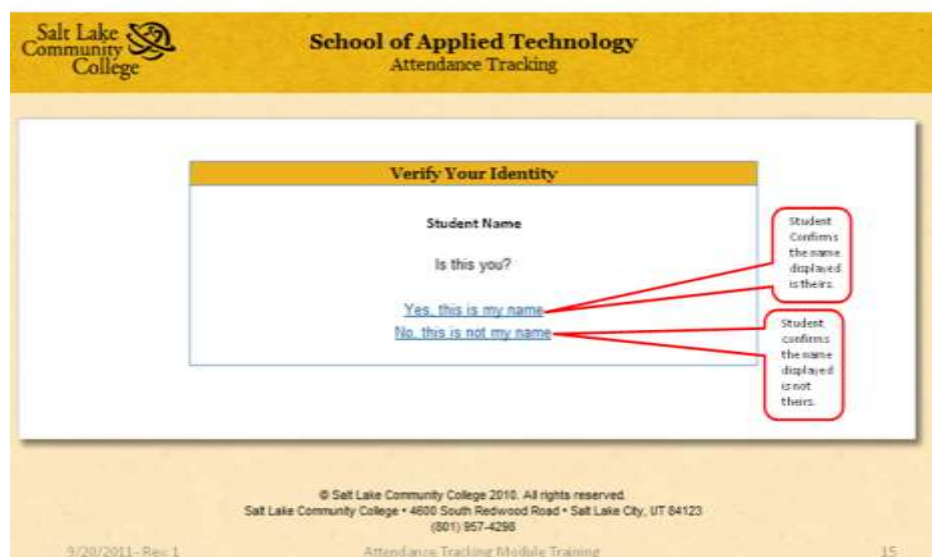
4. <mark>At the "Login/Logout Screen – Confirm Student" Screen Student Confirms the name displayed is theirs, and proceeds to STEP 5.</mark> If the name displayed is not the student's, the student confirms the name displayed is not theirs and the system returns the student to STEP 1 above.

5. Student and Reservation name is displayed; student moves cursor to Login button and clicks cursor. System records student's entry time, and system returns to STEP 1 above, displaying the Student Login/Logout screen.

Student Login Confirmation Screen

How to use the Attendance Modification Screen

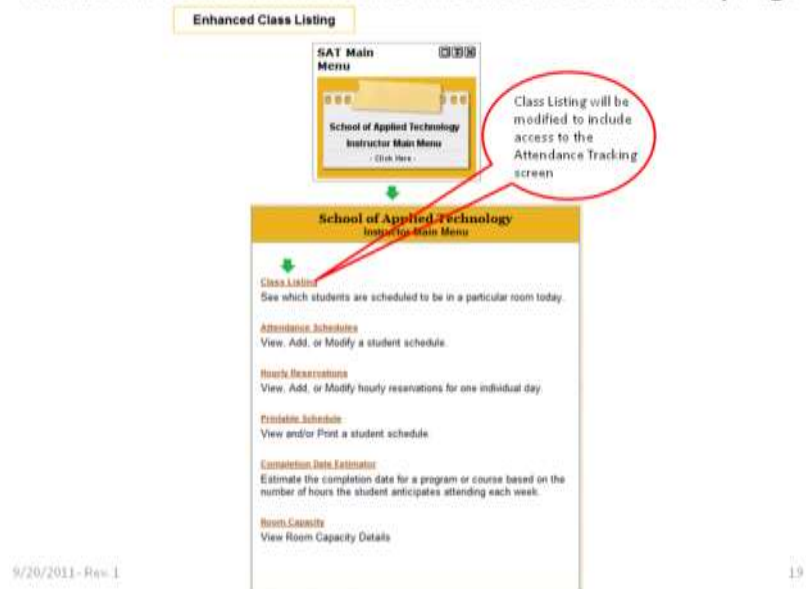**The Attendance Modification Screen** is used to enter, modify or delete student login and logout entries.

Prerequisites:

1. Instructors must have permissions set up in My Page to access the Attendance Modification screen.
2. Instructors cannot override student attendance when the student does not have a reservation. Instructors will not be allowed to give credit to a student for times the student does not have a reservation. If the student wants to come in at times that the student does not have an established reservation, the instructor will need to set up an "Hourly Reservation" using the Attendance Pattern function (Not part of the Attendance Tracking).
3. It can only be used to modify historic or current entries. It cannot be used to make entries for future log-in/logout entries.
4. Instructors cannot log a student out without having a login.

