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College Catalog 2011-2012

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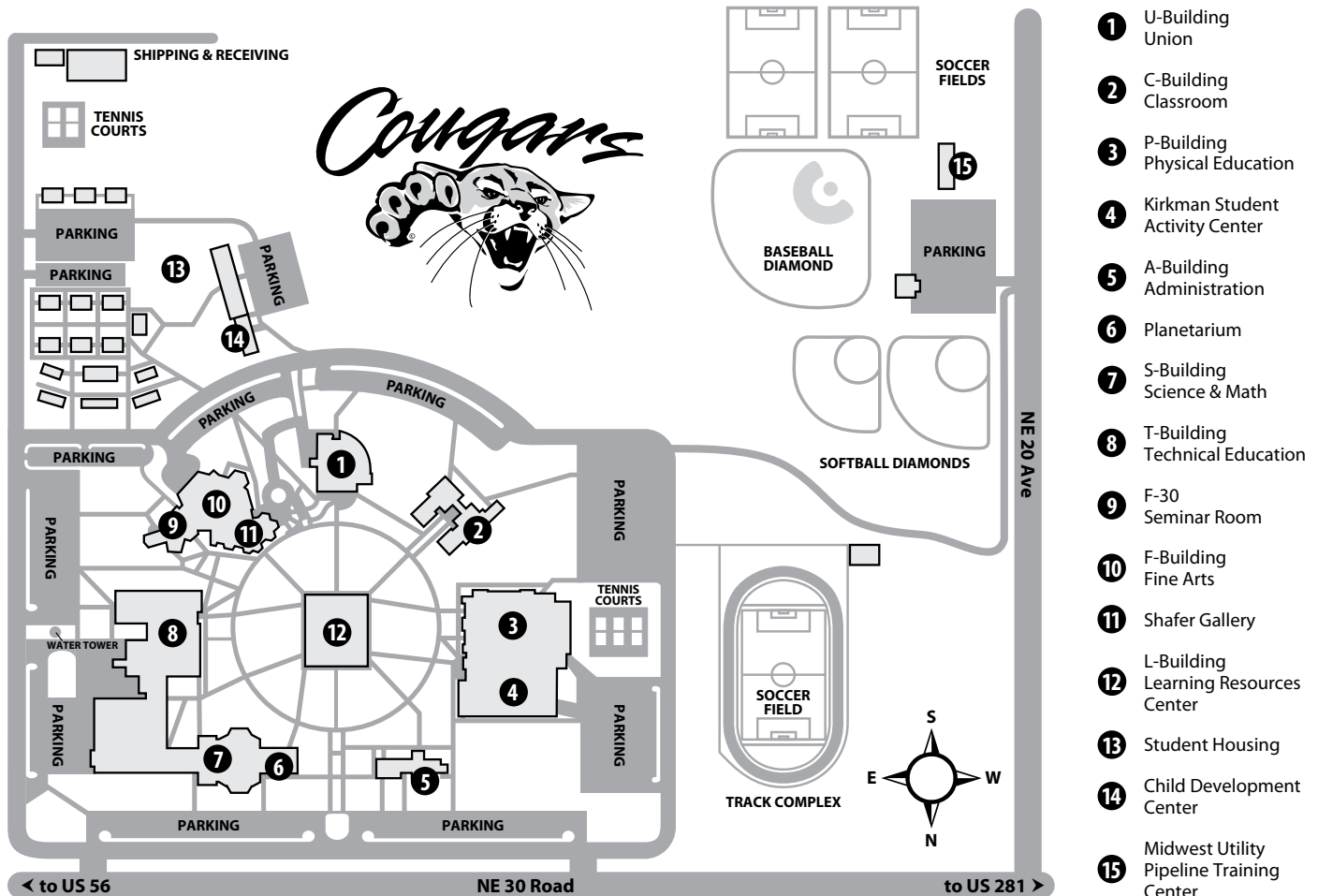
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Campus Directories



- 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

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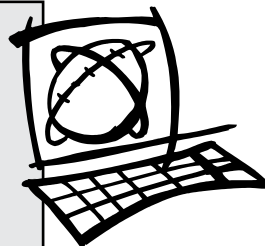
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Barton Community College takes great pride in its website. Prospective students, current students, parents and community members are encouraged to use the Barton website's many tools such as applying for admission, enrolling, checking your financial aid, checking your grades, and keeping up with Barton news just to name a few. The website is the most up-to-date source of the information contained in this catalog.



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T-Bldg., Rm. 179, 792-9336

wedeld@bartonccc.edu

Auto Mechanics Program, North Central
Kansas Area Vocational-Technical School

Ronald Kirmer

Instructor

T-Bldg., Rm. 180, 792-9338

kirmerr@bartonccc.edu

Auto Mechanics Program, Salina Area
Vocational-Technical School

Associate Barton County Community College
B.S. Friends University



"Barton has very friendly people which create a welcoming atmosphere. The campus is very clean

with nice dorms. There are plenty of ways to pay for college through academic awards, performance awards, and on campus jobs!"

*- Marcie Latham, 2009 Graduate,
Wakefield, KS*

CASE NEW-HOLLAND (CNH)

Bert Besthorn

CNH Trainer (Instructor)

T-Bldg., Rm. 189, 792-9337

besthornb@bartonccc.edu

Associate Barton County Community
College

B.S. Pittsburg State University

M.S. Pittsburg State University

EARLY CHILDHOOD EDUCATION

Cheryl Couch

Instructor & Coordinator

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B.S. Oklahoma Christian University

M.E. Wichita State University

NATURAL GAS TRANSMISSION & DISTRIBUTION TECHNICIAN

Michael Baugh

Instructor & Coordinator

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B.S. LeTourneau University

ENVIRONMENTAL TECHNOLOGY & MILITARY PROGRAMS

Bill Nash

Dean of Technical Education

Hazardous Materials & Emergency Services
Training Institute, Grandview Plaza

(785) 238-8550

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M.S. Fort Hays State University

John Truitt

Executive Director of Technical & Military Programs

Hazardous Materials & Emergency Services
Training Institute, Grandview Plaza

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B.S. Upper Iowa University

M.S. Fort Hays State University

Lindsay Holmes

Instructor & Coordinator

Fort Riley Programs Office, (785) 239-9769

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A.A.S. Hutchinson Community College and
Area Vocational School

Walter Brown

Instructor

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A.A.S. Barton County Community College

Eric Bundy

Instructor

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A.A.S. Central Texas College

B.S. Upper Iowa University

Eugene Compton

Instructor

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A.G.S. Barton County Community College

B.S. Upper Iowa University

M.S. Central Michigan University

Dennis King

Instructor

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A.A.S. Central Texas College

B.S. Upper Iowa University

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Instructor

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B.S. National American University

Master's Information Technology American

Intercontinental University

Locadio Perez

Instructor

Fort Riley Programs Office, (785) 239-9769

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A.G.S. Pikes Peak Community College

B.S. Upper Iowa University

Christian Smith

Instructor

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A.A.S. Barton County Community College

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Instructor (PT)

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Roger Vanderlinde

Instructor

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B.S. Upper Iowa University

B.S. Kansas State University

M.L.S. Fort Hays State University

FORT RILEY LEARNING SERVICES & MILITARY OPERATIONS

Gene Kingslien

Dean of Fort Riley Learning Services & Military Operations

Fort Riley Programs Office, (785) 784-6606

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B.S. South Dakota State University

M.S. K-State

Deloyce McKee

Assistant Dean of Fort Riley Learning Services & Military Operations

Fort Riley Programs Office, (785) 784-6606

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All phone numbers have a 620 area code unless otherwise indicated.
On-campus extensions are the last 3 digits of the phone number.

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Instructor

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M.S. Fort Hays State University

Kim Bradney

Instructor

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M.S. Kansas State University

Jerry Butler

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B.S. Kansas State University
M.A. Kansas State University

Gilbert Cloud

Instructor

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A.A. Frederick Community College
B.A. Seattle Pacific University
M.A. George Fox University
Master of Divinity Covenant Bible Seminary

Michael Cox

Instructor

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at Brockport

Dr. Charles Davis

Instructor

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Ph.D. Duke University

Alissa Duncan

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M.A. Kansas State University

Art Holm

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Gretchen Lewis

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M.M. University of Colorado

Robert Patterson

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Kent Russell

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M.S. Kansas State University

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M.S. Central Michigan University

Brenda Siebold

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B.S. Kansas State University

Angie Sullivan

Instructor

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B.S. Kansas State University
M.S. Emporia State University



"Every single teacher that I have worked with at Barton has made me feel welcomed. Barton has become my second home and now I wouldn't change my choice for anything. Go Cougars!"

