BARTON
COMMUNITY COLLEGE

2011-2012

STUDENT HANDBOOK

& Academic Planner

Student Services *Available Online*

To access your Barton Student Services online:

- Go to **www.bartonccc.edu**
- Click on the **ONLINE SERVICES & E-MAIL** logo

Within your **ONLINE SERVICES** you can:

Access your PAWS Account by clicking on the PAWS Logo

User ID: your Barton Student ID number
PIN: 1st time users will use date of birth

Within PAWS 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 financial aid
- View your student billing
- View your unofficial transcript
- Authorization form for student records

Access your Barton E-mail Account by clicking on the STUDENT E-MAIL Logo

Username: the combination of your first and last name and any other characters that precede the @bartoncougars.org domain name. Ex: john.smith or mary.smith
Password: your Barton Student ID number

Notes:

- Some users will have additional characters in the username if multiple users have the same username. Your e-mail address 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 the e-mail address you would like future e-mails to be forwarded on to.

Help

NEED ASSISTANCE?

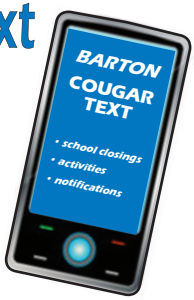
AskBarton@bartonccc.edu
or 800-722-6842

Office Hours: 7:30 am - 4:30 pm (CT) Monday - Friday

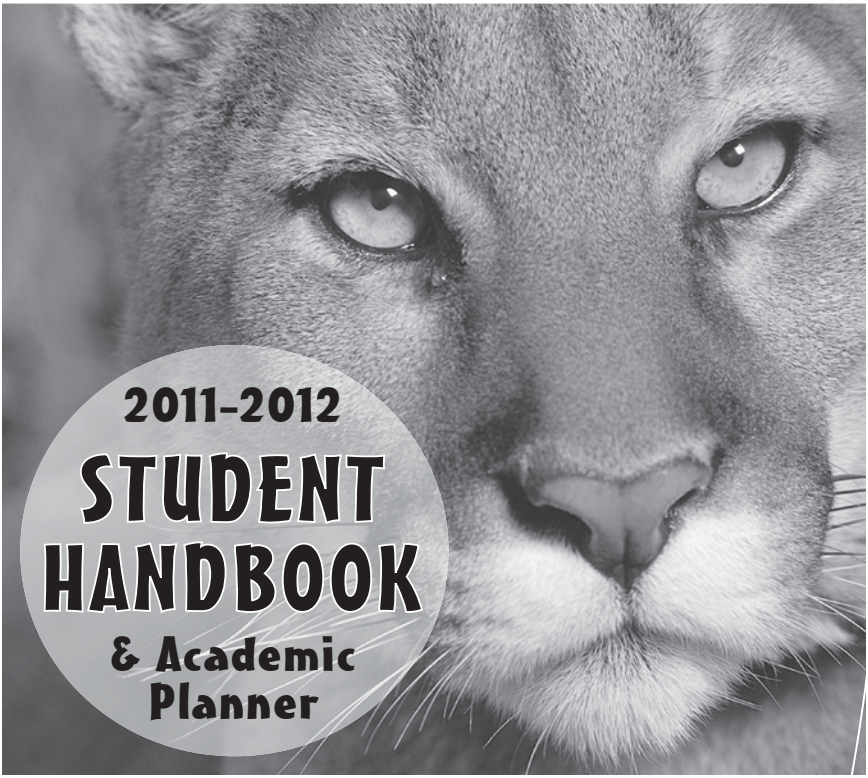
Cougar Text

"Be in the Know"

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



BARTON
COMMUNITY COLLEGE



EMERGENCY NUMBERS

AMBULANCE ..... From campus phone dial **9-911** ~ From pay phone and off campus dial **911**
FIRE ..... From campus phone dial **9-911** ~ From pay phone and off campus dial **911**
POLICE ..... From campus phone dial **9-911** ~ From pay phone and off campus dial **911**
SHERIFF ..... From campus phone dial **9-911** ~ From pay phone and off campus dial **911**
Hospital - St. Rose Ambulatory & Surgery Center ..... 3515 Broadway, Great Bend **792-2511**
Hospital - Great Bend Regional ..... 514 Cleveland, Great Bend **792-8833**
College Nurse ..... Barton Student Union, Rm. 206, **792-9233** or **786-0392**
Poison Control Center ..... KU Medical Center, Kansas City, KS 66160 **1-800-332-6633**
Family Crisis Center ..... PO Box 1543, Great Bend, KS 67530 **792-1885** (24 hrs.)
Counseling Center ..... 5815 Broadway, Great Bend, KS 67530 **792-2544** (24 hrs.)

EMERGENCY PROCEDURES

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The material in this handbook is provided for informational purposes and does not constitute a contract. For example, policies and procedures are subject to constant review and change. Please consult our website at **www.bartonccc.edu**.

Disabled Student Services: Barton County Community College Student Services provides and coordinates services to disabled students. Students with disabilities are responsible for providing documentation and identifying their disability to Student Services so reasonable accommodations can be made. Accommodations are provided on an individualized, as-needed basis after the need has been identified and verified by each disabled student on a timely basis. For further information contact Student Services in the North end of the Library or (620) 792-9240.

Non-Discrimination Notice: 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) 792-9234. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.

Carl R. Heilman
President

Dear Students,

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

Barton Community College has fostered the success of tens of thousands of students for more than 40 years. The "Barton Experience" can benefit you throughout your life. This experience is based on the belief in personal care, an understanding that each individual is to be valued, and a commitment to our diverse community of people. Barton faculty and staff are committed to helping you succeed in the achievement of your educational and personal goals.

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

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

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

Personal Class Schedule

2011 Fall Semester

	Time	Class / Location	Instructor
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

Personal Class Schedule

2012 Spring Semester

	Time	Class / Location	Instructor
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

Barton Community College

Campus Directory

245 NE 30 RD, Great Bend, KS 67530
(620) 792-2701 or 1-800-748-7594

***** On-campus extensions are the last 3 digits of phone numbers.

Administration

Dr. Carl Heilman
President
A-Bldg., Rm. 120, 792-9301

Dr. Penny Quinn
Vice President of Instruction & Student Services
A-Bldg., Rm. A-115-B, 792-9303

Dr. Richard Abel
Dean of Academics
F-Bldg., Rm. 131, 792-9333

Angie Maddy
Dean of Student Services
Learning Resource Center, L-137, 792-9226

Elaine Simmons
Dean of Workforce Training & Community Education
S-Bldg., Rm. S-143, 792-9214

Mark Dean
Dean of Administration
P-Bldg., Rm. 116A, 792-9235

Gene Kingslien
Dean, Fort Riley Learning Services & Military Operations
Fort Riley Programs Office, Fort Riley, (785) 784-6606

On-campus extensions are the last 3 digits of phone numbers.

Office Directory

Administration
P-Bldg., Rm. 116A, 792-9235, deanm@bartonccc.edu

Admissions and Promotions
P-Bldg., Rm. 107A, 1-800-722-6842 or 792-9241, admissions@bartonccc.edu

Advisement Center
Learning Resource Center, Rm. 134, 792-9225, advisement@bartonccc.edu

Alumni Affairs
Student Union, Rm. 208, 786-1136, capec@bartonccc.edu

Assessment Center
Learning Resource Center, Rm. 130, 792-9344, petersonl@bartonccc.edu

Athletics
P-Bldg., Rm. 10A, 1-800-574-8153 or 792-9377, herters@bartonccc.edu

Bookstore
Student Union, Rm. 215, 792-9229, peters@bartonccc.edu, kernsc@bartonccc.edu

Business Office
P-Bldg., Rm. 107A, 792-9321, businessoff@bartonccc.edu

Business, Technology & Community Education
T-Bldg., Rm. 137, 1-866-813-2460 or 792-9358, furrowr@bartonccc.edu

Cafeteria (Great Western Dining)
Student Union, Rm. 126, 792-9259, servicef@bartonccc.edu

Camp Aldrich Conference Center
884 NE 110 Ave., Claflin, KS 67525, 786-7457, ammetert@bartonccc.edu

Campus Nurse
Student Union, Rm. 206, 792-9233, brockk@bartonccc.edu

Career Center
Learning Resource Center, Rm. 133, 792-9349, bracka@bartonccc.edu

Center for Adult Basic Education
1025 Main, Great Bend, KS 67530, 793-5794, thorntonj@bartonccc.edu

Child Development Center
South Campus, 792-9360, grahaml@bartonccc.edu

Counseling
Learning Resource Center, Rm. 139, 792-9295, dellingerc@bartonccc.edu

Disabled Student Services
Learning Resource Center, L-110, 792-9240, millerw@bartonccc.edu

Office Directory *(continued)*

Educational Opportunity Center
1025 Main, Great Bend, 786-7550, suppesh@bartonccc.edu

Enrollment Services
P-Bldg., Rm. 107A, 792-9252, enrollmentservices@bartonccc.edu

Facility Management
T-Bldg., Rm. 154, 792-9340, helvieh@bartonccc.edu

Financial Aid
P-Bldg., Rm. 107A, 1-866-257-2574 or 792-9270, financialaid@bartonccc.edu

Grants
A-Bldg., Rm. 123, 792-9234, oshiroc@bartonccc.edu

Healthcare & Public Safety Education
S-Bldg., Rm. 127, 1-800-732-6842 or 792-9266, besthornl@bartonccc.edu

Human Resources
P-Bldg., Rm. 107A, 792-9237, humres@bartonccc.edu

Information
P-Bldg., Rm. 107A, On campus dial 0 for information/college operator
1-800-748-7594 or 792-2701

Information Services
A-Bldg., Rm. 101W, 1-866-928-2253 or 786-1150, shirers@bartonccc.edu

Institutional Advancement
Student Union, Rm. 209, 792-9308, frybergerm@bartonccc.edu

Instruction & Student Services
A-Bldg., Rm. 115A, 792-9312, wornkeyj@bartonccc.edu

Instructional/Institutional Research
A-Bldg., Rm. 106, 792-9386, crutcherc@bartonccc.edu,
willissr@bartonccc.edu

Intramural Sports
P-Bldg., Rm. 107A, 792-9285, rogersm@bartonccc.edu

Learning Resources
Learning Resource Center, Circulation Desk, 1-888-403-1900 or 792-9365,
kellyr@bartonccc.edu

Liberal Arts & Sciences
F-Bldg., Rm. 142, 792-9391, reedd@bartonccc.edu

Mathematics, English & Essential Skills & Sciences
C-Bldg., Rm. 115, 792-9200, vseteckaj@bartonccc.edu

Office Directory *(continued)*

President
A-Bldg., Rm. 120, 792-9301

Printing Services
T-Bldg., Rm. 109, 792-9343, knoblichr@bartonccc.edu

Public Relations
C-Bldg., Rm. 140, 792-9307

Retired Senior Volunteer Program
1025 Main, Great Bend, KS 67530, 792-1614, baughd@bartonccc.edu

Security
T-Bldg., Rm. 154, 792-9217, irelandj@bartonccc.edu

Shafer Gallery
F-Bldg., Rm. 138, 792-9242, barnesd@bartonccc.edu

Sports Information
P-Bldg., Rm. 25, 792-9310, mooret@bartonccc.edu

Student Activities
Student Union, Rm. 126, 792-9271, engled@bartonccc.edu

Student Housing
P-Bldg., Rm. 107A, 792-9281 or 792-9285, rogersm@bartonccc.edu, mcfaddend@bartonccc.edu

Student Senate
Student Union, Rm. 127, 792-9227

Student Services
Learning Resource Center, Rm. 135, 1-866-254-1421 or 792-9282, fullbrightv@bartonccc.edu

Student Support Services
Learning Resource Center, Rm. 136, 792-9240, millerw@bartonccc.edu

Upward Bound (Barton County)
Learning Resource Center, L-110, 792-9219, dombroskih@bartonccc.edu

Upward Bound (Central Kansas)
Learning Resource Center, L-110, 786-1181, hensieks@bartonccc.edu

Veterans' Affairs
P-Bldg., Rm. 107A, 786-1112, allenj@bartonccc.edu

Workforce Training & Community Education
S-Bldg., Rm. 147, 1-866-813-2465 or 792-9324, schreiberd@bartonccc.edu

Workforce Training & Economic Development
T-Bldg., Rm. 198, 1-866-813-2462 or 792-9255, fryl@bartonccc.edu

Personal Directory

Name/Address	Phone/E-Mail

GENERAL INFORMATION

Accreditation

Barton Community College is accredited by the Higher Learning Commission and is a member of the North Central Association of Secondary Schools and Colleges (30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, **(800) 621-7440**, http://www.NCACIHE.org). Also, Barton Community College is accredited under the provisions of the Kansas Community Junior College Act of 1965 and is a member of the American Association of Community Colleges as well as the Council of North Central Junior Colleges.

Historical Statement

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

The Mission

The Barton Community College, in accordance with policy governance, has established the following mission and ends for the College.

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

We will seek to achieve our mission through five interrelated themes that define our commitment to excellence in education:

Empowerment

We strive to empower all students to formulate and realize educational goals that will promote their personal growth and facilitate their full participation in a rapidly changing world.

Learning
We invite and assist all students to master a core of knowledge and skills needed for advanced learning, employment, personal growth, and responsible citizenship.

Evaluation
We evaluate the relevant skills and knowledge acquired by all students so as to enhance their meaningful and productive educational experiences. Similarly, Barton evaluates its performance in terms of its contribution to student learning and success.

Discovery
Because we are a force for innovation, we continually strive to discover better ways to empower all students to learn and grow. Barton is a learning institution in both its means and its ends; we facilitate our students' discovery of what they need and want to know.

Growth
We strive to grow each year in our ability to accomplish our mission through purposeful enrollment and a commitment to quality.

The Vision

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

Student Privacy Rights

FERPA - Family Educational Rights and Privacy Act

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.

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

Definitions
For the purposes of this policy, Barton Community College uses the following definitions:

Student - any person who attends or has attended Barton

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

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

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

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

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

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

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

Right of College to Refuse Access
Barton Community College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975. Waivers are subject to the following conditions:

a. Waivers can be signed only for the specific purposes of application for admission, candidacy for honor or honorary recognition (including financial aid based in part on merit), and candidacy for employment.
b. Waivers cannot be required.
c. The student shall be told, upon request, the names of those supplying references.

3. Those records which are excluded from the FERPA definition of education records.

Disclosure of Education Records

Barton Community College will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. These members include personnel in the offices of Admissions, Registrar, Business Office, Computing Center, Financial Aid, Career Services, Community Education , Planning, Testing, Library, Advisement Center, Athletic Department, College deans, and other administrative and academic personnel within the limitation of their need-to-know. Legitimate educational interests means a) the information or records requested is (are) relevant and necessary to accomplishment of some task or determination; and b) the task or determination is an employment responsibility for the inquirer or is a properly assigned subject matter for the inquirer's employment responsibility.
2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
3. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
4. If required by a state law requiring disclosure that was adopted before November 19, 1974.
5. To organizations conducting certain studies for or on behalf of the College.
6. To accrediting organizations to carry out their functions.
7. To parents of an eligible student who claim the student as a dependent for income tax purposes. Access to grades by parents will be allowed if the parents:
   a. complete a written request to the College Registrar;
   b. enclose a copy of the first page of their last tax year's federal income tax return.

The same documents must be submitted each time a grade report is desired.

8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency defined by the following considerations:
   a. The seriousness of the threat to health or safety.
   b. The need for access to the record in meeting the emergency.
   c. Whether the person requesting the records is in a position to deal with the emergency.
   d. The extent to which time is of the essence in dealing with the emergency.
10. To an alleged victim of any crime of violence, of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

11. Social security number and student status data may be provided to other State of Kansas agencies for use in detection of fraudulent or illegal claims against state monies.
12. At its discretion, the College may provide Directory Information to anyone in accordance with the provisions of the Act.

Record of Requests for Disclosure

Barton Community College will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record is open only to the student and the person in charge of the record.

Directory Information

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

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

Correction of Education Records

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

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

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

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

General Tuition and Fees

Basic Fees and Tuition: Per Semester and Summer Session

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

Legal Resident of Kansas

Tuition per credit hour $57
Fee per credit hour $30

Legal Residence Outside the State of Kansas

(Subject to change by the State of Kansas)

Tuition per credit hour (12 or more credit hours) $88
Fee per credit hour $30

Other Tuition and Fees

Audit Fee per credit hour $118
BARTONline per credit hour $130
EduKan per credit hour $125

International Students with valid Student Visa

One-time administrative fee $150
Tuition per credit hour $140
Fee per credit hour $30

During the first two weeks of the fall and spring semesters, classes may be dropped and a 100% refund will be issued. After this point, a class may be dropped, but no refund will be issued. It is the student's responsibility to officially withdraw from a class by contacting the Enrollment Services Office. **Non-attendance does not constitute an official drop.**

Scholarships

Graduates/Students of KS High Schools/KS Residents with GEDs

Award	Award Amount	Kansas HS GPA	GED Score	ACT Score
Excellence Award	$1,000	3.5 and above	3500+	26+
Honor Award	$ 800	3.0 - 3.49	3250 - 3490	24 - 25
Achievement Award	$ 500	2.5 - 2.99	3000 - 3240	22 - 23
Merit Award	$ 250	2.0 - 2.49	2750 - 2990	20 - 21

Important Notes

- Only full-time students (12 hours or more) are eligible for these awards.
- To be awarded a scholarship, a student must complete and submit a Barton Admissions Application by the scholarship deadline. The academic scholarship portion of the admissions application must be signed by a school official or accompanied by an unofficial transcript. Fall terms are considered the beginning of each award year. 2012-2013 Scholarship Deadline: **March 15th, 2012**.
- The student will be offered the highest award possible based upon the student's current verified Kansas HS GPA, ACT score or GED score. The award will then be valid for the next academic term or award year that the student enrolls in. Once an award is made, it will not be updated if there is a change in the student's GPA or ACT scores. Students are allowed only one academic scholarship funded by either the institution or Barton's Foundation. (This excludes Departmental, Activity, and Athletic Scholarships.)
- The scholarship will be available for six full-time semesters, automatically renewing at the student's current Barton GPA. The student will not have to complete a new scholarship application for renewal of their award.
- Returning students may not apply for an academic scholarship, only new/incoming students are eligible to apply.
- In addition to an academic scholarship, a student may receive federal, state, and local aid, and Barton performance work study awards.
- Jayhawk Conference rules state that students receiving an athletic books and tuition scholarship must meet a 3.5 GPA criteria upon high school graduation to accept a Barton academic scholarship in addition to the Barton athletic scholarship.
- Students may not receive a combination of activity/performance scholarships and athletic scholarships.
- Awards are subject to available funding. Highest priority is given to graduating seniors and incoming non-traditional students who submit scholarship applications by the priority deadline. Next priority is given to renewals of current scholarships.
- To ensure payment of a scholarship, the student must accept the offered scholarship by returning the acceptance form by the deadline in their scholarship notification letter.

Endowed and Restricted Scholarships

Endowed and restricted scholarships are used to fund the Barton Academic Scholarship. If a student meets the criteria of an endowed or restricted scholarship, their scholarship may be funded by that particular scholarship fund. If a student shows need based upon completing a Free Application for Federal Student Aid (FAFSA), their academic scholarship may be supplemented with additional endowed or restricted scholarship funds.

Activity and Departmental Awards
Activity and departmental awards are offered to Kansas residents 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. Areas offering Activity and departmental awards include Band, Vocal, Agriculture, Drama, Journalism, Forensics, Honors, Student Senate, Admissions, Athletic, Student Trainers, Dance Line, and Cheer Leading.

Barton Boost/Incentive Scholarships - are available for Barton students who are not receiving any other financial assistance.

- **Barton Incentive** - is available for adult students. Based upon the number of credit hours the student is enrolled in, the student may receive up to $324.00 per term.
- **Barton Boost** - is available for high school students. Based upon the number of credit hours the student is enrolled in, the student may receive up to $504.00 per term.

Applications for these scholarships may be picked up at the Financial Aid Office or will be mailed at the student's request. Students may apply at any time prior to or during the term attending.

Benefit Scholarships
Students who meet certain criteria may be eligible for a tuition scholarship. Tuition scholarships are limited to one scholarship per student. The scholarships are listed here in order of priority.

- **Employee Tuition Scholarships** - Available to Full-time Barton Faculty/Staff, Regular Part-time Barton Faculty/Staff and Barton Associate Faculty/Outreach Site Coordinators. View Tuition Scholarship Policies and How to Apply. Apply at: https://exsforms.bartonccc.edu/finaid/tuition_voucher.htm

Special Scholarships

- **GED Scholarship** - This Scholarship is awarded to students who have successfully completed their GED through Barton's Adult Education Center and who are Kansas Residents. Recipients will receive up to 6 hours of tuition and fees (at an on campus rate).
- **The Trooper Bill Scholarship** - is an automatic (no application required) scholarship that is available to military dependents taking College Programs who are Kansas residents, seeking a degree or certificate at Barton, and have at least a 3.5 or higher Overall GPA. The scholarship is worth $100 per term ($300 annually) and is credited directly to the student's account at one of the term payout dates.
- **Over 65** - Residents of Barton County who are over 65 years of age at the time of enrollment may be eligible to receive a scholarship for the amount of their tuition. This is an automatic benefit and does not require application.
- **Silver Cougar Club** - Members of Barton's Silver Cougar Club may be eligible to receive a tuition scholarship. This is an automatic benefit and does not require application. Membership dues must be current.

Athletic Scholarships

Competing in the NJCAA, Kansas Jayhawk Community College Conference, our athletic teams offer performance based scholarships to student-athletes in 9 different sports. Scholarship offers and amounts are determined by individual coaches and athletic staff.

Student-Athletes who also receive an Academic Scholarship from Barton must maintain a 3.5 or higher GPA to be eligible for both scholarships according to Jayhawk Conference rules.

Financial Aid Services

Satisfactory Academic Progress or SAP Policies

If you are receiving financial aid through federal, state or institutional funding at Barton, you must meet satisfactory Academic Progress (SAP) standards as determined by the college. At the end of each term you will be evaluated on two factors: 1) Qualitative Measure - Your term GPA must be at least 2.0; and, 2) Quantitative measure - You must complete at least 67% of your total attempted hours in the term. Your progress will be evaluated at the end of each term and your SAP status will be determined. The following chart explains the different SAP statuses:

Classification:	"Y" - Eligible	"P" - Probation	"N" - Suspension	"150%" – Federal Limit
The effect on Financial Aid:	➢ You are eligible to receive financial aid.	➢ You are eligible to receive financial aid. ➢ Your Financial Aid Officer may work with you and your academic advisor and/or Student Support Services to review ways to help you succeed.	➢ You are ineligible to receive financial aid. This includes grants, scholarships, loans, performance awards, and FWS (Federal Work Study)	➢ You are ineligible to receive financial aid because you have reached the federal limit.
This classification results from:	➢ Your term GPA was 2.0 or higher; and, ➢ You successfully completed at least 67% of your attempted classes during the term.	➢ Your term GPA fell below 2.0, OR ➢ You did not successfully complete at least 67% of your total attempted classes for the term. You failed, withdrew from, or took an "incomplete" in more than 33% of your classes.	➢ You failed, withdrew from, or took an "incomplete" in 100% of your attempted classes. ➢ OR ➢ You were on financial aid probation and for a second term failed to achieve SAP. A second term of failure to meet SAP standards results in suspension.	➢ You have taken more hours than necessary for your program of study.
Ways to improve classification:	➢ You have made SAP. Keep up the good work!	➢ If you earn at least a 2.0 term GPA and complete 67% or more of your attempted hours in a subsequent term, you will be taken off financial aid probation.	You may request an appeal of your suspension due to special circumstances by completing an appeal form. Depending upon your situation, you may be asked to provide documentation supporting your appeal. The appeal form may be accessed at this link: **http://www.bartonccc.net/forms/finaid/susp_appeal.htm**	You may appeal the 150% federal limit by contacting your Financial Aid Officer or emailing a request for the form to **FinancialAid@bartonccc.edu**

FAQ's

How long may I receive federal financial aid?

You are allowed to receive federal aid for 150% of your program length.

- If you are degree-seeking, you may receive aid for 96 attempted hours since this is 150% of the 64 hours required to graduate from Barton.
- If you are certificate-seeking, you may receive aid for 150% of your program length. (e.g. for a 16 credit hour certificate, you may receive aid for 24 credit hours, for a 24 credit hour certificate, you may receive aid for 36 hours, etc.)

All attempted credit hours are counted towards the 150% including repeated classes, remedial classes, pass/fail classes, withdrawals, incompletes, and transfer hours and regardless of whether or not you received financial aid for the hours.

