

DRIVEN TO SUCCEED



**2008-2009
STUDENT
HANDBOOK
&
Academic Planner**

BARTON
COMMUNITY COLLEGE

Your **STUDENT RECORDS** Are Now **ONLINE!**

- Go to www.bartonccc.edu
- Click on **STUDENT ONLINE SERVICES & E-MAIL**
- Click on **PAWS** 
- Log in using your Social Security Number as your ID and your selected PIN number. If you have forgotten your PIN number, click on **Forgot PIN?**, and answer your secret question to reset your PIN.



If you have not accessed Barton records online, follow these instructions: Log in using your Social Security Number as your ID and your Date of Birth as your PIN Number. (Example: January 1, 2001 = 010101) You will be prompted to change your PIN number (six number characters only) to protect your privacy. You will also be asked to create a secret question and answer. If you should forget your PIN number, click on **Forgot PIN?**, answer your secret question and reset your PIN.

Student Services & Financial Aid

- **Register Online** - Online registration available.
- **Pay Online** - Use a credit/debit card or check.
- **Grades** - Both mid-term and final grades are posted each semester.
- **Transcript** - View and print a web unofficial transcript.
- **Account Summary** - Information on your financial account.
- **Schedule** - View and print a course schedule for each semester.
- **Financial Aid** - View your current financial aid awards.

Personal Information

- **View addresses, phone numbers** and **email** information.
- **PIN number and security question** - Options to change both.
- **Emergency contact** - View and update your emergency contact information.
- Find out how to **change your name or social security number**.

Employee Services (Information if you are currently employed at Barton)

- **Pay Information** - View your direct deposit breakdown, pay stub, or earnings and deduction history.
- **Tax Forms** - View your federal withholding deductions and W-2s.

If you have any questions, please contact the Office of Enrollment Services at
(800) 748-7594 or (620) 792-9252

BARTON COMMUNITY COLLEGE

DRIVEN TO SUCCEED

Name

Local Address

Local Phone

Emergency Contact

Emergency Contact Address

Emergency Contact Phone

STUDENT E-MAIL

GO TO: www.bartonccc.edu

CLICK ON:



Online
Services
page will
open

THEN
CLICK ON:



2008-2009 STUDENT HANDBOOK & Academic Planner

EMERGENCY NUMBERS

- AMBULANCE** From campus phone dial **9-911** ~ From pay phone and off campus dial **911**
- FIRE** From campus phone dial **9-911** ~ From pay phone and off campus dial **911**
- POLICE** From campus phone dial **9-911** ~ From pay phone and off campus dial **911**
- SHERIFF** From campus phone dial **9-911** ~ From pay phone and off campus dial **911**
- Hospital - CKMC** 3515 Broadway, Great Bend, KS 67530 **792-2511**
- College Nurse** BCCC Student Union, Rm 206, **792-9233** or **786-0392**
- Poison Control Center** KU Med. Center, Ks. City, KS 66160 **1-800-332-6633**
- Family Crisis Center** PO Box 1543, Great Bend, KS 67530 **792-1885** (24 hrs)
- Counseling Center** 5815 Broadway, Great Bend, KS 67530 **792-2544** (24 hrs)

SECURITY AND EMERGENCY PROCEDURES pg. 190

TABLE OF CONTENTS



Welcome	3
Personal Class Schedule	4, 5
Campus Directory	6, 7, 8
Personal Directory	9, 10
Academic Calendars	11, 12, 13
General Information	14
Student Services & Activities	28
Crime Stoppers	52 - 54
Academic & Enrollment Policies	67
College Policies & Procedures	84
Great Bend Community Profile	109
Great Bend City Map	115, 116
Great Bend Street Index	117
State of Kansas Map	118
Student Housing Complex Map	119
BCCC Campus Map	120
Windy Hill Disc Golf Course Map	120
Weekly Academic Planner	121 - 179
Index	180 - 189
Security & Emergency Procedures	190

The material in this handbook is provided for informational purposes and does not constitute a contract. For example, courses, curricula, and degree requirements, fees and policies are subject to constant review and change without notice.

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

Non-Discrimination Notice: To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-123, Great Bend, Kansas 67530, **(620) 792-9234**. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.



Carl R. Heilman
President

Dear Students,

We are privileged that you have selected Barton Community College for your higher education experience.

At Barton, the faculty and staff are highly driven to help our students achieve their educational/career goals. However, your success will be dependent upon your personal drive to commit to your studies and extra-curricular interests. The manner in which you respond to your opportunities and challenges and the experiences that you gain, will lay the foundation for your future successes. Our wish is that you devote your energies in order for you to be the best that you can be.

Barton faculty and staff are committed to your educational success. You will find that without exception, we are all vested in your future.

Welcome to Barton!

Carl R. Heilman, Ph.D.
President



PERSONAL CLASS SCHEDULE

2008 Fall Semester

	Time	Class / Location	Instructor
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

PERSONAL CLASS SCHEDULE

2009 Spring Semester

	Time	Class / Location	Instructor
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

Barton Community College
CAMPUS DIRECTORY

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

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

Administration

Dr. Carl Heilman - President

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

Dr. Gillian Gabelmann - Vice President of Instruction & Student Services

A-Bldg., Rm. A-115B, 792-9303

Dr. Richard Abel - Dean of Academics

F-Bldg., Rm. 131, 792-9333

Angie Maddy - Dean of Student Services

Library, Rm. 110, 792-9226

Elaine Simmons - Dean of Workforce Training & Community Education

S-Bldg., Rm. S-143, 792-9214

Mark Dean - Dean of Administration

P-Bldg., Rm. 116A, 792-9235

Gene Kingslien - Dean, Fort Riley Learning Services & Military Operations

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

Office Directory

Admissions

P-Bldg., Rm. 107A, 1-800-722-6842 or 792-9241

Advisement Center

Library-North, 792-9225

Alumni Affairs

Student Union, Rm. 208, 786-1136

Assessment Center

Library, Rm. 116, 792-9344

Athletic Department Office

PE-Bldg., Rm. 25, 1-800-574-8153 or 792-9377

Bookstore

Student Union, Rm. 215, 792-9229

Business, Management, & Leadership

T-Bldg., Rm. 134, 792-9208

Office Directory (continued)

Business Office

P-Bldg., Rm. 107A, 792-9321

Cafeteria (Great Western Dining)

Student Union, Rm. 126, 792-9259

Camp Aldrich Conference Center

RR 1, Box 80, Claflin, KS 67525, 587-3349

Campus Nurse's Office

Student Union, Rm. 206, 792-9233

Career Center

Library, L-102, 792-9349

Center for Adult Education

1025 Main, Great Bend, KS 67530, 793-5794

Child Development Center

South Campus, 792-9360

Communications Office

A-Bldg., Rm. 116, 792-9309

Counseling

Library, L-107, 792-9295

Disabled Student Services

Library-North, 792-9240

Financial Aid Office

P-Bldg., Rm. 107A, 786-1176

Fort Riley BCCC/ACES

P.O. Box 2463, Fort Riley, KS 66442, (785) 784-6606

Foundation Office

Student Union, Rm. 209, 792-9306

Hearing Impaired

Kirkman, (620) 702-9327

Housing Office

P-Bldg., Rm. 107A, 792-9250

Human Resources Office

P-Bldg., Rm. 107A, 792-9275

Information Office

P-Bldg., Rm. 107A

On campus dial 0 for information/college operator

1-800-748-7594 or 792-2701

Intramural Sports Office

P-Bldg., Rm. 107A, 792-9281

Junction City BCCC

540 Grant Avenue, Junction City, Kansas 66441, (785) 238-8550

Liberal Arts & Sciences Division Office

F-Bldg., Rm. 131, 792-9333

Office Directory (continued)

Learning Resources

Library, Circulation Desk, 792-9365

Math, English, & Essential Skills Office

C-Bldg., Rm. 114, 792-9200

Natural Science Office

S-Bldg., Rm. 127, 792-9329

Nursing Education Department Office

C-Bldg., Rm. 129, 792-9357

Physical Plant Office

T-Bldg., Rm. 154, 792-9340

Registrar

P-Bldg., Rm. 107A, 792-9216

Retired Senior Volunteer Program Office

1125 Williams, Great Bend, KS 67530, 792-1614

Shafer Art Gallery

F-Bldg., 792-9342

Security Office

T-Bldg., Rm. 153, 792-9217

Seminars

S-Bldg., Workforce Training & Community Education, 792-9266

Student Activities Office

Student Union, Rm. 126, 792-9271

Student Ambassadors' Office (Campus Tours)

P-Bldg., Rm. 107A, 786-1108

Student Services Office

Library-North, 792-9282

Student Senate Office

Student Union, Rm. 127, 792-9227

Student Support Services

Library-North, 792-9240

Technical Education Careers Office

T-Bldg., Rm. 137, 792-9358

Workforce Training & Community Education

S-Bldg., Rm. S-147, 1-800-732-6842 or 792-9266

Veterans' Affairs Office

P-Bldg., Rm. 107A, 786-1112

PERSONAL DIRECTORY

Name/Address	Phone/E-Mail

August 2008

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

September 2008

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

October 2008

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

November 2008

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

December 2008

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

Fall Semester 2008

July 26 - August 17

- Fall 2008 Regular Registration

August 13, 14, 15

- Pre-Semester Development/Advising

August 17

- Last Day for Fall 2008 Regular Registration

August 18

- Fall 2008 Classes Begin

August 18 - 22

- Fall 2008 Late Registration

August 29

- Last Day for Refund

September 1

- Labor Day (No Classes/Offices Closed)

September 2

- Last Day to Apply for Fall 2008 Graduation

October 22

- All Faculty Meeting (No Classes/Offices Open)

October 23 - 24

- Fall Break (No Classes/Offices Open)

November 7

- Last Day to Drop With Courses Recorded as "W" on Transcript

November 11

- Advisement Day (No Day Classes)

November 11 - December 12

- Spring 2009 Priority Registration

November 26, 27, 28

- Thanksgiving Recess (No Classes/Offices Closed)

December 10, 11, 12

- Final Exam Days

December 12

- Close of Fall 2008 Semester
- Last Day for Spring 2009 Priority Registration/ Payments Due

December 13, 2008 - January 11, 2009

- Spring 2009 Regular Registration

December 15 - 18

- No Classes/Offices Open

December 19, 2008 - January 2, 2009

- Campus Closed

(See Pages 121-179 for Weekly Academic Planner)

Spring Semester 2009

January 5

- No Classes/Offices Open

January 7, 8, 9

- Pre-Semester Development/Advising

January 12

- Spring 2009 Classes Begin

January 12 - 16

- Spring 2009 Late Registration

January 19

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

January 23

- Last Day for Refund

February 2

- Last Day to Apply for Spring 2009 Graduation

March 16 - 20

- Spring Break (No Classes/Offices Closed Mar. 19 & 20)

April 9

- Last Day to Drop With Courses Recorded as "W" on Transcript

April 10 - 13

- Good Friday/Easter Monday (No Classes/Offices Closed)

April 14

- Advisement Day (No Day Classes)

May 11, 12, 13

- Final Exam Days

May 14

- Close of Spring 2009 Semester
- Commencement

January 2009

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

February 2009

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

March 2009

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

April 2009

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

May 2009

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

(See Pages 121-179 for Weekly Academic Planner)

June 2009

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

July 2009

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

August 2009

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

September 2009

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

October 2009

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

Summer Session 2009

April 14 - May 16

- Summer 2009 Priority Registration

April 14 - July 24

- Fall 2009 Priority Registration

May 15

- Last Day for Summer 2009 Priority Registration/ Payments Due

May 18

- Summer 2009 Regular Registration Begins

May 25

- Memorial Day (No Classes/Offices Closed)

May 26

- Summer 2009 Classes Begin

May 29

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

June 1

- Last Day to Apply for Summer 2009 Graduation

June 12

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

June 23

- Last Day for 1st 4-Week Session

July 3

- Independence Day (No Classes/Offices Closed)

July 6

- 2nd 4-Week Session Begins

July 7

- No Drops/Withdrawals for 8-Week Session

July 9

- Last Day for Late Registration and Refund for 2nd 4-Week Session

July 21

- Last Day of Classes for 8-Week Session

July 23

- No Drops/Withdrawals for 2nd 4-Week Session

July 24

- Last Day for Fall 2009 Priority Registration/ Payments Due

July 27 - August 14

- Fall 2009 Regular Registration

August 3

- Last Day of Classes for 2nd 4-Week Session

August 14

- Last Day for Fall 2008 Regular Registration

(See Pages 121-179 for Weekly Academic Planner)

GENERAL INFORMATION



Accreditation

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

Historical Statement

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

The Mission

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

The Mission of Barton Community College is to deliver educational opportunities that improve the lives of students, meet the workforce needs of the region and strengthen its 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.

The Vision

Barton Community College will be a premier educational institution, recognized for its innovative and outstanding people, programs and services.

Approved by Board of Trustees on 12-13-05.

Student Privacy Rights

(Family Education Rights and Privacy Act [FERPA])

Barton Community College complies with all federally mandated laws concerning Family Education Rights and Privacy Act (FERPA) which protects the confidentiality of student information. The Director of Enrollment is responsible for overseeing, communicating, and administering this Act.

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

In compliance with the Family Educational Rights and Privacy Act (FERPA), Barton Community College considers the following as "Directory Information" and thereby subject to disclosure without consent, unless the student notifies the Student Privacy Officer (Registrar), in writing, of their wish to withhold release of said information.

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

Release of Student Information Policy

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

Barton Community College accords all the rights under the law to students. Those rights are:

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

Student Consent to Release Educational Records

Students have the right to release educational and financial record to a third party by signing a Student Consent form. Forms are located online or in the Kirkman Visitor Center.

General Tuition and Fees

Basic Fees and Tuition: Per Semester and Summer Session

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

Legal Resident of Kansas

Tuition per credit hour	\$49
Fee per credit hour	\$22

Legal Residence Outside the State of Kansas

(Subject to change by the State of Kansas)

Tuition per credit hour (12 or more credit hours)	\$68
Fee per credit hour	\$22

Other Tuition and Fees

Audit Fee per credit hour	\$90
BARTONline per credit hour	\$125
EduKan per credit hour	\$125

International Students with valid Student Visa

One-time administrative fee	\$150
Tuition per credit hour	\$127
Fee per credit hour	\$22

During the first two weeks of the fall and spring semesters, classes may be dropped and a 100% refund will be issued. After this point, a class may be dropped, but no refund will be issued. It is the student's responsibility to officially withdraw from a class by contacting the Enrollment Services Office.

Non-attendance does not constitute an official drop.

Scholarships

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

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

- Only full-time students (12 hours or more) are eligible for these awards.
- To be awarded a scholarship, a student must complete a Barton Academic Scholarship Application or Admissions Application and submit the application to the Financial Aid Office November 15th through April 15th prior to the award year for which they are applying. Fall terms are considered the beginning of each award year. **2009-10 Priority**

Deadline: April 15, 2009.

- The student will be offered the highest award possible based upon the student's current verified Kansas HS GPA, ACT score or GED score. The award will then be valid for the next academic term or award year that the student enrolls in. Once an award is made, it will not be updated if there is a change in the student's GPA or ACT scores.
- The scholarship will be available for six full-time semesters, automatically renewing at the student's current Barton GPA. The student will not have to complete a new scholarship application for renewal of their award.
- In addition to an academic scholarship, a student may receive federal, state, and local aid, and Barton performance work-study awards.
- Jayhawk Conference rules state that students receiving an athletic books and tuition scholarship must meet a 3.5 GPA criteria upon high school graduation to accept a Barton academic scholarship in addition to the Barton athletic scholarship.
- Awards are subject to available funding. Highest priority is given to graduating seniors and incoming non-traditional students who submit scholarship applications by the priority deadline. Next priority is given to renewals of current scholarships.
- To ensure payment of a scholarship, the student must accept the offered scholarship by the deadline in their scholarship notification letter.

Endowed and Restricted Scholarships

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

Activity and Departmental Awards

Activity and departmental awards are offered by instructors or staff from various Barton programs. Selection is made for special skills and/or performing abilities and the student is expected to complete specified obligations. The sponsor administering the award determines contract obligations and award amounts. Areas offering Activity and departmental awards include Band, Vocal, Agriculture, Drama, Journalism, Forensics, Honors, Student Senate, Admissions, Athletic, Student Trainers, Dance Line, and Cheerleading.

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

- **Barton Incentive** – is available for adult students. Based upon the number of credit hours the student is enrolled in, the student may receive up to \$294.00 per term (Aid year 2008-09).
- **Barton Boost** – is available for high school students. Based upon the number of credit hours the student is enrolled in, the student may receive up to \$402.00 per term (Aid year 2008-09).

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

Benefit Scholarships

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

- **Employee Tuition Scholarships** – Policies for these scholarships may be viewed at: <http://www.bartonccc.edu/policiesandprocedures/employeebenefits/documents/employtutionscholar.pdf>
Apply at: <http://forms.bartonccc.edu/finaid/staffsch.htm>
- **Over 65** – Residents of Barton county who are over 65 years of age at the time of enrollment may be eligible to receive a scholarship for the amount of their tuition. This is an automatic benefit and does not require application.
- **Silver Cougar Club** – Members of Barton's Silver Cougar Club may be eligible to receive a tuition scholarship. This is an automatic benefit and does not require application. Membership dues must be current.

Community Scholarships – are provided by various organizations in local communities. Criteria vary according to the organization. Interested students should contact the local organization offering the scholarship. Foundations, religious organizations, fraternities or sororities, town or city clubs, and community and civic groups such as the American Legion, YMCA, 4-H club, Elks, Kiwanis, Jaycees, Chamber or Commerce, and the Girl or Boy Scouts may all be sources of scholarship money. Often, high school counselors will have a list of local community scholarships and who to contact. The public library is another source of information on private sources of aid. Students should also try to contact organizations connected with their field of interest (for example, the American Medical Association or the American Bar Association). These organizations are listed in the U. S. Department of Labor's Occupational Outlook Handbook and are also listed in various directories of associations available at your public library. Also, if you (or your spouse) are a veteran or the dependent of a veteran, veteran's educational benefits may be available. Check with your local Veterans' Affairs office. Deadlines for these community and organizational scholarship applications and amounts of awards will vary according to the organization.

Financial Aid Services

Satisfactory Academic Progress or SAP Policies for 2008-09

If you are receiving financial aid through federal, state, or institutional funding at Barton, you must meet Satisfactory Academic Progress (SAP) standards as determined by the College. At the end of each term, you will be evaluated on two factors:

- 1) Qualitative measure - Your term GPA must be at least 2.0; and,
- 2) Quantitative measure – You must complete at least 67% of your total attempted hours in the term. Your progress will be evaluated at the end of each term and your SAP status will be determined. The following chart explains the different SAP statutes:

Classification:	"Y" - Eligible	"P" - Probation	"N" - Suspension
The effect on Financial Aid:	<ul style="list-style-type: none"> ▷ You are eligible to receive financial aid. 	<ul style="list-style-type: none"> ▷ You are eligible to receive financial aid. ▷ Your Financial Aid Officer may work with you and your academic advisor and/or Student Support Services to review ways to help you succeed. 	<ul style="list-style-type: none"> ▷ You are ineligible to receive financial aid. This includes grants, scholarships, loans, performance awards, and FWS (Federal Work Study).
This classification results from:	<ul style="list-style-type: none"> ▷ Your term GPA is 2.0 or higher; and, ▷ You successfully completed at least 67% of your attempted classes during the term. 	<ul style="list-style-type: none"> ▷ Your term GPA fell below 2.0; OR ▷ You did not successfully complete at least 67% of your total attempted classes for the term. You failed, withdrew from, or took an "incomplete" in more than 33% of your classes. 	<ul style="list-style-type: none"> ▷ You failed, withdrew from, or took an "incomplete" in 100% of your attempted classes OR ▷ You were on financial aid probation and for a second term failed to achieve SAP. A second term of failure to meet SAP standards results in suspension.
Ways to improve classification:	<ul style="list-style-type: none"> ▷ You have made SAP. Keep up the good work! 	<ul style="list-style-type: none"> ▷ If you earn at least a 2.0 term GPA and complete 67% or more of your attempted hours in a subsequent term, you will be taken off financial aid probation. 	<ul style="list-style-type: none"> ▷ You may request an appeal of your suspension due to special circumstances by completing an appeal form. Depending upon your situation, you may be asked to provide documentation supporting your appeal. The appeal form may be accessed at this link: http://www.bartonccc.edu/financialaid/sap.htm

FAQ's

How long may I receive federal financial aid?

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

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

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

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

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

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

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

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

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

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

No, when you are placed on financial aid probation, you do not lose your financial aid. However, being placed on financial aid probation is a warning to let you know that you risk losing your financial aid if you have another poor semester. When you are placed on financial aid probation your Financial Aid Officer may intervene to find ways to help you succeed. Your officer might

suggest you attend Life Skills sessions or work with you in conjunction with Student Support Services and/or your academic advisor to strengthen your potential to succeed.

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

Like grants and scholarships, student loans are considered financial aid. Therefore, you will not receive your student loans if you are placed on financial aid suspension.

How will I know if I am placed on financial aid probation or suspension?

You will be notified by letter if you are placed on financial aid probation or suspension. The letter will explain what your SAP status means, refer you to the SAP policy, and if you are on suspension, provide instructions on how to appeal your suspension status if an appeal is appropriate. You may always access your SAP status through your PAWS account on the Barton website.

Under what conditions may I appeal a suspension status?

You may want to appeal a suspension status if you experienced any of the following situations during the term which you did not make SAP:

- The death of one of your relatives,
- An injury or illness you experienced, or,
- Some other special circumstance that you believe deserves consideration.

