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College Catalog 2014-2015

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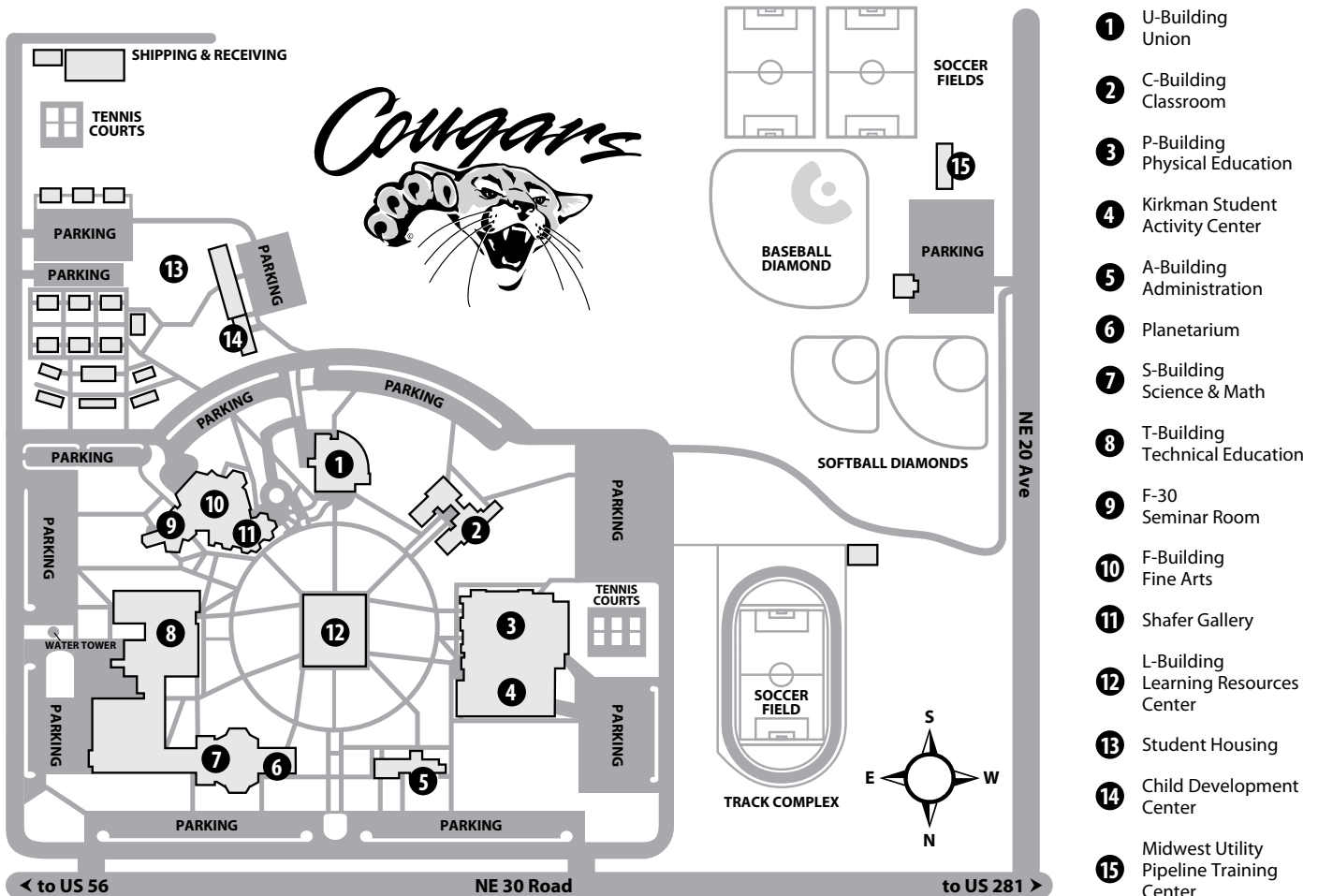
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The material in this catalog is provided for informational purposes and does not constitute a contract. For example, courses, curricula, and degree requirements, fees and policies are subject to constant review and change without notice. Please consult our website at bartonccc.edu for the most current information.

