

**BARTON**  
*Cougars*



***Family Guide***



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# Welcome Barton Family & Friends



*You and your family are entering an exciting time. It's time to help your students plan for their future and make some important choices.*

*For students choosing college, Barton Community College is the first step along the path to success. Barton is an excellent choice for any student who wants to be challenged academically and be prepared for today's highly competitive workplace. It's a perfect place for students to spread their wings and get involved in campus activities.*

*Barton is also ideal for students who desire personal assistance and support in their academic programs. The personal interaction with our faculty makes Barton a wonderful learning environment for your student.*

*For family members, we realize having a student start college is a tremendous time of change and growth. We recognize there may still be questions left unanswered and many concerns still not discussed. Our hope is to change that!*

*The information provided throughout this handbook is meant as a resource guide. You will be able to find many of your answers in these pages. You will also find some helpful hints on how to handle situations that may arise. We believe that knowledge is power. With the knowledge obtained in this book, you will be able to assist the success of your Barton Student.*

## **NOTE:**

This publication is for reference only and not considered a binding student document. All information gathered for this publication has been gathered thru various sources, including but not limited to, the Barton website ([www.bartonccc.edu](http://www.bartonccc.edu)), the '14-15 Barton Student Handbook, and other Barton publications. Information is also used and republished with permission from the Pittsburg State University "Family Guide" ([www.pittstate.edu](http://www.pittstate.edu)).

## **Notice of Non-discrimination**

To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-123, Great Bend, Kansas 67530, (620) 792-2701. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.

## MEET THE ADMISSIONS TEAM



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*Keep up to date with the latest news and events*



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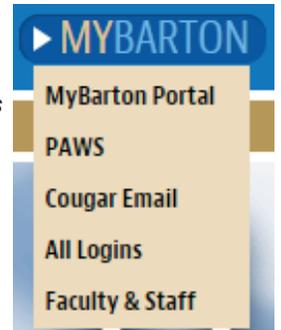
# Student Services

## Available Online

We'd like to welcome you to Barton and are glad you have chosen us to pursue your educational and/or career goals. One of the many advantages we offer our students is the use of technology. At Barton you will be able to access all of your student records online and have the communication tools to keep informed and in contact with Barton. The following is a brief description and directions on how to take advantage of these student services. Of course if you ever have any questions or challenges, we are simply a phone call away!

Enjoy and welcome to Barton!

To access your Barton Student Services online,  
go to: [www.bartonccc.edu](http://www.bartonccc.edu) and click on the "MyBarton" logo



Within your student online services, you can:  
**Access your MyBarton Portal**

## MYBARTON PORTAL

**User Name:** Your firstname.lastname

**PIN:** 1st time users will use date of birth (mmddyy)

**Notes:**

- Some users will have additional characters in the username if multiple users have the same username. Your username can be located within the "Personal Information" section of your PAWS Account.
- If you would like to forward your Barton e-mail to your current personal e-mail address, you may change your settings at any time. Simply log into your Barton e-mail, select "Settings" in the upper right corner, then select "Forwarding..." to enter your e-mail address you would like future e-mails to be forwarded on to.

Within **MyBarton Portal** you will be able to:

- Check your grades
- Check your degree progress
- Enroll online for most classes
- Pay your bill
- Make payment arrangements
- Print your Class Schedule
- View your current Financial Aid
- View your Financial Account
- View your Unofficial Transcript
- Authorization form for student records
- Much much more!

## Need Assistance?

[AskBarton@bartonccc.edu](mailto:AskBarton@bartonccc.edu)

or

800-722-6842



## COUGAR TEXT "Be in the Know"

Sign up for Cougar text messaging and get school closings, student activities, and other notifications directly to your cell phone!



## STUDENT PRIVACY RIGHTS

### (Family Education Rights and Privacy Act – FERPA)

***Barton Community College complies with all federally mandated laws concerning the Family Education Rights and Privacy Act (FERPA) – which protects the confidentiality of student information.***

**Each student of Barton is notified** that the College from time to time publishes several bulletins, lists, brochures, catalogs, directories, yearbooks, annuals, guidebooks, news releases, sports information, honor rolls, etc., that contain information that specifically identifies students and information about them.

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

In compliance with FERPA, Barton considers the following as "Directory Information" and thereby subject to disclosure without consent, unless the student notifies the Student Privacy Officer (Registrar), in writing, of his/her wish to withhold release of said information.

- Name
- Address(es)
- Telephone number(s)
- Email Address(es)
- Date and Place of Birth
- Major Field of Study
- Class Status
- Dates of Attendance
- Enrollment Status
- Degrees and Awards Received
- Most Recent Educational Institution Attended by the Student
- Participation in officially recognized activities and sports
- Weight and Height (if participating in varsity sports)

### **Release of Student Information Policy**

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.

### **What does FERPA mean to a family member?**

FERPA protects a student's academic records from being disclosed to a third party – EVEN YOU! Nothing personal but Barton is required by law to protect our students.

With certain exceptions as outlined in the "Directory Information" section, student's records cannot be released to you or anyone else without the student's written consent.

If you want access to your student's records, it is a decision that you and your student need to discuss before the beginning of the semester and/or before any problems arise.

## Student Consent to Release Educational Records

Students have the right to release educational and financial record to a third party by filling out an “Authorize Release Information” form. This form is located in the student’s **MyBarton online account** and can be found by clicking on the “Student Services” tab. Students logging in to their MyBarton account with his/her Barton username and password will serve as their electronic signature or the form may be picked up in the Kirkman Visitor Center. The information will be sent to the Office of Enrollment Services and entered into the college’s computer system (Banner).

### Directions for a student wishing to grant release of educational records to a 3<sup>rd</sup> Party:

- 1) Log in to MyBarton using your Barton username (Barton Student ID) and password
- 2) Click on the “Student Services” tab
- 3) Click on “Authorize Release of Information”
- 4) Read information and then click on “Click here to Proceed with authorizations”
- 5) Select “Create Authorized Individuals” (You can also view and update authorized 3<sup>rd</sup> Party information from this screen)
- 6) Follow the steps as illustrated below:

The screenshot shows the 'Create Authorized Individuals' form in the MyBarton system. At the top, there are navigation tabs for 'Personal Information', 'Alumni and Friends', 'Student', 'Employee', and 'Finance'. Below the tabs is a search bar and links for 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Create Authorized Individuals'. A statement reads: 'I give Barton County Community College authorization to release the records I select below to:'. Below this are input fields for 'Enter First Name:', 'Enter Middle Name:', and 'Enter Last Name:'. There is a dropdown menu for 'Select Relationship:' with 'Parent/Stepparent' selected. Three sections of authorization are listed: '1. Release of financial information including billing and financial aid' with radio buttons for 'Yes' and 'No'; '2. Release of grades' with radio buttons for 'Yes' and 'No'; and '3. Release of discipline records' with radio buttons for 'Yes' and 'No'. A disclaimer states: 'By placing my initials, first and last name only, I understand I am authorizing release of the information checked above. I understand this authorization will remain in effect until such time that I make changes.' At the bottom, there is a field for 'Enter your initials as TM' and an 'I Authorize' button.

Whoa...you are not done yet...Just a few more steps to finish. Once you have authorized an individual to have access to your records, it is YOUR responsibility to let the 3<sup>rd</sup> Party know of his/her access.

- 1) Make note of the User ID and Pin number. \*This is how they will log into MyBarton to access records
- 2) Contact your 3<sup>rd</sup> Party and give them this log-in information

### 3<sup>rd</sup> Party Access to Student Records

Once a student has granted you access to his/her student records, you can access by going to:

<http://www.bartonccc.edu>

- 1) Click on the “MYBARTON” Logo



- 2) Access your account by clicking MyBarton Portal

- 3) Log in using your User ID and Pin number (This information is provided to you by your student)
- 4) Once logged in, you will have any authorized access to items such as billing information, financial aid, grades, and tax credit information.

## **DIFFERENCES BETWEEN HIGH SCHOOL AND COLLEGE**

### **HIGH SCHOOL**

- **Teacher/Student Contact:**  
Teacher/Student contact is closer and more frequent (5 days per week). Very little responsibility is placed on the student to attend class.
  - *Students attend class because they are already at school*
- **Competition and Grades:**  
Academic establish a personal status in academic and social activities based on family and community factors.
- **Status:**  
Students establish a personal status in academic and social activities based on family and community factors.
- **Counseling and Dependence:**  
Students can rely on parents, teachers and counselors to help make decisions and give advice. Students must abide by parents' boundaries and restrictions.
- **Motivation:**  
Students get stimulation to achieve or participate from parents, teachers, and counselors.
- **Freedom:**  
Students' freedom is limited. Parents will often help students out of crisis, if one occurs.
- **Value Judgment:**  
Students often make value judgments based on parental values. Many of their judgments are made for them.

### **COLLEGE**

- **Teacher/Student Contact:**  
Faculty members are available during their office hours or by appointment to address concerns. Students are responsible for meeting with their professors.
  - *Students must choose to attend class*
- **Competition and Grades:**  
Academic competition is much stronger, minimum effort may produce poor grades. The student's perception that he/she is giving maximum effort may not result in a top grade.
- **Status:**  
Students can build their status as they wish; high school status can be repeated or changed.
- **Counseling and Dependence:**  
Students rely on themselves; they see the results of making their own decisions. It is their responsibility to seek advice as needed. Students set their own restrictions.
- **Motivation:**  
Students supply their own motivation to their work and activities.
- **Freedom:**  
Students have much more freedom. Students must accept responsibility for their own actions.
- **Value Judgment:**  
Students have the opportunity to develop their own opinions and values. To be successful, students must be willing to learn about and respect differences.
- **Distractions:**  
The opportunity for more distractions exists. Time management and setting priorities become more important.

## **THE FRESHMAN YEAR**

Your student's first year is going to be one of many ups and downs. Being aware of what your student may be going through will better enable you to help ease them into their college transition.

### **PHASE**

#### **1 *Early summer anticipation***

This is when high school seniors graduate and begin to look toward the future. They have feelings of sadness, accomplishment, and anticipation.

#### **2 *Midsummer anxiety***

Now they begin to realize that they will soon be less connected to home, family, friends, and the security that each offers.

#### **3 *Late summer panic***

The student is plunged into the collegiate environment complete with college-bureaucracy, classrooms, homework, a foreign social world, and possibly a new roommate.

#### **4 *The honeymoon***

A couple of new friends and no text for at least three weeks. Let's go have some fun! For some, they may use this as an opportunity to join a handful of organizations and be just as involved as they were in high school.

#### **5 *The reality check***

Where did all of this work come from? What do you mean I have to read the textbook? This paper has to be how long and it's due when? And where did all the time go? Homesickness may appear during this phase. (TIP: This would be a great time to send a care package!)

#### **6 *The grass is always greener...***

They are sure that transferring somewhere else will solve their problems. No doubt they would be doing better at another university or college.

#### **7 *You can't go home again***

This starts the first time they come home to visit. They are hit with the harsh realization that life for the rest of the family goes on without them. (TIP: Outline the new expectations you have for your student at home.)