You may be asked to provide documentation to support your appeal. If that is the case, your Financial Aid Officer will work with you on your unique situation to determine what you should provide.

- You may also appeal a suspension status by making SAP (earning at least a 2.0 GPA and completing at least 67% of attempted hours) during a term in which you enroll in at least 6 credit hours. During that term while on suspension you will not receive any financial aid.

How may I appeal my suspension status?

You may request an appeal of your suspension by completing the online form at <http://www.bartonccc.edu/financialaid/sap.htm> which will automatically be submitted to the Director of Financial Aid. If you would prefer, you may complete a paper appeal form which may be requested from the Financial Aid Office at: FinancialAid@bartonccc.edu.

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

The Financial Aid Committee reviews suspension appeals every Thursday afternoon. You will be notified of the status of your suspension appeal by letter and/or email the day after your appeal has been reviewed.

How often is SAP evaluated?

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

Non-Eligible Students/Classes

- Students who are registered as non-degree seeking are not eligible to receive federal aid.
- Classes starting after the term ends, such as intersession classes, are not eligible for federal aid.

Certificate Programs Not Eligible for Financial Aid

Emergency Medical Technician+

Phlebotomy Training +

Adult Health Care

Activity Director

Certified Medication Aide

Certified Nurse Aide

Home Health Aide

Rehabilitation Aide

Social Service Designee

Pension Management +

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

Freeze Dates

- Make sure your enrollment is correct by the freeze date to ensure that you will receive all of your aid. You can check your enrollment by logging into your PAWS account.
- Pell grants are calculated based upon enrollment as of the census or "freeze date" for financial aid.
- The freeze date for students who enroll in 100% of their classes after the "freeze date" and all of their classes are late-starting will be determined on a case-by-case basis.
- Number of enrolled weeks and credit hours will be combined for compressed (part of term) classes as long as all enrollments show up as of the "freeze date."

	Fall 2008	Spring 2009	Summer 2009
Main Campus Freeze Dates	09/04/08	02/02/09	06/08/09
Fort Riley Freeze Dates	10/02/08	02/26/09	06/08/09
LSEC Freeze Dates	11/25/08	04/20/09	06/08/09

Estimating Pell Grant Disbursement Amounts

- The award amounts on your PAWS account is for attendance for at least 15 weeks during the term and 12 credit hours
- Pell will be prorated according to the actual number of weeks and credit hours in which you are enrolled
- Pell is not recalculated for hours added or dropped after the freeze dates.

Number of Credit Hours	Enrollment Status	Approximate Portion of Term Pell
12 + hours	Full-time	100%
9 - 11 hours	Three Quarter	75%
6 - 8 hours	Half-time	50%
1 - 5 hours	Less Than Half Time	25%
If your attendance is less than 15 weeks you will take the "Approximate Portion of Term Pell" dollar amount divided by 15 and then multiply it by the number of weeks of attendance.		

Payout Dates

- Barton must have an official copy of your high school or GED transcript prior to disbursement of any federal aid.
- Loans will not be paid out until you are attending at least 6 credit hours.
- Pell grants for late starting classes will not be paid until the payout date after the class starts.
- If your financial aid exceeds your account balance the difference will be issued to you in a check on the following payout dates.

Fall 2008 Payout Dates			Spring 2009 Payout Dates	
	Type of Aid:	Payout Date:	Type of Aid:	Payout Date:
Payout #1	<ul style="list-style-type: none"> • Pell is disbursed for classes attending • Loans accepted by 09/05/08 deadline • Institutional & Departmental Scholarships 	09/19/08	<ul style="list-style-type: none"> • Pell is disbursed for classes attending • Loans accepted by 01/30/09 deadline • Institutional & Departmental Scholarships 	02/17/09
Payout #2	<ul style="list-style-type: none"> • Pell is disbursed for classes attending • Loans accepted by 10/03/08 deadline • Fort Riley Payout 	10/17/08	<ul style="list-style-type: none"> • Pell is disbursed for classes attending • Loans accepted by 02/27/09 deadline • Fort Riley Payout 	03/13/09
Payout #3	<ul style="list-style-type: none"> • Pell is disbursed for classes attending • Loans accepted by 11/07/08 deadline 	11/21/08	<ul style="list-style-type: none"> • Pell is disbursed for classes attending • Loans accepted by 04/03/09 deadline 	04/20/09
Payout #4	<ul style="list-style-type: none"> • Pell is disbursed for classes attending • Loans accepted by 11/29/08 deadline • Activity Scholarships • LSEC Student Payout 	12/08/08	<ul style="list-style-type: none"> • Pell is disbursed for classes attending • Loans accepted by 04/27/09 deadline • Activity Scholarships • LSEC Student Payout 	05/11/09
Summer 2009 Session I Pell is disbursed 06/15/09. Session II Pell is disbursed 07/13/09. All summer loans disbursed 07/13/09.				

The Library

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

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

LIBRARY HOURS

Instructional Days

Sunday 2:00 p.m. - 10:30 p.m.
Monday - Thursday 7:30 a.m. - 10:30 p.m.
Friday 7:30 a.m. - 4:30 p.m.
Saturday 2:00 p.m. - 10:30 p.m.

Non Instructional Days

7:30 a.m. - 4:30 p.m.

Summer Semester Hours

Saturday - Sunday 12:30 p.m. - 9:00 p.m.
Monday - Thursday 7:30 a.m. - 8:00 p.m.
Friday 7:30 a.m. - 4:30 p.m.

Closed Days 2008-2009

August 30 - September 1 ~ Labor Day
November 26 - 28 ~ Thanksgiving
December 19, 08 - January 2, '09 ~
Campus Closed
January 19 ~ MLK Jr. Day
March 18 - 20 ~ Spring Break
April 10 - 13 ~ Easter Break
May 25 ~ Memorial Day
July 4 ~ Independence Day

Interlibrary Loan

Interlibrary Loan is a special service provided to assist all patrons in obtaining research materials that are not owned by the Barton Community College Library. If you find what you are looking for in the Kansas Library Catalog (lists books in libraries all over Kansas) or another database, bring that information to the Circulation Desk in the library. Materials available in Kansas libraries can usually be obtained free of charge and within 10 days or less. There may be a charge for materials borrowed from out-of-state, and they could take longer to receive. The loan period is determined by the lending library. Telephone and email requests for Interlibrary Loan are also accepted.

Borrowing Policy

Books, videos, and CD's will be loaned for a period of 14 days. Reference materials may not be loaned out and must be used in the Library. Current magazines may be checked out overnight. There is 5 cents a day fine for overdue materials. If a book, video, CD, or magazine is lost or stolen, the borrower will be charged replacement cost plus \$10.00 handling.

Bookstore

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

Financial Aid Charges

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

Return Policy

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

Book Buy Back

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

Check Cashing Policy

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

Art Supplies

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

Cafeteria

Cafeteria Meal Times

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

Student Employment

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

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

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

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

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

STUDENT SERVICES & ACTIVITIES



The Office of Student Services

Barton Community College's Student Services Office exists to assist student in maximizing their educational opportunities by supplementing the instructional program with specialized services all of which directly enhance and facilitate student learning and growth socially, personally, and academically.

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 Coordinator of Student Activities oversees these activities and clubs.

Intercom - a weekly source of information as to what is happening on campus. It can be found on line at www.bartonccc.edu. Click on Publications, then click on Intercom. A few printed copies are available through the Office of Student Activities. Contact Diane Engle in the Student Union (U-219) for more information.

Student Senate

Student Senate is the representative governing body of the student population. It is composed of elected officials and representatives of each club. The main purpose of the Student Senate is to provide a voice for the student population on campus and plan student activities.

The Student Senate Office is located in the lower level of the Student Union. Please direct questions and suggestions to the Student Senate President (**792-9227**) or Coordinator of Student Activities (**792-9271**). Office hours are posted on the door of the coordinator of student activities located in the Union.

Constitution

Constitution of the Student Senate Organization of Barton Community College ~ Revised and Approved: May 2003

bartonccc.edu/studentssenate/documents/studentssenateconstitution.pdf

To obtain a hard copy of the Student Senate Constitution, you may contact Diane Engle in U-219 or by phone at **792-9271**.

Clubs & Organizations

Agriculture and Ranch Club

Any student at Barton Community College shall be eligible for membership. The purpose of the club is to increase and to maintain interest in all areas of agriculture, to promote close relationships among students, and to support the college's Agriculture Business Management Program.

Sponsor: Steve Pottorff, T-Building, Room 130, **(620) 792-9207**
pottorffs@bartonccc.edu

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

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

Sponsor: Carol Dellinger, Library, Room 107, **(620) 792-9295**
dellingerc@bartonccc.edu

Campus Christian Fellowship

Campus Christian Fellowship at Barton County Community College is one of the oldest, continually-existing organizations on the campus. The organization is composed of Christian students or students interested in learning more about Christianity who meet once a week during the fall and spring semesters. The expressed purpose of the organization is to introduce students to Jesus Christ and help students grow in their relationship with God by being connected with other Christians and honoring God with their life using their gifts to serve others. Prayer, Bible study and sharing dominate the weekly meetings. In the past, the group has enjoyed parties, concerts and attending statewide conferences.

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

Cheerleaders, Yell Leaders and Mascots

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

Sponsor: Debbie Warren, PE Building, Room 113, **(620) 792-9311**
warrend@bartonccc.edu

Computer Club

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

Sponsor: Steve Oelke, Technical Building, Room T-119-A, **(620) 786-9183**
oelkes@bartonccc.edu

Cougarettes

The Cougarettes represent the college at athletic, college and community functions.

Sponsor: Dana Foss, PE Building, Room P10A, **(620) 792-9377**
fossd@bartonccc.edu

Cougar Danz Force

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

Sponsor: Amanda Schnoebelen, PE Building, Room 116, **(620) 786-1139**
schnoebelena@bartonccc.edu

Hispanic American Leadership Organization (HALO)

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

Sponsor: Todd Moore, Kirkman Building, P107A, **(620) 792-9241**
mooret@bartonccc.edu

Journalism Crew (J Crew)

The Journalism Crew (J Crew) of Barton Community College is for students interested in the study of journalism including print, radio or broadcast. J Crew seeks to unite journalists of talent, truth and energy in good fellowship; to foster the best interest of journalism at Barton Community College; and to interest others in the Barton journalism program.

Sponsor: Yvonda Acker, Student Union, Room 124, **(620) 792-9239**
ackery@bartonccc.edu

Lambda Alpha Epsilon

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

Sponsor: Randy Smith, T-Building, Room 133, **(620) 792-9299**
smithr@bartonccc.edu

Newman Club

The Newman Club of Barton Community College is affiliated with the Catholic Community of Great Bend. The purpose of the club is to provide Catholic and other interested students with a vehicle for fellowship with one another, to promote service to the college and the community and to foster dialogue among members concerning theology.

Sponsor: Sue Cooper, Kirkman Student Activity Center **(620) 792-9268**
coopers@bartonccc.edu

Nursing Club

The Nursing Club, an affiliate of Kansas Association of Nursing Students (KANS) and the National Student Nursing Association (NSNA) was established as a means of promoting interest in the nursing field. It is dedicated to the purpose of helping students achieve a better understanding of health-related issues and to develop qualities and skills that will assist in assuming leadership roles now and in the future.

Sponsors: Louise Masden, C-Building, Room 136 **(620) 792-9356**
masdenl@bartonccc.edu
Evelyn Parker, C-Building, Room 138, **(620) 792-9353**
parkere@bartonccc.edu
Rita Schmidt, C-Building, Room 134, **(620) 792-9351**
schmidtr@bartonccc.edu

Phi Theta Kappa

Phi Theta Kappa is the only nationally recognized honors fraternity for two-year colleges. To be considered for membership in Phi Theta Kappa, one must have previously attended Barton Community College one semester and be currently enrolled in 12 or more hours at the College. The applicant must have a minimum grade point average of 3.5 and be nominated by faculty to earn membership. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among students. It also provides opportunities for the development of leadership, service, the intellectual exchange of roles, and continued academic excellence.

Sponsors: Stephannie Goerl, C-Building, Room 119, **(620) 792-9261**

goerls@bartonccc.edu

Kathy Boeger, T-Building, Room 119, **(620) 792-9203**

boegerk@bartonccc.edu

Student Ambassadors

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

Sponsor: Todd Moore, Kirkman Building, P107A, **(620) 792-9241**

mooret@bartonccc.edu

Student Senate

Student Senate is the representative governing body of the student population. It is composed of elected officials and representatives of clubs. The main purpose of the Student Senate is to provide a voice for the student population on campus and to plan student activities. The Student Senate Office is located in the lower level of the Student Union. Please direct questions and suggestions to the Student Senate President or the Coordinator of Student Activities at (620) 792-9271.

Sponsor: Diane Engle, Student Union, Room U126, **(620) 792-9271**

engled@bartonccc.edu

Technical Arts Club (TAC)

TAC is for any student at Barton interested in blending art, design, and digital creativity. Student goal is to further graphic and graphic related knowledge and foster development and sharing of new ideas. They strive to experience the application of skills for the graphics trade and to improve existing skills and techniques. Members explore career interests, employment opportunities, community service, and changing issues for graphics professionals and the technologies of a modern culture. Through teamwork and leadership members focus on and address each individual's originality and creativity.

Sponsor: Dana Allison, T-Building, Room 132 **(620) 786-1141**

allisond@bartonccc.edu

Vocational Industrial Clubs of America (VICA)

Any student at Barton Community College shall be eligible for membership. The purpose of the organization is to develop leadership and technical skills in students enrolled in vocational/technical programs at Barton Community College. Programs involved in VICA include Power Mechanics (Auto/Diesel), Drafting, and the Automotive Technology Club.

Sponsor: Darcy Wedel, T-Building, Room 174, **(620) 792-9336**
wedeld@bartonccc.edu

Workforce Training and Education Organization

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

Sponsors: Shanna Legleiter, Technical Building, T119, **(620) 792-9398**
legleiters@bartonccc.edu
Kathy Boeger, Technical Building, T119, **(620) 792-9203**
boegerk@bartonccc.edu

Academic Activities

Collegiate Music Educators National Conference

Collegiate Music Educators National Conference (CMENC) is the collegiate organization under the parent group MENC (Music Educators National Conference). Membership is open to any student actively participating in the music department as music major and/or a member of the performing groups within the music department. The purpose of MENC Collegiate membership is to afford students an opportunity for professional orientation and development while still in school, and to enable students to gain an understanding of; the basic truths and principles that underlie the role of music in human life; the philosophy and function of the music education profession; the professional interests of members involved in the local, state division, and national levels; the music industry's role in support of music education; and the knowledge and practices of the professional music education as facilitated through chapter activity.

Sponsor: Steven Lueth, F Building, F8, **(620) 792-9295**
lueths@bartonccc.edu

Concert Choir is open to all Barton students without audition. The course will satisfy one of the required two hours of General Education Activities Course requirements. Otherwise it serves as an elective course. The choir performs a number of times during the year on and off campus. This ensemble rehearses three times a week, and receives one or two credits. Music scholarships are available by audition.

Instructor: Vern Fryberger, Fine Arts Building, Room 02, (620) 792-9395
frybergerv@bartonccc.edu

Concert Band is open to all Barton students. The band performs music from all styles and time periods with emphasis on the standard band repertoire. The group performs in concerts throughout the year on campus and in the community. The band meets three times per week for one or two academic credits. Instrumental performance awards are available by audition.

Instructor: Steve Lueth, F-Building, Room 08, (620) 792-9396
lueths@bartonccc.edu

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

Instructor: Vern Fryberger, Fine Arts Building, Room 02, (620) 792-9395
frybergerv@bartonccc.edu

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

Instructor: Vern Fryberger, Fine Arts Building, Room 02, (620) 792-9395
frybergerv@bartonccc.edu

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

Instructor: Vern Fryberger, Fine Arts Building, Room 02, (620) 792-9395
frybergerv@bartonccc.edu

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

Sponsor: Yvonda Acker, Student Union, Room 124, (620) 792-9239
ackery@bartonccc.edu

Meats Evaluation Team members learn to evaluate carcasses and wholesale cuts of beef, pork, and lamb. They develop lifelong skills such as problem solving, teamwork, goal setting, time management, and decision making in addition to developing skills useful for employment in the food science and animal industries. The Meat Judging Team competes at five national contests each year including the National Western, the Southwestern and the Houston Intercollegiate Meat Judging Contests. The team is open to students of all majors. Students competing on the meats evaluation team receive a performance award and earn college credit.

Sponsor: Steve Pottorff, T-Building, Room 130, **(620) 792-9207**
pottorffs@bartonccc.edu

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

Sponsor: Steve Lueth, F-Building, Room 08, **(620) 792-9396**
lueths@bartonccc.edu

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

Sponsor: Steve Lueth, F-Building, Room 08, **(620) 792-9396**
lueths@bartonccc.edu

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

Sponsor: Steve Lueth, F-Building, Room 08, **(620) 792-9396**
lueths@bartonccc.edu

Intramurals

Mission Statement

Recreational sports and activities are a desirable part of a student's program of education. Through participation it is hoped that the individual will develop an appreciation of the worthy use of leisure time and a wholesome attitude toward physical activity for recreational purposes in life. The goal of Intramurals is to provide an opportunity to all interested individuals to participate in some activities of their own choosing, in so far as facilities and equipment permit. Intramural activities are organized on a team and individual basis, thereby enabling all to participate. Interested students should contact Mark Rogers in the Student Housing Office located in the Kirkman Student Activity Center, **(620) 792-9285**.

Eligibility

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

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

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

Entries

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

Forfeit Deposits

Certain activities will require a forfeit deposit to be paid in advance of playing any games. The deposit is to cover the expense of game officials and to discourage teams from forfeiting. If a team does not forfeit any games the total deposit will be refunded. If a team forfeits two games, none of the deposit will be refunded and the team will be suspended from taking part in that activity.

Intramural Announcements

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

Academic Advising

www.bartonccc.edu/academicadvising

Advisor's Responsibilities

Your academic advisor was selected for you from your major area of interest as indicated on your admissions application. Your assigned academic advisor will provide a friendly, open environment that will foster self-exploration, self-awareness and self-evaluation thus enhancing a sense of personal identity, and they are accessible to all advisees and exhibit an open-door policy. Additionally, advisors assist students in exploring the possible short and long-range consequences of their choices and to facilitate student's recognition and acceptance of personal responsibility for what happens to their lives. Advisors, with the assistance from their advisee, must focus not just on a semester-by-semester plan but a tentative college career plan that may encompass several years as well as what may or may not happen beyond college and training.

Student's Responsibilities

- Share information with advisors regarding interests, goals, educational, and career plans.
- Share personal information that has a bearing on academic careers. The numbers of hours spent at work, responsibilities to family, financial aid status, and any limitations are all necessary information for advisors.
- Be familiar with the College Catalog and the Student Handbook. These are vital sources of information.
- Make a note of advisor's advising hours and phone number. When students cannot meet during the designated hours, they are expected to schedule appointments and to call if they are unable to keep appointments.
- Keep a record of graduation requirements. Students should keep copies of ALL correspondence from the college, and from meetings with their advisors. It is ultimately the students' responsibility to fulfill the requirements for graduation.
- Be familiar with college deadlines, which can be found in the Student Handbook.
- Be willing to contact the appropriate student support services available on campus. The Student Handbook is an excellent resource.
- Be prepared for meetings with advisors, particularly when registering for next semester. Students should review what courses are still necessary for their programs and have an idea of what courses they would like to take as electives.
- Alert their advisors immediately if they begin to have difficulties that are affecting their class work or continued enrollment.
- Be an active participant in the advising sessions.
- If students have questions about the advising process or are unclear about the advising services available at Barton Community College, they should contact the Advisement Coordinator in the Advisement Center, at **(620) 792-9225**.

Things to Do Before You Meet With Your Advisor

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

What You Will Find at the Advisement Center:

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

Associate of Arts

Written Communications
(6 credit hours-minimum)

Oral Communications
(3 credit hours-minimum)

Mathematics
(3 credit hours-minimum)

Physical Education, Health, & Performance
(2 credit hours-minimum)

Humanities
(9 credit hours-minimum)

Natural Science
(5 credit hours-minimum with Lab)

Social and Behavioral Sciences
(9 credit hours-minimum)

Electives
(27 credit hours-minimum)

Total Credit Hours

37 General Ed. Credit Hours
+ 27 Elective Credit Hours
64 Total Credit Hours

Associate of Science

Written Communications
(6 credit hours-minimum)

Oral Communications
(3 credit hours-minimum)

Mathematics
(3 credit hours-minimum)

Physical Education, Health, & Performance
(2 credit hours-minimum)

Humanities
(6 credit hours-minimum)

Natural Science/Mathematics
(10 credit hours - minimum with 5-credit lab)

Social and Behavioral Sciences
(6 credit hours-minimum)

Electives
(28 credit hours-minimum)

Total Credit Hours

36 General Ed. Credit Hours

+ 28 Elective Credit Hours

64 Total Credit Hours

Associate of General Studies

Written Communications
(3-credit hours minimum)

TOTAL _____

Oral Communications
(3-credit hours minimum)

TOTAL _____

Mathematics
(3-credit hours minimum)

TOTAL _____

Natural Science
(3-credit hours minimum)

TOTAL _____

Humanities
(6-credit hours minimum)

TOTAL _____

Physical Education
(2-credit hours minimum)

TOTAL _____

Social and Behavioral Sciences
(6-credit hours minimum)

TOTAL _____

Electives
(38-credit hours minimum)

TOTAL _____

Total Credit Hours

24 General Ed. Credit Hours

+ 40 Elective Credit Hours

64 Total Credit Hours

Associate of Applied Science

Credits must be taken from at least 3 of the following 5 areas.

