



## *HLC Accreditation Evidence*

- Barton Student Handbook

URL: <https://docs.bartonccc.edu/stuservices/student-handbook/21-22-student-handbook.pdf>

Office of Origin: Vice President of Student Services

Contact(s):

- Vice President of Student Services



2021-2022

**STUDENT  
HANDBOOK**



# TABLE OF CONTENTS

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<b>INTRODUCTION</b> .....	02
<b>DIRECTORY</b> .....	03
<b>GENERAL INFORMATION</b> .....	06
<b>STUDENT SERVICES &amp; ACTIVITIES</b> .....	22
<b>POLICIES &amp; PROCEDURES</b> .....	39
<b>ACADEMIC INFORMATION</b> .....	56
<b>ADDITIONAL INFORMATION</b> .....	66
<b>RAVE GUARD APP</b> .....	69
<b>MAPS</b> .....	70
<b>INDEX</b> .....	72
<b>ACCADEMIC CALENDAR</b> .....	75

## INTRODUCTION

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Dear Students,

On behalf of the Board of Trustees, faculty, staff, and myself, welcome to Barton Community College. We are honored and pleased you have selected the finest community college in Kansas, if not the United States. We will do all we can to make your time with Barton the best learning experience possible. The educational success of our students is our most important goal.

Barton Community College has fostered the success of tens of thousands of students for over 50 years. The "Barton Experience" can benefit you throughout your life. This experience is based on the belief in personal care, an understanding that each individual is to be valued, and a commitment to our diverse community of people. Barton faculty and staff are committed to helping you succeed in the achievement of your educational and personal goals.

Personal effort is key to your educational fulfillment; the College relies on your sincere efforts and willingness. Learning occurs not only in the classroom, but outside it as well. Please take advantage of all Barton has to offer, especially the unique qualities of your fellow peers and College faculty and staff.

Best wishes for your achievement, and welcome to Barton Community College!

Respectfully yours,

Carl R. Heilman, Ph.D.  
President of Barton Community College

# DIRECTORY

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## Emergency Numbers

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### **AMBULANCE**

From campus phone, dial 9-911 | When dialing from off campus, dial 911

### **FIRE**

From campus phone, dial 9-911 | When dialing from off campus, dial 911

### **POLICE**

From campus phone, dial 9-911 | When dialing from off campus, dial 911

### **MEDICAL FACILITIES: CONVENIENT CARE CLINIC - UNIVERSITY OF KANSAS HEALTH SYSTEMS**

*St. Rose Health Care, 3515 Broadway, Great Bend | (620) 792-2511*

### **MEDICAL FACILITIES: EMERGENCY ROOM - UNIVERSITY OF KANSAS HEALTH SYSTEMS**

*Great Bend Campus, 514 Cleveland, Great Bend | (620) 792-8833*

### **CAMPUS NURSE**

*BCC Student Union, Rm. 206 | (620) 792-9233*

### **POISON CONTROL CENTER**

*KU Medical Center, Kansas City, KS 66160 | (800) 332-6633*

### **FAMILY CRISIS CENTER**

*PO Box 1543, Great Bend, KS 67530 | (620) 792-1885 (24 hrs.)*

### **COUNSELING CENTER**

*5815 Broadway, Great Bend, KS 67530 | (620) 792-2544 (24 hrs.)*

## Administration

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### **DR. CARL HEILMAN - PRESIDENT**

*A-Bldg., Rm. 120 | (620) 792-9301*

### **ELAINE SIMMONS - VICE PRESIDENT OF INSTRUCTION**

*S-Bldg., Rm. S-143 | (620) 792-9214*

### **BRIAN HOWE - DEAN OF ACADEMICS**

*F-Bldg., Rm. F-129A | (620) 792-9254*

### **ANGIE MADDY - VICE PRESIDENT OF STUDENT SERVICES**

*Learning Resource Center, L-137 | (620) 792-9226*

### **MARK DEAN - VICE PRESIDENT OF ADMINISTRATION**

*P-Bldg., Rm. 116A | (620) 792-9235*

### **DR. KATHY KOTTAS - DEAN OF WORKFORCE TRAINING AND COMMUNITY EDUCATION**

*T-Bldg., Rm. T-143 | (620) 792-9355*

### **KURTIS TEAL - DEAN OF MILITARY ACADEMICS, TECHNICAL EDUCATION AND**

### **OUTREACH PROGRAMS**

*Fort Riley Programs Office, Fort Riley | (785) 784-6606*

## Office Directory

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### **ADMINISTRATION**

*P-Bldg., Rm. 116A | (620) 792-9235 | deanm@bartonccc.edu*

### **ADMISSIONS**

*P-Bldg., Rm. 107A | (800) 722-6842 or (620) 792-9241 | admissions@bartonccc.edu*

### **ADVISEMENT CENTER**

*Learning Resources Center, Rm. 134 | (620) 792-9225 | advisement@bartonccc.edu*

# DIRECTORY

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## **ALUMNI AFFAIRS**

*A-Bldg., Rm 115B | (620) 786-1136 | capec@bartonccc.edu*

## **ASSESSMENT CENTER**

*Learning Resources Center, Rm. 130 | (620) 792-9344 | placementtesting@bartonccc.edu*

## **ATHLETICS**

*P-Bldg., Rm. 131 | (800) 574-8153 or (620) 792-9377 | thompsonb@bartonccc.edu*

## **BOOKSTORE**

*Student Union, Rm. 215 | (620) 792-9229 | peters@bartonccc.edu | kernsc@bartonccc.edu*

## **BUSINESS OFFICE**

*P-Bldg., Rm. 107A | (620) 786-7463 | businessoffice@bartonccc.edu*

## **BUSINESS, TECHNOLOGY & COMMUNITY EDUCATION**

*T-Bldg., Rm. 137 | (866) 813-2460 or (620) 792-9358 | furrowr@bartonccc.edu*

## **CAFETERIA (GREAT WESTERN DINING)**

*Student Union, Rm. 126 | (620) 792-9259 | servicef@bartonccc.edu*

## **CAMP ALDRICH**

*884 NE 110 Ave., Claflin, KS 67525 | (620) 786-7457 | jacksonj@bartonccc.edu*

## **CAMPUS NURSE**

*Student Union, Rm. 206 | (620) 792-9233*

## **CAMPUS SAFETY**

*T-Bldg., Rm. 154 | (620) 792-9217 | irelandj@bartonccc.edu*

## **CAREER CENTER**

*Learning Resources Center, Rm. 133 | (620) 792-9349 | careercenter@bartonccc.edu*

## **CENTER FOR INNOVATION & EXCELLENCE**

*Student Union, Rm. 209 | (620) 793-5794 | inquiry@bartonccc.edu*

## **CENTER FOR ADULT BASIC EDUCATION**

*1025 Main, Great Bend, KS 67530 | (620) 786-7563 | feistm@bartonccc.edu*

## **CHILD DEVELOPMENT CENTER**

*South Campus | (620) 792-9360 | grahaml@bartonccc.edu*

## **COUNSELING**

*Learning Resources Center, Rm. 139 | (620) 792-9295 | maserj@bartonccc.edu*

## **DISABILITY SERVICES**

*Learning Resources Center, Rm. 110 | (620) 792-9240 | disabilityservices@bartonccc.edu*

## **EDUCATIONAL OPPORTUNITY CENTER**

*1025 Main, Great Bend | (620) 786-7550 | eoc@bartonccc.edu*

## **ENROLLMENT SERVICES**

*P-Bldg., Rm. 107A | (620) 792-9252 | enrollmentservices@bartonccc.edu*

## **FACILITY MANAGEMENT**

*T-Bldg., Rm. 154 | (620) 792-9340 | helvieh@bartonccc.edu*

## **FINANCIAL AID**

*P-Bldg., Rm. 107A | (866) 257-2574 or (620) 792-9270 | financialaid@bartonccc.edu*

## **GRANTS**

*A-Bldg., Rm. 123 | (620) 792-9234 | oshiroc@bartonccc.edu*

## **HEALTHCARE EDUCATION**

*T-Bldg., Rm. 123 | (620) 792-9234*

## **HISPANIC ENGAGEMENT & RECRUITMENT**

*Student Union, Rm. 124A | (620) 792-9327 | hernandezb@bartonccc.edu*

## **HUMAN RESOURCES**

*P-Bldg., Rm. 107A | (620) 792-9237 | humres@bartonccc.edu*

## **INFORMATION**

*P-Bldg., Rm 107A | On campus dial 0 for information/college operator | (800) 748-7594 or (620) 792-2701*

# DIRECTORY

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## **INFORMATION SERVICES**

(620) 786-1100, or Ext. 100 | [cougartechsupport@bartonccc.edu](mailto:cougartechsupport@bartonccc.edu)

## **INSTITUTIONAL ADVANCEMENT**

A-Bldg., Rm. 115A | (620) 792-9308 | [wheelera@bartonccc.edu](mailto:wheelera@bartonccc.edu)

## **INSTRUCTION**

S-Bldg., Rm 142 | (620) 792-9324 | [riegels@bartonccc.edu](mailto:riegels@bartonccc.edu)

## **INSTRUCTIONAL/INSTITUTIONAL RESEARCH**

A-Bldg., Rm. 116 | (620) 792-9386 | [mobrayt@bartonccc.edu](mailto:mobrayt@bartonccc.edu) or [millsj@bartonccc.edu](mailto:millsj@bartonccc.edu)

## **INTRAMURAL SPORTS**

Student Union, Rm. 102 | (620) 792-9285 | [rogersm@bartonccc.edu](mailto:rogersm@bartonccc.edu)

## **LIBRARY**

Learning Resources Center, Murphy's Landing | (888) 403-1900 or (620) 792-9365 | [library@bartonccc.edu](mailto:library@bartonccc.edu)

## **LIBERAL ARTS & SCIENCES**

F-Bldg., Rm. 142 | (620) 792-9391 | [morgana@bartonccc.edu](mailto:morgana@bartonccc.edu)

## **MATHEMATICS, ENGLISH AND ESSENTIAL SKILLS & SCIENCES**

C-Bldg., Rm. 115 | (620) 792-9200 | [robinsonc@bartonccc.edu](mailto:robinsonc@bartonccc.edu)

## **PRESIDENT**

A-Bldg., Rm. 122 | (620) 792-9302 | [schneidera@bartonccc.edu](mailto:schneidera@bartonccc.edu)

## **PRINTING SERVICES**

T-Bldg., Rm. 109 | (620) 792-9343 | [knoblichr@bartonccc.edu](mailto:knoblichr@bartonccc.edu)

## **PUBLIC RELATIONS & MARKETING**

C-Bldg., Rm. 137 | (620) 792-9307 | [publicrelations@bartonccc.edu](mailto:publicrelations@bartonccc.edu)

## **RETIRED SENIOR VOLUNTEER PROGRAM**

1025 Main, Great Bend, KS 67530 | (620) 792-1614 | [hoggl@bartonccc.edu](mailto:hoggl@bartonccc.edu)

## **SHAFER GALLERY**

F-Bldg., Rm. 25 | (620) 792-9342 | [barnesd@bartonccc.edu](mailto:barnesd@bartonccc.edu)

## **SPORTS INFORMATION**

P-Bldg., Rm. 25 | (620) 792-9310 | [mooret@bartonccc.edu](mailto:mooret@bartonccc.edu)

## **STUDENT ACTIVITIES**

Student Union, Rm. 126 | (620) 792-9271 | [dietzj@bartonccc.edu](mailto:dietzj@bartonccc.edu)

## **STUDENT GOVERNMENT ASSOCIATION**

Student Union, Rm. 127 | (620) 792-9227 | [dietzj@bartonccc.edu](mailto:dietzj@bartonccc.edu)

## **STUDENT HOUSING**

Student Union, Rm. 102 | 792-9281 or (620) 792-9285 | [dietzj@bartonccc.edu](mailto:dietzj@bartonccc.edu) or [rogersm@bartonccc.edu](mailto:rogersm@bartonccc.edu)

## **STUDENT SERVICES**

Learning Resources Center, Rm. 135 | (866) 254-1421 or (620) 792-9282 | [fullbrightv@bartonccc.edu](mailto:fullbrightv@bartonccc.edu)

## **STUDENT SUPPORT SERVICES**

Learning Resources Center, Rm. 113 | (620) 792-9322 | [thurberr@bartonccc.edu](mailto:thurberr@bartonccc.edu)

## **TITLE IX**

Learning Resources Center, Rm. 138 | (620) 786-7441 | [brownc@bartonccc.edu](mailto:brownc@bartonccc.edu)

## **UPWARD BOUND (BARTON COUNTY)**

Learning Resources Center, Rm. 110 | (620) 792-9291 | [hallk@bartonccc.edu](mailto:hallk@bartonccc.edu)

## **UPWARD BOUND (CENTRAL KANSAS)**

Learning Resources Center, Rm. 110 | (620) 786-1181 | [hensieks@bartonccc.edu](mailto:hensieks@bartonccc.edu)

## **VETERAN SERVICES**

Learning Resources Center, Rm. 134 | (620) 792-9363 | [VeteranServices@bartonccc.edu](mailto:VeteranServices@bartonccc.edu)

## **WORKFORCE TRAINING AND COMMUNITY EDUCATION**

S-Bldg., Rm. 147 | (866) 813-2465 or (620) 792-9375

## **WORKFORCE TRAINING & ECONOMIC DEVELOPMENT**

T-Bldg., Rm. 198 | (866) 813-2462 or (620) 792-9255 | [smithte@bartonccc.edu](mailto:smithte@bartonccc.edu)





# GENERAL INFORMATION

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## Accreditation

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Barton Community College is accredited by the Higher Learning Commission and is a member of the North Central Association of Secondary Schools and Colleges (30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, **(800) 621-7440**, <https://NCACIHE.org>. Barton has been continuously accredited since 1974 with the most recent reaffirmation of accreditation occurring in 2013. Barton maintains accreditation through HLC's Open Pathway process and completed the Year 4 Assurance Review in 2017. Also, Barton Community College is a member of the American Association of Community Colleges as well as the Council of North Central Junior Colleges.

## Historical Statement

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Barton Community College was formed July 15, 1965, through an election by the people of Barton County, Kansas. The College was created to provide students in Barton County an opportunity to obtain an education at a low cost within commuting distance.

## The Vision

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Barton Community College will be a leading educational institution, recognized for being innovative and having outstanding people, programs and services.

## The Mission

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The Mission of Barton Community College is to provide quality educational opportunities that are accessible, affordable, continuously improving and student focused. Barton is driven to provide an educational system that is learning-centered, innovative, meets workforce needs, strengthens communities, and meets the needs of a diverse population.

We will seek to achieve our mission through eight ENDS and four Core Priorities (Values) that define our commitment to excellence in education.

## ENDS

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1. Essential Skills
2. Work Preparedness
3. Academic Advancement
4. "Barton Experience"
5. Regional Workforce Needs
6. Barton Services and Regional Locations
7. Strategic Planning
8. Contingency Planning

## Core Priorities (Values)

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Drive Student Success  
Cultivate Community Engagement  
Optimize Employee Experience  
Emphasize Institutional Effectiveness

# GENERAL INFORMATION

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## Release of Student Information Policy

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In compliance with Section 438 of the “General Education Provisions Act” (as amended) entitled “Family Educational Rights and Privacy Act of 1974” (FERPA) the following constitutes the institution’s policy on providing appropriate access to personal records, while protecting their confidentiality.

Barton Community College accords all the rights under the law to students. Those rights are: 1) the right to inspect and review the student’s education records; 2) the right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights; 3) the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent; 4) the right to file with the U.S. Department of Education a complaint concerning alleged failures by Barton Community College to comply with the requirements of FERPA; and 5) the right to obtain a copy of Barton Community College’s student records policy.

Students will be notified of their FERPA rights by publication in the Student Handbook and consumer information with the Financial Aid Office.

## Definitions

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For the purposes of this policy, Barton Community College uses the following definitions: Student - any person who attends or has attended Barton.

Education records - any record (in handwriting, print, tapes, film, or other medium) maintained by Barton Community College or an agent of the College which is directly related to the student except:

1. Files retained by individuals which are not accessible to any other person except a substitute faculty/staff member.
2. An employment record of an individual whose employment is not contingent upon on the fact that he/she is a student, provided the record is used only in relation to the individual’s employment.
3. Records maintained by the Student Health Service if the records are used only for treatment of a student and made available only to those persons providing the treatment.
4. Alumni records which contain information about a student after he/she is no longer in attendance at Barton Community College and which do not relate to the person as a student.

## Procedure to Inspect Education Records

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Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit to the record custodian or an appropriate College staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The College Registrar or an appropriate College staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 30 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

The student may request and receive interpretation of his/her record from the person (or designee) responsible for the maintenance of the record.

The student may obtain copies of his/her educational records upon written request, for which the College may charge the current copying charge per page. This does not entitle a student to an official transcript, for which there is a higher charge and which will be withheld if the person owes the College money or property.

# GENERAL INFORMATION

## Right of College to Refuse Access

Barton Community College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975. Waivers are subject to the following conditions:
  - Waivers can be signed only for the specific purposes of application for admission, candidacy for honor or honorary recognition (including financial aid based in part on merit), and candidacy for employment.
  - Waivers cannot be required.
  - The student shall be told, upon request, the names of those supplying references.
3. Those records which are excluded from the FERPA definition of education records.

## Disclosure of Personally Identifiable Information (PII)

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.

- To other school officials, including instructors, within Barton Community College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1)).
- A "school official" is a person who serves as a trustee or officer of Barton Community College; a person employed by Barton Community College on a full-time, part-time, or temporary basis to perform executive, administrative, supervisory, staff, academic, counseling, student-related, athletic, research, or other duties, or any clerical or support person who provides assistance to such persons; or a person employed under a contract with Barton Community College to perform any such duties.
  - Whether the information to be disclosed is necessary for that official to perform an appropriate task that comes within or is consistent with the official's job duties or the duties spelled out in the official's contract;
  - Whether the information is to be used for Barton Community College business and not for purposes extraneous to the official's job duties or the duties spelled out in the official's contract;
  - Whether the information is relevant to a task, determination, proceeding, or other matter relating to the student; and
  - Whether the information is to be used in a manner consistent with the purpose or purposes for which the education record is maintained.
- Barton Community College shall determine on a case-by-case basis whether a school official has a legitimate educational interest in the disclosure of personally identifiable information from an education record, based on application of the following considerations:
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary

## GENERAL INFORMATION

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authority that is responsible for supervising the university's Statesupported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to: Develop, validate, or administer predictive tests; Administer student aid programs; or Improve instruction. (§99.31(a)(6)) Where:
  - The school enters into a written agreement with the organization that:
  - Specifies the purpose, scope, and duration of the study or studies and the information to be disclosed
  - Requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement;
  - Requires the organization to conduct the study in a manner that does not permit personal identification of parents and students, as defined in this part, by anyone other than representatives of the organization with legitimate interests
  - Requires the organization to destroy or return to the school all personally identifiable information when the information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be returned or destroyed
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)) ;
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

# GENERAL INFORMATION

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## Record of Requests for Disclosure

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Barton Community College maintains with the student's education records a record of each request and each disclosure, except for:

- Disclosures to the student himself or herself.
- Disclosures made pursuant to the written consent of the student (the written consent itself suffices as a record).
- Disclosures to Barton Community College instructional or administrative officials
- Disclosures of directory information. This record of disclosures may be inspected by the student, the official custodian of the records, and other officials of Barton Community College and governmental officials.
- When information from an education record is disclosed pursuant to a health or safety emergency, Barton Community College will maintain a record with the following additional information:
  - The articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure, and
  - The parties to whom Barton Community College disclosed the information.

## Directory Information

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Directory Information is limited to: name, address(es), telephone number(s), email address(es), dates of attendance, classification (freshman, sophomore, etc.), enrollment status (full-time, half-time, etc.), class type (day, evening, etc.), previous institution(s) attended, major field(s) of study, awards, honors (includes Dean's Honor Roll), degrees conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes).

Students may withhold free disclosure of Directory Information (on all or none basis) to non-institutional persons or organizations. Students have the option to protect their privacy and not have such information as address and telephone number released. A written request to withhold this information should be submitted to the Office of Enrollment Services. Otherwise, the College assumes that you approve of disclosure of that information. Requests will be honored for only one academic year; therefore, requests to withhold Directory Information must be filed annually.

Barton Community College does not define email addresses in bulk as Directory Information. Listings of multiple student email addresses are not produced for any purpose.

## Correction of Education Records

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Students have the right to ask to have records corrected that they believe are misleading, inaccurate, or in violation of their privacy rights. If the student considers the record faulty, he/she can request and receive an informal and/or formal hearing of the case to the end that the record will be corrected if judged faulty or in violation of privacy:

- a. The informal hearing will be in conference with the person (or designee) responsible for the maintenance of the record, and where appropriate, the party or parties authorizing the record segment in question.
- b. The student may request a formal hearing by submitting a written request to the College Registrar in which he/she must designate the location of the record in question and a brief explanation of the reason for faulting the record. Hearing officer shall be selected by the College Registrar from a pool of persons who are officials of the College. The hearing officer selected should be a disinterested party to the dispute who will conduct an administrative hearing with both parties present.

## GENERAL INFORMATION

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The hearing shall be held within a reasonable period of time; notice of the date, place, and time must be given reasonably in advance. The student shall be afforded a full and fair opportunity to present relevant evidence and may be assisted or represented by any person of his/her own choosing (including an attorney at his/her own expense). When appropriate, affected College offices will be notified of the hearing and given a chance to respond to the student's assertions. A written decision based upon the evidence presented or gathered shall be prepared within a reasonable amount of time and shall include a summary of the evidence and the reasons for the decision. The judgment of the hearing officer shall be final and the record shall be changed or retained as recommended.