#### **8 *Primitive coping behavior***

Well into the first semester, they finally learned to use the library and hold reasonably intelligent conversations. They are excited about the things they have learned.

#### **9 *Realization***

This phase usually precedes finals. They realize the great amount of work ahead and know that the future depends largely on their ability to balance academic activities with social activities.

#### **10 *Putting it together***

## **SOME THINGS TO LEARN BEFORE COMING TO BARTON**

### **Financial Limitations:**

- Be clear about what you can contribute toward expenses in advance.
- Talk to your student about what their financial responsibilities should be, whether it is working a part-time job, applying for financial aid or taking out a student loan.
- Be sure to remind them that every family is different and therefore their friends may have different financial obligations and responsibilities.
- Parents' homeowner's insurance usually covers the personal belongings of a full-time student while living in a college residence hall. Check with your insurance company for how much insurance, if any, you have.

### **Managing Money**

Depending on your financial plan, your student may need to learn to:

- Budget money
- Write a check
- Balance a checkbook
- Use a credit card responsibly
- Pay bills
- Use an ATM

### **Knowing the Basics**

Students should know how to:

- Do laundry
- Clean
- Cook

### **Sharing a Room**

Having a new roommate can be a big adjustment that requires new social skills. Contacting the new roommate over the summer can be a great way to ease into the transition (Facebook, E-mail, Text). It also allows for them to discuss class schedules, study habits, and a great opportunity to discuss who can bring what. That way your student won't end up with two microwaves and two televisions.

### **Managing Time**

Talking to your student about time management may help with the transition from high school to college. Scheduling time for studying, outside interests, and family obligations can help reduce stress and improve academic success. Encourage your student to use a planner. Write down and important dates your family may have such as holidays and birthdays for your student. This also helps your student stay connected to what is going on back home.

## **TEN TIPS FOR PARENTING A COUGAR**

### **Rule #1: Don't ask them if they're homesick**

The power of suggestion can be dangerous. The idea of being homesick usually doesn't occur until someone suggests it. The first few days/weeks of college are activity-packed and friend-jammed and the challenge of meeting new people and adjusting to new situations takes a majority of a freshman's time and concentration. So, unless a well-meaning parent reminds them of it, they'll probably be able to escape the loneliness and frustrations of homesickness. And, even if they don't tell you during those first few weeks, they really do miss you.

### **Rule #2: Write (even if they don't write back)**

Although freshmen are typically eager to experience all the away-from-home independence they can in those first weeks, most are still anxious for family ties and the security those ties bring. This surge of independence may be misinterpreted by sensitive parents as rejection, but most freshmen (although 99% won't ever admit it) would give anything for some news of home and family; however, mundane it may seem to you.

There's nothing more depressing than a week of an empty mailbox. (Warning: don't expect a reply to every letter you write. The "you write one, they write one" sequence isn't always followed by college students; so get set for some unanswered correspondence.) Many Barton students and their parents keep in contact by using e-mail. E-mail access is free service to all Barton students.

### **Rule #3: Ask????? (but not too many)**

College freshmen are "cool" (or so they think) and have a tendency to resent interference with their new lifestyle, but most still desire the security of knowing that someone is still interested in them. Parental curiosity can be obnoxious and alienating or relief giving, depending on the attitude of the person involved. "I have a right to know" tinged questions with ulterior motives or nagging should be avoided. Honest inquiries, however, and other "between friends" communication and discussion will do much to further the parent-freshman relationship.

### **Rule # 4: Don't worry (too much) about distressed phone calls or letters**

Parenting can be a thankless job, especially during the college years. It's a lot of give and only a little take. Often when troubles become too much for a freshman to handle (a flunked test, end of relationship and a shrunken pair of jeans all in one day), the only place to turn is home. Be patient with those "nothing is going right I hate this place" phone calls, letters or e-mails. You're providing a real service as an advice dispenser, sympathetic ear or punching bag. Granted, it's a service that makes you feel lousy, but it works wonders for a frustrated student.

### **Rule # 5: Visit (but not too often)**

Visits by parents (especially when accompanied by shopping sprees and/or dinner out) are another part of the first-year events that freshmen are reluctant to admit liking, but they appreciate them greatly. Pretended disdain of those visits is just another part of the first-year syndrome. These visits give the student a chance to introduce some of the important people in both their now important worlds (home and school) to each other. Additionally, it's a way for parents to become familiar with (and, hopefully, more understand of) their student's new activities, commitments, and friends. Spur of the moment "surprises" are usually not appreciated. (Preemption of planned weekend of studying or other activities can have disastrous results.)

## **Rule #6: Don't tell your student that "these are the best years of their lives."**

The freshman year can be full of indecisions, insecurities, disappointments and mistakes. It's also full of discovery, inspiration and fun. It takes a while for some students to accept that being unhappy, afraid, confused, disliked and making mistakes are all part of the show, all part of this new reality and of growing up.

Parents who believe that all college students get good grades, know what they want to major in, always have activity-packed weekends with thousands of close friends and lead carefree lives, are wrong. So are the parents that think college-educated means mistake-proof. Parents that insist upon the "best years" stereotype are working against their student's already difficult self-development. Those who accept and understand the highs and lows of their student's reality are providing the support and encouragement where it is needed most.

## **Rule #7: Take time to discuss finances**

Most college students are still financially dependent on their parents to some degree. Sit down and discuss your family's financial situation with your son or daughter. Students need to know how much money will be available to them and how much of the financial responsibility is theirs.

## **Rule #8: Prepare for their return**

When the school year ends and your student returns home for break, sit down and discuss the rules of living at home. Parents need to respect the individuality their students have worked hard to achieve and students need to know there are rules and courtesies to be observed.

## **Rule #9: Trust them**

Finding one's self is difficult enough without feeling that the people whose opinions you respect most are second-guessing you. One of the most important things you can do as a parent is to let your child know that you trust his/her judgment.

## **Rule #10: Expect change**

Your student will change (either drastically within the first months, slowly over the college years or somewhere in between). It's natural, inevitable and it can be inspiring and beautiful. Often it's a pain in the neck.

College, and experiences associated with it, can affect changes in social, vocational and personal behavior. An up-to-now wallflower may become a fraternity sweetheart; a pre-med student may discover stronger love for drama and literature; or a high school radical may become a college preppy. You can't stop change. You may not even understand it, but it is within your power to accept it.

Remember that your freshman will remain basically the same person you sent away to school, aside from the interest and personality changes. Don't expect too much too soon. Maturation is not an instantaneous or overnight process, and you might well discover your freshman returning home with some of the habits and hang-ups, however unsophisticated, you that he or she had "grown out of."

Be patient!

# CARE PACKAGE IDEAS

Sending care packages to your student is one of the nice things you can do. Receiving a package in the mail not only will make your student the envy of the residence hall, but it will also let them know you care. There are many times when a small gift can brighten up a bad day, a bad grade or a bad situation.

## Anything Edible

Cookies, granola bars, chocolate, crackers, macaroni & cheese, candy, dried fruit and nuts, soup, cereal, microwave popcorn ramen.

## School Supplies

Pens, pencils, binders, erasers, index cards, Post-it notes, paper, rulers, highlighters.

## Toiletries

Soap, shampoo, towels, toothpaste, Q-tips, toothbrushes, deodorant, laundry detergent, dryer sheets, stain remover, Febreze.

## Anything Family

Pictures, letters, cards, drawings from younger siblings, newspaper clippings or a subscription to the local paper.

## Anything Fun

Board games, computer games, decks of cards, crossword puzzles, yo-yo's, crayons and coloring books.

## Special Occasions

Gift certificates for local restaurants, money, CD's, DVD's, posters, flowers, birthday cakes from local bakery.

ADDITIONAL INFORMATION
_____
_____
_____
_____
_____
_____
_____

## **TOP TEN GIFTS TO GIVE YOUR COLLEGE STUDENT**

- 10 A family portrait for their residence hall room to remind them that you are still there and that, even when they're busy and far away, they're an important part of the family.
- 9 A large laundry bag (so they will have something to carry their dirty clothes in when they bring them home for mom to wash).
- 8 Care packages (cookies, school supplies, etc.).
- 7 A card once a week to let them know how things are at home.
- 6 Cleaning supplies (with a manual on how to use them).
- 5 An unlimited cell phone or calling plan so you can keep in touch.
- 4 A list of important family events and obligations already filled in, as well as a phone book with family and friends' phone numbers already listed.
- 3 Money.
- 2 If your student is not contacting you, send them an email checklist:

Dear \_\_\_\_\_,

Your (Mom/Dad) and I just wanted to know how things are going.

Please check all that apply:

- Everything is great
- Everything is awful
- I got an A on my test
- I got an F on my test
- I enjoy living with my roommate
- My roommate and I are fighting
- The food is great
- The food is terrible
- I'm making new friends
- I miss you
- Everything is cool
- Times are tough
- I need money
- Leave me alone

- 1 Your love and support

## **ESPECIALLY FOR FAMILIES OF COMMUTER STUDENTS**

### **THE FAMILY TRANSITION**

If your student has decided to live at home and drive to school each day, they are considered a commuter student. And you will soon find that when that happens, your entire family will go through transition. Many of the rules and responsibilities that worked so well during the high school years will change to accommodate your students need to balance academic, work and family demands. Your role as a parent will also likely change, from one of a provider and caretaker, to more of a friend and advisor.

Here are some things to keep in mind about changes in your student that might also affect the family:

- Your student might experience uncertainty and discomfort with change. Be patient as they come to terms with their own limitations and discover new abilities.
- He or she will be learning to make decisions on their own. Be available to advise, but let them make their own choices.
- Avoid doing things for your student he or she can do for themselves.
- Expect ups and downs as your student adjusts to the demands of change and anxiety and excitement that accompany it.
- College students often change their appearance, career choice, language and habits. They may even explore new religions and cultures. This is likely exploration rather than outright rejection of your family's values. Try to be patient; your student is also likely to return (eventually) to the values and culture they are familiar with.

### **COMMUTER versus RESIDENT STUDENTS**

There are a number of ways commuter students differ from resident students:

- They are more likely to work than students who live on campus.
- They may experience more difficulty finding a balance in work, education, family and educational demands.
- Their time on campus is more limited and they may have difficulty establishing relationships with instructors and taking advantage of academic support services.
- They are more diverse than resident students in terms of age, experience and culture.
- They experience more challenges in finding ways to pay for college.
- They are less involved socially on campus.
- Commuter students have difficulty figuring out what to do with large blocks of time between classes and finding a place to keep books and personal belongings while they are on campus.

## GETTING INVOLVED ON CAMPUS

By far the biggest challenge your student will face as a commuter is involvement on campus, both academically and socially. Involved students are more likely to make new friends, be more satisfied with the college experience and succeed academically. Future employers often look to a student's campus involvement as an indicator of their success in working within a team and leadership skills. Because your student is likely to spend less time on campus than a resident student, he or she may miss important co-curricular opportunities and will need to expend more effort to become involved on campus.

