



HLC Accreditation Evidence

- 2021-2022 Natural Gas Student Handbook

URL:

Office of Origin:

- Vice President of Instruction

Contact(s):

- Dean of Workforce Training and Community Education
 - Executive Director of Workforce Training and Economic Development



***Natural Gas Program
Student Handbook
2021-2022***

naturalgas.bartonccc.edu

Contact Information

Barton Community College

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Natural Gas Instructor

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Note: This Natural Gas Program Student Handbook is not intended to supersede Barton Policies & Procedures nor the official Barton Student Handbook. Please refer to <http://bartonccc.edu/studentservices> for latest version of the handbook.

Academic Advising

Barton's advisement system is a student centered system designed to increase student success and retention by encouraging on going contact between students, advisors, and the Barton student support structure.

Academic Advisors can answer questions about:

- Coursework at Barton (online or face to face).
- Prerequisites for courses.
- Certificates and/or degrees offered at Barton.
- Selecting a major course of study.
- Graduation requirements.

Advisor contact information:

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Students are advised to consult with their instructors and/or their advisor about matters associated with the Natural Gas program. If students are dissatisfied with the outcome of their discussion with instructors, they should follow-up with the Executive Director of Workforce Training & Economic Development. In cases where students remain dissatisfied, they may contact the Dean of Workforce Training & Community Education.

Academic Integrity

Basic violations of academic integrity shall include, but are not limited to, the following activities:

- Consultation of textbooks, library materials, or notes in examination where such materials are not to be used during the test
- Use of "crib sheets" or other hidden notes in such an examination
- Looking at another student's test paper to copy strategies or answers or allowing another to do so
- Possessing a confederate supply of questions or answers for any assignment or examination
- Deliberate falsification of any graded activity
- Collaboration with others except where such collaboration is permitted or encouraged
- Submission of previously-graded work for a new assignment (without instructor's consent)
- Use (either in part or whole) of documents obtained from internet sources designed to encourage dishonesty and which are not the immediate result of the student's own academic effort

- Continuing work on an examination or assignment after the allocated time has elapsed
- Plagiarism (in any form) defined as taking of another person's intellectual work and using it as one's own.

Related Academic Sanctions

As the primary arbiters of academic integrity, individual faculty members may elect to address episodes of academic misconduct on a "case by case" basis. Specific sanctions include, but are not limited to, the following:

- Verbal Warning/No grade-related action
- O/F on the assignment/quiz/examination (with the possibility of makeup)
- O/F on the assignment/quiz/examination (with no possibility of makeup)
- O/F in the course with or without prohibition of future enrollment in classes taught by that instructor
- Designation of "XF" grade with or without prohibition of future enrollment in classes taught by that instructor
- Recommendation for administrative academic sanction(s).

Please refer to the Academic Policy at:

<http://docs.bartonccc.edu/procedures/2502-academicintegrity.pdf>
for further information.

Attendance Policy

Block Scheduling

The Natural Gas program courses, with the exception of some required general education courses and a few NG courses, are scheduled in a block format. This means that courses meet Monday – Friday from 8:00 am – 5:00 pm. This is an accelerated format that mirrors an employment work schedule. Classes that are traditionally offered over the course of an academic semester may be completed in as little as one week.

Class attendance

Regular attendance in class is a responsibility assumed by each student at the time of registration. Students needing to miss class should contact the instructor prior to the absence. Coursework missed for a school related activity, illness, personal emergency, or death of a family member may be made up by arrangement with the instructor within one week of the student's return to class.

Due to the accelerated format of the courses included in the Natural Gas program, **one class day missed in a three credit hour course is the equivalent to 20% of the total instruction** included in the class or in

other words, 3½ weeks of a traditional college class. It is vitally important you are in class every day.

Ramifications of unexcused absence:

- For each collective eight hours of unexcused absence, the final grade may be lowered one letter grade after all makeup requirements are met.
- If you miss two class sessions within one week, you may be dropped from the course and possibly from the program.