-Jared Marcuson, 2009-2010
Student Body Vice President,
Oberlin, KS

General Information



■ ABOUT THE COLLEGE

www.bartonccc.edu/community/aboutbarton

The idea to create a community college in Barton County was introduced in the early 1960s at the Mayflower Café, a popular Great Bend restaurant on Forest Avenue where businessmen gathered for coffee and conversation. Those early proponents were dedicated to the proposition that everyone has the right to higher education.

Former Great Bend Tribune editor Paul Conrad, the Great Bend Jaycees and later the entire community were involved in bringing a community college to Barton County. Beginning with a feasibility study in 1960 and overcoming a 1962 election defeat, Barton Community College was founded in 1965.

J.A. Mermis chaired the original Board of Trustees. With the trustees at work long before the first students arrived, the College exceeded all expectations from the beginning.

When the College opened in the fall of 1969, more than 1,000 students enrolled in the first classes when only 525 were expected. Today, the College serves more than 13,000 students annually, averaging more than 6,000 headcount and more than 1,000 full-time equivalency each semester.

Throughout its history, the College has been dedicated to the philosophy that the individual is society's greatest resource and has relied on its greatest strength, its employees. From the care given to the physical plant to the individual attention given in its classrooms, the staff and faculty have successfully attracted students from all over the state of Kansas, the nation and beyond.

Barton graduates who transfer have performed as well or better than the university students who started at their respective colleges, according to the universities' reports. Community college students who have entered the workforce have matched the success of their university peers.

The local citizenry, the College's faculty, staff and students put the community in Barton County Community College and have spread its influence across the state and nation. The College has earned a reputation for its



QUICK FACTS

Founding of the College	April 6, 1965
Governing Body	Six-member elected board of trustees
First Fall Enrollment (1969)	935 students
Students Served Annually	13,000 plus
Average Student Age	29.4
Colors	Royal Blue and Light Gold
Mascot	Cougar
Fight Song	"Great to be a Cougar"
NJCAA Championships	53

BARTON COUNTY CAMPUS

Site	East of Bissells Point
Size	160 acres
Buildings	8
Students Served Annually	7,000 plus
Average Class Size	12
Student Accessible PCs	300 plus
Student Housing Capacity	292

FORT RILEY CAMPUS

Started	1984
Students Served Annually	6,400 plus
Average Class Size	14.5

COLLEGE PRESIDENTS

1969 - 1972	Dr. Otis Robinson
1972 - 1975	Dr. Paul Hines
1975 - 1996	Dr. Jimmie Downing
1996 - 2005	Dr. Veldon Law
2005 - 2006	Dr. Stephen Maier (Interim)
2006 - Present	Dr. Carl Heilman

responsiveness to community need, its adaptability to the changing environment, and its commitment to learning as a lifelong process.

MISSION

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 which 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.

■ ACCREDITATION AND CERTIFICATION

www.bartonccc.edu/community/aboutbarton/accreditation.html

Barton County Community College is accredited by the Higher Learning Commission and is a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 800-621-7440, www.ncacihe.org. Also, Barton County 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.

Automotive Technology

<http://auto.bartonccc.edu>

The Automotive Technology Program is certified by the National Automotive Technicians Education Foundation. (NATEF).

Website: www.natef.org

Emergency Medical Services

<http://ems.bartonccc.edu>

Barton's program is structured around the current Department of Transportation curriculum and is nationally recognized and accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Website: www.caahep.org

Medical Laboratory Technician

<http://mlt.bartonccc.edu>

The MLT Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

Website: www.naacls.org/search/programs.asp

Nursing

<http://nursing.bartonccc.edu>

The Nursing Program is accredited by the Kansas State Board of Nursing and the National League for Nursing Accrediting Commission, Inc., 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326

Phone: (404) 975-5000, Fax: (404) 975-5020

Website: www.nlnac.org

Potential students are encouraged to get a closer look at the facilities by booking a tour with the Admissions Office



■ BARTON COUNTY CAMPUS

The Barton County campus is located on 160 acres, three miles northeast of Great Bend, across the road from Bissell's Point. The campus includes nine buildings in the main section of campus with four buildings of student housing and the Cougar Athletics Fields located on the outskirts.

Students find it easy to get around campus with the Learning Resources Center at the hub and the Science and Math Building, Technical Building, Fine Arts Building, Student Union, Classroom Building, Physical Education Building, and Administration Building forming a circle around the LRC.

Learning facilities include numerous science labs as well as labs equipped especially for specific programs. The College's attention to technology can be found in its ITV rooms, 35 smart classrooms, numerous computer labs and technical program labs. The Planetarium offers programs free of charge as a public service. A 40-foot dome theater with 66 seats, the Planetarium is equipped to recreate the night sky in amazing detail.

Cultural facilities include an 840-seat auditorium and the Shafer Art Gallery. Named for Hoisington, Kan., native and internationally known artist Gus Shafer and his wife, Eva, the gallery schedules shows of local, regional and national interest. Barton's Permanent Art Collection features more than 800 pieces in its collection including more than 25 Shafer bronzes and more than 100

As more college instructors use the web to support their classes, access to a computer becomes even more necessary. A computer not only helps you do your course work, it's often needed to get your course work in the first place as well as to turn it in, to take tests and to communicate with your instructor.

If you do not have computer access at your residence, the Barton County Campus has computer labs and wireless access points across campus and in Student Housing. Additionally, there may be other access points available to you in your community through public libraries or schools. You do have to be on campus to use our computers so convenience makes it worth considering the purchase of your own.

General Information

works by Great Bend native Charles B. Rogers.

Recreational facilities include an all-weather track; tennis courts; baseball, softball and soccer fields; a basketball and volleyball arena; an indoor swimming pool; the Windy Hill Disc Golf Course; and the Kirkman Student Activity Center, which houses indoor practice facilities; a fitness center, spring floor and the Thelma Harms Wellness Center.

Barton offers on-campus housing for 292 students in a comfortable and fun setting for both men and women. Living on campus enhances students' opportunities to meet other students and adapt to college life easier and quicker. Conveniences like free cable and free Internet are available in each room.

■ CAMP ALDRICH CONFERENCE CENTER <http://campaldrich.bartonccc.edu>

The Camp Aldrich Conference Center, situated on 290 acres of rolling sand hills northeast of the College, features a classroom facility, cabins, an Adventure Based Leadership Education (ABLE) course, a swimming pool, tennis courts, and much more.

Located approximately two miles north of Highway 156 between Clafin, Kan., and Cheyenne Bottoms Wildlife Refuge, the Camp features 40 heavily-wooded acres preserved as a wilderness area. Buildings of rough cedar and unique rooflines blend into the rolling sand hills.



Approximately 70 species of wild flowers and grasses and 57 different species of birds have been identified by campers. Some of the birds are on the endangered species list.



Contrary to urban legend, the underground tunnels connecting each building on the Barton County campus weren't made for pedestrians.



The camp property is composed of the Administration Building, parking lot, the Dining Hall, five lodges that can also be used for seminars and classrooms, a pool and a bathhouse. The day camp area has five shade shelters, much like those in recreational parks. Latrines and washstands are also located at each shelter.

For reservations or information, contact the Facility Management Office, Barton Community College, 245 NE 30 RD, Great Bend, KS 67530, 792-9340. Contact the Workforce Training and Community Education Department for ABLE course information or reservations, 792-9332.

■ BARTONline

<http://bartonline.org>

Barton Community College operates a virtual campus using the eCollege Learning Management System. BARTONline provides a learning platform that puts students in charge of scheduling.

BARTONline.org

Online Learning Opportunities

Courses are scheduled in weekly blocks allowing students to determine the time of day and the days of the week they attend class. Students can work toward or complete a variety of degree and certificate programs. Students may also take classes for the purpose of transfer to other institutions.