Written/Oral Communications	
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>

Humanities	
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>

Mathematics/Natural Sciences	
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
TOTAL	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>

Social and Behavioral Sciences	
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
TOTAL	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>

Physical Education or Health	
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
TOTAL	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>

Electives (49 credit hours-minimum)	
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>

Total Credit Hours
15 General Ed. Credit Hours
+ 49 Elective Credit Hours
64 Total Credit Hours

**Barton County Community College
Academic Plan**

_____ student name _____ major area of study _____ degree program

Year _____	Semester _____	course # _____	course title _____	cr. hrs. _____	grade _____
Total					

Year _____	Semester _____	course # _____	course title _____	cr. hrs. _____	grade _____
Total					

Testing

Students entering college for the first time without SAT, ACT, Accuplacer or ASSET scores must take the Accuplacer or ASSET assessment. Students must have assessment 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. Assessment scores will be used to place students in the appropriate English, Reading or Math course.

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

Other Testing Services

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

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

The following nationally normed instruments can be administered:

ACT: An entry-level test required by many colleges. Administered at Barton in October, December, April, and June, fee paid directly to ACT.

CLEP & DANTES: An instrument provided by Education Testing Service which allows you to receive credit for informal learning by "testing out" of entry-level classes. Primarily designed for the adult student; fee paid directly to EFS.

COMPASS: Fort Riley students only. A placement test to determine which Math, English or Reading course you should take to enhance your academic performance.

Tests Administered Through Other Testing Agencies:

ASE: Automotive Service Excellence Exam

Information booklets concerning the **TOEFL** and **PPST** are also available.

Career Center

Career Planning - Barton's Career Counselor is available to assist you with choosing a career that fits your personality and interests. Assessments of your interests, abilities, and values, are available to guide you into a major and help you to make good career decisions. Further career exploration resources are available through the Career Center such as books, videos, job shadowing, and assistance with research on the Internet.

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

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

Part Time Jobs - The Career Center bulletin board located on the south side of the Library lists part time employment opportunities in the area. Jobs are also listed in the Interrobang, the student newspaper.

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

Computer Lab

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

Student Use of Computer/Campus Computing Systems Policy

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

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

Disability Services

Disability Services provides and coordinates services to disabled students in order to accommodate their disabilities and promote equal educational opportunities. Accommodations are provided on an individualized as-needed basis. Prior to receiving accommodations, students are wholly responsible for identifying themselves as being disabled and for providing the proper documentation. Disabled students with special needs are encouraged to contact the Student Support Services office immediately upon arrival on campus at **(620) 792-9240** or **Ext. 240**.

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

Child Development Center

Students, faculty, and staff with children between the ages of two weeks and twelve years have access to the on-campus Child Development Center on a space-available basis. The Center is open from 6:30 a.m. to 6:00 p.m. whenever College offices are open. Located adjacent to the new housing complex, the Center provides care for as short a time as one hour and as long as eight hours each day. The Center is licensed by the State of Kansas to provide care for up to 66 children during each academic semester. In the fall and spring semesters, childcare can be provided in the Center from early morning until late afternoon, with some evening hours available Monday through Thursday. The Coordinator of the Child Development Center can be reached at **(620) 786-1131** or **(620) 792-9360** to provide information about enrolling your children in the Center.

College Health Services

Barton Community College employs a registered nurse full-time from August through May. Clinic hours are Monday through Friday from 8:00 am to 4:00 pm. After hour emergency contacts can be made by calling cell phone **(620) 786-0392**. Basic services are free to all students and employees of the college. ***All expenses incurred through medical, dental and eye referrals are the responsibility of the student, parent or guardian.***

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

Services available include:

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

THE COLLEGE NURSE CAN BE REACHED:

LOCATION: Union, Room 206

OFFICE PHONE: (620) 792-9233

CELL PHONE: (620) 786-0392

E-MAIL: brockk@bartonccc.edu

Immunization Information

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

- Proof of immunizations is not required but it is *HIGHLY* recommended that all college students review and update their immunizations.
- Informative guidelines on immunizations are available in the Student Health Office.
- Immunizations may be obtained through Student Health Services at the beginning of each semester. A minimal fee is charged and pre-registration is required. A list of fees may be obtained in the Student Health Office.
- Housing students and international students are asked to provide immunization information along with health assessment at enrollment.

- All **INTERNATIONAL STUDENTS** are mandated to be seen in Student Health within 24 hours of arrival on campus. Mandatory TB screening will be completed, along with a health assessment including review of immunizations. The TB screening and updates of immunizations will be required to be completed prior to attendance of classes.
- On-campus housing student 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.

Counseling

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

If you are depressed and have had thoughts of suicide, or if you have a friend who has talked of suicide, please seek help immediately. Come, or bring the friend, to the campus counselor (**792-9295**, SW corner of the Library), to the local center for counseling (open 24-7 at **792-2544**) or to someone to whom they trust or feel connected. If

you're not sure or want more information about depression, suicide, or other topics you want to know about but are hesitant to ask, check out the JED Foundation website www.jedfoundation.org. It is a free, anonymous source of information on a variety of topics. Once you are at the website, click on Ulifeline. There are links to Ask Alice (where all sorts of questions are answered), drug information sites, a depression screening site, and links to local and national resources.

FAMILY CRISIS CENTER
(sexual or domestic violence)
(620) 792-1885

**NATIONAL SUICIDE
 PREVENTION HOTLINE**
1-800-273-TALK (8255)

On-Campus Housing

Resident Hall Requirements

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

Costs

Living Center Costs and Payment Plan includes Room and Board. Cost subject to change without notice.

19 Meal Plan: Double Occupancy	
Total due for academic year	\$4,342
*1st semester	\$2,171 per semester
*2nd semester	\$2,171 per semester
14 Meal Plan: Double Occupancy	
Total due for academic year	\$4,116
*1st semester	\$2,058 per semester
*2nd semester	\$2,058 per semester
*Students who choose to pay the entire semester at the time the first payment is due will receive a 4% discount.	

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

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

<p>*Single room rate (additional fee) *After the start of the semester, if a single room becomes available, additional fee will apply to guarantee a single room.</p>	<p>\$500 \$1,000 \$500 per semester</p>
<p>Deposit - A deposit is required to initiate a housing contract. Housing is reserved on a first come first serve basis. The required housing deposit includes a \$100 facility deposit and a \$20 programming deposit. Mandatory housing meetings are held once each semester with attendance resulting in a \$10 refund per meeting. It should be understood that only up to \$70 is refundable upon satisfactory completion of your living center commitment.</p>	<p>\$120</p>

Co-ed Visitation Hours

Sunday through Thursday - 10:00 a.m. to 1:00 a.m. Violation of this policy may result in the issuance of a student housing fine or immediate dismissal.

Non-Housing Resident Visitation Hours

Sunday through Thursday - 10:00 a.m. to 1:00 a.m. Violation of this policy may result in the issuance of a student housing fine or immediate dismissal. Consideration for roommates and other members of the unit should be taken into account when you have visitors. Any visitor under the age of 18 and not a member of the immediate family of a housing resident will not be allowed in student housing or on student housing grounds. Visitors who violate this policy may be arrested for trespassing.

Barton Community College Security Department

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

Any student, college employee, or visitor who witnesses a crime or accident should contact the Barton Community College Security office. The Security office is located in U-202 or they can be reached by calling **(620) 792-9217**.

Campus Security Personnel

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

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

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

Public Safety

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

- The Barton Community College Security Department provides a 24 hour a day, seven days a week patrol function on campus, parking lots, and living quarters. Barton Community College Security Personnel are commissioned by authority of the State of Kansas under K.S.A. 72-8222 which gives them the authority to possess and exercise all general law enforcement powers, rights, privileges, protections and immunities in every county in which there is located any part of the territory of the school district or community college.
- Officers are responsible for a full range of public safety services including assistance in medical emergencies, fire emergencies, traffic regulations, accidents, enforcement of laws regulating under age drinking, the use of controlled substances, weapons and other incidents.
- Criminal acts and other emergencies on campus can be reported 24 hours a day, seven days a week by calling **Ext. 217** while on campus or **(620) 792-9217** from an off campus phone. If you would like to talk to Security Personnel in person, the Security office is located in Room U-202 of the Student Union Building.
- The Security Department will make an incident report on any crime or unusual activity reported to the Department, which will be kept on file for at least three years or longer.
- Security Personnel have concurrent jurisdiction on campus with the Barton County Sheriff's Office. The Barton County Sheriff's Office will respond to assist if needed and are always ready to help with major crimes or other functions on campus.

- The Security Department shares information with both the Barton County Sheriff's Office and the Great Bend Police Department on arrests and serious crimes. The identification number of any stolen vehicle and other property, if available, may be reported to one or both departments and may be entered into the National Crime Information Center by either department.

Public Service

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

Prevention of Crime

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

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

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

CRIME STOPPERS

"WE DON'T WANT YOUR NAME, JUST YOUR INFORMATION."

620-792-1300 or 888-305-1300

History

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

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

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

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

Definitions

Victim - Any member of the College against whom a crime has been committed.

Faculty Coordinator - The faculty representative who will administer the program at BCCC.

Informant - Anyone with information about a crime or information that will prevent a crime.

BCCC Crime Stoppers - A team of six student board members, faculty coordinator and support staff. The goals of this group are to create an awareness of crimes being committed on campus, reduce victimization resulting from criminal acts, reduce the use and sale of alcohol and drugs and to promote caring and pride at BCCC.

Guaranteed Anonymity - A commitment from the College, Faculty Coordinator, President, staff and Crime Stoppers of Great Bend and Barton County. The coordinator will not be questioned as to the identity of the informant.

Operational Procedures

Step 1 - Anonymous Informant

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

Step 2 - Investigation

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

Step 3(a) - Reward

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

Step 3(b) - Felony Rewards

In the case of a felony reward, the information will be given to the Crime Stoppers of Great Bend and Barton County Board for review and may be referred back to the BCCC Crime Stoppers Board for a decision.

Program Objectives

- To make the student body aware of the importance of reducing and preventing alcohol and drug use and/or sales.
- To reduce or prevent the number of crimes committed on College property.

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

CRIME STOPPERS

"WE DON'T WANT YOUR NAME, JUST YOUR INFORMATION."

620-792-1300 or 888-305-1300

Crime Detection and Prevention Policies & Procedures

The college has several policies relating to crime detection and prevention. They are included in various publications available for your use and review. The College policies can be viewed starting on page **84**. College Policies regarding crime detection and prevention include the following:

Emergency Action & Disaster Plan

<http://bartonccc.edu/eop/EOPPlan.pdf>

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

Reporting Criminal Actions

Barton Community College Security Officers possess all law enforcement powers by the State of Kansas under K.S.A. 72-8222. The Security Department consists of six (6) full time officers. The College allows for the confidential reporting of crimes. The Department maintains a 24 hour answering service, 365 days a year. Security Officers respond to calls for emergency or routine services and may also take incident reports in the Security Department located in the Student Union, in room U-202.

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

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

Student Right-to-Know and Campus Security Act

<http://bartonccc.edu/security/security.htm#studentrighttoknow>

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

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

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

Graduation Rates - Disclosure of Graduation Rates of all Full-time, First-time Students

<http://bartonccc.edu/publications/studenthandbook/studentrighttoknow.htm#graduationrates>

Printed copies of the Annual Report and Crime Summary and the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act are available upon request from the Student Services Office located in the library.

Security I.D. Policy

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

Personal Appearance

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

Access to Campus Facilities

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

Anyone needing to remain inside the building after hours should:

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

Drug and Alcohol Abuse Education Programs

Consistent with its educational mission, the College also assists its members in finding alternatives to alcoholic beverage and drug abuse and provides services and resources for college members who experience alcohol or drug related difficulties. For more information contact the Dean of Student Services at **Ext. 226** or in L110.

Alcoholic Beverages

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

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

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

Gambling

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

Illegal Drugs

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

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

Smoking

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

The Tobacco Free Campus Policy can be viewed at:

http://www.bartonccc.edu/policiesandprocedures/Buildings_and_Facilities/Tobacco-Free_Campus.pdf

Drug-Free Schools and Communities Act Policy

Refer to Policy on page **95**.

College Closing Procedure

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

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

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

Barton Campus

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

KSNC TV (channel 3)
KAKE TV (channel 10)
KWCH TV (channel 12)
KVGB 104.3 FM
KHOK 100.7 FM
KZLS 108.0 FM
KNNS 1510 AM (Larned)
KRSL 990 AM
KA YS 1400 AM (Hays)
KHCT 90.9 FM

In addition, the College will post a message on its telephone system which can be accessed at **(620) 792-2701**. Messages will also be posted to the College web site.

College Advantage Classes will be canceled if the sponsoring high school is closed. Students in this program are to notify their College instructor concerning missed work.

Other Community Education Events may be cancelled by the Coordinator in consultation with the local instructor if conditions at the site warrant. The Workforce Training and Community Education Team and instructor will contact affected students. Notification of cancellation will be made in conjunction with other College closing announcements, as applicable. If not applicable, the Dean of Workforce Training and Community Education or designee) will contact the Executive Director of Public Affairs (or designee), or if unavailable, contact the media directly with the cancellation information.

Fort Riley Campus

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

- 1) Initiate the Barton-Fort Riley Inclement Weather "Calling Tree";
- 2) Inform the College President and/or Vice President of Instruction and Student Services that classes are cancelled;
- 3) Coordinate the cancellation of evening classes with the Director, Army Education Center;
- 4) Disseminate information regarding the cancellation of classes via appropriate media.

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

Traffic Enforcement Policy

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

Traffic Control

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

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

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

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

Parking Lots

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

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

Handicapped Parking

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

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

Payment of Fines

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

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

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

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

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

Student Housing Parking Permits

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

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

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

Citation Appeals

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

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

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

The Disciplinary Process

Barton Community College Student Code of Conduct. Refer to Policy on page **84**.

Problem Resolution Policy & Procedure

Refer to Policy on page **90**.

Sexual Assault

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

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

Sexual Assault Policy

Refer to Policy on page **92**.

Registered Sex Offenders on Campus

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

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

Barton is required to inform the campus community of the existence of the list and where it is available for review. The list is available at Offenders. For additional information on the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act visit:

<http://www.ojp.usdoj.gov/BJA/what/02ajwactcontents.html>.

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

Victim Support Services

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

Kansas Bill of Rights for Victims of Crime

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

1. Victims should be treated with courtesy, compassion and with respect for the dignity and privacy and should suffer the minimum of necessary inconvenience from their involvement with the criminal justice system.
2. Victims should receive, through formal and informal procedures, prompt and fair redress for the harm which they suffered.
3. Information regarding the availability of criminal restitution, recovery of damages in a civil cause of action, the crime victims compensation fund and other remedies and the mechanisms to obtain such remedies should be made to victims.
4. Information should be made available to victims about their participation in criminal proceedings and the scheduling, progress and ultimate disposition of the proceedings.

5. The views and concerns of victims should be ascertained and the appropriate assistance provided throughout the criminal process.
6. When the personal interests of the victim are affected, the views or concerns of the victim should, when appropriate and consistent with criminal law and procedure, be brought to the attention of the court.
7. Measures may be taken, when necessary, to provide for the safety of victims and their families and to protect them from intimidation and retaliation.
8. Enhanced training should be made available to sensitize criminal justice personnel to the needs and concerns of victims and guidelines should be developed for this purpose.
9. Victims should be informed of the availability of health and social services and other relevant assistance that they might continue to receive the necessary medical, psychological, and social assistance through existing programs and services.
10. Victims should report the crime and cooperate with law enforcement authorities.

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

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

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

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

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

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

WHO YOU CAN CALL

College Counselor (620) 792-9295

Family Crisis Center (620) 792-1885

Sexual Harassment

What is sexual harassment?

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

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

Proposed Standards

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

Sexual Harassment Policy

Refer to Policy on page **93**.

Substance Abuse Policy and Drug-Testing Program

Refer to Substance Abuse Policy on page **96**.

Substance Abuse

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

- A. The following actions may be taken against any student violating the College's policy to provide and maintain a drug-free campus as outlined above:
1. Referral of student to a college counselor for referral to a Counseling/Rehabilitation Program;
 2. Requirement of a student to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
 3. Loss of scholarship/grant in aid and/or removal from participation in the activity group/organization;
 4. Suspension of student; or
 5. Expulsion of student.
- B. Any report relative to the College's Drug-Free Campus Policy shall be held in strict confidence. College officials and designated medical or professional persons with a valid need to know. It will not be provided to any other party, without the written consent of the student, except pursuant to administration or legal procedure or process. Barton Community College recognizes that the state of a student's health not only affects academic success, but also other College and societal-related endeavors. It is the intent of this program to provide drug education and drug screening procedures with Barton's viewpoint on behavioral/medical disorders, to encourage an enlightened viewpoint towards these disorders, and to provide guidelines for consistent handling throughout Barton regarding drug usage situations. The Barton Drug-Free Schools and Communities Act is not intended to intrude upon the private lives of the students that are affected. Rather, the College supports sound treatment efforts as early recognition and treatment of chemical dependency problems are important for successful rehabilitation.

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

Drug Testing for Students Receiving Athletic Scholarships or Performance Awards

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

TRIO Programs

Student Support Services

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

Services

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

Eligibility

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

Location

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

Upward Bound

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

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

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

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

EOC

The Central Kansas Educational Opportunity Center began services in 1998. Funding is provided by the U.S. Department of Education. The Central Kansas Educational Opportunity Center is one of the TRIO programs. TRIO began with the Economic Opportunity Act of 1964, in response to the administration's War on Poverty. The TRIO programs include eight outreach and support programs targeted to help disadvantaged students progress from middle school to post-baccalaureate programs.

Eligibility

In order to be eligible for the CKEOC free educational services you must be at least 19 years of age..



ACADEMIC & ENROLLMENT POLICIES

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

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

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

Academic Assessment and Placement Policy

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

Assessment and Placement

1. The Academic Assessment and Placement Procedure applies to:
 - a. All students enrolling in approved certificate or degree programs with pre-requisite placement scores;
 - b. All students who plan to enroll in any course with pre-requisite placement scores.
2. Prior to their enrollment in math, English, or other programs/courses with pre-requisite placement scores, students who do not have placement scores shall undergo assessment of basic skills. Students whose placement scores are five years old or older may be required to retest.
3. "Basic Skills" includes those minimal skills in the discipline areas of mathematics, writing, reading, and fundamental study skills which are required for student success in college-level work.
4. For the purposes of the Academic Assessment and Placement Procedure, "placement scores" include results from nationally-normed assessment instruments/tests. The College bases course placement decisions on the highest score achieved on ACCUPLACER, ACT, ASSET, COMPASS, OR SAT assessments.
5. Students scoring below college-entry level in writing, reading, and/or mathematics are required to enroll in the required developmental education courses indicated by their respective placement scores. Further, students are expected to pursue basic skills until reaching college-level competency. For this reason, students placing into developmental education courses are encouraged to enroll in the required coursework as early as possible in their college careers.
6. Generally, students scoring below college-entry level in writing, reading, and/or mathematics will be allowed to simultaneously remediate and pursue certificate and/or degree requirement courses. However, students will not be allowed to enroll in courses and/or programs with pre-requisite placement scores until they have reached college-level competency in the required area(s).
7. Students who meet one or more of the following criteria are exempt from the Academic Assessment and Placement Procedure:
 - a. Transfer status from an accredited four-year college or university for which completion of English Composition I and/or College Algebra (or their equivalents) with a grade of "C" or better is documented by official college transcript(s). Students who may have completed one, but not both, of these two courses must complete assessment and any required remediation for the uncompleted subject area;

- b. Transfer status from an accredited college or university for which completion of equivalent remediation in English and math courses with a grade of "C" or better is documented by official college transcript(s). Students who may have completed remediation in one, but not both, of these two subject areas must complete assessment for the uncompleted subject area;
- c. Receipt of current placement scores (less than 5 years old) from a recognized testing or educational entity that place the student in college-level course work in the subject areas of English and math.

Re-Testing

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

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

For Barton County campus students¹, the following additional re-testing conditions apply:

- A. Students may request retesting anytime following the initial testing.
 - ASSET requires a 30-day waiting period between the initial test and the retest. (Students requiring retesting prior to the end of the waiting period must contact the Testing Coordinator to arrange for retesting with a different assessment instrument.²)
 - Accuplacer requires a two-week waiting period between the initial test and the retest. (Students requiring retesting prior to the end of the waiting period must contact the Testing Coordinator to arrange for retesting with a different assessment instrument.)
- B. Students who desire to retest and who meet one of the four conditions listed above must complete the Retesting Request Form and submit it to the Testing Coordinator to be considered for retesting.

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

¹ Barton County campus includes day and evening classes and Community Education programs (College Advantage and Outreach).

² Students enrolled in the College's BASIC's program will work directly with their Site Coordinator and/or facility contact to retest.

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

Academic Clemency

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

The following criteria are effective as of Fall 2006:

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

The following limitations apply:

- Applicants receiving academic clemency are not eligible for graduation with honors at Barton Community College.
- Applicants may receive academic clemency only once.
- Only course credit earned at Barton Community College is eligible for academic clemency.
- Courses which the student can retake as part of his/her current program of study are not eligible for academic clemency.

- The courses for which the student is given academic clemency will remain on the transcript, but grades received in those courses will not be used to calculate the student's cumulative grade point average (GPA). Courses remain on the transcript but are coded with a CL grade. Hours are included in attempted hours only.

The process for applying for academic clemency:

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

Academic Integrity

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 adopts 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.