Attendance Modification

1. The Attendance Modification screen is accessed from the MyPage SAT Main Menu screen.

Instructor Access to Attendance Module Screens from My Page

2. When activated, the "Access Attendance Modification" screen will appear and will display the current month, day and year. If this is correct, click the "Select" button. If the desired date is not displayed, select the month, day and year from the drop down boxes and click the "Select" button. The system will the display the "Define Room for Attendance Modification"

Access Attendance Modification Screen

3. Select the campus, building, and room from drop down menus and click the "View" button. The system will display the "Student List" screen. This screen lists all the students and Reservations for the room on the date specified.

Define Room for Attendance Modification

4. To select a student to modify login or logout times, click the student's S-number. This will take you to the "Student Attendance Detail" screen.

Student Attendance Details

Click the "Add New Entry" link. The "Modify/Enter Login Log Times" screen is displayed. If the student already has logged in or logged out previously those times will be displayed. The instructor can modify these login/ logout times as needed.

Modify/Enter Log in, Log out Times

5. Select the corrected login or logout time from the drop down menus. Click the save button. Changes are then displayed on the screen. If the student already has login or logout times they are displayed as "I" or "O" in the reservation blocks.

Log in/Log out Modification Screen with Existing Log in/Log out information

Externships/Clinicals (ATAP Courses)

Students on externships are responsible for tracking their attendance on the Externship Time Sheet provided by their instructor. At the end of each week, the student and the student's externship on-site supervisor must sign the time sheet. The student is then responsible for turning the time sheet into the instructor by noon on Monday (faxed copies will be accepted). The externship instructor then enters the time on the attendance tracking module by the following Monday evening via the Clinical Hours Link on the SAT Main Menu.
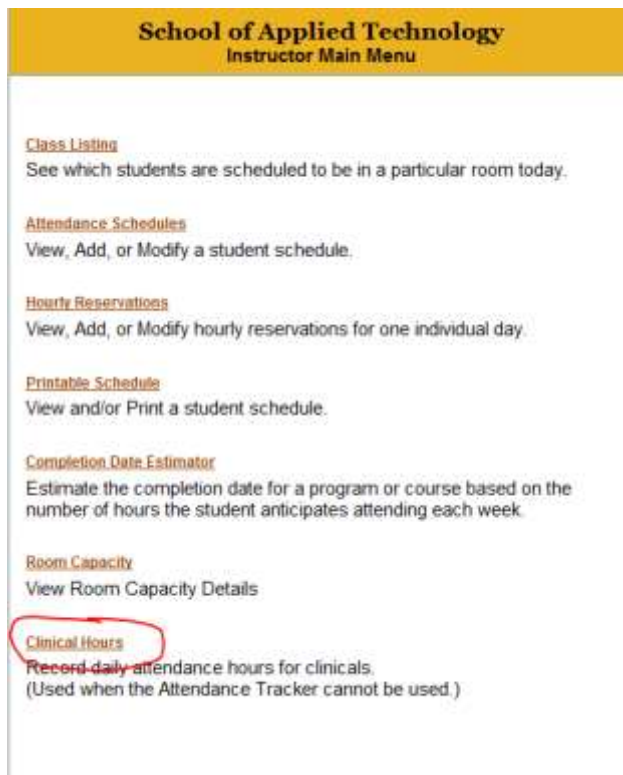
1. Select the term, CRN, and date for which attendance needs to be entered from the drop down menu. (Term 201650 is for the time from July 1, 2016 to June 30, 2017.)

2. A list of students assigned to the Course Reference Number (CRN) is displayed. To enter reported hours for the student, click "Add" next to the student's name.

3. Enter the total hours in the "Hours" box and click "add" to save the hours.

4. To enter a new date, start the process again for a new CRN by clicking "Reset".

Appendix Three: Glossary of Terms

SAT-SRM: SAT Student Records Management, formerly known as MIS. The office for SAT Assistant Registrar.

CBE: Competency Based Education, eliminating seat-time requirements and allowing for accelerated learning.