Courses are offered in nine and seventeen-week formats. Fall and spring semesters each contain two nine-week and one seventeen-week session. The summer session is nine weeks long. Each of the courses listed in the BARTONline catalog is offered at least once each semester. There are no minimum class size limits so classes are never canceled because of low enrollment.

The college's accreditation by The Higher Learning Commission (<http://ncahigherlearningcommission.org>) has been extended to include offering associate degrees online. Students may earn an associate in arts, associate in science, or associate in general studies degree as well as an associate in applied science degree in some career technical education programs.

■ FORT RILEY CAMPUS

<http://fortriley.bartonccc.edu>

Fort Riley, the home of "The Big Red One," is known for its excellent training, abundant recreational opportunities, rich history and tremendous relations with surrounding communities. Barton Community College is proud of its association with Fort Riley and the U.S. Army, which began in 1984 with a single training contract and has continued to grow in support of the Army, its soldiers and their families.

The Barton Fort Riley campus provides education and training to the total military family as well as selected specialized education and training to the entire state. In addition, BARTONline, the college's site for online courses, is administered at the Fort Riley campus.

All phone numbers have a 620 area code unless otherwise indicated.
On-campus extensions are the last 3 digits of the phone number.

The Fort Riley campus administration building is located in Building 217 on the main post of Fort Riley. This main office, classrooms, and two of the computer labs are located across from the Fort Riley Museum and the Custer House. The campus also provides instructional services for Military Schools Program, Basic Skill Enhancement Program (BSEP) and Leaders Skills Enhancement Courses (LSEC), and evening and weekend college courses. Classrooms are located on Main Post and Custer Hill. Courses also are offered at the Hazardous Materials and Emergency Services Training Institute located at 100 Continental Avenue in Grandview Plaza, KS.



Related to and allied with the College, the Foundation operates as a non-profit corporation coordinating annual fund-raising activities.

Contributions to the Foundation increase the College's ability to enhance quality and extend the range of services provided to students and to the community. For more information on how you can "Advance Academics" through the Barton Community College Foundation, please contact the Foundation Office, c/o Barton Community College, 245 NE 30 RD, Great Bend, KS 67530, 792-9367, or by e-mail at foundation@bartonccc.edu.



■ HAZARDOUS MATERIALS AND EMERGENCY SERVICES TRAINING INSTITUTE

<http://bartonhazmat.org>

The Hazardous Materials and Emergency Services Training Institute located at 100 Continental Avenue in Grandview Plaza, KS, offers training in hazardous materials management and



courses in Emergency Medical Technician and Paramedic, which may lead to certificates and the associate degree.

Military Schools Program

Military Schools Program provides centralized vocational training to the soldiers of Fort Riley. The program's secondary mission is to provide training to U.S. Government employees and other members of the total Army family.

Military On Site Training Program (MOST)

<http://militaryonsitetraining.org>

The Military On Site Training Program (MOST) is designed to enhance the readiness posture of U.S. Army Reserve and National Guard units by delivering cost effective and flexible skills-based training at the unit's location.

■ BARTON COMMUNITY COLLEGE FOUNDATION

<http://bartonccfoundation.org>

Since 1967, the Foundation has provided Barton with the private resources necessary to fulfill its mission of providing educational, cultural and social opportunities. Among the areas the Foundation supports are academic scholarships, program development, facilities and equipment, Library resources, the L. E. "Gus" and Eva Shafer Memorial Art Gallery and the Dorothy Moses Morrison Chapel.



Silver Cougar Club

<http://bartonscc.org>

Silver Cougar Club is a membership organization for anyone 55 years of age or older (or a spouse of a Silver Cougar Club member) residing within the seven-county Barton Community College service area. Membership benefits include: special events and activities throughout the year (some with a minimal cost), reduced fees for classes, admission to sporting events, special Silver Cougar Club socials and a bi-monthly newsletter. Dues are currently \$15 for a single or \$25 for a couple's membership. Anyone wishing more information may contact the Barton Community College Foundation Office, 786-1136 or 792-9306.



Getting Started

■ ADMISSIONS

Rights of the College

The College reserves the right to deny a student admission or readmission if considered detrimental to the best interests of the college community or if the College is unable to provide the services, courses or program(s) needed to assist the student in meeting educational objectives.

Admissions Procedure

Students must apply for admission either electronically or by submitting a paper application.

ADMISSIONS POLICY: SPECIAL STUDENT

A person can be admitted to Barton Community College as a special student if the student:

- Is not seeking an approved certificate or degree from Barton
- Is taking classes for personal enrichment
- Is a high school/home school sophomore, junior or senior with written permission from the high school/home school administrator
- Is a high school/home school student enrolled in an approved gifted program with written permission from the high school/home school administrator
- Has not graduated from an accredited high school or approved home school program
- Has not passed the General Education Development (G.E.D.) examination

*Special students are not eligible for federal financial aid. Student services such as advisement are available at the student's request.

ADMISSIONS POLICY: REGULAR STUDENT

Students admitted to Barton as Regular Students are those individuals who the College has deemed as degree- or certificate-seeking from Barton and eligible for graduation upon completion of the degree requirements. A student admitted as a regular student must request official transcripts (secondary, post-secondary, and/or GED) from all previously attended institutions to be sent directly to Barton. **NOTE:** Students not submitting all official transcripts from all previously attended institutions prior to completion of entering term will be changed to a "Special Student" for the next term. (Students who have completed a college degree at another college do not have to submit a high school transcript).

The following degree- or certificate-seeking students will be admitted as Regular Students:

- The student must declare a degree or certificate program of study, and
- A graduate of an accredited high school, or
- A graduate of a recognized home school, or
- A student who has passed the General Education Development (G.E.D.) examination, or
- A former Barton Community College student in good standing, or

- A student 18 years of age or older who does not meet one of the above three, but who demonstrates an "ability to benefit" through placement testing or educational credentials as defined by Barton. This may include students who:
 - Have graduated from an unaccredited high school, or
 - Have graduated from an international high school, or
 - Have not graduated from high school or do not have a GED, or
 - Have no proof of their high school diploma or GED, or
 - Have transferred from an accredited technical school, community college, college or university

Students not fulfilling Regular Student requirements may be eligible for Regular Student status by demonstrating an "Ability To Benefit". For more information visit: www.bartonccc.edu/prospective or call the Barton Admissions Office at 792-9286 or 800-722-6842.

To determine if student is eligible to receive Federal Financial Aid visit: <http://financialaid.bartonccc.edu> or call the Barton Financial Aid Office at 792-9270 or 866-257-2574.

Selective Admissions Policy

Admission to Barton Community College does not guarantee acceptance and/or enrollment in the following programs. Additional admission requirements are required.

- Emergency Medical Services – Paramedic
- Medical Assistant
- Medical Laboratory Technician
- Nursing

Emergency Medical Services – Paramedic Students

<http://ems.bartonccc.edu>

Barton is one of only eight accredited paramedic programs in Kansas with faculty and staff having over 100 years of combined EMS experience. Offering the largest EMS education service area of any community college in Kansas, Barton's program makes education convenient and accessible.

Barton's program is structured around the current NHSTA curriculum and is nationally recognized and accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP). Website: www.caahep.org

Admission Procedure

Students seeking admission to the Paramedic program must be admitted to the college and must also apply for admission to the Paramedic program. Admission to the college does NOT automatically mean admission into the Paramedic program. For more information contact the Emergency Medical Services Office at 792-9341 or white@bartonccc.edu.

Application Process:

1. Complete Application Form for Barton's Paramedic Program
2. Complete student portion of "Barton Allied Health Programs History & Physical Form"

- Schedule a physical exam with your physician. Have your physician complete the appropriate section of the "Barton Allied Health Programs History & Physical Form." NOTE: You will be required to provide copies of immunization records as well as complete the Barton immunization form.
- Request a "Student Copy Transcript" from any and all education institutions that you have attended. Enclose this transcript in your application packet. If you have been a Barton student, or have already sent official transcripts to Barton, you may call Barton's Enrollment Services and request that a copy of your transcript is sent to the EMS Department, c/o of Karyl White. If you are not sure if you have enough General Education requirements please see the Paramedic "Associate in Applied Science" template. NOTE: You will be required to send official college and high school transcripts to Barton's registrar's office prior to graduation.
- Enclose a copy of your current Kansas EMT card.
- Enclose two (2) professional letters of recommendation from two (2) other people than those you listed as references on your "Paramedic Application Form."
- Applications must be received in EMS office by July 31 for classes starting in January and April 30 for classes starting in August.
- Dates, times, and locations for the written, skills, and oral interview examinations will be scheduled approximately two (2) months prior to the start of classes. You will be notified by either phone or email confirming these dates.