Honor Code

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

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

Basic Violations of Academic Integrity

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

- Consultation of textbooks, library materials, or notes in examination where such materials are not to be used during the test;
- Use of "crib sheets" or other hidden notes in such an examination;
- Looking at another student's test paper to copy strategies or answers or allowing another to do so;
- Possessing a confederate supply of questions or answers for any assignment or examination;
- Having a person other than the one duly registered and taking the course stand in at an examination or any other graded activity;
- Deliberate falsification of any graded activity;
- Collaboration with others except where such collaboration is permitted or encouraged;
- Submission of previously-graded work for a new assignment (without instructor's consent);

- Use (either in part or whole) of documents obtained from internet sources designed to encourage dishonesty and which are not the immediate result of the student's own academic effort;
- Continuing work on an examination or assignment after the allocated time has elapsed; and/or
- Plagiarism (in any form) defined as taking of another person's intellectual work and using it as one's own.

Related Academic Sanctions

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

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

Faculty Rights and Responsibilities

As an academic matter, faculty retain all rights of grade assignment and related academic sanctions. Course grades assigned may not be altered without the consent of the appropriate faculty member. Also, basic violations of academic integrity do not require the application of due process rights as guaranteed by the 14th Amendment of the Constitution. At a minimum, faculty must inform the respective student(s) of the violation and related sanction.

"Capital" Violations of Academic Integrity

Violations of academic integrity which occur in the context of other violations (which may or may not be subject to disciplinary or criminal charges) are considered "capital" offenses against academic integrity. As such, these cases shall be considered on the totality of the evidence, and primarily as academic offenses. Examples of such violations include, but are not limited to, the following:

- Committing an act of academic dishonesty in collaboration with another;
- Attempting to gain unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose;
- Changing or altering grades or other official educational records;
- Obtaining or providing to another an unadministered test or answers to an unadministered test;
- Gaining unauthorized access into a building or office for the purpose of obtaining any course related information or examination; and/or
- Repeated acts of basic violations of academic integrity.

Related Academic Sanctions

With the consensus of an appropriate college official, sanctions shall include not less than the original academic sanction (as may have been rendered by the instructor) and may include, but is not limited to, the following at the discretion of academic administration:

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

Student Rights/Capital Violations

As an academic matter, basic violations of academic integrity do not require the application of due process rights as guaranteed by the 14th Amendment of the Constitution. However, for "capital" violations of integrity (as defined above), students are entitled to (1) written notice of the charges which may result in academic sanctions and (2) an opportunity to respond to said charges. Both parties (faculty and student) may appeal to the Vice President of Instruction and Student Services.

Academic Progress

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

Academic Suspension

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

Procedures Governing Academic Probation and Suspension

If you have not accumulated a 1.5 GPA when 24 credit hours have been attempted with a grade of A, B, C, D, or F, you will be placed on a one-semester probation. This academic warning is designed to alert you that you may encounter difficulty in meeting graduation requirements and steps should be taken immediately to improve your academic status. You must have a 2.0 GPA when you

have attempted 48 hours with a grade of A, B, C, D, or F. If the cumulative GPA is below this minimum, you will be placed on academic probation after one semester. (Note: All computations are based on A, B, C, D, or F grades).

Suspension

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

Reinstatement

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

Appeals

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

Adding/Dropping Classes

Adding Classes

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

Dropping Classes

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

Course (Drop Date)

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

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

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

Attendance

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

Credit for Experiential Learning

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

Developmental Courses

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

Examinations

Final Exams

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

Make-Up Exams

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

Grades

Final and midterm grades are available online only. Midterm grading will take place during the 8th week of the semester.

Grade Appeal

The Vice President of Instruction and Student Services is the employee designated to coordinate all efforts to resolve final grade appeals.

1. If there is a concern about a student's final grade, the student schedules a conference with the respective instructor within ten (10) days of the beginning of the fall semester for the preceding spring and summer grades and within ten (10) days of the beginning of the spring semester for the preceding fall grade.
2. If the student still has a concern, the student then schedules a conference with the respective associate dean for on-campus students and the site coordinator for off-campus students within ten (10) days of the conference in step 1.
3. If the student still has a concern, the student then schedules a conference with the Vice President of Instruction and Student Services and presents the concern in writing within ten (10) days of the conference in step 2.
4. The Vice President of Instruction and Student Services then investigates the concern and renders a decision, in writing, to the student within fifteen (15) days of the receipt of the written concern.
5. If the student still has a concern, the student may request a hearing by giving written notice to the Vice President of Instruction and Student Services and by designating therein one hearing committee member within fifteen (15) days of receiving the decision in Step 4. Upon receipt of such notice, the Vice President of Instruction and Student Services shall notify the respective instructor who shall, within fifteen (15) days of the

receipt of notice by student, designate one hearing committee member. Within fifteen (15) days, the two hearing committee members shall designate a third committee member who shall be chairperson of who shall, in all cases, be a resident of the State of Kansas. The hearing committee shall meet within fifteen (15) days after the committee chairperson has been selected and render a written decision not later than five (5) days after the close of the hearing. A copy of the written decision shall be sent to the student, instructor, associate dean or site coordinator, and the Vice President of Instruction and Student Services.

6. If the student still has a concern, the student schedules a conference with the President and presents the concern in writing within ten (10) days of receipt of the committee's decision in Step 5.
7. Within ten (10) days of the conference in step 6, the President will render a decision and send copies of such decision to the student, instructor, associate dean or site coordinator, and the Vice President of Instruction and Student Services.

Grading System

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

* Certain courses may be offered in which you are graded only as having passed or failed. Pass-Fail grading can be employed only upon recommendation of the instructor and approval of the Vice President of Instruction and Student Services prior to the time the course begins. The courses are added to your credit hour total but are not included in the grade point average.

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

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

**** You may audit a class by enrolling in the class and paying the audit fee of \$86 per credit hour. Students must declare their intention to audit at the time of enrollment and the option **cannot** be changed once the class begins.

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

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

How to Figure Your GPA

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

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

Total = 16 GPA Hours

Total = 30 points

$$30/16 = 1.875, \text{ or } 1.88$$

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

Graduation

Catalog Requirements

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

Dual Degree(s)

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

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

Grades

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

Intent to Graduate

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

Priority Graduation Application Deadlines:

February 1st Spring Graduation

June 1st Summer Graduation

September 1st Fall Graduation

Transfer and Articulation Agreement

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

Honors

Highest Honors

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

Honors

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

Eligibility

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

President's List

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

Dean's List

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

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

Military Service School Credit

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

Non-Repeatable Courses

Credit

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

Grades

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

Repeatable Courses

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

Transcript Request Procedure

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

No one else (including your spouse, parent, etc.) may pick up your academic transcript without your written permission. Please identify in your request the name of the person who is authorized to obtain your transcript and include your original written signature.

Transcripts will not be issued if any financial obligations exist with Barton Community College.

Transfer of Credit from Previous Colleges and Universities

If you have received previous college credit, a transcript from previously attended institutions must be filed with the Enrollment Services Office at Barton Community College. The transfer credit hours received by the College Enrollment Services Office that will meet graduation requirements will be determined by your advisor when you and your advisor make up the approved program of courses. To be eligible for graduation from Barton Community College, students must have completed at least 15 hours within 2 semesters from Barton Community College.

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

Withdrawal From College

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

COLLEGE POLICIES & PROCEDURES



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

The Disciplinary Process

Barton Community College Student Code of Conduct

Policy Statement

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

Purpose

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

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

Definitions

The following terms used in this Code are defined:

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

Unacceptable Behavior

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

Criminal Offenses

1. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person, whether perceived or real.
2. Attempted or actual theft of and/or damage to property of the college, or property of a member of the college community, or other personal or public property.
3. Manufacture, possession, control, sale, transmission of or use of any controlled substance, alcohol, or other illicit drugs on college premises.
4. Possession of a weapon, firearm, explosive and/or facsimile weapons on college premises.
5. Obstructing or restraining the lawful movement of another and thereby causing personal or campus disorder.
6. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on college premises or at college-sponsored activities.

7. Fraudulent use or forgery of any college seal or document, including the Student ID card.
8. Unauthorized possession, duplication, or use of keys to any college premises, or unauthorized entry to or use of college premises.
9. Intentionally impeding normal pedestrian or vehicular traffic on campus.
10. Violation of any other federal, state or local law on college premises or at college-sponsored activities.

Non-criminal Offenses

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

Offenses Against the Academic Community

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

1. Disruption of the learning environment or any behavior that detracts from the goals of or diminishes the dignity, respect, or worth of other students on campus. This includes: overt disrespect for the ideas and opinions of others; disruptive talk during class; and bringing activated cellular phones, pagers, or other electronic devices to classes or computer labs without prior approval.

2. Academic dishonesty, including but not limited to plagiarism, cheating, collusion, and forgery of any academic records; The term "cheating" includes, but is not limited to:
 - Use of any unauthorized assistance in taking quizzes, tests, or examinations;
 - Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
 - The acquisition, without permission, of tests or other academic material belonging to a member of the college community.
 - The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.
3. Theft or other abuse of computer time, including but not limited to:
 - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
 - Unauthorized transfer of a file;
 - Unauthorized use of another individual's identification and pass word;
 - Use of computing facilities to interfere with the work of any member of the college community;
 - Use of computing facilities to send obscene or abusive messages; or
 - Use of computing facilities in violation of college policy.
4. Violation of any other published college policies, rules, or regulation.

Student Rights for Due Process

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

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

Disciplinary Procedure

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

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

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

Disciplinary Action

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

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

Appeals

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

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

- a. To determine whether the original process was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed

procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.

- b. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
- c. To determine whether the discipline imposed was appropriate for the violation of the Student Code that the student was found to have committed.
- d. To consider new evidence sufficient to alter a decision, or other relevant facts not brought out in the original process, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

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

Hearing

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

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

The hearing is to be conducted in private unless the student requests in writing to the Office of Student Services that the hearing be open to the public not later than forty-eight (48) hours before the scheduled time of the hearing. The Appeals Committee, in the exercise of sound discretion, may grant or deny

such request. If, during an open hearing, it becomes apparent to the committee that its functions are being hindered by the openness of the hearing, the hearing may be summarily closed and conducted in private.

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

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

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

Decision

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

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

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

Problem Resolution Policy & Procedure

Problem Resolution Policy - Students

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

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

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

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

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

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

Problem Resolution Procedure - Students

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

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

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

4. If the problem is unresolved during the informal meeting, the designated College official (as outlined in step 1) shall assist the student in scheduling a meeting for the student to present the problem to the College President.

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

Sexual Assault Policy

I. PURPOSE

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

II. POPULATION

Students and Employees of Barton Community College.

III. GUIDELINES/ACTIONS

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

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

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

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

Sexual Harassment Policy & Procedure

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

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

- Unwanted sexual advances, including verbal advances or propositions.
- Offering or denying employment and/or benefits based on receipt of sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that may include leering, making sexual gestures, or displaying of sexually suggestive objects, pictures, cartoons, or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct may include touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly

or implicitly a term or condition of employment, awarding of a grade, etc.; (2) submission or rejection of the conduct is used as a basis for making employment decisions, awarding of a grade, etc.; or, (3) the conduct has the purpose or effect of interfering with the learning environment, work performance, or creating an intimidating, hostile, or offensive work or learning environment.

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

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

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

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

Step 1 - Action

1. Immediately report the incident to the Compliance Officer at Barton Community College. In the absence of the Compliance Officer, the Office of Human Resources will be the contact agency.
2. The Compliance Officer will investigate the complaint by gaining as much information as possible about the incident. This information will be gathered from the complainant, witnesses, and alleged harasser, as appropriate and related to the incident.
3. Upon completion of the investigation, the Compliance Officer will issue a ruling on the complaint. As deemed appropriate, the College may secure the advice of legal counsel. The appropriate parties will be notified of the outcome of the investigation. If the College determines that sexual harassment has occurred, appropriate action up to and including termination will be taken to correct the situation.
4. As deemed necessary, a Sexual Harassment Administrative Follow-up will be conducted by the Compliance Officer within a reasonable time period to monitor the situation and ensure an environment free of sexual harassment.

Appeal of the Compliance Officer's Findings:

Level 1

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

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

Level 2

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

Drug-Free Schools and Communities Act

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

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

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

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

Substance Abuse Policy and Drug-Testing Program

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

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

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

I. PURPOSE

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

- E. Promote Health and Safety of Student Participation - To provide reasonable safeguards assuring that every student is able to participate in extra-curricular activity performances and athletics competition unimpaired by illegal or banned drugs.

II. SUBSTANCE ABUSE EDUCATION AND PREVENTION PROGRAM

- A. Objective - To provide educational guidance to the student regarding the physical, mental, and legal consequences of illegal drug use.
- B. Program - Students will be required to participate in an annual workshop with their activity sponsor, coach, Dean of Student Services and/or drug prevention coordinator which will provide information regarding drug abuse and will aid in the educational process of the student about the consequences of illegal drug use. Additional educational presentations may be held and required throughout the year. These programs will be announced to students as they are scheduled, and attendance of students who receive a performance award shall be mandatory.

III. DRUG-TESTING PROGRAM

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

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

- A. Mandatory Drug Testing Program - All performance award students shall be subject to unannounced, random tests during the course of the academic year. The College will determine a prescribed percentage of each activity group and team that shall be subject to testing. The College shall provide the medical laboratory agency with performance award rosters and athletic team rosters for students in extra-curricular activities; students will be randomly selected for testing by the agency consistent with the activity group and team percentages as prescribed by the College. The College will determine the number of random tests that occur each year.
- B. Testing Program Based on Reasonable Suspicion - Information obtained by the College indicating "reasonable suspicion" of drug use by a student receiving a performance award shall prompt the College to require the student to submit to drug-testing. Specimen collection shall be conducted in accordance with the College's and testing agency's agreed upon processes. Reasonable suspicion shall not mean a mere "hunch" or "intuition," but shall instead be based upon a specific event or occurrence which has led to the belief that a student has used drugs banned by this policy and program. Any of the following criteria shall be sufficient on its own to constitute "reasonable suspicion":
1. Direct observation of drug use by a reliable informant;
 2. Direct observation by those associated with the activity or athletic department (activity sponsor, coaches, athletic trainers, team physician, Athletic Director, Housing Director, Director of Campus Security, College Nurse, Dean of Student Services) of physical and mental deficiency, medically indicated symptomology of drug use, aberrant conduct, or unexplained absenteeism;
 3. Observation of, or evidence obtained by, College personnel leading to the common sense conclusion that use has, is, or could be occurring;
 4. Common sense conclusions about observed or reliably described human behavior upon which practical people ordinarily rely (e.g., significant changes in behavioral patterns, academic performance, activity, or athletic, with regards to anabolic steroids, significant weight gain and unusually aggressive behavior);
 5. Police or court determination (current or past) that the student has used or possessed prohibited drugs;
 6. A demonstrated history of use of prohibited drugs, either prior legal convictions or prior positive tests for prohibited drugs through the College's or any other reliable testing program. Prior positive tests include any positive result including the results that fall into the "zero-tolerance" category. These are tests that fall below the established laboratory criteria for a positive test (e.g. > 15 nanograms/ml for marijuana), but indicate a lower concentration level of the banned substance.

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

IV. BANNED DRUGS

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

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

V. CONSENT FORM

All activity students and student athletes shall read and complete the form entitled, *Consent and Authorization Agreement*.

This form must be completed before a student is allowed to practice, perform, or compete.

VI. METHODOLOGY

- A. Collection and Coding
 - 1. In order to enforce this drug policy, it shall be necessary to acquire a urine specimen from the student.

2. Urine voiding shall be monitored by a member of the testing agency selected by the College or a designated allied health professional.
 3. Chain of custody in specimen collection, preparation, and handling shall be followed as prescribed by the testing agency to ensure accurate and confidential results. *A document that explains the chain of specimen custody will be provided to each student prior to testing* (Appendix II). Further, prior to testing, each student will be given an opportunity to provide information concerning any medication being taken or other circumstances that might attribute to a positive test.
- B. Notification
1. Students requested to provide a urine sample shall not expect to be given notification prior to testing.
 2. If a student is selected for testing based on "reasonable suspicion", the student shall be immediately escorted to the testing site by the activity sponsor, a Coach, the Athletic Director, Head Athletic Trainer, College Counselor, College Nurse, and/or Dean of Student Services.
- C. Testing Techniques - The testing agency shall screen each urine sample with the enzyme multiplied immunoassay technique and then perform gas chromatography/mass spectrometry for confirmation. The screen and confirmation shall be based on levels to be determined by the College in consultation with the testing agency.
- D. Results - Test results for activity students shall be returned to the Dean of Student Services and subsequently reported to the activity sponsor, College Counselor, and College Nurse. Test results for student athletes shall be returned to the Athletic Director and subsequently reported to the Coach, Head Athletic Trainer, College Counselor, and/or Dean of Student Services. Documentation indicating 6+ confirmation for drug use shall be dated by the College Nurse or Head Athletic Trainer, so subsequent re-tests can proceed after forty (40) days.
- E. Positive Test - A positive test will be defined as one that indicates concentration levels consistent with those established by the NCAA. The positive concentration level for THC (marijuana) is 15 nanograms/ml.
- F. Confidentiality - Test results shall be known only by the student, activity sponsor or Coach, Athletic Director (when applicable), Head Athletic Trainer (when applicable), College Nurse, College Counselor, and Dean of Student Services; and, if necessary due to an appeals process, the College's Appeals Committee.

VII. BARTON ACTIONS/SANCTIONS

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

A. Positive Drug Test

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

FIRST-TIME OFFENDER

1. The activity student's sponsor, College Counselor, College Nurse, and Dean of Student Services are informed.
2. The student athlete's Coach, Athletic Director, Head Athletic Trainer, College Counselor, and Dean of Student Services are informed.
3. The student is encouraged to notify his/her parent(s), legal guardian(s) and/or spouse.
4. If the positive test occurs during the season, the student is suspended immediately from practice, performance, and competition for seven (7) consecutive days including a minimum of 10% of the contests and/or performances scheduled, or two contests/performances (not including exhibition contests) whichever is less. If the positive test occurs outside of the performance or competitive season, the seven-day suspension shall begin six days prior to the first regularly scheduled performance or competition (not including exhibition contests). The student may resume practice after the mandatory seven-day suspension but shall be withheld from a subsequent performance or competition, if the minimum performance or competition suspension is not met in the seven-day suspension period.
5. Student enters a prescribed counseling and rehabilitation program at their own expense.
6. After forty (40) days, the student re-tests monthly for one (1) calendar year. (Note: Testing continues during the summer months, if the student is enrolled in summer school).
7. The activity student may appeal to the Dean of Student Services. The student athlete may appeal to the Athletic Director. The student may appeal to the College's Appeals Committee, should they desire. The Appeals Committee has the authority to make the final decision.
8. Failure to comply will result in immediate and permanent suspension from the activity or team and the loss of financial aid. The student may appeal to the College's Appeals Committee, should they desire. The Appeals Committee has the authority to make the final decision.

SECOND-TIME OFFENDER

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

B. Zero-Tolerance

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

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

VIII. GENERAL POLICIES

- A. The conditions of this substance abuse policy and drug-testing program begin when the student reports to the College academic/activity/athletic program and continues for the remainder of his/her academic/activity/athletic career.
- B. If a student fails to report for drug testing after notification, he/she shall be considered an offender.
- C. If a student reports to the testing site and subsequently leaves the site without permission from the drug-testing administrator, he/she shall be considered an offender.
- D. A student who is required to receive counseling will receive written notification and an appointment time via hand-delivery from the College Counselor. Following the initial counseling session, the College Counselor may refer the student to a community drug counseling service or continue counseling the student. If the student is referred to a community drug counseling service, the student will be financially responsible for services provided.

The first counseling session must occur no later than two (2) weeks after notification of the positive test. Failure to report for counseling

will result in the student being suspended from practice, performance, and competition for one week and until the counseling session is met. Further, after a student misses two counseling sessions, he/she will be charged with a positive test result penalty for any subsequent missed counseling session, in addition to being charged for the cost of the missed session.

- E. Conviction of a student for the sale, purchase, transfer, or possession of drugs shall result in automatic and immediate dismissal from his/her activity or team and the loss of all related financial aid.
- F. Offenders shall be subjected to re-tests to determine continued abuse or non-use. An increase in drug(s) metabolite from the most recent test will indicate drug usage and, therefore, a subsequent offense. A decrease in drug(s) metabolite from the most recent test will not be considered a positive test.
- G. The application of all of these general policies may be appealed to the College's Appeals Committee who has final authority.
- H. This program and its administration/operation is subject to change or to be modified at any time. However, any change or modification will be implemented only by action of the Dean of Student Services and/or Athletic Director and will not be applied retroactively if it would adversely affect a student's rights.

Appendix I

NCAA Banned Drugs

(a) Stimulants:

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

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

(b) Anabolic agents:

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

(c) Diuretics:

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

(d) Street Drugs:

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

(e) Peptide hormones and analogues:

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

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

(f) Definition of positive depends on the following:

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

Appendix II

Chain of Custody in Specimen Collection, Preparation and Handling

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

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

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

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

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

(Based on policy 1611; revised and approved by President on 11/16/07)

Additional Information

Where to go when you need to:

Find a **PART TIME JOB...**

Career Center - South end of the Library

CHANGE ROOM IN HOUSING...

Coordinator of Student Housing - Kirkman

CHANGE ADVISOR...

Advisement Center - North end of the Library

Take Special **INTEREST and APTITUDE TEST...**

Assessment Center - North end of the Library

ADD or DROP a course...

Your Advisor or the Enrollment Services Office - Kirkman

Get a **REFUND** on a fee...