Your student may also lack motivation or interest in making new friends because ties to old friends are still strong and/or they are maintaining friendships with students who have gone away to school. Their campus involvement might also be limited because they are carpooling with another person.

Barton Community College offers over 20 different student organizations and clubs to enhance the college experience. There are academic organizations, religious groups, service clubs and things that are just for fun, like intramural sports.

Your student might also experience more difficulty getting to know their instructors and getting help with academic challenges. Encourage your student to **plan time** in his or her schedule for things like tutoring services and academic advising. These and other student services on campus can be essential to student success.

## HOW TO HELP YOUR STUDENT SUCCEED

We've pointed out a number of changes and challenges that your student—and your family—will face during college. There are lots of ways you can show your support and encourage your student to help ensure he or she will succeed.

- Discuss your expectations **before** the school year begins. (How will grades be reported? How much time will be spent with family? What rules will you expect the students to follow? What rules will no longer apply?)
- Keep a calendar with family, work and school events marked. Try to be flexible when there are conflicts.
- Trust your student to make good decisions, even if you disagree with the choices they make.
- Applaud your student's successes.
- Offer non-judgmental encouragement and sympathy when things go wrong.
- Be open to new ideas.
- Treat your student as an adult. Work out problems and conflicts together.
- Be patient with your student's new-found independence. Give them the "space" they need to learn from their mistakes and learn to trust themselves.
- Plan to attend important events on campus with your student, Such as Homecoming, Sporting Events, etc. Commuter student families are not as likely to participate in these events, but it will show your student that you want to understand and participate in their new experiences.
- Invite your student's college friends to your home.
- Arrange a quiet area and/or quiet time for the student to study and work on projects.
- Ask how they are doing at school, but try to avoid giving unsolicited advice.

## **STUDENT CLUBS & ORGANIZATIONS**

Barton's activity program supplements the instructional program by providing experiences that will add to your enjoyment of life and stimulate personal growth and social development. Student interest organizations, clubs and activities have been created to provide these opportunities and experiences. 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.

### **Alpha Sigma Lambda (ASL), Kappa Beta Chi Chapter Non-Traditional National Honor Society**

Alpha Sigma Lambda is the premier national honor society for nontraditional adult students. ASL recognizes the special achievements of adults who accomplish academic excellence while facing competing interest of home and work. Barton Community College has its own chapter, Kappa Beta Chi, which serves both main campus and Ft. Riley campus students. To qualify for membership, the student must have completed 24 graded credits, including a minimum of 12 academic hours towards the general education concentration for an associate's degree. Those selected must have a minimum grade point average of 3.5 on a 4.0 scale, or its equivalent.

*Sponsor: Deanna Heier, Technical Building, T-127, 786-1118 [heierd@bartonccc.edu](mailto:heierd@bartonccc.edu)*

### **Barton Collegiate Farm Bureau**

Barton 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, Technical Building, T-190, 792-9207 [martinv@bartonccc.edu](mailto:martinv@bartonccc.edu)*

### **Barton Multicultural Society**

Barton Community College Multicultural Society is a student organization that is open to all students interested in fostering multiculturalism throughout the college and college community through leadership and social activities.

*Sponsors: Abby Howe, Classroom Building, C-106, 792-9300 [howea@bartonccc.edu](mailto:howea@bartonccc.edu)*

*Carol Murphy, Classroom Building, C-123, 786-9170 [murphyc@bartonccc.edu](mailto:murphyc@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, Technical Building, T-126, 792-9203 [boegerk@bartonccc.edu](mailto:boegerk@bartonccc.edu)*

### **Campus Christian Fellowship**

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, called BASIC, meets in the Housing Commons T.V. room every Thursday night at 9 PM and is open to all. Prayer, Bible study and sharing dominate the weekly large group meeting. The group also organizes small-group Bible studies that meet through the week, participates in a fall retreat in September, Spring Break mission trips and a variety of other campus activities. Come and get involved!

*Sponsors: Brian Howe, Classroom Building, C-116, 792-9254 [howeb@bartonccc.edu](mailto:howeb@bartonccc.edu)*

*Abby Howe, Classroom Building, C-106, 792-9300 [howea@bartonccc.edu](mailto:howea@bartonccc.edu)*

### **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, P-116, 786-1139 [schnoebelena@bartonccc.edu](mailto:schnoebelena@bartonccc.edu)*

### **Community Student Organization (CSO)**

Any student with a Workforce Training & Community Education Major at Barton is eligible for membership. 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 WTCE Majors, to aid in any campus activity relating to club work, to foster the best interest of Barton and the interest of CSO members and encourage others to come to Barton.

*Sponsor: Kathy Boeger, Technical Building, T-126, 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: Christi Gale, Technical Building, T-79, 786-1183 [galec@bartonccc.edu](mailto:galec@bartonccc.edu)*

## **Contagious**

Live Like Jesus Today Ministries host a weekly ministry time called "CONTAGIOUS" and meets every Sunday evening at 6:30 p.m., in the Housing Commons T.V. room. 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 our lives! We minister through testimonies, Bible studies, movies, trips together, service projects and mission trip opportunities! Our goal is to help students understand God's love 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) & Cliffann Birney 620-397-3325 or 620-564-2158, web page: [www.livelikejesustoday.com](http://www.livelikejesustoday.com)  
Sarah Bretches Classroom Building, C-122, 792-9218 [bretchess@bartonccc.edu](mailto:bretchess@bartonccc.edu)*

## **Cougar Dance Team**

The Cougar Danz Force are a nationally recognized precision dance team that performs at basketball games, community events, and nationally recognized professional functions. The group is open to students who are selected by audition.

*Sponsor: Amanda Schnoebelen, PE Building, P-116, 786-1139 [schnoebelena@bartonccc.edu](mailto:schnoebelena@bartonccc.edu)*

## **Dante Deo**

Dante Deo—Latin for "By the Gift of God" is a brand new Catholic college ministry at Barton that focuses on spiritual development and fellowship. Each week, Dante Deo will host either a speaker that focuses on relevant issues such as relationships, confidence, humility, and vocations or the group will host a social event. The group meets every Tuesday night in the TV room of the Commons at 8:00 p.m. (Open to students of all faiths).

*Sponsors: Mercedes Helms – (c) 620.282.0327, [mhelms@gbpeace.kscoxmail.com](mailto:mhelms@gbpeace.kscoxmail.com) and  
Regan Ochs – (c) 785.673.6347, [rochs@abbb.com](mailto:rochs@abbb.com)*

## **Gay Straight Alliance Club (GSA)**

The Gay Straight Alliance Club is open to all Barton students. The purpose is to provide education to the campus and greater surrounding community about Lesbian/Gay/Bisexual/Transgender issues, to provide support to LGBT students in a safe environment and to plan social events for LGBT and straight allies.

*Sponsor: Erin Renard, Fine Arts Building, F-138, 786-1187 [renarde@bartonccc.edu](mailto:renarde@bartonccc.edu)*

## **Hispanic American Leadership Organization (HALO)**

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

*Sponsor: Baudilio Hernandez, Learning Resources Center, L-110, 786-1174 [hernandezb@bartonccc.edu](mailto:hernandezb@bartonccc.edu)*

## **Journalism Crew (J Crew)**

The Journalism Crew of is for students interested in the study of journalism including print, radio or broadcast. J Crew seeks to unite journalists of talent, truth and energy in good fellowship; to foster the best interest of journalism at Barton; and to interest others in the journalism program. No Journalism experience needed.

*Sponsor: Peter Solie, Student Union, U-124, 792-9239 [soliep@bartonccc.edu](mailto:soliep@bartonccc.edu)*

## **Lambda Alpha Epsilon**

The Sigma Phi Omega Chapter was established at Barton in 1969 for students and practitioners. S.P.O. provides fellowship among students studying criminal justice through a variety of social and professional events. Students may also receive training in crime scene investigation, firearms, and a variety of other criminal justice related functions to compete against other college chapters both in-state and regionally.

*Sponsor: Will Rains, Technical Building, T-101, 792-9244 [rainsw@bartonccc.edu](mailto:rainsw@bartonccc.edu)*

### **Latter-day Saint Student Association (LDSSA)**

Students who are members of the Church of Jesus Christ of Latter-day Saints and others interested in learning more about the gospel of Jesus Christ meet weekly to discuss doctrines and study scriptures that build faith in Christ and strengthen moral values. Club meetings are open to all and the curious are encouraged to attend. The club meets Wednesdays at 7:00 p.m. in room U-124 (lower level of the student union).

*Sponsor: Peter Solie, Student Union, U-124, 792-9239 [soliep@bartonccc.edu](mailto:soliep@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: Steven Lueth, Fine Arts Building, F-8, 792-9296 [lueths@bartonccc.edu](mailto:lueths@bartonccc.edu)*

### **Nursing Club**

The Nursing Club, an affiliate of 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. It is dedicated to the purpose of helping students achieve a better understanding of health-related issues and to develop qualities and skills that will assist in assuming leadership roles now and in the future.

*Sponsor: Jill Lawson, Technical Building, T-90, 792-9350 [lawsonji@bartonccc.edu](mailto:lawsonji@bartonccc.edu) and*

### **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 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 faculty to earn membership. 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.

*Sponsors: Stephannie Goerl, Classroom Building, C-119, 792-9261 [goerls@bartonccc.edu](mailto:goerls@bartonccc.edu) and Kathy Boeger, Technical Building, T-126, 792-9203 [boegerk@bartonccc.edu](mailto:boegerk@bartonccc.edu)*

### **St. Justa Pottery Guild**

The St. Justa Pottery Guild exists to serve students who are interested specifically in pottery and in general ceramics. Members promote the use of ceramics in context of everyday life. Opportunities to foster leadership and social skills will be presented to the members. Members support each other through the exchange of ideas related to creating and marketing works of art.

*Sponsor: Bill Forst, Fine Arts Building, F-137, 792-9387 [forstb@bartonccc.edu](mailto:forstb@bartonccc.edu)*

### **Student Ambassadors**

The Student Ambassadors serve as representatives of the college by conducting and scheduling 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, 792-9241 [coopert@bartonccc.edu](mailto:coopert@bartonccc.edu)*

### **Student Government Association (SGA)**

SGA is the representative governing body of the student population. It is composed of elected student officials. 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 SGA President or Office of Student Life at (620) 792-9271.

*Sponsor: Diane Engle, Student Union, U-126, 792-9271 [engled@bartonccc.edu](mailto:engled@bartonccc.edu)*

## STUDENT ACADEMIC ACTIVITIES

### **Barton Theatre**

The Barton Theatre department is open to all students and community members with a desire to participate in acting, directing, playwriting, musical theatre, and technical theatre. We perform a minimum of two mainstage shows per year and two student driven projects. Auditions are announced on our website, local newspapers and through our campus network. We also sponsor Theatre activities during the year such as trips to local college and professional theatre, talent shows, and end of year theatre awards. Our office is located in the Fine Arts Building.