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

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

Students seeking an additional or a second degree who have reached the 150% limitation and want additional aid must appeal for an extension. The Financial Aid Committee will review the appeal. Approval of the extension of aid will be judged on a case-by-case basis by review of each case's unique circumstances. The appeal of the Financial Aid Committee is final and cannot be appealed to the Department of Education.

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

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

Give me an example of completing 67% of attempted hours during a term.

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

If I am placed on financial aid probation, will I lose my financial aid?

No, when you are placed on financial aid probation, you do not lose your financial aid. However, being placed on financial aid probation is a warning to let you know that you risk losing your financial aid if you have another poor semester. When you are placed on financial aid probation your Financial Aid Officer may intervene to find ways to help you succeed. Student Support Services and/or your academic advisor may work with you to strengthen your potential to succeed.

If I am on financial aid suspension, can I still receive my student loan?
Like grants and scholarships, Federal student loans are considered financial aid. Therefore, you will not receive your Federal student loans if you are placed on financial aid suspension. You may receive private student loans while on financial aid suspension which are not subject to SAP.

How will I know if I am placed on financial aid probation or suspension?
You will be notified by email if you are placed on financial aid probation or suspension. The email will explain what your SAP status means, refer you to the SAP policy, and if you are on suspension, provide instructions on how to appeal your suspension status or how to complete a Probation Acknowledgment form if either is appropriate for your SAP status. You may always access your SAP status through your PAWS account on the Barton website.

What can I do to get off of financial aid suspension?
You may appeal your financial aid suspension status. The Financial Aid Committee will review your situation and decide whether to lift the suspension and place you on probation instead. You also have the option of earning your way off of suspension by making SAP in a subsequent semester. The number of hours you will need to take are determined by the number of hours you were enrolled in at the time you went onto financial aid suspension. (See chart below.)

Under what conditions may I appeal a suspension status?
You may want to appeal a suspension status for the following reasons:

- You experienced the death of your spouse, your child, your parent or one of your siblings. You will need to provide a copy of the death certificate.
- You experienced an injury or illness which prevented you from making SAP. You will need to provide a letter from your doctor or counselor stating your injury or illness was severe enough to prevent you from successfully completing your coursework. No details of the injury or illness are necessary.
- Some other special circumstance that you believe deserves consideration. Please provide any documentation to support your request for an appeal.

You may also appeal a suspension status by making SAP (earning at least a 2.0 GPA and completing at least 67% of attempted hours) while you are on financial aid suspension. While on suspension, you will not receive financial aid. Also, you must pay your account balance prior to appealing. The hours can be taken at another school as long as you provide copies of your transcript and your student account from that institution. You will need to take the following hours to be able to appeal:

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

How may I appeal my suspension status?
You may request an appeal of your suspension by completing the online form at this link: http://www.bartonccc.net/forms/finaid/susp_appeal.htm which will automatically be submitted to the Director of Financial Aid. If you would prefer, you may complete a paper appeal form which may be requested from the Financial Aid Office at: FinancialAid@bartonccc.edu.

When will I find out whether my suspension appeal has been granted?
The Financial Aid Committee reviews suspension appeals every Thursday afternoon. You will be notified of the status of your suspension appeal by letter and/or email the day after your appeal has been reviewed.

How often is SAP evaluated?
SAP is evaluated after each term – Fall, Spring, and Summer. If you received any type of financial aid – federal, state, or institutional – your performance during the term will be evaluated. SAP will be evaluated whether you were enrolled full-time or part-time.

Non-Eligible Students/Classes
- Students must be seeking an eligible degree or certificate at Barton to receive federal financial aid.
- Make sure to work with your advisor. Federal aid cannot be paid for classes that do not count towards your degree/certificate at Barton.
- You may only receive federal aid for 150% of your program length.

Programs Not Eligible for Financial Aid
Activity Director (NDS) 5119
Certified Medication Aide (SAAP) 5126
Certified Nurse Aide (SAAP) 5120
EMT: Basic+ (SAPP) 5107
EMT: Intermediate (SAPP)
First Responder (SAAP)
Home Health Aide (SAPP) 5121
IV Therapy (SAPP) 5125
Manufacturing Skills Cert (SAPP)
Pension Administration (SAPP) 5208
Phlebotomy Training+ (SAPP) 5111
Rehabilitation Aide (SAPP) 5122

+May be eligible for federal aid under correlating degree program.

Freeze Dates
- Make sure your enrollment is correct by the financial freeze date to ensure that you will receive all your aid. You can check your enrollment by logging into your PAWS account, clicking on the student tab, selecting Registration, Term and Student Schedule by Day and Time.
- Pell grants are calculated based upon credit hours/classes enrolled in as of the census or “freeze date” for financial aid. Pell is not paid for classes withdrawn from prior to the class start date. Pell is not recalculated for classes added after the freeze date or for classes withdrawn from after Pell is paid.
- Number of enrolled weeks and credit hours will be combined for compressed (part of term) classes as long as all enrollments show up as of the “freeze date.”

	Fall 2011	Spring 2012	Summer 2012
Freeze Dates	09/15/2011	02/16/2012	06/05/2012
Students Starting Mid-Term	11/01/2011	04/02/2012	07/11/2012

Estimating Pell Grant Disbursement Amounts

- The award amounts on your PAWS account is for attendance for at least 15 weeks during the term and 12 credit hours.
- Pell will be prorated according to the actual number of weeks and credit hours in which you are enrolled.
- If your total attendance is less than 15 weeks, take the "Approximate Portion of Term Pell" from the chart below, multiply times the total number of weeks of enrollment and divide by 15 weeks to determine your Pell amount.
- Pell is not recalculated for hours added or dropped after the freeze dates.

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

Payout Dates

- Barton must have an official copy of your high school or GED transcript prior to disbursement of any federal aid.
- Loans will not be paid out until you are **attending** at least 6 credit hours.
- Pell grants for late starting classes will not be paid until the payout date **after** the class starts.
- The first payout date of the semester is noted on the chart below. Payouts will follow every Friday after the initial semester payout dates through finals week except for the weeks of Thanksgiving, Easter, and Spring Break.
- If your financial aid exceeds your account balance the difference will be issued to you in a check on the following payout dates. Check may be picked up with a photo ID at the Barton and Fort Riley locations. If you want your check mailed to you, you will need to make that request using your Cougars email address sent to the Business Office at: businessoff@bartonccc.edu.

Fall 2011 Payout Dates	Spring 2012 Payout Dates	Summer 2012 Payout Dates
September 27th	February 28th	June 14th
October 11th	March 13th	June 28th
October 25th	March 27th	July 19th
November 8th*	April 11th	August 1st
December 6th	April 24th*	
December 13th	May 8th	
	May 15th	

The Library

The Barton Community College Library offers a variety of information services to students, faculty and staff, as well as the residents of Barton County and Central Kansas. The library has over 26,000 titles (over 32,000 individual volumes) in its book and audiovisual collections, and subscribes to 197 print periodicals and newspapers. Comprehensive knowledge databases such as FirstSearch and InfoTrac gives the Library access to 66 individual databases of which many are full text.

The library is also a member of KIC (Kansas Information Circuit), which allows access to the holdings of academic, and public libraries all over the state.

HOURS

Fall & Spring Semester
Sunday 2:00 p.m. - 10:30 p.m.
Mon. to Thur. 7:30 a.m. - 10:30 p.m.
Friday 7:30 a.m. - 4:30 p.m.
Saturday CLOSED

Summer Semester
Sunday CLOSED
Mon. to Wed. 7:30 a.m. - 7:30 p.m.
Thur. 7:30 a.m. - 5:00 p.m.
Friday & Saturday CLOSED

Days Closed
Labor Day
Thanksgiving (Wed. - Fri.)
Campus Closed Dec. 19 - Jan. 1
MLK Jr. Day
Spring Break
Easter Break
Memorial Day
Independence Day

Interlibrary Loan

Barton Community College Library is part of Kansas Library system and books can be obtained through the interlibrary loan system. Find whatever book you would like in the Kansas Library catalog. Come to the circulation desk, fill out the request form and turn it in. It takes approximately 4 to 7 days before the book arrives. The amount of time you may keep the book is determined by the lending institution.

Borrowing Policy

Books, magazines, and audio-visual items will be loaned for a period of 3 weeks. Reference materials are usually used in the Library; however, they may be checked out by obtaining permission from the director, who will decide the borrowing period length. If a library material is lost or stolen, the borrower will be charge replacement cost plus a processing fee.

Bookstore

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

Financial Aid Charges

- Only books and class related supplies can be charged to your financial aid.
- Bring your copy of your promissory note with you each time you come in to make purchases or returns.
- All charges will be cut off approximately two weeks following the first day of classes. With this in mind, please be sure and pick up all necessary books and supplies within this time period.

Return Policy

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

Book Buy Back

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

Check Cashing Policy

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

Art Supplies

- Bring your supply list. Supplies will vary with individual classes.
- The Barton Community College Bookstore carries most supplies.
- Financial aid purchases must be completed within the first two weeks of the semester.

Cafeteria

Cafeteria Meal Times

Breakfast	7:00 to 8:30 a.m.	Mon. - Fri.
Continental Breakfast	Until 9:00 a.m.	Mon. - Fri.
Lunch	11:00 a.m. to 1:15 p.m.	Mon. - Fri.
Dinner	5:00 to 6:30 p.m.	Mon. - Thur.
Dinner	5:00 to 6:00 p.m.	Fri.
Weekend Brunch	12:00 p.m. to 12:45 p.m.	Sat. - Sun.
Weekend Dinner	5:00 to 5:30 p.m.	Sat. - Sun.

Student Employment

Applications for student employment may be obtained in the Career Center located in the north end of the Learning Resource Center. The Career Center may be reached by telephone at **(620) 792-9349** or by email at careercenter@bartonccc.edu.

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

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

For more information on pay periods, turn-in times, or pay dates, please refer to the Hourly Employees Pay Calendar. A copy of this calendar may be obtained from the student employee's supervisor, the Office of Human Resources, or the Business Office.

A student who owes money to the College will be required to apply at least 65% of their paycheck towards their student account. Questions regarding student accounts should be directed to the Business Office. The Business Office may be reached by telephone at **(620) 792-9316**.

STUDENT SERVICES & ACTIVITIES

The Office of Student Services

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

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

Activities

The College 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.

Intercom – a monthly source of information as to what's happening on campus. It is sent by email to the student's college email address (bartoncougars.org) and found on the college website by clicking Current Student.

Student Government Association

The Student Government Association (SGA) is the representative governing body of the student population. It is composed of elected officials and representatives of each club. The main purpose of the SGA is to provide a voice for the student population on campus and 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 **(620) 792-9227** or Director of Student Life **(620) 792-9271**. Office hours are posted on the door of the Director of Student Life located in the Union.

Constitution of the Student Government Association of Barton Community College - Revised and Approved: May 2011

http://www.bartonccc.edu/current/campuslife/studentlife/studentsenate/documents/OriginalConstitutionRev0507.pdf

To obtain a hard copy of the Student Government Association Constitution, you may contact Diane Engle in U-126 or by phone at **(620) 792-9271**.

Alpha Sigma Lambda, Kappa Beta Chi Chapter Non-Traditional National Honor Society

Alpha Sigma Lambda (ASL) is the premier national honor society for non-traditional 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 it's own chapter, Kappa Beta Chi, which serves both main campus and Fort 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: Carol Dellinger, North End of Learning Resource Center, L-139, **(620) 792-9295**, dellingerc@bartonccc.edu

Barton Collegiate Farm Bureau

Barton Community College Collegiate Farm Bureau is a student organization with the goal of promoting agriculture though 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.

Contact: Victor Martin, T-Building, Room T-190, **(620) 792-9207**, martinv@bartonccc.edu

Campus Christian Fellowship

Campus Christian Fellowship at Barton Community College exists to introduce students to Jesus Christ and help students grow in their relationship with God by being connected with other Christians and honoring God with their life using their gifts to serve others. The organization 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, fall and winter retreats, Spring Break mission trips and a variety of other campus activities. SafeRide, a free ride for college students on Friday nights, is a ministry that CCF students organize. Any college student can call the hotline to get a ride between campus and town. CCF students are always present in the van to visit with and help their peers. Come and get involved!

Sponsor: Brian Howe, C-Building, Room 116, **(620) 792-9254**, howeb@bartonccc.edu

Community Student Organization
Any student with a Workforce Training & Community Education Major at Barton Community College 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 Workforce Training & Community Education Majors, to aid in any campus activity relating to club work, to foster the best interest of Barton Community College and the interest of Community Student Organization members and encourage others to come to Barton Community College.
Sponsors: Shanna Legleiter, T-Building, Room 127, **(620) 792-9398**, legleiters@bartonccc.edu
Kathy Boeger, T-Building, Room 126, **(620) 792-9203**, 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.
Contact: Cristi Gale, T-Building, Room 79, **(620) 786-1183**, galec@bartonccc.edu

Hispanic American Leadership Organization (HALO)
The Hispanic American Leadership Organization (HALO) is open to all Barton students. HALO promotes the Hispanic culture on campus and in the community. It provides an inviting environment to develop leadership skills, social skills, community service, and the fostering of academic and career achievement.
Sponsor: Baudilio Hernandez, Learning Resource Center, L-110, **(620) 786-1174**, hernandezb@bartonccc.edu

International & Multicultural Society
Barton Community College Multicultural Society is a student organization that is open to all students interested in fostering multiculturism throughout the college and college community through leadership and social activities.
Sponsor: Nicole Schneider, Learning Resource Center, L-130 **(620) 792-9363**, schneidern@bartonccc.edu

Journalism Crew (J Crew)
The Journalism Crew (J Crew) of Barton Community College 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 Community College; and to interest others in the Barton journalism program.
Sponsor: Yvonda Acker, Student Union, Room 124, **(620) 792-9239**, ackery@bartonccc.edu

Lambda Alpha Epsilon
The Sigma Phi Omega Chapter was established at Barton Community College 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: Randy Smith, T-Building, Room 100, **(620) 792-9299**,
smithr@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.
Sponsors: Louise Masden, T-Building, Room 90, **(620) 792-9356**,
masdenl@bartonccc.edu
Evelyn Parker, T-Building, Room 79, **(620) 792-9353**,
parkere@bartonccc.edu
Rita Schmidt, T-Building, Room 80, **(620) 792-9351**,
schmidtr@bartonccc.edu

Phi Theta Kappa
Phi Theta Kappa is the largest honor society in American higher education with more than 2 million members and 1,200 chapters located in all 50 of the United States and eight international countries. To be considered for membership in Phi Theta Kappa, one must have previously attended Barton Community College one semester and be currently enrolled in 12 or more hours at the College. The applicant must have a minimum grade point average of 3.5 and be nominated by 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, C-Building, Room 119, **(620) 792-9261**,
goerls@bartonccc.edu
Kathy Boeger, T-Building, Room 126, **(620) 792-9203**,
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, Room 137, **(620) 792-9387**,
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, P-107A, **(620) 792-9241**,
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, Room U-126, **(620) 792-9271**,
engled@bartonccc.edu

Academic Activities

Collegiate Music Educators National Conference
Collegiate Music Educators National Conference (CMENC) is the collegiate organization under the parent group MENC (Music Educators National Conference). Membership is open to any student actively participating in the music department as a music major and/or a member of the performing groups within the music department. The purpose of MENC Collegiate membership is to afford students an opportunity for professional orientation and development while still in school, and to enable students to gain an 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; and the knowledge and practices of professional music education as facilitated through chapter activity.
Sponsor: Steven Lueth, F-Building, F-8, **(620) 792-9295**,
lueths@bartonccc.edu

Concert Band is open to all Barton students. The band performs music from all styles and time periods with emphasis on the standard band repertoire. The group performs in concerts in the fall semester. The band meets once a week for one or two academic credits. Instrumental performance awards are available by audition.
Instructor: Steve Lueth, F-Building, Room 08, **(620) 792-9396**,
lueths@bartonccc.edu

Concert Choir is open to all Barton students without audition. The choir performs all styles of music from classical to broadway and presents two concerts each semester. The course fulfills one of the required General Education Activities Course requirements and is a repeatable course. The choir rehearses three times a week, and receives one or two credits. Music scholarships are available. Please see the director for scholarship information.
Instructor: Vern Fryberger, Fine Arts Building, Room 02, **(620) 792-9395**,
frybergerv@bartonccc.edu

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, Room 02, **(620) 792-9395**,
frybergerv@bartonccc.edu

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, Room 02, **(620) 792-9395**,
frybergerv@bartonccc.edu

The Hilltop Singers is a selected group of 20 singers with instrumental backup of piano, trap set, and bass guitar. As a show choir they are a highly visible group in this area of the state and perform for many types of functions. An audition is necessary for membership in the show choir. Music scholarships are available by audition in the spring for the next academic year.
Instructor: Vern Fryberger, Fine Arts Building, Room 02, **(620) 792-9395**,
frybergerv@bartonccc.edu

The Interrobang is the student newspaper of the College. 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: Yvonda Acker, Student Union, Room 124, **(620) 792-9239**,
ackery@bartonccc.edu

Jazz Band is open to all students. Music is chosen from all jazz forms including swing, funk, rock, and Latin. Rehearsals are held twice weekly for one or two academic credits. Performance awards are available by audition.
Sponsor: Steve Lueth, F-Building, Room 08, **(620) 792-9396**,
lueths@bartonccc.edu

Orchestra is a College-Community organization composed of musicians interested in performing in an orchestra. Membership is by audition or special permission only. The orchestra meets on a schedule in conjunction with spring semester musicals and presents concert performances.
Sponsor: Steve Lueth, F-Building, Room 08, **(620) 792-9396**,
lueths@bartonccc.edu

Pep Band performs at home basketball games and other special events as requested by the instructor. This group is committed to promoting spirit and excitement for Barton. Enrollment in Pep Band is necessary for membership. Pep Band members receive a performance award.
Sponsor: Steve Lueth, F-Building, Room 08, **(620) 792-9396**,
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 in the Kirkman Student Activity Center, **(620) 792-9285**.

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

A student who has received a collegiate varsity award in a sport or has participated in a varsity sport during the current school year cannot participate in that sport or any similar sport.

The team roster with ALL team members must be filed in the Intramural Office before the team's first contest.

Entries
In sports where entries are necessary, there shall be a definite time for closing the entry and no individual or organization shall be permitted to enter after that date.

Intramural Announcements
Intramural contestants and managers will find important material in the Kirkman Student Activity Center.

Academic Advising

http://bartonccc.edu/instruction/academicadvising/

Advisor's Responsibilities
Your academic advisor was selected for you from your major 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.

Student's 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 Community College, they should contact the Advisement Coordinator in the Advisement Center at **(620) 792-9225**.

Things to Do Before You Meet With Your Advisor

- Call or stop by to schedule an appointment with the faculty secretary or leave a voicemail with a phone number.
- Have a list of questions you may want to ask.
- Be open and honest. Tell your advisor about things that may be affecting your ability to do your best.
- Review the class schedule.

What You Will Find at the Advisement Center:

- Change of Major and/or Advisor
- Graduation Checks
- General Advisement
- Course Outline for Areas of Study

Associate of Arts

Associate in Arts
Program: Liberal Arts - Developmental

Developmental Studies – Based on assessment scores				
WRITTEN COMMUNICATIONS				
Completed	Course #	Course Name	Semester	Credits
☐ ENGL	1120 1121 1122	ESOL 1 ESOL 2 ESOL 3	1st or 2nd And/or 3rd	6 6 3
☐ ENGL	1190	Basic English	1st	3
☐ ENGL	1194	Inter. English	1st or 2nd	3
STUDY SKILLS				
Completed	Course #	Course Name	Semester	Credits
☐EDUC	1103	Student Success	1st or 2nd	3
READING				
Completed	Course #	Course Name	Semester	Credits
☐ READ	1108	Basic Reading	1st	3
☐READ	1109	Inter. Reading	1st or 2nd	3
MATHEMATICS				
Completed	Course #	Course Name	Semester	Credits
☐MATH	1809	Basic Applied Math Skills	1st	3
☐ MATH	1811	Prep Math	1st or 2nd	2
☐ MATH	1821	Basic Algebra	1st, 2nd, or 3rd	3
TOTAL (Course 1103 counts toward graduation)				**3**

Foundation Studies				
WRITTEN COMMUNICATIONS (6 credit hours-minimum)				
Completed	Course #	Course Name	Semester	Credits
☐ ENGL	1204	English Comp. I	2nd or 3rd	3
☐ ENGL	1206	English Comp. II	3rd or 4th	3
ORAL COMMUNICATIONS (3 credit hours-minimum)				
Completed	Course #	Course Name	Semester	Credits
☐ COMM	1230	Public Speaking **OR**	1st	3
☐COMM	1200	Interpersonal Communications	1st	3
COLLEGEL-LEVEL MATHEMATICS (3 credit hours-minimum)				
Completed	Course #	Course Name	Semester	Credits
☐ MATH	1828	College Algebra	3rd or 4th	3
COMPUTER LITERACY (3 credit hours-minimum)				
Completed	Course #	Course Name	Semester	Credits
☐ BSTC	1036	Comp Concepts		3
TOTAL NEEDED				**15**

Humanities 3 credits from 2 of the 3 subject areas At least 3 credits from "breadth" courses(9 credit hours-minimum)				
FINE ARTS				
Completed	Course #	Course Name	Semester	Credits
☐				
LANGUAGE ARTS				
Completed	Course #	Course Name	Semester	Credits
☐				
☐				

English Placement	Math Placement	Reading Placement

PHILOSOPHY/HISTORY/RELIGION				
Completed	Course #	Course Name	Semester	Credits
☐				
☐				
TOTAL				**9**

Social and Behavioral Sciences 3 credits from 2 of the 3 subject areas At least 3 credits from the "breadth" courses (9 credit hours-minimum)				
SOCIAL SCIENCE				
Completed	Course #	Course Name	Semester	Credits
☐				
☐				
BEHAVIORAL SCIENCE				
Completed	Course #	Course Name	Semester	Credits
☐				
☐				
ECONOMICS/POLITICAL SCIENCE				
Completed	Course #	Course Name	Semester	Credits
☐				
☐				
TOTAL				**9**

Natural Science At least one 5-credit lab science course (5 credit hours-minimum with Lab)				
Completed	Course #	Course Name	Semester	Credits
☐				
☐				
TOTAL				**5**

Physical Education, Health, & Performance Only one credit from Performance course allowed (2 credit hours-minimum)				
Completed	Course #	Course Name	Semester	Credits
☐				
☐				
TOTAL				**2**

Major Requirements				
Completed	Course #	Course Name	Semester	Credits
☐ MATH	1824	Intermediate Algebra	2nd, 3rd, or 4th	3
TOTAL				

Electives				
Completed	Course #	Course Name	Semester	Credits
☐				
☐				
TOTAL				

TOTAL for all Areas	
TOTAL for Degree	**64**

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Associate of Science

Associate in Science Program:

Placement Scores		
English	Math	Reading

Developmental Studies – Based on assessment scores				
WRITTEN COMMUNICATIONS				
Completed	Course #	Course Name	Semester	Credits
☐ ENGL	1120, 1121 1122	ESOL 1, ESOL 2, or ESOL 3	1st or 2nd and/or 3rd	6 6 3
☐ ENGL	1190	Basic English	1st	3
☐ENGL	1194	Inter. English	1st or 2nd	3
STUDY SKILLS				
Completed	Course #	Course Name	Semester	Credits
☐EDUC	1103	Student Success	1st or 2nd	3
READING				
Completed	Course #	Course Name	Semester	Credits
☐ READ	1108	Basic Reading	1st	3
☐READ	1109	Inter. Reading	1st or 2nd	3
MATHEMATICS				
Completed	Course #	Course Name	Semester	Credits
☐MATH	1809	Basic Applied Math Skills	1st	3
☐MATH	1811	Prep Math	1st or 2nd	2
☐MATH	1821	Basic Algebra	1st, 2nd, or 3rd	3
TOTAL (Course 1103 counts toward graduation)				**3**

Foundation Studies				
WRITTEN COMMUNICATIONS (6 credit hours-minimum)				
Completed	Course #	Course Name	Semester	Credits
☐ ENGL	1204	English Comp. I	1st	3
☐ ENGL	1206	English Comp. II	2nd	3
ORAL COMMUNICATIONS (3 credit hours-minimum)				
Completed	Course #	Course Name	Semester	Credits
☐ COMM	1230	Public Speaking **OR**	1st	3
☐COMM	1200	Interpersonal Communications	1st	3
COLLEGEL-LEVEL MATHEMATICS (3 credit hours-minimum)				
Completed	Course #	Course Name	Semester	Credits
☐ MATH	1828	College Algebra **OR**	1st	3
☐MATH		Higher Level Math Class **OR**	1st or 2nd	3
☐STAT	1609	Business Statistics	1st, 2nd or 3rd	**3**
COMPUTER LITERACY (3 credit hours-minimum)				
Completed	Course #	Course Name	Semester	Credits
☐ BSTC	1036	Comp Concepts		3
TOTAL				**15**

Humanities 3 credits from 2 of the 3 subject areas At least 3 credits from "breadth" courses(6 credit hours-minimum)				
FINE ARTS				
Completed	Course #	Course Name	Semester	Credits
☐				
☐				

LANGUAGE ARTS				
Completed	Course #	Course Name	Semester	Credits
☐				

PHILOSOPHY/HISTORY/RELIGION				
Completed	Course #	Course Name	Semester	Credits
☐				
☐				
TOTAL				**6**

Social and Behavioral Sciences 3 credits from 2 of the 3 subject areas At least 3 credits from the "breadth" courses (6 credit hours-minimum)				
SOCIAL SCIENCE				
Completed	Course #	Course Name	Semester	Credits
☐				
☐				
BEHAVIORAL SCIENCE				
Completed	Course #	Course Name	Semester	Credits
☐				
☐				
ECONOMICS/POLITICAL SCIENCE				
Completed	Course #	Course Name	Semester	Credits
☐				
☐				
TOTAL				**6**

Natural Science At least one 5-credit lab science course (10 credit hours-minimum with Lab)				
Completed	Course #	Course Name	Semester	Credits
☐				
☐				
TOTAL				**10**

Physical Education, Health, & Performance Only one credit from Performance course allowed (2 credit hours-minimum)				
Completed	Course #	Course Name	Semester	Credits
☐				
☐				
TOTAL				**2**

Major Requirements				
Completed	Course #	Course Name	Semester	Credits
☐ MATH	1824	Intermediate Algebra	2nd, 3rd, or 4th	3
☐				
TOTAL				

Major Electives				
Completed	Course #	Course Name	Semester	Credits
☐				
☐				
TOTAL				

Other Electives				
Completed	Course #	Course Name	Semester	Credits
☐				
☐				

TOTAL for all Areas	
TOTAL for Degree	**64**

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Associate of General Studies

Associate in General Studies Degree

The Associate in General Studies Degree provides you the opportunity to develop knowledge, skills, attitudes and greater philosophical appreciation for lifelong learning.