Legacy: Programs that are offered in the clock-hour seat-time modality. Typically used for students who are utilizing Pell funding for their programs, as well as those who are sponsored by the VA.

PPT: For students not seeking a certificate, Personalized Professional Training (PPT) courses provide students the opportunity to enroll in a limited number of offerings in selected program areas.

Instructional Days: Based on SAT calendar posted in Banner and published in the SAT program guide. Excludes Sundays, holidays, and breaks as defined by the SLCC Academic Guide.

Calendar Day/Week: Include Sundays, holidays, breaks. One calendar week is 7 days.

Schedule, Scheduled Days, Attendance Schedule: The days and times a student is scheduled to attend a course. For IL (Instructor-led) courses all students start and end on the same timetable according to the way the course section (CRN) is scheduled. Students in STSP (set-time/set-place) courses must be scheduled. Students registered for ATAP (anytime/anyplace) courses are not scheduled; they have one hour per day for the published clock hours to complete the course. Attendance for ATAP courses must be hand entered in the attendance module by the instructor. As daily attendance is entered, the scheduled completion date changes.

Registration/Add date: The date the student is registered (added to) for a course (CRN). This is the date the course was added through web-registration in MyPage or the date the student is manually registered for the course through Banner (SAT Student Records Management does this function).

Reservations: Students' reservation times in a class are based on course type (IL, ATAP, STSP), the attendance schedule, defined parts of term for IL courses, the 100% completion date (STSP courses), and last day of attendance (LDA):

- STSP courses require a student to be scheduled for days and times within the course (CRN) definitions. Reservations change as schedules change. Once the student reaches the 100% completion date, based on the attendance schedules, or is graded out with an LDA, the reservation ends.

- IL courses automatically reserve time for the student in the course as they are registered for the course. The reservation starts on the course start date and ends on the course end date as defined for the CRN in Banner.

- Attendance for ATAP courses must be hand entered in the attendance module by the instructor. Attendance for Clinical ATAP may be entered by CRN through the Clinical Hours tool. If the student has an hourly reservation for an ATAP course, attendance is handled the same as any other reservations via the student login/out tool or via the class listing. For ATAP courses the student has one day for each of the contact hours that is set in the catalog to complete the course. ATAP classes do not receive any automatic reservations because these courses are intended to be completed outside of the classroom; however, a student/instructor may make an hourly reservation if time in the classroom is required. (No limit, other than hours offered, on the number of hours per day is enforced.)

Continuing Students: Someone who is not "new" to the SAT, someone who has transferred from one program to another, or someone who has been readmitted.

Instructional types: Defined by the department and the Division Chair according to the following descriptions:

	Schedule type	Instructional type	Description
STSP	S	1W	Web-enhanced self-directed
	S	1	Self-directed
ATAP	AY	4W	Web-enhanced
	X	1	Externship
	W	4	Open computer lab
IL	LY	1W	Instructor-led web-enhanced lecture/lab
	KY	1W	Instructor-led web-enhanced lecture
	AY	1W	Instructor-led web-enhanced lab
	L	1	Instructor-led lecture
	K	1	Instructor-led lecture/lab
	A	1	Instructor-led lab
PITB	SI	1W	Self-directed web-enhanced

Appendix Four: High School Student Checklist

<u>Provide the following completed forms to the SAT -SRM:</u>

1. **Pre-Registration Form**, *signed* by parents *and* HS counselor
2. **SAT Parent Permission Form**, *signed* by parent or guardian
3. **Paper Admission Application** ($40 application fee paid to cashiering)
4. **Training Plan** (EEDP), with start date

* Additionally, make a copy of the Pre-Registration Form and send to: SAT Director of Operations

Requirements:

✓ Must be currently enrolled in a high school

✓ May only enroll in SAT CTE programs provided age, background check, and immunization requirements are met (where required) and there is seat availability

✓ May NOT enroll in College Academic Readiness or ESL courses

✓ Must pay application fee in person to a SLCC Cashier (cashier generates SID)

✓ Must pay student fees and all other course/lab fees (Tuition is free)

✓ TABE testing is required

✓ If unable to purchase books, they may use classroom sets (where available), but they are not allowed to take textbooks home