If the institution decided the information is accurate, it shall inform the student of his/her right to place in the educational record a statement commenting upon the information and/or noting any reasons for disagreeing with the decision. Any statement of this sort shall be maintained as long as the student's educational record or contested portion is maintained; if the student's educational record or contested portion is disclosed to any party, the student's statement shall also be disclosed.

### General Tuition and Fees

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#### **Basic Fees and Tuition: per Semester and Summer Session**

The Barton Board of Trustees has the right to change tuition and fees without notice.

#### **2021-2022 General Cost per Credit Hour**

In-District.....	\$111
In-State.....	\$118
Out-of-State.....	\$142
International.....	\$205
Fort Riley/Fort Leavenworth/Grandview Plaza.....	\$130
BARTonline per credit hour.....	\$150

### Refund of Tuition and Fees

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Courses dropped through the first two weeks classes in both the fall and spring semesters and through the 10th day of classes in the summer session will not be recorded on a transcript. After the 20th day of classes in the fall and spring semesters and the 10th day of classes in the summer session, a "W" will be recorded for courses dropped officially. Final drop dates are published in bulletins, Student Handbooks and the Enrollment Services Office. Change-of-Schedule forms may be picked up from the Admissions Office, Enrollment Services Office, Advisement Center, or from advisors. Students are responsible for dropping classes and are required to visit with instructors or an advisor before dropping classes.

Students who are enrolled in classes which do not materialize will get full refund regardless of date. This refund policy is the same for the fall semester, spring semester, and/or summer session. The policy includes on-campus classes and outreach classes.

Refunds on mini-courses will vary according to start and end dates.

# GENERAL INFORMATION

## Satisfactory Academic Progress (SAP)

If you are receiving financial aid through federal, state, or institutional funding at Barton, you must meet Satisfactory Academic Progress (SAP) standards as determined by the College.

At the end of each term you will be evaluated based on two factors:

- Qualitative measure—Your term and cumulative GPA must be at least 2.0; and,
- Quantitative measure—You must complete at least 67% of your total attempted hours in the term.

Your progress will be evaluated at the end of each term and your SAP status will be determined. The following chart explains the different SAP statuses:



If you are receiving financial aid through federal, state, or institutional funding at Barton, you must meet Satisfactory Academic Progress (SAP) standards as determined by the College. (For students with previous post-secondary credits, your previous performance at other colleges will impact your SAP status at Barton.)

Your SAP status will be evaluated based on two factors:

- 1) Qualitative measure—Your term and cumulative GPA must be at least 2.0; and,
- 2) Quantitative measure (PACE)—You must complete at least 67% of your total overall and term hours.

Your progress will be evaluated at the end of each term and your SAP status will be determined. The following chart explains the different SAP statuses:

Note: Your overall SAP status at Barton will include your GPA and PACE, and will figure into the term the hours are recorded at Barton.

Classification →	"Y" – Eligible	"W" – Warning	"N" – Suspension	"A" – Academic Plan	"150%" – Federal Limit
Are you eligible to receive financial aid? →	Yes	Yes However, you are in danger of going on to financial aid suspension.	No You will not be able to receive any federal, state, or institutional aid. This includes Federal Student Loans, Federal Work Study, and Foundation Scholarships.	Yes However, you will be required to follow an Academic Plan which is an agreement between you and Barton regarding your path to completing your degree or certificate. You must earn SAP for the term with an "A".	No You have reached the Federal Financial Aid limit.
Why is my status this? →	Your term and cumulative GPA are 2.0 or higher; and, You have successfully completed at least 67% of your total attempted classes—both term and cumulative. This includes transfer hours.	Your term or cumulative GPA fall below 2.0, OR You have not successfully completed at least 67% of your total attempted classes—term and cumulative. This includes transfer hours, failed classes, withdrawals, and classes with an incomplete.	You failed, withdrew from, or took an incomplete in 100% of your attempted classes.  OR You had been on financial aid warning for two consecutive terms and did not make SAP for a second time.	You appealed your financial aid suspension status. Your appeal was approved and you were placed on Academic Plan.	You have taken more hours than allowed by federal financial aid rules to complete your program of study.
How can you change or improve your status? →	You have made Satisfactory Academic Progress. Keep up the good work!	If you earn at least a cumulative and term GPA of 2.0 and complete at least 67% of your attempted hours (term and cumulative), you will be taken off financial aid warning.	You make a request to appeal by filling out the Financial Aid Office at Barton. <a href="mailto:FinancialAid@bartoncc.edu">FinancialAid@bartoncc.edu</a>	You must follow your academic plan exactly. If you fail to follow your academic plan, you will be placed on financial aid suspension. Any changes you want to make to your Academic Plan must be approved by the FA Director.	You may appeal the 150% federal financial aid limit by filling out the Financial Aid Office or emailing a request for the form to <a href="mailto:FinancialAid@bartoncc.edu">FinancialAid@bartoncc.edu</a>



# GENERAL INFORMATION

Financial Aid - [financialaid.bartonccc.edu](http://financialaid.bartonccc.edu)

## Financial Aid FAQ's

### How long may I receive federal financial aid?

You are allowed to receive federal aid for 150% of your program length at the institution from which you are seeking the degree per federal regulations.

Examples:

- If you are seeking a degree of 64 hours, you may receive aid for 96 attempted hours since this is 150% of the 64 hours required to earn the degree.
- If you are seeking a certificate, you may receive aid for 24 attempted hours since this is 150% of the 16 hours required to earn the degree.

All previously attempted credit hours applicable towards the student's current Program of Study are counted towards the 150% including repeated classes, remedial classes, pass/fail classes, withdrawals, incompletes, and transfer hours regardless of whether or not you received financial aid for the hours. If you have reached the number of hours required by your degree or certificate at the time your financial aid application is reviewed, you will be asked to do a 150% appeal.

### What if I change my major or have other mitigating circumstances that prevented me from completing within the 150% timeframe?

If you have special circumstances you feel should allow you to have the timeframe extended, you may appeal the 150% federal limitation by completing an appeal form which can be requested from the Financial Aid Office at: [financialaid@bartonccc.edu](mailto:financialaid@bartonccc.edu). You will need to submit to the Financial Aid Office the appeal form and a copy of a program completion plan signed by your academic advisor.

Students seeking an additional or a second degree who have reached the 150% limitation and want additional aid must appeal for an extension. Students may appeal only once for an extension of their aid due to seeking a second degree. The Financial Aid Committee will review the appeal. Approval of the extension of aid will be judged on a case-by-case basis by review of unique circumstances of each case. The appeal of the Financial Aid Committee is final and cannot be appealed to the Department of Education. Make sure you have communicated to your Academic Advisor what Program of Study you want to pursue prior to submitting an appeal. Only one extension approval will be granted!

### If I take an incomplete in a class, how long do I have to complete the coursework?

You have until the end of the next term to complete the class.

### Give me an example of completing 67% of attempted hours.

If you attempt . . .	You must complete. . .
50 credit hours	34 credit hours
40 credit hours	27 credit hours
18 credit hours	12 credit hours
15 credit hours	10 credit hours
12 credit hours	8 credit hours
9 credit hours	6 credit hours
6 credit hours	4 credit hours

### If I am placed on financial aid warning or probation, can I receive my financial aid?

Yes, when you are placed on financial aid warning or probation, you can receive your financial aid. However, being placed on financial aid warning or probation is to let you know that you risk losing your financial aid if you have another poor semester. When you are placed on financial aid warning or

## GENERAL INFORMATION

probation your Financial Aid Officer may intervene to find ways to help you succeed. Student Support Services and/or your academic advisor may work with you to strengthen your potential to succeed.

### **If I am on financial aid suspension, can I still receive my student loan?**

Like grants and scholarships, Federal student loans are considered financial aid. Therefore, you will not receive your Federal student loans if you are placed on financial aid suspension. You may receive private student loans while on financial aid suspension which are not subject to SAP. You may, however, receive a private educational loan.

### **How will I know if I am placed on financial aid warning or suspension?**

You will be notified by email if you are placed on financial aid warning or suspension. The email will explain what your SAP status means, and refer you to the SAP policy. If you are on suspension, the notice will provide instructions on how to appeal your suspension status. If you are on financial aid warning, the notice will instruct you how to complete a Warning Acknowledgment form. You may always view your SAP status by accessing your PAWS account on the Barton website.

### **What can I do to get off of financial aid suspension?**

You may appeal your financial aid suspension status if you have extenuating circumstances or have earned your way off of suspension. The Financial Aid Committee will review your situation and decide whether to grant your appeal. Suspension status is indefinite unless you complete an appeal and your appeal is approved. You cannot get off of suspension status by sitting out or by paying for classes and not making SAP and completing an appeal. Students may only have one suspension appeal granted regardless of the reason.

### **Under what conditions may I appeal a suspension status?**

You may want to appeal a suspension status for the following reasons:

- You experienced the death of your spouse, your child, your parent or one of your siblings. You will need to provide a copy of the death certificate.
- You experienced an injury or illness which prevented you from making SAP. You will need to provide a letter from your doctor or counselor stating your injury or illness was severe enough to prevent you from successfully completing your coursework. No details of the injury or illness are necessary.
- You have special circumstances that you believe deserves consideration. Please provide any documentation to support your request for an appeal.
- You took classes at Barton, earned Satisfactory Academic Progress (2.0 GPA and 67% of attempted hours), and your student account has a zero balance. The hours can be taken in more than one term. While on suspension, you will not receive financial aid. Also, you must pay your account balance prior to appealing. You will need to take the following hours at Barton to be able to appeal:

<b>Number of hours you were taking when you went on financial aid suspension:</b>	<b>Number of hours you need to take to appeal your financial aid suspension status:</b>
6 – 12+ hours	6 hours
3 – 5 hours	3 hours
1 -2 hours	1 hour

### **How can I appeal my suspension status?**

You may request an appeal of your suspension by emailing the Financial Aid Office at this link: [financialaid@bartonccc.edu](mailto:financialaid@bartonccc.edu).

### **When will I find out whether my suspension appeal has been granted?**

You will be notified of the status of your suspension appeal by letter or email the day after your appeal has been reviewed. Please allow 2-3 weeks review time after your appeal has been submitted. If a suspension appeal is granted, you will be placed on Academic Plan.

## GENERAL INFORMATION

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### **How often is SAP evaluated?**

SAP is evaluated after each term - Fall, Spring, and Summer. If you received any type of financial aid - federal, state, or institutional - your performance during the term will be evaluated. SAP will be evaluated whether you were enrolled full-time or part-time. SAP is evaluated on your term and overall cumulative GPA and Pace (rate of completion).

### **What is included in an academic plan?**

The financial aid office in coordination with your academic advisor to gain clear picture of where you are academically and what you need to accomplish to complete your degree or certificate. Included in the academic plan will be the courses you need to earn your degree or certificate, the amount of time it will take to complete the classes, whether you should take night classes, online classes, or summer classes, an assessment of other factors supporting your academic performance. It is essential that you complete the academic plan exactly as written and agreed upon in order to receive financial aid. Any changes to the Academic Plan must be approved by the Director of Financial Aid.

### **Will an Academic Plan include emphasis hours for a concentration?**

An Academic Plan will include emphasis hours only if there are electives to meet. If all electives have been met, emphasis hours will not be included in the Academic Plan.

### **Will all Barton hours be included in the Academic Plan?**

All Barton hours needed to complete the degree or certificate will be included in the Academic Plan and will be eligible for federal aid if the applicant meets all other eligibility requirements. (See Barton's policies on graduation requirements at this link: <https://bartonccc.edu/graduation/requirements>.)

### **What if I need to make a change to my academic plan?**

You will need to work with the financial aid office in conjunction with your academic advisor if any changes need to be made to your academic plan. The changes will need to be reported to the Financial Aid Office and must be approved by the Director of Financial Aid. **Unapproved changes to your academic plan will result in suspension of your financial aid.**

### **What if I change my degree/program before I complete my Academic Plan?**

If you and your advisor wish to change your degree/program before your Academic Plan is finished, you will need to appeal the change with the Financial Aid Office in order to change to a new academic program. You can appeal your Academic Plan by contacting your Financial Aid Officer. Any change will need to be approved by Director of Financial Aid.

### **May I seek more than one degree or certificate at one time?**

You may seek more than one degree at a time.

### **What aid is evaluated for SAP?**

All students receiving federal, state, and institutional aid are subject to SAP evaluation. This applies to all full-time and part-time students in all degree programs. Students receiving only scholarships from external entities and/or private educational loans are not subject to SAP evaluation. Staff scholarships, Barton County Resident Scholarships, Boost Scholarships, Over 65 Scholarships, and Silver Cougar Club Scholarships may be received regardless of the student's SAP status.

### **What term does my SAP status begin?**

Your SAP status is determined for the term you begin receiving financial aid. The SAP status is based upon your overall GPA/PACE.

# GENERAL INFORMATION

## Eligible Programs and Courses

- Students must be seeking an eligible degree or certificate at Barton to receive federal financial aid.
- Link to list of Barton's Programs of Study: <https://bartonccc.edu/programs>. Programs not eligible for federal aid are identified.
- Make sure to work with your advisor. Federal aid cannot be paid for classes that do not count towards your Barton degree/certificate even if they would transfer for a degree or certificate at another school.
- You may only receive federal aid for 150% of your program length.
- Courses that are self-paced (where students can work at their own pace) are not eligible for federal financial aid.

## Federal Pell Calculations

- Federal Pell Grant will only disburse for the courses that the student is currently attending.
- Federal Pell Grant funds are calculated based on the student's current enrollment status.
- If a student adds courses with in a semester that move the student into a higher enrollment level (ex: half-time to full-time), then their Federal Pell will be increased.
- If a student withdraws from courses at any point in the semester, then the student's Federal Pell may be decreased and the student will be responsible for repaying a portion of their Federal Pell grant.

## Federal Pell Calculations

Number of Credit Hours	Enrollment Status	Approximate Portion of Term Pell
12 + hours	Full-time	100%
9-11 hours	Three Quarter	75%
6-8 hours	Half-time	50%
1-5 hours	Less than Half-time	25%

*Your EFC will determine if you are eligible to receive Federal Pell grant with an enrollment of status of less than full-time*

## Federal Student Loans

- Federal Student Loans will disburse once a student is enrolled at least half-time (6 credit hours) during a semester and attending at least one course.
- First-time loan borrowers will receive their first disbursement of a student loan 30 days after the start of the semester.
- The amount of Federal Student Loans offered to you may change based on adjustments to your Cost of Attendance for enrollment level and/or weeks of attendance within a semester.

# GENERAL INFORMATION

## Financial Aid Refunds

- If your financial aid exceeds your Barton account balance, the difference will be issued to you as a refund for you to use for educational expenses.
- Students may log into their MyBarton Portal to set up direct deposit within the Student Financial Center. Otherwise, refunds will default to paper check.
- If you wish to receive an Opt-Out Book Refund, please contact the Financial Aid Office at [financialaid@bartonccc.edu](mailto:financialaid@bartonccc.edu) or visit <https://bartonccc.edu/financialaid/texbooks>.

Fall 2021	
Start Date	Refund Date
Aug 3	24-Aug-21
Aug 9	31-Aug-21
Aug 16, 18	7-Sep-21
Aug 23	14-Sep-21
Sep 6	28-Sep-21
Sep 13	5-Oct-21
Sep 21	12-Oct-21
Oct 11	1-Nov-21
Oct 18	9-Nov-21
Nov 1, 4	23-Nov-21
Nov 22	14-Dec-21
Dec 13	11-Jan-22

Spring 2022	
Start Date	Refund Date
Jan 10, 11	1-Feb-22
Jan 24	15-Feb-22
Jan 31	22-Feb-22
Feb 7	1-Mar-22
Feb 21	15-Mar-22
Feb 28	22-Mar-22
Mar 7	29-Mar-22
Mar 21	12-Apr-22
Apr 4	26-Apr-22
Apr 18, 21	10-May-22

Summer 2022	
Start Date	Refund Date
May 23	14-Jun-22
May 30, 31	21-Jun-22
Jun 6	28-Jun-22
Jun 10, 13	12-Jul-22
Jun 27, 28	19-Jul-22

- Following the first refund date of the semester, refunds will be issued on a weekly basis
- For degree-seeking students, Barton must have an official copy of your high school or GED transcript prior to disbursement of any financial aid.

### Your Federal funds refund can be used for the following educational expenses:

Tuition and Fees, Books and supplies, Clinical expenses, tool expenses, Housing, utilities& food, transportation (fuel, public transportation, etc.) Computer & Internet, Educationally-Related insurance, Child Care Expenses(while attending class)

### Your Federal funds refund CANNOT be used for:

Car purchase (repair, lease or payments), Electronics other than a PC (TV, stereo, cell phone, camera, MP3 Player, etc.), Tattoos, Piercings, or any other body enhancement, Plastic Surgery, Home repairs or improvements, Financial support of spouse or dependents, Wedding expenses, Pet Expenses.

## The Library - [library.bartonccc.edu](http://library.bartonccc.edu)

Barton Library offers a variety of research, information, and technology services to students, staff, and faculty, as well as the residents of Barton County and Central Kansas. Barton Library has over 15,000+ print books in its collections. Currently the library subscribes to over 62 print periodicals (newspapers, magazines, and journals). The library has expanded its access to information resources by subscribing to over 62 print periodical subscriptions; over 109 database and video streaming collections; 3 e-book collections.

The library provides interlibrary loan service (borrowing books from other libraries) by being a member of KIC (Kansas Information Circuit), which allows access to the holdings of academic and public libraries within the state of Kansas.

# GENERAL INFORMATION

## LIBRARY HOURS

### Fall & Spring Semester

Sunday 1:00 p.m. - 7:00 p.m.  
Mon. - Thur. 7:30 a.m. - 8:00 p.m.  
Friday 7:30 a.m. - 4:30 p.m.  
Saturday CLOSED

### Summer Semester

Mon. - Thur. 6:30 a.m. - 5:00 p.m.  
Friday - Sunday CLOSED

### Days Closed

Labor Day  
Thanksgiving (Wed. - Fri.)  
Campus Closed Dec. 20 - Jan. 3  
MLK Jr. Day  
Spring Break  
Easter Break  
Memorial Day  
Independence Day

### Borrowing Policy

- A Barton photo ID with a barcode is required to check out items from the library. Patrons are required to have a valid phone number with voice mail; app-based phone numbers will not be allowed. Community members may use their local library card. Identification of all new patrons will be verified using state or college issued photo ID.
- Books are available for a 3-week checkout period, and periodicals are available for a 1- week checkout period. Both are available for renewal.
- Electronic Devices (Chromebooks) are available for a 30 day period checkout period. They are not available for renewal. Items are due on the due date. A hold will implemented the day after the due date. Patrons are responsible for the processing fee even if the device is returned. Patrons are required to review and sign the Electronic Device Checkout Procedure to be able to checkout electronic devices. Community members are not allowed to check out electronic devices.
- Circulation Notices: Patrons will receive overdue notices via library's circulation software or by email. Items due past current term will create a hold on the patron's account with the Business Office. Patrons will be responsible for the cost of the item and a \$10 processing fee per item. Patrons will be responsible for the processing fee even if library materials are returned.

### Interlibrary Loan (borrowing books from other libraries)

- Barton Library is part of Kansas Library systems, and books can be obtained through this system. Patrons can find the book(s) they are interested in using the Kansas Library Catalog or another source. Complete the "Book Request" online form or bring the information to Murphy's Landing. A patron will need to provide basic citation information for the book (title, author, publication date).
- It takes 5-7 business days for the book(s) to arrive. The amount of time a book is available for loan is determined by the lending institution. Library staff will contact the patron when it is available for pick-up.

### Collection Development Policy

- The Director of Library and College Archives will collaborate with all college departments and faculty in obtaining suggestions for its collections. Barton Library does not purchase textbooks or supplemental books (example: workbooks) for current courses offered at Barton Community College.
- All patrons are encouraged to provide the library with their suggestions. The Director of Library and College Archives will use the selection guidelines to make the final determination for purchase.

#### Selection Guidelines:

- Supports curriculum
- Accuracy and objectivity
- Reputation of author and publisher
- Appropriate level
- Price
- Demand

# GENERAL INFORMATION

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## Computer and Internet Use in the Library

- Barton Library follows the college's computer use policy. The priority use of the computers in the library is academic support, either for research or assignment completion.
- Patrons are allowed to use the computers for personal use as long as there is no academic need, and as long as the college's policy is followed.

## Copyright Policy

- Barton Library staff will adhere to the college's Copyright Law policy. A copyright notice and copyright flowchart are posted next to the library's copier/printer.
  - Patrons are responsible for their own actions and any violations.
- Barton Library staff will provide education on copyright as needed.
- Patrons can find more information about copyright by going to the library's Copyright webpage.

## Food, Drink, Cell Phones, and Headphones

- Food and beverages are allowed in the library. They are not allowed at the computers. Patrons may place them on the floor or on a nearby table.
- Patrons are expected to use the various trashcans in the library to help keep the facilities clean.
- Patrons may use cellphones in the library as long as the speakerphone is not used. Patrons will be asked to lower the volume, use the vibration/silent option, or use headphones if it is too loud and/or becomes a distraction to others.

*Disclaimer: If a patron having these items causes a distraction to other patrons or other problems arise, the patron will be asked to discontinue use of the items or leave the library.*

## Intellectual Freedom

- Barton Library upholds the principles of the American Library Association's Library Bill of Rights.
- The library selects resources, print and electronic, representing all sides of curricular issues. Because of this, some material in the collections may be considered controversial. It is the goal of the library to provide resources representing diverse viewpoints in support of the college's academic offerings and the varied backgrounds of its students, faculty, and staff.