Developmental courses cannot be used to fulfill degree requirements.

Prior to the beginning of the third semester, candidates for the Associate in General Studies Degree must designate a specific program of courses approved by the appropriate instructional area and signed by the advisor.

The Associate in General Studies Degree will be awarded upon completion of the planned program of not less than 64 college credit hours with a cumulative grade point average of 2.0 or overall "C." To be eligible for graduation, the student must have completed at least fifteen (15) credit hours from Barton County Community College. Students have a maximum of six years to meet catalog requirements for graduation in effect at the College when they first entered. However, if a student has had their college program interrupted by more than two consecutive years, they will be subject to the requirements in effect when they re-enter, or if they elect, the requirements of a later catalog.

Prior coursework may be evaluated to determine currency of content before including the credit hours toward a certificate or degree.

A minimum distribution of credits shall be:

1. **General education requirements include:**

Basic/Foundation Studies (Fundamental Courses) **DISTRIBUTION REQUIREMENT:**	**9 hours**
Written Communications English Composition I (ENGL 1203 or 1204)	**3 hours**
Additional Communications (written or oral) English Composition II (ENGL 1206 or 1207) Or, Technical and Report Writing (ENGL 1205) Or, Interpersonal Communications (COMM 1200) Or, Fundamentals of Speech (COMM 1202) or Public Speaking (COMM 1230)	**3 hours**
College-level Mathematics See general education course list of acceptable courses.)	**3 hours**
Computer Literacy Computer Concepts (BSTC 1036)	**3 hours**
Humanities **DISTRIBUTION REQUIREMENT:** Minimum of 3 credit hours in at least two of the following three subject areas: Fine Arts Area Language Arts Area Philosophy/Religion and History Area **Constraint:** At least 3 credits must be from "breadth" course(s)	**6 hours**
Social and Behavioral Sciences **DISTRIBUTION REQUIREMENT:** Minimum of 3 credit hours in at least two of the following three subject areas: Social Science Area Behavioral Science Area Economics/Political Science Area **Constraint:** At least 3 credits must be from "breadth" course(s)	**6 hours**

Associate of Applied Science

Placement Scores

English	Math	Reading

Program Name

Associate in Applied Science (Total Credit Hours – 64)

GENERAL EDUCATION REQUIREMENTS
At least 15 credit hours from at least 3 of the 5 General Education curriculum areas.

WRITTEN / ORAL COMMUNICATIONS			
☐			
☐			
☐			
TOTAL			

HUMANITIES			
Fine Arts			
☐			
☐			
☐			
☐			
Language Arts			
☐			
☐			
☐			
☐			
Philosophy / History / Religion			
☐			
☐			
☐			
☐			
TOTAL			

SOCIAL and BEHAVIORAL SCIENCES			
Social Science			
☐			
☐			
☐			
Behavioral Science			
☐			
☐			
☐			
Economics / Political Science			
☐			
☐			
☐			
TOTAL			

MATHEMATICS / NATURAL SCIENCE			
☐			
☐			
☐			
☐			
☐			
TOTAL			

PHYSICAL EDUCATION (maximum of two credit hours) OR HEALTH (maximum of three credit hours)			
☐			
☐			
TOTAL			

****

REQUIREMENTS for SPECIFIC MAJOR:

MAJOR REQUIREMENTS			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
TOTAL			

MAJOR ELECTIVES			
☐			
☐			
☐			
TOTAL			

OTHER ELECTIVES			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
TOTAL			

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Academic Plan

Total Hours Required: 64 (16 hours per semester)
Four-Semester Schedule

Semester: ☐ **Fall** ☐ **Spring** **Year:**		
Course #	Course Name	Hrs
TOTAL		

Semester: ☐ **Fall** ☐ **Spring** **Year:**		
Course #	Course Name	Hrs
TOTAL		

Course #	Course Name	Hrs
TOTAL		

Semester: ☐ **Fall** ☐ **Spring** **Year:**		
Course #	Course Name	Hrs
TOTAL		

Other

Semester: ☐ **Summer** ☐ **Transfer** **Year:**		
Course #	Course Name	Hrs
TOTAL		

Semester: ☐ **Summer** ☐ **Transfer** **Year:**		
Course #	Course Name	Hrs
TOTAL		
Semester: ☐ **Fall** ☐ **Spring** **Year:**		

Comments

Testing

Students entering college for the first time without SAT, ACT, Accuplacer or ASSET scores must take the Accuplacer or ASSET test. Students must have test scores on file if they are pursuing a certificate or associate's degree or are enrolling in a general education class requiring specific test scores. Test scores will be used to place students in the appropriate English, reading or math course. Individuals requiring testing accommodations due to disability should contact the Testing Coordinator at **(620) 793-9344**.

Testing provides both the student and the adviser an effective tool to assure academic success. Through enrollment in proper courses, students are more likely to meet their academic goals. Students without a high school diploma who plan to enroll are required, under the "Ability to Benefit Program," to pass the ASSET test if they plan to qualify for any grant, loan or work under Title IV of the HEA.

Other Testing Services

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

Proctoring: Individual instructors arrange to have make-up tests available.

The following nationally normed instruments can be administered:

- **ACT:** An entry-level test required by many colleges. Administered at Barton in October, December, April, and June, fee paid directly to ACT.
- **CLEP & DANTES:** An instrument provided by Education Testing Service which allows you to receive credit for informal learning by "testing out" of entry-level classes. Primarily designed for the adult student; fee paid directly to EFS.
- **COMPASS:** Fort Riley students only. A placement test to determine which math, English or reading course you should take to enhance your academic performance.

Tests Administered Through Other Testing Agencies

- Automotive Service Excellence Exam **(ASE)**

Career Center

www.careercenter.bartonccc.edu

Career Exploration - Barton's Career Counselor is available to assist you with choosing a career that fits your personality and interests. Assessments of your interests, abilities, and values are available to guide you into a major and help you 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. The Career Center office is located in the north end of the Learning Resource Center.

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

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

Part Time Employment - on-campus, off-campus and full time positions are posted on our website www.careercenter.bartonccc.edu. We do have a bulletin board located outside the career center office which is located in the north end of the Learning Resource Center. The Career Center bulletin board located on the north end of the Learning Resource Center lists part time employment opportunities in the area. Jobs are also listed in the Interrobang, the student newspaper.

Transfer Information - College catalogs, brochures, and applications for admission and scholarships from public and private colleges in the state of Kansas are available to you, as well as transfer equivalency of Barton courses to other institutions. Information from colleges in other states will be obtained at your request. Personal assistance, guides to two-year and four-year institutions in the United States, the DISCOVER program, and the Internet will assist in finding the right college for you. Admissions representatives from four-year institutions are available on campus each semester. Check with the Career Center or our website for specific dates and times.

Computer Lab
To familiarize and expose the general student population to the use of computers and software, the computer lab makes available IBM compatible PCs. Qualified personnel are available to assist with Internet access, word-processing, and other computer assignments. In addition to a wide variety of networked software, the lab provides access to a number of subject-specific programs. The computer lab is located in the north end of the Learning Resource Center.

Student Use of Computer/Campus Computing Systems Policy
Barton Community College is fortunate to be able to provide advanced computer technology for its students' use. The College has established guidelines for student computer usage. However, these guidelines shall not be considered all-inclusive and, in addition to the procedures reflected in the guidelines, students are required to comply with all departmental and computer lab requirements.

Tutoring - Peer and professional tutoring is provided free of charge. Tutoring locations and schedules are posted at www.tutoring.bartonccc.edu.

Disability Services

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. Disabled students with special needs are encouraged to contact the Student Support Services office immediately upon arrival on campus at **(620) 792-9240** or **Ext. 240**.

For more information see the U.S. Department of Education Office for Civil Rights publication *Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities* at http://www.ed.gov/about/offices/list/ocr/transition.html

Child Development Center

http://cdc.bartonccc.edu

Students, faculty, and staff with children between the ages of 2 weeks and 12 years have access to the Child Development Center located on the Barton campus on a space-available basis. The Center is open from 7:00 a.m. to 6:00 p.m. whenever College offices are open. The Center remains open for child care services on Fridays in the summer when the Barton campus offices observe a summer schedule. Located adjacent to Cottonwood Hall (the 3-story Phase IV Housing Complex - **see map on page 102**), 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. The Director of the Child Development Center can be reached at **(620) 786-1131** or **(620) 792-9360** to provide information about Center enrollment.

College Health Services

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

Clinic hours are:

- Monday, Wednesday, and Thursday from 8:00 a.m. to 4:00 p.m.
- Tuesday from 8:00 a.m. to 5:30 p.m.
- Friday from 8:00 a.m. to 3:00 p.m.
- After hour ***emergency*** contacts can be made by calling cell phone **(620) 786-0392**.

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

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 Community College 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 is *HIGHLY* recommended that all college students review and update their immunizations.
- Informative guidelines on immunizations are available in the Student Health Office.
- Limited 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 available immunizations and 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 the Kansas Board of Regents to show documented proof of meningitis immunization or sign a waiver.

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.

THE COLLEGE NURSE CAN BE REACHED:

LOCATION: Union, Room 206

OFFICE PHONE: (620) 792-9233

CELL PHONE: (620) 786-0392

E-MAIL: brockk@bartonccc.edu

Counseling

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

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 Student Services, located in the north end of the Learning Resource Center, 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 which has drug information sites, a depression screening site, and links to local and national resources.

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

FAMILY CRISIS CENTER (sexual or domestic violence)	NATIONAL SUICIDE PREVENTION HOTLINE
(620) 792-1885	**1-800-273-TALK (8255)**

On-Campus Housing

Resident Hall Requirements

- Barton Community College provides campus based student housing that will accommodate a total of 292 students. ADA compliant rooms available.
- Barton Community College requires that all full time students (those enrolled in 12 semester hours or more) with a total of less than 24 successfully completed college hours reside in student housing. Additionally, students must maintain full time student status (12 semester hours) to remain in student housing. Students are exempted from the policy if they meet one or more of the following criteria:
  - ✔ Student is married
  - ✔ Student is 21 years of age or older
  - ✔ Student has a child or children who reside with him or her
  - ✔ Student is a resident of Barton County or a border county and is residing with parents, legal guardian, or immediate family member of legal age.
- Student housing contracts remain in effect for the entire academic year. Contracts are processed on a first come, first served basis.

Costs

Living Center Costs and Payment Plan includes Room and Board. **Cost subject to change without notice.**	
19 Meal Plan: Double Occupancy	
Total due for academic year	**$4,784**
*1st semester	**$2,392 per semester**
*2nd semester	**$2,392 per semester**
***Students who choose to pay the entire semester at the time the first payment is due will receive a 4% discount.**	

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

Housing refunds (excluding deposit) are based on a declining scale during the semester. Prices subject to change.

***Single room rate (additional fee)** *After the start of the semester, if a single room becomes available, additional fee will apply to guarantee a single room.	**$500** per semester

Deposit

A deposit of $120 is required to initiate a housing contract. Housing is reserved on a first come first serve basis. The required housing deposit includes a $100 facility deposit and a $20 programming deposit. Mandatory housing meetings are held once each semester with attendance resulting in a $10 refund per meeting. It should be understood that only up to $70 is refundable upon satisfactory completion of your living center commitment.

Non-Resident Visitation Hours

Sunday through Saturday - 10:00 a.m. to midnight. Any visitor under the age of 18 and not a member of the immediate family of a housing resident will not be allowed in student housing or on student housing grounds. Visitors who violate this policy may be arrested for trespassing.

Residents may be allowed to host overnight non-resident guest(s) by notifying the Coordinator of Student Housing in writing 48 hours in advance. Guests must be a minimum of 18 years old, unless they are a member of your immediate family. If advance notification is not followed, the standard fine will apply. Guests may stay no longer than three days, and must abide by all housing policies and procedures. Please be considerate and ask your roommate's permission before having an overnight guest in your room as well.

Barton Community College Security Department

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

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

Campus Security Personnel

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

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

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

Public Safety

The Barton Community College Security Department provides several functions to the college community, some of which are as follows:

- The Barton Community College Security Department provides a 24 hour a day, seven days a week patrol function on campus, parking lots, and living quarters. Barton Community College Security personnel are commissioned by authority of the State of Kansas under K.S.A. 72-8222 which gives them the authority to possess and exercise all general law enforcement powers, rights, privileges, protections and immunities in every county in which there is located any part of the territory of the school district or community college.
- Officers are responsible for a full range of public safety services including assistance in medical emergencies, fire emergencies, traffic regulations, accidents, enforcement of laws regulating under age drinking, the use of controlled substances, weapons and other incidents.
- Criminal acts and other emergencies on campus can be reported 24 hours a day, seven days a week by calling **Ext. 217** while on campus or **(620) 792-9217** from an off campus phone. If you would like to talk to Security personnel in person, the Security office is located in Room 154 of the Technical Building.
- The Security Department will make an incident report on any crime or unusual activity reported to the Department, which will be kept on file for at least three years or longer.

- Security personnel have concurrent jurisdiction on campus with the Barton County Sheriff's Office. The Barton County Sheriff's Office will respond to assist if needed and are always ready to help with major crimes or other functions on campus.
- The Security Department shares information with both the Barton County Sheriff's Office and the Great Bend Police Department on arrests and serious crimes. The identification number of any stolen vehicle and other property, if available, may be reported to one or both departments and may be entered into the National Crime Information Center by either department.

Public Service

Security Officers are often called to assist student and faculty in other ways. One of the extra duties they perform, time permitting, include jump-starting automobiles whose battery has run down. If you have a special request, contact the Security Department at **Ext. 217**.

Prevention of Crime

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

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

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

Crime Stoppers

"We don't want your name, just your information."
620-792-1300 or 888-305-1300

History

Crime Stoppers of Great Bend and Barton County is a non-profit organization of citizens against crime that was founded in 1984. This program is a member in good standing with the Kansas Association of Crime Stoppers and Crime Stoppers International, Inc. which the parent organization that oversees nearly 900 programs throughout the world. Through an integral networking system these programs have been responsible for solving over 419,000 felony crimes, resulting in the recovery of almost $3 billion worth of narcotics and stolen property. Most incredibly, these programs have provided information from ANONYMOUS callers, resulting in a conviction rate of 96 percent worldwide.

Locally, Crime Stoppers of Great Bend and Barton County has cleared over 200 crimes with over $500,000 worth of narcotics and stolen property recovered resulting in a conviction rate of 100%.

The concept of scholastic Crime Stoppers was originated in Boulder, Colorado in 1983. Since that time the Boulder program has been a great success, and serves as an international role model for other communities hopeful of initiating such a program.

Crime Stoppers of Great Bend and Barton County has made a commitment to launch a scholastic program at Barton. They are also pleased to announce that they have formed similar scholastic programs in all of the county middle schools and high schools.

Definitions

Victim - Any member of the College against whom a crime has been committed.
Faculty Coordinator - The faculty representative who will administer the program at Barton.
Informant - Anyone with information about a crime or information that will prevent a crime.
Barton Crime Stoppers - A team of six student board members, faculty coordinator and support staff. The goals of this group are to create an awareness of crimes being committed on campus, reduce victimization resulting from criminal acts, reduce the use and sale of alcohol and drugs and to promote caring and pride at Barton.
Guaranteed Anonymity - A commitment from the College, Faculty Coordinator, President, staff and Crime Stoppers of Great Bend and Barton County. The coordinator will not be questioned as to the identity of the informant.

Operational Procedures

Step 1 - Anonymous Informant - The informant calls Crime Stoppers of Great Bend and Barton County at **(620) 792-1300** or toll free at **1-888-305-1300**. The informant does not identify him- or herself and no recording or caller I.D. is used. The informant indicates that the call is in relation to a crime occurring at Barton. If the information is related to a crime that is beyond the College's jurisdiction and adjudication power, the detective answering the phone will relay the information to the proper law enforcement agency. If the information is related to a crime that falls within the jurisdiction and adjudication power of the College, the detective will immediately relay the information to the Faculty Coordinator.

Step 2 - Investigation - The information will be provided to an investigating officer or the Faculty Coordinator, depending on jurisdiction. If the case falls in the jurisdiction of a local law enforcement agency, the investigating officer works the case in cooperation with the Faculty Coordinator.

Step 3(a) - Reward - The caller periodically needs to call the Crime Stoppers Phone to check on the progress of the investigation. When the case is solved, the Detective manning the line will advise the informant to call back after the Barton Board has had a chance to meet and consider a reward. When the case reaches a final conclusion it will be presented to the Barton Crime Stoppers Board for review and consideration of a reward. When the informant calls back, the Detective will advise him or her of the amount of the reward and the informant will be asked to go to a local financial institution after a certain date and provide the number that has been assigned to their information. At the financial institution, the informant can go through the drive-thru or submit the number to the receptionist and be given an envelope with the cash reward.

Step 3(b) - Felony Rewards - In the case of a felony reward, the information will be given to the Crime Stoppers of Great Bend and Barton County Board for review and may be referred back to the Barton Crime Stoppers Board for a decision.

Program Objectives

- To make the student body aware of the importance of reducing and preventing alcohol and drug use and/or sales.
- To reduce or prevent the number of crimes committed on College property.
- To reduce or prevent the amount of vandalism of College and personal property.
- To maintain a good working relationship with local law enforcement officials.
- To have a mechanism in place which will allow students to pass along vital information to help solve crimes.
- To provide an anonymous opportunity for all students to report a crime without fear or retributions.
- To make the College a safe and rewarding place for all students to learn.
- To develop a sense of trust and dignity of faculty and students.

"We don't want your name, just your information."
620-792-1300 or 888-305-1300

Crime Detection and Prevention

Policies & Procedures

The college has several policies relating to crime detection and prevention. They are included in various publications available for your use and review. The College policies can be viewed starting on **page 80**. College Policies regarding crime detection and prevention include the following:

Emergency Action & Disaster Plan

http://bartonccc.edu/pdf/publications/eop/EOPPlan.pdf

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

Reporting Criminal Actions

Barton Community College Security Officers possess all law enforcement powers by the State of Kansas under K.S.A. 72-8222. The Security Department consists of six (6) full time officers. The College allows for the confidential reporting of crimes. The Department maintains a 24 hour answering service, 365 days a year. Security Officers respond to calls for emergency or routine services and may also take incident reports in the Security Department located in the Technical Building, Room 154, or they can be reached by calling **(620) 792-9217**.

Officers in this department receiving information in reference to a crime occurring on campus will initiate a written report of that crime. Reports dealing with criminal activity are brought to the attention of the Security Officers and may also be reported to the Barton County Sheriff's Office for further investigation, if needed. A Standard Offense Report will also be made and sent to the Kansas Bureau of Investigation.

These reports may be forwarded to the office of the Barton County Attorney for possible criminal charges. The County Attorney has final discretion over the disposition of all criminal cases.

Student Right-to-Know and Campus Security Act

http://bartonccc.edu/instruction/security/righttoknow.html

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

- The completion or graduation rate of all full-time, first-time certificate or degree-seeking undergraduate students, as well as the average completion or graduation rate of students who have received athletically-related student aid, and
- The disclosure of crime statistics within specific classifications and arrests indicating reported incidents as required by law.

Barton Community College adheres to the Campus Security Act (public Law 101-542). Current statistics are posted in each building and available upon request from the Campus Security office located in the Technical Building, Room 154.

Graduation Rate - Disclosure of Graduation Rates of all Full-time, First-time Students
http://bartonccc.edu/administration/research/administration/gradratesathl.pdf
Printed copies of the Annual Report and Crime Summary and the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act are available upon request from the Student Services Office located in the library.

Security I.D. Policy
Faculty, Staff, and Students of Barton Community College may be required to show their College I.D. to security personnel on an as needed basis. We are implementing this policy for the safety and well being of the entire College Community. PLEASE REMEMBER TO HAVE YOUR COLLEGE I.D. HANDY AT ALL TIMES.

Personal Appearance
The College recognizes that a wide variety of personal styles, concerning appearance and clothing, are generally accepted in the local community. You should be guided in your personal appearance by your plans for part-time jobs while at the College or for full-time employment upon leaving the College. Shirts and shoes must be worn in all buildings.

Access to Campus Facilities
The Barton Community College Security Department controls access to College facilities. After-hours access to academic buildings is allowed only to personnel who have a legal and legitimate reason to be in the buildings after hours. Students who need to stay late inside one of the buildings must have permission from a College official to remain inside the building. Anyone found inside a building at closing time without permission will have to leave upon request of the Security Officer.

Anyone needing to remain inside the building after hours should:

- Have the College official who has granted permission contact the Security Office and advise the Security Officer that the person will be staying late.

Drug and Alcohol Abuse Education Programs

Consistent with its educational mission, the College also assists its members in finding alternatives to alcoholic beverage and drug abuse and provides services and resources for college members who experience alcohol or drug related difficulties. For more information contact the Dean of Student Services at **Ext. 226** or in **L-137**.

Alcoholic Beverages
Barton Community College seeks to encourage an academic environment that maintains and promotes the health, safety and welfare of all members of this campus. In keeping with those objectives, the College has established policies and guidelines governing the possession, sale and consumption of alcoholic beverages on the campus: Drug-Free Schools and Communities Act Policy.

Possession or consumption of alcoholic beverages is not permitted on property owned or controlled by Barton Community College. Also, intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21 years, is a violation of College rules and laws of the State of Kansas under K.S.A 41-727 and K.S.A. 21-3610.

Likewise, the consumption and/or possession of all alcohol is prohibited at all times on campus, and off campus for activities and experiences when said activities and experiences are sponsored by and/or under the auspices of Barton Community College.

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

Illegal Drugs
Barton Community College does not condone the possession, sale, distribution or use of illegal drugs or other hallucinogens on the campus. Anyone known to be possessing, using, selling or distributing such drugs is subject to disciplinary action as well as arrest and fine or imprisonment according to State Statute K.S.A. 65-4127.

Likewise, the consumption and/or possession of all illicit drugs are prohibited at all times on campus, and off campus for activities and experiences when said activities and experiences are sponsored by and/or under the auspices of Barton Community College.

Smoking
In accordance with KSA Bill No. 21-4010, smoking is prohibited in all College buildings. A Barton policy passed effective Spring 1994 states that no tobacco products (including smokeless tobacco), are allowed in any College building.

The Tobacco Free Campus Policy can be viewed at http://dev.bartonccc.edu/administration/policiesprocedures/policies/facilitiesequipment.html#1210

Drug-Free Schools and Communities Act Policy
Refer to Policy on **page 89.**

College Closing Procedure

2100 - College Closing - Inclement Weather
The Vice President of Instruction and Student Services or his/her designee upon consulting with the Dean of Administration is responsible for the decision to close the College at all locations for inclement weather. College employees and students are expected to be at their assigned workplace or classroom, unless the College is closed or their classes/activities cancelled.