Barton Community College is located in Barton County Kansas. Any controversy or claim of any nature, arising out of or relating to or referring in any way to business done with Barton Community College, which controversy or claim cannot be amicably resolved, shall be settled in a court of competent jurisdiction in the State of Kansas. By doing business with Barton, each party consents and agrees to submit to the exclusive jurisdiction of said court and that Barton County Kansas shall be designated as the venue for the resolution of any claim.

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 Community College does not discriminate on the basis of race, color, national origin, sex, disability, age or any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton 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 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.

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

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FORT LEAVENWORTH**Marsha Hogan****Director of Fort Leavenworth Learning Services**

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Barton: (785) 784-6606, Ext 770 and 771
B.S. Emporia State University
(Formerly The Kansas State Teachers College)
M.S. Emporia State University
(Formerly The Kansas State Teachers College)
M.S. Kansas State University

General Information



■ ABOUT THE COLLEGE

aboutbarton.bartonccc.edu

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

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

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

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

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

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

The local citizenry and the college's faculty, staff and students put the "community" in Barton Community College and have spread its influence across the state and nation. The college has earned a reputation for its responsiveness to community needs, its adaptability to the changing environment, and its commitment to learning as a lifelong process.



Barton Community College

QUICK FACTS

| | |
|------------------------------------|--------------------------------------|
| Founding of the College | April 6, 1965 |
| Governing Body | Six-member elected board of trustees |
| First Fall Enrollment (1969) | 935 students |
| Students Served Annually | 13,000 plus |
| Average Student Age | 29.4 |
| Colors | Royal Blue and Light Gold |
| Mascot | Cougar |
| Fight Song | "Great to be a Cougar" |
| NJCAA Championships | 55 |

BARTON COUNTY CAMPUS

| | |
|--------------------------------|------------------------|
| Site | East of Bissells Point |
| Size | 160 acres |
| Buildings | 8 |
| Students Served Annually | 7,000 plus |
| Average Class Size | 12 |
| Student Accessible PCs | 300 plus |
| Student Housing Capacity | 340 |

FORT RILEY CAMPUS

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

FORT LEAVENWORTH CAMPUS

| | |
|--------------------------------|--------------|
| Started | October 2012 |
| Students Served Annually | 458 |
| Average Class Size | 9 |

COLLEGE PRESIDENTS

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



General Information

MISSION

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

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

Empowerment

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

Learning

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

Evaluation

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

Discovery

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

Growth

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

■ ACCREDITATION AND CERTIFICATION

accreditation.bartonccc.edu

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

Automotive Technology

auto.bartonccc.edu

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

Website: www.natef.org

Emergency Medical Services

ems.bartonccc.edu

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

Education Programs (CAAHEP)

Website: www.caahep.org

Medical Laboratory Technician

mlt.bartonccc.edu

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

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

Nursing

nursing.bartonccc.edu

The Nursing Program is approved by the Kansas State Board of Nursing and accredited by the Accrediting Commission of Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326

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

Website: www.acenursing.org

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



■ BARTON COUNTY CAMPUS

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

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

Learning facilities include numerous science labs, some of which are equipped for specific programs. The College's attention to technology can be found in its ITV rooms, 35 smart classrooms, numerous computer labs and technical program labs. The



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

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

Planetarium offers programs free of charge as a public service. A 40-foot dome theater with 66 seats, the Planetarium is equipped to recreate the night sky in amazing detail.

Cultural facilities include an 840-seat auditorium and the Shafer Art Gallery. Named for Hoisington, Kan., native and internationally known artist Gus Shafer and his wife, Eva, the gallery schedules shows of local, regional and national interest. Barton's Permanent Art



Collection features more than 800 pieces in its collection, including more than 25 Shafer bronzes and more than 100 works by Great Bend native Charles B. Rogers.

Recreational facilities include an all-weather

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

Barton offers on-campus housing for 340 students in a comfortable and fun setting for both men and women. Living on campus enhances students' opportunities to meet other students and adapt to college life easier and quicker. Conveniences like free cable and free Internet are available in each room.

■ CAMP ALDRICH CONFERENCE CENTER campaldrich.bartonccc.edu

The Camp Aldrich Conference Center, situated on 290 acres of rolling sand hills northeast of the college, features a classroom facility, cabins, a swimming pool, tennis courts, and much more.