## Bookstore - [bookstore.bartonccc.edu](http://bookstore.bartonccc.edu)

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Bookstore hours of operation are listed each semester at [bartonccc.edu/bookstore](http://bartonccc.edu/bookstore). If you wish to sell your books at the end of the semester, bring them to the Bookstore when your classes are finished. Bring all your books at one time. A book buyer will be on campus during finals week, following the Fall and Spring semesters. Specific dates will be announced.

## Financial Aid Charges

- Books, and class related supplies can be charged to your financial aid.
- Bring your copy of your promissory note with you each time you come in to make purchases or returns. (Does not apply to Online courses.)
- All charges will be cut off approximately two weeks following the first day of classes. With this in mind, please be sure and pick up all necessary books and supplies within this time period.

## Return Policy

- You must have register receipt, credit card receipt or copy of promissory note as proof of purchase.
- Full refund for first 14 days of class. This applies only to full term semester classes. The 14-day period will begin on the first day of class.
- The books cannot be written in or highlighted if a full refund is desired.

# GENERAL INFORMATION

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## Book Buy Back

If you wish to sell your books at the end of the semester, bring them to the Bookstore when your classes are finished. Bring all your books at one time. A book buyer will be on campus during finals week, following the Fall and Spring semesters. Specific dates will be announced.

- Any book that will be used for the next semester's classes (except consumable texts) will be bought back at half the new price. (Price is the same, whether your book was new or used when you purchased it.)
- A book buyer will be on campus two days during finals week following the Fall and Spring semesters.
- Cash will be paid for all books purchased.

## Check Cashing Policy

- There is a \$50 limit. No exceptions.
- You must present a valid driver's license or valid student ID with picture.

[Cafeteria - cafeteria.bartonccc.edu](http://cafeteria.bartonccc.edu)

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## CAFETERIA HOURS

### Monday - Thursday

Breakfast: 7 - 8:30 am - continental until 9 am  
Lunch: 11 am - 1:15 pm  
Dinner: 5 - 6:30 pm

### Saturday & Sunday

Brunch: 12 to 12:45 pm  
Dinner: 5 - 5:30 pm

### Friday

Breakfast: 7 - 8:30 am - continental until 9 am  
Lunch: 11 am - 1:15 pm  
Dinner: 5 - 6 pm

[Student Employment - campusjobs.bartonccc.edu](http://campusjobs.bartonccc.edu)

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A current list of open positions and applications for student employment may be accessed on the career center website at <https://careercenter.bartonccc.edu/careercenter/campusjobs>. The career center may be reached by phone at **(620) 792-9349** or by email at [careercenter@bartonccc.edu](mailto:careercenter@bartonccc.edu).

Student employees are paid once a month, as part of the hourly payroll, on the first Friday of every month. Prior to starting work, student employees must complete the required payroll forms, in their entirety, in the Office of Human Resources.

Prior to each payroll, students must turn in their completed time sheets to the Office of Human Resources for processing by the designated deadlines. On payday, paychecks will be distributed to student employees by the Business Office. The Business Office is located in the office complex of the Kirkman Visitor Center. The Business Office may be reached by telephone at **(620) 792-9316**.

For more information on pay periods, turn-in times, or pay dates, please refer to the Hourly Employees Pay Calendar.





# STUDENT SERVICES & ACTIVITIES

## STUDENT SERVICES & ACTIVITIES

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### [The Office of Student Services - students.bartonccc.edu](https://students.bartonccc.edu)

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Barton Community College offers a wide variety of Student Services dedicated to assisting students in maximizing their educational opportunities by supplementing their instructional programming. Our services are designed to directly enhance student learning and support student's social and personal growth.

We are located in the north end of the Learning Resource Center or you may contact us at **(620) 792-9282**.

### [The Office of Student Life - studentlife.bartonccc.edu](https://studentlife.bartonccc.edu)

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The office of student life is committed to supporting all students at Barton Community College in an effort to create a sense of welcome, belonging and providing experiences that will add to enjoyment of life, stimulate personal growth, social development and diversity. As students get involved with student life on campus, they develop a connection between other students, staff, faculty and community. With their involvement students will connect with campus individuals that students may call "Safe Places" to voice their concerns and talk about experiences.

### [Clubs and Organizations - organizations.bartonccc.edu](https://organizations.bartonccc.edu)

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The clubs and organizations provides the opportunity for students to become involved on campus, promote & work on different events with a club(s) that involves various cultures and to explore new communities.

Each club or organization has one to two faculty or staff sponsors who are directly responsible to and for their respective groups. The Director of Student Life oversees these activities and clubs.

#### [Art Club](#)

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The Art Club exists to serve students who are interested specifically in two-dimensional and three-dimensional art. Members promote the importance of art as they develop an appreciation for the arts through attending gallery and museum openings, artist workshops, field trips, and exhibiting their art. Members will have opportunities to foster leadership and social skills within the Art Club. Members support each other through the exchange of ideas related to creating and marketing works of art.

Sponsor: Philip Jacobson | T-Building - T181 | (620) 792-9260 | [jacobsonp@bartonccc.edu](mailto:jacobsonp@bartonccc.edu)

Sponsor: Bill Forst | F-Building - F137 | (620) 792-9387 | [forstb@bartonccc.edu](mailto:forstb@bartonccc.edu)

#### [Barton Collegiate Farm Bureau](#)

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Barton Community College Collegiate Farm Bureau is a student organization with the goal of promoting agriculture through leadership and social activities. All Barton students are eligible for membership. Collegiate Farm Bureau is sponsored by the Barton Agriculture Business Management Department, the Barton County Farm Bureau, and Kansas Farm Bureau.

Sponsor: Vic Martin | T-Building - T190 | (620) 792-9207 | [martinv@bartonccc.edu](mailto:martinv@bartonccc.edu)

## STUDENT SERVICES & ACTIVITIES

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### Barton Community College Aspiring Educators (BCCAE)

Barton Community College Aspiring Educators (BCCAE) exists to promote the personal and professional growth of pre-service educators and those interested in education. BCCAE is a chapter of the Kansas National Education Association-Aspiring Educators (KNEA-AE) and one of 28 local chapters on Kansas college and university campuses.

Membership to BCCAE is open to any Barton Community College student preparing for a career or interested in education, and who concurrently holds membership in KNEA-AE.

Chapter activities include service projects, social affairs, professional development, and opportunities for participation in statewide leadership roles.

Sponsor: Jaime Abel | C-Building - C117 | (620) 792-9269 | [abelj@bartonccc.edu](mailto:abelj@bartonccc.edu)

### Barton Spark

Barton Spark is a central gathering place for those who desire to learn, develop and share their entrepreneurial spirit and learn more about business. Open to all Barton students, Barton Spark is an incubator for creative thought, innovation and leadership. Entrepreneurship is more than just risk-taking business ownership, it is the ability to see a problem or unmet need and turn it into an opportunity to initiate or create change with value. Get involved with Barton Spark, learn what it takes to be resilient, fearless and decisive. **VISION to REALITY!**

Sponsor: Kathy Boeger | T-Building - T103 | (620) 792-9203 | [boegerk@bartonccc.edu](mailto:boegerk@bartonccc.edu)

### Barton STEM

Barton STEM is open to all students who are interested in science, mathematics, technology and/or engineering. Activities include helping with Jack Kilby Science Day and planning other fun events related to science and technology. Come get Involved!

Sponsor: Laura Schlessiger | C-Building - C121 | (620) 786-7443 | [schlessigerl@bartonccc.edu](mailto:schlessigerl@bartonccc.edu)

Sponsor: Kristen Hathcock | C-Building - C117 | (620) 792-9348 | [hathcockk@bartonccc.edu](mailto:hathcockk@bartonccc.edu)

### Barton Student Chapter of American Choral Directors Association (ACDA)

ACDA Student Chapters have been established for colleges and universities by the American Choral Directors Association to provide opportunities for future choral directors to be directly involved with their professional organization while in college. Membership is open to any student actively participating in the music department as a music major and/or a member of the performing groups within the music department. Chapter activities will include activities and sessions that engage the training and experience of student choral musicians such as workshops, masterclasses, reading sessions, and attendance at state, regional and national conferences.

Sponsor: Eric Foley | F-Building - F02 | (620) 792-9395 | [foleye@bartonccc.edu](mailto:foleye@bartonccc.edu)

# STUDENT SERVICES & ACTIVITIES

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## Christian Challenge

Christian Challenge (former Campus Christian Fellowship) is composed of Christian students or students interested in learning more about Christianity who meet every week during the fall and spring semesters. Their large group meeting meets in the Housing Commons T.V. room every Thursday nights at 7:30 pm and is open to all. The weekly large group meeting includes prayer, Bible study, and discussion. The group also participates in a fall retreat in September and a variety of other campus activities. Come and get involved!

Sponsor: Brian Howe | F-Building - F129A | (620) 792-9254 | [howeb@bartonccc.edu](mailto:howeb@bartonccc.edu)  
Co-Sponsor: Abby Howe | C-Building - C106 | (620) 792-9300 | [howea@bartonccc.edu](mailto:howea@bartonccc.edu)

Official website of the student ministry: <https://facebook.com/groups/681963525254879>

## Cheerleaders, Yell Leaders and Mascots

This is a highly select group of students who perform at all basketball games, both at home and away, and assist with other athletic events. Cheerleaders and Yell Leaders are selected on the basis of athletic and gymnastic ability, leadership, personal appearance, personality and scholastics.

Sponsor: Amanda Schnoebelen | PE Building - Rm 116 | (620) 786-1139 | [schnoebelena@bartonccc.edu](mailto:schnoebelena@bartonccc.edu)

## Community Student Organization

Any Barton student is eligible for membership in the Community Service Organization along with our focus group of Workforce Training & Community Education majors. The organization's purposes include: to promote a wider acquaintance among its members, to maintain and increase their interest in community service, to develop leaders in the various Workforce Training & Community Education Majors, to aid in any campus activity relating to club work, to foster the best interest of Barton Community College and the interest of Community Student Organization members and encourage others to come to Barton Community College.

Sponsor: Kathy Boeger | T-Building - T126 | (620)792-9203 | [boegerk@bartonccc.edu](mailto:boegerk@bartonccc.edu)

## Computer Club

The club provides an opportunity to increase leadership abilities of the members, provide insight to the computer area of the real world and recognize the characteristics important for future employment. It also gives students the opportunity to meet others with the same career interest.

Sponsor: Cristi Gale | T-Building - T79 | (620) 786-1183 | [galec@bartonccc.edu](mailto:galec@bartonccc.edu)

## STUDENT SERVICES & ACTIVITIES

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### Contagious

Live Like Jesus Today Ministries host a weekly ministry time on campus. The group is called “CONTAGIOUS” and we meet every Sunday evening at 6:30 p.m., in the Housing Commons T.V. room. The purpose of Contagious meetings are to minister to all college students. We want everyone to understand that they are special, loved and that life is bigger than self! God has a plan and a purpose for their lives! We want to help them understand this plan and purpose and start to live it out by serving and loving others! We minister through testimonies, Bible studies, movies, trips together, service projects and mission trip opportunities! Our goal is to help them understand God’s love for them and to give them opportunities to become caring, loving and responsible young men and women. Thus, they will want to make a difference on campus, in their community, nation and world! Come join us, we are here because we care!!!

Sponsors: Bryant (Buzz) & Clifann Birney | (620) 397-3325 or (620) 564-2158 | [livelikejesustoday@gmail.com](mailto:livelikejesustoday@gmail.com)  
Sponsor: Angie Maddy | L-Building - L137 | (620) 792-9226 | [maddya@bartonccc.edu](mailto:maddya@bartonccc.edu)

Visit our website: <https://livelikejesustoday.com>

### Dante Deo

Dante Deo—Latin for “By the Gift of God” is a new Catholic college ministry that focuses on spiritual development, serving others, and creating opportunities for fellowship among BCC students. Each week, the group host a guest speaker or participates in a social event, such as gathering for Half Price Apps, watching movies, participating in local service projects, or hanging out a barbeque. Guest speakers converse with the group about relevant topics such as faith, relationships, service, using your talents, humility, and vocations. The purpose of Dante Deo is to increase opportunities for fellowship, grow, and strengthen students’ interest in both Catholic and Christian beliefs, develop student leaders with high integrity, values and morals, and to increase students’ volunteer activity in our local community. Students do not have to be Catholic to attend Dante Deo. We meet in the Housing Commons TV room every Tuesday night at 8:00 p.m. For more information and to keep up-to-date with our group activities, please search our Facebook group “Dante Deo” and click “Join Group”. All are welcome to join us on Tuesday evenings as we discuss topics that matter and make friends not just for college, but for life.

Sponsor: Jacyln Brown, Director of Youth & Adult Ministry, Prince of Peace Parish in Great Bend  
(620) 792-1396 | [youth@gbpeace.kscoxmail.com](mailto:youth@gbpeace.kscoxmail.com)  
Sponsor: Linn Hogg | 1025 Main, Great Bend | (620)792-1614 | [hoggl@bartonccc.edu](mailto:hoggl@bartonccc.edu)

### Health Occupation Student Association

HOSA-Future Health Professionals is a national student-led organization run by and for students interested in pursuing careers in the health professions. Founded in 1976, HOSA now has over 4000 secondary and postsecondary/collegiate chapters in 48 state associations, and over 185,000 members. HOSA is officially recognized by the U.S. Department of Education. HOSA is 100% health; therefore, HOSA include leadership opportunities at the local, state, and national levels, volunteer and community service opportunities, scholarships nationwide, state and national leadership conferences that include educational symposiums, fifty-four different competitive and recognition events, networking opportunities with HOSA’s nearly 100 profit and non-profits business and health industry partners.

Sponsor: Karen Gunther | S-Building - S129 | (620) 786-1133 | [guntherka@bartonccc.edu](mailto:guntherka@bartonccc.edu)

## STUDENT SERVICES & ACTIVITIES

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### Hispanic American Leadership Organization (HALO)

The Hispanic American Leadership Organization (HALO) is open to all Barton students. HALO promotes the Hispanic culture on campus and in the community. Provides an inviting environment to develop leadership skills, social skills, community service, and fostering of academic and career achievement.

Sponsor: Baudilio Hernandez | U-Building - U124 | (620)-792-9327 | [hernandezb@bartonccc.edu](mailto:hernandezb@bartonccc.edu)

### National Association for Music Education (NAFME)

NAFME Collegiate is the college organization under the parent group MENC (Music Educators National Conference). Membership is open to any student actively participating in the music department as music major and/or a member of the performing groups within the music department. The purpose of NAFME Collegiate membership is to afford students an opportunity for professional orientation and development while still in school, and to enable students to gain understanding of:

- The basic truths and principles that underlie the role of music in human life.
- The philosophy and function of the music education profession.
- The professional interests of members involved in the local, state, division, and national levels.
- The music industry's role in support of music education.
- The knowledge and practices of the professional music educator as facilitated through chapter activity.

Sponsor: Luis Palacios | F-Building - F8 | (620) 792-9396 | [palaciosl@bartonccc.edu](mailto:palaciosl@bartonccc.edu)

### Nursing Club

Nursing Club, an affiliate of the Kansas Association of Nursing Students (KANS) and the National Student Nursing Association (NSNA), was established as a means of promoting interest in the nursing field. Goals of the Barton Nursing Club include: developing qualities and skills that will enhance member leadership abilities and to provide opportunity to demonstrate leadership and compassion through service to others in the Barton Community College service area.

Sponsor: Jill Lawson, MSN, APRN-FNP | T-Building - T90 | (620) 792-9357 | [lawsonj@bartonccc.edu](mailto:lawsonj@bartonccc.edu)

### Phi Theta Kappa

Phi Theta Kappa is the largest honor society in American higher education with more than 2 million members and 1,200 chapters located in all 50 of the United States and eight international countries. To be considered for membership in Phi Theta Kappa, one must have previously attended Barton Community College one semester and be currently enrolled in 12 or more hours at the College. The applicant must have a minimum grade point average of 3.5 and be nominated by Barton County Campus faculty to earn membership. At BARTonline-Fort Riley- Fort Leavenworth & Grandview Plaza students must get an instructor to serve as a reference. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among students. It also provides opportunities for the development of leadership, service, the intellectual exchange of roles, and continued academic excellence.

#### **Phi Psi - Barton County Campus:**

Sponsor: Kathy Boeger | T-Building - T126 | (620) 792-9203 | [boegerk@bartonccc.edu](mailto:boegerk@bartonccc.edu)

#### **Beta Nu Rho - BARTonline, Fort Riley, and Grandview Plaza:**

Sponsor: Janet Balk | (785) 784-6606 Ext. 762 | [balkj@bartonccc.edu](mailto:balkj@bartonccc.edu)

#### **Beta Phi Eta - Fort Leavenworth:**

Sponsor: Erika Jenkins-Moss | (855) 509-3374 Ext. 772 | [mosse@bartonccc.edu](mailto:mosse@bartonccc.edu)

Sponsor: Brandy Brooks | (855) 509-3374 | [brooksb@bartonccc.edu](mailto:brooksb@bartonccc.edu)

# STUDENT SERVICES & ACTIVITIES

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## Student Ambassadors

The Student Ambassadors serve as representatives of the college by conducting campus tours and participating in recruitment activities. Ambassadors are selected from both the freshman and sophomore classes through an application and interview process.

Sponsor: Tana Cooper | Kirkman Building - P107A | (620) 792-9241 | [coopert@bartonccc.edu](mailto:coopert@bartonccc.edu)

## Student Government Association (SGA)

SGA is the representative governing body of the student population. The positions of Student Government are the president, vice president, secretary, sophomore representative and freshman representative. These positions are elected by the student body and receive performance awards each semester. The main purpose of the SGA is to provide a voice for the student population on campus and to plan student activities. The SGA Office is located in the lower level of the Student Union. Please direct questions and suggestions to the club sponsor.

### **Constitution of the Student Government Association of Barton Community College**

Revised and Approved: May 2018

<https://dropbox.com/s/u14cc5fj11mpwtd/StudentGovConstitution.pdf>

Sponsor: Jonathan Dietz | U-Building - U126 | (620) 792-9271 | [dietzj@bartonccc.edu](mailto:dietzj@bartonccc.edu)

## Academic Activities - [activities.bartonccc.edu](https://activities.bartonccc.edu)

The College Academic Activity program supplements the instructional program by providing experiences and events that stimulates personal growth, enjoyment, belonging and social development within a diverse group of students.

## Barton Theatre

Barton Theatre is open to all students and community members with a desire to participate in acting, directing, playwriting, musical theatre, and technical theatre. This group consist of actors, stage managers, directors, technicians, makeup artists, and costumers, properties designers, set designers, lighting designers, graphic artists, and dramaturges. Barton Theatre produces a minimum of four productions per academic year; dramas, comedies, musicals, student productions and showcases. Auditions are necessary and scholarships are available.

Contact: James Miller | F-Building - F04 | (620) 792-9205 | [millerj@bartonccc.edu](mailto:millerj@bartonccc.edu)

## Concert Choir

Concert Choir is open to all Barton students without audition. The choir performs all styles of music from classical to Broadway and presents two concerts each semester. The course fulfills one of the required General Education Activities Course requirements and is a repeatable course. The choir rehearses three times a week, and receives one or two credits. Music scholarships are available. Please see the director for scholarship information.

Instructor: Eric Foley | F-Building - F02 | (620) 792-9395 | [foleye@bartonccc.edu](mailto:foleye@bartonccc.edu)

# STUDENT SERVICES & ACTIVITIES

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## Concert Band

Concert Band is open to all Barton students. The band performs music from all styles and time periods with emphasis on the standard band repertoire. The group performs in concerts in the fall semester. The band meets once a week for one or two academic credits. Instrumental performance awards are available by audition.

Instructor: Luis Palacios | F-Building - F8 | (620) 792-9396 | [palaciosl@bartonccc.edu](mailto:palaciosl@bartonccc.edu)

## Da Capo

Da Capo is a small men's vocal ensemble. This group is highly visible and will perform for many community events as well as College programs. This group meets three times a week for one credit. Auditions are necessary and scholarships are available.

Instructor: Eric Foley | F-Building - F02 | (620) 792-9395 | [foleye@bartonccc.edu](mailto:foleye@bartonccc.edu)

## Dolce

Dolce is a small women's vocal ensemble. This group is highly visible and will perform for many community events as well as College programs. This group meets three times a week for one credit. Auditions are necessary and scholarships are available.

Instructor: Eric Foley | F-Building - F02 | (620) 792-9395 | [foleye@bartonccc.edu](mailto:foleye@bartonccc.edu)

## The Hilltop Singers

The Hilltop Singers is a selected group of 20 singers with instrumental backup of piano, trap set, and bass guitar. As a show choir they are a highly visible group in this area of the state and perform for many types of functions. An audition is necessary for membership in the show choir. Music scholarships are available by audition in the spring for the next academic year.

Instructor: Eric Foley | F-Building - F02 | (620) 792-9395 | [foleye@bartonccc.edu](mailto:foleye@bartonccc.edu)

## Jazz Band

Jazz Band is open to all students. Music is chosen from all jazz forms including swing, funk, rock, and Latin. Rehearsals are held twice weekly for one or two academic credits. Performance awards are available by audition.

Instructor: Luis Palacios | F-Building - F8 | (620) 792-9396 | [palaciosl@bartonccc.edu](mailto:palaciosl@bartonccc.edu)

## Orchestra

Orchestra is a College-Community organization composed of musicians interested in performing in an orchestra. Membership is by audition or special permission only. The orchestra meets on a schedule in conjunction with spring semester musicals and presents concert performances.

Instructor: Luis Palacios | F-Building - F8 | (620) 792-9396 | [palaciosl@bartonccc.edu](mailto:palaciosl@bartonccc.edu)



# STUDENT SERVICES & ACTIVITIES

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## Pep Band

Pep Band performs at home basketball games and other special events as requested by the instructor. This group is committed to promoting spirit and excitement for Barton. Enrollment in Pep Band is necessary for membership. Pep Band members receive a performance award.