Employees and students who face hazardous conditions and/or unusual circumstance as a result of inclement weather are expected to contact the appropriate supervisor or faculty member to make arrangements to be absent or arrive late.

In addition, the College president or designee has the authority to temporarily cease the operation of the College, or any campus and/or instructional location for any reason he/she deems prudent.

The College will inform the following media of college/class cancellations:

- KSNW-TV (channel 3)
- KAKE-TV (channel 10)
- KWCH-TV (channel 12)
- Eagle Radio - KVGB 1590 AM / KHOK 100.7 FM / KBGL 106.9 FM / B 104.3 FM (GB)
- Rocking M - KZRS/Star 107.9 FM (GB)
- KRSL 990 AM / 95.9 FM (Russell)
- Eagle Radio - KAYS 1400 AM / 103.3 FM (Hays)
- KHCT 90.9 FM - Radio Kansas (Hutchinson)
- KHUT Country 102.9 FM / KHMY 93.1 FM (Hutchinson)

In addition, the College will post a message on its telephone system which can be accessed at **(620) 792-2701**. Messages will also be posted to the College's website. Text message alerts will be sent to those subscribed to this service.

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

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

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

Fine/Performing Arts Events

Any such event under the supervision of the Dean of Academics that occurs on a week day (Monday–Friday) should come under the same consideration for any such closing of school/classes.

Recommendation of closing such events occurring on weekend dates shall be the responsibility of the Dean of Academics. The Dean will be responsible for contacting the Vice President of Instruction and Student Services and the office of public relations.

Any such event held in the Fine Arts Building and/or auditorium from an outside, non-Barton organization (weekday and weekend), decision to close should be the responsibility of the Dean of Administration.

Learning Resource Center
The Director of Learning Resources may close the LRC in the event of inclement weather on the weekend or in the evenings when the college is not otherwise open for classes. The Director will be responsible for contacting the Vice President of Instruction and Student Services and the office of public relations.

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

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

The Director of the Shafer Gallery and the Executive Director of Institutional Advancement will consider the scope of the event, the guests attending, and the severity of the weather at the time of the event. Notification of any cancellations will then be as follows:

Director of the Shafer Gallery will notify:
1. Vice President of Instruction and Student Services and/or the Coordinator of Facility Management;
2. Director of Public Relations (or designee) so that the cancellation may be made in conjunction with other college closing announcements, as applicable; and
3. If the Director of Public Relations (or designee) is unavailable, the Director of the Shafer Gallery or the Executive Director of Institutional Advancement (or both simultaneously) will contact the media directly with the cancellation information.

Silver Cougar Club Events
The Coordinator of Fund Raising and Special Events and the Executive Director of Institutional Advancement will consider the scope of the event, the guests attending, and the severity of the weather at the time of the event. Notification of any cancellations will then be as follows:

Coordinator of Fund Raising and Special Events shall notify:
1. Director of Public Relations (or designee) so that the cancellation may be made public through all communication media; and
2. If the Director of Public Relations (or designee) is unavailable, the Coordinator of Fund Raising and Special Events or the Executive Director of Institutional Advancement (or both simultaneously) will contact the media directly.

Due to the nature of Silver Cougar Club Events (the Foundation has a list of specific attendees), the Coordinator of Fund Raising and Special Events, along with the Foundation staff will personally contact each attendee to notify them of the cancellation and rescheduling of the event when appropriate. In those cases where an event cannot be rescheduled and members have been charged an event fee – those funds will be refunded or credited to the next event, depending on the wishes of each individual attendee.

Fort Riley Campus
Classes will only be cancelled if the Command at Fort Riley declares the Fort to be closed and non-essential personnel are excused from reporting for duty. Upon notification, the Dean of Fort Riley Learning Services and Military Operations, and the Dean of Technical Education will take the following action:

College Programs, LSEC and BSEP (Dean of Learning Services and Military Operations)
1. Initiate the Barton-Fort Riley Inclement Weather "Calling Tree";
2. Inform the College President and/or Vice President that classes are cancelled;
3. Coordinate the cancellation of evening cases with the Director, Army Education Center;
4. Disseminate information regarding the cancellation of classes via appropriate media; and
5. Test message alerts will be sent to those subscribed to this service.

The Administrative Assistant, Barton-Fort Riley, will develop and maintain an accurate "calling tree" and ensure that all personnel know how to use it. Fort Riley personnel will execute their portion of the "calling tree" and will ensure that their personnel information is accurate.

Military Programs and Grand View Plaza (Dean of Technical Education)
1. Verify with G-3 that the military classes will be cancelled;
2. Initiate the Military Programs/Grand View Plaza "Calling Tree"; and
3. Coordinate with Fort Riley Dean of Learning Services and Military Operations regarding the cancellation of classes via appropriate media.

The Director of Military Programs, Barton-Fort Riley, and the Administrate Assistant Grand View Plaza will develop and maintain an accurate "calling tree" and ensure that all personnel know how to use it. Military Programs personnel will execute their portion of the "calling tree" and will ensure that their personnel information is accurate. (Based on policy 1105; revised and approved by President on 3/9/10)

Traffic Enforcement Policy

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

Traffic Control
Traffic control signs are placed throughout the college campus. These signs all conform to Kansas Statutes in K.S.A. Chapter 8, which is the chapter that deals with traffic signing and traffic control. All signs are approved by the State Highway Traffic code as authorized signs and are all recognized traffic control signs.

Signs are placed so as to control traffic in the safest possible manner without being a burden upon any person wanting to drive upon the campus. Violations of traffic control signs (speeding, no parking, fire zones, handicap parking, etc.) may either be handled by a citation issued and taken care of internally through the College or may be subject to a Traffic Infraction as set forth in Kansas Statute K.S.A. Chapter 8 and a citation issued to Barton County District Court.

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

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

Parking Lots

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

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

Handicapped Parking

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

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

Payment of Fines

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

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

If a person requests an appeal hearing (see section under APPEALS) within the 14 day limit after the issuance of the citation and posts the $5.00 appeal hearing fee the additional $5.00 fine will be suspended.

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

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

Student Housing Parking Permits

A parking permit will be issued to every student living in Student Housing at Barton Community College upon request of the student.

Permits will be of a type and design designated by the Director of Student Housing. One parking permit will be issued free of charge. The second one, if for any reason is needed, will be issued for a cost of $1.00 and maximum of two permits will be issued to any student.

Permits must be displayed at all times when parked in the student housing parking lot. Permits will be displayed in a location on the vehicle designated by the Director of Student Housing. Vehicles that display parking permits which are not in the designated location will be considered invalid and a citation may be issued.

Citation Appeals

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

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

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

The Disciplinary Process

Barton Community College Student Code of Conduct
Refer to Policy on **page 79.**

Problem Resolution Policy & Procedure

Refer to Policy on **page 85.**

Sexual Assault

Barton Community College is required to publish and distribute its policy regarding the college's sexual assault programs which are aimed at prevention of sexual offenses which outline the procedures employed once a sex offense has occurred.

In compliance with the Campus Sex Crimes Prevention Act, Barton Community College must ensure that information is readily accessible to the campus community about registered sex offenders. This information can be retrieved at: http://www.accesskansas.org/kbi/ro.htm.

Sexual Assault Policy
Refer to Policy on **page 86.**

Registered Sex Offenders on Campus

A federal law, the Campus Sex Crimes Prevention Act amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, requires registered sex offenders to indicate when they are enrolled or employed at institutions of higher learning.

The law further requires state law enforcement authorities, in this case the Kansas Bureau of Investigation, to provide Barton Community College with a list of registered sex offenders who have indicated that they are either enrolled or employed at Barton Community College.

Barton is required to inform the campus community of the existence of the list and you may contact Security in T-53 for review of the list. For additional information on the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act visit http://www.ojp.usdoj.gov/BJA/what/02ajwactcontents.html.

A list of registered sex offenders is available from the Kansas Bureau of Investigation at http://www.accesskansas.org/kbi/ro.shtml.

Victim Support Services
Assistance is available to any student, staff member or visitor who has been a victim of or witness to a crime. This assistance includes a variety of counseling and support services, both through the College as well as city and county. The College is committed to easing the feelings of vulnerability that a person may experience as a victim or witness of a crime and to ensuring that he or she is treated with consideration, respect and sensitivity.

Kansas Bill of Rights for Victims of Crime

Pursuant to K.S.A. 74-7333, as amended, a crime victim has the following rights in Kansas:

1. Victims should be treated with courtesy, compassion and with respect for the dignity and privacy and should suffer the minimum of necessary inconvenience from their involvement with the criminal justice system.
2. Victims should receive, through formal and informal procedures, prompt and fair redress for the harm which they suffered.
3. Information regarding the availability of criminal restitution, recovery of damages in a civil cause of action, the crime victims compensation fund and other remedies and the mechanisms to obtain such remedies should be made to victims.
4. Information should be made available to victims about their participation in criminal proceedings and the scheduling, progress and ultimate disposition of the proceedings.
5. The views and concerns of victims should be ascertained and the appropriate assistance provided throughout the criminal process.
6. When the personal interests of the victim are affected, the views or concerns of the victim should, when appropriate and consistent with criminal law and procedure, be brought to the attention of the court.
7. Measures may be taken, when necessary, to provide for the safety of victims and their families and to protect them from intimidation and retaliation.
8. Enhanced training should be made available to sensitize criminal justice personnel to the needs and concerns of victims and guidelines should be developed for this purpose.
9. Victims should be informed of the availability of health and social services and other relevant assistance that they might continue to receive the necessary medical, psychological, and social assistance through existing programs and services.
10. Victims should report the crime and cooperate with law enforcement authorities.

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

Remember your goal is survival. Go with your instincts. Only you, after considering your options, can decide your course of action. Do not blame yourself following the attack for anything you did or did not do.

Seek help. Remember, you are the victim and that you are not responsible for what happened. Try to remember details of the assault. Write down anything that you can remember about the attacker.

Report what happened. Call 217 or if off campus, **call 911**. Prompt reporting will assist in helping the police gather evidence and in catching your assailant. Call a friend, or a Rape Crisis Center. A counselor can help you make decisions about medical treatment and other services for victims.

DO NOT shower or change your clothes until a physician has examined you. This prevents valuable evidence from being destroyed.

Go to a hospital emergency room. Protect your health. With any form of rape, there is a threat of sexually transmitted disease.

WHO YOU CAN CALL

College Counselor ... (620) 792-9295 **Family Crisis Center ... (620) 792-1885**

Sexual Harassment

What is sexual harassment?

By definition, sexual harassment may be described as unwanted, unwelcome, inappropriate or irrelevant sexual or gender-based activities or comments when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of the individual's employment, or a factor in the educational program of a student; or
2. Submission to or rejection of such conduct by an individual is used as a basis of employment or education decisions; or
3. Such conduct has the purpose or effect of interfering with work or educational performance; or
4. Such conduct creates an intimidating, hostile, offensive or demeaning environment.

Proposed Standards

Sexual harassment of employees and/or student is a violation of federal and state laws (Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendment of 1972). Barton Community College holds that no member of the college community may sexually harass another. In compliance with nondiscrimination laws, the College regards freedom from sexual harassment to be a safeguarded right of the individual employee and/or student. Any violation of these standards will bring disciplinary action upon the employee and/or student. Retaliation against any person making sexual harassment complaint, regardless of the outcome, is strictly forbidden. The confidentiality of both parties involved, as well as the resolution of the problem, will be protected as much as possible.

Sexual Harassment Policy

Refer to Policy on **page 87.**

Substance Abuse Policy and Drug-Testing Program

Refer to Policy on **page 90.**

Substance Abuse

Students are prohibited from the unlawful possession, use, or distribution of illicit drugs and alcohol on College property or as part of any College activity. Any violation is to be reported to the Dean of Student Services. The Administration will conduct an appropriate investigation and determine appropriate action to be taken. The investigation may include asking the student to submit to a drug and/or alcohol test. Appropriate action may include any of the action outlined in "b".

a. The following actions may be taken against any student violating the College's policy to provide and maintain a drug-free campus as outlined above:
   1. Referral of student to a college counselor for referral to a Counseling/Rehabilitation Program;
   2. Requirement of a student to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
   3. Loss of scholarship/grant in aid and/or removal from participation in the activity group/organization;
   4. Suspension of student; or
   5. Expulsion of student.

b. Any report relative to the College's Drug-Free Campus Policy shall be held in strict confidence. College officials and designated medical or professional persons with a valid need to know. It will not be provided to any other party, without the written consent of the student, except pursuant to administration or legal procedure or process. Barton Community College recognizes that the state of a student's health not only affects academic success, but also other College and societal-related endeavors. It is the intent of this program to provide drug education and drug screening procedures with Barton's viewpoint on behavioral/medical disorders, to encourage an enlightened viewpoint towards these disorders, and to provide guidelines for consistent handling throughout Barton regarding drug usage situations. The Barton Drug-Free Schools and Communities Act is not intended to intrude upon the private lives of the students that are affected. Rather, the College supports sound treatment efforts as early recognition and treatment of chemical dependency problems are important for successful rehabilitation.

Hence, the ultimate purpose of the Barton's Drug-Free Schools and Communities Act Policy and/or Program includes drug education, prevention of substance abuse by measures of deterrence, detection of substance usage and abuse, and treatment and rehabilitation of those participating students with a substance abuse problem. Any student of the College who receives financial assistance from Barton will be included in this policy.

Drug Testing for Students Receiving Athletic Scholarships or Performance Awards

Students receiving athletic scholarships or performance awards shall be subject to random drug testing in order to assure compliance with the Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Act of 1989 as referenced in this policy.

TRIO Programs

http://trio.bartonccc.edu

Student Support Services

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

Services - Services available to eligible students include: academic, career, vocational, transfer, and personal counseling, financial aid information and assistance, cultural enrichment activities, 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.

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

Upward Bound

The Upward Bound program concentrates 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.

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

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

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

EOC

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

ACADEMIC & ENROLLMENT POLICIES

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

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

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

2500 - Academic Assessment, Placement & Re-testing

Through the adoption of these practices, the College recognizes its responsibility to appropriately advise and place students for the purpose of strengthening their possibilities for future success.

Assessment and Placement

1. The Academic Assessment and Placement Procedure applies to[1]:
   a. Students enrolling in approved certificate or degree programs with pre-requisite placement scores;
   b. Students who plan to enroll in any course with pre-requisite placement scores.
   c. Students whose primary language is not English.

2. Prior to their enrollment in math, English, or other programs/courses with pre-requisite placement scores, students who do not have placement scores shall undergo assessment of basic skills. Students whose placement scores are five years old or older may be required to re-test. Individuals requiring testing accommodations due to disability should contact the Testing Coordinator at **(620) 792-9344** or the Fort Riley Student Services office at **(785) 784-6606**.
3. "Basic Skills" includes those minimal skills in the discipline areas of mathematics, writing, reading, and fundamental study skills which are required for student success in college-level work.
4. For the purposes of the Academic Assessment and Placement Procedure, "placement scores" include results from nationally-normed assessment instruments/tests, and, for Bartonline courses, institutionally developed placement instruments/tests. The College bases course placement decisions on the highest score achieved on ACCUPLACER, ACT, ASSET, COMPASS, or SAT assessments. http://bartonccc.edu/instruction/academicadvising/studentinfo/faq/assessmenttest.html.
5. Students scoring below college-entry level in writing, reading, and/or mathematics are required to enroll in the required developmental education courses indicated by their respective placement scores. Further, students are expected to pursue basic skills until reaching college-level competency. For this reason, all students with developmental requirements are required to enroll in specified developmental courses during their first and each subsequent semester of enrollment until all developmental requirements are completed.
6. Generally, students scoring below college-entry level in writing, reading, and/or mathematics will be allowed to simultaneously remediate and pursue certificate and/or degree requirement courses. However, students will not be allowed to enroll in courses and/or programs with pre-requisite placement scores until they have reached college-level competency in the required area(s).
7. In order to be successful in their college courses, students scoring below proficiency level in the English Language Assessment must enroll in the appropriate ESOL class in order to improve their ability to read, write, and speak English.
8. Students who meet one or more of the following criteria are exempt from the Academic Assessment and Placement Procedure:
   a. Transfer status from an accredited college or university for which completion of English Composition I and/or College Algebra (or their equivalents) with a grade of "C" or better is documented by official college transcript(s). Students who may have completed one, but not both, of these two courses must complete assessment and any required remediation for the uncompleted subject area;
   b. Transfer status from an accredited college or university for which completion of equivalent remediation in English and math courses with a grade of "C" or better is documented by official college transcript(s). Students who may have completed remediation in one, but not both, of these two subject areas must complete assessment for the uncompleted subject area;
   c. Receipt of current placement scores (less than 5 years old) from a recognized testing or educational entity that place the student in college-level course work in the subject areas of English and math.

Re-Testing

Students who believe that their placement score in a given subject area does not accurately reflect their abilities may elect to be re-tested. Students will be allowed to re-test if one of the following conditions exists:

1. Performance on the placement assessment was significantly influenced by factors other than ability.
2. Significant change in the student's ability has occurred.
3. Verifiable learning disorder was not made known during the original assessment.
4. Student's placement score falls short of the required range by no more than the number of points indicated below:
    - ACT – 3 points
    - ACCUPLACER – 12 points
    - ASSET – 5 points
    - COMPASS – 10 points
    - SAT – any point range (because of recent changes in SAT testing and scoring, any student submitting SAT scores may re-test.)

For Barton County campus students[2], the following additional re-testing conditions apply:

A. Students may request re-testing anytime following the initial testing.
   - ASSET requires a 30-day waiting period between the initial test and the re-test. (Students requiring re-testing prior to the end of the waiting period must contact the Testing Coordinator to arrange for re-testing with a different assessment instrument.[3])
   - ACCUPLACER requires a two-week waiting period between the initial test and the re-test. (Students requiring re-testing prior to the end of the waiting period must contact the Testing Coordinator to arrange for re-testing with a different assessment instrument.)

B. Students who desire to re-test and who meet one of the four conditions listed above may contact the Testing Coordinator to be considered for re-testing.

C. Upon re-testing, students who fail to place into the desired coursework must wait until the next semester's enrollment period to re-test again.
   - Students desiring to improve their scores are strongly encouraged to seek remediation by enrolling in developmental coursework, working with Student Support Services' professional tutors and tutorials, or securing self-study materials in areas of deficiency.

D. Students desiring to re-test shall contact the Testing Coordinator to set up an appointment for re-testing or may contact the office of Student Services.

Special Note: Students who have previously earned non-productive grades (D or F) in developmental courses may request re-testing for the purpose of gaining entrance into the next course in a sequence of courses. However, a placement score which places a student in the next course will have no effect on the student's transcripted grade(s). Students desiring to improve their grades in any course must re-enroll in and successfully complete the course.

[1] *Academic placement and assessment requirements pertinent to 100% online students whose primary language is not English will be addressed on a case-by-case basis.*

[2] *Barton County campus includes day and evening classes and Community Education programs (College Advantage and Outreach).*

[3] *Students enrolled in the College's BASIC's program will work directly with their Site Coordinator and/or facility contact to re-test.*

(Based on policy 1500; revised and approved by President on 10/25/10.)

Academic Clemency

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

The following criteria are effective as of Fall 2006:

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

The following limitations apply:

- Applicants receiving academic clemency are not eligible for graduation with honors at Barton Community College.
- Applicants may receive academic clemency only once.
- Only course credit earned at Barton Community College is eligible for academic clemency.
- Courses which the student can retake as part of his/her current program of study are not eligible for academic clemency.
- The courses for which the student is given academic clemency will remain on the transcript, but grades received in those courses will not be used to calculate the student's cumulative grade point average (GPA). Courses remain on the transcript but are coded with a CL grade. Hours are included in attempted hours only.

The process for applying for academic clemency:

- Applicants must obtain, complete, and sign the application for clemency and submit all supporting documentation to the Registrar.
- Such action shall take place within 30 working days of the receipt of the request.
- Applicants for academic clemency are asked to identify a limited number of courses (no more than 7) within the stated period (1 – 2 consecutive semesters), and include this information with documentation regarding their clemency appeal.
- Applicants must acknowledge the circumstances surrounding their academic crisis, and explain what they have done to effect recovery.
- Although the final decision remains with the Vice President of Instruction and Student Services, the decision-making process shall be informed by the recommendation(s) of the respective associate dean(s), and/or the respective faculty.
- If, in the decision-making process, there is not clear consensus, an ad hoc committee shall meet and make a recommendation to the Vice President of Instruction and Student Services. The membership of the committee shall include the respective faculty member(s) and appropriate associate dean(s).
- The decision of the Vice President of Instruction and Student Services is final.

Academic Integrity

Barton Community College is an academic community with integrity. Therefore, the college is committed to upholding the following values: ***honesty, trust, fairness, respect,*** *and* ***responsibility***. As an academic community of integrity Barton's faculty and staff:

- advance the quest for truth and knowledge by requiring intellectual and personal ***honesty*** in learning, teaching, research, and service.
- foster a climate of mutual ***trust***, encourage the free exchange of ideas, and enable all to reach their highest potential.
- establish clear standards, practices, and procedures and expect ***fairness*** in the interaction of students, faculty, and administrators.
- recognize the participatory nature of the learning process and honors and ***respect*** a wide range of opinions and ideas.
- uphold personal ***responsibility*** and depend upon action in the face of wrongdoing.

Honor Code

On all course work, assignments, or examinations undertaken by students at Barton, the following pledge is implied by virtue of enrollment:

> *On my honor as a student, I have neither given nor received unauthorized aid on this assignment.*

"Basic" Violations of Academic Integrity

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

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

Related Academic Sanctions

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

- Verbal Warning/No grade-related action;

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

Remediation of XF grade

An instructor who administers an XF grade may recommend to the Vice President of Instruction and Student Services that a student, who has received an XF grade, take PHIL 1612 Academic Integrity Seminar for 2 credit hours. A student who is allowed to enroll in PHIL1612 Academic Integrity Seminar may have the X of the XF grade removed from their transcript by taking and passing this course. The F will remain on the student's transcript and cannot be removed using the 2503 Academic Clemency procedure. Remediation only applies to students who have violated the policy at the Basic Violation level.

Faculty Rights and Responsibilities

As an academic matter, faculty retains all rights of grade assignment and related academic sanctions. Course grades assigned may not be altered without the consent of the appropriate faculty member. Also, basic violations of academic integrity do not require the application of due process rights as guaranteed by the 14th Amendment of the Constitution. At a minimum, faculty must inform the respective student(s) of the violation and related sanction. Faculty are encouraged to discuss any sanctions with their supervisor. If the faculty chooses to impose any sanctions on the student, the faculty member must report this action using the form (Academic Violation Reporting Form). This form is confidential and the information gathered will only be shared with other faculty if a student is a repeat offender. If the faculty chooses to impose and XF a form must be completed and the appropriate signatures gathered. The form is then sent to the registrar. The XF form can be obtained from the office of Instruction and Student Services.

"Capital" Violations of Academic Integrity

Violations of academic integrity are considered "capital" offenses, if they constitute documented repeat violations of the academic integrity policy, or if they are committed in conjunction with other violations of the student code of conduct. As such, these cases shall be considered on the totality of the evidence, and primarily as academic offenses. Examples of such violations include, but are not limited to, the following:

- Repeated acts of basic violations of academic integrity;
- Having a person other than the one duly registered and taking the course stand in at an examination or any other graded activity;
- Attempting to gain unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose;
- Changing or altering grades or other official educational records;
- Obtaining or providing to another an un-administered test or answers to an un-administered test; and/or
- Gaining unauthorized access into a building or office for the purpose of obtaining any course related information or examination.

Related Academic Sanctions
With the consensus of the Vice President of Instruction and Student Services, sanctions shall include ***not less than*** the original academic sanction (as may have been rendered by the instructor) and may include, but are not limited to, the following at the discretion of academic administration:

- Course Specific Enrollment Prohibition;
- Formal Reprimand;
- Probationary Status;
- Suspension (of one semester or more);
- Reduction of college-awarded scholarship;
- Retraction of college-awarded scholarship;
- Suspension from participation in activities which represent the College;
- Requirement of community service hours;
- Denial of graduation application;
- Expulsion; and/or
- Any other reasonable actions as deemed appropriate by academic administration.

Remediation of XF grade
Students cannot remediate capital offenses.

Student Rights
For basic violations of academic integrity where the Grade Appeal procedure is not applicable, students are entitled to request a review of the faculty member's action by the Vice President of Instruction and Student Services. The results of this review will be final. For "capital" violations of academic integrity (as defined above), students are entitled to: (1) written notice of the charges which may result in academic sanctions and (2) an opportunity to respond to said charges. The student may appeal using the Grade Appeal Procedure.

Academic Progress

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

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

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

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

Reinstatement
If you have been suspended from the College for poor academic progress, you will be provided a period of at least one semester during which you may reconsider and re-evaluate your academic goals.