Business Office - Kirkman

See about **GRADES...**

Barton Student Web

See about student **LOANS, SCHOLARSHIPS, GRANTS...**

Financial Aid Office - Kirkman

Put **NEWS** in the college newspaper...

Interrobang Office - Union

VETERANS' COUNSELING services...

Veterans' Affairs Office - Kirkman

See about **COSTS** and **FEE** payments...

Business Office - Kirkman

See about **HOUSING** payments...

Coordinator of Student Housing - Kirkman

See about **ENROLLMENT, SCHEDULING, GRADE REPORTS OR TRANSCRIPTS...**

Barton Student Web or Enrollment Services Office - Kirkman

See about academic **PROBATION or SUSPENSION...**

Registrar - Kirkman

Contact someone in an **EMERGENCY...**

Security - Student Union, Phone: **(620) 792-9217**

Pay or appeal a **TRAFFIC VIOLATION...**

Business Office - Kirkman

Access the Barton Community College **HOME PAGE**

<http://www.bartonccc.edu>

See about **CARPOOLING...**

Student Activities - Union

Barton Terminology

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

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

ALCOHOL/DRUGS - Not Allowed!

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

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

CHIMES - No excuse for not being on time.

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

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

FRESHMAN - 0-27 hours is considered a freshman.

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

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

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

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

NURSIE (COLLEGE NURSE) - If you are feeling low, call your mom away from home.

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

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

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

SOPHOMORE - 32+ hours is considered a sophomore.

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

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

STUDENT SERVICES - Questions about anything? Call **(620) 792-9286**.

SWAMP - Self-explanatory with a south wind.

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

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

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

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

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

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

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

GREAT BEND COMMUNITY PROFILE



Community statistics provided by the Great Bend Chamber of Commerce.

Location

Great Bend is centrally located approximately:

- 2 hours from Wichita
- 2 hours from Manhattan
- 6 hours from Denver, Colorado

Distance in miles from:

Chicago, 753	Los Angeles, 1356
Dallas, 480	Minneapolis, 672
Denver, 396	New York, 1442
Kansas City, 252	St. Louis, 502

Population

- Great Bend - 15,345
- Barton County - 28,205

Climate

Average daily temperature

- January - 30 degrees
- April - 56 degrees
- July - 81 degrees
- October - 59 degrees

Average annual precipitation

25 inches

Average annual snowfall

20 inches

Major Manufacturers/Employers

Firm	Average Employment	Products
Barton Community College	590	Education
Central Kansas Medical Center	536	Health Care
U.S.D. 428	700	Education
Great Bend Packing	340	Meat Products
Fuller Brush Company	319	Household/Industrial Products
CPI Qualified Plan Consultants	343	Pension Plan Consulting

Educational Facilities

Type	Number	Enrollment
Private Elementary Schools	4	281
Public Elementary Schools	5	1,570
Public Jr. High/Middle School	1	500
Public Senior High School	1	1,000

Municipal Services

Number of personnel

full-time fire department personnel	29
volunteer fire department personnel	10
full-time policemen	32
full-time sheriff patrolmen	17

Utilities

Electric:	Aquila	1-800-303-0752
Telephone:	Southwestern Bell	For installation - 1-800-464-7928
Natural Gas:	Kansas Gas Service	1-800-794-4780
Water:	City of Great Bend	(620) 793-4100

Transportation

Air	Distance to nearest public airport	2 miles
	Distance to nearest major airport	120 miles (Wichita, KS)
Taxi	Cab & Mini-Bus Service	(620) 792-3859
	Catch-A-Ride	(620) 792-7797
Car Rental	Marmie Leasing, Inc.	(620) 792-2571

Off-Campus Housing

Average monthly rental

Housing \$350 Apartments \$200

Community Services

Number of banks in the city 9

Savings and loan firms 1

Health Care

Central Kansas Medical Center, 3515 Broadway, Great Bend, (620) 792-2511

Number of beds - 184

Medical Personnel

MD/Osteopath 72

Optometrist 6

Dentist 14

Chiropractor 4

Podiatrist 2

Religious Institutions

Protestant churches 37

Catholic churches 3

Synagogues 0

Theaters

Village Cinema

Movie Information Hotline - (620) 792-5769 3 movie theaters

Community Theater

The Crest Theater, a former movie theater in downtown Great Bend, was renovated for use as a live performing arts facility. The 642-seat theater's stage is host to a wide variety of events.

Convention/Lodging Facilities

Motels 8

Rooms 468

Largest banquet room 1,308

Media

Great Bend Tribune - Daily newspaper

Radio stations 4

Other

Great Bend Public Library,

1409 Williams, Great Bend, KS 67530 - (620) 792-2409

Great Bend Chamber of Commerce,

1125 Williams, Great Bend, KS 67530 - (620) 792-2401

Recreation Services

- Public golf course
- Public tennis courts
- Public parks
- Public disc golf courses
- Public swimming pools
- Country club
- Theaters

Nearest Public Access Lake, Reservoir, or River

Wilson & Kanapolis Lakes - 60 miles

Activities allowed: swimming, fishing, water skiing, boating, camping

Other Points of Interest

Barton County Historical Museum & Village: Lets you take a fascinating walk into the past. The Village is located on a five-acre tract of land that is south of Great Bend on U.S. Highway 281 (south of the Arkansas River bridge). Nine buildings are part of the Village including: an 1871 Pioneer Brick Home; an 1898 Church; a 1910 Depot; a 1915 School House; a small Post Office; two Museum Buildings; and an Agriculture Building. The Village has a wood-van windmill which pumps fresh water.

Also of interest in the museum are a variety of displays, including: a collection of 300 Dolls, dating from 1850; Kansas Anthropology panoramas from the 100 B.C. Paleozoic Period to the 1872 Santa Fe crossing; infant and adult clothing, including a Wedding Dress collection; Indian artifacts; Lace Display, quilt and Sewing Room; Blacksmith Shop; Camera and Photography Display; Doctor and Dentist Offices; Beauty Shop; Barber Shop; General Store; Music Room; Kitchen; Bedroom.

The Museum and Village are open from mid-April until mid-November. Visitors are welcome Tuesday through Sunday from 12:30 to 5:00 p.m. Admission is \$2.00 for 16 years and above. Special tours can be arranged by phoning the museum at **(620) 793-5125** during open hours.

Brit Spagh Park and Zoo: Located on North Main, encompasses 46 acres and includes: 12 acre zoo, swimming pool, basketball court, restrooms, play equipment, educational building, 9 lighted tennis courts, 2 lighted softball fields, 32 horseshoe pits, concession stand, 10 shelter houses, complete with grills and picnic tables.

Cheyenne Bottoms Wildlife Area: A 19,857 acre lowland located seven miles northeast of Great Bend. The area is managed by the Kansas Department of Wildlife and Parks. It consists primarily of wetland habitat but also includes some upland area as well as farm ground and several tree rows. Management of the area is directed primarily at migratory waterfowl and shorebirds.

Cheyenne Bottoms is considered the most important ecosystem in Kansas and has been designated as a Wetland of International Importance. It may also be the most important shorebirds migration point in the western hemisphere. It is estimated that 45 percent of the North American shorebird population stops at the Bottoms during the spring migration. At least 320 of the 417 species of birds known to occur in Kansas have been recorded at the Bottoms. There are 100 species that breed and nest on the area, 95 species that winter here and 63 species that are permanent residents.

Cheyenne Bottoms is also critical habitat for threatened and endangered birds, including the whooping crane, peregrine falcon, bald eagle, piping plover and least tern.

More than 25 species of ducks and geese stop at the Bottoms. In late October, the number of Canada and white-fronted geese, mallards, pintails, widgeon, gadwall, blue-winged and green-winged teal, redheads and ruddy ducks can reach the hundred of thousands. The Bottoms is one of the top waterfowl hunting areas in the Central Flyway.

Fort Larned National Historic Site: Established by the U.S. Army in October 1859 and abandoned in July 1878, Fort Larned played a significant role in opening the trans-Mississippi West. Join the living history staff to experience the sights, sounds, and smells of 1860's Fort Larned through talks and demonstrations on frontier life. When available, living historians staff the Infantry Barracks, Post Blacksmith Shop, Commissary, and Officers' Quarters.

Located six miles west of the city of Larned on U.S. Highway 156, Historic Fort Larned is open year round except for Thanksgiving Day, Christmas, and New Year's Day. Summer hours (May 27 through September 4) are 8:00 a.m. to 6:00 p.m. daily. Hours for the remainder of the year are 8:30 a.m. to 5:00 p.m. daily. Demonstrations and talks are offered at 11:00 a.m., 1:00 p.m., 2:00 p.m., and 3:00 p.m. on Saturdays, Sundays, and Holidays at a designated area on the grounds. To learn more about any of the special activities or programs, telephone the park at **(620) 285-6911**.

Kansas Oil & Gas Hall of Fame and Museum: Founded in 1990 by a group interested in preserving the history of the oil and gas industry. The main building of the museum displays various phases of the oil and gas industry, including geology, drilling, well completion, production, refining, and products manufactured with oil. This building also houses the Hall of Fame with biographies and pictures of inductees. For more information or tour scheduling contact the Great Bend Chamber of Commerce at **(620) 792-2401**.

Quivira National Wildlife Refuge: A 21,820 acre federal refuge located approximately 35 miles southeast of Great Bend. The Refuge is managed primarily to provide migratory waterfowl with food, water and protection. Other migratory birds, endangered species, and wildlife such as deer and pheasants, also benefit from this habitat.

Birdwatchers can pick up a bird list at either refuge location or at the Convention & Visitors Bureau office at 1307 Williams. For more information you may contact: Quivira at **(620) 486-2393** or Cheyenne Bottoms at **(620) 793-7730**.

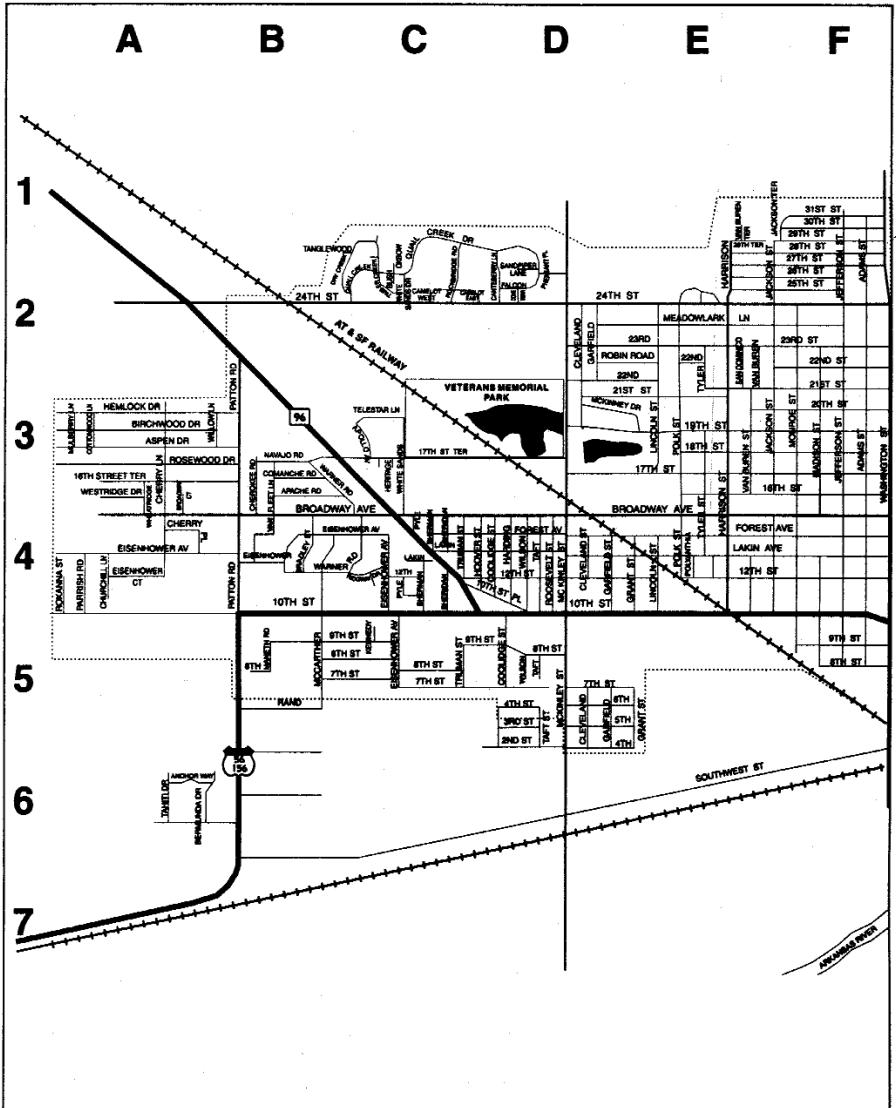
Santa Fe Trail: While the Santa Fe Trail originated in Franklin, Missouri and ended in Santa Fe, New Mexico, more than half of it ran through Kansas, and there are many important sites along the trail even today. Combining history with recreation, there is something for everyone along the Trail in Kansas. For more information contact the Great Bend Chamber of Commerce at **(620) 792-2401**.

Stone Lake: Located on Railroad Avenue and offers an access point to the Arkansas River and includes: stocked fishing lake, boat ramp, limited boating, picnic area, fishing docks, and windsurfing.

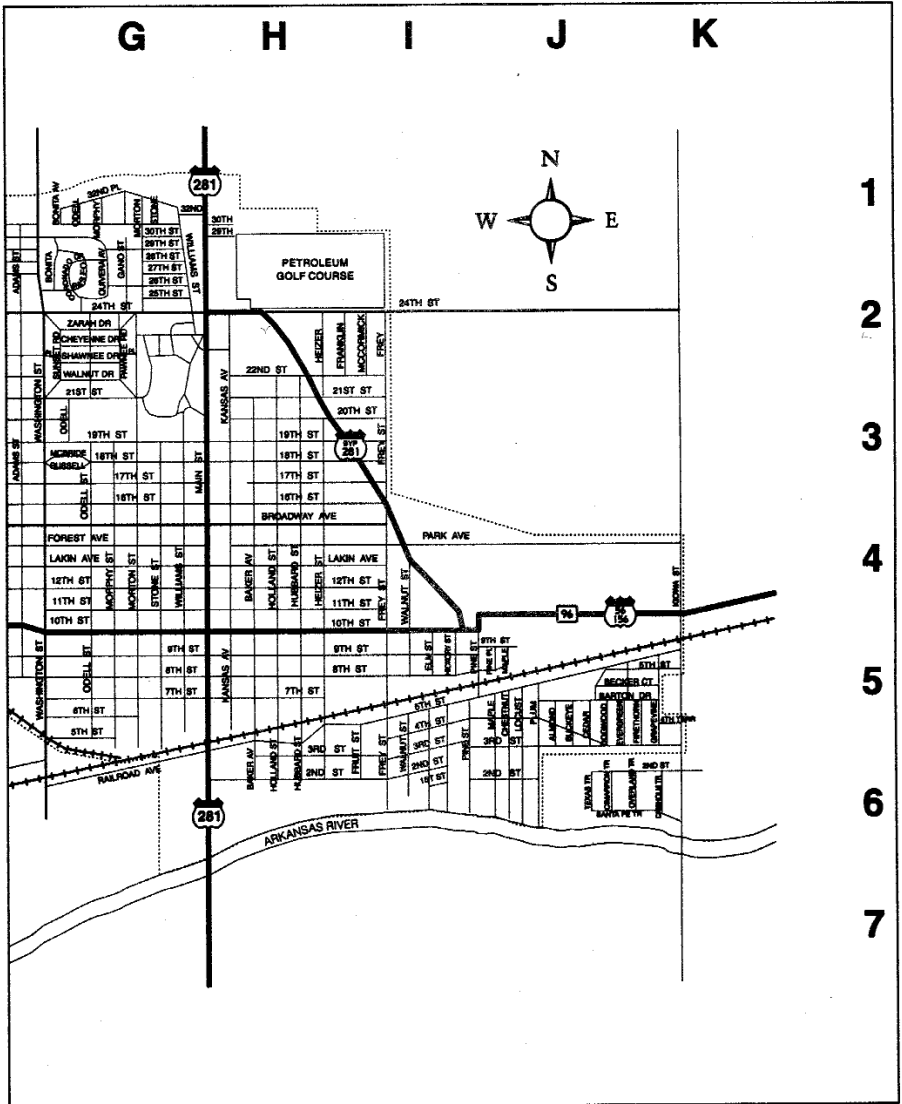
Veterans Park: Located on N. McKinley and encompassing 78 acres, Veterans Park includes: fishing lake (limited boating), restrooms, shelter houses, picnic tables/grills, 3 softball fields, baseball field, disc golf course, concession stand complete with restrooms/dressing room, fitness trail, volleyball pit (sand), little league field and 8 tennis courts.

Windy Hill Disc Golf Course: A recreational experience set on the beautiful Barton campus open to the public 24-7-365. Windy Hill sports a first-class professionally designed, state of the art 9-hole (MACH V) recreational course with challenging advanced tee locations. A varying terrain practice-putting goal is located in front of the Student Union. Restrooms are available in the Union. Golf discs, disc bags and Disc Golf accessories can be purchased in the Union Bookstore. Bookstore hours are 7:00 a.m. to 6:00 p.m. Mon.-Fri. The Bookstore, and Tee 1, (located south of the Classroom Building) have information on rules, how to play, score cards and a course map.