Other Instructions (for advisors):

o Check the "HS student" box next to "Payments due…" on Cost Estimate
o Verify that all applicable lab fees on Cost Estimate are included
o Record the high school *and* HS counselor information in Banner (SPACMNT), and Training Plan (EEDP)

Additional Notes:

If a student is attending through **Electronic High School (EHS)** and they are on the Graduation List, then the CTE coordinator/counselor is not the parent, it is Eva Chamberlain, ehs.counselors@ehs.uen.org

- If the H.S student is not on the graduation list and not planning to graduate at a public high school, they need to select the following: ehs.uen.org /Diploma/Graduation Track Request Form (fill it out and submit it). They must also send transcripts from previously attended high schools and/or current transcripts from EHS before Eva will sign the Pre-registration form.

- If the H.S student is on the graduation list, the student completes the Pre-registration form and has it signed by parent <u>and</u> counselor (Eva Chamberlain).

- If the H.S student is planning to graduate through a public high school even though they are currently taking Electronic High School courses, then the CTE coordinator through the public school will be the one to sign the pre-registration form. For more information, call 801-538-7564

Appendix Five: Satisfactory Academic Progress Appeal

School of Applied Technology

Satisfactory Academic Progress Appeal

Use black or dark blue ink

Name _____ Student ID Number _____

Address _____ Apt _____ City _____

State_____ Zip_____ Home Phone _____ Cell Phone _____

Step 1 – Personal Statement should be detailed, typed, signed and should clearly address:

- Circumstances leading to substandard academic performance for each satisfactory progress check point in which you received failing grades or withdrawals, as well as those check points in which you were not on pace to finish the required work in the maximum allotted hours. Although reasons may be personal, the committee must have enough information to make an informed decision. Your appeal will remain confidential.
- Changes you have made to ensure future academic success.

Step 2 – Documentation

Attach documentation to support your appeal for the time periods in question. **Appeals without proper documentation will not be considered.** The following types of documentation are helpful:

- Illness - Detailed letter, on letterhead, from physician explaining dates and type of illness, recommended treatment, dates of non-attendance, prognosis, etc.
- Death of Family Member - Death certificate, obituary notice, copy of airline ticket.
- Legal Issues – Divorce decree, separation agreement, police reports detailing incident, date, and those involved.
- Job Conflict – Letter from supervisor, on letterhead, stating scheduling problems, etc.
- Disability – Letter from Disability Resource Center (Taylorsville-Redwood STC244/(801)967-4659, South City Campus, 1-061 E-A/ (801)957-3258) addressing problems that arose during the time period in question and the resolution for future time periods or medical documentation from other outside sources, letter from doctor on letterhead, etc.
- Youthful indiscretion, lack of maturity—any certificates of completion, documentation of accomplishments in recent years, letters of recommendation from an employer, recent successful attendance at SLCC or another school or progress report from current faculty, if enrolled.
- Other – Documentation that will support your request.

Step 3 – Course Plan---See Academic Advising

You must meet with an Academic Advisor to complete and submit a Satisfactory Academic Progress Appeal form.

Step 4 – Submit Appeal---Make sure you submit a complete appeal, including documentation.

Appeals are reviewed weekly with a few exceptions. Submit appeals to the School of Applied Technology Financial Aid office at 1575 South State Street, 1-061C. The School of Applied Technology Appeal Committee will make a decision concerning your appeal and you will be notified by bruin mail. If your appeal is approved, you will be required to meet with School of Applied Technology Financial Aid staff to discuss what needs to be done to ensure continuation of your aid and achievement of satisfactory progress in the future.

I certify that all of the information in this appeal is true and accurate.

Student Signature_____ Date _____

School of Applied Technology

Appeal for Continuation of Funding

Name_____ Student ID Number _____

Address_____ Apt _____

City _____ State_____ Zip _____

Phone Number_____ Cell Number _____

Financial aid for the School of Applied Technology is intended to assist students as they make successful progress toward obtaining a certificate.   Financial aid can cover up to 150% of the hours required to complete a certificate program. The full academic record at the School of Applied Technology must be considered, including transfer hours, *regardless* of whether the student received financial aid during those terms.

On a separate page, provide a type-written, full response to the following questions. Appeals submitted without responses to these questions will not be considered.