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

Adding/Dropping Classes

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

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

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

BEFORE YOU DROP THAT CLASS – STOP . . . THINK!

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

Attendance

As a part of its mission to improve your social, economic, and personal life, the College acknowledges its responsibility to prepare you for future academic and professional endeavors. Therefore, you are encouraged to develop a professional ethic that reflects personal responsibility, personal initiative and teamwork. In context to that commitment, you are required to attend all classes. When you are absent from class, you not only miss a part of the subject matter of the course but also diminish the opportunities for contributing to the learning environment. Poor attendance in class may cause you to lose your financial aid according to federal guidelines and irresponsibility will diminish your professional and academic progress.

Credit for Experiential Learning

In accordance with college policy, students are provided the opportunity to receive equivalent credit earned through "experiential" or non-traditional sources. The Registrar, in consultation with the appropriate dean and/or associate dean, shall determine the number of total hours to be awarded for experiential learning. Credit hours earned by examination will not be included in a student's GPA computation; however, the semester hours may be counted toward graduation. The guidelines for receiving such credit may be obtained from the Enrollment Services Office located in the Kirkman Building.

Developmental Courses

Developmental classes help you prepare for college level study. Whether you need to build your basic skills or just gain confidence in them again, these courses are designed to help you succeed. Developmental courses do not count toward graduation.

Examinations

Comprehensive Exams: Written comprehensive examinations shall be given at the end of each semester (or at mid-term) for each course at the regularly scheduled time. Any exceptions to these requirements must be approved by the appropriate dean. Other examinations are conducted at the discretion of the instructor.

Make-Up Exams: A student who has been absent from any test, exam, or final must petition the instructor to schedule a "make up" exam at the instructor's discretion. Students may note that the "make up" exam policies may vary from division to division, and, therefore, from instructor to instructor. As such, students are not guaranteed the right to "make up" course work, tests, or examinations without prior approval of the instructor.

Grade Appeal

The Chief Academic Officer (CAO) is designated to coordinate all efforts to resolve final grade appeals. Students receiving an XF grade may also use this procedure to appeal that grade.[1]

Any change of grade must be documented and processed through the Registrar's office. The instructional deans will keep a record of all grade appeals in their area with the final determination. This information will be archived in document sharing within the course shell as available.

[1] **Remediation of XF grade** - An instructor who administers an XF grade may recommend to the Vice President of Instruction and Student Services that the student, who has received an XF grade, take PHIL 1612 Academic Integrity Seminar for 2 credit hours. A student who is allowed to enroll in PHIL 1612 Academic Integrity Seminar may have the X of the XF grade removed from their transcript by taking and passing this course. This only applies to students who have violated the policy at the Basic Violation level. [2] All conferences may be in person, by phone or electronically mediated.

1. If a student has a concern about a final grade, he/she is directed to schedule a conference[2] with the respective instructor within seven (7) working days of the posting of the grade, or within seven (7) working days of the beginning of the next semester or session. The student may ask their advisor, or another advocate, to attend this meeting. The instructor will determine if the grade will be changed.
2. If the student is not satisfied, he/she may schedule a conference with the respective Director, Executive Director or Dean within seven working (7) days of the conference in step one. The student should bring his/her concerns in writing to this conference. This conference may include the instructor. Following the conference, the Director, Executive Director or Dean will determine if an appeal will be granted.
3. If the student remains dissatisfied with his/her grade, a conference may be scheduled with the CAO within seven (7) working days of the conference in step two. The student should be prepared to present his/her concern in writing to the CAO at the conference. The CAO will investigate the concern and will render a decision, in writing, to the student within ten (10) working days of the receipt of the written concern.
4. If the student still has a concern, the student may request a hearing by giving written notice to the CAO within ten (10) working days of receiving the decision in step four. The student will designate one hearing committee member.

Upon receipt of such notice, the CAO shall establish a hearing committee. The committee shall include a member designated by the student, a member designated by the respective faculty member and a member (chairperson) designated by the Vice-President. The committee shall meet within ten (10) days of the request for the hearing and will render a written decision no later than five (5) days after the close of the hearing. A copy of the written decision shall be given to the student, instructor, Director, Executive Director, Dean and Vice President of Instruction and Student Services.

5. If the student still has a concern after receiving the hearing committee's decision, the student may schedule a conference with the President within ten (10) days of receipt of the committee's decision in step five. The student is required to present his/her concern in writing to the President.
6. Within ten (10) days of the conference in step six, the President will render a decision and will send copies of the decision to the student, instructor, Director, Executive Director, Dean and Chief Academic Officer. The President's decision is final.

Special Note: Students seeking a grade appeal in the Workforce Training & Community Education Division will participate in an additional step to the above procedure. Following step two, students taking coursework in this division who remain dissatisfied with their grade will schedule an additional conference prior to meeting with the Vice-President as outlined in step three. Students will insert this additional conference per the following guideline:

- If the student met with a Director in step two, they will meet with the Executive Director and Dean in step three.
- If the student met with an Executive Director in step two, they will meet with the Dean in step three.

A decision regarding the grade appeal will be made following the conference. If the student isn't satisfied with the decision, they may contact the CAO as outline in step three (above). This procedure only applies to current grades. Students who are returning to college after an extended absence who have concerns about prior grades may wish to consult the Academic Clemency Procedure.

Grading System

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

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

** An incomplete "I" is given only when a course is incomplete because of illness or other conditions usually beyond your control. An incomplete "I" must be removed by contract in a manner prescribed by the instructor no later than December 1 for an "I" given in a spring or summer semester; and May 1 for an "I" given in a fall semester. If the incomplete "I" is not removed within the prescribed period of time, it will be changed to an "F."

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

**** You may audit a class by enrolling in the class and paying the audit fee of $115 per credit hour. Students must declare their intention to audit at the time of enrollment and the option **cannot** be changed once the class begins.

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

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

How to Figure Your GPA

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

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

30/16 = 1.875, or 1.88

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

Graduation

Catalog Requirements

Students have a maximum of six (6) years to meet catalog requirements in effect at their time of entry to apply for graduation. However, if a student's program of study has been interrupted by more than two (2) consecutive years, the requirements in effect when they re-enter the College will apply. In the alternative, the student has the right to elect the requirements of a later catalog.

Dual Degree(s)

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

- A minimum of 15 additional **Barton** hours of credit completed after meeting their requirements of the first degree, and
- At least 15 hours must have been taken at the College.

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

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

Priority Graduation Application Deadlines:
February 1st ..... Spring Graduation
June 1st ..... Summer Graduation
September 1st .... Fall Graduation

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

Honors

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

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

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

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

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

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

Military Service School Credit

Barton Community College will allow college credit to veterans and military personnel enrolled at Barton Community College who have successfully completed specialized training in a military service school. The evaluation for the number of credit hours to be awarded will be based on the recommendations as set forth in "A Guide to the Evaluation Experiences in the Armed Services," published by the American Council on Education. Veterans must provide documentation that shows the correct identification of the training program by title, length, location, and course number to the Enrollment Services Office.

Non-Repeatable Courses

Credit

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

Grades

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

Repeatable Courses

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

Transcript Request Procedure

1. Send/fax a signed written request.
2. Include social security number.
3. Address where you'd like the transcript sent.
4. Payment of $5, payable by cash, personal check, money order, and credit/debit card. If paying with credit/debit card, please include expiration date.
5. Fax request to: **(620) 786-1175** – please include phone number for point of contact and we encourage student to call to confirm arrival of fax.
6. Mail request to: Barton Community College, Enrollment Services, 245 NE 30 Rd, Great Bend, Ks 67530

No one else (including your spouse, parent, etc.) may pick up your academic transcript without your written permission. Please identify in your request the name of the person who is authorized to obtain your transcript and include your original written signature. Transcripts will not be issued if any financial obligations exist with Barton Community College.

Transfer of Credit from Previous Colleges and Universities

If you have received previous college credit, a transcript from previously attended institutions must be filed with the Enrollment Services Office at Barton Community College. The transfer credit hours received by the College Enrollment Services Office that will meet graduation requirements will be determined by your advisor when you and your advisor make up the approved program of courses. To be eligible for graduation from Barton Community College, students must have completed at least 15 hours from Barton Community College.

When a course taken at another institution is repeated at Barton, the College shall accept the most recent grade to calculate the student's grade point average or satisfy course and/or graduation requirements.

Withdrawal From College

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

COLLEGE POLICIES & PROCEDURES

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

Barton College Student Code of Conduct

Policy Statement

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

Some Barton programs establish handbooks specific to policies and procedures associated with their specific programs. Some of those programs include, but are not limited to Nursing and MLT. Please be advised that in addition to the guidelines and expectations outlined here, you may be bound by policies and procedures specific to your particular program as well.

Purpose

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

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

Definitions

The following terms used in this Code are defined:

- **"College"** means Barton Community College.
- **"Faculty member"** means any person employed by the college to conduct classroom, lab, or tutoring activities.
- **"College official"** includes any person employed by the college, performing assigned administrative or professional responsibilities.
- **"Student"** includes all persons taking courses at the college, both full- and part-time, as well as those participating in all outreach programs, off-campus programs, and such other activities as may be sponsored by the college.
- **"College premises"** includes all land, buildings, facilities, and other property in the possession of or owned, used, rented or controlled by the college.
- **"College-sponsored activity"** means any activity on or off-campus that is initiated, aided, authorized, or supervised by the college.
- **"Policy"** is defined as the written regulations of the college as found in, but not limited to, the Student Code of Conduct, Student Handbook, College Catalog, Policy Manual, and Course Schedules.

Unacceptable Behavior

Three types of unacceptable behavior are defined in this Code: criminal offenses; disciplinary non-criminal offenses, and violations against the academic community. Each is treated separately, although some offenses listed as non-criminal, or violations against the academic community, may in fact constitute a criminal offense. The following constitute some of the violations that may result in disciplinary action being taken against the student. The list is not intended to be all inclusive but is intended to be a guide to the student.

Criminal Offenses

1. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person, whether perceived or real.
2. Attempted or actual theft of and/or damage to property of the college, or property of a member of the college community, or other personal or public property.
3. Manufacture, possession, control, sale, transmission of or use of any controlled substance, alcohol, or other illicit drugs on college premises.
4. Possession of a weapon, firearm, explosive and/or facsimile weapons on college premises.
5. Obstructing or restraining the lawful movement of another and thereby causing personal or campus disorder.
6. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on college premises or at college-sponsored activities.
7. Fraudulent use or forgery of any college seal or document, including the Student ID card.
8. Unauthorized possession, duplication, or use of keys to any college premises, or unauthorized entry to or use of college premises.
9. Intentionally impeding normal pedestrian or vehicular traffic on campus.
10. Violation of any other federal, state or local law on college premises or at college-sponsored activities.

Non-criminal Offenses

1. Verbal or written communication that exposes any individual or group to hatred, contempt, ridicule, racist slurs, or intimidation and thereby injures the person, property, or reputation of another.
2. Abusive and /or disruptive disagreement or personal harassment.
3. Personal misconduct and immoral behavior, including all forms of sexual misconduct or harassment.
4. Littering and posting of notices in non-designated spaces or without approval from the appropriate college personnel and unauthorized distribution or sale of goods on campus.
5. Violation of college traffic and parking regulations.
6. Smoking in areas designated non-smoking.
7. Possession or use of alcohol by any person on college premises.
8. Leaving children or animals unattended on campus.
9. Use of bicycles, skateboards, roller blades, and any other nonmotorized vehicle or equipment (except wheelchairs) outside designated areas.
10. Failure to comply with a directive of college officials or security officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
11. Tampering with the election of any college-recognized student organization.
12. Intentionally or maliciously furnishing false information to the college.
13. Unauthorized actions taken in the name of the college.
14. The possession of any flammable liquids such as paint, gasoline, etc., or any fireworks, ammunition, etc., except by an individual for use in a program approved by the college or as a part of their employment by the college, is a violation of college rules.
15. Gambling on campus or at any college sponsored activity.
16. Violation of any other published college policies, rules or regulations.

Offenses Against the Academic Community

(item #2 directly refers to the College's Academic Integrity policy):

1. Disruption of the learning environment or any behavior that detracts from the goals of or diminishes the dignity, respect, or worth of other students on campus. This includes: overt disrespect for the ideas and opinions of others; disruptive talk during class; and bringing activated cellular phones, pagers, or other electronic devices to classes or computer labs without prior approval.
2. Academic dishonesty, including but not limited to plagiarism, cheating, collusion, and forgery of any academic records; The term "cheating" includes, but is not limited to:
   - Use of any unauthorized assistance in taking quizzes, tests, or examinations;
   - Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
   - The acquisition, without permission, of tests or other academic material belonging to a member of the college community.
   - The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.

3. Theft or other abuse of computer time, including but not limited to:
   - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
   - Unauthorized transfer of a file;
   - Unauthorized use of another individual's identification and password;
   - Use of computing facilities to interfere with the work of any member of the college community;
   - Use of computing facilities to send obscene or abusive messages; or
   - Use of computing facilities in violation of college policy.
4. Violation of any other published college policies, rules, or regulation.

Student Rights for Due Process

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

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

Disciplinary Procedure

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

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

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

Disciplinary Action

If the Dean of Student Services or other designee of the President finds that the student has violated college policy, rules, or regulations, then disciplinary action shall be taken. The Dean of Student Services or other designee shall impose such discipline as he/she determines is warranted taking into consideration the seriousness of the offense. Permissible action may include written reprimand, probation, full or partial suspension from classes, expulsion from housing, and/or expulsion from school.

Disciplinary action may also include a bar against readmission to the college.

Some Barton programs establish handbooks specific to policies and procedures associated with their specific programs. Some of those programs include, but are not limited to Nursing and MLT. Please be advised that in addition to the guidelines and expectations outlined here, you may be bound by policies and procedures specific to your particular program as well.

Appeals

Any decision of the Dean of Student Services or such other person as designated by the President may be appealed by the accused or the complainant to an appeals board within five (5) days of the date of the decision. Such appeals shall be in writing and shall be delivered to the President of the college. Any disciplinary action imposed shall remain in effect during the appeals procedure, unless otherwise directed by the President of the College.

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

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

The President of the college shall name an Appeals Committee to conduct a formal hearing to review the charges. The Appeals Committee shall consist of five (5) members selected by the President, two of which shall be from the faculty and/or administration, and one of which shall be from the student body. The remaining two members may be either faculty, students, or one of both categories. Such committee shall select its own chairman, vice-chairman, and secretary from among its members. Such members shall serve without compensation. At any hearing before the committee, at least three (3) members shall be present to constitute a quorum in order to transact the business of the committee. Any member of such committee directly involved in the outcome of a hearing, or who believes they have a conflict of interest rendering them to be perceived as being incapable of providing an impartial decision shall disqualify him/herself to hear the same and the President shall appoint a person to take his/her place at such hearing.

Hearing

The Appeals Committee shall set a hearing as soon as possible after the hearing has been requested. Notice of the time, date, and place of the hearing shall be given to all parties in writing no less than forty-eight (48) hours prior to the hearing.

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

The hearing is to be conducted in private unless the student requests in writing to the Office of Student Services that the hearing be open to the public not later than forty-eight (48) hours before the scheduled time of the hearing. The Appeals Committee, in the exercise of sound discretion, may grant or deny such request. If, during an open hearing, it becomes apparent to the committee that its functions are being hindered by the openness of the hearing, the hearing may be summarily closed and conducted in private.

Collective hearings may be held. When collective hearings are held, individual decisions shall be rendered. In hearings involving more than one student, the committee may, in its discretion, conduct separate hearings.

If the student fails to appear before the Appeals Committee, he/she shall forfeit any right to appeal or seek further relief of the decision of the Dean of Student Services or the Appeals Committee.

Proceeding before the Appeals Committee shall be recorded. It is not necessary that a certified court reporter be used in the proceedings. A tape recording or minutes of the proceedings shall be sufficient. In the event a transcript of the proceedings is requested, the person so requiring shall pay the cost of reproduction. Recordings and communications related to the disciplinary procedure and resulting actions (before the Dean of Student Services or such other designee of the President) shall not be considered a public record as that term is defined by the Kansas Open Records Act.

Decision
Upon the conclusion of the hearings, the Appeals Committee, by majority vote, shall decide whether the student has violated the Student Code of Conduct and whether the discipline imposed fits the nature of the violation. The Appeals Committee shall render its decision within three (3) working days of the conclusion of the hearing.

In all appeals, review of the discipline (as determined by the Dean of Student Services or such other designee of the President) by the Appeals Committee may not result in more severe discipline for the accused student.

The findings of the Appeals Committee shall be forwarded to the President for imposition of action taken. The findings of the Appeals Committee shall be final.

Problem Resolution Policy & Procedure

Problem Resolution Policy - Students
Barton is committed to providing the best possible learning environment for its students.

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

Barton strives to ensure fair and honest treatment of all students. Faculty, staff, and administrators are expected to treat each student with respect and professionalism.

Students are encouraged to bring concerns forward so that they may be dealt with in a timely and mutually agreeable manner.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can the student's learning experience be enhanced at Barton Community College. This process is important to the operation of an efficient and harmonious learning environment.

If students disagree with established rules of conduct, policies, or practices (excluding disciplinary issues), they can express their concern, confidentially, through the problem resolution procedure. No student will be penalized, formally or informally, for voicing a complaint with Barton in a reasonable, business-like manner, or for using the problem resolution procedure.

Problem Resolution Procedure – Students
If a situation occurs when students believe that a conflict they are experiencing needs to be resolved, or if they feel a decision affecting them is unjust or inequitable, they are encouraged to resolve the problem at the lowest level possible and make use of the following steps. All information obtained in resolving problems shall be considered confidential by all parties involved.

The student may discontinue the procedure at any step. ***This procedure does not apply to disciplinary actions involving a student or grade appeals.***

1. Student presents problem to the appropriate College official (Vice President of Learning and Student Services for instructional issues or Dean of Student Services for all other issues) within seven (7) working days after problem/concern is identified. If the College official is unavailable or the student believes it would be inappropriate to contact the designated College official, the student may present problem to the school Counselor.
2. The designated College official (as outlined in step 1) shall:
   a. direct and advise the student,
   b. assist the student in writing a Problem Statement on the appropriate form, provided through the Office of Human Resources,
   c. visit with the appropriate College personnel or other student(s) and
   d. when deemed necessary, request an informal meeting with the student and individual(s) identified in the Problem Statement within seven (7) working days.
3. If the problem is resolved during the informal meeting, the designated College official (as outlined in Step 1) shall assist the student in completing a problem resolution form. Forms are available from the Office of the Vice President of Learning and Student Services, Dean of Student Services Office or Office of Human Resources. The form shall by signed by both the student and the designated College official. The designated College official shall provide the student with a copy of the signed form and retain the original form.
4. If the problem is unresolved during the informal meeting, the designated College official (as outlined in step 1) shall assist the student in scheduling a meeting for the student to present the problem to the College President.

The College President, in turn, shall discuss the problem with the student, review all documentation, and present the student with a written determination within seven (7) working days, forwarding a copy of the written determination to the appropriate College official (as outlined in step 1). The President has full authority to make any adjustment deemed appropriate to resolve the problem and or final disposition of the problem.

Sexual Assault Policy

I. Purpose

Barton Community College recognizes that sexual assault, including rape, is one of the most prevalent crimes committed on college campuses. The policy stated herein is adopted by Barton Community College as a part of its continuing commitment to create a safe campus environment and to attempt to ensure the well-being of all students and employees.

II. Population

Students and Employees of Barton Community College.

III. Guidelines/Actions

Sexual assault victims are urged to report incidents immediately to any of the following college or community resources:

REPORT SEXUAL ASSAULT INCIDENTS IMMEDIATELY TO ANY OF THE FOLLOWING:	
Barton Co. Sheriff/Great Bend Police	**911, (9-911 from campus phone)**
Barton Community College Campus Security	**(620) 792-9217**
Coordinator of Student Housing	**(620) 793-8902, 793-2160 (cell)**
College Nurse	**(620) 792-9233, 786-0392 (cell)**
College Counselor	**(620) 792-9295**
Family Crisis Center	**(620) 792-1885**
The Center for Counseling	**(620) 792-2544**
(During regular College hours, College personnel can be contacted through the College switchboard, **(620) 792-2701**.)	

Upon a victim's report of sexual assault to college personnel, those personnel involved will encourage the victim to immediately report the incident to the Barton County Sheriff's Department and to seek medical treatment. The personnel shall also advise the victim of available on-campus counseling services or appropriate counseling services in the community.

Upon a victim's report of sexual assault to college personnel, a written, confidential report of the incident shall be made and filed. The victim will be furnished with the information contained in this policy and signed acknowledgment of the furnishing of this information shall be obtained from the victim and made a part of the confidential report.

Sexual Harassment Policy & Procedure

Barton is committed to providing a learning and working environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated. The College shall provide ongoing sexual harassment training to ensure its learning and working environment is free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances, including verbal advances or propositions.
- Offering or denying employment and/or benefits based on receipt of sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.

- Visual conduct that may include leering, making sexual gestures, or displaying of sexually suggestive objects, pictures, cartoons, or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct may include touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment, awarding of a grade, etc.; (2) submission or rejection of the conduct is used as a basis for making employment decisions, awarding of a grade, etc.; or, (3) the conduct has the purpose or effect of interfering with the learning environment, work performance, or creating an intimidating, hostile, or offensive work or learning environment.

Sexual or other unlawful harassment experienced or witnessed is to be reported immediately to the individual's supervisor or to the College's Compliance Officer (College's Director of Grants) and may be done so without fear of reprisal or retaliation. In the event the Compliance Officer is unavailable, the Director of Human Resources will serve in that capacity for employee related issues and the Dean of Student Services will serve for student-to-student issues.

All allegations of harassment will be quickly and discreetly investigated. To the extent possible, the confidentiality of the complainant, any witnesses, and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the complainant will be informed of the outcome of the investigation.

Any supervisor or faculty representative who becomes aware of possible sexual or other unlawful harassment must immediately advise the Compliance Officer (Director of Grants) so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment or expulsion from school.

Use the table below to determine the appropriate steps to take if you feel that you or others have been sexually harassed.

Step 1 - Action

1. Immediately report the incident to the Compliance Officer at Barton Community College. In the absence of the Compliance Officer, the Office of Human Resources will be the contact agency.
2. The Compliance Officer will investigate the complaint by gaining as much information as possible about the incident. This information will be gathered from the complainant, witnesses, and alleged harasser, as appropriate and related to the incident.

3. Upon completion of the investigation, the Compliance Officer will issue a ruling on the complaint. As deemed appropriate, the College may secure the advice of legal counsel. The appropriate parties will be notified of the outcome of the investigation. If the College determines that sexual harassment has occurred, appropriate action up to and including termination will be taken to correct the situation.
4. As deemed necessary, a Sexual Harassment Administrative Follow-up will be conducted by the Compliance Officer within a reasonable time period to monitor the situation and ensure an environment free of sexual harassment.

Appeal of the Compliance Officer's Findings:
Level 1

- Notify the Office of Human Resources if complaint is employee related or the Dean of Student Services if the complaint is student-on-student related in writing within ten (10) working days of the Compliance Officer's findings.
- Obtain Barton Problem Statement form.
- Complete form and return to HR Office or Student Services Office as indicated above.
- Director of Human Resources will schedule conference with complainant or alleged harasser if complaint is employee related (the Dean of Student Services will schedule conference with complainant or alleged harasser if complaint is student-on-student related) to resolve matter.
- If the matter is resolved, then the Director of Human Resources or Dean of Student Services completes the Problem Resolution form.

If the matter is unresolved or no decision has been made within five (5) working days of the conference, then move to:
Level 2

- Employee/student shall file a written appeal with the President (or his/her designee) within ten (10) working days of the Level One decision, or fifteen (15) working days after the completed Problem Resolution form was presented, whichever comes first.
- The President (or his/her designee) schedules a meeting within five (5) working days after receipt of written appeal to resolve the matter.
- Following this meeting, the President shall render his/her decision within ten (10) working days. The President's decision shall be binding.

Drug-Free Schools and Communities Act

Barton Community College supports and endorses the Federal Drug-Free Workplace Act of 1988 (Public Law 100-690, Sec. 5151 et. seq.) and the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226). Pursuant to these Acts, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol (as defined in these Acts) by a student on college property or as part of any College activity is prohibited.

Under Public Law 100-226, the College will distribute to all students, in the Student Handbook, a statement of compliance in accordance with the applicable provisions of the law. The College will conduct a biennial review of this procedure as required by the Drug-Free Schools and Communities Act of 1989.

A student who violates this policy shall be subject to appropriate disciplinary action including suspension, demotion, non-renewal and/or termination as provided in the Student Code of Conduct Policy.

Students receiving performance awards or athletic scholarships shall be subject to random drug testing in order to assure compliance with the Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Act of 1989 as referenced in this policy.