CITY OF GREAT BEND, KANSAS



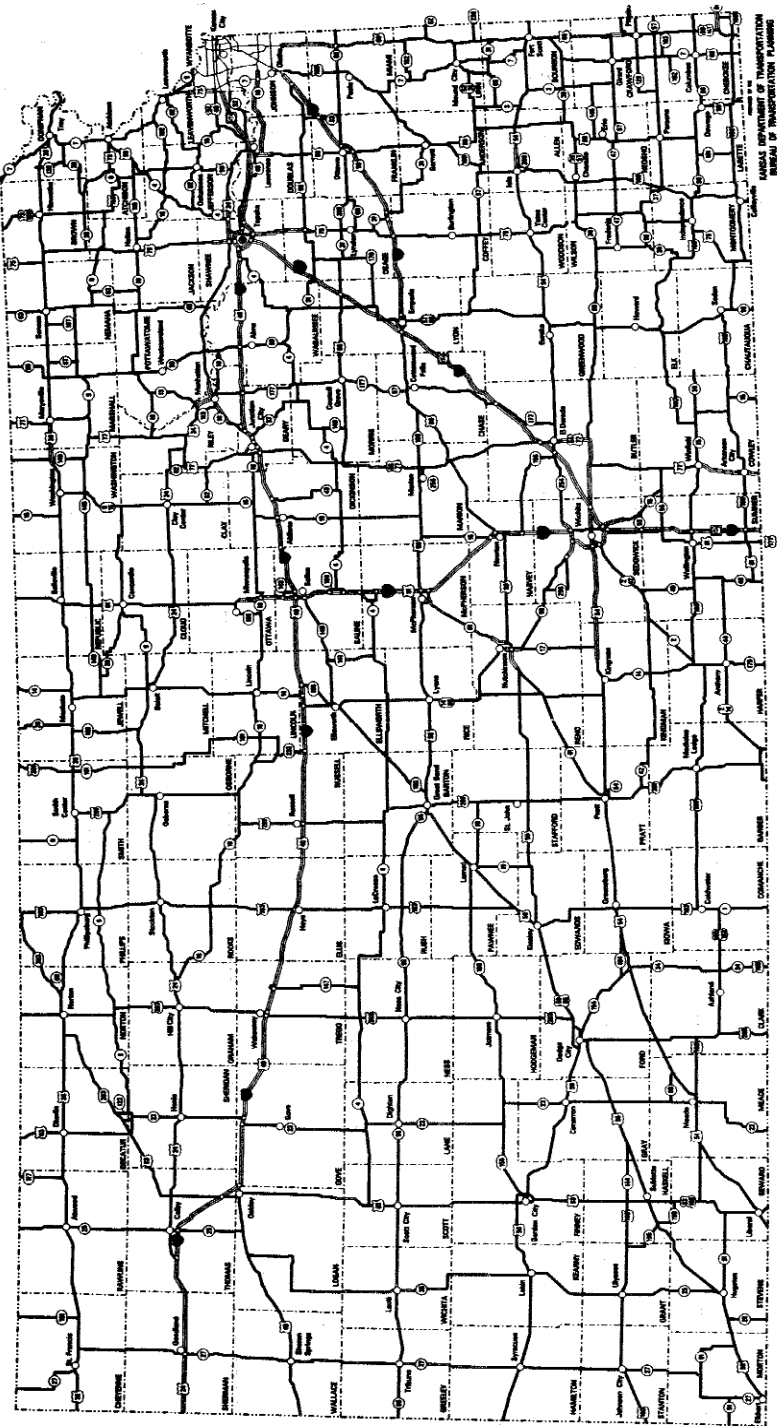
CITY OF GREAT BEND, KANSAS



GREAT BEND STREET INDEX

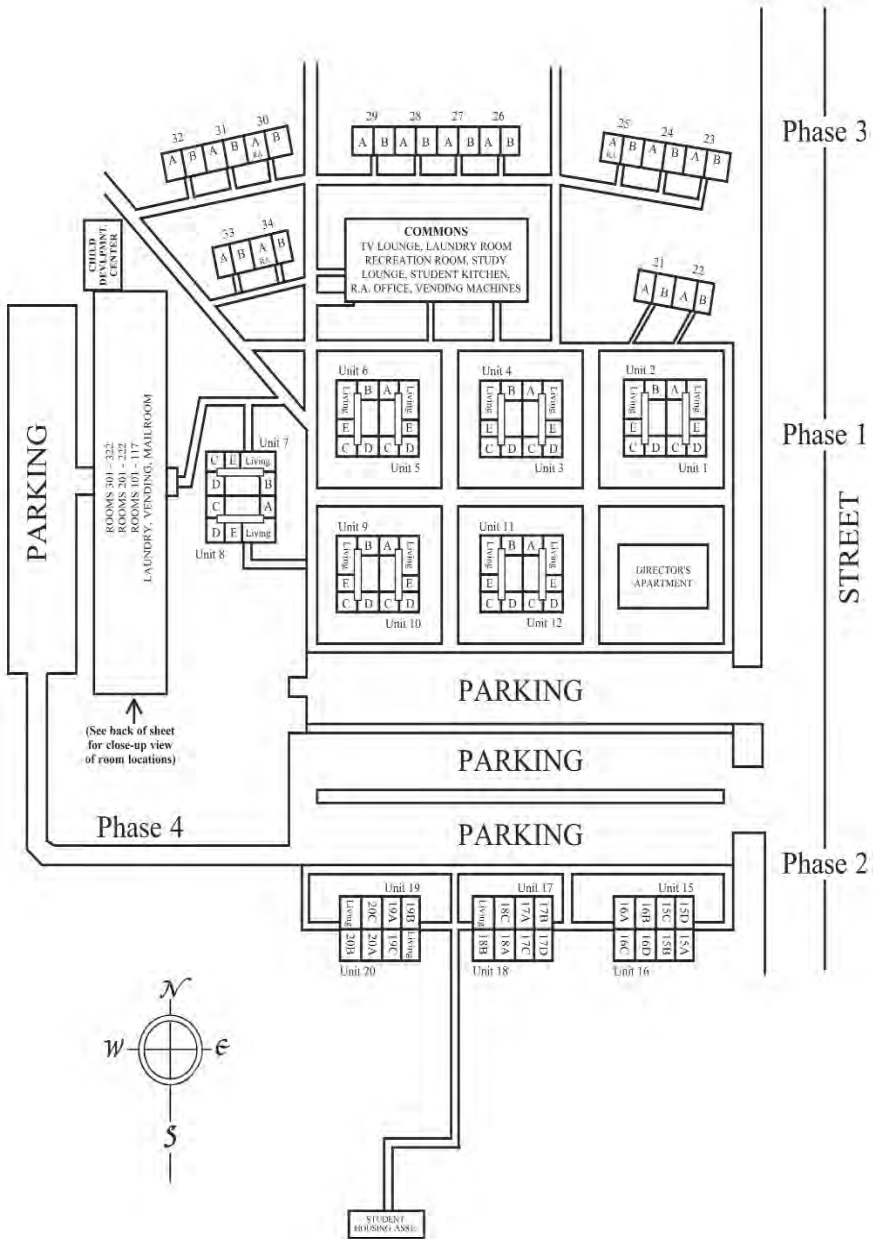
1ST ST	I6	COOLIDGE ST	C4-5	OVERLAND TR	J6
2ND ST	H-J6	CORONADO AV	G2	OXBOW	C2
3RD ST	H-J6	COTTONWOOD LN	A3	P _____	
4TH ST	I-J6	D _____		PARK AV	H-K4
5TH ST	H-K6	DOGWOOD ST	J5	PARRISH RD	A4
6TH ST	G6	DOVE TER	D2	PASEO DR	G2
7TH ST	C-H5	DRY CREEK	B2	PATTON RD	B3-4
8TH ST	C-I5	E _____		PAWNEE PL	G2
9TH ST	C-J5	EISENHOWER AV	C4-5	PAWNEE RD	G2
10TH ST	A-K4	EISENHOWER CT	A4	PHEASANT PL	D2
10TH ST PL	D4	ELM ST	I4-6	PINE PL	J5
11TH ST	G-I4	EVERGREEN ST	J5	PINE ST	I5-6
12TH ST	D-I4	F _____		PLUM ST	J5-6
16TH ST	E-I3	FALCON DR	D2	POLK ST	E2-4
17TH ST TER	D3	FIRETHORN ST	K5	POLYANTHIA	E4
17TH ST	D-I3	FOREST AV	C-G4	PYLE ST	C4
18TH ST	E-I3	FRANKLIN ST	H2	Q _____	
19TH ST	D-I3	FREY ST	I2-6	QUAIL CREEK DR	C2
20TH ST	F-I3	FRUIT ST	H6	QUIVIRA AV	G2
21ST ST	D-I3	G _____		R _____	
22ND ST	D-I2	GANO ST	G2	RAILROAD AV	G6
23RD ST	D-I2	GARFIELD ST	D2-5	RIDGEWAY DR	C4
24TH ST	A-K2	GRANT ST	D4-5	ROCKBRIDGE RD	C2
25TH ST	E-G2	GRAPEVINE ST	K5	ROBIN RD	E2
26TH ST	E-G2	H _____		ROOSEVELT ST	D4
27TH ST	E-G2	HARDING ST	D4	ROSEWOOD RD	A3
28TH ST	E-G2	HARRISON ST	E2-4	ROXANNA ST	A4
29TH ST	E-G1	HEIZER ST	H2-6	RUSSELL	G3
29TH TER	E1	HEMLOCK DR	A3	S _____	
30TH ST	F-G1	HERITAGE ST	C3	SAN DOMINICO	E3
31ST ST	F-G1	HICKORY ST	I5-6	SANDPIPER LN	D2
32ND PL	G1	HOLLAND ST	H2-5	SANTA FE TR	J6
A _____		HOOVER ST	C4	SHAWNEE DR	G3
ADAMS ST	F1-5	HUBBARD ST	H2-6	SHERIDAN ST	C4
ALMOND ST	J5	J _____		SHERMAN ST	C4
ANCHOR ST	A6	JACKSON ST	E2-4	SOUTHWEST ST	E6
APACHE RD	B4	JACKSON TER	F2	STONE ST	G3-5
APOLLO AV	C3	JEFFERSON ST	F2-5	SUNSET PL	F2
ASPEN DR	A3	K _____		SUNSET RD	F2
B _____		KANSAS AV	H2-5	T _____	
BAKER AV	H3-6	KENNEDY ST	C5	TAFT ST	D4-5
BARTON DR	J5	KIOWA ST	K1-7	TAHITI DR	A6
BECKER CT	J5	L _____		TANGLEWOOD	C2
BERMUDA RD	A6	LAKIN AV	C-14	TELESTAR LN	C3
BIRCHWOOD DR	A3	LINCOLN ST	E-24	TEXAS TR	J6
BONITA AV	F1	LOCUST ST	J5-6	TIMBER CREEK RD	C2
BRADLEY ST	B4	M _____		TRUMAN ST	C4-5
BROADWAY AVE	A-I4	MACARTHER RD	B4-5	TYLER ST	E3-4
BROADWAY CT	A4	MADISON ST	F3-5	V _____	
BRUSH CIR	C2	MAIN ST	G1-6	VAN BUREN ST	E3
BUCKEYE ST	J5	MANETH RD	B5	VAN BUREN TER	E1
C _____		MAPLE	J5-6	VAN FLEET LN	B3-4
CAMELOT	C2	MCBRIDE	G3	W _____	
CANTERBURY LN	D2	MCCORMICK ST	I2	WALNUT ST	I4-5
CEDAR ST	J5	MCKINLEY ST	D2-6	WALNUT DR	G3
CHEROKEE RD	B3	MCKINNEY DR	D3	WARNER RD	B4
CHERRY LN	A3-4	MEADOWLARK LN	D-F2	WASHINGTON ST	F1-6
CHERRY PL	A4	MONROE ST	F2-5	WESTRIDGE DR	A3
CHESTNUT ST	J5-6	MORPHY ST	G3-5	WHEATRIDGE RD	A3
CHEYENNE DR	G2	MORTON ST	G3-5	WHITE SANDS DR	C3
CHISHOLM TR	K6	MULBERRY LN	A3	WILLIAMS ST	G1-2
CHURCHILL LN	A4	N _____		WILLOW LN	B3
CIMMARON TR	J6	NAVAJO RD	B3	WILSON ST	D4-5
CLEVELAND ST	D2-8	O _____		Z _____	
COMANCHE RD	B3	ODELL ST	G3-5	ZARAH DR	G2

KANSAS

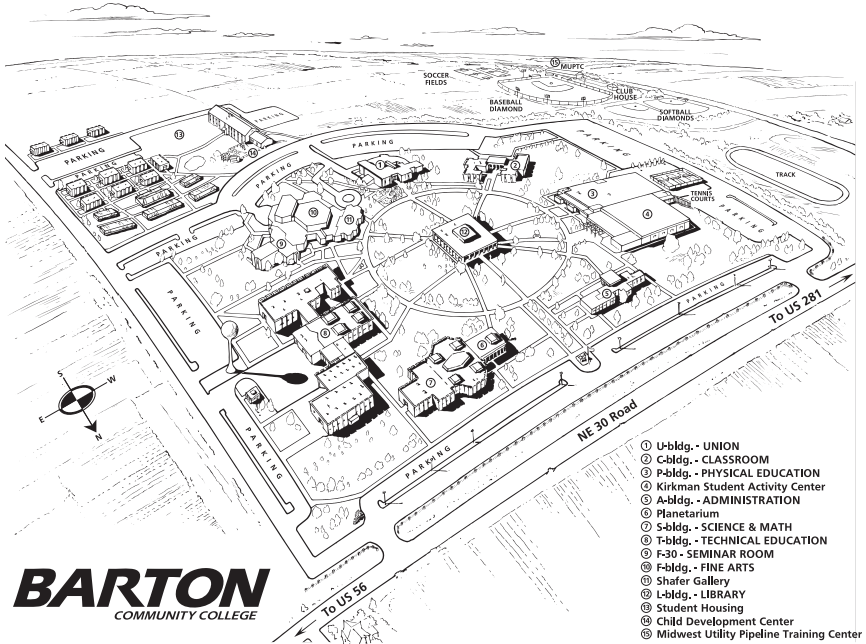


KANSAS DEPARTMENT OF TRANSPORTATION
BUREAU OF TRANSPORTATION PLANNING
U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL ROADWAY ADMINISTRATION

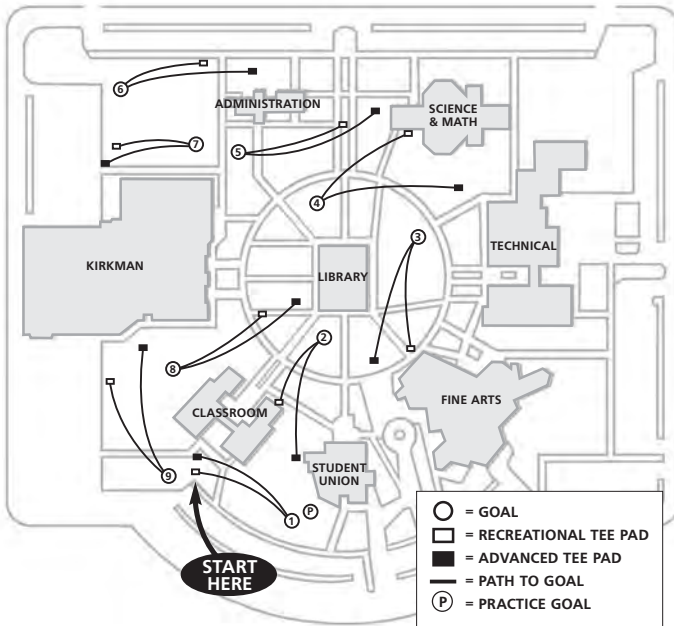
BARTON COMMUNITY COLLEGE STUDENT HOUSING COMPLEX



BARTON COMMUNITY COLLEGE CAMPUS MAP



WINDY HILL DISC GOLF COURSE MAP



July 2008

SUNDAY

20

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

MONDAY

21

TUESDAY

22

- Last Day of Classes for 8-Week Session

WEDNESDAY

23

THURSDAY

24

- No Drops/Withdrawals for 2nd 4-Week Session

FRIDAY

25

- Last Day for Fall 2008 Priority Registration/Payments Due

☾ LAST QUARTER

SATURDAY

26

- Fall 2008 Regular Registration Begins

July - August 2008

SUNDAY

27

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

- Parent's Day

MONDAY

28

TUESDAY

29

WEDNESDAY

30



THURSDAY

31

FRIDAY

1

● NEW MOON

SATURDAY

2

August 2008

SUNDAY

3

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

MONDAY

4

- Last Day of Classes for 2nd 4-Week Session

TUESDAY

5

WEDNESDAY

6

THURSDAY

7

FRIDAY

8

SATURDAY

9



» FIRST QUARTER

August 2008

SUNDAY

10

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

MONDAY

11

TUESDAY

12



WEDNESDAY

13

- Pre-Semester Development/Advising

THURSDAY

14

- Pre-Semester Development/Advising
- Information Fair, 4:00-6:30 pm, Union
- Chuck Wagon BBQ, 5:00-6:30 pm, Union
- Fashion Show, 5:30 pm, Union
- Mechanical Bull Riding, 6:00-10:00 pm, Union

FRIDAY

15

- Pre-Semester Development/Advising

SATURDAY

16

○ FULL MOON

August 2008

SUNDAY

17

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

- Last Day for Fall 2008 Regular Registration

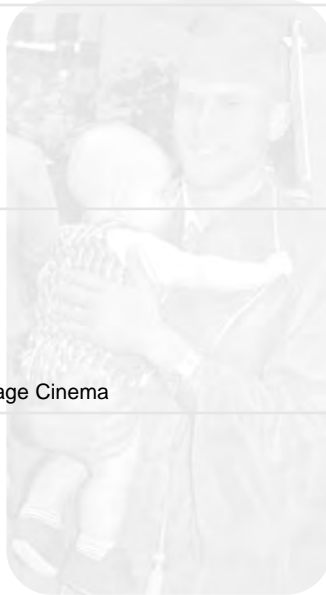
MONDAY

18

- Fall 2008 Classes Begin
- Fall 2008 Late Registration Begins

TUESDAY

19



WEDNESDAY

20

- \$2 Movie Night, TBA, Village Cinema

THURSDAY

21

FRIDAY

22

- Last Day for Fall 2008 Late Registration

SATURDAY

23

August 2008

SUNDAY

24

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

MONDAY

25

- Shoulder Massages, 6:00-9:00 pm, Union

TUESDAY

26

WEDNESDAY

27



THURSDAY

28

- \$2 Movie Night, TBA, Village Cinema

FRIDAY

29

- Last Day for Refund

SATURDAY

30



August - September 2008

SUNDAY

31

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

MONDAY

1

- Labor Day (No Classes/Offices Closed)

TUESDAY

2

- Last Day to Apply for Fall 2008 Graduation

WEDNESDAY

3



THURSDAY

4

- Casino Night, 6:00 pm, Union

FRIDAY

5

SATURDAY

6

September 2008

SUNDAY

7

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

- Grandparent's Day

» FIRST QUARTER

MONDAY

8

TUESDAY

9

- Book Fair, 9:00 am-4:00 pm, Union

WEDNESDAY

10

- \$2 Movie Night, TBA, Village Cinema

THURSDAY

11

- Student Senate Elections, 8:00 am-1:00 pm, Union

FRIDAY

12

SATURDAY

13



September 2008

SUNDAY

14

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

MONDAY

15

○ FULL MOON

TUESDAY

16

WEDNESDAY

17

- Constitution Day & Voter's Registration Day, 11:00 am-2:00 pm, Union

THURSDAY

18

- Bowling, 7:30-10:30 pm, Eagle Lanes - Ellinwood

FRIDAY

19

SATURDAY

20

September 2008

SUNDAY

21

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

MONDAY

22

- First Day of Fall
- DWI Simulator, 12:00-6:00 pm, Union

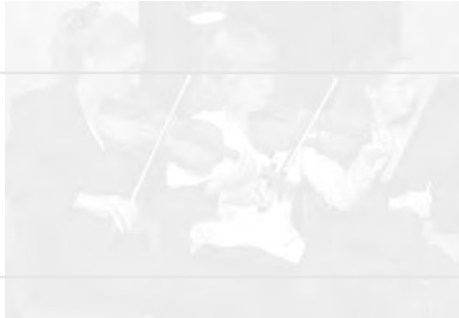
☾ LAST QUARTER

TUESDAY

23

WEDNESDAY

24



THURSDAY

25

- \$2 Movie Night, TBA, Village Cinema
-

FRIDAY

26

SATURDAY

27

September - October 2008

SUNDAY

28

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

MONDAY

29

• Bingo, 6:00 pm, Union

● NEW MOON

TUESDAY

30

WEDNESDAY

1



THURSDAY

2

FRIDAY

3

SATURDAY

4

October 2008

SUNDAY

5

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

- Meet the Cougars:

Tailgate, 5:00-6:00 pm, Kirkman

Welcome/Program, 6:00 pm, Gym

MONDAY

6

- \$2 Movie Night, TBA, Village Cinema

TUESDAY

7

☾ FIRST QUARTER

WEDNESDAY

8

THURSDAY

9

- Bowling, 7:30-10:30 pm, Eagle Lanes - Ellinwood

FRIDAY

10

SATURDAY

11

October 2008

SUNDAY

12

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

- Columbus Day (Traditional)
- Halloween Dorm Door Decorating Contest, TBA, Housing Area

MONDAY

13

- Columbus Day (Federal Observed)

TUESDAY

14



○ FULL MOON

WEDNESDAY

15

- Bingo, 6:00 pm, Union

THURSDAY

16

FRIDAY

17

SATURDAY

18

October 2008

SUNDAY

19

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

MONDAY

20

- Shoulder Massages, 6:00-9:00 pm, Union

TUESDAY

21



LAST QUARTER

WEDNESDAY

22

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

THURSDAY

23

- Fall Break (No Classes/Offices Open)
- \$2 Movie Night, TBA, Village Cinema

FRIDAY

24

- Fall Break (No Classes/Offices Open)

SATURDAY

25

October - November 2008

SUNDAY

26

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

MONDAY

27

TUESDAY

28

WEDNESDAY

29

THURSDAY

30

FRIDAY

31

• Halloween

SATURDAY

1



● NEW MOON

November 2008

SUNDAY

2

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

- Daylight Saving Time Ends

MONDAY

3

- \$2 Movie Night, TBA, Village Cinema

TUESDAY

4

- Election Day

WEDNESDAY

5

THURSDAY

6

- Bowling, 7:30-10:30 pm, Eagle Lanes - Ellinwood

» FIRST QUARTER

FRIDAY

7

- Last Day to Drop With Courses Recorded as "W" on Transcript

SATURDAY

8



November 2008

SUNDAY

9

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

MONDAY

10

TUESDAY

11

- Veterans' Day
- Advisement Day (No Day Classes)
- Spring 2009 Priority Registration Begins

WEDNESDAY

12

THURSDAY

13

- Bingo, 6:00 pm, Union

○ FULL MOON

FRIDAY

14

SATURDAY

15

November 2008

SUNDAY

16

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

MONDAY

17

- \$2 Movie Night, TBA, Village Cinema

TUESDAY

18

WEDNESDAY

19

THURSDAY

20

FRIDAY

21

SATURDAY

22



November 2008

SUNDAY

23

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

MONDAY

24

TUESDAY

25

WEDNESDAY

26

- Thanksgiving Recess (No Classes/Offices Closed)

THURSDAY

27

- Thanksgiving Day (No Classes/Offices Closed)

● NEW MOON

FRIDAY

28

- Thanksgiving Recess (No Classes/Offices Closed)

SATURDAY

29

November - December 2008

SUNDAY

30

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

MONDAY

1

TUESDAY

2

WEDNESDAY

3

- \$2 Movie Night, TBA, Village Cinema

THURSDAY

4

FRIDAY

5

) FIRST QUARTER

SATURDAY

6

December 2008

SUNDAY

7

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

MONDAY

8

TUESDAY

9

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

WEDNESDAY

10

- Final Exam Day
- Shoulder Massages, 6:00-9:00 pm, Union

THURSDAY

11

- Final Exam Day

FRIDAY

12

- Final Exam Day
- Close of Fall 2008 Semester
- Last Day for Spring 2009 Priority Registration
- Semester Airport Transportation - Wichita, Depart: Noon, Housing Area

○ FULL MOON

SATURDAY

13

- Spring 2009 Regular Registration Begins

December 2008

SUNDAY

14

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

MONDAY

15

- No Classes/Offices Open

TUESDAY

16

- No Classes/Offices Open

WEDNESDAY

17

- No Classes/Offices Open

THURSDAY

18

- No Classes/Offices Open

FRIDAY

19

- Campus Closed

☾ LAST QUARTER

SATURDAY

20

- Campus Closed

December 2008

SUNDAY

21

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

- First Day of Winter
- Campus Closed

MONDAY

22

- Campus Closed

TUESDAY

23

- Campus Closed

WEDNESDAY

24

- Christmas Eve
- Campus Closed

THURSDAY

25

- Christmas Day
- Campus Closed

FRIDAY

26

- Campus Closed

SATURDAY

27

- Campus Closed



December 2008 - January 2009

SUNDAY

28

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

- Campus Closed

MONDAY

29

- Campus Closed

TUESDAY

30

- Campus Closed

WEDNESDAY

31

- New Year's Eve
- Campus Closed

THURSDAY

1

- New Year's Day
- Campus Closed

FRIDAY

2

- Campus Closed

SATURDAY

3

- Campus Closed

January 2009

SUNDAY

4

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

- Campus Closed

☾ FIRST QUARTER

MONDAY

5

- No Classes/Offices Open

TUESDAY

6

- No Classes/Offices Open

WEDNESDAY

7

- No Classes/Offices Open
- Pre-Semester Development/Advising

THURSDAY

8

- No Classes/Offices Open
- Pre-Semester Development/Advising

FRIDAY

9

- No Classes/Offices Open
- Pre-Semester Development/Advising
- Semester Airport Transportation - Wichita, Noon