Medical Assistant Students

<http://medassistant.bartonccc.edu>

Barton's Medical Assistant program offers a 68 credit-hour Associate in Applied Science degree program. Courses are comprised of general education, administrative, and clinical courses. Because the majority of the students in this program are working adults, the program offers classes available in an evening hybrid (50% online and 50% in the classroom) format or online. During the final semester, students will also complete an internship in an ambulatory health care setting.

Admission Procedure

Students seeking admission to the Medical Assistant program must be admitted to the college and must also apply for admission to the Medical Assistant program. Admission to the college does **NOT** automatically mean admission into the Medical Assistant program. For more information contact the Carol Crockett at 792-9326 or crockettc@bartonccc.edu.

Application Process:

- Complete Medical Assistant Admission Questionnaire. You may obtain a copy by contacting Carol Crockett
- Send official high school (or GED certificate) and college transcripts to Barton
- Complete math and reading ASSET test. (This test is free and takes about two hours to complete. To schedule a time for testing, call Barton's Assessment Center at 792-9344 or 800-748-7594, Ext. 344. If you have completed an ACT or SAT test within the last five years, the ASSET is not neces-

sary; however, you will need to have those scores sent to the Enrollment Services Office.)

- While not required, it is suggested that you complete the Free Application for Federal Student Aid (FAFSA). Questions regarding your financial aid can be directed to Barton's Financial Aid Office by calling 792-9270.

Medical Lab Technician Students

<http://mlt.bartonccc.edu>

Barton's Medical Lab Technician Program combines the value of tradition with the enhancements of innovation. Barton's MLT Program graduates are well respected in the field. Clinical partners provide internships, giving students hands-on experience and access to state-of-the-art equipment. The MLT curriculum leads to an Associate of Applied Science degree and eligibility to take a national certification examination. This Program can also be a bridge to a 4 year Bachelors of Science in Medical Technology. Barton's MLT Program is fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 North River Road, Rosemont, IL, 60018-5119, (773) 714-8880

Admission Procedure

Students seeking admission to the Medical Lab Technician program must be admitted to the college and must also apply for admission to the MLT program. Admission to the college does **NOT** automatically mean admission into the MLT program. For more information contact Lana Besthorn, the MLT secretary at 888-423-1711 or besthornl@bartonccc.edu or the MLT Program Director, Cheryl Lippert, at 786-1133 or lippertc@bartonccc.edu.

Application Process:

To apply to the MLT Program you must complete and submit the following forms to the MLT Program Office:

- MLT Applicant Questionnaire
- MLT Reference & Employment Information form
- Job Awareness Questionnaire

Enrollment is limited, therefore students are selected based on the following criteria:

- the applicant's interview
- the job awareness of the applicant
- the academic credentials of the applicant, and
- the recommendations as solicited by the applicant

A limited number are selected for the Program and notified of admission. The remaining applicants are notified that they are alternates or that they are not accepted.

Nursing Students

<http://nursing.bartonccc.edu>

Barton's well-rounded and demanding coursework, along with experienced and dedicated faculty, prepares you with the skills needed to face just about any nursing environment. The curriculum will educate you on many aspects of nursing care from pre-birth to death.

A career in nursing provides a wide variety of job opportunities. Nurses practice in many settings (hospitals, long term

Getting Started

care facilities, community agencies, clinics, schools) and care for all age groups.

Barton offers 2 types of programs for people wanting to enter the field of nursing: Certificate in Practical Nursing (PN) and an Associate in Applied Science Degree in Nursing (ADN). A student completes the first two semesters of the program to earn a PN certificate and is eligible to take the NCLEX-PN® to become Licensed Practical Nurse. The graduate then can decide to continue their education or enter the work force.

When the LPN wants to continue their education they may apply for the second year of the nursing program, graduates will receive the Associate in Applied Science degree and is eligible to take the NCLEX-RN® to become a Registered Nurse.

Barton Nursing is approved by the Kansas State Board of Nursing and the Associated Degree Nursing Program is accredited by:

National League for Nursing Accrediting Commission, Inc.

3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326

Phone: (404) 975-5000

Fax: (404) 975-5020

Website: www.nlnac.org

Admission Procedure

Students seeking admission to the nursing program must be admitted to the college and must also apply for admission to the nursing program. Admission to the college does **NOT** automatically mean admission into the nursing program.

For the complete nursing admission procedure go to <http://nursing.bartonccc.edu> or contact the nursing office at 792-9357 for an admission packet.

Note: Possession of a misdemeanor or felony conviction involving a crime against persons or illegal drug use may preclude acceptance into the Nursing Program. (Statute Kansas Nurse Practice Act 65-1120).

SPECIAL NOTES:

Former Barton Students

Regular students who have attended Barton and then dropped out/stopped for one year or longer, or who have completed a degree or certificate must submit a new application for admission. Students must provide official transcripts of all college credits earned since the last semester of attendance at Barton.

Home School Students

Home school credit evaluations may be submitted in lieu of a transcript or diploma from the school administrator.

Transfer Students

A transfer student is eligible for admission to Barton Community College if eligible to re-enter the institution last attended and in compliance with other requirements of the College.

Individuals who are on academic probation, suspension or dismiss-

al from another college, may apply for admission. If accepted, the student will be admitted according to the Academic Progress Policy which places the student on a one-semester probation.

If you have received previous college credit, an official transcript from previously attended institutions must be sent directly to Barton and on file with the Barton Enrollment Services Office. A student transferring from another college without sufficient time to provide a complete transcript of credits, will be admitted as a special student until all previously attended institutions transcripts have been evaluated. Official transfer credit hours that meet graduation requirements will be determined by your advisor when you and your advisor make up the approved program of courses.

Transfer credits will be accepted from colleges and universities starting from the year they are accredited or hold candidacy status with the North Central Association of Colleges and Schools, Middle States Association of Colleges and Schools, New England Association of Colleges and Schools, Northwest Association of Colleges and Schools, Southern Association of Colleges and Schools, Western Association of Colleges and Schools, or other institutions approved by the Registrar and the Vice President of Instruction and Student Services. All transfer hours will be equated on the semester-hour system. All credits earned with an F grade or higher will be listed on the Barton transcript and calculated into the student's cumulative grade point average.

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.

To be eligible to earn a degree from Barton Community College, students must have completed at least 15 hours from Barton. Students seeking a certificate from Barton must have completed at least 25% of the required courses from Barton.

Army Enlistees

The Concurrent Admissions Program (ConAP) is a joint program of the Army Recruiting Command and the College. As an eligible Army enlistee, individuals will be admitted to the College concurrent with enlistment, defer enrollment for classes for up to two years after discharge and matriculate as a veteran after leaving active duty.

International Students

- International students must adhere to all Barton Community College admissions policies.
- An international admissions packet must be submitted for review by May 1 for the fall semester and October 1 for the spring semester.
- A TOEFL score of 500-paper/73 computer is required. Students from an English speaking country are not required to take the TOEFL. A conditional admission may be allowed for a TOEFL score under 500/ 73. Enrollment will be restricted under this conditional admission. Students may

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

be required to enroll in appropriate English as a Second Language course(s) upon arrival.

- Proof of graduation from a secondary school or equivalent is required. All transcripts from the secondary school or any college/universities attended of prior work must include certified English translations. Faxed or copies will not be accepted as official.
- New international students will be charged a one-time nonrefundable application/enrollment fee of \$150 after completing their initial enrollment at Barton Community College.
- All admissions criteria must be met before housing application forms are approved. The housing deposit fee is required before acceptance is granted to the College.
- Each student is required to have adequate medical insurance
- Each student must provide copies of their immunization record in English. **IMMEDIATELY ON ARRIVAL TO CAMPUS** arrangements must be made with Student Health Services to have a medical assessment, TB screening and review of immunizations. These assessments are **MANDATORY** prior to attending classes.
- The minimum academic year expense is \$12,000. However, students should plan to bring more than this amount so that they can pay summer expenses, if applicable. Students who choose to attend Barton must do so with the intention of paying all expenses from their own financial resources.
- Each student desiring transfer from another educational institution in the United States will be evaluated on a case-by-case basis by Barton's International Admissions Office.
- Barton's International Admissions Office will review all international applications for acceptance each semester.