*Sponsor: Erin Renard, Fine Arts Building, F-138, 786-1187 [renarde@bartonccc.edu](mailto:renarde@bartonccc.edu)*

### **Concert Choir**

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: Vern Fryberger, Fine Arts Building, F-02, 792-9395 [frybergerv@bartonccc.edu](mailto:frybergerv@bartonccc.edu)*

### **Concert Band**

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 throughout the year on campus and in the community. The band meets three times per week for one or two academic credits. Instrumental performance awards are available by audition.

*Instructor: Steven Lueth, Fine Arts Building, F-08, 792-9396, [lueths@bartonccc.edu](mailto:lueths@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: Vern Fryberger, Fine Arts Building, F-02, 792-9395 [frybergerv@bartonccc.edu](mailto:frybergerv@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: Vern Fryberger, Fine Arts Building, F-02, 792-9395 [frybergerv@bartonccc.edu](mailto:frybergerv@bartonccc.edu)*

### **The Hilltop Singers**

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: Vern Fryberger, Fine Arts Building, F-02, 792-9395 [frybergerv@bartonccc.edu](mailto:frybergerv@bartonccc.edu)*

### **The Interrobang**

The Interrobang is the student newspaper of Barton. Its function is to report the news of the College and issues of interest to the College population. The staff is made up of interested college students. Three hours of credit is granted.

*Sponsor: Peter Solie, Student Union, U-124, 792-9239 [soliep@bartonccc.edu](mailto:soliep@bartonccc.edu)*

### **Orchestra**

The 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.

*Sponsor: Steven Lueth, Fine Arts Building, F-08, 792-9295, [lueths@bartonccc.edu](mailto:lueths@bartonccc.edu)*

## **Pep Band**

A group of musicians chosen from the Concert Band to perform at home basketball games and other athletic events. This group is committed to promoting spirit and excitement for BCCC. Enrollment in Concert Band is necessary for membership. Pep Band members receive a performance award.

*Sponsor: Steven Lueth, Fine Arts Building, F-08, 792-9295, [lueths@bartonccc.edu](mailto:lueths@bartonccc.edu)*

## **Stage Band**

Jazz ensemble 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.

*Sponsor: Steven Lueth, Fine Arts Building, F-08, 792-9295, [lueths@bartonccc.edu](mailto:lueths@bartonccc.edu)*

## **INTRAMURALS**



### **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 is to provide an opportunity to all interested individuals to participate in some activities of their own choosing, in so far as facilities and equipment permit. Intramural activities are organized on a team and individual basis, thereby enabling all to participate. Interested students should contact Mark Rogers in the Student Housing Office located downstairs in the Student Union, 792-9285.

### **Eligibility**

All students enrolled at Barton 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.

### **Intramural Announcements**

Intramural contestants and managers will find important material in the Student Union.

## HEALTHY LIFESTYLE

Barton Community College is a community that prides itself on the safety and health of its students. However, that doesn't mean that you shouldn't talk to your student before they leave home about safety measures and precautions as well as some advice on a healthy lifestyle.

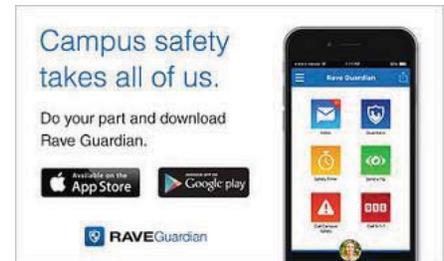
### Safety Measures

#### Barton Guardian

Barton Community College offers a **free** mobile app that turns your smartphone into a personal safety device.

We call this Barton Guardian.

By downloading the app on your mobile phone, you can invite friends and family to join your network as your Guardians. You can then request one or more of your Guardians to virtually walk with you on or off campus. It's like having an emergency blue light system and a trusted friend with you at all times.



The app also has a safety feature that directly connects you to Campus Safety (or 911 on/off-campus) in an emergency situation, as well as the ability to submit an anonymous tip to Campus Safety should you see something suspicious.

We encourage all students to enhance their personal safety and the safety of their friends by downloading the free app. Simply search "Rave Guardian" in the app store on your mobile device.

If you have any questions or run into any issues downloading the app, please contact Campus Safety.

#### Make sure your student knows to:

- Walk only where it's safe—and never walk alone at night
- Never go to or leave a party with people they don't know well
- Never drink and drive or ride with a driver who's been drinking or using other drugs
- Keep their room locked
- Keep their car locked
- Keep their bike properly chained to bike racks

#### How to protect a residence hall room:

- Keep doors and windows locked at all times
- Draw curtains at night
- Keep money and jewelry in a safe place
- Keep valuables out of sight
- Leave a light on when you leave
- Make a record of valuables and credit cards for insurance purposes
- Avoid leaving a message on your door or answering machine saying you're not in your room
- Report broken lights, locks, and doors, and windows ASAP
- Use the peephole before opening the door
- Don't hide a spare key in an obvious place
- Don't prop doors open (inside or outside)

### Safe Sex

Remind your student of your values about sexual behavior. Review the facts they need to stay safe and make wise decisions. Go over the risk of STDs (sexually transmitted diseases), including HIV (the virus that causes AIDS).

## ***Date Rape and Abuse***

Make sure your student understands the dangers. Talk about how to prevent situations that could put them at risk. Explain how drinking and other drugs, or being around others who do, can increase the risk of date rape and abuse.

## ***Nutrition and Fitness***

After entering college, most students find themselves eating on the run and not very healthy. It is also difficult to find the time and energy to exercise. Before your student leaves for school, talk to them about the importance of staying fit and eating healthy. Remind them that a proper diet and regular exercise can help. Encourage them to find out about available exercise programs and facilities, including intramural sports.

Also, students should have a physical exam before leaving. All immunizations should be up to date. Dental, eye, and ear exams are also recommended.

## ***ALCOHOL AND OTHER DRUGS***

When many freshmen enter into college, they may feel some pressure to start drinking in order to be “cool.” Discuss your own views about these substances. It is important to start discussing these issues before your student leaves for college.

### **Right now:**

Share realistically your own experiences with drinking, both negative and positive. Be clear in what you expect from them about such things as:

- Attending class
- Drinking and driving
- Financial responsibility
- Choices regarding drinking
- Study time vs. social time
- Staying in touch

### **Conversation starters:**

- How will you decide whether or not to drink in college?
- What will you do if you find yourself at a party with only alcohol to drink?
- What will you do if your roommate only wants to drink and party?
- What will you do if you find a student passed out in the bathroom?
- How will you handle it if you are asked to baby-sit someone who is very drunk?

### **Once they're in college:**

Since the first six weeks of college is a very high-risk time for first year students, you may want to write or e-mail more frequently and BE MORE SUPPORTIVE.

Ask questions such as:

- How are you doing?
- Do you like your classes?
- Have you gone to any parties yet? If so, what did you think?
- What kinds of activities are available? Have you joined any clubs or organizations?
- Are you enjoying campus life? Why?
- How are you getting along with your roommate?
- What can I do to help?

## Need additional help?

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.

If you are depressed and have had thoughts of suicide, or if you have a friend who has talked of suicide, please seek help immediately. Come, or bring the friend, to the campus counselor (792-9295) in the Southwest corner of the Library, to the local Center for Counseling (open 24-7 at 792-2544) or talk to someone you trust or to whom you feel connected. If you're not sure or want more information about depression, suicide, or other topics you want to know about but are hesitant to ask, check out: [www.Ulifeline.org](http://www.Ulifeline.org) which has drug information sites, a depression screening site, and links to local and national resources.

Another place to go to get questions answered on all sorts of topics of interest to college students is:

Go Ask Alice, at [www.goaskalice.columbia.edu](http://www.goaskalice.columbia.edu)

## College Health Services

Located: Upper level of Student Union, 792-9233

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

Office hours are:

*Monday, Tuesday and Thursday* 8 a.m. to 4 p.m.

*Wednesday* 8 a.m. to 5:30 p.m.

*Friday* 8 a.m. to 1 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.

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 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
- Assistance with family planning, STD and HIV counseling
- Medical information source

### Immunization Information:

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

- Proof of immunizations is not required but it is HIGHLY recommended that all college students review and update their immunizations.
- Informative guidelines on immunizations are available in the Student Health Office.
- Immunizations may be obtained through Student Health Services at the beginning of each semester. A minimal fee is charged and pre-registration is required. A list of fees may be obtained in the Student Health Office.

- Housing students and international students are asked to provide immunization information along with health assessment at enrollment.
- All international students are mandated to be seen in Student Health within 24 hours of arrival on campus. Mandatory TB screening will be completed, along with a health assessment including review of immunizations. The TB screening and updates of immunizations will be required to be completed prior to attendance of classes.
- On campus housing students will be required by Kansas Board of Regents to show documented proof of meningitis immunization or sign a waiver.
- As per KS Statute KSA 2009 Supp. 65-129, all students entering a classroom will be screened for tuberculosis. Those who evidence heightened risk will be required to provide the TB Risk Assessment Evaluation which must be completed by a health care professional. Students requiring a Tuberculosis Risk Assessment may inquire at Student Health for testing. Assistance with referrals will be provided as needed.

### **Medical Insurance**

Information on medical insurance policies provided through private agencies is available at the Student Health Office. The college does not have a plan or endorse any particular plan.

## **Success Begins With You!**

As a student, you have basic responsibility for your success: our responsibility is to assist you in meeting your educational goals. The message below will help you take responsibility for your own academic success.

### **Set Realistic Goals And Evaluate Them Periodically**

Ask, "Why am I here? What do I want to do? Where do I see myself in two years? What are my long-term and short-term goals?" Have a reasonable plan involving realistic goals and a realistic time frame.

### **Know Yourself**

What are my strengths and weaknesses? How can I use my strengths to increase my learning?

### **Know What It Takes To Be Successful**

Pro-active behaviors lead to success. Enhance your success by consistently following these guidelines!

- Attend class regularly.
- Complete all assignments by due date.
- Participate fully in class.
- Read the textbook.
- Take notes over lectures.
- Network with students in class.
- Schedule regular study time outside class.
- Participate in college life outside class.
- Request help when needed.
- Take responsibility and familiarize yourself with college policies and procedures.

### **Know Where To Find Help**

- Your instructor
- Your advisor
- Counseling Office
- A knowledgeable peer
- Class study groups
- The tutoring center
- Student Support Services



# STUDENT SERVICES

## ACADEMIC ADVISING

### Student Responsibilities

- Share information with advisors regarding interests, goals, educational, and career plans.
- Share personal information that has a bearing on academic careers. The numbers of hours spent at work, responsibilities to family, financial aid status, and any limitations are all necessary information for advisors.
- Be familiar with the College Catalog and the Student Handbook. These are vital sources of information.
- Make a note of advisor's advising hours and phone number. When students cannot meet during the designated hours, they are expected to schedule appointments and to call if they are unable to keep appointments.
- Keep a record of graduation requirements. Students should keep copies of ALL correspondence from the college, and from meetings with their advisors. It is ultimately the students' responsibility to fulfill the requirements for graduation.
- Be familiar with college deadlines, which can be found in the Student Handbook.
- Be willing to contact the appropriate student support services available on campus. The Student Handbook is an excellent resource.
- Be prepared for meetings with advisors, particularly when registering for next semester. Students should review what courses are still necessary for their programs and have an idea of what courses they would like to take as electives.
- Alert their advisors immediately if they begin to have difficulties that are affecting their class work or continued enrollment.
- Be an active participant in the advising sessions.