COVID-19 Update

- Masks are recommended to be worn if social distancing cannot be maintained.
- If you are not feeling well, please stay home and contact your instructor as soon as possible. Arrangements can be made for you to either make up the material or receive an incomplete in order for you to complete the coursework next semester.

Communication

Barton Portal

The Barton portal is a central location to sign-in and access Barton campus e-companion, manage your Cougar E-mail, and view your PAWS account.

Portal URL: <https://bartonccc.edu/mybarton>

- You will **NOW** use your **student email** as your username.
- First time login to the **NEW** portal password is your birthdate.
- Your Password will be your six- digit date of birth with the format (mmddyy). For example, if your date of birth is January 12, 1985, you will enter 011285 as your temporary PIN/Password.
 - e.g. Jane Smith
 - jane.smith@cougar.bartonccc.edu
 - 011285
 - After logging in for the first time, please locate the **Security Card** and set up security questions and set a new password different from your birthdate.

Cougar E-mail

Through this e-mail account, students receive important and time sensitive information about financial aid, advisement, enrollment, billing and communication from instructors. Check your email weekly.

Cougar Text Messaging and Alert System

The Rave Alert system allows subscribers to receive alerts concerning campus emergencies and closings through email or text messaging.

Please read the linked instructions before proceeding to the registration page.

If you would like to begin receiving communications and notifications, please sign up at <https://www.getrave.com/login/bcc> to create an account.

College Health Services

Barton Community College employs a registered nurse full-time from August through May.

Clinic hours are:

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

Basic services are free to all students and employees of the College. All expenses incurred through medical, dental and eye referrals are the responsibility of the student, parent or guardian.

Services available include:

- First aid and emergency care.
- Routine health checks.
- Assistance with medical, dental and eye referrals
- Immunization updates through arrangement including meningitis and influenza vaccines
- Allergy injections with approval of prescribing physician and college nurse
- Medical information source

The Nurse may be reached:

In person: Union, Room 206

By phone: 620.792.9233 (office) or 620.786.0392 (cell)

email: studenthealth@bartonccc.edu

Medical Insurance

Information on medical insurance policies provided through private agencies is available at the Student Health Office. The College does not have an insurance plan, nor does the institution endorse any particular insurance

plan.

Counseling

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.

Visit the Counseling website:

<http://bartonccc.edu/supportservices/counseling> to find links for mental health and addiction information and screening services, as well as self-help websites for test anxiety, study skills, stress and anxiety issues, adjustment to roommates and college life, and relationships.

Disability Services

Services are available to all students 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, visit the campus office located at to the north end of the Learning Resource Center, or call the Barton disability number, 620-786-1102.

Student Behavior Policy

Disruptive or rude behavior, including verbal threats, hazing and sexual harassment is not tolerated. Violators will be dismissed from class at the discretion of the instructor or supervisor in charge. Depending on the severity of the violation, further disciplinary action may include permanent expulsion from the Natural Gas program and/or Barton Community College. Behavior considered to be criminal in nature, or thought to be an endangerment to others will be reported to the proper authorities. Please refer to the Barton Student Handbook, 2611 – Student Code of Conduct for further information.

Individual instructors will set other guidelines to be followed, however the following standards are to be followed in class at all times.

1. No hoodies will be pulled up in class.
2. No sleeveless shirts in class.
3. No offensive writing on clothing.
4. Instructors will make adjustments as needed.

Textbooks

Textbooks and online course materials are program requirements that each student must have when the course begins. Students are responsible for the whereabouts and care of their books, as well as their personal usernames and passwords.

Tobacco Use on Campus

In accordance with KSA Bill No. 21-4010, smoking is prohibited in all College buildings. A Barton policy states that no tobacco products (including all forms of smokeless tobacco and e-cigarettes), are allowed in any College building. Please refer to the Barton Student Handbook, Tobacco Use for further information.

Tutoring

Peer and professional tutoring is provided free of charge from 7:30 a.m. to 4:30 p.m. daily. Evening, Sunday, and summer tutoring sessions are posted at the beginning of each semester.