■ ENROLLMENT PROCEDURE: BARTON COUNTY CAMPUS

A student is either classified as either a Regular Student or as a Special Student. To determine student status see Admissions Policy, visit www.bartonccc.edu/prospective, or contact the Barton Admissions Office at 792-9286 or 800-722-6842.

*To determine if student is eligible to receive Federal Financial Aid visit: <http://financialaid.bartonccc.edu> or call the Barton Financial Aid Office at 792-9270 or 866-257-2574.

Regular students

A student admitted as a regular student must request official transcripts (secondary, post-secondary, and/or GED) from all previously attended institutions to be sent directly to Barton. A regular student will be assigned an advisor, may be eligible to receive federal financial aid, will be eligible to earn a certificate or degree, and may be eligible to compete in intercollegiate athletics.

New Students:

Contact the Admissions Office in the Kirkman Student Activity Center at 792-9286 or 800-722-6842. All new students may be required to submit placement scores, college transcripts, or be assessed prior to enrollment. Scores and/or college transcripts are used for placement in English, Reading, and Math courses. Barton's assessment is free of charge.

*For further information, see Academic Placement.

Returning Students:

1. Meet with your academic advisor
2. Enroll with your academic advisor or enroll online at www.bartonccc.edu, then click on the "Barton Online Services and E-mail" logo, and then click on the "PAWS" logo
3. Make payment arrangements and receive a copy of your schedule from the Business Office in the Kirkman Student Activity Center. For more information contact the Business Office at 792-9321.

Special Students

A student admitted as a special student is not required to submit transcripts. A special student is not eligible to receive federal financial aid, is not eligible to earn a certificate or degree from Barton, is not eligible to compete in intercollegiate athletics, and will not be assigned an advisor. However, student services will be available upon the student's request.

*Students may be required to submit placement scores, college transcripts, or be assessed prior to enrollment. Scores and/or college transcripts are used for placement in English, Reading, and Math courses. Barton's assessment is free of charge. For further information, see Academic Placement.

Barton County Campus:

Complete enrollment form at Enrollment Services in the Kirkman Student Activity Center.

By Phone:

Call Enrollment Services at 792-9252.

Off Campus Classes:

1. Enroll by coming to Enrollment Services in the Kirkman Student Activity Center or by phoning Enrollment Services at 792-9252.
- or**
2. Contact Janet Kirmer at 792-9294 for on-site enrollment information.

Online Enrollment:

Returning students may enroll online at www.bartonccc.edu, then click on the "Barton Online Services & E-mail" button, and then click on the "PAWS" logo.

■ ONLINE LEARNING

Barton Community College offers students two online learning options: BARTONline (www.bartonline.org) and Edukan (www.edukan.org). Students are encouraged to visit and follow the application/registration procedures for each respective online learning platform.

Other regulations

For summer school, students may not register for more than nine credit hours per session without approval from the Vice President of Instruction and Student Services.

Getting Started

■ ENROLLMENT PROCEDURE: BARTON FORT RILEY CAMPUS

College Programs (Active duty military, family members of active duty, veterans, retirees, civilians and community members)

Students can enroll in classes up to 6 weeks prior to the start of classes by visiting the Barton office at Building 217 Custer Ave, Fort Riley and meeting with an advisor. Active duty military must submit tuition assistance requests through the Army Education Center.

College Program courses are available during daytime, evening and weekend hours. Sessions are eight (8) weeks in length, are traditional or hybrid. Hybrid 3-credit class meets once each week for 3 hours.

Books are provided for most of the classes at no cost to the student.

LSEC (Leaders Skills Enhancement Courses) (Active duty military, family members of active duty, veterans, DOD employees and retirees)

Active Duty Military may enroll in LSEC classes thru the Army Education Center and the Barton Fort Riley Office at Building 217 Custer Ave, Fort Riley, or for returning students online using the <http://bartonline.org> web site.

Affiliated family members may enroll in LSEC classes thru the Barton Office at Building 217 Custer Ave, Fort Riley, or for returning students online using the <http://bartonline.org> web site.

Enrollment in LSEC classes begin 8 weeks prior to the start of classes for active duty and 6 weeks prior for family members.

LSEC courses are only offered during on-duty hours, books are provided at no cost to the student, and tuition is at no cost to the student. Cycles are six weeks in length, meet every day for 1 ½ hours.

BSEP (Basic Skills Enhancement Programs) (Active duty military, family members of active duty, veterans, DOD employees and retirees)

These are developmental classes for active duty military which are designed to enhance basic math, reading, and writing skills for the GT and ASVAB testing. These developmental classes help 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. These courses do earn college credit but do not count toward graduation requirements.

Active Duty Military may enroll in BSEP classes thru the Army Education Centers.

Family members may enroll in BSEP classes thru the Barton Office at Building 217 Custer Ave, Fort Riley.

Enrollment in BSEP classes begin 8 weeks prior to the start of classes.

■ TESTING AND PLACEMENT

Students entering college for the first time without SAT, ACT, Accuplacer, ASSET or Compass test scores may be assessed for placement. Students needing assessment at the Barton County campus will assess with the Accuplacer or ASSET test. Students needing assessment at the Fort Riley Campus will assess with the Compass test.

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

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

OTHER TESTING SERVICES

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

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

The following nationally-normed instruments can be administered:

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

COMPASS: Fort Riley students only. A placement test to determine which math, reading, or English courses the student should take to enhance academic performance.

Tests Administered Through Other Testing Agencies

Automotive Service Excellence Exam (ASE)
Information concerning the TOEFL and PPST are also available.

Contact the Barton County Campus Testing Center at 792-9344 or 792-9282 or the Fort Riley Testing Center at (785) 240-3617 for a testing schedule or further information.

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

Fall 2011 - Summer 2012 Cost Information

Legal Residence in Kansas - \$87 per credit hour (\$57 Tuition, \$30 Student Fees)

	Semester (16 credit hours)	Yearly (32 credit hours)
Tuition	\$912	\$1824
Fees	\$480	\$960
Books (estimated)	\$415	\$830
Total	\$1807	\$3614

Legal Residence outside Kansas (within the USA) - \$118 per credit hour (\$88 Tuition, \$30 Student Fees)

	Semester (16 credit hours)	Yearly (32 credit hours)
Tuition	\$1408	\$2816
Fees	\$480	\$960
Books (estimated)	\$415	\$830
Total	\$2303	\$4606

International Residents - \$170 per credit hour (\$140 Tuition, \$30 Student Fees)

	Semester (16 credit hours)	Yearly (32 credit hours)
Tuition	\$2240	\$4480
Fees	\$480	\$960
Books (estimated)	\$415	\$830
Total	\$3135	\$6270
Additional Fee	\$150 – One time administrative fee	

Housing Costs - Housing contract includes 19 meals per week plan

	Semester	Yearly
Cost	\$2392	\$4784
Deposit Fee		\$120*
Single Room Additional Cost	\$500	\$1000

*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.

** Summer Housing also available – 8 meals per week: \$527 per session; \$1,054 for both sessions.

Yearly Cost Estimates

*Based on 16 credit hours per semester X 2 semesters

	Kansas Resident	Non-KS Resident (U.S Citizen)	International Resident
Tuition	\$1824*	\$2816	\$4480
Fees	\$960	\$960	\$960
Books	\$830	\$830	\$830
Housing	\$4784	\$4784	\$4784
Total Cost (*Estimated)	\$8,398	\$9,390	\$11,054

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

*A scholarship of \$3 per credit hour applies to Barton County residents

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

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

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

Getting Started

■ RESIDENCY STATEMENT

All applicants must indicate your residency status on the application.

For the purpose of being assessed college tuition, Kansas residents are persons, who, if adults, have resided, or if minors (under 18) whose parents have resided in Kansas for six months immediately preceding the first day of classes.