If students have questions about the advising process or are unclear about the advising services available at Barton, they should contact the Advisement Coordinator in the Advisement Center, located in the north end of the Learning Resources Center or call 792-9225.

### Advisor Responsibilities

Your academic advisor was selected for you from your academic area of interest as indicated on your admissions application. Your assigned academic advisor will provide a friendly, open environment that will foster self-exploration, self-awareness and self-evaluation thus enhancing a sense of personal identity, and they are accessible to all advisees and exhibit an open-door policy. Additionally, advisors assist students in exploring the possible short and long-range consequences of their choices and to facilitate student's recognition and acceptance of personal responsibility for what happens to their lives.

Advisors, with the assistance from their advisee, must focus not just on a semester-by-semester plan but a tentative college career plan that may encompass several years as well as what may or may not happen beyond college and training.

Your advisor can help you with many things. Here are a few:

- Career Options
- Enrollment
- Dropping/Adding a class
- Changing majors and/or advisors
- Graduation requirements
- Advice on courses, schools, and anything you want to talk about



## Testing & Placement

Located: North end of the Learning Resources Center, 792-9344

Students entering college for the first time without SAT, ACT, Accuplacer, ASSET or Compass test scores may be assessed for placement. Students needing assessment at the Barton County campus will assess with the Accuplacer or ASSET test. Students needing assessment at the Fort Riley or Fort Leavenworth campuses will assess with the Compass test. Students enrolling in a 100% online English, math or science course with BARTonline may complete an institutionally developed online placement test.

Students must have placement scores on file if they are pursuing a certificate or associate's degree or are enrolling in a general education class requiring specific assessment scores. Placement scores will be used to place students in the appropriate English, reading or math course.

Testing provides both the student and the advisor an effective tool to position the student for academic success. Through enrollment in proper courses, students are more likely to meet their academic goals.

### OTHER TESTING SERVICES

**Instructor Assigned Testing:** Student Services may conduct other assessments or testing as required by individual instructors or departments.

**Proctoring:** Individual instructors can arrange to have make-up tests proctored.

**The following nationally formed instruments can be administered:**

**ACT:** Entry-level test required by many colleges. Administered at BCC in October, December, April and June. Fees are paid directly to ACT. Students may register by going to [www.actstudent.org](http://www.actstudent.org)

**DANTES & CLEP:** Testing instruments provided by Barton Fort Riley Testing Center which allows the student to receive credit for informal learning by "testing out" of entry-level and upper-level courses. Military soldiers are able to take the test at no cost, fees apply to all other students. The CLEP test is also offered at the Barton County Campus.

**Tests Administered Through Other Testing Agencies**

Automotive Service Excellence Exam (ASE)



## Bookstore

Located: Upper level of Student Union, 792-9229

The Bookstore, located in the Student Union on the Barton County Campus, offers Barton apparel and memorabilia, snacks, sandwiches, muffins, and drinks in addition to all the books and supplies needed for classes on the Barton County Campus.

Regular hours: 7:30 a.m. to 6 p.m. Monday through Thursday and 7:30 a.m. to 5:30 p.m. Friday.

Summer hours: 7 a.m. to 5:30 p.m., Monday through Thursday.



## Career Center

Located: North end of the Learning Resources Center, 792-9349

### Career Planning

Choose a major and a career with the assistance of the Career Center Staff. Assessments of interests, abilities, and values, are available to guide students into a major and help them to make good career decisions. Further career exploration resources are available through the Career Center such as books, videos, job shadowing, and assistance with research on the Internet.

### Internships

An internship in a student's chosen career area can be arranged through the Career Center. Internships are work experiences that enhance learning and help to verify career choices or encourage exploring further options. Internships are often unpaid work and may be for college credit.

### Job Search Services

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

### Part Time Jobs

On- and off-campus employment listings are located on the Career Center web site. Off-campus opportunities are also listed in the Interrobang, the Barton student newspaper. If you have questions or to obtain additional information, stop by the Career Center or view the Career bulletin board located outside the Career Center.

### Transfer Information

College catalogs, brochures, and applications for admission and scholarships from public and private colleges in the state of Kansas are available to students, as well as transfer equivalency of Barton courses to other institutions. Information from colleges in other states may be obtained by request. Staff assistance is available for reviewing guides for two and four year institutions in the United States, as well as conducting internet searches for the right transfer option for students. Admissions representatives from four-year institutions also visit the Barton County campus each semester. Check with the Career Center for specific dates and times.

## **Child Development Center**

Located: Adjacent to Cottonwood Hall (in the Housing Complex), 786-1131 or 792-9360

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 Center provides care for as short a time as one hour and as long as eleven hours each day.

The Center is licensed by the State of Kansas to provide care for up to 66 children during each academic semester.

## **Counseling**

Located: North end of the Learning Resources Center, 792-9295

Professional counseling is available on the Barton County Campus to help students with personal issues or with 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. You may also visit our counseling website at [counseling.bartonccc.edu](http://counseling.bartonccc.edu).

Counseling is confidential and free for Barton students.

## **Computer Lab**

Located: Northwest corner of the Learning Resources Center

To familiarize and expose the general student population to the use of computers and software, the computer lab makes available PCs, printer, and scanners. Qualified personnel are available to assist with Internet access, word-processing, and other computer assignments.

## **Disability Services**

Located: North end of the Learning Resources Center, 786-1102

Disability Services provides and coordinates services to disabled students in order to accommodate their disabilities and promote equal educational opportunities. Accommodations are provided on an individualized as-needed basis. Prior to receiving accommodations, students are wholly responsible for identifying themselves as being disabled and for providing the proper documentation.

Students with disabilities seeking academic accommodations are encouraged to contact the Student Services office as soon as possible.

## **Library**

Located: South end of the Learning Resources Center, 792-9365

Barton's Library offers a variety of resources to students and area residents, including access to a collection of both print and nonprint materials including books and eBooks, journals and eJournals, and audio and video resources in several formats.

Research assistance available in person, by phone, or web chat.

Regular hours: 7:30 a.m. to 8 p.m. Monday through Friday, 2 p.m. to 8 p.m. on Sunday, closed Saturday.

Summer hours: 7 a.m. to 5:30 p.m. Monday through Thursday, closed Friday through Sunday.

\*Hours may fluctuate with academic activities and school holidays. Any changes will be posted.

## Security

Located: Technical Building, 792-9217

At Barton 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.

The Barton Security Department provides a 24-hour a day, seven days a week patrol function on campus, parking lots, and student housing.

## TRIO Programs

Located: North end of the Learning Resources Center, 792-9240

TRIO programs are funded through the United States Department of Education. These grants provide free services for eligible students to assist them in meeting their educational goals.

### Student Support Services

Student Support Services is one of four TRIO programs sponsored by Barton.

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

Services available to eligible students include: academic, career, vocational, transfer, and personal counseling, financial aid information and assistance, transfer visits, disability accommodations, college skills seminars and tutoring.

#### 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.

## Upward Bound Programs

The Upward Bound program is a Federal funded TRIO Program concentrating on building success by improving academic skills and involving high schools 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. Educational services are provided to participants at facilities in these communities.

A six-week residential program is conducted on the Barton campus during the summer.

Barton Community College has two Upward Bound programs serving our service area:

Barton County Upward Bound: Serves Ellinwood, Hoisington, and Great Bend.

Contact: 792-9219 or <http://bcub.bartonccc.edu>

Central Kansas Upward Bound: Serves Central Plains, Chase, Ellsworth, Lyons, and Wilson.

Contact: 786-1181 or <http://ckub.bartonccc.edu>

## Educational Opportunity Center

The Central Kansas Educational Opportunity Center (CKEOC) offers free services to provide eligible adults assistance with postsecondary education attainment. CKEOC has been developed to respond to the increasing educational needs of adults and offer support in identifying their educational, personal, and career goals. The CKEOC TRIO Program is 100% funded by the Department of Education with all services free to those who qualify.

### Services

Services include: career exploration, college and vocational school searches, financial aid and admissions assistance, placement in high school diploma or GED programs, campus visits, informational workshops, job networking, and mentoring.

### CKEOC Service Area

The CKEOC service area covers 32 counties and are served by five area Workforce Centers.

### Location

The main EOC office is located in the Great Bend KansasWorks Center and satellite offices are located in Junction City, Manhattan, Salina and Hays.

### Contact Information:

Great Bend: 793-8164 or toll free 877-684-8164  
Junction City: (785) 238-5200

## Tutoring

Located: North end of the Learning Resources Center, 786-1127

Peer and professional tutoring is provided free of charge

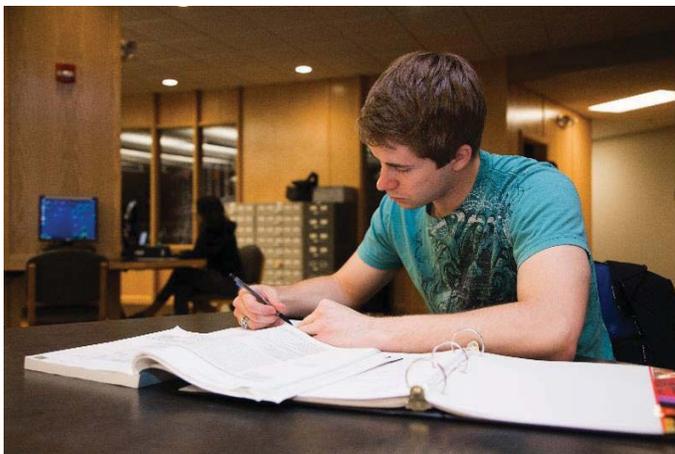
### Hours:

8 a.m. to 4:30 p.m., Monday-Friday  
Evening, Sunday and summer tutoring sessions will be posted at the beginning of each semester.

## Veteran Services

Located: Learning Resources Center, 792-9363

The College assists veterans and children of deceased or disabled veterans in securing educational benefits. Information may be obtained from the nearest Veterans Administration Office or contacting the Barton's Veterans Affairs representative.