Instructor: Luis Palacios | F-Building - F8 | (620) 792-9396 | [palaciosl@bartonccc.edu](mailto:palaciosl@bartonccc.edu)

## Intramurals - [intramurals.bartonccc.edu](http://intramurals.bartonccc.edu)

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### **Mission Statement**

Recreational sports and activities are a desirable part of a student's program of education. Through participation it is hoped that the individual will develop an appreciation of the worthy use of leisure time and a wholesome attitude toward physical activity for recreational purposes in life. The goal of Intramurals are to provide an opportunity to all interested individuals to participate in some activities of their own choosing, insofar as facilities and equipment permit. Intramural activities are organized on a team and individual basis, thereby enabling all to participate.

### **Eligibility**

All students enrolled at Barton Community College and all faculty and staff members are eligible to participate in any intramural activity except as follows:

- A student who has received a collegiate varsity award in a sport or has participated in a varsity sport during the current school year cannot participate in that sport or any similar sport.
- The team roster with ALL team members must be filed in the Intramural Office before the team's first contest.

### **Entries**

In sports where entries are necessary, there shall be a definite time for closing the entry and no individual or organization shall be permitted to enter after that date. Contestants and managers will find announcement of events/deadlines in the Student Union.

## Academic Advising - [advising.bartonccc.edu](http://advising.bartonccc.edu)

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Advising Syllabus

<http://docs.bartonccc.edu/stuservices/academic-advising/advising-syllabus.pdf>

## Degree Works FAQ's - [degreeworksfaq.bartonccc.edu](http://degreeworksfaq.bartonccc.edu)

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DegreeWorks is a web-based degree audit program and academic advising tool designed to assist you and advisors in reviewing your degree progress. DegreeWorks is located in the MyBarton Portal. DegreeWorks compares student academic history with the degree requirements outlined in the college catalog.

### **Q: Does Degree Works replace the need to work with an academic advisor?**

A: No. Degree Works is not a replacement for academic advising. It is a tool to assist both you and your advisor to make sure you stay on track to your degree or certificate. However, information pertinent to your individual situation can best be addressed through regular contact with your academic advisor.

### **Q: Who can use DegreeWorks?**

A: Students who have designated a degree or certificate program at Barton can use DegreeWorks, as well as staff and faculty advisors and Registrar's Office staff.

## STUDENT SERVICES & ACTIVITIES

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### **Q: Who can see my Degree Works audit?**

A: Students can access their Degree Works audit through the MyBarton portal. Staff advisors, faculty advisors, and selected staff in the Registrar's office will also have access to student audits.

### **Q: Can I register for classes in DegreeWorks?**

A: No, students are only able to register for classes in person through an advisor, through your MyBarton Portal.

Additional DegreeWorks questions and answers may be located at:

<http://bartonccc.edu/academicadvising/degreeworksfaq>

## Testing

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Academic Assessment, Placement and Retesting Policy

<http://docs.bartonccc.edu/procedures/2500-academicassessment.pdf>

### **Placement Testing**

Barton Community College placement testing determines readiness for college level coursework. Students entering college for the first time without placement scores must take the Accuplacer test. Students must have test scores on file if they are pursuing a certificate or associate's degree or are enrolling in a general education class requiring specific test scores. Placement test scores will be used to place students in the appropriate English, Reading, or Math course.

Students should understand the high-stakes nature of these tests in determining their placement in college classes. These tests measure academic capability and should not be confused with tests measuring intelligence or ability. Testing provides both the student and the advisor an effective tool to best position the student for academic success. Through enrollment in proper courses, students are more likely to meet their academic goals.

Barton will accept SAT, ACT, Accuplacer, ASSET, or COMPASS scores if they are less than five (5) years old. Students without placement scores will take the Accuplacer test. Students who need to complete the Accuplacer test should contact the Testing Coordinator at [placementtesting@bartonccc.edu](mailto:placementtesting@bartonccc.edu).

Individuals requiring testing accommodations due to disability should contact [disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu) or call (620) 786-1102.

Effective with Spring 2019 Session 3, students that fail to submit proper prerequisite documents or successful Accuplacer scores by midnight (CST) on the 1st Monday of the session, will not be allowed to enroll in their prerequisite course(s) for the selected session.

Proctoring: Proctoring services are available for campus make-up exams, and for Bartonline exams.

Testing for non-Barton students is available for a fee of \$25 per test/per sitting.

**ACCUPLACER:** A computerized untimed placement test used to determine the level of math, English, and reading in which a student would be most successful.

**CLEP & DANTES:** An instrument provided by Education Testing Service which allows you to receive credit for informal learning by "testing out" of entry -level classes. Fees are paid directly to CollegeBoard/CLEP. Barton charges a \$25 administration fee. Military personnel wishing to take a CLEP test may qualify for DANTES funds.

**TEAS:** Nursing Entrance exam. Available to non-Barton students with testing fee and permission from Nursing Department.

# STUDENT SERVICES & ACTIVITIES

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Career Center - [careercenter.bartonccc.edu](http://careercenter.bartonccc.edu)

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## Career Exploration

Barton's Career Counselor is available to assist you with choosing a career that fits your personality and interests. Assessments of abilities, values and interests are available to assist in choosing a major. Further career exploration resources are available through the Career Center such as books, videos, job shadowing, and assistance with online resources.

## Internships/Job Shadow

An internship in your chosen career area can be arranged through the Career Center, Internships are work experiences that enhance your learning and help you to verify your career choice or encourage you to explore further options. Internships are often unpaid work and may or may not be for college credit.

## Job Search Assistance and Part Time Employment

Resources and personal assistance are available to help you to write a resume and cover letter, complete job applications, develop your interview skills, and complete a thorough job search. Mock interviews for you to practice your interviewing skills and on-campus interviews with prospective employers are coordinated through the Career Center.

Disability Services - [disabilityservices.bartonccc.edu](http://disabilityservices.bartonccc.edu)

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Services are available to students (on-campus or online) with physical or learning disabilities in order to promote equal educational opportunities. Accommodations are modifications or adjustments that allow students with disabilities an equal opportunity to participate in and benefit from educational programs. Reasonable accommodations are provided on an individualized, as-needed basis. At the college level, students with disabilities must self-declare and provide recent and professional documentation regarding the disability, which should include how the disability affects the student's academic performance, as well as suggested accommodations. The student must take the first step of self-advocacy by making sure they contact a disability advocate at 620-786-1102, preferably prior to the start of classes, to allow adequate time for accommodations to be set in place.

Students may contact [disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu) or

- Great Bend Campus students can come to the north end of the Learning Resource Center, or call the Barton disability number, 620-786-1102.
- Fort Riley Campus students can contact the Student Services Office in Building 211, Room 211, or call 785-784-6606, or call the Barton disability number 620-786-1102.
- BARTonline students can call 1-855-509-3367 or call the Barton disability number 620-786-1102.

## Guide to Disability Services

For more information, see the U.S. Department of Education Office for Civil Rights publication "Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities".

## Accommodations

Accommodations are modifications or adjustments that allow students with disabilities an equal opportunity to participate in and benefit from educational programs.

There are many categories of accommodations. Appropriate accommodations are provided on an individual, case-by-case basis. Some common accommodations include:

- Adapting a dorm room or a classroom for a student who uses a wheelchair
- Extending timelines on tests
- Providing for the use of auxiliary aids such as sign language interpreters, tape recorders, note takers, scribes, readers, books in PDF format or eReaders.

Some accommodations cannot be provided. These include personal devices or assistance with personal services. Additionally, schools are obligated to provide reasonable accommodations, without fundamentally altering the requirements of a class or program.

## STUDENT SERVICES & ACTIVITIES

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### Child Development Center - [cdc.bartonccc.edu](http://cdc.bartonccc.edu)

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Barton's Child Development Center is a comprehensive day care program.

Students, faculty, and staff with children between the ages of 2 weeks and 12 years have access to the Child Development Center located at the Barton County Campus on a space-available basis. The Center is open from 7 a.m. to 6 p.m. whenever College offices are open. The Center remains open for child care services on Fridays in summer when the Barton County campus offices observe a summer schedule. The Child Development Center is located adjacent to Cottonwood Hall (the 3-story Phase IV Housing Complex - see map on pg. 70). The Center is licensed by the State of Kansas to provide care for up to 60 children during each academic semester. The Director of the Child Development Center can be reached at **(620) 786-1131** or **(620) 792-9360** to provide information about Center enrollment.

Barton's Child Development Center is a comprehensive day care program.

- The program is based on these concepts and philosophies:
- Children learn the skills necessary for success in school and life at an early age.
- Each child learns at his/her own rate.
- Success in learning will develop the child's self-image.
- Growth is a sequential and orderly process.
- Children pass through stages of development, which occur in a predictable sequence in the physical, affective and cognitive growth domains.

Our responsibility is to assist the child in growing to their fullest potential by recognizing each stage of development and then preparing the curriculum to achieve the goal.

### Health Services - [healthservices.bartonccc.edu](http://healthservices.bartonccc.edu)

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Barton Community College employs a registered nurse full-time from August through May. Clinic hours are:

- Monday, Wednesday, and Thursday from 8:00 a.m. to 4:00 p.m.
- Tuesday from 8:00 a.m. to 5:30 p.m.
- Friday from 8:00 a.m. to 1:00 p.m.
- After hour emergency contact can be made by calling cell phone **(620) 786-0392**.

**\*Please note: The College is NOT responsible for expenses incurred for ambulance assistance and medical bills.\***

The mission of the College Health Program is to help maintain a state of optimum health, both physical and emotional, among the students, faculty and staff.

- Services Available
- Routine health checks
- First Aid and emergency care
- Prescription injections given with approval of prescribing physician and college nurse (does not include allergy injections)
- Assistance with referrals for medical, dental and eye
- Immunization information
- Assistance with family planning, STD and HIV counseling and referrals
- Source medical information

## STUDENT SERVICES & ACTIVITIES

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### Medical Insurance

According to the Affordable Care Act (ACA), all individuals are required to maintain Essential Coverage in Health Insurance. The college does not have a plan or endorse any particular plan. Contact Student Health for further information.

### Immunization Information

Barton follows the established recommendations of the KDHE (Kansas Department of Health and Education and the ACHA (American College Health Association).

- **Review and update immunizations** - Recommend all college students review and update immunizations which include:
  - MMR (measles, mumps and rubella)
  - Tdap (tetanus, diphtheria and pertussis known as whooping cough)
  - Meningitis
- **Provide immunization documentation** - Campus housing and all international students are requested to provide immunization documentation.
- **Provide documentation of Meningitis Vaccine** - Following recommendations from the Kansas Board of Regents, all campus housing students are required to provide documentation of the Meningitis Vaccine or sign a waiver presently indicating no vaccine on that date.

### TB Information

KS statute KSA 2009 Supp. 65-129 requires all first time students applying for admission to college with intent to enter classroom settings, complete a tuberculosis screening questionnaire. (Exempt students will include those enrolled 100% to online classes, continuing education programs, seminars, inmates at Correctional Facilities and Fort Riley students enrolled in Military classes generated by the Army and taught by Barton faculty providing military training/education.)

Students from high risk categories will complete a Tuberculosis Assessment with possible tuberculosis testing completed and read prior to "HOLD" removal on student account.

Positive answers require further tuberculosis evaluation.

[Counseling - counseling.bartonccc.edu](http://counseling.bartonccc.edu)

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Professional counseling is available to help students with personal issues or academic concerns that would ultimately affect the achievement of their academic goals. Counseling is also available to assist students in exploring choices, recognizing consequences, and assuming personal responsibility. Referral services are available for career counseling on campus, as well as for community resources. For counseling services, call **(620) 792-9295**.

Go to our Barton Counseling website <http://counseling.bartonccc.edu> for many web links for mental health and addiction information and screening services, as well as many self-help website for test anxiety, study skills, stress and anxiety issues, adjustment to roommates and college life, and relationships.

### Family Crisis Center

(sexual or domestic violence)  
(620) 792-1885

### National Suicide Prevention Hotline

1-800-273-TALK (8255)

# STUDENT SERVICES & ACTIVITIES

## Resident Hall Requirements - [housing.bartonccc.edu](http://housing.bartonccc.edu)

Barton Community College provides campus based student housing that will accommodate a total of 426 students. ADA compliant rooms available.

Barton requires all full-time Freshman students (those enrolled in 12 or more semester hours with a total of less than 24 successfully passed college credits) to live in college residence halls. A student is exempt from this requirement if he or she meets at least ONE of the following criteria:

- is married,
- is 21 years of age or older,
- has a child or children who reside with him or her,
- is a resident of Barton County or a border county and is residing with parents, legal guardian, or immediate family member of legal age.

Student housing contract remain in effect for the entire academic year. Contracts are processed on a first come, first served basis. Students may choose to opt out of the contract for the spring semester, provided they meet at least one of the criteria listed above. If a student decides to opt out, written notification must be provided to the Student Housing Office by the last day of fall final exams.

### Costs

Fall 2021- Spring 2022 Housing Rates (4% discount for single pay)

Living center costs and payment plan includes room and board (cost subject to change without notice). Costs below based on 19-Meal Plan and Double Occupancy.

Payment Plan	
Twin Suite (double occupancy - shared bath)	\$2,954 per semester/\$5,909 per year
Single Suite (double occupancy - private bath)	Starts at \$3,449 per semester/\$6,899 per year

### 19-Meal Plan Information

Meals can be used at any serving time, during any one week Sunday thru Saturday. Three meals served five days a week and four meals on the weekends are available for you to choose from.

### Housing Application Fee Information

A \$120 Housing Application Fee (non-refundable) is required to initiate the housing contract. Housing is reserved on a first come, first serve basis.

### Overnight Visitation

- Overnight visitation is defined as visitation any time between the hours of midnight and 6 a.m.
- Overnight visitation is allowed Friday and Saturday nights only.
- No overnight visitation is allowed Sunday-Thursday nights. No exceptions. A \$100 fine per occurrence will apply to both the host and the visitor. If a visitor appears to have taken up residence, an additional fine will apply. The fine will also apply to giving refuge to a student(s) removed from housing for disciplinary reasons.
- No overnight visitation is allowed during finals weeks.
- Residents hosting a non-resident overnight visitor must notify the Coordinator of Residence Life by email 48 hours in advance ([rogersm@bartonccc.edu](mailto:rogersm@bartonccc.edu)). If a non-student visitor is found in violation, they may be banned from housing and the hosting resident will be fined.
- Overnight visitors must be 18 years of age.

## STUDENT SERVICES & ACTIVITIES

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All visitors should be escorted at all times. All visitors should be able to produce identification at all times. It is each resident's responsibility to inform their visitor of college and residence hall policies and procedures. Residents are responsible for the conduct of their visitor and are held accountable through the student code of conduct and housing rules and procedures. Misconduct for rule violations will be resolved through the disciplinary procedure. Further, residents are responsible for all activities that occur in their room.

When the activities of a resident and/or visitor cause an undue disturbance to the roommate(s) or to the residence hall community, other resident's rights to privacy, to sleep, and to study in the room will take precedence.

### Campus Safety Department - [safety.bartonccc.edu](http://safety.bartonccc.edu)

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At Barton Community College the safety and well-being of our students, faculty, staff and visitors are of utmost importance. With the support of other departments, we have many people involved in keeping this campus safe and secure; however, a truly safe campus can only be achieved with the cooperation of all students, faculty, staff and visitors.

Any student, college employee, or visitor who witnesses a crime or accident should contact the Barton Community College Campus Safety office. The Campus Safety office is located in the Technical Building, Room 154, or they can be reached by calling **(620) 792-9217**.

#### **Campus Safety Personnel**

Campus Safety Officers patrol the campus 24 hours a day and make periodic building checks as well as patrolling the housing facility area. Campus Safety Officers work closely with Facility Management and the Coordinator of Student Housing to try to maintain a tight key control.

The Facility Management Department maintains the College buildings and grounds with concern for safety and security. Facility Management employees inspect campus facilities regularly, promptly makes repairs affecting safety and security, and responds to reports of potential safety and security hazards such as broken windows, locks, and repairs or replaces malfunctioning lights.

The Campus Safety Department assists the Facility Management Department by reporting potential safety and security hazards. Students, faculty and staff also may call the Security or Facility Management Department to report safety and security hazards.

#### **Barton Guardian App**

The Barton Guardian App helps keep you safe on campus by giving you direct connections to campus safety family friends and other you trust, you can feel safe anytime knowing your Guardians are watching out for you. See pg. 69.

#### **Prevention of Crimes**

Barton Community College is a community of students, faculty and staff. Like all small communities, there will be incidents of property loss and other daily problems where people reside and work in close proximity to one another. Our job is to lessen the occurrences of such incidents.

The Campus Safety Department is responsible for the safety and security of the college campus. This task cannot be accomplished alone. Crime prevention and security awareness are self-serving qualities. We need the assistance and cooperation of each student, faculty and staff member. Some ways you can assist us in this endeavor is as follows:

1. Report all suspicious persons as soon as possible.
2. Report any crime as soon as possible.

## STUDENT SERVICES & ACTIVITIES

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3. Be watchful when walking alone on campus after dark.
  - If going out at night, ask a friend to go with you.
  - Stay in lighted areas and report any lights that are not functioning properly or areas that are dimly lit.
4. Keep money and valuables in a safe place.
  - Don't flash a large amount of money if you have it on you.
5. Be sure that your room is locked when you leave it unattended.
6. Do not lend or give the key to your room to anyone.
7. Be especially watchful at night in the parking lot if you are alone.
  - If your car is unlocked, always look in the back seat and floor board before entering.
  - As soon as you get into your car, lock the doors before starting.
  - Do not pick up hitchhikers on or off campus.
8. Always be aware of your surroundings and keep in mind an escape route.

### Crime Stoppers

"We don't want your name, just your information."

**(620) 792-1300** or **(888)305-1300**

### Campus Safety and Title IX|Annual Security and Fire Safety Report

In compliance with the Student Right-to-Know/Campus Security Act and the Jeanne Clery Disclosure of Campus Security Policy/Campus Crime Statistics Act, it is the policy of Barton Community College to make readily available to all prospective/current students and college staff the following information on an annual basis.

Printed copies of the Annual Report and Crime Summary and the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act are available upon request from the Student Services Office located in the north end of the Learning Resource Center or found at the following link: <https://bartonccc.edu/campussafety/crimesecurityact>.

## Title IX - [titleix.bartonccc.edu](https://titleix.bartonccc.edu)

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At Barton, Title IX is an important part of our [civil rights equity policy](#). Reports, including anonymous reports, may be filed online, using the [reporting form](#). If you'd like to speak to a Title IX representative, please contact us at **(620) 786-7441** or [titleix@bartonccc.edu](mailto:titleix@bartonccc.edu). Learn more about Title IX:

- Civil rights laws are generally federal laws that protect almost everyone from certain kinds of discrimination.
- They protect against discrimination based on a personal characteristic, such as race, religion, sex/gender, age, disability, etc.
- Title IX is one of these laws. It protects us against discrimination based on sex or gender in education.
- Title IX was passed by Congress and signed into law in 1972. It reads as follows:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX protects all students and employees from discrimination in the form of:

- Sexual harassment
- Quid pro quo. This is when an employee or faculty want sexual favors from you in return for providing you something (letter of recommendation, good grade, etc.)
- Sexual assault and nonconsensual sexual touching (excludes kissing)
- Dating violence and domestic violence
- Stalking



## STUDENT SERVICES & ACTIVITIES

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### Other Requirements

Title IX protects you if you are a pregnant or parenting student.

It also requires gender equity in athletics.

- This means Barton must provide equal athletic opportunities for members of both sexes, and provide them equal benefits, opportunities and treatment. This includes equipment and supplies, game and practice times, travel allowances, coaching, locker rooms, assignment and compensation of coaches, practice and competitive facilities, and publicity.
- Barton must provide information annually to the federal government about all of these areas. Check out the Equity in Athletics Data Analysis for more information.

Barton must provide information annually to the federal government about all of these areas. Check out the Equity in Athletics Data Analysis for more information.



# **POLICIES & PROCEDURES**

# POLICIES & PROCEDURES

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## Crime Detection and Prevention Policies & Procedures

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Barton Community College has several policies relating to crime detection and prevention. They are included in various publications available for your use and review. College Policies regarding crime detection and prevention include the following:

### Emergency Operations Plan

**<http://docs.bartonccc.edu/about/campusafety/eopplan.pdf>**

Barton Community College is committed to the safety of its students, employees, and community-at-large. The Emergency Response Team is charged with planning, implementing, and communication actions to be taken by employees and students in response to and number of possible emergencies.

### Children in the Classroom

It is the position of the College to provide an atmosphere in the classroom that is conducive to the learning of all students, as such the college does not allow students, who are responsible for the care of children, to bring those children to class unless they can provide continuous and direct supervision of those children, outside of the classroom, while class is in session.

**<http://docs.bartonccc.edu/procedures/2535-childreninclassroom.pdf>**

### Animals in College Facilities and in College Vehicles

In an effort to provide a safe and healthy environment for employees, students and visitors, this procedure establishes requirements for accessibility, behavior and treatment of animals in college facilities and in college vehicles. Access may be denied for certain areas in college facilities.

**<http://docs.bartonccc.edu/procedures/2220-animalsinfacilities.pdf>**

### Gambling

Gambling is not permitted on campus or at any College-sponsored activity off campus.

### Social Media

The College recognizes the growth and use of social media platforms in our culture. This procedure is designed to meet the needs of instructors and staff to promote responsible engagement in education, innovation and dialogue in their courses, programs, activities and recruitment using social media platforms.