SATURDAY

10



January 2009

SUNDAY

11

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

○ FULL MOON

- Last Day for Spring 2009 Regular Registration

MONDAY

12

- Spring 2009 Classes Begin
- Spring 2009 Late Registration Begins

TUESDAY

13

WEDNESDAY

14

- \$2 Movie Night, TBA, Village Cinema

THURSDAY

15

- Shoulder Massages, 6:00-9:00 pm, Union

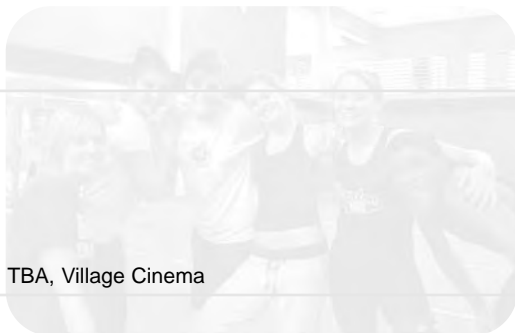
FRIDAY

16

- Last Day for Spring 2009 Late Registration

SATURDAY

17



January 2009

SUNDAY

18

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

☾ LAST QUARTER

MONDAY

19

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

TUESDAY

20

- Inauguration Day

WEDNESDAY

21

THURSDAY

22

- Bowling, 7:30-10:30 pm, Eagle Lanes - Ellinwood

FRIDAY

23

- Last Day for Refund

SATURDAY

24



January 2009

SUNDAY

25

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

MONDAY

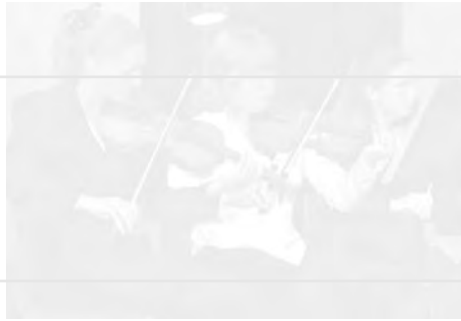
26

- \$2 Movie Night, TBA, Village Cinema

● NEW MOON

TUESDAY

27



WEDNESDAY

28

THURSDAY

29

FRIDAY

30

SATURDAY

31

February 2009

SUNDAY

1

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

MONDAY

2

- Groundhog Day
- Last Day to Apply for Spring 2009 Graduation

☾ FIRST QUARTER

TUESDAY

3



WEDNESDAY

4

THURSDAY

5

FRIDAY

6

SATURDAY

7

February 2009

SUNDAY

8

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

MONDAY

9

○ FULL MOON

TUESDAY

10

WEDNESDAY

11

THURSDAY

12

- Lincoln's Birthday
- \$2 Movie Night, TBA, Village Cinema

FRIDAY

13

SATURDAY

14

- Valentine's Day

150

February 2009

SUNDAY

15

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

MONDAY

16

- President's Day (Federal Observed)

☾ LAST QUARTER

TUESDAY

17



WEDNESDAY

18

THURSDAY

19

- Bingo, 6:00 pm, Union
-

FRIDAY

20

SATURDAY

21

February 2009

SUNDAY

22

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

- Washington's Birthday
-

MONDAY

23

- Homecoming Election, 8:00 am-1:00 pm, Union
 - \$2 Movie Night, TBA, Village Cinema
-

TUESDAY

24

- Mardi Gras Celebration, 11:00 am-1:00 pm, Union
-

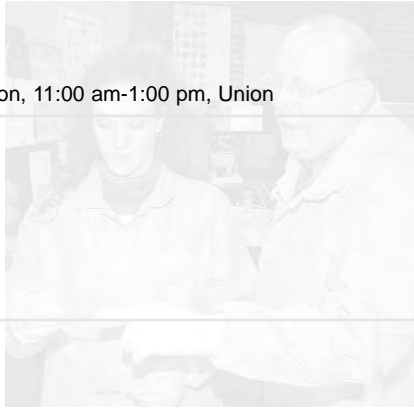
WEDNESDAY

25

- Ash Wednesday
-

THURSDAY

26



● NEW MOON

FRIDAY

27

SATURDAY

28

- Homecoming Crowning, 7:30 pm, Gym
-

March 2009

SUNDAY

1

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

MONDAY

2

TUESDAY

3

WEDNESDAY

4



) FIRST QUARTER

THURSDAY

5

- Bowling, 7:30-10:30 pm, Eagle Lanes - Ellinwood

FRIDAY

6

SATURDAY

7

March 2009

SUNDAY

8

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

- Daylight Saving Time Begins

MONDAY

9

TUESDAY

10



WEDNESDAY

11

○ FULL MOON

THURSDAY

12

- \$2 Movie Night, TBA, Village Cinema

FRIDAY

13

SATURDAY

14

March 2009

SUNDAY

15

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

MONDAY

16

- Spring Break (No Classes/Offices Open)

TUESDAY

17

- St. Patrick's Day
- Spring Break (No Classes/Offices Open)

WEDNESDAY

18

- Spring Break (No Classes/Offices Open)

THURSDAY

19

- Spring Break (No Classes/Offices Closed)

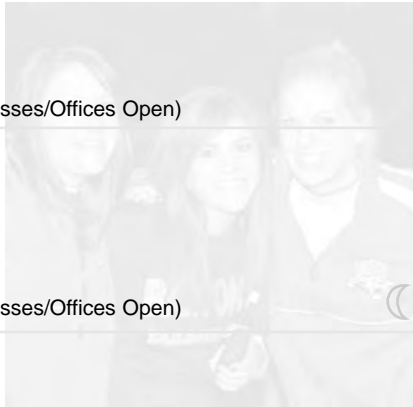
FRIDAY

20

- Spring Break (No Classes/Offices Closed)
- First Day of Spring

SATURDAY

21



☾ LAST QUARTER

March 2009

SUNDAY

22

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

MONDAY

23

- Bingo, 6:00 pm, Union

TUESDAY

24

WEDNESDAY

25

- \$2 Movie Night, TBA, Village Cinema

THURSDAY

26

FRIDAY

27

 NEW MOON

SATURDAY

28

March - April 2009

SUNDAY

29

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

MONDAY

30

- Shoulder Massages, 6:00-9:00 pm, Union

TUESDAY

31

WEDNESDAY

1

- April Fools Day
- Bingo, 6:00 pm, Union

THURSDAY

2



) FIRST QUARTER

FRIDAY

3

SATURDAY

4

April 2009

SUNDAY

5

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

- Palm Sunday

MONDAY

6

- \$2 Movie Night, TBA, Village Cinema

TUESDAY

7

- Senate Election for: Pres./Sec./Soph. Rep., 8:00 am-1:00 pm, Union

WEDNESDAY

8

THURSDAY

9

- Last Day to Drop With Courses Recorded as "W" on Transcript



FULL MOON

FRIDAY

10

- Good Friday (No Classes/Offices Closed)

SATURDAY

11

April 2009

SUNDAY

12

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

- Easter Sunday

MONDAY

13

- Easter Monday (No Classes/Offices Closed)

TUESDAY

14

- Advisement Day (No Day Classes/Offices Open)

WEDNESDAY

15

- Federal Income Taxes Due

THURSDAY

16

- Bowling, 7:30-10:30 pm, Eagle Lanes - Ellinwood

FRIDAY

17

 LAST QUARTER

SATURDAY

18

April 2009

SUNDAY

19

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

MONDAY

20

TUESDAY

21



WEDNESDAY

22

- Administrative Professionals' Day
- Earth Day
- \$2 Movie Night, TBA, Village Cinema

THURSDAY

23

FRIDAY

24

- Arbor Day

SATURDAY

25

April - May 2009

SUNDAY

26

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

MONDAY

27

TUESDAY

28



WEDNESDAY

29

THURSDAY

30

FRIDAY

1

» FIRST QUARTER

SATURDAY

2

May 2009

SUNDAY

3

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

MONDAY

4

TUESDAY

5

- South of the Border Celebration, 11:00 am-1:00 pm, Union

WEDNESDAY

6

THURSDAY

7

- Hawaiian Luau, TBA, Union

FRIDAY

8

SATURDAY

9

 FULL MOON

May 2009

SUNDAY

10

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

- Mother's Day

MONDAY

11

- Final Exam Day
- Late Night Breakfast, 10:00 am-11:00 pm, Union

TUESDAY

12

- Final Exam Day
- Shoulder Massages, 6:00-9:00 pm, Union

WEDNESDAY

13

- Final Exam Day

THURSDAY

14

- Commencement
- Close of Spring 2009 Semester

FRIDAY

15

- Last Day for Summer 2009 Priority Registration/Payments Due

SATURDAY

16

- Armed Forces Day



May 2009

SUNDAY

17

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

☾ LAST QUARTER

MONDAY

18

- Summer 2009 Regular Registration Begins

TUESDAY

19

WEDNESDAY

20



THURSDAY

21

FRIDAY

22

SATURDAY

23

May 2009

SUNDAY

24

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

● NEW MOON

MONDAY

25

- Memorial Day (No Classes/Offices Closed)

TUESDAY

26

- Summer 2009 Classes Begin

WEDNESDAY

27

THURSDAY

28

FRIDAY

29

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

SATURDAY

30



May - June 2009

SUNDAY

31

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

☾ FIRST QUARTER

MONDAY

1

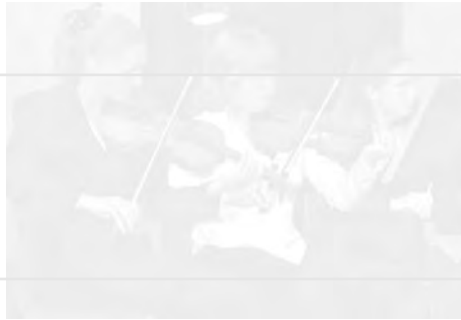
- Last Day to Apply for Summer 2009 Graduation

TUESDAY

2

WEDNESDAY

3



THURSDAY

4

FRIDAY

5

SATURDAY

6

June 2009

SUNDAY

7

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

○ FULL MOON

MONDAY

8

TUESDAY

9

WEDNESDAY

10



THURSDAY

11

FRIDAY

12

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

SATURDAY

13

June 2009

SUNDAY

14

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

- Flag Day

MONDAY

15

☾ LAST QUARTER

TUESDAY

16

WEDNESDAY

17

THURSDAY

18

FRIDAY

19

SATURDAY

20

June 2009

SUNDAY

21

- Father's Day
- First Day of Summer

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

MONDAY

22

● NEW MOON

TUESDAY

23

- Last Day for 1st 4-Week Session

WEDNESDAY

24



THURSDAY

25

FRIDAY

26

SATURDAY

27

June - July 2009

SUNDAY

28

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

MONDAY

29

☾ FIRST QUARTER

TUESDAY

30



WEDNESDAY

1

THURSDAY

2

FRIDAY

3

- Independence Day Recess (No Classes/Offices Closed)
- Independence Day (Federal Observed)

SATURDAY

4

- Independence Day (Traditional)

July 2009

SUNDAY

5

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

MONDAY

6

- 2nd 4-Week Session Begins

TUESDAY

7

- No Drops/Withdrawals for 8-Week Session

 FULL MOON

WEDNESDAY

8

THURSDAY

9

- Last Day for Late Registration and Refund for 2nd 4-Week Session

FRIDAY

10

SATURDAY

11

July 2009

SUNDAY

12

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

MONDAY

13

TUESDAY

14

WEDNESDAY

15



☾ LAST QUARTER

THURSDAY

16

FRIDAY

17

SATURDAY

18

July 2009

SUNDAY

19

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

MONDAY

20

TUESDAY

21

- Last Day of Classes for 8-Week Session

WEDNESDAY

22



● NEW MOON

THURSDAY

23

- No Drops/Withdrawals for 2nd 4-Week Session

FRIDAY

24

- Last Day for Fall 2009 Priority Registration/Payments Due

SATURDAY

25

July - August 2009

SUNDAY

26

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

- Parent's Day

MONDAY

27

- Fall 2009 Regular Registration Begins

TUESDAY

28

WEDNESDAY

29

THURSDAY

30

FRIDAY

31

SATURDAY

1



August 2009

SUNDAY

2

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

MONDAY

3

TUESDAY

4

- Last Day of Classes for 2nd 4-Week Session

WEDNESDAY

5

THURSDAY

6



○ FULL MOON

FRIDAY

7

SATURDAY

8

August 2009

SUNDAY

9

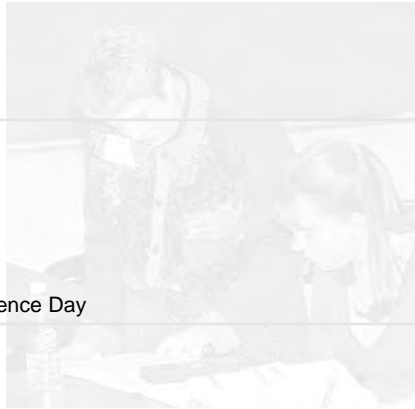
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MONDAY

10

TUESDAY

11



WEDNESDAY

12

- Professional Conference Day

THURSDAY

13

- Professional Conference Day

☾ LAST QUARTER

FRIDAY

14

- Professional Conference Day
- Last Day for Fall 2009 Regular Registration

SATURDAY

15

August 2009

SUNDAY

16

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

MONDAY

17

- Fall 2009 Classes Begin
- Fall 2009 Late Registration Begins

TUESDAY

18

WEDNESDAY

19

THURSDAY

20



● NEW MOON

FRIDAY

21

- Last Day for Fall 2009 Late Registration

SATURDAY

22

August 2009

SUNDAY

23

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

MONDAY

24

TUESDAY

25



WEDNESDAY

26

THURSDAY

27

) FIRST QUARTER

FRIDAY

28

• Last Day for Refund

SATURDAY

29

August - September 2009

SUNDAY

30

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

MONDAY

31

TUESDAY

1

- Priority Deadline to Apply for Fall 2009 Graduation

WEDNESDAY

2

THURSDAY

3

FRIDAY

4

○ FULL MOON

SATURDAY

5



Index

A

Abuse, Substance	64, 96
Abuse, Substance (Drug-Testing Program) ..	64
Abuse, Substance (Education/Prevention) ..	97
Academic	
Activities	33
Advising	36
Appeals	75
Calendars (Fall Semester 2008)	11
Calendars (Sprg. Semester 2009) ..	12
Calendars (Sum. Session 2009)	13
Clemency	70
Community (Offenses Against) ..	86
Enrollment Policies	67
Integrity	71
Integrity (Basic Violations)	72
Integrity (Capital Violations)	73
Plan Template	42
Planner (Weekly)	121-179
Probation	74
Probation (See About)	106
Progress	74
Progress, Satisfactory (SAP)	20
Progress Standards	20
Reinstatement	75
Sanctions (Basic Violations)	73
Sanctions (Capital Violations)	74
Suspension	74
Suspension (See About)	106
Access to Campus Facilities	56
Accreditation	14
Achievement Award (Scholarship)	17
ACT Test	43
Act, Campus Security	55
Act, Drug-Free Schools	95
Act, Drug-Free Communities	95
Action, Disciplinary	88
Actions/Guidelines (Sexual Assault)	92
Activity and Departmental Awards	18
Activities, Academic	33
Activities, Campus	28
Activities, Student	28
Adding/Dropping Classes	75
Additional Information (Campus)	106
Administration Directory	6
Advisement Center	37
Advising, Academic	36
Advisor Change (See About)	106

Advisor, Things To Do Before Meeting	37
Advisor's Responsibilities	36
Agriculture & Ranch Club	29
Alcohol & Drug Abuse Programs	56
Alcoholic Beverages	56
Alpha Sigma Lambda	29
Ambassadors, Student	32
Ambulance (Phone Number)	1
Announcements (Intramurals)	36
Anonymity, Guaranteed (Crime Stoppers) ..	53
Appeals	
Academic	75
Grades	77
Disciplinary	88
Financial Aid Process	22
Parking Citation	61
Appearance, Personal	56
Application Deadlines (Graduation)	81
Aptitude & Special Interest Test (See About) ..	106
Art Supplies (Bookstore)	26
Articulation & Transfer Agreement	81
ASE Test	43
Assault, Sexual	61, 92
Assault, Sexual (Guidelines/Actions)	92
Assault, Sexual (Policy)	92
Assaulted, Sexually (What To Do If)	63
Assessment (Testing)	43
Associate of Applied Science Template	41
Associate of Arts Template	38
Associate of General Studies Template	40
Associate of Science Template	39
Attendance, Class	76
Audit Fee	17
Automobiles, Jump-Starting	51
Award	
Achievement	17
Excellence	17
Honor	17
Merit	17
Awards, Activity & Departmental	18

B

Band, Concert	34
Band, Pep	35
Band, Stage (Jazz Ensemble)	35
Banned Drugs	96, 99

Barton	
Actions/Sanctions (Drug-Testing) ..	101
Additional Information	106
Boost Scholarship	18
Campus Map	120
Crime Stoppers	52
Home Page (See About)	106
Incentive Scholarship	18
Terminology	107
Barton County Historical Museum	112
BARTONline Fee	17
Basic Fees & Tuition	17
Basic Violations (Academic Integrity)	72
Behavior, Unacceptable	85
Beverages, Alcoholic	56
Bill of Rights, Kansas (Crime Victims)	62
Bookstore	
Art Supplies	26
Book Buy Back	26
Check Cashing Policy	26
Financial Aid Charges	26
Return Policy	26
Book Buy Back (Bookstore)	26
Boost Scholarship	18
Borrowing Policy, Library	25
Breakfast (Meal Times)	27
Breakfast, Continental (Meal Times)	27
Brit Spaugh Park & Zoo	112
Brunch, Weekend (Meal Times)	27

C

Cafeteria	27
Cafeteria Meal Times	27
Calendars, Academic (Fall Semester 08) ...	11
Calendars, Academic (Sprg. Semester 09) ..	12
Calendars, Academic (Sum. Semester 09) ..	13
Calendar (Weekly Academic Planner) ..	121-179
Calendars (2008-2010)	Inside Back Cover
Campus	
Activities	28
Christian Fellowship	29
Computing Systems Policy	45
Directory	6
Facilities Access	56
Housing	48
Map (Barton)	120
Parking Lots	59
Public Service	51
Security	49
Security Act	55
Security Personnel	50

Cancellation (Add/Drop Classes)	75
Cancellation (Inclement Weather)	57
Capital Violations (Academic Integrity)	73
Capital Violations (Student Rights)	74
Carpooling (See About)	106
Care, Health (Great Bend)	111
Cars, Jump-Starting	51
Career Center	44
Catalog Requirements (Graduation)	80
Center	
Advisement	37
Career	44
Child Development	45
Counseling Ctr. (Phone No.)	1
EOC (Equal Opportunity Ctr.)	67
Family Crisis (Phone No.)	1, 47
Poison Control (Phone No.)	1
Chain of Custody (Drug-Testing)	105
Change Advisor (See About)	106
Change Room in Housing (See About) ...	106
Chapter, Kappa Beta Chi	29
Charges, Financial Aid (Bookstore)	26
Check Cashing Policy (Bookstore)	26
Cheerleaders, Yell Leaders & Mascots	30
Cheyenne Bottoms Wildlife Area	112
Child Development Center	45
Choir, Concert	34
Christian Fellowship, Campus	29
Citation Appeals (Parking)	61
Class Attendance	76
Class Schedule (Personal)	4, 5
Classes, Adding/Dropping	75
Classification Chart (Financial Aid)	20
CLEP & DANTES Testing	43
Clemency, Academic	70
Climate (Great Bend)	109
Closed Days (Library)	25
Closing, College (Inclement Weather)	57
Club	
Agriculture & Ranch	29
Computer	30
Newman	31
Nursing	31
Vocational Industrial (VICA)	33
Clubs & Organizations	29
Code, Honor (Academic Integrity)	72
Code of Conduct, Student	84
Co-ed Visitation Hours	49
Collection & Coding (Drug-Testing)	99
College	
Health Services	46
ID Policy	55

College (cont.)	
Nurse	46
Nurse (Phone Number)	1, 46
Policies & Procedures	84
Community Profile (Great Bend)	109
Community Scholarships	19
Community Services (Great Bend)	111
Computer Club	30
Computer Lab (North End of Library)	44
Computing Systems Policy (Campus)	45
Concert Band	34
Concert Choir	34
Consent Form (Drug-Testing)	99
Constitution, Student Senate	29
Continental Breakfast (Meal Times)	27
Control, Traffic	59
Convention/Lodging Facilities (Grt. Bend)	111
Costs, Housing	48
Cougar Danz Force	30
Cougarettes	30
Counseling	47
Counseling Center (Phone Number)	1
Counseling (Emotional Crisis)	190
Counseling, Veteran's (See About)	106
Course Drop Dates	75
Course Outlines for Areas of Study	
Academic Plan	42
Associate of Applied Science	41
Associate of Arts	38
Associate of General Studies	40
Associate of Science	39
Courses, Developmental	76
Courses, Repeatable/Non-Repeatable	82
Credit Hour Fees	17
Credit for Experiential Learning	76
Credit, School (Military Service)	82
Credit, Transfer of	83
Crew, Journalism (J Crew)	30
Crime Prevention	51, 54
Crime Statistics (Campus)	55
Crime Stoppers	
Definitions	52
Felony Rewards	53
History	52
Investigation	53