Located approximately two miles north of Highway 156 between Claflin, Kan., and Cheyenne Bottoms Wildlife Refuge, the camp features 40 heavily-wooded acres preserved as a wilderness area. Buildings of rough



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



cedar and unique roof-lines blend into the rolling sand hills.

Approximately 70 species of wild flowers and grasses and 57 different species of birds have been identified by campers. Some of the birds are on the endangered species list. The camp property is composed of the Administration Building, parking lot, the Dining Hall, five lodges that can also be used for seminars and classrooms, a pool and a bathhouse. The day camp area has five shade shelters, much like those in recreational parks. Latrines and washstands are also located at each shelter.



For reservations or information, contact the Facility Management Office, Barton Community College, 245 NE 30 RD, Great Bend, KS 67530, 792-9340.

■ BARTonline BARTonline.org

Barton Community College operates a virtual campus using the eCollege Learning Management System. BARTonline provides a learning platform that puts students in charge of scheduling. Courses are scheduled in weekly blocks allowing students to determine the time of day and the days of the week they attend class. Students can work toward or complete a variety of degree and certificate programs. Students may also take classes for the purpose of transfer to other institutions.



BARTonline.org
ONLINE LEARNING OPPORTUNITIES

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

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

■ FORT LEAVENWORTH CAMPUS flmilitary.bartonccc.edu

Fort Leavenworth is the oldest military installation west of the Mississippi River. It was established in 1827 as a forward operating base to protect the Santa Fe and Oregon Trails. Lewis and Clark explored the area where the fort is located between 26–29

General Information

June in 1804. Fort Leavenworth is historically known as the "Intellectual Center of the Army." This tradition began in 1881, when General William T. Sherman established the School of Application for Cavalry and Infantry. The school evolved into the U.S. Army Command and General Staff College (CGSC), which currently resides at Fort Leavenworth. Today, Fort Leavenworth covers 5,634 acres and houses over 3,600 permanent party soldiers.



Many of these soldiers stationed at Fort Leavenworth support the United States Disciplinary Barracks (USDB) which is the only maximum security correctional facility in the Department of Defense and the oldest penal institution in continuous operation in the Federal prison system. In addition to the soldiers "permanently" stationed at Fort Leavenworth, 1,400 students and their families also reside on the installation during their nine-month assignment to CGSC (Command and General Staff College.)

The Barton Fort Leavenworth campus provides education and training to the total military family. The Fort Leavenworth campus administration office, classrooms, and computer labs are located in Building 62. The campus also provides instructional services for Military Schools Program, Basic Skill Enhancement Program (BSEP), and Leaders Skills Education Courses (LSEC) as well as evening and weekend college courses.

■ FORT RILEY CAMPUS

frmilitary.bartonccc.edu

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

The Barton-Fort Riley campus provides education and training to the total military family as well as selected specialized education and training to the entire state. The campus provides 12 degree programs. In addition, BARTonline, the college's site for online courses, is administered at the Fort Riley campus.

The Fort Riley campus administration building is located in Building 217 on the Main Post of Fort Riley, located across from

the Fort Riley Museum and the Custer House. The campus provides instructional education for the on-duty educational programs for Basic Skill Enhancement Program (BSEP) and Leaders Skills Education Courses (LSEC), and evening and weekend courses, with all courses leading to a degree. Classrooms are located on Main Post and Custer Hill. Barton provides the Fort Riley Tutor Center for the students of the seven consortiums school on Fort Riley (Kansas State, Southwestern, University of Mary, Central Michigan University, Upper Iowa University, and Central Texas College). Barton provides the DANTES test site for CLEP and DSST for Fort Riley and the surrounding area students. Courses also are offered at the Hazardous Materials and Emergency Services Training Institute located at 100 Continental Ave., Grandview Plaza, KS



■ HAZARDOUS MATERIALS AND EMERGENCY SERVICES TRAINING INSTITUTE

hmesi.bartonccc.edu, bartonsafety.org

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



ment/homeland security, occupational safety and health and courses in Emergency Medical Technician and Paramedic, which may lead to certificates and an associate degree.