**<http://docs.bartonccc.edu/procedures/2108-socialmedia.pdf>**

### Weapons

In order to promote a safe and secure campus and learning environment, Barton Community College prohibits the possession or use of Weapons<sup>1</sup> on Campus and at Off-Campus Activities, other than as set forth on this policy.

**<http://docs.bartonccc.edu/policies/1160-weapons.pdf>**

# POLICIES & PROCEDURES

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## College Closing Procedure (2100 - College Closing – Inclement Weather)

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The Vice President of Administration or his/her designee upon consulting with the Vice President of Instruction is responsible for the decision to close the College at all locations for inclement weather. College employees and students are expected to be at their assigned workplace or classroom, unless the College is closed or their classes/activities cancelled.

In the event the institution does not close and/or cancel classes/activities and college employees feel it is too hazardous to travel, they may choose to take a vacation and/or personal day to support their absence.

In the event the institution does not close and/or cancel classes/activities and students feel it is too hazardous to travel, they may choose to be absent and receive an excused and/or unexcused absence for their related courses as applicable to instructor policy. In addition, the College president or designee has the authority to temporarily cease the operation of the College, or any campus and/or instructional location for any reason he/she deems prudent.

### Barton County Campus

The College will utilize its media list to make notification of college/class cancellations including newspaper and radio announcements. In addition, notices will be made via the College's social media accounts and there will be a message on the College's telephone system which may be accessed at **(620) 792-2701**. Messages will also be posted to the College's website and text message alerts will be sent to those subscribed to this service.

Workforce Training & Community Education (WTCE) Division events may be cancelled by the Executive Director, Director or Coordinator responsible for specific programs in consultation with the instructor if conditions at the site warrant. The Workforce Training & Community Education team and instructor will contact affected students. Notification of such cancellations will be forwarded to the Dean of Workforce Training & Community Education who in turn will notify the Director of Public Relations and Marketing (or designee) so cancellations may be made in conjunction with other college closing announcements, as applicable. If the Director of Public Relations and Marketing (or designee) is unavailable, the Dean will contact the media directly with the cancellation information.

College Advantage classes will be cancelled if the sponsoring high school is closed. Students in this program are to notify their college instructor concerning missed coursework.

WTCE events offered in conjunction with other higher education learning institutions, clinical sites or business & industry will utilize closing procedures specific to the off-campus program site.

### Fine/Performing Arts Events

Under the supervision of the Dean of Academics which occur on a week day (Monday – Friday) will align with the closing of school/classes.

The recommendation of closing fine/performing arts events occurring on weekend dates shall be the responsibility of the Vice President of Administration in conjunction with the Dean of Academics. The Vice President of Administration will make notification to President's Staff.

The Vice President of Administration will make the decision as to whether or not events held in the Fine Arts Building and/or auditorium for an outside, non-Barton organization (weekday and weekend) should be cancelled.

# POLICIES & PROCEDURES

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## Learning Resource Center (LRC)

The Director of Library and College Archives may close the LRC in the event of inclement weather on the weekend or in the evenings when the College is not otherwise open for classes. The Director will be responsible for contacting President's Staff.

## Athletic Department

Athletic Department events may be cancelled by the Director of Athletics in consultation with visiting colleges. Notification of such cancellations will be forwarded to the Assistant Director of Athletics and Sports Information Director who in turn will notify the media and post the cancellation on the Barton Athletics webpage.

## Shafer Art Gallery

The Gallery will follow the College's closing policy during regular business hours. For special events or public openings held after regular college hours the closing procedure will follow these guidelines.

- The Director of the Shafer Art Gallery and the Executive Director of Institutional Advancement will consider the scope of the event, the guests attending, and the severity of the weather at the time of the event. Notification of any cancellations will then be as follows:
- Director of the Shafer Art Gallery will notify:
  1. Vice President of Administration and the Coordinator of Facility Management;
  2. Director of Public Relations and Marketing (or designee) so that the cancellation may be made in conjunction with other college closing announcements, as applicable; and
  3. If the Director of Public Relations and Marketing (or designee) is unavailable, the Director of the Shafer Art Gallery or the Executive Director of Institutional Advancement (or both simultaneously) will contact the media directly with the cancellation information.

Closing the Gallery during Saturday viewing hours when no special events are scheduled will be determined by the Shafer Gallery Director who will:

- Notify Campus Safety; and
- Place a notification of closing on the Gallery Facebook page.

## Fort Riley & Fort Leavenworth Campuses

Fort Riley and Fort Leavenworth campuses will base the decision to cancel classes on whether the local USDs have closed due to inclement weather. Office staff and Military Schools Faculty/Staff will follow Garrison protocol for the respective military installation. Upon notification, the Dean of Military Academics, Technical Education, and Outreach Programs will take the following action:

### **College Programs, LSEC, BSEP, and Military Schools**

1. Initiate Barton at Fort Riley/Fort Leavenworth RAVE Inclement Weather Email and Test Message Alert System;
2. Inform President's Staff that classes are cancelled;
3. Coordinate the cancellation of evening classes with the Director, Army Education Center; and
4. Disseminate information regarding the cancellation of classes via appropriate social media.

# POLICIES & PROCEDURES

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## Grandview Plaza (GVP)

Grandview Plaza will follow the inclement weather notification of the Fort Riley Garrison Commander to operate under the conditions of delayed arrival, early release, or cancellation. The Dean of Military Academics, Technical Education, and Outreach Programs will inform the GVP Program Directors of all Fort Riley Inclement Weather Notifications. GVP Program Directors will inform the faculty and staff. Due to the nature of Grandview Plaza classes, the Program Director, along with the Program Support Specialist will personally contact each attendee to notify them of the cancellation and rescheduling of the class when appropriate. In those cases where a class cannot be rescheduled and students have been charged a class fee – those class fees will be refunded or credited to the next scheduled class. Refunds or credits are dependent on the option the affected student chooses.

The Director of Military Programs, Barton-Fort Riley, and the Divisional Administrative Assistant, Grandview Plaza will develop and maintain an accurate “calling tree” and ensure that all personnel know how to use it. Military Programs personnel will execute their portion of the “calling tree” and will ensure that their personnel information is accurate.

Date: 10/9/06; 1/29/07; 9/14/07; 12/4/08; 3/9/10; 10/3/13; 5/25/17 (minor revision); 11/6/17 (minor revision); 2/24/20

## Traffic Enforcement Policy

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The Board of Trustees of Barton Community College has given the Director of Campus Safety the authority and responsibility to control and regulate traffic on property owned or controlled by the College. Rules must be established and followed so as to control traffic and parking while on College property. The following is a general outline of the traffic and parking policy of Barton Community College.

### Traffic Control

Traffic control signs are placed throughout the college campus. These signs all conform to Kansas Statutes in K.S.A. Chapter 8, which is the chapter that deals with traffic signing and traffic control. All signs are approved by the State Highway Traffic code as authorized signs and are all recognized traffic control signs. Signs are placed so as to control traffic in the safest possible manner without being a burden upon any person wanting to drive upon the campus. Violations of traffic control signs (speeding, no parking, fire zones, handicap parking, etc.) may either be handled by a citation issued and taken care of internally through the college or may be subject to a Traffic Infraction as set forth in Kansas Statute K.S.A. Chapter 8 and a citation issued to Barton County District Court.

Further, legally recognized traffic control, such as curbs painted yellow, parking stalls painted blue with a wheel chair symbol, posted fire lanes, yellow painted areas adjacent to fire plugs etc. will all be enforced and persons parking in these areas will be subject to a citation being issued as described in the previous paragraph.

No motor vehicle, including but not limited to, motorcycles, mopeds, motor scooters, or motorized bicycles will be allowed to operate on sidewalks, pedestrian walks, lawns or grassy areas on campus except for authorized motor vehicles operated by College officials while engaged in business for the College, or utility vehicles operated at the direction of a College official.

# POLICIES & PROCEDURES

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## Parking Lots

Unlike most other colleges and universities there are no parking stickers required except for housing students. There is no reserved parking for faculty, staff or student personnel with the exception of the lot on the east side of the Technical Building which is restricted to vehicles owned and operated by Barton Community College and the lots located between and east of the student housing area. Housing students are expected to park in the parking lots provided for them and for which they are issued a parking permit. Other students, faculty and staff are not permitted to park in the student housing parking lots with the exception of the Coordinator of Student Housing and the Assistant Coordinator of Student Housing.

In the few lots where parking is restricted, each area is clearly marked with signs designating the parking restrictions and will be enforced.

## Handicapped Parking

Students, faculty and staff with permanent or temporary health disabilities that impair their mobility may receive special parking privileges. Those persons who have a physical handicap may park in an authorized handicap zone while displaying either an official rear mirror hanging permit or disabled license tag issued by the State of Kansas. Campus Safety will issue a temporary permit. The permit may be picked up at the Campus Safety Office in the Technical Building, Room 154.

Any person caught using an official handicap permit or tag who is not impaired or anyone using a forged handicap permit will be issued a Notice to Appear in Barton County District Court.

## Payment of Fines

Fines, having been previously set, are noted on the citation issued by a Campus Safety Officer. Fines are due and payable within fourteen (14) days of the date of the citation. Fines may be paid any weekday during normal working hours at the Business Office located in the Kirkman Activity Center. Fines may also be paid by mail with a personal check or money order made payable to Barton Community College, and addressed to Business Office, Barton Community College, 245 NE 30 RD, Great Bend, KS 67530.

Fines not paid within fourteen (14) days of the citation being issued will have an additional \$5.00 fine added to the original fine unless an appeal is requested. (see section under APPEALS)

If a person requests an appeal hearing within the 14 day limit after the issuance of the citation and posts the \$5.00 appeal hearing fee the addition \$5.00 fine will be suspended.

Students who do not pay fines within 30 days of the citation may not be allowed to add, drop or change classes until such time as the fine is paid in full. Also, students may be denied enrollment for another semester as long as the fine is unpaid.

Any student who leaves this college without paying an outstanding fine will be unable to have his or her transcript transferred to any other school so long as the fine is unpaid.

# POLICIES & PROCEDURES

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## Student Housing Parking

Residential parking is confined to the following areas:

- North Meadowlark Halls
- South of Bison Halls
- Between Cottonwood Hall & Bluestem Hall

Parking in these housing parking lots at any time is restricted to vehicles that have residential parking stickers or temporary visitors parking permit. Vehicles parked in these lots without the proper stickers or permits are subject to tickets and fines.

No overnight parking:

- Fine Arts Building parking lot
- Student Union/Classroom Building parking lot

No overnight parking is from midnight till 6:00a.m. The same time as labeled for overnight visitation.

**Parking stickers are required and may be obtained at no charge from Campus Safety.** Visitors will also need a parking pass before taking a space in one of the housing parking areas.

Parking stickers are to be placed on the bottom corner of the driver's side of the rear window. Visitor's parking pass must be placed on the front dash.

Permits must be displayed at all times when parked in the student housing parking areas. Vehicles that display parking permits which are not in the designated location will be considered invalid and a citation may be issued. No vehicles are allowed to park or drive on the sidewalks or grass. There's camera coverage in the large parking lot between the Cottonwood & Bluestem Halls.

**Handicapped Parking:** Those persons with state issued disabled parking license or placard may park in an authorized disabled parking zone while displaying either the official rearview mirror hanging placard or license tag issued by the State of Kansas. Campus Safety will issue a temporary permit. The permit may be picked up at the Campus Safety Office located in the Technical Building, Room 154. Unmarked vehicles will be fined.

## Citation Appeals

Anyone wishing to appeal his or her citation at Barton Community College may do so by appearing before an appeals board consisting of student, faculty and staff personnel. The appeals hearing will be held periodically at a time and place to be announced to any person wishing to appeal his or her citation.

Anyone wishing to appeal his or her citation must notify the Business Office orally or in writing within fourteen (14) days of the issuance of the citation.

Those wishing to appeal will be required to post a \$5.00 appeal hearing fee at the time the appeal is requested. A date and time for the appeal will be set and the person will be notified as to the date and time of the appeal. At the time of the appeal hearing, the \$5.00 fee will be returned to the person asking for the hearing. If the person requesting the appeal hearing does not appear for the hearing, the \$5.00 fee will be forfeited to the College and any and all fines will become payable immediately.



# POLICIES & PROCEDURES

## Student Code of Conduct

Barton County Community College will establish and maintain a fair and equitable procedure for addressing student disciplinary matters ensuring that the rights of the students, the College community, and the community-at-large are protected.

### Purpose

The objectives of the disciplinary process at Barton County Community College are:

1. To protect members of the campus community from harm due to the indiscretions of the few members of the community who are unable, or unwilling to respect the rights of others;
2. To help ensure order in the College community;
3. To create an environment that enhances the opportunity for learning;
4. To protect the rights of members of the College community and the community at large; and
5. To assure students due process when they have been charged with violating College rules and regulations.

### Definitions

The following terms used in this Code are defined:

1. "College" means Barton County Community College.
2. "Faculty member" means any person employed by the College to conduct classroom, lab, interim experiences, or clinical activities. As necessary, faculty may tutor students.
3. "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
4. "Student" includes all persons taking courses at the College, both full- and part-time, as well as those participating in all outreach programs, off-campus programs, and such other activities as may be sponsored by the College.
5. "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, rented or controlled by the College.
6. "College campuses" includes the land and buildings on which Barton Community College's traditional Barton campus exists, the Golden Belt One Stop Facility, as well as the Grandview Plaza, Fort Riley and Fort Leavenworth campuses.
7. "College-sponsored activity" means any activity on or off campus that is initiated, aided, authorized, or supervised by the College.
8. "Policy" is defined as the written regulations of the College as found in, but not limited to, the Student Code of Conduct, Student Handbook, College Catalog, Policy and Procedural Manual, and Course Schedules.
9. "Student Advocate" is an individual whose role is to support, advise, and champion the student's rights.
10. "Bystander engagement" is the purposeful intervention of someone who is present during and witness to an incident.
11. "Preponderance of evidence" is the standard of proof established for conduct investigations. The preponderance of evidence (i.e. just enough evidence to make it more likely than not) standard differs from the standard used in criminal investigations which is "beyond a reasonable doubt."

This policy applies to behaviors that take place on the campus, at College-sponsored events and may also apply off-campus and to actions online when Barton personnel determine that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- Any action that constitutes criminal offense as defined by federal or Kansas state law. These offenses include, but are not limited to, single or repeat violations of any local,

## POLICIES & PROCEDURES

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- state or federal law committed in the municipality where the College is located;
- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of the College.

Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the College's control (e.g. not on Barton Community College networks, websites or between college email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the 1st Amendment.

**Bystander Engagement:** The welfare of members of our community is of paramount importance. At times, students on and off-campus may need assistance. The college encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble. (For example, a student who has been drinking might hesitate to help take a sexual misconduct victim to the Campus Safety Office.) The college applies a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the college will provide educational options, rather than punishment, to those who offer their assistance to others in need.

### Unacceptable Behavior

The following constitute some of the conduct violations that may result in disciplinary action being taken against the student. The list is not intended to be all inclusive but is intended to be used as a guide.

The student is advised that specific career technical programs, as well as Barton athletic programs, communication and performing arts programs, and other student organizations publish student handbooks and program guidelines with policies and procedures associated with their respective programs. Students are advised that in addition to the guidelines and expectations outlined herein, they are expected to comply with the policies and procedures applicable to the programs with which they are affiliated. Students in these programs are entitled to the same due process as all other students.

Students attending Barton as part of an MOU with the Department of Defense to provide educational opportunities on a military installation are governed by any code of conduct or behavioral expectations dictated by the military. Any conduct violations, investigations, and/or action taken will be the purview of the appropriate military authority designated to handle such matters.

1. Violation of federal, state and local laws that affect the student's suitability as a member of the college community.
2. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person, whether perceived or real.
3. Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, including knowingly receiving or possessing stolen property.
4. Manufacture, possession, control, sale, transmission of or use of any controlled substance, alcohol, or other illicit drugs on the College's campuses.
5. Possession of a weapon, firearm, explosive and/or facsimile weapons on the College's campuses, including any weapon designed to fire any projectile (i.e. paintball guns, bb guns, air rifles, air pistols, pellet guns, etc.) as well as the associated paraphernalia. The only exceptions will be for military personnel who must carry a firearm as part of their commission, or for in-class use by instructors teaching or students enrolled in courses utilizing firearms.
6. Obstructing or restraining the lawful movement of another and thereby causing personal or campus disorder.

## POLICIES & PROCEDURES

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7. Obstructing or disrupting a police response or the response of College Safety Personnel.
8. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on College premises or at College-sponsored activities.
9. Fraudulent use or forgery of any College seal or document, including the Student ID card.
10. Fraudulent or unauthorized use of college facilities or college resources, including computing resources.
11. Unauthorized possession, duplication, or use of keys to any College premises, or unauthorized entry to or use of College premises.
12. Intentionally impeding normal pedestrian or vehicular traffic on campus.
13. Violation of any other federal, state or local law on College premises or at College-sponsored activities.
14. Disrupting, impeding or interfering with the operation of the College.
15. Disruption of the learning environment or any behavior that detracts from the goals of or diminishes the dignity, respect, or worth of other students on campus. This includes: overt disrespect for the ideas and opinions of others; disruptive talk during class; and bringing activated electronic devices to classes or computer labs without prior approval.
16. Verbal or written communication that has the intent or effect of subjecting any individual or group to hatred, contempt, ridicule, racist slurs, or intimidation and thereby injures the person, property, or reputation of another.
17. Discrimination, harassment or retaliation including harassment based on race, color, religion, sex, sexual orientation, national origin, age, disability, or status in any group protected by state or local laws and including all forms of sexual harassment. (See Policy 1130, Procedure 2122 - Anti-harassment.)
18. General misconduct.
19. Littering and posting of notices in non-designated spaces or without approval from the appropriate College personnel and unauthorized distribution or sale of goods on campus.
20. Violation of College traffic and parking regulations.
21. Smoking in areas designated non-smoking.
22. Possession or use of alcohol by any person on the College's campuses except as allowed for special events (See Policy 1220, Procedure 2215 Service of Alcoholic Beverages for Special Events.)
23. Leaving children or animals unattended on campus.
24. Use of bicycles, skateboards, roller blades, and any other non-motorized vehicle or equipment (except wheelchairs) outside designated areas.
25. Failure to comply with a directive of College officials or Campus Safety officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
26. Tampering with the election of any College-recognized student organization.
27. Intentionally or maliciously furnishing false information to the College.
28. Unauthorized actions taken in the name of the College.
29. The possession of any flammable or explosive materials such as paint, gasoline, fireworks, ammunition, etc., except for use by an employee or in a program approved by the College.
30. Gambling on campus or at any College sponsored activity except in the case of approved student activities sponsored by the Student Life Office.
31. All forms of academic dishonesty. (See Policy 1501, Procedure 2502 – Academic Integrity.)
32. Violation of any other published College policies, rules or regulations.

# POLICIES & PROCEDURES

## Student Rights for Due Process

To protect students from capricious disciplinary action, all proceedings which may lead to suspension or expulsion and/or dismissal from a college program must be conducted in a manner which insures the charged student due process. The basis of due process is the method by which substantive rules are effectuated in a society. The key is how rules are implemented so that fair play and justice are generally recognized as being present. The following elements must be included to guarantee due process:

1. Jurisdiction: The parties must be amenable to the power wielded by the disciplinary body.
2. Notice: A concise, specific statement, in writing, of the charges (the specific facts and acts). A time and place for the hearing must be specified.
3. Testimony: The right personally to give testimony and to have others give testimony.
4. Impartiality: An impartial body to determine the facts and whether they (the facts) fit the rule. "Impartial" does not necessarily mean that they have no knowledge of the facts – it is not necessary in an administrative hearing.
5. Student Advocate: The student is allowed to bring an advocate to all hearing procedures or have one appointed for him/her if so requested.
6. Documentation: The proceedings shall be recorded.

### Disciplinary Procedure

Whenever a complaint is made against any student for misconduct, the Dean of Student Services or such other person as may be designated by the President shall conduct an investigation of the allegations as soon as possible (generally, for Offenses Against the Academic Community the President will designate the Vice President of Instruction and Student Services). The Dean of Student Services or such other person as designated by the President is authorized to take any interim action necessary to maintain campus safety, integrity of the process, and/or protection of student rights and institutional rights during the formal investigation and determination process.

The student shall be given written notice of the complaint and charges against him/her within five (5) College business days of receipt of the complaint. If a student is under the age of eighteen (18) years, a copy of the notice may be sent to the parents or guardian of the student. The student shall have five (5) College business days after receipt of the notice to respond in writing to the charges. If it is necessary to mail notice to the student, he/she shall have seven (7) College business days after the date of mailing to respond in writing to the charges.

The Dean of Student Services or such other designee of the President shall, as soon as possible after the investigation, render a decision that may include dismissal of the complaint or imposition of any discipline set forth herein. Notice of the decision shall be served upon the student in person, by certified mail, or by regular mail. If a student is under the age of eighteen (18) years, a copy of the decision may be sent to the parents or guardian of the student.

### Disciplinary Action

If the Dean of Student Services or other designee of the President finds that the student has violated College policy, rules, or regulations, disciplinary action shall be taken. The Dean of Student Services or other designee shall impose such discipline as he/she determines is warranted taking into consideration the seriousness of the offense. For more complicated incidents, the Dean of Student Services or other designee may seek the input of a Review Board before determining discipline. The Review Board, if utilized, shall be chosen from members of the College Student Life staff. Individuals who serve on a Review Board would not later be eligible to serve on an Appeals Committee, should an appeal follow imposition of disciplinary sanctions. Permissible actions include but are not limited to: written reprimand, community service, fines, probation, full or partial suspension from classes, expulsion from housing, and/or expulsion from school. Disciplinary action may also include a bar against readmission to the College.