In some cases, residency status is subject to interpretation by Barton. Such persons as financially independent students whose parents reside in another state, non-residents who marry residents, military personnel and their dependents stationed in Kansas, and students acquiring an abode, whether by purchase, renting or otherwise and intending to live in it permanently or indefinitely, should consult the Office of Enrollment Services if in doubt about their residency status.

It is the student's responsibility to enroll under the proper residency classification. If there is any question concerning residency status, it is the student's responsibility to raise the question in the Enrollment Services before the start of the semester.

Certain undocumented immigrants and others may be eligible for resident tuition. This applies to any student who:

1. Has attended an accredited Kansas high school for three or more years and
2. either graduated from an accredited Kansas high school or has earned a GED issued in Kansas and
3. a. in the case of a person without lawful immigration status; has signed and filed an affidavit with the institution stating that the person or the person's parents have filed an application to legalize such person's immigration status, or will file such an application as soon as such person is eligible to do so or
b. in the case of a person with a legal nonpermanent immigration status, has filed with the postsecondary education institution an affidavit stating that such person has filed an application to begin the process for U.S. citizenship or will file such application as soon as such person is eligible to do so.

Students who meet eligibility requirements should request an affidavit from the Admissions Office or the Office of Enrollment Services.

TUITION & FEE WAIVER FOR DECEASED SAFETY OFFICER DEPENDENTS

Effective July 1, 1996, individuals who were dependents of any Kansas firefighter or law enforcement officer who died as a result of injuries suffered in the line of duty will be allowed to enroll without charge of tuition or mandatory fees at any public institution of postsecondary education in the State of Kansas. (Kansas Senate Bill 325)

Waiver Guidelines

- Dependents include birth child, adopted child, stepchild or any child who was actually dependent in whole or in part of

a public safety officer and those who are related to the public safety officer by marriage.

- The statute is not retroactive and will not provide a vehicle for recovery of tuition and fees paid prior to July 1, 1996. However, the death of the law enforcement officer/fire fighter could have occurred prior to July 1, 1996.
- The fees which are waived are those fees which all students must pay at the time of enrollment.
- If you qualify, you must complete a form before the waiver is accepted. Forms may be obtained or additional questions answered by the Business Manager, Kirkman Visitor Center, located on the Barton County Campus, 792-9319.

Tuition & Fee Waiver for Dependents of Veterans

Kansas Statute states that all community colleges shall provide for enrollment without charge of tuition or fees for any eligible dependent of a person who dies as a result of a service-connected disability suffered during the Vietnam Conflict. Please call Barton's Business Manager for detail, 792-9319.

■ FINANCIAL AID

<http://financialaid.bartonccc.edu>

The Financial Aid Office, functioning in a manner that is consistent with the College missions statement, promotes scholarship, grant, loan and employment opportunities for qualified, deserving students. The fundamental purpose of the Financial Aid Office is to actualize this philosophy through counseling and facilitation of the financial aid process.

MERIT-BASED AID

Scholarships for full-time students who graduated from a Kansas high school or other Kansas residents who received their GED from a center in Kansas are based upon academic excellence verified by GPA, ACT score or GED score. These are awarded as follows:

Award Amount	Annual GPA	H.S. Score	GED Score	ACT Score
Excellence Award	\$1,000	3.50-4.00	3500+	26+
Honor Award	\$800	3.00-3.49	3250-3490	24-25
Achievement Award	\$500	2.5-2.99	3000-3240	22-23
Merit Award	\$250	2.00-2.49	2750-2990	20-21

*Students must be a full-time student (12 hours or more) to be eligible for these awards. 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 renew the next award year at the student's Barton GPA. Students must fill out the Admission/Scholarship application to be considered for the merit-based aid. An online version of the application can be found at www.bartonccc.edu/prospective. The scholarship application deadline is March 15th prior to the award year which begins the fall term.

OTHER INSTITUTIONAL SCHOLARSHIPS

Activity Scholarships

Activity Scholarships are offered by sponsors from various Barton programs. Selection is made for special skills, abilities or interests. The student is expected to complete specified obligations. The sponsor administering the award determines the contract obligations and award amounts. Activity Scholarships available: Cheer, Drama, Forensics, Graphic Design, HALO, Honors, Journalism, Student Senate, Band, Vocal Music, and Admissions.

Departmental Scholarships

Departmental Scholarships are offered by various programs at the discretion of instructors. Departments offering scholarships include: Agriculture, Art, Automotive, Criminal Justice, Early Childhood, EMS, Medical Assistant, MLT, Music, Natural Gas, and Networking.

Foundation Scholarships

As part of its mission, the Barton Community College Foundation provides and funds a large number of scholarships to traditional or non-traditional students attending Barton for educational opportunities or training. Thanks to the generosity of many donors, endowments and annually funded scholarships, with a wide variety of criteria, are available to assist students. Scholarship application priority deadline is June 1st prior to the academic year. The application can be found at bartonccfoundation.org.

SERVICE-BASED AID

Trooper Bill Scholarship

Trooper Bill Scholarships are available to military family member cardholders taking College Program classes at the Fort Riley Campus. The student must be a Kansas resident. The scholarship amount is \$100 per semester as long as the student is enrolled in at least one College Program class.

NEED-BASED AID

Federal Financial Aid

To apply for Federal financial aid, a Free Application for Federal Student Aid (FAFSA) must be completed. Students can complete a FAFSA online at www.fafsa.ed.gov. There is no charge to have an application processed. If financial aid is applied for in one school year, the student may be sent a renewal application the next year. All Barton degree programs are eligible for federal aid, but not all certificate programs are eligible. Students will need to contact the Financial Aid Office to inquire if a particular certificate program is eligible.

Federal Pell Grants (PELL) are funded by the federal government and do not need to be repaid. This program is designed for undergraduates who do not have a bachelor's degree, and it serves as the foundation, or base, for other forms of aid. Eligibility is based on need. The amount of the Pell Grant is determined by a federal funding formula, number of credit hours and weeks for which the student is enrolled. The maximum award for the 2010-11 year is \$5,550.

Federal Supplemental Educational Opportunity Grants

(FSEOG) are basic funded by the federal government and do not need to be repaid. Eligibility is based on need and availability of funds. FSEOG funds are campus-based; and therefore, limited funds are available. Institutions participating in the FSEOG program are responsible for formulating a policy regarding distribution of FSEOG. Barton awards FSEOG in amounts of \$200 per term during the fall and spring terms to those applicants showing the greatest need as long as funds are available.

Federal Work Study (FWS) provides employment opportunities that enable students to earn money to fund their education. Also campus-based, FWS awards are based on documented need and availability of funds. For additional information, contact the Career Center at 792-9349.

Federal Stafford Loans are low interest loans that are either subsidized or unsubsidized. A subsidized loan is based on financial need unmet by other aid. The federal government pays interest or ("subsidizes") the loan as long as the student is enrolled in at least six credit hours. On an unsubsidized loan the student will be charged interest from the time the loan is disbursed until it is paid in full.

Other Need-Based Aid: There are also two other types of scholarships for students who show need according to guidelines listed on the scholarship application and who are not eligible to receive other types of aid.

Barton Boost Scholarship: This scholarship is need-based for high school student not receiving any other type of aid. Based upon the number of credit hours the student is enrolled in, the student may receive a scholarship up to and including six credit hours of the cost of tuition and fees per term.

Barton Incentive Scholarship: This scholarship is for non-high school students who are not eligible for any other type of financial aid. Based upon the number of credit hours the student is enrolled in, the student may receive up to and including the six credit hours of the cost of tuition.

If you have any questions or concerns about financial aid at Barton please refer to our website or if you do not have access to a computer call us at 792-9270 or 800-748-7594.

Return to Title IV Refunds

Students who withdraw 100% from classes, officially or unofficially, may be subject to repaying a portion of their federal aid. Federal funds that may be effected by a withdrawal are the Federal Pell grant, Federal student loans, Federal SEOG, and the Federal ACG grant. When a student withdraws, Barton must determine the actual amount of federal aid the student earned while attending. If the student drops all classes before 60% of completion, federal aid will be subject to a return to the Department of Ed. If classes are dropped after completing 60%, the aid is considered earned and will not be subject to recalculation or repayment to the Department of Education.