1. What is your current program of study at the School of Applied Technology?
2. Have you obtained any other certificates? If so, why are you seeking another certificate? Have you changed your program of study while at the School of Applied Technology? If so, why? (When changing programs, student is responsible to obtain from advisor or instructor a list of courses needed to complete the new program, any crosswalks and substitution tuition waivers.
3. Have you retaken any courses due to failing grades or withdrawals?   Explain reasons for poor performance or withdrawals.
4. Provide other information you feel pertinent.

Certification

I certify that all the information in this appeal is true and accurate.

Student Signature_____ Date_____

Submit Appeal for Continuation of Funding to the School of Applied Technology Financial Aid Office at the South City Campus, 1575 South State Street, 1-061B. The appeal may take two weeks. When a decision concerning your appeal has been made, you will be notified by through bruin mail.

Please contact the office of Financial Aid for current forms

Appendix Six: Approved Reduced Schedule Form (Legacy only)

APPROVED REDUCED SCHEDULE REQUEST FORM

Part I: Instructions

- Under extenuating circumstances and for a limited period of time, schedules of less than 8 hours per week and/or 2 hours per day (for standalone courses) must be approved prior to reduction of schedule.
- Read the SAT Attendance and Schedules Policy.
- Form must be filled out prior to scheduling and submitted to SAT Director of Operations (Taylorsville Redwood Campus, ATC 220), for pre-approval.

Part II: Student Information

Student ID#:_____Name:_____

Date schedule starts:_____Date schedule ends:_____

Reason for Request (check one)
Health/illness of self or family member _____
Death in family _____
Hospitalization _____
Military service_____
Other_____Please explain: _____

Students currently receiving Financial Aid or VA benefits are ineligible for a reduced schedule below the 16 -24 hour requirement. See the SAT Attendance and Schedules policy for more information.

I understand that failure to change my schedule back to the minimum required of 8 hours per week and/or 2 hours per day (for standalone courses) at the end of 30 days will result in a registration hold for future courses.

STUDENT SIGNATURE_____DATE_____

Approvals:

SAT Director of Operations _____ Date _____

FOR SAT ASSISTANT REGISTRAR USE:

Approved:_____
Date: _____
End Date:_____   Schedule Changed back to Minimum Required: YES_____NO_____

Please use the updated form available in the SAT Website

Appendix Seven: Administrative Exception to Policy Request

Administrative Exception to the Policy Request
(to be completed by staff)

Registration Change, Refund and/or Tuition adjustment may be granted for <u>exceptional circumstance</u> only, within a one-year period, as a result of a process outside of the student's control. Refunds are <u>not</u> granted after one year.

Student ID (SID): _____ Student Name: _____ Date: _____

Indicate Courses Affected:

Program Name	Course	CRN	Date Enrolled	Last Date Attended	Requested Action (i.e. add/drop/refund)	Refund Amount, if applicable

Advisor/Instructor Name: _____
(Person initiating request)

Signature: _____ Date: _____

Explain the nature of the problem below (attach separate documentation as appropriate):

Secure Sign Off from the following where appropriate, otherwise mark N/A:

Financial Aid _____ SAT Advising _____ Accounts Receivable_____ Instruction _____

Request must be approved by the Associate Dean, SAT.

Approval: _____ Date: _____
Submit approved request to SAT Enrollment Services and inform affected individuals (financial aid, AR, etc.)

Resolution: _____
_____
_____

Appendix Eight: Challenge Examination Form (Legacy only)

School of Applied Technology

Test Referral for Challenge Examinations

Challenge Examinations - Students may elect to take a challenge examination <u>approved by the department for a specific course</u>. A fee of $50, plus supplies if required, will be charged as an administrative fee. Some tests may require additional third party examination fees. If mastery of the competency is demonstrated on the challenge test, the course will be graded with a TT (Transfer Tested); the student will not have to pay for the course. Students who register for a course forfeit the opportunity to challenge the course. Please check with the department to see which courses may be available for challenge examinations.

Students applying for Financial Aid (Pell grants) must first seek approval from the Financial Aid Office. *Prior to enrollment*, the student needs to work with an advisor to determine the new program hours and costs – provided the challenge examinations are successfully passed.

Student Name: Click here to enter text.	Birth Date: Click here to enter text.
SID: Click here to enter text.	Phone Number: Click here to enter text.
Challenge Test: Choose an item.	