Substance Abuse Policy and Drug-Testing Program

Barton Community College strongly believes that the use and abuse of illegal and/or banned drugs:

A. Is detrimental to the physical and psychological health of students;
B. Interferes negatively with the academic performance of students;
C. Is dangerous to the life and health of the student and potentially his/her classmates/teammates during performance, competition and practice; and
D. Compromises the integrity and spirit of extra-curricular activity performance and intercollegiate athletics competition.

Thus, Barton has made it a policy that the use and abuse of illegal and/or banned drugs will not be tolerated for students. For those students who receive a performance award from the Institution, the College will conduct a "zero-tolerance program" including testing and sanctions. While there is no intent to intrude upon the private life of the student, the College is interested in the well being of its students who perform and represent the Institution. Barton recognizes the addictive results of illicit drug use and, as provided in this policy, will encourage treatment and rehabilitation for any student involved in the drug-testing program.

I. **PURPOSE**

A. Education – To educate Barton Community College students about the problems associated with drug use and abuse.
B. Detection of Abuse – To detect students who may be involved in substance use or abuse through testing methods.
C. Treatment and Rehabilitation – To assist in the treatment and rehabilitation of a students who tests positive for drug use as part of this program, so that the student may safely and fully participate in academics, extra-curricular activities, and athletics, and to reduce personal, family, and social disruption.
D. Discourage and Deter Drug Use – To discourage and deter the use of drugs by imposing significant sanctions on offenders.
E. Promote Health and Safety of Student Participation – To provide reasonable safeguards assuring that every student is able to participate in extra-curricular activity performances and athletics competition unimpaired by illegal or banned drugs.

II. SUBSTANCE ABUSE EDUCATION AND PREVENTION PROGRAM

A. Objective – To provide educational guidance to the student regarding the physical, mental, and legal consequences of illegal drug use.
B. Program – Students will be required to participate in an annual workshop with their activity sponsor, coach, Dean of Student Services and/or drug prevention coordinator which will provide information regarding drug abuse and will aid in the educational process of the student about the consequences of

illegal drug use. Additional educational presentations may be held and required throughout the year. These programs will be announced to students as they are scheduled, and attendance of students who receive a performance award shall be mandatory.

III. DRUG-TESTING PROGRAM

The activity sponsor, with the assistance of the Dean of Student Services, and/or the College Nurse shall inform students involved in extra-curricular activities of the drug-testing program. The head coach, with the assistance of Athletic Director (or designee), and/or the head athletic trainer shall inform the student athletes about the drug-testing program. Information concerning the program and a consent form associated with the program shall be provided to every student receiving a performance award. The consent form must be signed and submitted by the student as a condition of participation and receipt of aid. A student participating in extra-curricular activities is defined as any student who represents the Institution by performing in an activity in the name of the College and is receiving financial aid from or through Barton Community College for participation in that activity. Student athlete is defined as any student who is certified eligible (signed letter of intent) to participate in varsity athletics, is ”red-shirted” or otherwise associated with the team and/or involved in workouts/practices, and a student athlete who has completed eligibility and is receiving financial aid from or through Barton Community College.

The student shall be subjected to testing as described in the policy. Failure to sign the consent form prior to practice, performance and/or competition shall result in the student’s ineligibility for practice, performance, or competition until the student signs the form. Additionally, students who receive financial aid (specifically a performance award) from or through Barton Community College must sign the consent form as a condition of receipt of such aid. The program shall be conducted by a medical laboratory agency as selected by the College and supervised by College personnel as appointed.

A. Mandatory Drug Testing Program – All performance award students shall be subject to unannounced, random tests during the course of the academic year. The College will determine a prescribed percentage of each activity group and team that shall be subject to testing. The College shall provide the medical laboratory agency with performance award rosters and athletic team rosters for students in extra-curricular activities; students will be randomly selected for testing by the agency consistent with the activity group and team percentages as prescribed by the College. The College will determine the number of random tests that occur each year.
B. Testing Program Based on Reasonable Suspicion – Information obtained by the College indicating “reasonable suspicion” of drug use by a student receiving a performance award shall prompt the College to require the student to submit to drug-testing. Specimen collection shall be conducted in accordance with the College’s and testing agency’s agreed upon processes. Reasonable suspicion shall not mean a mere “hunch” or “intuition,” but shall instead be based upon a specific event or occurrence which has led to the belief that a student has used drugs banned by this policy and program. Any of the following criteria shall be sufficient on its own to constitute “reasonable suspicion”:

1. Direct observation of drug use by a reliable informant;
2. Direct observation by those associated with the activity or athletic department (activity sponsor, coaches, athletic trainers, team physician, Athletic Director, Coordinator of Student Housing, Coordinator of Facility Management, College Nurse, Dean of Student Services) of physical and mental deficiency, medically indicated symptomology of drug use, aberrant conduct, or unexplained absenteeism;
3. Observation of, or evidence obtained by, College personnel leading to the common sense conclusion that use has, is, or could be occurring;
4. Common sense conclusions about observed or reliably described human behavior upon which practical people ordinarily rely (e.g., significant changes in behavioral patterns, academic performance, activity, or athletic, with regards to anabolic steroids, significant weight gain and unusually aggressive behavior);
5. Police or court determination (current or past) that the student has used or possessed prohibited drugs;
6. A demonstrated history of use of prohibited drugs, either prior legal convictions or prior positive tests for prohibited drugs through the College's or any other reliable testing program. Prior positive tests include any positive result including the results that fall into the "zero-tolerance" category. These are tests that fall below the established laboratory criteria for a positive test (e.g. > 15 nanograms/ml for marijuana), but indicate a lower concentration level of the banned substance.

C. Voluntary Disclosure Drug Testing Program – A student may disclose use of a prohibited substance and avoid the College's first-time offender penalty by participating in the voluntary disclosure program. Disclosure of an activity student drug use may be made to the activity sponsor, College Counselor, College Nurse, and/or Dean of Student Services. Disclosure of student athlete drug use may be made to the Coach, Athletic Director, Head Athletic Trainer, College Counselor, College Nurse, and/or Dean of Student Services. When voluntary disclosure occurs, the activity sponsor or head coach shall be informed of disclosure by any of the other College personnel receiving disclosure from the student. The College employee informed of the disclosure shall be obligated to inform the other College employees listed above and refer the student for testing and referral to counseling and/or rehabilitation. Test results for activity students shall be reported to the activity sponsor, College Counselor, College Nurse, and/or Dean of Student Services. Test results for student-athletes shall be reported to the Coach, Athletic Director, Head Athletic Trainer, College Counselor, and/or Dean of Student Services. If found positive for banned drug(s), the student shall be re-tested forty (40) days after receipt of the initial positive documentation. If documentation demonstrates a decrease in the drug(s) metabolite, the student shall continue counseling until released by the counselor. If documentation demonstrates an increase in the drug(s) metabolite, the student shall be declared a first-time offender and submit to actions/sanctions indicated in this program. This option is available to the student on a one-time basis during his/her academic/athletic/activity career.

IV. BANNED DRUGS

Drugs banned by Barton include the following as well as all drugs banned by the NCAA (Appendix I):

A. Amphetamines
B. Cocaine
C. Tetrahydrocannabinol – THC (marijuana)
D. Anabolic Steroids

V. CONSENT FORM

All activity students and student athletes shall read and complete the form entitled, *Consent and Authorization Agreement*. This form must be completed before a student is allowed to practice, perform, or compete.

VI. METHODOLOGY

A. Collection and Coding
   1. In order to enforce this drug policy, it shall be necessary to acquire a urine specimen from the student.
   2. Urine voiding shall be monitored by a member of the testing agency selected by the College or a designated allied health professional.
   3. Chain of custody in specimen collection, preparation, and handling shall be followed as prescribed by the testing agency to ensure accurate and confidential results. *A document that explains the* chain of specimen *custody will be provided to each student prior to testing* (Appendix II). Further, prior to testing, each student will be given an opportunity to provide information concerning any medication being taken or other circumstances that might attribute to a positive test.

B. Notification
   1. Students requested to provide a urine sample shall not expect to be given notification prior to testing.
   2. If a student is selected for testing based on "reasonable suspicion", the student shall be immediately escorted to the testing site by the activity sponsor, a Coach, the Athletic Director, Head Athletic Trainer, College Counselor, College Nurse, and/or Dean of Student Services.

C. Testing Techniques – The testing agency shall screen each urine sample with the enzyme multiplied immunoassay technique and then perform gas chromatography/mass spectrometry for confirmation. The screen and confirmation shall be based on levels to be determined by the College in consultation with the testing agency.

D. Results – Test results for activity students shall be returned to the Dean of Student Services and subsequently reported to the activity sponsor, College Counselor, and College Nurse. Test results for student athletes shall be returned to the Athletic Director and subsequently reported to the Coach, Head Athletic Trainer, College Counselor, and/or Dean of Student Services. Documentation indicating 6+ confirmation for drug use shall be dated by the College Nurse or Head Athletic Trainer, so subsequent re-tests can proceed after forty (40) days.

E. Positive Test – A positive test will be defined as one that indicates concentration levels consistent with those established by the NCAA. The positive concentration level for THC (marijuana) is 15 nanograms/ml.

F. Confidentiality – Test results shall be known only by the student, activity sponsor or Coach, Athletic Director (when applicable), Head Athletic Trainer (when applicable), College Nurse, College Counselor, and Dean of Student Services; and, if necessary due to an appeals process, the College's Appeals Committee.

VII. BARTON ACTIONS/SANCTIONS

The following actions/sanctions represent the sanctions established by Barton.

A. Positive Drug Test

If a student tests positive on a drug test administered by Barton, he/she shall be subject to the actions/sanctions specified in this policy.

FIRST-TIME OFFENDER

1. The activity student's sponsor, College Counselor, College Nurse, and Dean of Student Services are informed.
2. The student athlete's Coach, Athletic Director, Head Athletic Trainer, College Counselor, and Dean of Student Services are informed.
3. The student is encouraged to notify his/her parent(s), legal guardian(s) and/or spouse.
4. If the positive test occurs during the season, the student is suspended immediately from practice, performance, and competition for seven (7) consecutive days including a minimum of 10% of the contests and/or performances scheduled, or two contests/performances (not including exhibition contests) whichever is less. If the positive test occurs outside of the performance or competitive season, the seven-day suspension shall begin six days prior to the first regularly scheduled performance or competition (not including exhibition contests). The student may resume practice after the mandatory seven-day suspension but shall be withheld from a subsequent performance or competition, if the minimum performance or competition suspension is not met in the seven-day suspension period.
5. Student enters a prescribed counseling and rehabilitation program at their own expense.
6. After forty (40) days, the student re-tests and, should the student return as a scholarship student the following academic year, he or she may be subject to testing during the subsequent year(s). (Note: Testing continues during the summer months, if the student is enrolled in summer school). If documentation demonstrates a decrease in the drug(s) metabolite, the student shall continue as a first time offender and continue counseling until released by the counselor. If documentation demonstrates an increase in the drug(s) metabolite, the student shall be declared a second-time offender and submit to actions/sanctions indicated in this program.
7. The activity student may appeal to the Dean of Student Services. The student athlete may appeal to the Athletic Director. The student may appeal to the College's Appeals Committee, should they desire. The Appeals Committee has the authority to make the final decision. Any appeal must be submitted, in writing to the designated person or committee, within 5 days of receipt of positive result letter.

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

a. To determine whether the drug testing process was conducted fairly and in conformity with prescribed procedures and/or

b. To consider new information sufficient to potentially alter the results.

Sanctions imposed by this policy are to remain in effect during the appeals procedure unless otherwise directed by the President of the College.

8. Failure to comply will result in immediate and permanent suspension from the activity or team and the loss of future financial aid. The student may appeal to the College's Appeals Committee, should they desire. The Appeals Committee has the authority to make the final decision.

SECOND-TIME OFFENDER

1. The activity student's sponsor, College Counselor, College Nurse, and Dean of Student Services are informed.
2. The student athlete's Coach, Athletic Director, Head Athletic Trainer, College Counselor, and Dean of Student Services are informed.
3. The student is encouraged to notify his/her parent(s), legal guardian(s) and/or spouse.
4. Immediate and permanent suspension from participation in the activity or athletics program.
5. Cancellation of financial aid provided by Barton Community College.
6. The student may appeal the above conditions to the College's Appeals Committee, should they desire. The Appeals Committee has the authority to make the final decision.

B. Zero-Tolerance

If a student's test result does not reach an established level to count as a positive test but does indicate a smaller concentration level of the banned substance [e.g. 1 to 14 nanograms/ml of THC (marijuana)], the student will be subject to the following actions:

1. The activity student's sponsor, College Counselor, College Nurse, and Dean of Student Services are informed.
2. The student athlete's Coach, Athletic Director, Head Athletic Trainer, College Counselor, and Dean of Student Services are informed.
3. The student will be offered counseling by the College Counselor.
4. The student will be subject to monthly re-tests at their own expense.

VIII. GENERAL POLICIES

A. The conditions of this substance abuse policy and drug-testing program begin when the student reports to the College academic/activity/athletic program and continues for the remainder of his/her academic/activity/athletic career.

B. If a student fails to report for drug testing after notification, he/she shall be considered an offender.

C. If a student reports to the testing site and subsequently leaves the site without permission from the drug-testing administrator, he/she shall be considered an offender.

D. A student who is required to receive counseling will receive written notification and an appointment time via hand-delivery from the College Counselor. Following the initial counseling session, the College Counselor may refer the student to a community drug counseling service or continue counseling the student. If the student is referred to a community drug counseling service, the student will be financially responsible for services provided.

   The first counseling session must occur no later than two (2) weeks after notification of the positive test. Failure to report for counseling will result in the student being suspended from practice, performance, and competition for one week and until the counseling session is met. Further, after a student misses two counseling sessions, he/she will be charged with a positive test result penalty for any subsequent missed counseling session, in addition to being charged for the cost of the missed session.

E. Conviction of a student for the sale, purchase, transfer, or possession of drugs shall result in automatic and immediate dismissal from his/her activity or team and the loss of all related financial aid.

F. Offenders shall be subjected to re-tests to determine continued abuse or non-use. An increase in drug(s) metabolite from the most recent test will indicate drug usage and, therefore, a subsequent offense. A decrease in drug(s) metabolite from the most recent test will not be considered a positive test.

G. The application of all of these general policies may be appealed to the College's Appeals Committee who has final authority.

H. This program and its administration/operation is subject to change or to be modified at any time. However, any change or modification will be implemented only by action of the Dean of Student Services and/or Athletic Director and will not be applied retroactively if it would adversely affect a student's rights.

Appendix I

NCAA BANNED DRUGS
(a) Stimulants:

amiphenazole	dimethylamphetamine	pentetrazol
amphetamine	doxapram	phendimetrazine
bemigirde	ethamivan	phenmetrazine
benzphetamine	ethylamphetamine	phentermine
bromantan	fencamfamine	picrotoxine
caffeine (1)	meclofenoxate	pipradol
cholphentermine	methamphetamine	prolintane
cocaine	methylphenidate	strychnine
cropropamide	nikethamide	and related compounds
crothetamide	pemoline	
diethylpropion		
*ephedrine		

*Ephedrine (ephedra) is contained in many supplement products.

(b) Anabolic agents:

Anabolic steroids:

androstenedione		
boldenone	methandienone	oxymesterone
clostebol	methenolone	oxymetholone
dehydrochlormethyl-testosterone	methyltestosterone	stanozolol
dehydroepiandrosterone	nandrolone	testosterone (2)
(DHEA)	norandrostenedione	& related compounds
dihydrotestosterone	norethandrolone	
dromostanolone	oxandrolone	
fluoxymesterone		
mesterolone		
other anabolic agents:		
clenbuterol		

(c) Diuretics:

acetazolamide	flumethiazide	polythiazide
bendroflumethiazide	furosemide	quinethazone
benzthiazide	hydrochlorothiazide	spironolactone
bumetanide	hydroflumethiazide	triamterene
chlorothiazide	methyclothiazide	trichlormethiazide
chlorthalidone	metolazone	& related compounds
ethacrynic acid		

(d) Street Drugs:

heroin	THC (3) (tetrahydrocannabinol)	
marijuana (3)		

(e) Peptide hormones and analogues:

chorionic gonadotrophin	corticotrophin (ACTH)	Growth hormone
(HCG – human chorionic gonadotrophin)		(HGH, - somatotrophin)

All the releasing factors of the above mentioned substances also are banned.
Erythropoietin (EPO)

(f) Definition of positive depends on the following:

1. for caffeine – if the concentration in the urine exceeds 15 micrograms/ml.
2. for testosterone – if the administration of testosterone or the use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.
3. for marijuana and THC – if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

Appendix II

Chain of Custody in Specimen Collection, Preparation and Handling

Preserving the integrity of the specimen is of vital importance in screening for drugs of abuse. Strict adherence to reasonable steps in this process is required so that:

- The student knows that his/her specimen is properly identified and sealed.
- The laboratory tests the correct specimen and issues a report on the correct subject, eliminating the possibility of reporting in error.

The process of quality control in any multi-step system will begin with the very first step and be systematically followed through to the last. By observing the regimen outlined below, a chain of custody shall be established.

1. Complete the test requisition form by providing the following:
   - Subject's Code Number
   - Date and Time of Collection
   - Test Number on the Form
2. Have the student observe and confirm his/her code number, sex and date on the test requisition form and document any medication being taken.
3. The student is to remove all outer garments. The student takes a specimen cup. The student and a member of the testing agency are to go to the lavatory. The student is instructed to void into the specimen cup while agency personnel observes.
4. In the presence of the testing agency personnel, the student selects a collection kit and pours the specimen into his/her specimen bottles.
5. In the presence of the agency personnel, the student tightens the cap to the bottles and seals them with the security tape which has the student's code number written on it in ink.
6. The student places the specimen bottles into the specimen envelope and seals each envelope with tape. [Note: No person touches the collection kits or specimen cups other than the student-athlete until after the collection process is completed and containers sealed.]
7. The envelope is placed into the shipping container.
8. The number of specimens being shipped is counted.
9. The shipping container is secured and the testing agency's address label is attached.
10. The courier for pick-up is notified and the testing agency is advised of the shipment.

Acknowledgment: *Barton Community College gratefully acknowledges the permission of Kansas University to utilize its established policies and procedures for substance abuse in the development of the substance abuse policy and drug testing program.*

(Based on policy 1611; revised and approved by President on 5/18/09)

Additional Information

Where to go when you need to:

Find a **PART TIME JOB...**
Career Center - North end of Learning Resource Center

CHANGE ROOM IN HOUSING...
Coordinator of Student Housing - Kirkman

CHANGE ADVISOR...
Advisement Center - North end of Learning Resource Center

Take Special **INTEREST and APTITUDE TEST...**
Assessment Center - North end of the Learning Resource Center

ADD or DROP a course…
Your Advisor or the Enrollment Services Office - Kirkman

Get a **REFUND** on a fee…
Business Office - Kirkman

See about **GRADES...**
Barton Student Web

See about student **LOANS, SCHOLARSHIPS, GRANTS...**
Financial Aid Office - Kirkman

Put **NEWS** in the college newspaper...
Interrobang Office - Union

VETERANS' COUNSELING services…
Veterans' Affairs Office - Kirkman

See about **COSTS** and **FEE** payments…
Business Office - Kirkman

See about **HOUSING** payments…
Coordinator of Student Housing - Kirkman

See about **ENROLLMENT, SCHEDULING, GRADE REPORTS or TRANSCRIPTS...**
Barton Student Web or Enrollment Services Office - Kirkman

See about academic **PROBATION or SUSPENSION...**
Enrollment Services - Kirkman

Contact someone in an **EMERGENCY...**
Security - T-Bldg., Phone: **(620) 792-9217**

Pay or appeal a **TRAFFIC VIOLATION...**
Business Office - Kirkman

Access the Barton Community College **HOME PAGE**
http://www.bartonccc.edu

See about **CARPOOLING...**
Student Life Office - Union

Barton Terminology

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

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.

ALCOHOL/DRUGS - Not Allowed!

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

CAMP ALDRICH - A conference center located between Claflin, Kansas and Cheyenne Bottoms on Highway 156. This nature area is used for seminars and classes and is composed of a Dining Hall, five lodges, a pool and a bathhouse. For more information contact the Director of Facilities Management.

CHIMES - No excuse for not being on time.

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

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

FRESHMAN - 0-29 hours is considered a freshman.

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

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

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

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

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

ROPES - Another word for ABLE (Adventure Based Leadership Education).

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

SOPHOMORE - 30+ hours is considered a sophomore.

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

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

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

SWAMP - Self-explanatory with a south wind.

TELEVISION INFORMATION CHANNEL (TIC) - Not comparable to MTV, but loaded with lots of information. If you would like anything added to the TIC, please contact Diane Engle in the Student Union., **(620) 792-9271**.

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

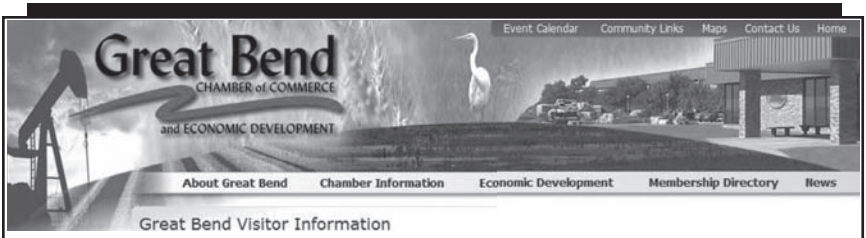
THE HILL - Where the wind reaches 90 mph on a calm day. You will always have bad hair days on "The Hill".

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

VET (VETERAN'S AFFAIRS) - Not something you drive or where you take your animal, but if you are a Veteran, contact Jeanette Allen in the Kirkman for tuition assistance.