Getting Started

The Department of Education provides a formula for schools to determine the actual amount of federal aid that students might be required to repay. The order of the R2T4 (Return to Title IV) funds is Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal PLUS Loan, Federal Pell Grant, and Federal Supplemental Educational Opportunity Grant.

If the student withdraws before federal has been paid, the student might be eligible for a post withdrawal disbursement. If that is the case, Financial Aid Office will be notified of the withdrawal and will determine if the student is subject to a PWD (Post Withdrawal Disbursement).

During the first two weeks of the fall and spring semesters, the student may drop classes and a 100% refund will be issued. After this point, when a class is dropped, no refund will be issued. It is the student's responsibility to officially withdraw from classes. Students may initiate a drop by contacting their advisor or the Enrollment Services Office at 792-9252. **Non-attendance does not constitute an official drop.**

If the student withdraws from classes and it is determined that a refund of federal funds is owed, Barton will contact the student informing them if they owe a repayment. The student will be responsible to repay any funds that are determined to be unearned if you owe a repayment to the Department of Education. Owing a repayment may cause the student to be ineligible for further federal aid.

For financial aid disbursement policies, visit the Barton Financial Aid web site.



■ STUDENT HOUSING

<http://housing.bartonccc.edu>

Barton Community College offers on-campus housing for 292 students in a comfortable and fun setting for both men and women. Living on campus can enhance your opportunity to meet other students and adapt to college life easier and quicker.

Conveniences include free cable and free Internet availability in each room as well as free Laundromat usage.

The application process is simple and based on a **first come first serve basis upon receipt of the reservation/damage deposit.** Go online at <http://housing.bartonccc.edu> to view the student housing options and get an application. Housing brochures with additional information are available in the Admissions Office located in the Kirkman Visitors Center. Barton mandates that all full-time freshman students (those enrolled in 12 or more semester hours with a total of less than 24 successfully passed college credits) are required to live in college residence halls. You may be exempt from being required to live in the college residence halls if you meet at least one of the following criteria:

- Are married
- Are 21 years of age or older, or
- Live in Barton County, or bordering county with parents, legal guardian, or other immediate family member.

Meningitis Health Information Facts

Students residing in Barton Community College campus housing are required (by the Kansas Board of Regents) to receive the meningitis vaccination or sign a waiver. The student must either provide written documentation of immunization or sign a waiver after reviewing the information provided that informs of the dangers of meningococcal disease and indicates that the vaccine has been declined. If a student is less than 18 years of age, a parent or legal guardian must be given a copy of this document and must sign the waiver as well.

Non-compliant students will be placed on administrative hold following the first week of classes and remain on administrative hold until the compliance is documented with Student Housing Office. Students will be unable to enroll for the following semester until the hold is released.



Online Services for Students

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

To access your Barton Student Online Services, go to: <http://www.bartonccc.edu> and click on the "Student Online Services & E-mail"



Within your student online services, you can:

Access your PAWS Account by clicking on the PAWS Logo



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



Within **PAWS** you will be able to:

- Obtain your *Barton ID number*
- Obtain your *Barton e-mail address*
- 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

Need Assistance?

For help with your PAWS Account?

Contact Enrollment Services at:
800-722-6842 or 620-792-9252

For help with your Barton E-mail?

Contact Computer Help at:
800-722-6842 or 620-786-1100

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

*Barton will use this e-mail address to contact you.

To access your **Barton Cougars E-mail**, log into your *PAWS Account*, select "*Personal Information*", then click on "*View your E-mail Address*". The first part of your e-mail address before the @ symbol, is your USERNAME. Your Barton ID is the group of numbers located before your name in the upper right portion of the screen. You will need to document your USERNAME and Barton ID in order to access your Barton Cougars e-mail account. Your Barton ID will be your e-mail password.

To log into your Barton e-mail, you can:

- Click on the direct link located above your email address.

OR

- Access your Barton e-mail directly by going to:
<http://email.bartoncougars.org>

If you would like to forward your Barton e-mail to your current personal e-mail address, you may change your settings at any time.

Simply log into your Barton e-mail, select "Settings" in the upper right corner, then select "Forwarding..." to enter your e-mail address you would like future e-mails to be forwarded on to.

TEXT MESSAGING NOTIFICATIONS

Get school closings, events, and alerts sent to your phone!



Student Services

■ 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 about what is happening on the Barton County campus. It is sent via email to students' college (bartoncougars.org) email address and available on the web under Current Student. Copies are available through the Office of Student Activities. Contact Diane Engle at 792-9271 or engled@bartonccc.edu for more information.



■ ADVISEMENT

Barton's advisement system is a student-centered, advisor driven system designed to increase student success and retention by promoting close and continuous contact between students, advisors, and the Barton student support structure. Advisors are accessible to all advisees and exhibit an open-door policy.

An Advisement Coordinator will assign an advisor to all degree seeking students. Non degree seeking students may request an



advisor or may contact an Advisement Coordinator when help is needed.

Advisors can help with many things. Here are a few:

- Degree Planning
- Career Options
- Enrollment
- Dropping/Adding a class
- Paperwork for changing majors and/or advisors
- Applications for Graduation
- Advice on courses, schools, and life issues

Academic advisors will provide a friendly, open environment that will foster self-exploration, self-awareness and self-evaluation thus enhancing a sense of personal identity. Additionally, advisors assist students in exploring the possible short and long-range consequences of their choices and facilitate students' recognition and acceptance of personal responsibility for what happens in their lives. Advisors will assist their advisees, not only with semester-by-semester planning, but with college career, workforce, and/or transfer plans as well.

Barton County Campus Advisement Center

Room L134, North end of the Learning Resources Center
792-9225 or 800-748-7594, ext. 225
advisement@bartonccc.edu

Barton Fort Riley Advisement Services

Building 215, Fort Riley Campus
(785) 784-6606 or 877-620-6606
advisement@bartonccc.edu

■ TESTING AND PLACEMENT

Students entering college for the first time without SAT, ACT, Accuplacer, ASSET or Compass test scores may be assessed for placement. Students needing assessment at the Barton County campus will assess with the Accuplacer or ASSET test. Students needing assessment at the Fort Riley Campus will assess with the Compass test.

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

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

All phone numbers have a 620 area code unless otherwise indicated.
On-campus extensions are the last 3 digits of the phone number.

OTHER TESTING SERVICES

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

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

The following nationally-normed instruments can be administered:

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

COMPASS: Fort Riley students only. A placement test to determine which math, reading, or English courses the student should take to enhance academic performance.

Tests Administered Through Other Testing Agencies

Automotive Service Excellence Exam (ASE)

Information concerning the TOEFL and PPST are also available.

Contact the Barton County Campus Testing Center at 792-9344 or 792-9282 or the Fort Riley Testing Center at (785) 240-3617 for a testing schedule or further information.

■ BOOKSTORE

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

Regular hours are 7:30 a.m. to 6 p.m. Monday through Friday. Summer hours are 7 a.m. to 5:30 p.m., Monday through Thursday. Contact the Bookstore at 792-9229.

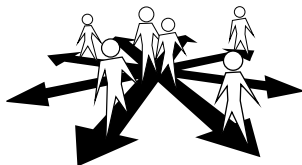


■ CAREER CENTER

<http://careercenter.bartonccc.edu>

Career Planning

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



Internships

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

Job Search Services

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

Part Time Jobs

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

Transfer Information

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

Call 792-9349, or come to the office in room L133, located on the north end of the Learning Resources Center.

■ 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 at the Barton County Campus on a space-available basis. The Center is open from 7 a.m. to 6 p.m. whenever College offices are open. The Center remains open for child care services on Fridays in summer when the Barton County campus offices observe a summer schedule. Located adjacent to the three-story Phase IV Housing Complex, 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 786-1131 or 792-9360 to provide information about Center enrollment.

Student Services

■ COUNSELING

<http://counseling.bartonccc.edu>

Professional counseling is available on the Barton County Campus to help students with personal issues or with academic concerns that would ultimately affect the achievement of their academic goals. Counseling is also available to assist students in exploring choices, recognizing consequences, and assuming personal responsibility. Referral services are available for career counseling on campus, as well as for community resources. For counseling services, call 792-9295 or visit L139, in the north end of the Learning Resources Center. Counseling is confidential and free for Barton students.