# 2016 - 2017 Cost Information

## Legal Residence in Kansas - \$104 per credit hour

	Semester (16 credit hours)	Yearly (32 credit hours)
Tuition	\$1664	\$3328
Books (estimated)	\$415	\$830
<b>Total</b>	<b>\$2079</b>	<b>\$4158</b>

## Legal Residence outside Kansas (within the USA) - \$135 per credit hour

	Semester (16 credit hours)	Yearly (32 credit hours)
Tuition	\$2160	\$4320
Books (estimated)	\$415	\$830
<b>Total</b>	<b>\$2575</b>	<b>\$5150</b>

## International Residents - \$187 per credit hour

	Semester (16 credit hours)	Yearly (32 credit hours)
Tuition	\$2992	\$5984
Books (estimated)	\$415	\$830
<b>Total</b>	<b>\$3407</b>	<b>\$6814</b>

Additional Fee \$150 – One time administrative fee

## Housing Costs - Housing contract includes 19 meals per week plan

Summer 2016		Fall '16 and Spring '17 Semesters	Semester Cost	Annual Cost
Application Fee	\$120	<b>19 Meals per week</b>		
Cost	Start at \$347 per session with no meal plan	Twin Suite, Shared Bath	\$2,812	\$5,624
NOTES:		Single Suite, Shared Bath	\$3,283	\$6,566
<ul style="list-style-type: none"> <li>■ Application Fee is non-refundable.</li> <li>■ No meals are included with the summer housing price.</li> <li>■ Students who choose to pay the entire semester at the time the first payment is due will receive a 4% discount.</li> </ul>		Application Fee	\$120	Required to reserve space. Housing reserved on a first-come first-serve basis.
		Single Room Rate	Additional charge for single occupancy or deluxe suite upon availability.	

## Yearly Cost Estimates

\*Based on 16 credit hours per semester X 2 semesters

	Kansas Resident	Non-KS Resident (U.S Citizen)	International Resident
Tuition	\$3328	\$4320	\$5984
Books	\$830	\$830	\$830
Housing**	\$5624	\$5624	\$5624
<b>Total Cost (**Estimated)</b>	<b>\$9,782</b>	<b>\$10,774</b>	<b>\$12,438</b>

**Additional Notes:** Housing Students add \$120 Application Fee  
International Students add \$150 Administrative Fee

\*A scholarship of \$7 per credit hour applies to Barton County residents

\*\* Housing cost is based on the double occupancy room rate.

\*\*\* Cost is estimated based on basic charges and do not include other personal costs or costs associated with various classes nor cost of online courses.

## Online Costs

BARTonline: \$150

EduKan: \$150

For more information of an estimated cost of attendance, visit the Barton Financial Aid web site.

Prices are subject to change at the discretion of the Board of Trustees.



Non-discrimination Notice: Barton Community College is an equal opportunity provider and employer. Visit [equal.bartonccc.edu](http://equal.bartonccc.edu) for more information.

## HOW TO PAY FOR COLLEGE?

We hear it in the news almost every day about the cost of education continuing to rise. At Barton you will find the cost to be half of what it costs to attend a four-year school. A Barton education is affordable, with many options on helping you pay to make your dream a reality. Our Financial Aid Office is committed to help students explore options in making college affordable and manageable. Don't let the cost of college keep you from attending Barton or any other higher education opportunity. Let us help with any questions and concerns.

### Statistics:

**\$8,430,456:** Total amount of financial aid awarded to Barton students during the 2014-2015 school year

**\$1,612,659:** Total amount of Barton Scholarships awarded to students during the 2014-2015 school year

**100%** of students graduating from Barton county high schools received some type of financial aid in 2014-2015



**Need help?** Stop by the Financial Aid Office located in the Kirkman Building or call 792-9270

## SOURCES OF HELP

### Federal Financial Aid:

We highly encourage you to fill out the Free Application for Federal Student Aid (FAFSA). By filling this out you may be eligible for Federal pell grants, student loans, and/or parent loans.  
[www.fafsa.ed.gov](http://www.fafsa.ed.gov) - Barton's FAFSA code is 004608

### Activity and Departmental Scholarships

Activity and departmental scholarships are offered by instructors or staff from various Barton programs. Selection is made for special skills and/or performing abilities and the student is expected to complete specified obligations. The sponsor administering the award determines contract obligations and award amounts. Contact the respective area for more information.

*Areas offering Activity and departmental awards include:*

#### **Activity Scholarships:**

Admissions, Athletic Training, Band, Cheer, Dance, Drama, Forensics, Graphic Design, HALO, Journalism, Student Government, and Vocal Music.

#### **Departmental Scholarships:**

Agriculture, Art, Automotive, Business, Criminal Justice, Early Childhood, EMS, Medical Assistant, MLT, Music, and Networking.

### Academic Scholarships:

Barton has an academic scholarship deadline of **May 1** for the fall semester and **December 1** for the spring semester. Barton automatically awards students who apply based on academic achievements and is renewable.

## Athletic Scholarships

Scholarship offers and amounts are determined by individual coaches and athletic staff. In addition to athletic performance scholarships, other scholarships within the athletic department may be available. Contact the respective sport's head coach or the athletic department for additional information.

Barton Athletes compete in the following intercollegiate sports:

**Men** - Baseball, Basketball, Cross Country, Golf, Soccer, Tennis, Indoor/Outdoor Track and Wrestling

**Women** - Basketball, Cross Country, Golf, Soccer, Softball, Tennis, Indoor/Outdoor Track and Volleyball.

*\*Jayhawk Conference rules state that students receiving books and tuition scholarship must meet a 3.5 GPA criteria upon high school graduation and are eligible for only one academic scholarship in the amount of no more than \$500 semester or \$1000 per year.*

## Foundation Scholarships

Thanks to the generosity of many donors, the Barton Foundation Office offers scholarships based on a variety of criteria. Students interested in applying for Foundation Scholarships need to complete a "Foundation Scholarship Application." Applications can be obtained by visiting the Barton's Foundation, Admissions, or Financial Aid Offices; or visit [www.bartonccfoundation.org](http://www.bartonccfoundation.org)

## Payment Options

Payment plan is offered by NelNet. The plan allows you to make automatic monthly payments by credit card or from your checking or savings account. Plan requires a \$30.00 per semester non-refundable enrollment fee and completion of the online application. Information required includes the student's Barton ID number, name and address of the person responsible for making payments and account information for the responsible person. If you have additional questions or are unable to enroll in the payment plan, please contact the Business Office at (620) 792-9321 for additional information or assistance.

## Other Sources of Aid

There are many sources for financial aid beyond those that the government and individual colleges offer. Don't forget to look into options such as Community Scholarships, Scholarship Searches, and Alternative Loans. Additionally, it is important to be aware of the Tax Credits and deductions that, as a student, you might qualify for.

## Campus Employment

A student worker's compensation may be funded by federal work study (FWS), Campus Employment funds or a combination of both.

Most FWS/Campus Employment wages will be paid at the current federal minimum wage and earnings are restricted to the amount of the award. Students employed through FWS/Campus Employment will be paid on a monthly basis.

For more information, stop by the Career Center located in the north end of the Learning Resources Center or 792-9349.

## My Checklist for an Easier Financial Aid Experience

Action Items I Can Take:				
Task	Websites/Contacts	Yes	No	Not Required
Have I completed an Admissions Application?	<b>Link to Admissions Application:</b> <a href="http://www.bartonccc.edu/admission/apply">www.bartonccc.edu/admission/apply</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have I had my official transcripts from previous colleges sent to Barton?	<b>Have the transcripts sent to:</b> Barton Community College Attn: Enrollment Services Box 245 NE 30 Rd Great Bend, KS 67530	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have I had my official high school or GED transcript sent to Barton?	Link to Information: <a href="http://docs.bartonccc.edu/finaid/FA%20Documents/1415%20Documents/HSGEDReq.pdf">http://docs.bartonccc.edu/finaid/FA%20Documents/1415%20Documents/HSGEDReq.pdf</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have I completed a FAFSA (Free Application for Federal Student Aid)?	<a href="http://www.fafsa.gov">www.fafsa.gov</a> <b>Barton School Code:</b> <b>004608</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have I checked my Cougars email or PAWS account for important information from the Financial Aid Office?	<b>Link to information on how to access Cougars email and PAWS account:</b> <a href="http://bartonccc.edu/students/online-serviceslogins">http://bartonccc.edu/students/online-serviceslogins</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have I requested a copy of my tax transcript from the IRS?  <b>(Tip: Remember to get tax transcripts for your parent or spouse if their tax information is on your FAFSA!)</b>	<b>3 Ways to Request a Tax Transcript:</b> <ul style="list-style-type: none"> <li>✓ Order online: <a href="https://sa1.www4.irs.gov/irfof-tra/start.do">https://sa1.www4.irs.gov/irfof-tra/start.do</a></li> <li>✓ Order by phone: (800) 908-9946</li> <li>✓ Order by mail: <a href="http://www.irs.gov/pub/irs-pdf/f4506t.pdf?portlet=103">http://www.irs.gov/pub/irs-pdf/f4506t.pdf?portlet=103</a></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have I submitted all documentation requested by the Financial Aid Office?  <b>Please allow 4 – 6 weeks processing time once everything has been submitted!!</b>	<b>FAX: 620-786-1186</b> or <b>Mail to :</b> Barton Community College Attn: Financial Aid Office Box 245 NE 30 Rd Great Bend, KS 67530	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## FREQUENTLY ASKED QUESTIONS

### **How do I know who my advisor is or what if I don't have an advisor?**

Contact the Advisement Coordinator in the Advisement Center, located in the north end of the Learning Resources Center or call 792-9225.

### **What is a normal load for a full-time student?**

Barton encourages students to enroll in at least 16 hours per semester to meet graduation requirements within two years. Full-time status for financial assistance is 12 hours per semester. A student may receive partial financial assistance for part-time status.

### **Can I change my advisor without changing my major?**

Yes. Contact the Advisement Coordinator in the Advisement Center, located in the north end of the Learning Resources Center or call 792-9225.

### **Can I change my major?**

Yes. To change your major, you must complete a change of major form. This can be found under Academic Advising on the website.

### **Can I add or drop a class during the semester?**

Yes. You need to visit with your advisor and the instructor of the course. Be attentive of deadlines. Adding and dropping classes during the semester may affect your financial aid.

### **How do I determine my GPA?**

The grade point average is determined by dividing the total number of grade points earned by the total number of credit hours in which grade points are recorded (see college catalog and student handbook).

### **What do I do if I have a serious or extended illness or family emergency, which keeps me away from class?**

Contact the Office of Student Services and they will notify instructors when students are ill, hospitalized, or have a family emergency. Student Services is located in the north end of the Learning Resources Center or call 792-9282.

### **Can I lose my financial aid?**

Yes. Refer to the Satisfactory Academic Progress policy in the college catalog and student handbook.

### **Where do I find my graduation requirements?**

You may find the graduation requirements for your major through consultation with your advisor as well as through the college catalog.

### **Are there some courses that will not count towards graduation?**

Yes. Consult with your advisor.

### **Where can I find employment while I am a student?**

The Career Services Office provides students with potential employment opportunities. Students are encouraged to read the Intercom, a one-page flyer produced each month and distributed through students' college email address (@bartoncougars.org), for listings on employment. Students can also check with your instructors in specific programs. Career Services is located in the north end of the Learning Resources Center or call 792-9349.

### **What if I have additional questions, whom do I ask?**

You are encouraged to talk to your advisor or contact the Advisement Coordinator in the Advisement Center, located in the north end of the Learning Resources Center or call 792-9225.

## **HOW TO TALK LIKE A COUGAR**

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

**Add:** The process of enrolling in additional classes after initial enrollment has occurred.

**Admission:** Completion of documents required to enroll at the College. Students may also need to be admitted separately to certain colleges or academic programs.