# POLICIES & PROCEDURES

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## Right of Appeal

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Any decision of the Dean of Student Services or such other person as designated by the President may be appealed by the accused or the complainant within five (5) College business days of the receipt of the decision. Such appeals shall be in writing and shall be delivered to the President of the College.

A student who fails to file a written notice of appeal in the President's Office, within the times specified waives the right to appeal.

### Status Pending Appeal

Any disciplinary action imposed shall remain in effect during the appeals procedure, unless otherwise directed by the President of the College.

An appeal shall be conducted for one or more of the following purposes:

- To determine whether the original process was conducted fairly a) in light of the charges and evidence presented, and b) in conformity with prescribed procedures. This gives the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and gives the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
- To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
- To determine whether the sanction imposed was appropriate given the violation of the Student Code that occurred.
- To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original process, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

If the President or designee determines, in his or her sole discretion that the written appeal fails to meet the Standard for Appeal (noted above), he or she will inform the student in writing. If the written appeal submission fails to meet the Standard for Appeal, the matter is concluded and no further action will be taken.

## Composition of Appeals Committee

The President of the College shall name an Appeals Committee Facilitator to conduct a formal Appeals Hearings in order to review the charges and imposed sanctions. The Appeals Committee shall consist of six (6) members, selected by the Facilitator and approved by the President, two of which shall be from the faculty, two staff, and two representatives from the student body. At any hearing before the committee, at least four (4) members shall be present to constitute a quorum in order to transact the business of the committee. Any member of such committee directly involved in the outcome of a hearing, or who believes they have a conflict of interest rendering them to be perceived as being incapable of providing an impartial decision, shall disqualify him/herself from the hearing and the Appeals Committee Facilitator shall appoint a person to take his/her place.

# POLICIES & PROCEDURES

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## Hearing

The Appeals Committee shall set a hearing as soon as possible after the hearing has been approved. Notice of the time, date, and place of the hearing shall be given to all parties in writing no less than three (3) College business days prior to the hearing.

It is the hope of the College that disciplinary matters will be handled by members of the College community, and legal counsel will not ordinarily be present to represent the College. However, if the student is to have a professional legal advisor present (which will be at the student's expense) at any hearing, the student must notify the President's Office not later than forty-eight (48) hours before the scheduled time of the hearing, in which event, the College may, in its discretion, be represented by counsel.

A student failing to appear before the Appeals Committee at the designated time, shall forfeit any right to appeal or seek further relief of the decision.

Proceedings before the Appeals Committee shall be recorded electronically or via written minutes. Recordings and communications related to the disciplinary procedure and resulting actions shall not be considered a public record as that term is defined by the Kansas Open Records Act.

## Decision

Upon the conclusion of the hearings, the Appeals Committee, by majority vote, shall decide whether the student has violated the Student Code of Conduct and whether the sanction imposed fits the nature of the violation. The Appeals Committee may uphold, modify, or completely reverse the original decision as appropriate.

A written summary of the findings must be provided and should the decision be modified it should be in accordance with one or more of the conditions delineated in this code. In all appeals, any modification of the original sanctions may not result in more severe discipline for the accused student.

The Appeals Committee shall render its decision in writing within three (3) College business days of the conclusion of the hearing. The findings of the Appeals Committee shall be forwarded to the President.

## Notification of Decision

The President's Office shall inform the student in writing of the Appeals Committee's decision within three (3) College business days of the receipt of the Appeals Committee's decision. The findings of the Appeals Committee shall be final.

Revision(s): 9/2/02; 11/16/07; 1/23/12; 7/28/14; 5/25/17 (minor revision)

The following chart identifies more frequently occurring conduct violations and related sanctions. The chart is not intended to be an exhaustive list of all possible violations. The sanctions noted could result from any type of policy violations. Any disciplinary action may be taken and does not depend on the issuance of a lesser action.

## Common Violations and Related Sanctions

Code of Conduct Violation	Offenses	Fine	Additional Sanctions
<b>Alcohol - Drugs – Paraphernalia Tobacco - Gambling -Weapons</b>			
Alcohol* Possession (during your complete educational experience)	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense	\$250 \$250  \$ 50 \$ 10	Alcohol Education Immediate removal from housing & payment of housing contract. Additional fine for hosting** Alcohol education is not scheduled by due date, an additional \$10 daily fine until education is complete.
Alcohol (Display of empty bottles or wrappers/covers)	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense +	Warning Fine Determined	Situation will be reviewed.
Drugs/Drug Possession Paraphernalia	Zero Tolerance	\$500	Immediate removal from housing & responsible for payment of the housing contract.
Gambling	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense	\$100	Removal from housing
Tobacco Use, including smokeless & vaping	Each Time	\$250	
Weapons policy violations	Zero Tolerance	\$500	Subject to termination, expulsion, immediate removal from the campus/housing, and/or arrest. Responsible for payment of housing contract.
Possession/use of Air Soft gun, BB gun, pellet guns, water guns, tattoo machine, archery equip, knife, etc.		\$100/\$300	Each situation will be reviewed. Serious situation may result in removal from housing and payment of housing contract
<b>Behavior</b>			
Abusive/Disrespectful behavior towards a College Official including failure to comply/run	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense	\$250 \$250	Removal from Housing
Acts of Violence	Zero Tolerance		Removal from housing & payment of housing contract.
Threatening Behavior		\$50	Situation will be reviewed, additional fine amounts apply relative to severity of threat
<b>Buildings</b>			
Accessing Roofs (Unauthorized Access)	Each Time	\$250	
Candles & Incense		\$100	Repeat offenses removal from Housing
Fireworks, Gasoline, Combustible/Flammable materials	1st Offense	\$250	Removal from housing & payment of housing contract
Hallways & indecent exposure		\$100	Situation reviewed
Keys: Room & Mailbox Lockouts	Each	\$ 75 \$ 3	Replacement cost Optional Charge
Pets	Each Time + 24 hours	\$100 \$100	+ damage/cleaning costs removal from Housing
Skateboard/Scooter/Bicycle/ Hoverboard in buildings	Each Time	\$100	
Security & Emergency Equip. False Fire Alarm-Tampering with Exit Doors	Each Time	\$100 \$500	+ Maintenance Fee when applicable Removal from Housing
Solicitation & Unapproved Flyers	Review	\$50-\$75	Situation will be review
Unauthorized Access (buildings, etc. – (see accessing roof)		Fine determined	Situation will be reviewed.
<b>Cafeteria</b>			
Cafeteria: Meal Service Guidelines	Each Time	\$ 25-\$50	Situation will be reviewed and possible fine for all involved.
Disrespect, Disorderly Conduct, Fighting (See Behavior)		Higher Penalty	Penalty will be decided after review
<b>Cooking</b>			
Cooking (Failure to clean cooking areas, equip, pan, dishes)	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense	\$ 25 \$ 50 \$100	Review/Suspension of privileges/increase fine
Electrical Appliances	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense	Warning \$100	+ Confiscation + Confiscation

## Common Violations and Related Sanctions (continued)

Code of Conduct Violation	Offenses	Fine	Additional Sanctions
<b>Housing</b>			
Furniture – being used for other purposes than designed or removing furniture from common areas.	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense	\$100 \$200	Warning  Fine continues to increase by \$100
Harboring unauthorized visitors. (This includes allowing visitation by someone who has been removed or banned from Housing and is considered trespassing.)	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense	\$250	Removal from housing & payment of housing contract
Unauthorized room changes.	Each Incidence	\$100	
Garbage Disposal	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense	Warning \$100	Fine may increase due to repeat offense
Laundry Charge Non-Resident Sitting on machines/other vandalism	Each Time	\$100 \$100	Situation reviewed
Noise Violation	3rd Offense 5th Offense	\$100 \$100	Removal from housing
Outdoor Activities in dorms or educational buildings	1 <sup>st</sup> Offense	Minimum of \$100	+Damage cost will be passed down to all participants.
Theft & Vandalism	1 <sup>st</sup> Offense	\$250	+ Restitution. Subject to termination, expulsion, removal from housing, and/or arrest. Responsible for payment of housing contract
Trash/Housekeeping	3rd Offense	\$100	For each student in the room/or unit
Trespassing	Each Time		Each situation will be reviewed – generally, removal by local law enforcement. Sanctions related to “Failure to Comply” will also be applicable to this violation.
Vandalism/damage to property (furniture damage)	1 <sup>st</sup> Offense	\$50 - \$200	+ damage and/or repair costs
Overnight Visitation Violation	Each	\$100	Each situation will be reviewed Non-resident banned Removal from housing
<b>Parking</b>			
Parking Violations	No Housing Sticker, No Visitor Pass Overnight/On Grass Fire Lanes/Hydrant Handicap	\$10    \$10 \$10    \$20  \$25	

## Problem Resolution Policy & Procedure

Barton is committed to providing the best possible learning environment for its students.

Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Barton faculty, staff, and/or administration. This policy does not apply to student discipline or grade appeals. For disciplinary issues, please refer to the Barton Community College Student Code of Conduct policy located in this policy manual as well as the Student Handbook.

### Problem Resolution (Students)

The College encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the appropriate college staff. If a student disagrees with established rules of conduct, policies, practices, or if they feel their rights have been infringed on, they can express their concern through the problem resolution procedure. Limitations and acknowledgements include:

- No student will be penalized for using the problem resolution procedure, or for voicing a complaint in a timely and business-like manner.
- A student may discontinue this procedure at any step.
- Strict adherence to the noted timelines will be enforced.



## POLICIES & PROCEDURES

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- Students seeking resolution of concerns resulting from academic program dismissal may start with the second section of this procedure, "Appeals of Academic Dismissal".
- This procedure does not apply to a student who wishes to appeal sanctions imposed by student services or academic affairs personnel; the information regarding student right to appeal are available in procedure #2611 Student Code of Conduct.

If a student believes a conflict they are experiencing needs to be resolved, or feels a decision affecting them is unjust or inequitable, they are to resolve the problem by following the steps outlined below.

1. Within seven (7) calendar days of the action resulting in a problem/concern:
  - a. The student is to seek problem resolution informally, at the lowest level possible. For example, if the concern lies with an instructor the student will discuss the concern with the instructor.
  - b. If after the discussion, the student remains dissatisfied, he/she may formalize their complaint by proceeding to step 2.
2. Within seven (7) calendar days of the above meeting:
  - a. The dissatisfied student may advance their concern to the appropriate College Dean or his/her designee. Students may contact the Administrative Assistant to the Vice President of Instruction for assistance in identifying the appropriate Vice President, Dean or his/her designee, if they are unsure who to contact.
  - b. The Vice President, Dean or his/her designee will discuss the student's concerns and attempt to assist him/her in formalizing the concern via the Problem Statement form (hard-copy or electronic) and explaining its completion.
  - c. Once the completed Problem Statement is received by the Vice President, Dean or his/her designee, he/she will investigate the situation and provide written resolution to the student within seven 7 calendar days.
  - d. If following the Dean's or his/her designee's written decision, the student remains dissatisfied, he/she may proceed to Step 3.
3. Within seven (7) days of receiving the Dean's or his/her designee's written decision:
  - a. The dissatisfied student may appeal the Vice President's, Dean's or his/her designee's decision if at least one of the following statements is true:
    - i. New evidence exists which was not presented to the Vice President, Dean or his/her designee in Step 2.
    - ii. Evidence exists of process failure (i.e. the student was treated unfairly by the Vice President, Dean or his/her designee, etc.).
  - b. The student meeting at least one of the above parameters submits the following to the Vice President of Instruction for consideration:
    - i. The original Problem Statement as submitted to the Vice President, Dean or his/her designee.
    - ii. The written decision received from the Vice President, Dean or his/her designee.
    - iii. The required additional evidence noted in 3a above.
  - c. The Vice President of Instruction will provide his/her written decision to the student within seven (7) calendar days.
4. Within seven (7) calendar days of receiving the Vice President of Instruction's written decision:
  - a. The dissatisfied student may pursue review by the President if at least one of the following statements is true:
    - i. There is new evidence which was not presented to the Vice President of Instruction in Step 3.
    - ii. Evidence exists of process failure (i.e. the student was treated unfairly by the Vice President of Instruction, etc.).
  - b. The student provides all pertinent written documentation to the Administrative Assistant to the President and schedules a meeting with the President (note that meeting may occur in person, via electronic means, or via phone).

## POLICIES & PROCEDURES

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- c. The President will review the student's appeal, review available documentation, and present the student with a written determination within seven (7) calendar days. The President's decision is final.
5. If resolution is not reached, the student may address his/her concerns with the Kansas Attorney General's Office of Consumer Protection:  
Consumer Protection Hotline: **1(800) 432-2310** or **(785) 296-3751** Fax: **(785) 291-3699**  
**<http://ag.ks.gov/about-the-office/contact-us/file-a-complaint>**

### Civil Rights Equity Resolution for all Students, Employees, Guests, and Visitors (Title IX & other anti-discrimination information)

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Barton Community College (College, Barton) affirms its commitment to promoting the goals of fairness and equity in all aspects of the educational enterprise. All policies below are subject to resolution using the College's Equity Grievance Process, as detailed below. The Equity Grievance Process is applicable regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators and/or staff. The College reserves the right to act on incidents occurring on-campus or off-campus when the off-campus conduct could have an on-campus impact or impact on the educational mission of the College. The College will distribute/post this policy annually to campus, prospective students, their parents, and prospective employees.

Cheryl Brown serves as the Title IX Coordinator and oversees implementation of the College's policy on equal opportunity, harassment, and nondiscrimination. Reports of discrimination, harassment and/or retaliation should be made to the Title IX Coordinator or deputy/deputies, promptly. However, there is no time limitation for the filing of complaints, as long as the accused individual remains subject to the College's jurisdiction. The College acts promptly on all reports, and every effort is made to preserve the privacy of reports. Anonymous reports may also be filed online, using the reporting form posted at <http://bartonccc.edu/campusafety/file-a-report>. Reporting is addressed more specifically on p. 14, Section 8, Confidentiality and Reporting of Offenses under this Policy. Reports of discrimination by the Title IX Coordinator should be reported to the College President, 620-792-9301.

This policy applies to behaviors that take place on the campus, at College-sponsored events and may also apply off-campus and to actions online when the Title IX Coordinator determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- Any action that constitutes criminal offense as defined by federal or Kansas state law. These offenses include, but are not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the College is located;
- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of the College.

Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the College's control (e.g. not on Barton Community College networks, websites or between college email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the 1st Amendment.

Off-campus discriminatory or harassing speech by employees may be regulated by the College when such speech impacts an employee's official or work-related capacity outside of work.

**[http://docs.bartonccc.edu/policies/1132-Civil\\_Rights\\_Equity\\_Resolution.pdf](http://docs.bartonccc.edu/policies/1132-Civil_Rights_Equity_Resolution.pdf)**



# ACADEMIC INFORMATION

# ACADEMIC INFORMATION

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TRIO - [trio.bartonccc.edu](http://trio.bartonccc.edu)

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## Student Support Services

Student Support Services is one of four TRIO programs at Barton Community College. TRIO programs are funded through United States Department of Education grants and provide free services for eligible students to assist them in meeting their educational goals. The Barton Student Support Services (SSS) program is designed to meet student needs in all academic, career, transitional, and life skills areas. Each member of the Student Support Services staff is committed to helping students successfully complete a two-year degree, and or transfer to a four-year institution.

### **Services that are available to eligible students include:**

- Academic support through our tutoring lab
- Career and Vocational
- Free personal counseling
- Transfer trips to four-year colleges and universities such as the University of Kansas, Kansas State University, and Wichita State University
- Financial Aid information and assistance
- Cultural enrichment activities
- Workshops are also available that cover topics related to college skills and the college experience

### **Eligibility**

Students may be eligible for the SSS program if they are first generation college students, meet limited income guidelines, or have a physical or learning disability. In addition, students must show a need for academic support services.

### **Location**

The Student Support Services program offices are located in the north end of the Learning Resource Center. Staff members may be reached by calling (620)792-9240 or extension 240.

## Upward Bound

The Upward Bound program concentrates on building success by improving academic skills and involving high school students in activities that will expose them to the world around us, the workplace, careers, educational institutions, and the cultural aspects of our society. The cornerstone of Upward Bound is a supplemental instruction program that helps students by providing teaching and tutoring services before or after school or a combination of both. The supplemental instructional program is intended to enhance the instruction that students receive daily in their high school classes and emphasize the development of skills in the areas of mathematics, English, science and social studies.

**Barton County Upward Bound** serves the following high schools: Great Bend, Hoisington, and Ellinwood. Educational services are provided to participants at facilities in these communities.

**Central Kansas Upward Bound** serves the following high schools; Chase, Ellsworth, Lyons, Central Plains and Wilson. Educational services are provided to participants at facilities in these communities.

A five-week residential program is conducted on the Barton Community College campus during the summer.

# ACADEMIC INFORMATION

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## EOC

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The Central Kansas Educational Opportunity Center Trio program has been developed to respond to the increasing educational needs of adults. The program provides free services focusing on individual assistance in the areas of GED placement, training and education choices, financial aid and admission processes, and career planning.

CKEOC is located in the Kansas Works building at 1025 Main in Great Bend and the Junction City Workforce Center at 1012 A West Sixth in Junction City.

## Academic Information

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While enrollment at Barton Community College is not compulsory, the philosophy of the institution protects the equality of opportunity of all persons qualified to attend. Further, the enrollment of a student at the College is a voluntary entrance into the academic community wherein the student assumes obligations of performance and behavior reasonably imposed by the institution relevant to its lawful missions, processes and functions.

Such obligations may be higher than those imposed on all citizens by the civil and criminal law. No student may, without liability to lawful discipline, intentionally act to impair or prevent the accomplishment of pursuits of the institution. The College, on the other hand, pledges to uphold fundamental concepts of integrity and justice.

A student does not surrender rights as a citizen upon enrollment in this College; rights and freedoms, however, like those of any citizen, are not unlimited and expectations for student behavior (both in and out of the classroom) are explained in more detail below. The College has an obligation not to submit to intimidation, violence or disruptive behavior. The academic policies that follow are for your information. We hope you find them helpful. For information or clarification, please contact the Office of Learning and Instruction.

## Academic Clemency

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Barton Community College seeks to provide a supportive and challenging environment in which students can improve their basic intellectual skill and equip themselves for a fulfilling life and responsible citizenship in a world characterized by change. We acknowledge that there are circumstances that necessitate an academic "fresh start" and offer academic clemency as a means to make academic rehabilitation possible.

- Applicants for academic clemency are eligible to apply for clemency after a two-year waiting period from the date of their respective academic "crisis."
- Applicants for academic clemency must demonstrate improved academic performance in the semester(s) subsequent to their academic crisis (i.e., at least 12 credit hours and a 2.5 grade point average) to be eligible for clemency.
- No more than 1-2 consecutive semesters of clemency may be considered.

### **The following limitations apply:**

- Applicants receiving academic clemency are not eligible for graduation with honors at the Barton County Community College.

## ACADEMIC INFORMATION

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- Applicants may only receive academic clemency once.
- Only course credit earned at Barton Community College is eligible for academic clemency.

### **The process for applying for academic clemency:**

- Applicants must obtain and complete application for clemency (and submit all supporting documentation) to the College Registrar. Such action shall take place within 60 working days of the receipt of the request.
- Applicants for academic clemency are asked to identify a limited number of courses within the stated period (1 - 2 consecutive semesters), and include this information with documentation regarding their clemency appeal.
- Applicants should acknowledge the circumstances surrounding their academic crisis, and explain what they have done to effect recovery.
- Applicants should acknowledge the circumstances surrounding their academic crisis, and explain what they have done to effect recovery.
- The decision-making process shall be approved by Registrar, respective dean(s), and/or the respective faculty.
- If, in the decision-making process, there is not clear consensus, the Vice President of Instruction will make the final decision.

## Academic Integrity

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Academic Integrity is scholarship based on honesty, trust, respect, responsibility, fairness, and courage. Barton Community College pledges to uphold these core values of integrity in all aspects of teaching and learning. Students are the authors of submitted work and shall give credit to outside sources and other's work or ideas.

In everything attempted by students, faculty, staff, and all other stakeholders of Barton Community College, the following pledge applies: On my honor as a Cougar, I am acting with integrity in academics. I am acting per personal and institutional values and refraining from any form of academic dishonesty, and I will not tolerate the academic dishonesty of others.

Acts of academic dishonesty, intended or unintended are subject to Procedure 2502 Academic Integrity and may result in the grade of XF. Barton defines an XF grade as failure as a result of a violation of Academic Integrity.

## Academic Progress

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To meet the required academic and progress performance standards of Barton Community College, a student should consider the following:

### Academic Standing

If your scholastic performance appears to offer little prospect of academic success, you may be dismissed with or without privilege of reinstatement. You may not petition for reinstatement until one semester has expired after academic dismissal from the College.

# ACADEMIC INFORMATION

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## Procedures Governing Academic Warning and Dismissal

If you have not accumulated a 1.5 GPA when 24 credit hours have been attempted you will be placed on a one-semester warning. This academic warning is designed to alert you that you may encounter difficulty in meeting graduation requirements and steps should be taken immediately to improve your academic status. You must have a 2.0 GPA when you have attempted 48 hours. If the cumulative GPA is below this minimum, you will be placed on academic warning after one semester. (Note: All computations are based on A, B, C, D, or F grades).

### Dismissal

If you have been placed on academic warning for one semester and do not raise your GPA to the minimum requirements as outlined, you will be dismissed for one semester. However, you will not be dismissed at the close of a semester or summer term during which you achieved a "C" (2.0) average or better.

### Reinstatement

If you have been dismissed from the College for poor academic progress, you will be provided a period of at least one semester during which you may reconsider and re-evaluate your academic goals. At the end of the dismissal period, you may apply for admission to the College by filling out a regular application for admission form. You will not be allowed to enroll in more than 12 credit hours for the first semester of attendance after a period of dismissal.