Students who previously registered for or failed the course are not eligible to take a challenge exam for that course.

Process for taking a challenge test:

1. The student makes an appointment through the SAT Testing Center (801) 957-3267).
2. On the day of the test the student
   a. Brings an SLCC or other government-issued phot ID,
   b. Arrives 30 minutes early,
   c. Pays $50 to cashiering on behalf of the SAT Testing Center,
3. Takes payment receipt and photo ID to the SAT Testing Center (SCM 2-153) and completes the exam.
4. The test will be scored within 24 hours of completion.
   a. If mastery of the competency is demonstrated on the challenge test, the SAT Testing Center will send a report to Financial Aid and the SAT Student Records Management (SRM) Office for recording in Banner and a Transfer Tested (TT) grade will be awarded.
   b. If master is not demonstrated, the results will be sent via mail/email to the student and the advisor.

Note: This form is for illustration purposes only. Updated forms with a list of current tests available can be obtained from the SAT Shared Drive, in the "Forms" folder.

Appendix Nine: Other Forms

The following forms and documents are available through the SAT Website:

http://www.slcc.edu/sat/forms.aspx

- High School Pre-registration form

- Parent Permission form (for High School students)

- Applied Technology Registration Appeal

- Leave of Absence Procedure (read this first)

- Leave of Absence form

- Substitution or Waiver Request Instructions (read this first)

- Substitution or Waiver Request form

- Academic Completion Plan

- Program Extension Policy (read this first)

- Program Extension Request

- Reduced Schedule Request

- Checklist for Students in CBE Programs

- Release of Information form

- Student Delivery Model (for returning students)

Appendix Ten: Advisor Assignments

Career & Student Employment – Advisor Program Assignments

Lindsay Granger - Career / Employment Advisor II
Lindsay.Granger@slcc.edu
Taylorsville Redwood – STC 002B
801-957- 5189

TAYLORSVILLE REDWOOD	SAT Programs
Accounting Clerk	KAC2
Administrative Office Specialist	KAO2
Health Information Specialist	KHI2
Medical Coding and Billing	KMC2

Robert Ameling - Career / Employment Advisor II
Robert.Ameling@slcc.edu
Taylorsville Redwood – STC 002C
801-957-4606

TAYLORSVILLE REDWOOD	SAT Programs
Network Administrator	KMNA
Network Engineer	KNW2
Computer Support Specialist (A+ Certification)	KCMS

Dan Hooten - Career / Employment Advisor II
Dan.Hootern@slcc.edu
Taylorsville Redwood – STC 002E
801-957- 4305

TAYLORSVILLE/MILLER	SAT Programs
Welding	KWLD
Manual Machinist	KMAT
Commercial Foods Certificate	KCUL (Miller)

Kevin Springer - Career / Employment Advisor II
Kevin.Springer@slcc.edu
Taylorsville Redwood – STC 002E
801-957- 4807

WESTPOINTE	SAT Programs
Automation & Instrumentation Technician	KAIT
Electromechanical Assembly Technician	KEM2
Electronics Assembly Technician	KELA
Electronics Communications Technician	KEC3
Electronics Engineering Technician	KEET
Electronics Technician	KET2

Phyllis Seyler - Career / Employment Advisor II
Phyllis.Seyler@slcc.edu
Jordan Campus – HTC 164B
801-957-6242

JORDAN	SAT Programs
Certified Nursing Assistant	KCNA
Clinical Lab Assistant	KCL2
Medical Office Administration	KMO2

Will Unga
Will.Unga@slcc.edu
South City Campus – 1-061R-A
801-957- 3403

MEADOWBROOK	SAT Programs
Air Conditioning/Heating/Refrigeration (HVAC)	KACC
Commercial Driver's License CDL Upgrade	KCDL
Professional Truck Driving	KPDR

Leilani Clegg
Leilani.Clegg@slcc.edu
South City Campus – 1-061R-B
801-957- 3401

SOUTH CITY	SAT Programs
Graphic Technician	KGRT
Web Programming	KWP2
Web Site Designer	KWB2

Please contact the following for more information:

- Academic and Career Advising, at 3361
- Career and Student Employment Services, at 4014