**Alumnus/Alumni:** Graduates of Barton Community College

**A.A.S.:** Associate in Applied Science degree; Career technical education offers students a two-year program designed to provide knowledge and skills, which will prepare them for immediate employment.

**A.A.:** Associates in Arts degree; this degree emphasizes the fine arts, language, literature, history, and the related social sciences. It is often chosen by students who want a general education or entrance into the law or other professions.

**A.G.S.:** Associates in General Studies degree; this degree emphasizes general education or foundation studies courses. It is often chosen by students who have not yet declared a major.

**A.S.:** Associates in Science degree; this degree emphasizes mathematics, the natural sciences and technology. It is often chosen by students who want to enter the fields of medicine, engineering, education, and business.

**Bart and Miss Kitty:** The names of the Barton Community College mascots.

**BARTonline:** One of two online entities that offer Barton students the opportunity to take courses through an online format. All aspects of the course are online which include: enrollment, ordering books, course materials/discussion, and assignments. BARTonline also provides the e-companion portion of on campus and hybrid courses.

**Bottoms:** A wildlife refuge located on Highway 156 between Great Bend and Claflin, 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 natural area is used for seminars and classes and is composed of a Dining Hall, five lodges, a pool and bathhouse. For more information contact the Director of the Physical Plant.

**Catalog:** An annual publication that includes College policies, degree requirements and academic information.

**CATv:** Newly released movies stream monthly starting the 12th of each month. Streaming available on laptop/desktop and now Droid phones & tablets, iPhones & iPads.

**Certificate:** Career technical education offers students short-term programs designed to provide knowledge and skills, which will prepare them for employment.

**Closed Section:** A section or course that has been filled to capacity. No more students are allowed to enroll without special permission of the instructor.

**Commencement:** The ceremony that marks graduation.

**Credit Hour:** The amount of time one spends in the classroom per week for each course.

**Drop:** The process of removing a course from a student's schedule.

**E-Companion:** A traditional course which is supplemented with online resources. E-Companion courses are used in both face-to-face and hybrid on-campus courses. E-companion provide online resources that may or may not be required materials for the student. Students are instructed on enrollment procedures for E-companion by their instructors, but are enrolled in the on-campus course by an advisor or Enrollment Services. There is no extra cost or fee for courses with an E-companion portion, they are the same price as an on-campus class.

The recent requirement for all Barton on campus classes to have an E-companion component also increases the need for students to have a working knowledge of computers and the Internet.

**E-Course:** A course offered totally online through either BARTonline or EduKan. All aspects of the course are online which include: enrollment, ordering books, course materials/discussion, and assignments. *Athletes are restricted from taking E-courses when an on-campus offering of that course is available.*

**EduKan:** One of two online entities that offer Barton students the opportunity to take courses through an online format. All aspects of the course are online which include: enrollment, ordering books, course materials/discussion, and assignments. EduKan is a consortium of six community colleges in Central and Western Kansas offering online E-courses only. Students must enroll themselves and indicate the school through which they want their course credit to go, as well as order their books online.

**Elective:** Courses a student may choose to take that are not specifically required for a certain course of study.

**Face-to-Face:** A course that all class time is in a classroom with the instructor. Face-to-face courses are on-campus but can have an E-companion portion. Books are purchased through the bookstore on campus.

**FAFSA:** The Free Application for Federal Student Aid. This federal form must be submitted before a student can be considered for financial assistance.

**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.

**Gen Ed:** General Education Requirement. These are basic courses required for all majors.

**Hybrid:** A course that is 50% face-to-face and 50% online. The online portion of the course is E-companion through BARTonline. The instructor for the course will provide information to the student regarding enrolling in the E-companion portion, which will have required information and assignments for the student. Books are purchased through the bookstore on campus.

**GPA:** Grade Point Average. The value assigned to a student's grades. The higher the better.

**Hilltop Singers:** They sing, they dance, and they're choreographed. Contact Vern Fryberger.

**Intercom:** Similar to your speakerphone, but this Intercom is online. This publication is put out by the Student Activities Office. Contact Diane Engle in the Student Union for more information.

**Interrobang:** The campus newspaper.

**Kirkman Center:** Addition on the north end of the PE-Bldg. which houses courts, wellness area, and offices of Human Resources, Business, Admission, Records and Financial Aid.

**Major:** The principle course of study chosen by a student.

**MyBarton Portal:** This is the online student service used by Barton. Sign On and access Barton County Campus E-companion and hybrid courses, manage your Cougar E-mail, and view your PAWS account using a convenient dashboard. In PAWS you can obtain your Barton ID number, check your grades, process toward a degree, enroll online for most classes, pay your bill, print your class schedule, view your current financial aid, fill out the FERPA consent form and view your financial account.

**Official Transcript:** An academic record of classes taken and grades received which bears the seal of the Registrar's office. Transcripts are generally considered "official" if the transcript is only sent from one institution directly to another institution.

**Prerequisite:** A course that must be successfully completed before a student can take higher-level courses.

**Probation:** Academic status placed on a student who has not maintained a satisfactory GPA or made satisfactory progress toward a degree.

**Rave Guardian:** Free mobile app designed so students can enhance their personal safety on campus by connecting with friends and Campus Safety officers.

**Registrar:** The office on campus responsible for official student records of the College.

**Section:** The times and days in which a particular course is offered.

**Semester:** The term in which classes are held.

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

**Student Ambassadors:** 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:** Assists students with just about any concern. Call 792-9282.

**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 792-9240.

**Syllabus:** An outline of topics, assignments and tests to be completed by students during a course.

**Text Messaging:** Not just for communicating with friends and family, but being one of the first to find out important information such as school closings and student activities. Click on "MyBarton" located on the Barton homepage ([www.bartonccc.edu](http://www.bartonccc.edu)) to sign up!

**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".

**Transfer:** A student who moves from one institution of higher learning to another.

**Cost per credit hour:** The amount of money charged to students for academic and other services.

**Undeclared:** A student who had not yet chosen a major.

**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.

**Work-Study:** A type of student employment awarded to students who demonstrate financial need.



## **BARTON COUNTY CAMPUS DIRECTORY**

(all numbers are 620 area code unless otherwise indicated. On-campus extensions are the last 3 digits of the phone number)

### **Administration**

792-9235  
P-Bldg., Rm. 116A  
[deanm@bartonccc.edu](mailto:deanm@bartonccc.edu)

### **Admissions**

800-722-6842 or 792-9241  
P-Bldg., Rm. 107A  
[admissions@bartonccc.edu](mailto:admissions@bartonccc.edu)

### **Advisement Center**

792-9225  
LRC, Rm. 134  
[advisement@bartonccc.edu](mailto:advisement@bartonccc.edu)

### **Alumni Affairs**

786-1136  
Student Union, Rm. 208  
[capec@bartonccc.edu](mailto:capec@bartonccc.edu)

### **Assessment Center**

792-9344  
LRC, Rm. 130  
[peteronl@bartonccc.edu](mailto:peteronl@bartonccc.edu)

### **Athletics**

800-574-8153 or 792-9377  
P-Bldg., Rm. 131  
[millerm@bartonccc.edu](mailto:millerm@bartonccc.edu)

### **Bookstore**

792-9229  
Student Union, Rm. 215  
[peters@bartonccc.edu](mailto:peters@bartonccc.edu) or [kernsc@bartonccc.edu](mailto:kernsc@bartonccc.edu)

### **Business Office**

792-9321  
P-Bldg., Rm. 107A  
[businessoff@bartonccc.edu](mailto:businessoff@bartonccc.edu)

### **Business, Technology & Community Education**

866-813-2460 or 792-9358  
T-Bldg., Rm. 137  
[furrowr@bartonccc.edu](mailto:furrowr@bartonccc.edu)

### **Cafeteria (Great Western Dining)**

792-9259  
Student Union, Rm. 126  
[servicef@bartonccc.edu](mailto:servicef@bartonccc.edu)

### **Camp Aldrich Conference Center**

786-7457  
884 NE 110 Ave., Claflin, KS 67525  
[ammetert@bartonccc.edu](mailto:ammetert@bartonccc.edu)

### **Campus Nurse**

792-9233  
Student Union, Rm. 133  
[brockk@bartonccc.edu](mailto:brockk@bartonccc.edu)

### **Career Services**

792-9349  
LRC, Rm. 133  
[jacobsju@bartonccc.edu](mailto:jacobsju@bartonccc.edu)

### **Center for Adult Basic Education**

793-5794  
1025 Main, Great Bend, KS 67530  
[lemonc@bartonccc.edu](mailto:lemonc@bartonccc.edu)

### **Child Development Center**

792-9360  
South Campus  
[grahaml@bartonccc.edu](mailto:grahaml@bartonccc.edu)

### **Counseling**

792-9295  
LRC, Rm. 139  
[maserj@bartonccc.edu](mailto:maserj@bartonccc.edu)

### **Disability Services**

792-9240  
LRC, Rm. 136  
[thurberr@bartonccc.edu](mailto:thurberr@bartonccc.edu)

### **Educational Opportunity Center**

786-7550  
1025 Main, Great Bend  
[klimae@bartonccc.edu](mailto:klimae@bartonccc.edu)

**Enrollment Services**

792-9252  
P-Bldg., Rm. 107A  
[enrollmentservices@bartonccc.edu](mailto:enrollmentservices@bartonccc.edu)

**Facility Management**

792-9340  
T-Bldg., Rm. 154  
[helvieh@bartonccc.edu](mailto:helvieh@bartonccc.edu)

**Financial Aid**

866-257-2574 or 792-9270  
P-Bldg., Rm. 107A  
[financialaid@bartonccc.edu](mailto:financialaid@bartonccc.edu)

**Grants**

792-9234  
A-Bldg., Rm. 123  
[oshiroc@bartonccc.edu](mailto:oshiroc@bartonccc.edu)

**Human Resources**

792-9237  
P-Bldg., Rm. 107A  
[humres@bartonccc.edu](mailto:humres@bartonccc.edu)

**Information**

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

**Institutional Advancement**

792-9308  
Student Union, Rm. 209  
[frybergerm@bartonccc.edu](mailto: frybergerm@bartonccc.edu)

**Instruction and Student Services**

792-9312  
A-Bldg., Rm. 124

**Instructional/Institutional Research**

792-9386  
A-Bldg., Rm. 115A  
[willissr@bartonccc.edu](mailto:willissr@bartonccc.edu) or [wornkeyj@bartonccc.edu](mailto:wornkeyj@bartonccc.edu)

**Intramural Sports**

792-9285  
Student Union, Rm. 105  
[rogersm@bartonccc.edu](mailto:rogersm@bartonccc.edu)

**Learning Resources**

888-403-1900 or 792-9365  
LRC - Library, Circulation Desk  
[library@bartonccc.edu](mailto:library@bartonccc.edu)

**Liberal Arts & Sciences**

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

**Mathematics, English and Essential Skills & Sciences**

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

**President**

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

**Printing Services**

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

**Public Relations**

792-9307  
C-Bldg., Rm. 140  
[steinertb@bartonccc.edu](mailto:steinertb@bartonccc.edu)