### Appeals

Any person limited by these regulations who has marked improvement or who believes he/she has been affected unfairly may appeal to the Enrollment Services Office.

## Adding/Dropping Classes

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### Adding Classes

Day and evening classes may be added through the first week of a semester only. After the official closing dates for adding classes, you must first receive permission from the instructor and sign a learning contract. You may enroll with a signed learning contract for one additional week after the 1st week of class. This procedure does not include "mini-classes" or classes taught for more or less weeks than the regular full semester. Change-of-Schedule forms may be picked up from the Admissions Office, Enrollment Services Office, Advisement Center, or from Advisors. You must pay for added classes at the time of the add.

### Dropping Classes

Courses dropped through the first two weeks classes in both the fall and spring semesters and through the 10th day of classes in the summer session will not be recorded on a transcript. After the 20th day of classes in the fall and spring semesters and the 10th day of classes in the summer session, a "W" will be recorded for courses dropped officially. Final drop dates are published in bulletins, Student Handbooks and the Enrollment Services Office. Change-of-Schedule forms may be picked up from the Admissions Office, Enrollment Services Office, Advisement Center, or from advisors. Students are responsible for dropping classes and are required to visit with instructors or an advisor before dropping classes.

# ACADEMIC INFORMATION

## Course (Drop Date)

The last day to drop a course with a "W" grade shall be five (5) weeks before the end of the semester (Fall and Spring Semesters only.)

## Things to Consider Before Dropping a Class

- If you receive FINANCIAL AID, will dropping the class affect your financial status?
- If you need 12 hours or more for INSURANCE, will dropping the class affect your eligibility?
- If you are an ATHLETE, will dropping the class affect your eligibility?
- Have you talked to your INSTRUCTOR about dropping the class? Perhaps things aren't as bad as they seem. Have a talk with your instructor.
- Is the course you want to drop going to be offered again when you need it? Some classes are only offered one semester a year. It may be a year before you can re-enroll.
- Are you WORKING too many hours? It is likely that by just cutting down your work hours, you will be able to do better in the class.
- Have you tried the tutoring services in the Library? Student Services provides free tutoring.

## Grading System

Grade		Grade Points Per Credit Hour
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average, Passing	1
F	Failing	0
XF	Violation of Academic Integrity <b>and</b> Failing	0
P	Pass-Credit Only	not computed in cumulative grade point average*
I	Incomplete	no credit**
W	Withdrawn	no grade computed, no credit***
AU	Audit	no grade computed, no credit****
CL	Academic Clemency	no grade computed, no credit*****

\* Certain courses may be offered in which you are graded only as having passed or failed. The courses are added to your credit hour total but are not included in the grade point average.

\*\* An incomplete "I" is a temporary grade, agreed upon by the instructor, and awarded to a student that is unable to complete course requirements by the end of the academic term.

\*\*\* Your withdrawal from courses through the 20th day of classes in both the fall and spring semester and through the 10th day of classes in the summer session will not be recorded on a transcript. After the 20th day of classes in the fall and spring semesters and after the 10th day of classes in the summer session, a "W" will be recorded for courses withdrawn from officially. After the final drop date published each semester, official class withdrawals will not be processed.

\*\*\*\* You may audit a class by enrolling in the class and paying the current audit fee per credit hour. You must declare that you are auditing the class and file with the Office of Enrollment Services at the College an "Audit Declaration Form" prior to the beginning of the semester.

\*\*\*\*\* If you have gone through the academic clemency appeal process and have been awarded clemency for certain courses, your initial grade will be changed to a "CL." The "CL" grade will not average into your GPA.



# ACADEMIC INFORMATION

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Special Note: A student may retake a course to improve the grade only if the course is not designated as repeatable in the master course list. The repeat grade will be used to determine the student's grade point average regardless of whether it is higher or lower than the original grade. The original grade and credit are not counted, although they remain on the transcript. Before retaking a course, students should check with their advisor to determine whether the course can be repeated for the purpose of improving the grade.

## Graduation

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### Catalog Requirements

Students who remain continuously enrolled from time of entry to application for graduation will be held to the catalog requirements in effect when they declare their program of study, unless a later catalog is adopted. "Continuous enrollment" refers to annual Fall and Spring semester enrollment (or equivalent) in a minimum of at least one credit bearing course per semester. Should a student's enrollment be interrupted, they will be held to the guidelines and requirements of the catalog of record at the time of program re-entry.

This guideline does not apply to students with documented leave of absence justification or members of the military involved in deployment operations. Changes to prerequisites and/or curriculum which occur for purposes beyond graduation – e.g. regulatory and legislative updates, third party accreditation or other certification bodies requirements, increased skill demand from industry, employment or transfer requirement changes, or recommended and/or mandated changes from the Kansas Board of Regents or other such entities are not subject to these catalog requirements.

### Dual Degree(s)

A student may apply and pay the graduation fee for the receipt of more than one degree from the College, provided they have met the following requirements for the additional degree:

- A minimum of 15 Barton hours of credit completed in addition to meeting the requirements of the first degree.
- Dual degrees can be sought and awarded within the same semester.
- At least 15 hours must have been taken at the College.

### Grades

Students must achieve an overall 2.0 grade point average to be eligible for graduation.

### Intent to Graduate

Applying for graduation is not an automatic process; you must file a notice of intent to graduate and pay applicable fees if you wish to receive an Associate's degree from the College. This notice of intent must be filed with the Enrollment Services Office by filling out the College's Application for Graduation.

### Priority Graduation Application Deadlines

February 1st - Spring Graduation

June 1st - Summer Graduation

September 1st - Fall Graduation

# ACADEMIC INFORMATION

## Transfer and Articulation Agreement

If you complete an Associate in Arts or Associate in Science degree based on a baccalaureate-oriented sequence at a state and regionally accredited Kansas public community college and your program of study has met the requirements of the Kansas Public Community College-Kansas Regents Transfer Agreement and Articulation Guide, you will be accepted with junior standing and will have satisfied the general education requirements of all Regents universities. Your advisor will have information on the agreement to help you plan your course schedule.

## Honors

### Highest Honors

If you complete all requirements for an associate's degree with a GPA of 3.7 or above, you will graduate with highest honors.

### Honors

If you complete all requirements with a GPA of 3.5 to 3.69, you will graduate with honors.

### Eligibility

To be eligible for Honors or Highest Honors, you must complete 15 credit hours at Barton.

### President's List

The President's List is published at the end of every semester. To be eligible, you must successfully complete at least 12 semester hours of college-level course work with a GPA of 4.0.

### Dean's List

The Dean's List is published at the end of every semester. To be eligible, you must successfully complete at least 12 semester hours of college-level course work with a GPA of 3.5 to 3.99.

Grades for course work completed outside the traditional semester schedule(s) shall not be included in these GPA calculations.

## How To Figure Your GPA

To calculate a grade-point average, add the points earned and divide that total by the number of GPA hours attempted. For example:

Course	GPA Hours	Grade	Points
BSTC 1001	1 hour x	A (4)	= 4 points
PSYC 1002	1 hour x	A (4)	= 4 points
ENGL 1204	3 hours x	D (1)	= 3 points
MATH 1826	5 hours x	C (2)	= 10 points
SOCI 1100	3 hours x	B (3)	= 9 points
COMM 1200	3 hours x	F (0)	= 0 points
Total = 16 GPA Hours			Total = 30 points
$30/16 = 1/875$ , or 1.88			

Total is 16 GPA hours attempted and 30 points earned; 30 points divided by 16 hours = 1.88 grade-point average.

# ACADEMIC INFORMATION

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## Non-Repeatable Courses

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### **Credit**

Although there may be circumstances which merit the repetition of a non-repeatable course for credit (i.e., improvement of gpa or satisfaction of course pre-requisite), the results of the repeated course shall apply only once toward graduation requirements.

### **Grades**

When a non-repeatable course is repeated for credit, the most recent grade earned shall be used to calculate the student's grade point average.

### **Policy For Transfer Students**

All hours accepted by the College (excluding developmental hours) will be incorporated into your Barton Community College total hours for grade point purposes to determine whether you graduate with honors or highest honors. To be eligible for honors or highest honors, you must complete 15 credit hours at Barton Community College.

## Repeatable Courses

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A repeatable course can be repeated an additional three times in order to satisfy credit requirements for graduation.

## Transcript Request Procedure

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Transcripts can be ordered via the Web 24/7 through the National Student Clearinghouse. You can place as many orders as you like in one session using any major credit card. Your card will only be charged after your order has been completed. Order updates are available via mobile text message and will also be emailed to you. You can also track your order online using your email address and order number. Your signed consent may be required to fulfill your transcript order. For your convenience, a consent form will be generated for your order that you can approve instantly online or return via fax, mail, or as a scanned email attachment.

## Unofficial Transcripts

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Unofficial transcripts are available online through your MyBarton Portal for those students that have no outstanding financial obligations on their accounts. Enrollment Services may provide an unofficial transcript to students that are currently enrolled in Barton classes. If a student is no longer enrolled in Barton classes, and a financial obligation exists, unofficial transcripts will not be provided to the student. Advisors and coaches may access unofficial transcripts for purposes of advising, but will not provide the unofficial transcripts to students or third parties outside the institution.

## Withdrawal From College

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If you wish to withdraw from all classes at the College for the remainder of a semester, you must secure a withdrawal form through the Enrollment Services Office or your advisor. If you are receiving federal financial aid, you should meet with your Financial Aid Officer. After you have returned all College books and other equipment, paid all fines and fees, turned in your student ID or Activity Cards, and are cleared in every respect with the College, you will be cleared for withdrawal. If you fail to comply with the above procedure, you will not be recommended to any other college or university, you will not be eligible to receive refunds of such fees or deposits. Outstanding debts may be subject to legal action.

Policies and procedures are subject to constant review and change.  
Please consult our website at [www.bartonccc.edu](http://www.bartonccc.edu)

# ACADEMIC INFORMATION

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## College Policies & Procedures

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The President, or in his absence, the administrator in charge, shall be notified immediately of any campus disorder taking place. No other action shall be taken on behalf of the College until such notification has been made. The administration shall not accede to any demands by the parties involved in such activities so long as any violence is taking place on the campus, or while any building or portion thereof is being occupied by such parties, or while such parties bar other students from such building or portion thereof thereby prevention the orderly conduct of College activities.



# **ADDITIONAL INFORMATION**

## ADDITIONAL INFORMATION

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### Where to go when you need to...

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**Find a part time job:** Career Center - North end of Learning Resource Center

**Change room in housing:** Coordinator of Student Housing - Student Union

**Change advisor:** Advisement Center - North end of Learning Resource Center

**Take special interest and aptitude test:** Assessment Center - North end of the Learning Resource Center

**Add or drop a course:** Your advisor or the Enrollment Services Office - Kirkman

**Get a refund on a fee:** Business Office - Kirkman

**See about grades:** Barton Portal - Online

**See about student loans, scholarships, grants:** Financial aid office - Kirkman

**Veterans' counseling services:** Veterans' Affairs specialist - L-134 learning resource center

**See about costs and fee payments:** Business Office - Kirkman

**See about housing payments:** Business Office - Kirkman

**See about enrollment, scheduling, grade reports or transcripts:** Barton Portal - Online or enrollment services office - Kirkman

**See about academic probation or suspension:** Enrollment Services- Kirkman

**Contact someone in an emergency:** Campus Safety - T-building or (620) 792-9217

**Pay or appeal a traffic violation:** Business Office - Kirkman

**Access the barton community college home page:** <http://www.bartonccc.edu>

**See about carpooling:** Student Activities - Union

### Barton Terminology

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**ADD** - Process of adding a class to your schedule. This requires consulting with your advisor and the use of a drop/add form.

**ACADEMIC ADVISOR** - A faculty or staff member who provides information and makes recommendations on courses, requirements, prerequisites, and programs of study. Your academic advisor's signature is required on your graduation application.

**ALCOHOL/DRUGS** - Not Allowed!

**BOTTOMS** - A wildlife refuge located on Highway 156 between Great Bend and Hoisington, Kansas. A rest area for birds on their flight south.

**CAMP ALDRICH** - A conference center located between Claflin, Kansas and Cheyenne bottoms on Highway 156. This nature area is used for seminars and classes and is composed of a Dining Hall, five

## ADDITIONAL INFORMATION

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lodges, a pool and a bathhouse. For more information, contact the Director of the Facilities Management.

**DROP** - Process of dropping or withdrawing from a class. It is a student's responsibility to drop the class if desired.

**FOUNDATION** - Related to and allied with the College, the Foundation is a non-profit corporation that coordinates academic scholarships, program development, facilities and equipment, library resources, and the Shafer Art Gallery.

**FRESHMAN** - Students are classified as freshmen until they complete less than 31 semester hours.

**GPA (GRADE POINT AVERAGE)** - The average of grades earned in a semester.

**HILLTOP SINGERS** - They sing, they dance, and they're choreographed. Contact Vern Fryberger.

**KIRKMAN CENTER** - Addition on the north end of the PE-Bldg. which houses courts, wellness area, and offices of Human Resources, Business, Admission, Activities and Records, Financial Aid & Housing.

**MURPHY'S LANDING** - Barton's reference and circulation desk in the library.

**PRIORITY REGISTRATION** - Meet with your advisor to pre-enroll in classes. No fee is required at this time.

**SMOKING/CHEWING TOBACCO** - Not Allowed in any College building!

**SOPHOMORE** - A student with 32 or more semester hours is classified as a sophomore.

**SPRING BREAK** - A one-week break during the spring semester when students study skiing, relaxing, and just plain goofing off.

**STUDENT AMBASSADOR** - A representative of a collegiate institution chosen by rigorous examination based upon personal and academic qualities who performs painstaking objectives at the will of higher authorities. In other words, they recruit, market and enhance the College.

**STUDENT SERVICES** - Questions about anything? Call (620) 792-9282.

**SWAMP** - Self-explanatory with a south wind.

**THE CIRCLE** - 3.5 times around the inner circle equals one mile. One time around the outer circle equals one mile.

**THE HILL** - Where the wind reaches 90 mph on a calm day. You will always have bad hair days on "The Hill".

**STUDENT SUPPORT SERVICES** - A program funded by the U.S. Department of education grant which provides academic, personal, and vocational support to students who qualify. If you are overwhelmed by college life and need assistance, contact this office at (620) 792-9240.

**VET (VETERAN'S SERVICES)** - Not something you drive or where you take your animal, but if you are a Veteran, contact Nicole Berger in the Learning Resources Center, L-134, for tuition assistance.

**WAITLIST** - Similar to waiting for a table at a restaurant. Take a number and we will call you when a seat in the class you want is vacant.

**WINDY HILL DISC GOLF COURSE** - Barton's 9 hole Disc Golf Course located on campus. The 1st Tee is located south of the Classroom Building. The course is open to the public, 24-7-365.

# RAVE GUARD APP

The Rave Guard App helps keep you safe on campus by giving you direct connections to campus safety, family, friends, and others you trust. You can feel safe anytime, knowing your Guardians are watching out for you.



## Set a Safety Timer

Set a Safety Timer whenever you are alone or in an unfamiliar place.



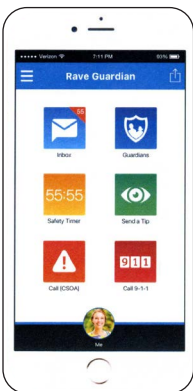
## Connect with Guardians

You can invite family, friends, and others you trust to be part of your safety network.



## Easier Emergency Communications

Call Safety officials for help and send text tips if you see something suspicious.



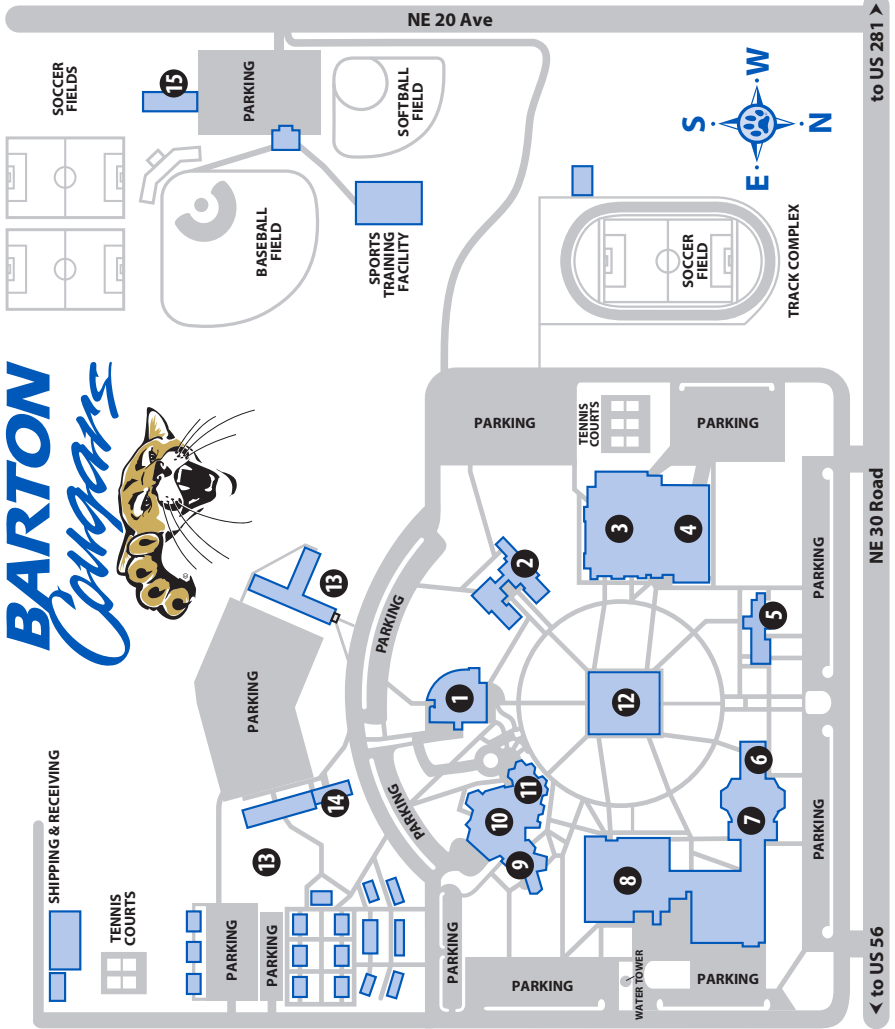
To download, search “**Rave Guardian**” in the App Store or Google Play Store.