Crime Stoppers (cont.)	
Operational Procedures	53
Program Objectives	53
Reward	53
Criminal Actions, Reporting	54
Criminal Offenses	85
Crisis Center (Phone Number)	1, 47
Crisis, Emotional	190

D

Da Capo (Men's Vocal Ensemble)	34
DANTES & CLEP Testing	43
Danz Force, Cougar	30
Deadlines (Graduation Application)	81
Dean's List	81
Dear Students (Welcome from President)	3
Decision, Disciplinary	90
Definitions (Disciplinary Process)	85
Degree, Dual (Graduation)	80
Departmental and Activity Awards	18
Development Center (Child)	45
Developmental Courses	76
Dinner (Meal Times)	27
Dinner, Weekend (Meal Times)	27
Directory	
Administration	6
Campus	6
Office	6
Personal	9, 10
Information (FERPA)	15
Disability Services	45
Disabled Student Services	2, 45
Disaster Plan & Emergency Action	54
Disbursement (Pell Grant)	23
Disc Golf Course, Windy Hill	114
Disc Golf Course Map, Windy Hill	120
Disciplinary	
Action	88
Appeals	88
Decision	90
Hearing	89
Procedure	88
Process	84
Distance In Miles From	109

Dolce (Women's Vocal Ensemble)	34
Dress (Personal Appearance)	56
Drop Date (Courses)	75
Drop That Class (Stop & Think)	76
Dropping/Adding Classes	75
Drug & Alcohol Abuse Programs	56
Drug-Free Communities Act	57, 95
Drug-Free Schools Act	57, 95
Drug-Testing	
Actions/Sanctions	101
Chain of Custody	105
Collection & Coding	99
Consent Form	99
1st/2nd Time Offender	101, 102
For Award Recipients	65
General Policies	102
Positive	101
Program	96
Zero-Tolerance	102
Drugs, Banned	99, 103
Drugs, Illegal	57
Drugs, NCAA Banned	103
Dual Degree (Graduation)	80
Due Process (Student Rights for)	87

E

Education Program, Substance Abuse	97
Educational Facilities (Great Bend)	110
Educational Opportunity Center (EOC)	67
Educational Records, Consent to Release ...	16
EduKan Fee	17
Eligibility (Intramurals)	36
Eligibility (Student Support Services)	66
Emergency	
Action & Disaster Plan	54
Medical	1, 190
Numbers	1
Security Procedures	190
Emotional Crisis	190
Employers/Manufacturers (Great Bend) ..	110
Employment, Student	27
Endowed & Restricted Scholarships	18
Enrollment & Academic Policies	67
Ensemble, Jazz (Stage Band)	35
Ensemble, Men's Vocal (Da Capo)	34
Ensemble, Women's Vocal (Dolce)	34
Entries (Intramurals)	36
EOC (Equal Opportunity Center)	67
Evaluation Team, Meats	35
Exams, Final	77
Exams (Grades)	77

Exams, Make-Up	77
Excellence Award (Scholarship)	17
Experiential Learning (Credit for)	76

F

Facilities, Educational (Great Bend)	110
Facilities, Lodging/Convention (Grt. Bend) ..	111
Faculty Coordinator (Crime Stoppers)	52
Faculty Rights (Academic Sanctions)	73
Fall Semester 2008 Academic Calendar ...	11
Family Education Rights/Privacy Act	15
Family Crisis Center (Phone Number) ...	1, 47
Fees	
Audit	17
BARTONline	17
EduKan	17
International Students	17
Per Credit Hour	17
Tuition (General)	17
Felony Rewards (Crime Stoppers)	53
Fellowship, Campus Christian	29
FERPA (Fam. Educ. Rights & Privacy Act) ..	15
Final Exams	77
Financial Aid	
Appeals Process	22
Charges (Bookstore)	26
Classification Chart	20
Evaluation Factors	20
FAQ's	21
Federal	21
Freeze Dates	23
Non-Eligible Programs	23
Payout Dates	24
Pell Grant Disbursement	23, 24
Probation	21
SAP	20
Services	20
Suspension	22
Fines, Payment (Traffic Violations)	60
Fire (Phone Number)	1
First-Time Offender (Drug-Testing)	101
Forfeit Deposits (Intramurals)	36
Fort Larned National Historic Site	113
Fourteen (14) Meal Plan	48
Freeze Dates (Financial Aid)	23

G

Gambling Regulations	57
General Tuition & Fees	17
General Information	14

General Policies (Drug-Testing)	102
Golf (Disc Golf) Course	114
Golf (Disc Golf) Course Map	120
Government, Student	28, 32
GPA (How to Figure)	80
Grade Appeal	77
Grade Reports (See About)	106
Grading System	78
Graduation	
Application Deadlines	81
Catalog Requirements	80
Honors	81
Rates of Students	55
Grant, Pell (Financial Aid)	23
Great Bend	
City Map	115, 116
Climate	109
Community Profile	109
Community Services	111
Distance In Miles From	109
Educational Facilities	110
Employers/Manufacturers	110
Health Care	111
Lakes (Public Access)	112
Library, Public	111
Location	109
Lodging/Convention Facilities	111
Media	111
Medical Personnel	111
Municipal Services	110
Points of Interest	112
Population	109
Recreation Services	112
Religious Institutions	111
Street Index	117
Theaters	111
Transportation	110
Utilities	110
Guaranteed Anonymity (Crime Stoppers) ...	53
Guidelines/Actions (Sexual Assault)	92

H

HALO	30
Handicapped Parking	60
Harassment, Sexual	64, 93
Harassment, Sexual (What Is)	64
Health Care (Great Bend)	111
Health Services (Medical Insurance)	46
Health Services (Immunizations)	46
Hearing, Disciplinary	89
High School Students (Upward Bound)	66

Highest Honors (Graduating with)	81
Hilltop Singers (The)	34
Hispanic Amer. Leadership Organization ..	30
Historic Site, Fort Larned National	113
Historical Museum (Barton County)	112
Historical Statement (Campus)	14
History (Crime Stoppers)	52
Home Page, College (See About)	106
Honor Award	17
Honor Code (Academic Integrity)	72
Honor Society (Non-Trad. National)	29
Honors (Graduating with)	81
Hospital - CKMC (Phone Number)	1
Hours	
Cafeteria	27
Co-ed Visitation	49
Fees per Credit	17
Library	25
Visitation (Housing)	49
Housing	
Co-ed Visitation	49
Costs & Meal Plans	48
Non-Resident Visitation	49
On-Campus	48
Parking Permits	60
Payments (See About)	106
Resident Hall Requirements	48
Room Change (See About)	106
Student Complex Map	119
How to Figure Your GPA	80

I

ID Policy (Campus)	55
Illegal Drugs	57
Immunizations	46
Incentive Scholarship, Barton	18
Incidents, Sexual Assault (Reporting)	92
Inclement Weather Notification	57
Index, Great Bend Street	117
Industrial Clubs of Amer. (VICA)	33
Informant (Crime Stoppers)	53
Information, Additional (Campus)	106
Information, General	14
Information, Transfer	44
Institution, Religious (Great Bend)	111
Instructional Days (Library Hours)	25
Instructor Assigned Testing	43
Insurance, Medical	47
Integrity, Academic	71
Intent to Graduate	80
Intercom	28

Interlibrary Loan	25
International Students (Fees)	17
International Students (Immunizations)	47
Interrobang	34
Internships	44
Intramurals	
Announcements	36
Eligibility	36
Entries	36
Forfeit Deposits	36
Mission Statement	35
Investigation (Crime Stoppers)	53

J-K

J Crew (Journalism Crew)	30
Jazz Ensemble (Stage Band)	35
Jobs, Part Time	44
Jobs, Part Time (See About)	106
Jobs (Student Employment)	27
Journalism Crew (J Crew)	30
Jump-Starting Automobiles	51
Kansas	
Bill of Rights (Crime Victims)	62
Map	118
Oil & Gas Museum	113
Kappa Beta Chi Chapter	29

L

Lab, Computer (North End of Library)	44
Lake, Public Access	112
Lambda Alpha Epsilon	31
Learning, Experiential (Credit for)	76
Legal Residence Outside Kansas	17
Legal Resident of Kansas	17
Library (Borrowing Policy)	25
Library Hours	25
List, Dean's	81
List, President's	81
Loan, Interlibrary	25
Location (Great Bend)	109
Location (Student Support Services)	66
Lodging/Convention Facilities (Grt. Bend) ..	111
Lots, Parking (Traffic Control)	59
Lunch (Meal Times)	27

M

Manufacturers/Employers (Great Bend) ..	110
Make-Up Exams	77
Make Up Testing	43

Map	
Campus	120
Great Bend City	115, 116
State of Kansas	118
Student Housing Complex.....	119
Windy Hill Disc Golf Course	120
Mascots, Cheerleaders & Yell Leaders	30
Meal Payment Plans	48
Meal Times (Cafeteria)	27
Meats Evaluation Team	35
Media (Great Bend)	111
Medical Emergency Procedure	190
Medical Insurance	47
Medical Personnel (Great Bend)	111
Men's Vocal Ensemble (DaCapo)	34
Merit Award (Scholarship)	17
Methodology (Drug-Testing)	99
Military Service (School Credit)	82
Mission Statement (Campus)	14
Mission Statement, Intramurals	35
Movies (Great Bend Theaters)	111
Municipal Services (Great Bend)	110
Museum, Barton County Historical	112
Museum, Kansas Oil & Gas	113

N

National Honor Society, Non-Traditional	29
NCAA Banned Drugs	103
Newman Club	31
News for College Paper (See About)	106
Newspaper, Student (The Interrobang)	34
Nineteen (19) Meal Plan	48
Non-Criminal Offenses	86
Non-Discrimination Notice	2
Non-Eligible Programs (Financial Aid)	23
Non-Housing Resident Visitation Hrs.	49
Non-Instructional Days (Library Hours)	25
Non-Repeatable Courses	82
Notice of Non-Discrimination	2
Notification (Inclement Weather)	57
Numbers, Emergency	1
Nurse (Phone Number)	1, 46
Nurse (Student Health)	46
Nursing Club	31

O

Offender, First-Time (Drug-Testing)	101
Offender, Second-Time (Drug-Testing)	102
Offenses Against Academic Community	86
Offenses, Criminal	85

Offenses, Non-Criminal	86
Office of Student Services	28
Office Directory	6
Office, Student Senate	28
Official Transcripts	82
On-Campus Housing	48
Operational Procedures (Crime Stoppers)	53
Orchestra	35
Organizations & Clubs	29
Organization, Workforce Training & Educ. ...	33
Organization, Hispanic Amer. Leadership ...	30
Other Tuition and Fees	17

P

Park & Zoo, Brit Spaugh	112
Park, Veterans	114
Parking (Citation Appeals)	61
Parking, Handicapped	60
Parking Lots (Campus)	59
Parking Permits (Student Housing)	60
Part Time Jobs	44
Part Time Jobs (See About)	106
Payment	
Costs & Fees (See About)	106
Traffic Fines	60
Housing (See About)	106
Plans & Housing Costs	48
Plans (Meals)	48
Payout Dates, Financial Aid	24
Pell Grant Disbursement	23
Pep Band	35
Personal Appearance	56
Personal Class Schedule	4, 5
Personal Directory	9, 10
Personnel, Medical (Great Bend)	111
Phi Theta Kappa	32
Phone Numbers	
Ambulance	1
Campus Directory	6
College Nurse	1, 46
Counseling Center	1
Emergency	1
Family Crisis Center	1
Fire	1
Hospital (CKMC)	1
Personal Directory	9, 10
Poison Control Center	1
Police	1
Sheriff	1
Placement & Career Planning	44
Placement Policy	68
Plan, Emergency Action & Disaster	54
Planner, Weekly Academic	121-179
Planning, Career	44
Points of Interest (Barton County)	112
Poison Control Center (Phone Number)	1
Police (Phone Number)	1
Policy	
Academic & Enrollment	67
Academic Assessment	68
Borrowing (from Library)	25
Campus Computing Systems	45
Check Cashing (Bookstore)	26
College ID	55
Crime Detection/Prevention	54
Disciplinary	84
Drug-Free Communities Act	95
Drug-Free Schools Act	95
Placement	68
Problem Resolution	90
Release of Student Information	16
Return (Bookstore)	26
SAP	20
Security ID	55
Sexual Assault	61, 92
Sexual Harassment	93
Statement (Disciplinary Process)	84
Student Use of Computer	44
Substance Abuse	96
Tobacco-Free Campus	57
Traffic Enforcement	59
Population (Great Bend)	109
Positive Drug Test (Drug-Testing)	101
President's List	81
President's Welcome	3
Prevention of Crime	51, 54
Prevention Program (Substance Abuse)	97
Privacy Rights, Student (FERPA)	15
Probation, Academic	74
Probation (Financial Aid)	22
Problem Resolution Policy	90
Problem Resolution Procedure	91
Procedure	
Academic Probation	74
College Closing	57
Crime Detection/Prevention	54
Disciplinary	88
Operational (Crime Stoppers)	53
Problem Resolution	91
Reporting Sexual Assault Incidents	92
Security & Emergency	190
Sexual Harassment	93
Transcript Request	82

Process, Disciplinary	84
Process, Financial Aid Appeal	22
Professional Counseling	47
Profile, Great Bend Community	109
Program	
Drug & Alcohol Abuse Education ..	56
Drug-Testing	97
Substance Abuse Education	97
Objectives (Crime Stoppers)	53
Drug & Alcohol Abuse	56
Non-Eligible for Financial Aid	23
TRIO	66
Progress Standards, Financial Aid	20
Progress, Academic	74
Proposed Standards (Sexual Harassment) ...	64
Public Safety (Campus)	50
Public Service (Campus)	51
Publications (Intercom)	28
Publications (The Interrobang)	34
Purpose (Disciplinary Process)	84
Purpose (Sexual Assault Policy)	92
Purpose (Sub. Abuse/Drug-Testing Policy)	96

Q

Quivira National Wildlife Refuge	113
--	-----

R

Ranch & Agriculture Club	29
Rates, Graduation	55
Records, Student	Inside Front Cover
Records, Student Consent to Release	16
Recreation Services (Great Bend)	112
Refuge, Quivira National Wildlife	113
Registrar	106
Regulations, Gambling	57
Regulations, Smoking	57
Reinstatement, Academic	75
Release Educational Records	16
Release of Student Information Policy	16
Religious Institutions (Great Bend)	111
Repeatable Courses	82
Reporting Criminal Actions	54
Reporting Sexual Assault Incidents	92
Request, Transcript	82
Requirements, Catalog (Graduation)	80
Resident Hall Requirements	48
Resolution, Problem (Policy & Procedure) ...	90
Responsibilities, Advisor's (Advising)	36
Responsibilities, Faculty (Academic)	73
Responsibilities, Student's (Advising)	37

Restricted & Endowed Scholarships	18
Reward (Crime Stoppers)	53
Return Policy, Bookstore	26
Rights, Faculty (Academic Sanctions)	73
Rights, Student Privacy (FERPA)	15
Right-to-Know Act (Student)	55
Room Change in Housing	106

S

Safety, Public (Campus)	50
Sanctions, Academic (Basic Violations)	73
Sanctions, Academic (Capital Violations)	74
Sanctions, Drug-Testing	101
Santa Fe Trail	114
Satisfactory Academic Progress (SAP)	20
Schedule, Class (Personal)	4, 5
Scheduling (See About)	106
Scholarships	
Achievement Award	17
Activity & Departmental Awards ..	18
Barton Boost	18
Barton Incentive	18
Community	19
Endowed & Restricted	18
Excellence Award	17
Honor Award	17
Merit Award	17
School Closing (Inclement Weather)	57
School Credit (Military Service)	82
Second-Time Offender (Drug-Testing)	102
Security	
Act (Campus)	55
& Emergency Procedures	190
Campus	49
ID Policy	55
Personnel (Campus)	50
Senate, Student	28, 32
Services	
Academic Advising	36
Career Center	44
College Health	46
Community (Great Bend)	111
Disabled Student	1, 45
Financial Aid	20
Municipal (Great Bend)	110
Public (Campus)	51
Recreation (Great Bend)	112
Student	28
Student Support	66
Testing	43
Victim Support/Crime Witness ...	62

Sexual Assault	61, 92
Sexual Assault Guidelines/Actions	92
Sexual Assault Policy	61, 92
Sexual Harassment	64
Sexual Harassment Policy	93
Sexually Assaulted (What To Do If)	63
Sheriff (Phone Number)	1
Singers, The Hilltop	34
Smoking Regulations	57
Special Interest & Aptitude Test (See About) ..	106
Specimen Collection (Drug-Testing)	105
Spring Semester 2009 Academic Calendar ..	12
Stage Band	35
State of Kansas Map	118
Statement	
Disciplinary Policy	84
Historical	14
Mission	14
Mission (Intramurals)	35
Policy (Disciplinary Process)	84
Statistics, Crime (Campus)	55
Status, Suspension (Financial Aid)	22
Stop & Think Before Dropping That Class	76
Stoppers, Crime	52
Street Index, Great Bend	117
Student	
Academic Planner (Weekly) ...	121-179
Activity Center, Kirkman	107
Ambassadors	32
Code of Conduct (Disciplinary)	84
Consent to Release Educ. Records ...	16
Employment	27
Financial Aid	20
Graduation Rates	55
Government	28, 32
Health Nurse	46
Health Services	46
Housing	48
Housing Costs	48
Housing Complex Map	119
Housing Parking Permits	60
Information Policy (Release of) ...	16
Newspaper (The Interrobang) ...	34
Privacy Rights (FERPA)	15
Problem Resolution	91
Records	Inside Front Cover
Responsibilities w/Advisors	37
Right-to-Know Act	55
Rights (Capital Violations)	74
Rights for Due Process	87
Senate	28, 32
Senate Constitution	29

Student (cont.)	
Senate Office	28
Services & Activities	28
Services, Disabled	2, 45
Services Office	28
Support Services	66
Use of Computers	45
Students, High School (Upward Bound) ...	66
Students, International (Immunizations) ...	47
Students, International (Fees)	17
Substance Abuse	64, 96
Substance Abuse (Drug-Testing Program) ..	64
Substance Abuse (Education Program)	97
Substance Abuse (Policy)	96
Summer Session 2009 Academic Calendar ..	13
Support Services, Student	66
Support Services, Victim (Crime)	62
Suspension, Academic	74
Suspension, Financial Aid	22
Suspension Procedures (Academic)	74
System, Grading	78

T

Table of Contents	2
Team, Meats Evaluation	35
Template	
Academic Plan	42
Associate of Applied Science	41
Associate of Arts	38
Associate of General Studies	40
Associate of Science	39
Terminology (Barton)	107
Testing	43
Testing, Aptitude (See About)	106
Testing, Special Interest (See About)	106
(The) Hilltop Singers	34
(The) Interrobang	34
(The) Library	25
(The) Mission Statement (Campus)	14
Theaters (Great Bend)	111
Things To Do Before Meeting Advisor	37
Tobacco Free Campus Policy	57
Traffic Control	59
Traffic Enforcement Policy	59
Traffic Fines (Payment)	60
Traffic Violation, Pay/Appeal (See About)	106
Trail, Santa Fe	114
Transcript Request Procedure	82
Transcripts (See About)	106
Transfer & Articulation Agreement	81
Transfer Information	44

Transfer of Credit	83
Transportation (Great Bend)	110
TRIO Programs	66
Tuition & Fees (General)	17
Tutoring	45

U-V

Unacceptable Behavior	85
Upward Bound	66
Utilities (Great Bend)	110
Veterans' Counseling Services (See About) ..	106
Veterans Park	114
VICA	33
Victim (Crime Stoppers Definition)	52
Victim Support Services	62
Violation, Traffic (Pay or Appeal)	106
Violations (Academic Integrity)	72
Visitation Hours (Housing)	49
Vocational Industrial Clubs of Amer.	33

W

Weather Notification, Inclement	57
Weekend Brunch (Meal Times)	27
Weekend Dinner (Meal Times)	27
Weekly Academic Planner	121-179
Welcome to Barton!	3
What To Do If Sexually Assaulted	63
What To Do In An Emergency	190
What You Will Find at Advisement Ctr.	37
Where To Go On Campus To Find	106
Wildlife Area, Cheyenne Bottoms	112
Wildlife Refuge, Quivira National	113
Windy Hill Disc Golf Course	114
Windy Hill Disc Golf Course Map	120
Withdrawal from College	83
Women's Vocal Ensemble (Dolce)	34
Workforce Training and Education Org.	33

X-Y-Z

Yearly Calendars	Inside Back Cover
Yell Leaders, Cheerleaders & Mascots	30
Zero-Tolerance (Drug-Testing)	102
Zoo & Park, Brit Spaugh	112

Security and Emergency Procedures

In an emergency:

MEDICAL EMERGENCY - Call 911 and Security - IF:

- A. Life Threatening
 - 1. Patient is not breathing
 - 2. Patient is unconscious
 - 3. Patient is hemorrhaging
- B. Possible Spinal Injury
 - 1. Patient has fallen from ladder/building
 - 2. Hit by car
 - 3. Do NOT move patient
- C. Person has fallen
 - 1. Cannot get up
 - 2. In extreme pain

Call the Nurse:

- A. After calling 911 for Life Threatening Situations
- B. Before calling ambulance for other situations,
(If nurse is not on campus)
- C. 911 may be called at discretion of nurse/person in charge

EMOTIONAL CRISIS - Call 911 and Security - IF:

- A. Life Threatening
 - 1. Patient has overdosed
 - 2. Patient is unconscious
 - 3. Patient is in a state of hysteria,
(and nurse is unavailable)
- B. At the discretion of the nurse or person in charge

When calling from a pay phone, dial 911.

When calling from a campus phone, dial 9-911.