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

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

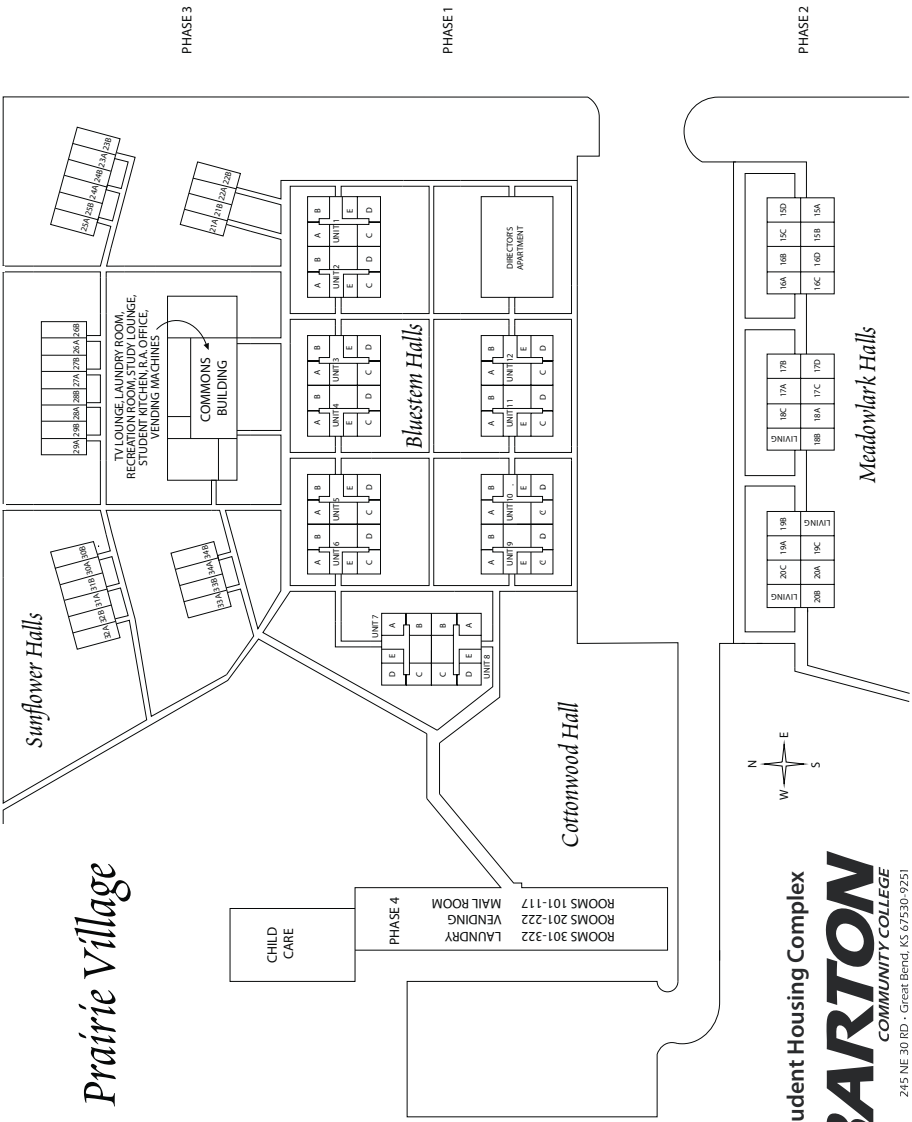


GREAT BEND COMMUNITY PROFILE

please visit:

www.greatbend.org

BARTON COMMUNITY COLLEGE
STUDENT HOUSING COMPLEX



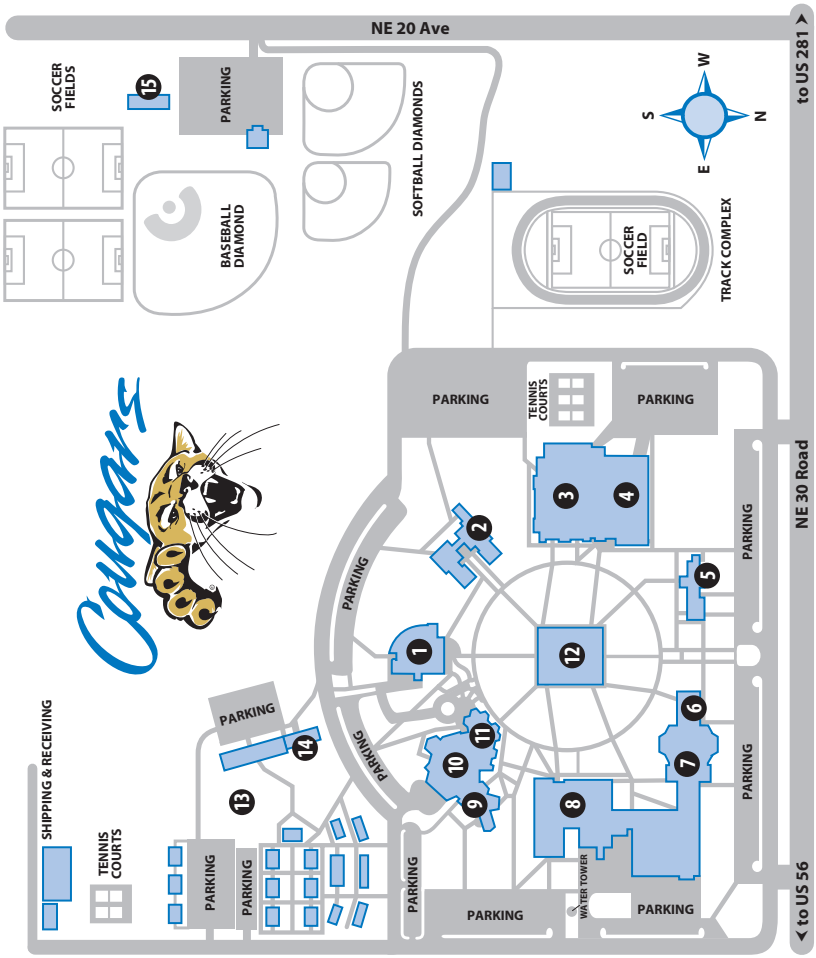
Student Housing Complex

BARTON COMMUNITY COLLEGE

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

BARTON COMMUNITY COLLEGE
CAMPUS MAP

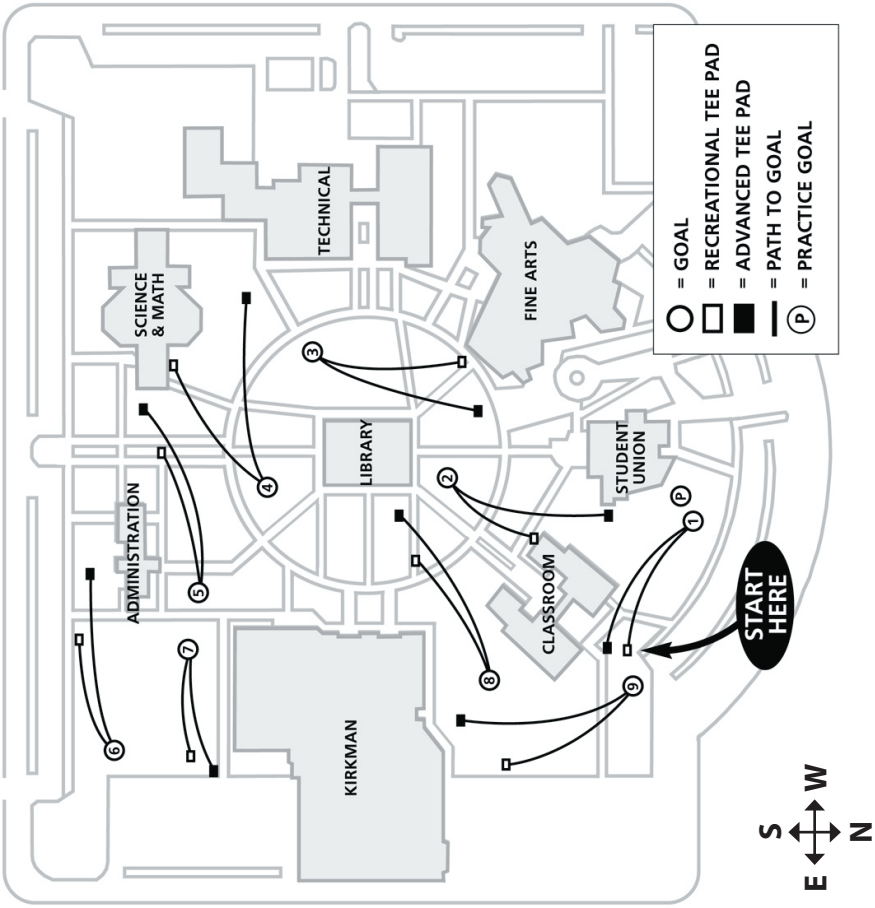
1. U-Building Union
2. C-Building Classroom
3. P-Building Physical Education
4. Kirkman Student Activity Center
5. A-Building Administration
6. Planetarium
7. S-Building Science & Math
8. T-Building Technical Education
9. F-30 Seminar Room
10. F-Building Fine Arts
11. Shafer Gallery
12. L-Building Learning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



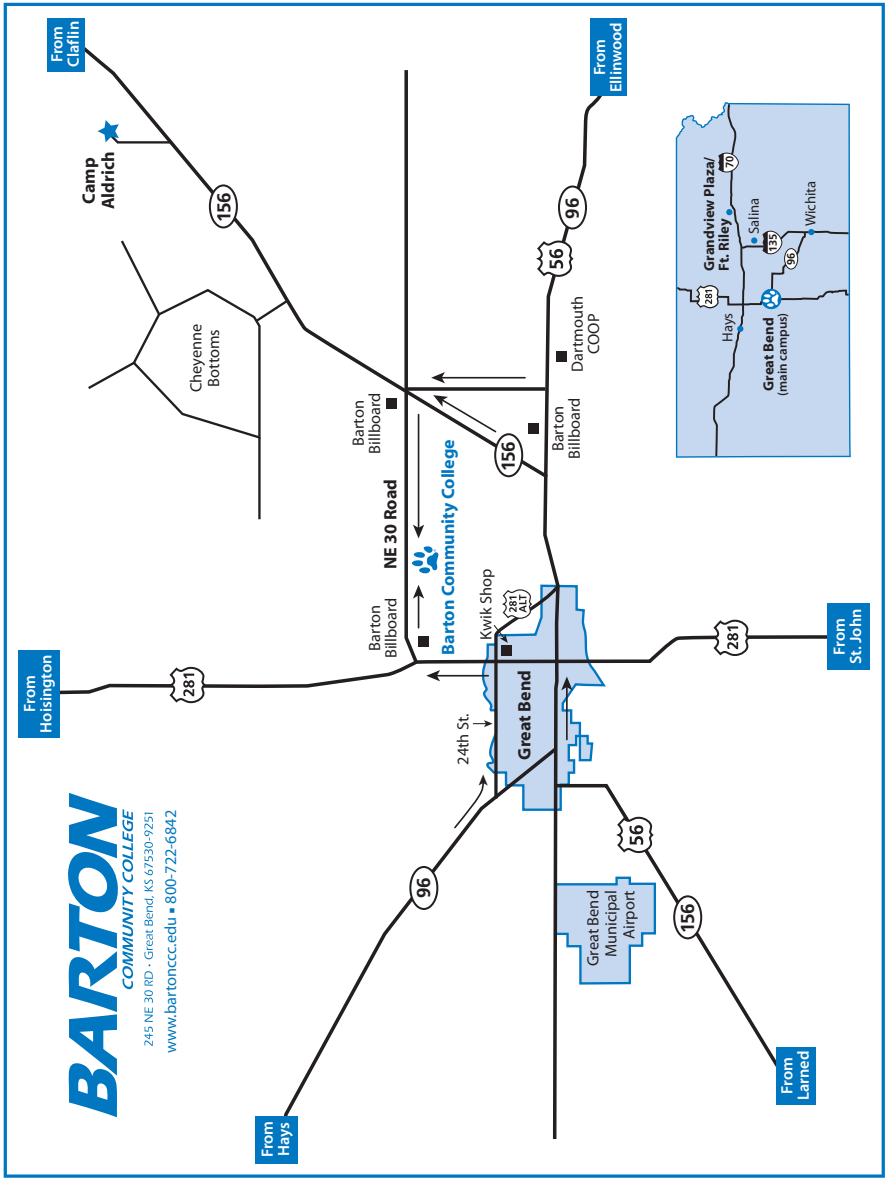
Switchboard: (620) 792-2701
Security: (620) 792-9217

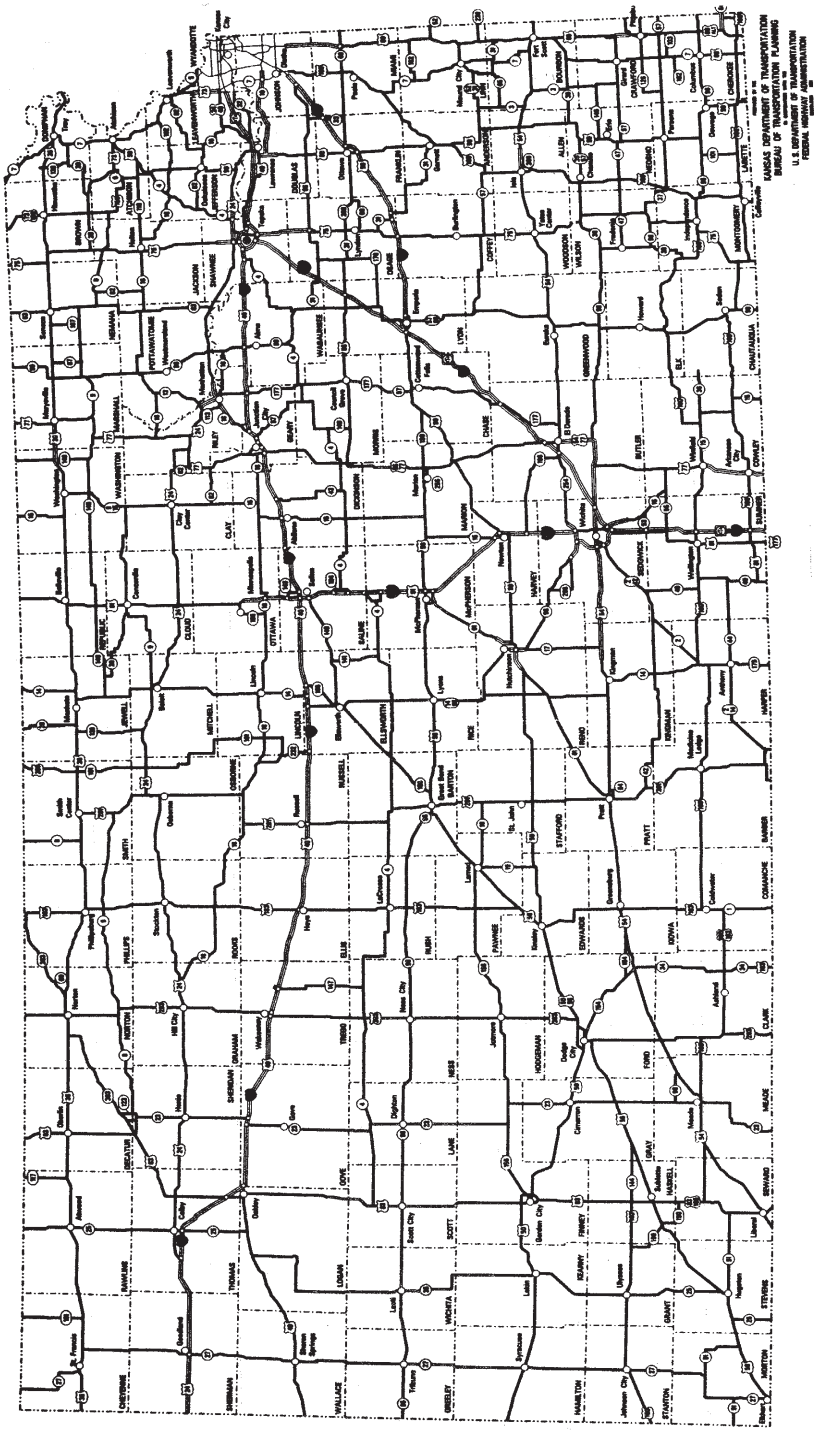
245 NE 30 RD • Great Bend, KS 67530
www.bartonccc.edu • 800-722-6842

BARTON COMMUNITY COLLEGE
WINDY HILL DISC GOLF COURSE MAP



BARTON COMMUNITY COLLEGE
HIGHWAY MAP




KANSAS
KANSAS DEPARTMENT OF TRANSPORTATION
BUREAU OF TRANSPORTATION PLANNING
in cooperation with the
U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

GREAT BEND STREET INDEX

1ST ST I6
2ND ST H-J6
3RD ST H-J6
4TH ST I-J6
5TH ST H-K6
6TH ST G6
7TH ST C-H5
8TH ST C-I5
9TH ST C-J5
10TH ST A-K4
10TH ST PL D4
11TH ST G-I4
12TH ST D-I4
16TH ST E-I3
17TH ST TER D3
17TH ST D-I3
18TH ST E-I3
19TH ST D-I3
20TH ST F-I3
21ST ST D-I3
22ND ST D-I2
23RD ST D-I2
24TH ST A-K2
25TH ST E-G2
26TH ST E-G2
27TH ST E-G2
28TH ST E-G2
29TH ST E-G1
29TH TER E1
30TH ST F-G1
31ST ST F-G1
32ND PL G1

A

ADAMS ST F1-5
ALMOND ST J5
ANCHOR ST A6
APACHE RD B4
APOLLO AV C3
ASPEN DR A3

B

BAKER AV H3-6
BARTON DR J5
BECKER CT J5
BERMUDA RD A6
BIRCHWOOD DR A3
BONITA AV F1
BRADLEY ST B4
BROADWAY AVE A-I4
BROADWAY CT A4
BRUSH CIR C2
BUCKEYE ST J5

C

CAMELOT C2
CANTERBURY LN D2
CEDAR ST J5
CHEROKEE RD B3
CHERRY LN A3-4
CHERRY PL A4
CHESTNUT ST J5-6
CHEYENNE DR G2
CHISHOLM TR K6
CHURCHILL LN A4
CIMMARON TR J6
CLEVELAND ST D2-8
COMANCHE RD B3
COOLIDGE ST C4-5
CORONADO AV G2
COTTONWOOD LN A3

D

DOGWOOD ST J5
DOVE TER D2
DRY CREEK B2

E

EISENHOWER AV C4-5
EISENHOWER CT A4
ELM ST I4-6
EVERGREEN ST J5

F

FALCON DR D2
FIRETHORN ST K5
FOREST AV C-G4
FRANKLIN ST H2
FREY ST I2-6
FRUIT ST H6

G

GANO ST G2
GARFIELD ST D2-5
GRANT ST D4-5
GRAPEVINE ST K5

H

HARDING ST D4
HARRISON ST E2-4
HEIZER ST H2-6
HEMLOCK DR A3
HERITAGE ST C3
HICKORY ST I5-6
HOLLAND ST H2-5
HOOVER ST C4
HUBBARD ST H2-6

J

JACKSON ST E2-4
JACKSON TER F2
JEFFERSON ST F2-5

K

KANSAS AV H2-5
KENNEDY ST C5
KIOWA ST K1-7

L

LAKIN AV C-I4
LINCOLN ST E-24
LOCUST ST J5-6

M

MACARTHER RD B4-5
MADISON ST F3-5
MAIN ST G1-6
MANETH RD B5
MAPLE J5-6
MCBRIDE G3
MCCORMICK ST I2
MCKINLEY ST D2-6
MCKINNEY DR D3
MEADOWLARK LN D-F2
MONROE ST F2-5
MORPHY ST G3-5
MORTON ST G3-5
MULBERRY LN A3

N

NAVAJO RD B3

O

ODELL ST G3-5
OVERLAND TR J6
OXBOW C2

P

PARK AV H-K4
PARRISH RD A4
PASEO DR G2
PATTON RD B3-4
PAWNEE PL G2
PAWNEE RD G2
PHEASANT PL D2
PINE PL J5
PINE ST I5-6
PLUM ST J5-6
POLK ST E2-4
POLYANTHIA E4
PYLE ST C4

Q

QUAIL CREEK DR C2
QUIVIRA AV G2

R

RAILROAD AV G6
RIDGEWAY DR C4
ROCKBRIDGE RD C2
ROBIN RD E2
ROOSEVELT ST D4
ROSEWOOD RD A3
ROXANNA ST A4
RUSSELL G3

S

SAN DOMINICO E3
SANDPIPER LN D2
SANTA FE TR J6
SHAWNEE DR G3
SHERIDAN ST C4
SHERMAN ST C4
SOUTHWEST ST E6
STONE ST G3-5
SUNSET PL F2
SUNSET RD F2

T

TAFT ST D4-5
TAHITI DR A6
TANGLEWOOD C2
TELESTAR LN C3
TEXAS TR J6
TIMBER CREEK RD C2
TRUMAN ST C4-5
TYLER ST E3-4

V

VAN BUREN ST E3
VAN BUREN TER E1
VAN FLEET LN B3-4

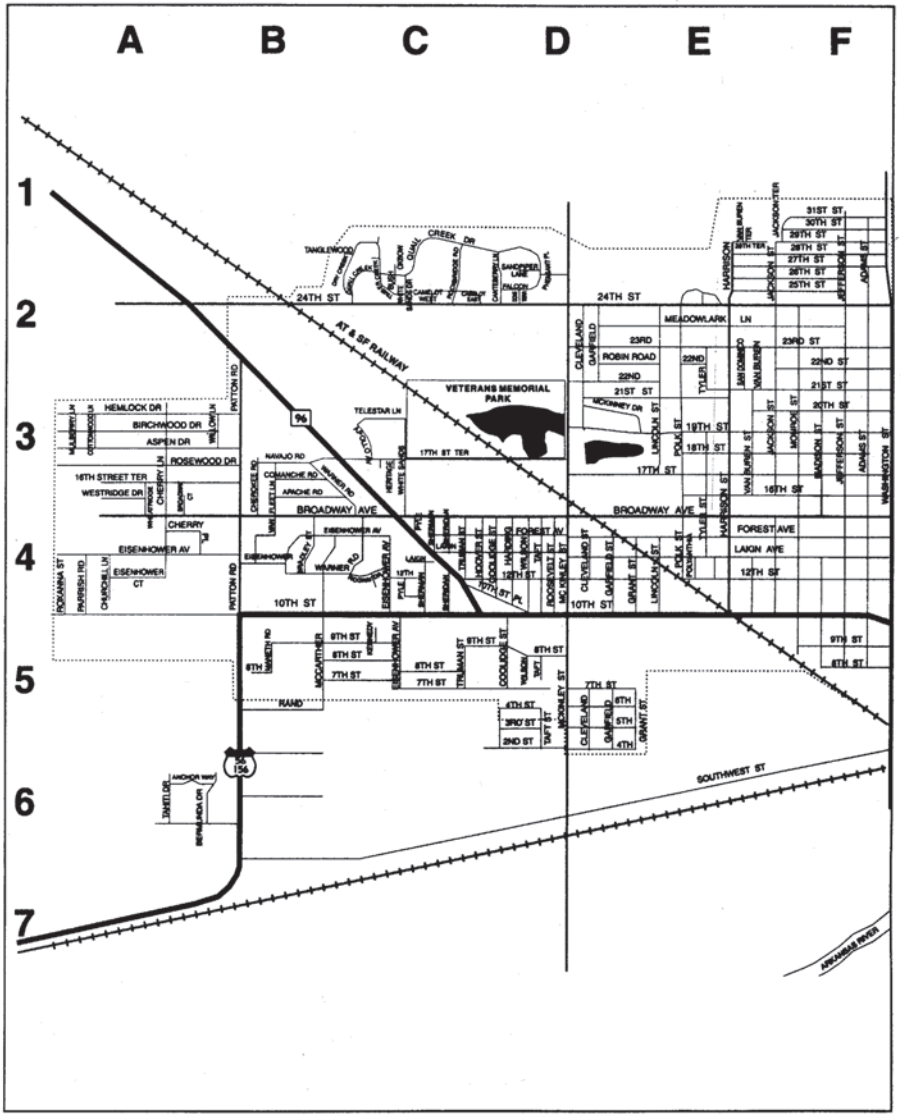
W

WALNUT ST I4-5
WALNUT DR G3
WARNER RD B4
WASHINGTON ST F1-6
WESTRIDGE DR A3
WHEATRIDGE RD A3
WHITE SANDS DR C3
WILLIAMS ST G1-2
WILLOW LN B3
WILSON ST D4-5

Z

ZARAH DR G2

CITY OF GREAT BEND, KANSAS



CITY OF GREAT BEND, KANSAS

August

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

SUNDAY
31

MONDAY
1

TUESDAY
2

WEDNESDAY
3

THURSDAY
4

FRIDAY
5

- Campus Closed
- Summer Hours End

SATURDAY
6

August

S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29	30	31			

SUNDAY
7

MONDAY
8

TUESDAY
9

WEDNESDAY
10

- Airport/Bus Station Pickup in Wichita at 4:30 pm, Cost $10, Reservation Needed, Call Diane at **620.792.9271**
- Professional Conference Day

THURSDAY
11

- Parent Orientation, 1:30 pm, Student Union
- Professional Conference Day

FRIDAY
12

- Student Orientation, Noon, Fine Arts Auditorium
- Student Information Fair, 5:00-6:00 pm, Student Union
- Fall 2011 Regular Registration Ends
- Professional Conference Day

SATURDAY
13

August

S	M	T	W	T	F	S
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28	29	30	31			

SUNDAY
14

- Housing Meeting, 6:30 pm, Fine Arts Auditorium

MONDAY
15

- Meet & Greet - Watermelon, 8:00 pm, Housing Commons
- Fall 2011 Classes Begin
- Fall 2011 Late Registration Begins

TUESDAY
16

WEDNESDAY
17

- $3 Movie Night, TBA, Village Cinema

THURSDAY
18

FRIDAY
19

- Fall 2011 Late Registration Ends

SATURDAY
20

August

S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29	30	31			

SUNDAY
21

- Women's Self Defense, 9:00 pm, Housing Commons

MONDAY
22

- Free Bingo, 6:00 pm, Student Union

TUESDAY
23

WEDNESDAY
24

THURSDAY
25

- Free Bowling, 7:30-10:00 pm, Eagle Lanes

FRIDAY
26

- Last Day for Refund

SATURDAY
27

August - September

S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29	30	31	1	2	3

SUNDAY
28

MONDAY
29

- $3 Movie Night, TBA, Village Cinema

TUESDAY
30

WEDNESDAY
31

THURSDAY
1

- Casino Night, 6:00 pm, Student Union
- Priority Deadline to Apply for Fall 2011 Graduation

FRIDAY
2

SATURDAY
3

September

S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	

SUNDAY
4

MONDAY
5

- Labor Day (No Classes/Offices Closed)

TUESDAY
6

WEDNESDAY
7

THURSDAY
8

- Senate Elections, 8:00 am-1:00 pm, Student Union
- Free Massages, 6:00-9:00 pm, Student Union

FRIDAY
9

SATURDAY
10

- State Fair Trip to Hutchinson, 1:00 pm from Student Union

September

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SUNDAY
11

- Meet & Greet - Ice Cream Bars, 8:00 pm, Commons
- Grandparents' Day

MONDAY
12

- $3 Movie Night, TBA, Village Cinema

TUESDAY
13

WEDNESDAY
14

THURSDAY
15

- Free Bowling, 7:30-10:00 pm, Eagle Lanes

FRIDAY
16

- Observe Constitution Day, Voters Registration, 8:00 am-1:00 pm, Student Union

SATURDAY
17

September

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▶ 18	19	20	21	22	23	24
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SUNDAY
18