■ 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 labs provide access to a number of subject-specific programs. On the Barton County campus, the computer lab is located in the far northwest corner of the end of the Learning Resources Center. On the Fort Riley Campus, computer access is located in Buildings 7656, 7604, 8044, and 215.

■ 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. Students with disabilities seeking academic accommodations are encouraged to contact the Student Services office as soon as possible at 792-9240. Students attending the Fort Riley campus may contact the Fort Riley Student Services office at 785-784-6606 to request assistance with accommodations

■ HEALTH SERVICES

<http://healthservices.bartonccc.edu>

Barton employs a registered nurse full-time from August through May. The Barton County Campus Student Health Office hours are Monday, Wednesday and Thursday 8 a.m. to 4 p.m.; Tuesday 8 a.m. to 5:30 p.m.; and Friday 8 a.m. to 3 p.m. After hour emergency contacts can be made by calling cell phone 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:

1. First aid and emergency care.
2. Routine health checks.

3. Assistance with medical, dental and eye referrals
4. Immunization updates through arrangement including meningitis and influenza vaccines
5. Allergy injections with approval of prescribing physician and college nurse
6. Assistance with family planning, STD and HIV counseling
7. Medical information source

Immunization Information

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

1. Proof of immunizations is not required but it is HIGHLY recommended that all college students review and update their immunizations.
2. Informative guidelines on immunizations are available in the Student Health Office.
3. A list of available vaccines and fees may be obtained from the Student Health Office.
4. Housing students and international students are asked to provide immunization information along with health assessment at enrollment.
5. **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.
6. On campus housing students will be required by 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.

■ LIBRARY

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

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

Library hours may fluctuate with the season, academic activities, school holidays, and by demand as dictated by student use. The schedule and any variations will be posted.

For more information, stop by the Library located in the south end of the Learning Resources Center, call 792-9362, or visit the Library web site at <http://library.bartonccc.edu> and click on "Ask a Librarian."

■ SECURITY

At Barton the safety and well being of our students, faculty, staff and visitors are of utmost importance. With the support of

other departments, we have many people involved in keeping this campus safe and secure; however, a truly safe campus can only be achieved with the cooperation of all students, faculty, staff and visitors.

The Barton Security Department provides a 24-hour a day, seven days a week patrol function on campus, parking lots, and student housing. The Security office is located in T-154 and can be reached by calling 792-9217.

■ TRIO PROGRAMS STUDENT SUPPORT SERVICES

Student Support Services is one of four TRIO programs sponsored by Barton. TRIO programs are funded through the United States Department of Education. These grants provide free services for eligible students to assist them in meeting their educational goals. 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 Resources Center. Staff members may be reached by calling 792-9240.

UPWARD BOUND PROGRAMS

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves: high school students from low-income families; and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.

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

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

Barton County Upward Bound:

Serves Claflin, Ellinwood, Hoisington, and Great Bend.
Contact: 792-9219 or
<http://bcub.bartonccc.edu>

Central Kansas Upward Bound:

Serves Chase, Ellsworth, Lyons, Quivira Heights, and Wilson.
Contact: 786-1181 or
<http://ckub.bartonccc.edu>

EDUCATIONAL OPPORTUNITY CENTER

<http://ckeoc.bartonccc.edu>

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

Services

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

CKEOC Service Area

The CKEOC service area covers 32 counties with EOC Advisors available to meet with current and prospective participants within Workforce Centers. The main EOC office is located in the Great Bend KansasWorks Center and satellite offices are located in Hays, Junction City, Manhattan, Salina, and the Barton Fort Riley Office.

Contact Information:

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

■ TUTORING

Peer and professional tutoring is provided free of charge on the Barton County Campus from 8 a.m. to 4:30 p.m. daily. Evening, Sunday and summer tutoring sessions will be posted at the beginning of each semester. Contact the Barton County Campus Tutoring Center at 786-1127. Professional tutoring services are provided free of charge at Fort Riley in Building 7656. Tutoring is available Mon - Tues 9 a.m. to 5 p.m., Wed - Thurs 9 a.m. to 7 p.m., and Fri 9 a.m. to 3 p.m., Sat 11 a.m. to 3 p.m. No tutoring services available at Fort Riley on Friday Resilience Days, please contact the Fort Riley Tutoring Center at (785) 240-3617.

For distance or online tutoring options, please contact TutoringServices@bartonccc.edu for more information.

■ VETERANS SERVICES

The College assists veterans and children of deceased or disabled veterans in securing educational benefits. Information may be obtained from the nearest Veterans Administration Office or the College's Veterans Affairs representatives. The Barton County campus VA representative can be reached at 786-1112, and the Fort Riley campus VA representative can be reached at (785) 784-6606.

Academic Information

■ ACADEMIC INTEGRITY

The College values the honest pursuit of knowledge and expects its students to conduct themselves with academic integrity. To that end, it has adopted an academic integrity policy which defines basic and capital violations and outlines the expectations, rights and responsibilities, sanctions, and related processes essential to maintain the standards of academic integrity within the College.

Upon the recommendation of the faculty, Barton Community College adopted the following values statement:*

“Academic Integrity is a commitment, even in the face of adversity, to fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” Specifically, these values are defined as follows:

- An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service.
- An academic community of integrity fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential.
- An academic community of integrity establishes clear standards, practices, and procedures and expects fairness in the interaction of students, faculty, and administrators.
- An academic community of integrity recognizes the participatory nature of the learning process and honors and respects a wide range of opinions and ideas.
- An academic community of integrity upholds personal responsibility and depends upon action in the face of wrongdoing.

*As stated in The Center for Academic Integrity handbook, “The Fundamental Values of Academic Integrity,” p.4. Des Plaines, Illinois.

■ COLLEGE TO UNIVERSITY ARTICULATION AGREEMENT

Barton promotes the development and implementation of articulation agreements with colleges and universities, both in-state and out-of-state. In the event there is interest in pursuing an articulation agreement, the following steps should be followed to formalize the agreement.

■ DEVELOPMENTAL EDUCATION

Statement of Philosophy

As developmental educators at Barton Community College, we believe in maximizing the potential of our students and ourselves. We believe in the rights of all students to excellent post-secondary educational experiences: therefore, we strive to achieve and maintain excellence in all our teaching and learning endeavors. It is our mandate to help students overcome any barriers that would hinder their personal and academic success.

We create a learning environment in which faculty, staff, and administration employ the best practices in their field, promote individual

initiative, honor diversity, empower independent learning, and encourage risk taking, active learning, problem-solving, and critical thinking while we model a lifelong commitment to learning.

Mission Statement

Developmental education at Barton Community College provides a post-secondary educational opportunity, sensitive and responsive to the individual differences and special needs among learners.

To facilitate academic preparedness, we support diagnostic testing and placement, develop and provide general and discipline-specific learning strategies, and assist students in coping with barriers to learning.

The developmental courses offered regularly in the course schedule include the following:

Reading	Credit Hours
Basic Reading	3
Intermediate Reading	3

English	Credit Hours
English for Speakers of Other Languages (ESOL) Lab	1
ESOL Conversational English	1
ESOL Academic Vocabulary	1
ESOL Sentence Structure	1
Intro to English Language	1
ESOL I	6
ESOL II	6
ESOL III	6
Basic English	3
Intermediate English	3

Math	Credit Hours
Basic Applied Math	3
Basic Algebra	3

Student Success	3
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Advisors or the Student Support Services staff assist students with the selection of appropriate developmental courses should testing indicate that the student could benefit by enrolling in one or more of these courses.



All phone numbers have a 620 area code unless otherwise indicated.
On-campus extensions are the last 3 digits of the phone number.

■ MILITARY SERVICE SCHOOL CREDIT

Barton Community College will allow college credit to veterans and military personnel enrolled at Barton who have successfully completed specialized training in a military service school. For active duty service members, an Army/American Council on Education Registry Transcript (AARTS) transcript and Enlisted Records Brief (ERB) are used to complete the evaluation process. 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 and submit a DD214 form in addition to any certificates of training you may have.

■ OUTCOMES ASSESSMENT

The College is committed to the assessment of learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