Natural Gas Scholarships



Natural Gas Transmission & Distribution AAS Students

Sponsor: International School of Hydrocarbon Measurement (ISHM).

- Must be enrolled full time.
- Must have a GPA of 2.75 or higher.
- Must have financial need.
- Must major in the Natural Gas Transmission & Distribution AAS Program.

Barton Foundation Scholarships

Endowed and Restricted Scholarships— due to the generosity of Barton Community College Foundation donors the Foundation is able to offer academic scholarships to students that meet the funding criteria of the individual giving the financial support. The money for the Foundation scholarships are privately funded which makes it possible to offer traditional or non-traditional students financial assistance. These scholarships are separate from the scholarship award the traditional students may receive from the Admissions office based on academic achievement, and a different application must be completed.

Certificate/Degree Plans

Natural Gas Transmission & Distribution Certificate

Foundation Studies - General Education Course Requirements			
Written Communications			
	BUSI	1800 Business Communication	3
Mathematics/Natural Science			
	MATH	1806 Technical Math	3
Major Requirements			

	NATG	1100 DC Circuit Fundamentals	3
	NATG	1105 AC Circuit Fundamentals	4
	NATG	1110 Foundations of Natural Gas	3
	NATG	1125 Electrical Devices & Controls I	3
	NATG	1135 Basic Corrosion-Field Technician	3
	NATG	1150 Introduction to Programmable Logic Controllers	3
	NATG	1170 Gas Measurement and Controls	4
	NATG	1190 Natural Gas Transmission	3
	NATG	1200 Natural Gas Distribution	3
TOTAL for Certificate			35

Natural Gas Transmission & Distribution AAS

Foundation Studies - General Education Course Requirements			
Written Communications			
	BUSI	1800 Business Communications	3
Oral Communications			
	COMM	1200 Interpersonal Communication	3
	<i>or</i>	1230 Public Speaking	
Mathematics/Natural Science			
	MATH	1806 Technical Math	3
	CHEM	1802 Fund. of Gen. Chemistry	5
Computer Literacy			
	BSTC	1036 Computer Concepts	3
Physical Education (2 credits) or Health (3 credits)			
	NATG	1195 First Aid and Safety for Natural Gas	3
Major Requirements			
	NATG	1100 DC Circuit Fundamentals	3
	NATG	1105 AC Circuit Fundamentals	3
	NATG	1110 Foundations of Natural Gas	3
	NATG	1125 Electrical Devices & Controls I	3
	NATG	1135 Basic Corrosion-Field Technician	3
	NATG	1150 Introduction to Programmable Logic Controllers	3
	NATG	1170 Gas Measurement and Controls	4
	NATG	1190 Natural Gas Transmission	3
	NATG	1200 Natural Gas Distribution	3
Major Electives			
	NATG	1130 Electrical Devices & Controls II	3
	NATG	1180 Basic Corrosion (NACE)	1
	NATG	1155 Advanced Programmable Logic Controllers	4
	NATG	1165 Natural Gas Internship	1-4

Other Electives		
	Optional – Used to fill credit hour requirements	
TOTAL for Degree		64

NATG Internship

NATG 1165 - Natural Gas Technician Internship is a 1–4 credit hour course. The credit hour offering will vary according to the specific number of hours completed during the internship following the Kansas Board of Regents guidelines of one credit hour per 45 hours of internship. For example, to receive a full four credits the student must complete and document 180 hours of natural gas related work. Internships may be paid or unpaid, at the discretion of the employer. Barton does not provide internship placement services.

Internships are designed to provide students with practical work experience and on the job training within his or her chosen career field. Natural Gas Technician interns will work with professionals in the field, learn the type of dedication necessary and observe working operations of the natural gas industry. Approval of the internship will be based on the student's ability to address the course competencies and outcomes outlined in the NATG 1165 syllabus. It is the student's responsibility to speak with the potential supervisor about the possibility of an internship and the ability to meet the educational outcomes below:

See your Program Coordinator for the Natural Gas Internship packet.