MONDAY
19

- Barton's Minute to Win, 6:30 pm, Student Union

TUESDAY
20

WEDNESDAY
21

THURSDAY
22

- Free Bingo, 6:00 pm, Student Union

FRIDAY
23

- Fall Begins

SATURDAY
24

September - October

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SUNDAY
25

MONDAY
26

TUESDAY
27

WEDNESDAY
28

- $3 Movie Night, TBA, Village Cinema

THURSDAY
29

FRIDAY
30

SATURDAY
1

October

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30	31					

SUNDAY
2

MONDAY
3

- Barton's Minute to Win, 6:30 pm, Student Union

TUESDAY
4

WEDNESDAY
5

- $3 Movie Night, TBA, Village Cinema

THURSDAY
6

FRIDAY
7

SATURDAY
8

- Shopping Trip to Salina, 12:45 pm from Student Union

October

S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

SUNDAY
9

- Meet & Greet - Pie, 8:00 pm, Housing Commons

MONDAY
10

- Free Bingo, 6:00 pm, Student Union
- Columbus Day (Observed)

TUESDAY
11

WEDNESDAY
12

THURSDAY
13

- Free Bowling, 7:30-10:00 pm, Eagle Lanes

FRIDAY
14

SATURDAY
15

October

S	M	T	W	T	F	S
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▶ 16	17	18	19	20	21	22
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30	31					

SUNDAY
16

- Start of Decorating Dorm Doors for Halloween, Register in Student Life Office, Prizes: 1st, 2nd, 3rd
- National Boss' Day

MONDAY
17

- Barton's Minute to Win, 6:30 pm, Student Union

TUESDAY
18

- $3 Movie Night, TBA, Village Cinema

WEDNESDAY
19

THURSDAY
20

- All Faculty Meeting
- Fall Break (No Classes/Offices Open)

FRIDAY
21

- Fall Break (No Classes/Offices Open)

SATURDAY
22

October

S	M	T	W	T	F	S
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30	31					

SUNDAY
23

MONDAY
24

TUESDAY
25

- Jack Kilby Science Day

WEDNESDAY
26

THURSDAY
27

- Judging Halloween Dorm Doors, TBA, Student Housing

FRIDAY
28

SATURDAY
29

October - November

S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31	1	2	3	4	5

SUNDAY
30

MONDAY
31

- Halloween
- Halloween Costume Dance, Prizes 1st, 2nd, 3rd, T-shirts, Pizza, Drawing f/Gift Cards, 9:00 pm-12:00 am, Student Union

TUESDAY
1

WEDNESDAY
2

- Book Fair, TBA, Upper Student Union

THURSDAY
3

FRIDAY
4

- Last Day to Drop with Courses Recorded as “W” on Transcript

SATURDAY
5

- Shopping Trip to Wichita, 10:00 am from Student Union

November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SUNDAY
6

- Daylight Saving Time Ends

MONDAY
7

- Barton's Minute to Win, 6:30 pm, Student Union

TUESDAY
8

- Advisement Day (No Day Classes)
- Spring 2012 Priority Registration Begins
- Election Day

WEDNESDAY
9

THURSDAY
10

- Free Massages, 6:00-9:00 pm, Student Union

FRIDAY
11

- Veteran's Day

SATURDAY
12

November

S	M	T	W	T	F	S
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20	21	22	23	24	25	26
27	28	29	30			

SUNDAY
13

- Meet & Greet - Cake, 8:00 pm, Housing Commons

MONDAY
14

- $3 Movie Night, TBA, Village Cinema

TUESDAY
15

WEDNESDAY
16

THURSDAY
17

- Free Bowling, 7:30-10:00 pm, Eagle Lanes

FRIDAY
18

SATURDAY
19

November

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▶ 20	21	22	23	24	25	26
27	28	29	30			

SUNDAY
20

MONDAY
21

- Barton's Minute to Win, 6:30 pm, Student Union

TUESDAY
22

WEDNESDAY
23

- Thanksgiving Break (No Classes/Offices Closed)

THURSDAY
24

- Thanksgiving Day (No Classes/Offices Closed)

FRIDAY
25

- Thanksgiving Break (No Classes/Offices Closed)

SATURDAY
26

November - December

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
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27	28	29	30	1	2	3

SUNDAY
27

MONDAY
28

- Free Bingo, 6:00 pm, Student Union

TUESDAY
29

WEDNESDAY
30

- $3 Movie Night, TBA, Village Cinema

THURSDAY
1

FRIDAY
2

SATURDAY
3

December

S	M	T	W	T	F	S
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18	19	20	21	22	23	24
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SUNDAY
4

- Meet & Greet - Holiday Cookies, 8:00 pm, Commons

MONDAY
5

- Barton's Minute to Win, 6:30 pm, Student Union

TUESDAY
6

- Late Night Breakfast, 10:00-11:00 pm, Student Union

WEDNESDAY
7

- Final Examination Day

THURSDAY
8

- Final Examination Day

FRIDAY
9

- Final Examination Day
- Airport/Bus Station to Wichita, leave campus at Noon, Cost $10, Reservation Needed, Call Diane at **620.792.9271**
- Close of Fall 2011 Semester
- Spring 2012 Priority Registration Ends

SATURDAY
10

December

S	M	T	W	T	F	S
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18	19	20	21	22	23	24
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SUNDAY
11

MONDAY
12

- No Classes/Offices Open

TUESDAY
13

- Spring 2012 Regular Registration Begins
- Summer 2012 Priority Registration Begins
- No Classes/Offices Open

WEDNESDAY
14

- No Classes/Offices Open

THURSDAY
15

- No Classes/Offices Open

FRIDAY
16

- No Classes/Offices Open

SATURDAY
17

- Campus Closed

December

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUNDAY
18

- Campus Closed

MONDAY
19

- Campus Closed

TUESDAY
20

- Campus Closed

WEDNESDAY
21

- Campus Closed

THURSDAY
22

- Winter Begins
- Campus Closed

FRIDAY
23

- Campus Closed

SATURDAY
24

- Christmas Eve
- Campus Closed

December

S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUNDAY
25

- Christmas Day
- Campus Closed

MONDAY
26

- Campus Closed

TUESDAY
27

- Campus Closed

WEDNESDAY
28

- Campus Closed

THURSDAY
29

- Campus Closed

FRIDAY
30

- Campus Closed

SATURDAY
31

- New Year's Eve
- Campus Closed

January

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SUNDAY
1

- New Year's Day
- Campus Closed

MONDAY
2

- No Classes/Offices Open

TUESDAY
3

- No Classes/Offices Open

WEDNESDAY
4

- Professional Conference Day
- No Classes/Offices Open

THURSDAY
5

- Professional Conference Day
- No Classes/Offices Open

FRIDAY
6

- Professional Conference Day
- No Classes/Offices Open
- Airport/Bus Station Pickup in Wichita at 4:30 pm, Cost $10, Reservation Needed, Call Diane at **620.792.9271**
- Spring 2012 Regular Registration Ends

SATURDAY
7

January

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29	30	31				

SUNDAY
8

- Meet & Greet, 8:00 pm, Housing Commons

MONDAY
9

- Spring 2012 Classes Begin
- Spring 2012 Late Registration Begins

TUESDAY
10

- $3 Movie Night, TBA, Village Cinema

WEDNESDAY
11

THURSDAY
12

FRIDAY
13

- Spring 2012 Late Registration Ends

SATURDAY
14

January

S	M	T	W	T	F	S
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22	23	24	25	26	27	28
29	30	31				

SUNDAY
15

MONDAY
16

- Martin Luther King, Jr. Day (No Classes/Offices Closed)

TUESDAY
17

WEDNESDAY
18

THURSDAY
19

- Free Bowling, 7:30-10:00 pm, Eagle Lanes

FRIDAY
20

- Last Day for Refund

SATURDAY
21

January

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
▶ 22	23	24	25	26	27	28
29	30	31				

SUNDAY
22

MONDAY
23

- Barton's Minute to Win, 6:00 pm, Student Union

TUESDAY
24

WEDNESDAY
25

THURSDAY
26

- Free Bingo, 6:00 pm, Student Union

FRIDAY
27

SATURDAY
28

January - February

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

SUNDAY
29

MONDAY
30

TUESDAY
31

- Priority Deadline to Apply for Spring 2012 Graduation

WEDNESDAY
1

THURSDAY
2

- $3 Movie Night, TBA, Village Cinema
- Groundhog Day

FRIDAY
3

SATURDAY
4

February

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

SUNDAY
5

- Super Bowl Party, TBA, Commons/Cottonwood

MONDAY
6

- Barton's Minute to Win, 6:00 pm, Student Union

TUESDAY
7

WEDNESDAY
8

- Free Massages, 6:00-9:00 pm, Student Union

THURSDAY
9

FRIDAY
10

SATURDAY
11

February

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26	27	28	29			

SUNDAY
12

- Meet & Greet, 8:00 pm, Housing Commons
- Lincoln's Birthday

MONDAY
13

- $3 Movie Night, TBA, Village Cinema

TUESDAY
14

- Valentine's Day
- Valentine Cookies, 2:00-4:00 pm, Student Union

WEDNESDAY
15

THURSDAY
16

- Free Bowling, 7:30-10:00 pm, Eagle Lanes

FRIDAY
17

SATURDAY
18

February

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SUNDAY
19

MONDAY
20

- Washington's Birthday (Observed)
- Homecoming Elections, 8:00 am-1:00 pm, Student Union
- Barton's Minute to Win, 6:00 pm, Student Union

TUESDAY
21

- Mardi Gras, 11:00 am-1:15 pm, Student Union

WEDNESDAY
22

- Ash Wednesday
- Homecoming Finalist Election, 8:00 am-1:00 pm, Student Union

THURSDAY
23

FRIDAY
24

SATURDAY
25

- Homecoming, 7:30 pm, Gym

February - March

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19	20	21	22	23	24	25
26	27	28	29	1	2	3

SUNDAY
26

MONDAY
27

- Free Bingo, 6:00 pm, Student Union

TUESDAY
28

WEDNESDAY
29

- $3 Movie Night, TBA, Village Cinema

THURSDAY
1

FRIDAY
2

SATURDAY
3

March

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SUNDAY
4

MONDAY
5

- Barton's Minute to Win, 6:00 pm, Student Union

TUESDAY
6

WEDNESDAY
7

THURSDAY
8

- Free Bowling, 7:30-10:00 pm, Eagle Lanes

FRIDAY
9

SATURDAY
10

March

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SUNDAY
11

- Daylight Saving Time Begins
- Meet & Greet, 8:00 pm, Housing Commons

MONDAY
12

TUESDAY
13

- $3 Movie Night, TBA, Village Cinema

WEDNESDAY
14

- Free Bingo, 6:00 pm, Student Union

THURSDAY
15

FRIDAY
16

SATURDAY
17

- St. Patrick's Day

March

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
▶ 18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUNDAY
18

MONDAY
19

- Spring Break (No Classes/Offices Open)

TUESDAY
20

- Spring Begins
- Spring Break (No Classes/Offices Open)

WEDNESDAY
21

- Spring Break (No Classes/Offices Open)

THURSDAY
22

- Spring Break (No Classes/Offices Closed)

FRIDAY
23

- Spring Break (No Classes/Offices Closed)

SATURDAY
24

March

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUNDAY
25

MONDAY
26

- Barton's Minute to Win, 6:00 pm, Student Union

TUESDAY
27

WEDNESDAY
28

- $3 Movie Night, TBA, Village Cinema

THURSDAY
29

FRIDAY
30

SATURDAY
31

April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SUNDAY
1

- April Fool's Day
- Palm Sunday

MONDAY
2

TUESDAY
3

- Easter Egg Drop, No Time, Campus

WEDNESDAY
4

- Free Bingo, 6:00 pm, Student Union
- Last Day to Drop with Courses Recorded as "W" on Transcript

THURSDAY
5

FRIDAY
6

- Good Friday (No Classes/Offices Closed)

SATURDAY
7

April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SUNDAY
8

- Easter Sunday

MONDAY
9

- Easter Monday (No Classes/Offices Closed)

TUESDAY
10

WEDNESDAY
11

- $3 Movie Night, TBA, Village Cinema

THURSDAY
12

FRIDAY
13

SATURDAY
14

April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SUNDAY
15

- Meet & Greet, 8:00 pm, Housing Commons

MONDAY
16

- Barton's Minute to Win, 6:00 pm, Student Union
- Fall 2012 Priority Registration Begins
- Federal Income Taxes Due

TUESDAY
17

- Advisement Day (No Day Classes)

WEDNESDAY
18

THURSDAY
19

- Free Bowling, 7:30-10:00 pm, Eagle Lanes

FRIDAY
20

SATURDAY
21

April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SUNDAY
22

- Earth Day

MONDAY
23

- Free Massages, 6:00-9:00 pm, Student Union

TUESDAY
24

WEDNESDAY
25

- Barton's Annual Hawaiian Night, TBA, Student Union
- Administrative Professionals' Day

THURSDAY
26

- $3 Movie Night, TBA, Village Cinema

FRIDAY
27

SATURDAY
28

April - May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

SUNDAY
29

MONDAY
30

- Barton's Minute to Win, 6:00 pm, Student Union

TUESDAY
1

WEDNESDAY
2

- $3 Movie Night, TBA, Village Cinema

THURSDAY
3

- Free Bowling, 7:30-10:00 pm, Eagle Lanes

FRIDAY
4

SATURDAY
5

May

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUNDAY
6

- Meet & Greet, 8:00 pm, Housing Commons

MONDAY
7

- Final Examination Day
- Late Night Breakfast, 10:00-11:00 pm, Student Union

TUESDAY
8

- Final Examination Day

WEDNESDAY
9

- Final Examination Day
- Close of Spring 2012 Semester

THURSDAY
10

- Commencement

FRIDAY
11

- Airport/Bus Station to Wichita, leave campus 10:00 am, Cost $10, Reservation Needed, Call Diane at **620.792.9271**
- Summer 2012 Priority Registration Ends

SATURDAY
12

May

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUNDAY
13

- Mother's Day

MONDAY
14

- Summer Hours Begin

TUESDAY
15

WEDNESDAY
16

- Summer 2012 Regular Registration Begins

THURSDAY
17

FRIDAY
18

- Summer 2012 Regular Registration Ends
- Campus Closed

SATURDAY
19

- Armed Forces Day

May

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUNDAY
20

MONDAY
21

- Summer 2012 Classes Begin

TUESDAY
22

WEDNESDAY
23

- Last Day for Late Registration for 1st 4-Week & 8-Week Sessions

THURSDAY
24

- Last Day for Refund for 1st 4-Week & 8-Week Sessions

FRIDAY
25

- Campus Closed

SATURDAY
26

May - June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

SUNDAY
27

MONDAY
28

- Memorial Day (No Classes/Offices Closed)

TUESDAY
29

WEDNESDAY
30

THURSDAY
31

FRIDAY
1

- Priority Deadline to Apply for Summer 2012 Graduation
- Campus Closed

SATURDAY
2

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SUNDAY
3

MONDAY
4

TUESDAY
5

WEDNESDAY
6

THURSDAY
7

FRIDAY
8

■ Campus Closed

SATURDAY
9

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SUNDAY
10

MONDAY
11

- No Drops/Withdrawals for 1st 4-Week Session

TUESDAY
12

WEDNESDAY
13

THURSDAY
14

- Flag Day

FRIDAY
15

- Campus Closed

SATURDAY
16

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SUNDAY
17

- Father's Day

MONDAY
18

- Last Day of Classes for 1st 4-Week Session

TUESDAY
19

- First Day of Classes for 2nd 4-Week Session

WEDNESDAY
20

- Summer Begins

THURSDAY
21

- Last Day for Late Registration for 2nd 4-Week Session

FRIDAY
22

- Last Day for Refund for 2nd 4-Week Session
- Campus Closed

SATURDAY
23

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SUNDAY
24

MONDAY
25

TUESDAY
26

WEDNESDAY
27

THURSDAY
28

FRIDAY
29

■ Campus Closed

SATURDAY
30

July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SUNDAY
1

MONDAY
2

TUESDAY
3

WEDNESDAY
4

- Independence Day (No Classes/Offices Closed)

THURSDAY
5

- No Drops/Withdrawals for 8-Week Session

FRIDAY
6

- Campus Closed

SATURDAY
7

July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SUNDAY
8

MONDAY
9

- No Drops/Withdrawals for 2nd 4-Week Session

TUESDAY
10

WEDNESDAY
11

THURSDAY
12

FRIDAY
13

- Campus Closed

SATURDAY
14

July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SUNDAY
15

MONDAY
16

TUESDAY
17

- Last Day of Classes for 8-Week Session
- Last Day of Classes for 2nd 4-Week Session

WEDNESDAY
18

THURSDAY
19

- Fall 2012 Priority Registration Ends

FRIDAY
20

- Campus Closed

SATURDAY
21

July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SUNDAY
22

■ Parents' Day

MONDAY
23

■ Fall 2012 Regular Registration Begins

TUESDAY
24

WEDNESDAY
25

THURSDAY
26

FRIDAY
27

■ Campus Closed

SATURDAY
28

July - August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

SUNDAY
29

MONDAY
30

TUESDAY
31

WEDNESDAY
1

THURSDAY
2

FRIDAY
3

- Campus Closed
- Summer Hours End

SATURDAY
4

August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SUNDAY
5

MONDAY
6

TUESDAY
7

WEDNESDAY
8

- Professional Conference Day

THURSDAY
9

- Professional Conference Day

FRIDAY
10

- Fall 2012 Regular Registration Ends
- Professional Conference Day

SATURDAY
11

August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SUNDAY
12

MONDAY
13

- Fall 2012 Classes Begin
- Fall 2012 Late Registration Begins

TUESDAY
14

WEDNESDAY
15

THURSDAY
16

FRIDAY
17

- Fall 2012 Late Registration Ends

SATURDAY
18

August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
▶ 19	20	21	22	23	24	25
26	27	28	29	30	31	

SUNDAY
19

MONDAY
20

TUESDAY
21

WEDNESDAY
22

THURSDAY
23

FRIDAY
24

■ Last Day for Refund

SATURDAY
25

August - September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

SUNDAY
26

MONDAY
27

TUESDAY
28

WEDNESDAY
29

THURSDAY
30

FRIDAY
31

SATURDAY
1

- Priority Deadline to Apply for Fall 2012 Graduation

September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

SUNDAY
2

MONDAY
3

- Labor Day (No Classes/Offices Closed)

TUESDAY
4

WEDNESDAY
5

THURSDAY
6

FRIDAY
7

SATURDAY
8

September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

SUNDAY
9

■ Grandparents' Day

MONDAY
10

TUESDAY
11

WEDNESDAY
12

THURSDAY
13

FRIDAY
14

SATURDAY
15

2012

September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
▶ 16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

SUNDAY
16

MONDAY
17

TUESDAY
18

WEDNESDAY
19

THURSDAY
20

FRIDAY
21

■ Fall Begins

SATURDAY
22

September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

SUNDAY
23

MONDAY
24

TUESDAY
25

WEDNESDAY
26

THURSDAY
27

FRIDAY
28

SATURDAY
29

2012

September - October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

SUNDAY
30

MONDAY
1

TUESDAY
2

WEDNESDAY
3

THURSDAY
4

FRIDAY
5

SATURDAY
6

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Security & Emergency Procedures

In an emergency:

MEDICAL EMERGENCY - Call 911 and Security - IF:

A. Life Threatening
   1. Patient is not breathing
   2. Patient is unconscious
   3. Patient is hemorrhaging

B. Possible Spinal Injury
   1. Patient has fallen from ladder/building
   2. Hit by car
   3. Do NOT move patient

C. Person has fallen
   1. Cannot get up
   2. In extreme pain

Call the Nurse:

A. After calling 911 for Life Threatening Situations

B. Before calling ambulance for other situations, (If nurse is not on campus)

C. 911 may be called at discretion of nurse/person in charge

EMOTIONAL CRISIS - Call 911 and Security - IF:

A. Life Threatening
   1. Patient has overdosed
   2. Patient is unconscious
   3. Patient is in a state of hysteria, (and nurse is unavailable)

B. At the discretion of the nurse or person in charge

When calling from a pay phone, dial 911.

When calling from a campus phone, dial 9-911.

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What drives you?

FALL 2011

April 18 - July 22
Fall 2011 Priority Registration
July 25 - August 12
Fall 2011 Regular Registration
August 10 - 12
Professional Conference Days
August 15
Fall 2011 Classes Begin
August 15 - 19
Fall 2011 Late Registration
August 26
Last Day for Refund
September 1
Priority Deadline to Apply for Fall 2011 Graduation
September 5
Labor Day
(No Classes/Offices Closed)
October 20
All Faculty Meeting
(No Classes/Offices Open)
October 20 & 21
Fall Break
(No Classes/Offices Open)
October 25
Jack Kilby Science Day
November 4
Last Day to Drop with Courses Recorded as "W" on Transcript
November 8
Advisement Day
(No Day Classes)
November 8
First Day for Spring 2012 Priority Registration
November 23, 24, 25
Thanksgiving Break
(No Classes/Offices Closed)
December 7, 8, 9
Final Examination Days
December 9
Close of Fall 2011 Semester
Last Day for Spring 2012 Priority Registration
December 12 - 16
No Classes/Offices Open
December 19, 2011 thru January 1, 2012
Campus Closed

SPRING 2012

November 8 - December 9
Spring 2012 Priority Registration
December 12 - January 6
Spring 2012 Regular Registration
January 2 - 6
No Classes/Offices Open
January 4, 5, 6
Professional Conference Days
January 9
Spring 2012 Classes Begin
January 9 - 13
Spring 2012 Late Registration
January 16
Martin Luther King Jr. Day
(No Classes/Offices Closed)
January 20
Last Day for Refund
February 1
Priority Deadline to Apply for Spring 2012 Graduation
March 19 - 23
Spring Break (No Classes/ Offices Closed 22 & 23)
April 17
Advisement Day
(No Day Classes)
April 4
Last Day to Drop with Courses Recorded as "W" on Transcript
April 6
Good Friday
(No Classes/Offices Closed)
April 9
Easter Monday
(No Classes/Offices Closed)
May 7, 8, 9
Final Examination Days
May 9
Close of Spring 2012 Semester
May 10
Commencement

SUMMER 2012

Dec 12 - May 11
Summer 2012 Priority Registration
April 16 - July 19
Fall 2012 Priority Registration
May 16 - 18
Summer 2012 Regular Registration
May 14 thru August 3
Summer Hours
Campus Closed on Fridays
May 21
Summer 2012 Classes Begin
May 23
Last Day for Late Registration for 1st 4-Week & 8-Week Sessions
May 24
Last Day for Refund for 1st 4-Week & 8-Week Sessions
May 28
Memorial Day
(No Classes/Offices Closed)
June 1
Priority Deadline to Apply for Summer 2012 Graduation
June 11
No Drops/Withdrawals for 1st 4-Week Session
June 18
Last Day of Classes for 1st 4-Week Session
June 19
First Day of Classes for 2nd 4-Week Session
June 21
Last Day for Late Registration for 2nd 4-Week Session
June 22
Last Day for Refund for 2nd 4-Week Session
July 4
Independence Day
(No Classes/Offices Closed)
July 5
No Drops/Withdrawals for 8-Week Session
July 9
No Drops/Withdrawals for 2nd 4-Week Session
July 17
Last Day of Classes for 8-Week Session
July 17
Last Day of Classes for 2nd 4-Week Session
July 19
Last Day for Fall 2012 Priority Registration

FALL 2012

April 16 - July 19
Fall 2012 Priority Registration
July 23 - August 10
Fall 2012 Regular Registration
August 8 - 10
Professional Conference Days
August 13
Fall 2012 Classes Begin
August 13 - 17
Fall 2012 Late Registration
August 24
Last Day for Refund
September 1
Priority Deadline to Apply for Fall 2012 Graduation
September 3
Labor Day
(No Classes/Offices Closed)
October 18
All Faculty Meeting
(No Classes/Offices Open)
October 18 & 19
Fall Break
(No Classes/Offices Open)
November 2
Last Day to Drop with Courses Recorded as "W" on Transcript
November 6
Advisement Day
(No Day Classes)
November 6
First Day for Spring 2013 Priority Registration
November 21, 22, 23
Thanksgiving Break
(No Classes/Offices Closed)
December 5, 6, 7
Final Examination Days
December 7
Close of Fall 2012 Semester
Last Day for Spring 2012 Priority Registration
December 17 - 21
No Classes/Offices Open
December 24, 2012 thru January 4, 2013
Campus Closed

BARTON COMMUNITY COLLEGE
245 NE 30 RD, Great Bend, KS 67530
800-748-7594 • www.bartonccc.edu

BARTON Cougars