# CAMPUS MAP

- 1** U-Building Union
- 2** C-Building Classroom
- 3** P-Building Physical Education
- 4** Kirkman Student Activity Center
- 5** A-Building Administration
- 6** Planetarium
- 7** S-Building Science & Math
- 8** T-Building Technical Education
- 9** F-30 Seminar Room
- 10** F-Building Fine Arts
- 11** Shafer Gallery
- 12** L-Building Learning Resources Center
- 13** Student Housing
- 14** Child Development Center
- 15** Midwest Utility Pipeline Training Center

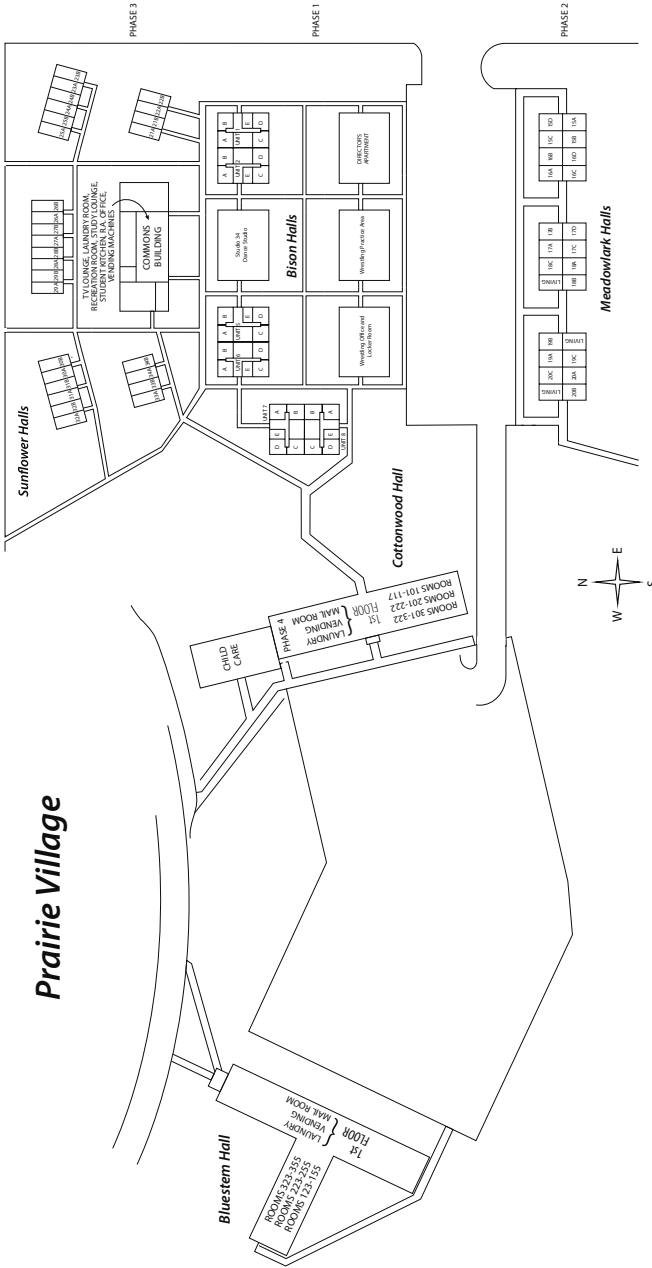


Switchboard: (620) 792-2701  
 Campus Safety: (620) 792-9217



245 NE 30 RD • Great Bend, KS 67530  
 bartonccc.edu • (800) 722-6842

# STUDENT HOUSING COMPLEX



Student Housing Complex  
**BARTON**  
 COMMUNITY COLLEGE  
 245 NE 30 RD • Great Bend, KS 67530

# INDEX

## A

Academic Activities .....	30
Academic Advising .....	30
AcademicAssessment/Placement/Re-testing.....	31
Academic Calendar .....	75-76
Academic Information .....	56-65
Academic Plan (Financial Aid) .....	14
Academic Warning & Dismissal .....	60
Accreditation .....	7
ACCUPLACER Testing .....	31
ACT/SAT Testing .....	31
Activities, Student .....	28
Adding/Dropping a Class .....	60
Administration (Barton County Campus) .....	3
Advising Syllabus .....	30
Advisor Change (Where to go) .....	67
Alpha Sigma Lambda .....	23
Ambulance (Phone Number) .....	3
American Choral Directors Assoc. ....	24
Animals in College Facilities/Vehicles .....	40
App (Rave Guardian) .....	69
Applying to Graduate .....	62
Aptitude & Special Interest Test (Where to go) .....	67
Articulation and Transfer Agreement .....	63
Audit Program (DegreeWorks) .....	30

## B

Band (Concert, Jazz, Pep) .....	28-29
Barton Campus Map .....	68
Barton Cubing Club .....	24
Barton Spark .....	24
Barton STEM .....	24
Barton Terminology .....	65-66
BARTonline Fee .....	12
Basic Fees & Tuition .....	12
Behavior (Unacceptable) .....	45-46
Book Buy Back .....	21
Bookstore .....	21
Borrowing Policy, Library .....	19
Breakfast (Meal Times) .....	21
Bystander Engagement .....	44

## C

Cafeteria Meal Times .....	21
Calendar, Academic .....	75-76
Calendars (2021-2022) .....	BACK COVER
Cancellation (Add/Drop Classes) .....	60
Cancellation, College (Inclement Weather) .....	41-43
Carpooling (Where to go) .....	67
Career Center .....	32
Catalog Requirements (Graduation) .....	62
Cell Phones, Food & Drink in Library .....	20
Change Advisor (Where to go) .....	67
Change Room in Housing (Where to go) .....	67
Check Cashing Policy (Bookstore) .....	21
Cheerleaders, Yell Leaders and Mascots .....	25

Child Development Center (Daycare) .....	33
Children in the Classroom .....	40
Christian Challenge .....	24
Circle (The) .....	68
Civil Rights Equity Resolution .....	55
CLEP & DANTES Testing .....	31
Closed Days (Library) .....	19
Closing, College (Inclement Weather) .....	41-43
Clubs & Organizations .....	23-28
Code of Conduct, Student .....	46-48
College Health Services .....	33
Collegiate Farm Bureau .....	23
Collegiate NAFME .....	26
Common Violations Chart .....	52-53
Community Student Organization .....	25
Computer Club .....	25
Computer & Internet Use in Library .....	20
Concert Band .....	29
Concert Choir .....	28
Constitution, Student Government .....	28
Contagious .....	26
Continental Breakfast (Meal Times) .....	21
Control, Traffic (Campus) .....	43
Copyright Policy (Library) .....	20
Core Priorities (Mission Statement) .....	7
Correction of Education Records .....	11
Costs, Housing .....	35
Counseling, Professional (College Health Services) .....	34
Counseling Center (Phone No.) .....	3
Counseling, Veterans' (Where to go) .....	67
Course Drop Dates .....	61
Credit Hour Fees .....	12
Credit, School (Military Service) .....	62
Crime Stoppers .....	37

## D

Dante Deo .....	26
DANTES & CLEP Testing .....	31
Daycare (Barton County Campus) .....	33
Degree Change .....	16
Degrees (Dual) .....	62
DegreeWorks .....	30
Deposit (Housing) .....	35
Dinner (Meal Times) .....	21
Directory (Campus) .....	3-5
Disability Services .....	31-32
Disbursement (Pell Grant) .....	17
Disciplinary Procedure (Student Misconduct) .....	49
Dismissal and Warning, Academic .....	60
Documentation (Immunizations) .....	34
Dolce (Women's Vocal Ensemble) .....	29
Dropping/Adding a Class .....	60
Dropping Out of College .....	64
Dual Degree (Graduation) .....	62

# INDEX

## E

Education Records .....	8-12
EduKan Fee .....	12
Eligibility (Intramurals) .....	30
Eligibility (Student Support Services) .....	57
Emergency Phone Numbers .....	3
Emergency Operations Plan .....	37
Employment, Student .....	21
ENDS (Mission Statement) .....	7
EOC (Educational Opportunity Center) .....	58
Exams (Make-up) .....	31

## F

Family Crisis Center (Phone No.) .....	3, 34
FAQs (DegreeWorks) .....	30
FAQs (Financial Aid) .....	14-18
Farm Bureau (Collegiate) .....	23
Federal Pell Grant Calculations .....	17
Fees (Tuition) .....	12
Financial Aid .....	14-18
Fire (Phone No.) .....	3
First Generation Student Eligibility .....	57

## G

Gambling .....	40
General Tuition & Fees .....	12
Golf (Disc Golf) Course .....	68
GPA (How to Figure) .....	63
Grading System .....	61
Graduation .....	62
Grant, Pell (Financial Aid) .....	17-18
Great Bend Community Profile .....	66
Guns (Weapons Policy) .....	40

## H

HALO (Hispanic American Leadership) .....	27
Handicapped Parking .....	44
Headphone Use in Library .....	20
Health Services (College) .....	33
High School Students (Upward Bound) .....	57
Hilltop Singers (The) .....	29
HistoricalStatement(BartonCommunityCollege).....	7
Honor Society (Alpha Sigma Lambda) .....	23
Honors .....	63
Hospitals .....	3
Hotline (Suicide Prevention) .....	34
Housing Complex Map .....	71
Housing Costs .....	35

## I

Immunizations (Student Health Services) .....	34
Inclement Weather Notification .....	41-43
Incomplete Classwork .....	14
Information (Disclosure Limitations) .....	11
Inspection Procedure (Education Records) .....	8
Integrity (Academic) .....	59

Intent to Graduate .....	62
Interlibrary Loan .....	19
International Students (Fees) .....	12
Internet & Computer Use in Library .....	20
Internships/Job Shadow .....	32
Intramurals .....	30

## J-K

Jazz Band .....	29
Job Search Assistance .....	32
Job Shadow/Internships .....	32
Jobs (Student Employment) .....	21
Kappa Beta Chi Chapter .....	23

## L

Library .....	18-20
Lots, Parking (Campus Traffic Control) .....	41-42
Lunch (Meal Times) .....	21

## M

Maps .....	70-71
Meal Plan (19) .....	35
Meal Times (Cafeteria) .....	21
Media (Social) .....	38
Meningitis Vaccine .....	34
Men's Vocal Ensemble (DaCapo) .....	29
Military Training (Credit for) .....	62
Mission Statement (Barton Community College).....	7
Mission Statement (Intramurals) .....	30
Murphy's Landing .....	19

## N

National Assoc for Music Education (NAfME) .....	29
Non-Discrimination Notice .....	BACK COVER
Non-Repeatable Courses .....	64
Non-Resident Housing Visitation .....	35
Numbers, Emergency .....	3
Nurse (College Health Services) .....	33
Nursing Club .....	27
Nursing Entrance Exam (TEAS) .....	31

# INDEX

## O

Office of Student Services .....	23
Office Directory .....	3-5
On-Campus Housing .....	35-36
Orchestra .....	29
Organizations & Clubs .....	23-28
Out-of-State Cost .....	12

## P

Parking .....	44-45
Payment of Fines (issued by Campus Safety) .....	44
Payment Plans & Housing Costs .....	35
Pell Grant .....	17
Pep Band .....	30
Personal Information (Disclosure of) .....	9
Phi Theta Kappa .....	27
Phones (Cell), Food & Drink in Library .....	20
Placement Testing (Academic) .....	31
Poison Control Center (Phone No.) .....	3
Police (Phone No.) .....	3
President's List .....	63
Prevention of Crimes .....	36
Probation (Financial Aid) .....	14-16
Problem Resolution Policy .....	53-55
Proctoring Services (for exams) .....	31
Professional Counseling (College Health Services) ...	34
Profile, Great Bend Community .....	66

## Q-R

Rave Guardian App .....	36, 69
Records, Education .....	8-12
Refund Dates (Financial Aid) .....	18
Refund (Tuition and Fees) .....	12
Release of Student Information .....	7
Requesting Education Records .....	11
Requirements, Catalog (Graduation) .....	62
Resident Hall Information .....	35-36
Return Policy, Bookstore .....	21
Room Change, Housing (Where to go) .....	67

## S

SAT/ACT Testing .....	30-31
Sanctions (Common Violations) Chart .....	52-53
Satisfactory Academic Progress (SAP) .....	13
School Closing (Inclement Weather) .....	41-43
School Credit (for Military Training) .....	62
Service Animals in College Facilities/Vehicles .....	40
Sheriff (Phone No.) .....	3
Singers, The Hilltop .....	29
Social Media Use in Classroom .....	40
Spark (Barton) .....	24
STEM .....	24
Stoppers, Crime .....	37
Student Ambassadors .....	28
Student Code of Conduct .....	46-48
Student Employment Pay Periods .....	21

Student Government Association .....	28
Student Information (Release of) .....	7
Student (International) Fees .....	12
Student Loans (Federal) .....	17
Student Rights Due Process (Disciplinary Action) .....	49
Student Support Services (TRIO) .....	57
Suicide Prevention Hotline .....	34
Suspension, Financial Aid .....	14-17

## T

TB Information .....	34
TEAS (Nursing Entrance Exam) .....	31
Television Information Channel (TIC) .....	66
Terminology (Barton) .....	67-68
Testing .....	30-31
Theatre (Barton) .....	28
Title IX .....	55
Traffic Enforcement Policy .....	43
Traffic Fines (Payment) .....	44
Transcripts .....	64
Transfer and Articulation Agreement .....	63
Transfer Students .....	62
TRIO Programs .....	57
Tuition & Fees (General) .....	12

## U-V

Unacceptable Behavior .....	47-48
Unofficial Transcripts .....	64
Upward Bound .....	57
Veterans' Counseling Services (Where to go) .....	67
Violations (Conduct) .....	52-53
Vision Statement (Barton) .....	7
Visitation Hours (Housing) .....	35

## W

Waitlist .....	68
Warning (Financial Aid) .....	14
Weapons .....	40
Weather, Inclement (College Closing) .....	41-43
Weekend (Meal Times) .....	21
Welcome from the President .....	3
Where To Go On Campus To Find .....	67
Windy Hill Disc Golf Course .....	68
Withdrawal from College .....	64
Women's Vocal Ensemble (Dolce) .....	29

## X-Y-Z

XF Grade .....	61
Year Calendars (2021-2022) .....	BACK COVER

# ACADEMIC CALENDAR

## FALL 2021

### August

- 1 - Barton Term Begins
- 18 - Barton Classes Begin - Full term and 1st 8-week session
- 22 - BARTonline Fall Session 1 (8 weeks) Last Day to Add
- 22 - BARTonline Fall Session 2 (16 weeks) Last Day to Add
- 23 - BARTonline Fall Session 1 (8 weeks) Classes Begin
- 23 - BARTonline Fall Session 2 (16 weeks) Classes Begin
- 25 - Barton Registration Ends
- 27 - Barton Last Day for Refund - Full term and 1st 8-week session
- 29 - BARTonline Fall Session 1 (8 weeks) Past Due Payments Deadline
- 29 - BARTonline Fall Session 1 (8 weeks) Activity/Attendance Deadline
- 29 - BARTonline Fall Session 1 (8 weeks) Last Day to Drop with 100% Refund
- 29 - BARTonline Fall Session 2 (16 weeks) Past Due Payments Deadline
- 29 - BARTonline Fall Session 2 (16 weeks) Activity/Attendance Deadline
- 29 - BARTonline Fall Session 2 (16 weeks) Last Day to Drop with 100% Refund
- 30 - BARTonline Fall Session 1 (8 weeks) Accounts with Past Due Payment Drops
- 30 - BARTonline Fall Session 2 (16 weeks) Accounts with Past Due Payment Drops

### September

- 1 - Barton Priority Deadline to Apply for Fall 2021 Graduation
- 5 - BARTonline Fall Session 3 (6 weeks) Last Day to Add
- 6 - Barton Labor Day (Campus Closed)
- 6 - BARTonline Fall Session 3 (6 weeks) Classes Begin
- 12 - BARTonline Fall Session 3 (6 weeks) Past Due Payments Deadline
- 12 - BARTonline Fall Session 3 (6 weeks) Activity/Attendance Deadline
- 12 - BARTonline Fall Session 3 (6 weeks) Last Day to Drop with 100% Refund
- 13 - BARTonline Fall Session 3 (6 weeks) Accounts with Past Due Payment Drops
- 22 - Barton Last Day to Drop Courses Recorded as W on transcript - 1st 8-week session

### October

- 4 - BARTonline Fall Session 1 (8 weeks) Last Day to Drop with a Grade of W
- 4 - BARTonline Fall Session 3 (6 weeks) Last Day to Drop with a Grade of W
- 8 - Barton Last Day - 1st 8-week session
- 11 - Barton Classes Begin - 2nd 8-week session
- 15 - Barton Last Day for Refund - 2nd 8-week session
- 17 - BARTonline Fall Session 1 (8 weeks) Ends
- 17 - BARTonline Fall Session 3 (6 weeks) Ends
- 17 - BARTonline Fall Session 4 (8 weeks) Last Day to Add
- 18 - BARTonline Fall Session 4 (8 weeks) Classes Begin
- 24 - BARTonline Fall Session 4 (8 weeks) Past Due Payments Deadline
- 24 - BARTonline Fall Session 4 (8 weeks) Activity/Attendance Deadline
- 24 - BARTonline Fall Session 4 (8 weeks) Last Day to Drop with 100% Refund
- 25 - BARTonline Fall Session 4 (8 weeks) Accounts with Past Due Payment Drops
- 26 - Barton Spring 2022 Registration Begins (Current Students)
- 27 - Barton Spring 2022 Registration Begins (New Students)
- 31 - BARTonline Fall Session 5 (6 weeks) Last Day to Add

### November

- 1 - BARTonline Fall Session 5 (6 weeks) Classes Begin
- 7 - BARTonline Fall Session 5 (6 weeks) Last Day to Drop with 100% Refund
- 7 - BARTonline Fall Session 5 (6 weeks) Past Due Payments Deadline
- 7 - BARTonline Fall Session 5 (6 weeks) Activity/Attendance Deadline
- 8 - Barton Last Day to Drop Courses Recorded as W on transcript - Full term session
- 8 - BARTonline Fall Session 5 (6 weeks) Accounts with Past Due Payment Drops
- 17 - Barton Last Day to Drop Courses Recorded as W on transcript - 2nd 8-week session
- 22 - Barton Thanksgiving Break (No Classes, Campus Open, Faculty Work Day)
- 23 - Barton Thanksgiving Break (No Classes, Campus Open)
- 24-26 - Barton Thanksgiving Break (Campus Closed)
- 29 - Barton Summer 2022 Registration Begins
- 29 - BARTonline Fall Session 2 (16 weeks) Last Day to Drop with a Grade of W
- 29 - BARTonline Fall Session 4 (8 weeks) Last Day to Drop with a Grade of W
- 29 - BARTonline Fall Session 5 (6 weeks) Last Day to Drop with a Grade of W

### December

- 6 - Barton First Day of Finals
- 12 - BARTonline Fall Session 2 (16 weeks) Ends
- 12 - BARTonline Fall Session 4 (8 weeks) Ends
- 12 - BARTonline Fall Session 5 (6 weeks) Ends
- 12 - BARTonline Fall Intersession (4 weeks) Last Day to Add
- 9 - Barton Last Day of Finals
- 9 - Barton Last Day - Full term and 2nd 8-week sessions
- 13 - BARTonline Fall Intersession (4 weeks) Classes Begin
- 19 - BARTonline Fall Intersession (4 weeks) Past Due Payments Deadline
- 19 - BARTonline Fall Intersession (4 weeks) Activity/Attendance Deadline
- 19 - BARTonline Fall Intersession (4 weeks) Last Day to Drop with 100% Refund
- 20 - Barton Christmas/New Year Break Begins (Campus Closed)
- 20 - BARTonline Fall Intersession (4 weeks) Accounts with Past Due Payment Drops
- 30 - BARTonline Fall Intersession (4 weeks) Last Day to Drop with a Grade of W
- 31 - Barton Term Ends
- 31 - Barton Christmas/New Year Break Ends
- 31 - BARTonline Winter Intersession (4 weeks) End

## SPRING 2022

### January

- 1 - Barton Term Begins
- 3 - Barton Offices Open
- 9 - BARTonline Fall Intersession (4 weeks) Ends
- 11 - Barton Classes Begin - Full term and 1st 8-week session
- 17 - Barton Martin Luther King Jr. Day (Campus Closed)
- 18 - Barton Registration Ends
- 21 - Barton Last Day for Refund - Full term and 1st 8-week session

### February

- 1 - Barton Priority Deadline to Apply for Spring 2022 Graduation
- 16 - Barton Last Day to Drop Courses Recorded as W on transcript - 1st 8-week session

### March

- 4 - Barton Last Day - 1st 8-week session
- 7 - Barton Classes Begin - 2nd 8-week session
- 11 - Barton Last Day for Refund - 2nd 8-week session
- 14-16 - Barton Spring Break (No Classes, Campus Open)
- 17-18 - Barton Spring Break (Campus Closed)
- 31 - Barton Last Day to Drop Courses Recorded as W on transcript - Full term session

### April

- 5 - Barton Advisement Day (Barton Campus Day Classes Cancelled; Night Classes Held)
- 5 - Barton Summer and Fall 2022 Registration Begins (Current Students)
- 6 - Barton Summer and Fall 2022 Registration Begins (New Students)
- 15 - Barton Good Friday (Campus Closed)
- 18 - Barton Easter Monday (Campus Closed)
- 19 - Barton Last Day to Drop Courses Recorded as W on transcript - 2nd 8-week session

### May

- 9 - Barton First Day of Finals
- 12 - Barton Last Day of Finals
- 12 - Barton Last Day - Full term and 2nd 8-week sessions
- 13 - Barton Commencement
- 26 - Barton Summer 2022 Registration Ends
- 30 - Barton Memorial Day (Campus Closed)
- 31 - Barton Term Ends

# ACADEMIC CALENDAR

## SUMMER 2022

### June

- 1 - Barton Priority Deadline to Apply for Summer 2022 Graduation
- 1 - Barton Term Begins
- 1 - Barton Classes Begin - Full term and 1st 4-week session
- 6 - Barton Last Day for Enrollment - Full term and 1st 4-week session
- 6 - Barton Last Day for Refund - Full term and 1st 4-week session
- 21 - Barton Last Day to Drop Courses Recorded as W on transcript - 1st 4-week session
- 28 - Barton Last Day - 1st 4-week session
- 29 - Barton Classes Begin - 2nd 4-week session

### July

- 4 - Barton Independence Day (Campus Closed)
- 5 - Barton Last Day for Late Enrollment - 2nd 4-week session
- 5 - Barton Last Day for Refund - 2nd 4-week session
- 7 - Barton Last Day to Drop Courses Recorded as W on transcript - Full term session
- 19 - Barton Last Day to Drop Courses Recorded as W on transcript - 2nd 4-week session
- 27 - Barton Last Day - Full term and 2nd 4-week sessions
- 31 - Barton Term Ends

## FALL 2022

### August

- 1 - Barton Term Begins
- 17 - Barton Classes Begin - Full term and 1st 8-week session
- 24 - Barton Registration Ends
- 26 - Barton Last Day for Refund - Full term and 1st 8-week session

### September

- 1 - Barton Priority Deadline to Apply for Fall 2022 Graduation
- 5 - Barton Labor Day (Campus Closed)
- 23 - Barton Last Day to Drop Courses Recorded as W on transcript - 1st 8-week session

### October

- 7 - Barton Last Day - 1st 8-week session
- 10 - Barton Classes Begin - 2nd 8-week session
- 14 - Barton Last Day for Refund - 2nd 8-week session
- 25 - Barton Spring 2023 Registration Begins (Current Students)
- 26 - Barton Spring 2023 Registration Begins (New Students)

### November

- 17 - Barton Last Day to Drop Courses Recorded as W on transcript - Full term session
- 17 - Barton Last Day to Drop Courses Recorded as W on transcript - 2nd 8-week session
- 21 - Barton Thanksgiving Break (No Classes, Campus Open, Faculty Work Day)
- 22 - Barton Thanksgiving Break (No Classes, Campus Open)
- 23-25 - Barton Thanksgiving Break (Campus Closed)
- 28 - Barton Summer 2023 Registration Begins

### December

- 5 - Barton First Day of Finals
- 8 - Barton Last Day of Finals
- 8 - Barton Last Day - Full term and 2nd 8-week session
- 19 - Barton Christmas/New Year Break Begins (Campus Closed)
- 30 - Barton Christmas/New Year Break Ends
- 31 - Barton Term Ends





# 2021

	S	M	T	W	T	F	S
JANUARY						1	2
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FEBRUARY		1	2	3	4	5	6
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APRIL						1	2
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# 2022

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MAY		1	2	3	4	5	6
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	28	29	30	31			
JUNE						1	2
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	24	25	26	27	28	29	30
	26	27	28	29	30		

# BARTON

## COMMUNITY COLLEGE

245 NE 30 RD • Great Bend, KS 67530



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