**Retired Senior Volunteer Program**

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

**Security**

792-9217  
T-Bldg., Rm. 154  
[irelandj@bartonccc.edu](mailto:irelandj@bartonccc.edu)

**Shafer Gallery**

792-9242

F-Bldg., Rm. 138

[barnesd@bartonccc.edu](mailto:barnesd@bartonccc.edu)**Sports Information**

792-9310

P-Bldg., Rm. 25

[mooret@bartonccc.edu](mailto:mooret@bartonccc.edu)**Student Activities**

792-9271

Student Union, Rm. 126

[engled@bartonccc.edu](mailto:engled@bartonccc.edu)**Student Housing**

620- 792-9285

Student Union, Rm. 105

[dietzj@bartonccc.edu](mailto:dietzj@bartonccc.edu)**Student Government**

792-9227

Student Union, Rm. 127

[senates@bartonccc.edu](mailto:senates@bartonccc.edu)**Student Services**

866-254-1421 or 792-9282

LRC, Rm. 135

[fullbrightv@bartonccc.edu](mailto:fullbrightv@bartonccc.edu)**Student Support Services**

792-9240

LRC, Rm. 136

[dietzm@bartonccc.edu](mailto:dietzm@bartonccc.edu)**Upward Bound (Barton County)**

792-9219

LRC, Rm. 110

[dietzm@bartonccc.edu](mailto:dietzm@bartonccc.edu)**Upward Bound (Central Kansas)**

786-1181

LRC, Rm. 110

[hensieks@bartonccc.edu](mailto:hensieks@bartonccc.edu)**Veteran Affairs**

792-9363

LRC, Rm. 134

[bergern@bartonccc.edu](mailto:bergern@bartonccc.edu)**Workforce Training and Community Education**

866-813-2465 or 792-9324

T-Bldg., Rm. 198

[schreiberd@bartonccc.edu](mailto:schreiberd@bartonccc.edu)**Workforce Training & Economic Development**

866-813-2462 or 792-9255

S-Bldg., Rm. 147

[kaiserc@bartonccc.edu](mailto:kaiserc@bartonccc.edu)

## **IMPORTANT DATES TO REMEMBER**

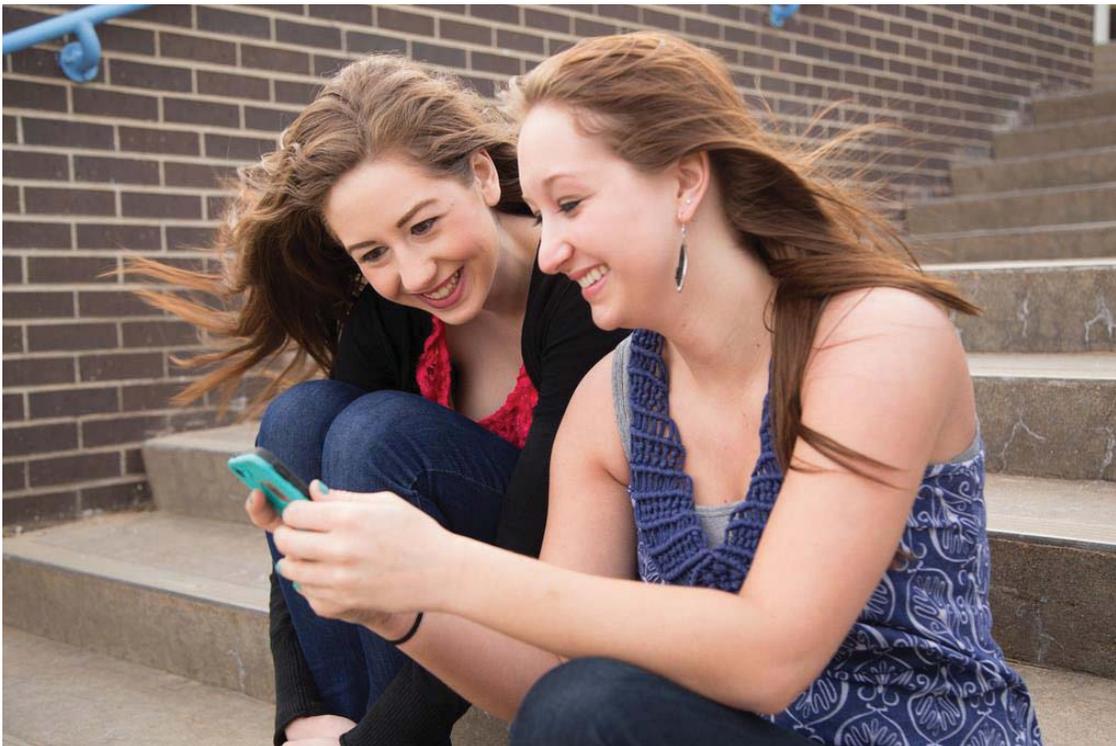
- **Residence Hall Move-In Days**
  - Friday, August 12, 1:00-6:00pm, Student Union
  - Sunday, August 15, 1:00-6:00pm, Student Union
- **New Student Orientation (Mandatory)**
  - Monday, August 15, AM (Time TBD) (NON-Athletes ONLY)
  - Tuesday, August 16, AM (Time TBD) (Athletes ONLY)
- **First day of class for Fall 2016 semester (Great Bend campus)**
  - Wednesday, August 17
- **First day of class for Fall 2016 semester (Online classes)**
  - BARTonline (9 week session): Monday, August 8
  - BARTonline (17 week session): Monday, August 15
  - EduKan (16 week session): Monday, August 15

Watch your mailbox/inbox for more information on event dates and times.

**"Be in the Know"...sign up for Cougar text messaging!**

Don't miss out on any of the activities scheduled throughout the year.

[text.bartonccc.edu](http://text.bartonccc.edu)

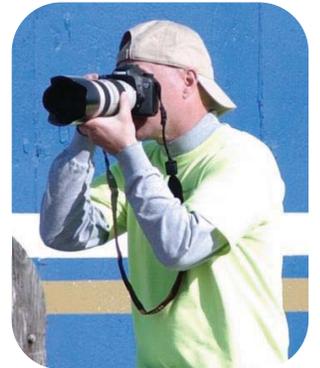


# Scholarship Opportunities in sports



Whether you are looking for scholarship money,  
a part-time job, career training,  
or simply explore a career in sports...

**Barton may have an opportunity for you!**  
(Scholarships range up to Books & Tuition)



**Videographers**

**Statisticians**

**Photographers**

**Sports Writers**

**Team Managers**

**Graphic Designers**

**Student Athletic  
Trainers**



**Sports Broadcasting**



For more information contact:

Todd Moore - Barton Sports Information Director  
mooret@bartonccc.edu or (620) 792-9310

**BARTON**  
*Athletics*

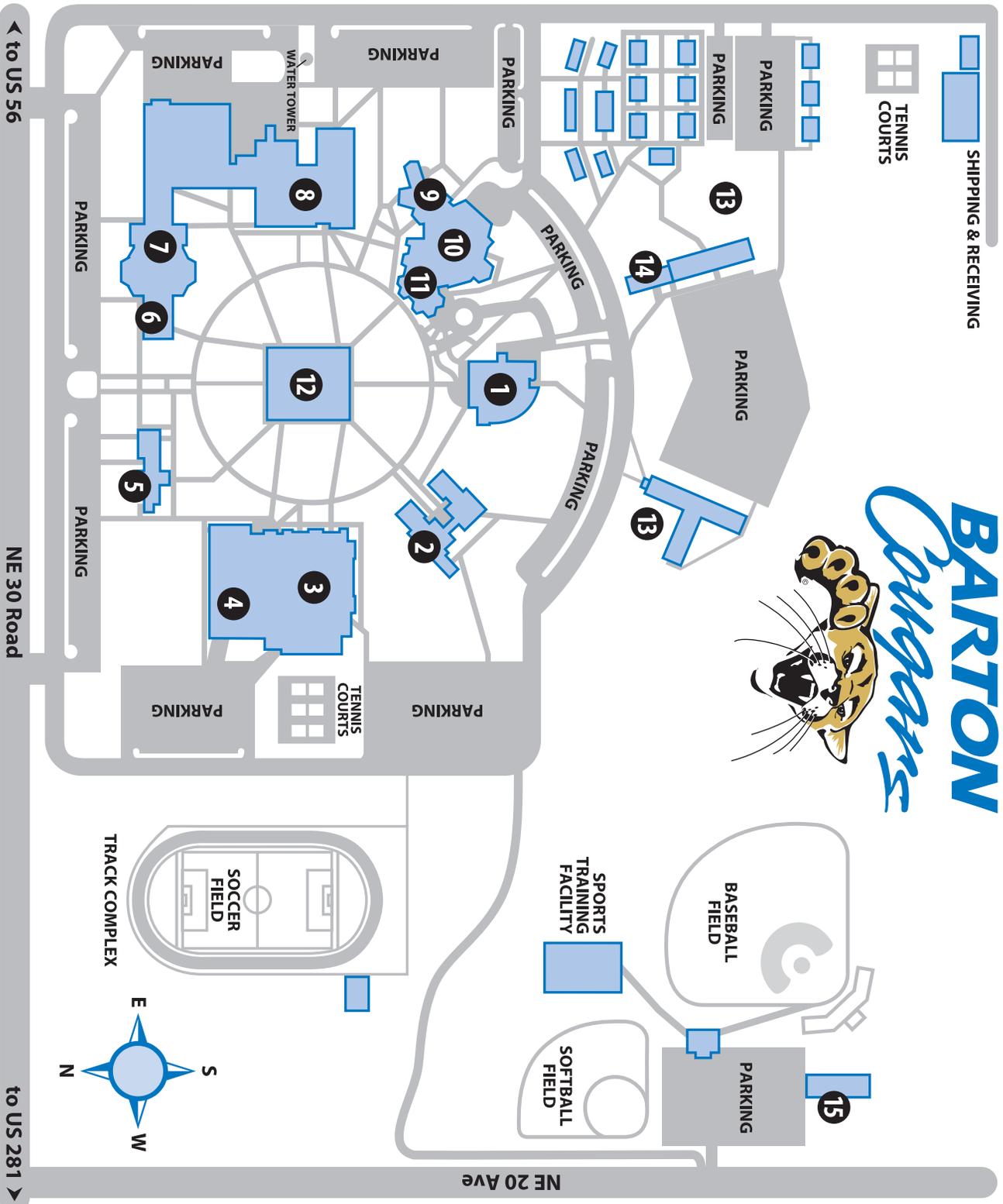
**BARTON**  
COMMUNITY COLLEGE

245 NE 30 RD • Great Bend, KS 67530-9251

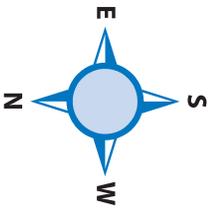
**Notice of Non-discrimination**

To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-123, Great Bend, Kansas 67530, (620) 792-2701. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.

# BARTON Cougars



- 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



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

# BARTON COMMUNITY COLLEGE

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