Military Schools Program

Military Schools Program provides centralized vocational training to the soldiers of Fort Riley. The program's sec-

ondary mission is to provide training to U.S. Government employees and other members of the total Army family.



Military On-Site Training Program (MOST)
hmedi.bartonccc.edu/military-training.html

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

BARTON COMMUNITY COLLEGE FOUNDATION

bartonccfoundation.org

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



Related to and allied with the College, the Foundation operates as a non-profit corporation coordinating annual friend/fundraising activities and events.

The Foundations' academic scholarship applications can be completed either online or in person with the preference deadline of June 1.

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



Silver Cougar Club
bartonccc.org

Silver Cougar Club is a membership organization for anyone 55 years of age or older residing within the seven-county Barton Community College service area.

Membership benefits include: special events and activities throughout the year (some with a minimal cost), reduced fees for classes, admission to sporting events, special Silver Cougar Club socials and

a bi-monthly newsletter. Dues are currently \$15 for a single or \$25 for a couple's membership. For more information, contact the Barton Community College Foundation Office at 786-1136 or 792-9306.



Getting Started

■ ADMISSIONS

Rights of the College

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

Admissions Procedure

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

In compliance with Kansas Statue KSA 2009 Supp. 65-129, the College has instituted a tuberculosis prevention and control policy for students. All students applying for admission to Barton with classes in classroom setting, will be required to complete a Tuberculosis Screening Questionnaire. **VERY IMPORTANT:** A yes response to ANY of the five questions will classify the student in a "high risk" tuberculosis category as defined by the Kansas Department of Health and Environment guidelines. These students will be required to complete a Tuberculosis Assessment at the local health department, medical clinic or BCC Student Health prior to attendance in a college classroom. Failure to comply will result in holds on further enrollments and the release of permanent transcripts.

ADMISSIONS POLICY: SPECIAL STUDENT

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

- Is not seeking an approved certificate or degree from Barton
- Is taking classes for personal enrichment
- Is a high school/home school sophomore, junior or senior with written permission from the high school/home school administrator
- Is a high school/home school student enrolled in an approved gifted program with written permission from the high school/home school administrator

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

ADMISSIONS POLICY: REGULAR STUDENT

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

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

- The student must declare a degree or certificate program of study, and

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

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

Selective Admissions Policy

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

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

Emergency Medical Services – Paramedic Students ems.bartonccc.edu

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

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

Admission Procedure

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

Application Process:

1. Complete Application Form for Barton's Paramedic Program
2. Complete student portion of "Barton Allied Health Programs History & Physical Form"
3. Schedule a physical exam with your physician. Have your physician complete the appropriate section of the "Barton Allied Health Programs History & Physical Form." **NOTE:** You will be required to provide copies of immunization records as well as complete the Barton immunization form.

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

Medical Lab Technician Students mlt.bartonccc.edu

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

Admission Procedure

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

Application Process:

1. Apply to the college, submitting all college and high school transcripts
2. Apply to the MLT program (form 1) and submit references (form 2)
3. Set up Verified credentials account after notified of MLT application and references. Includes: background check, health forms, immunization records, current TB test/chest x-ray, proof of current health insurance, current CPR proof.
4. Interview (in person or SKYPE)
Acceptance is limited by readiness to enter the program,

therefore students are selected based on the following criteria:

- a.) the applicant's interview
 - b.) academic credentials
 - c.) cooperative lab support
 - d.) general education course completion including phlebotomy and the phlebotomy clinical practicum
 - e.) references/employers as solicited by applicant
5. Selected applicants for the Program are notified of admission

The remaining applicants are notified that they are alternates or that they are referred for career counseling.

Nursing Students nursing.bartonccc.edu

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

A career in nursing provides a wide variety of job opportunities. Nurses practice in many settings (hospitals, long term care facilities, community agencies, clinics, schools) and care for all age groups.

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

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

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

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326

Phone: (404) 975-5000

Fax: (404) 975-5020

Website: www.acenursing.org

Admission Procedure

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

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

Getting Started

Note: Possession of a misdemeanor or felony conviction may preclude acceptance into the nursing program and/or licensure as a Licensed Practical Nurse or Registered Nurse in the state of Kansas. (Statute Kansas Nurse Practice Act 65-1120).

SPECIAL NOTES:

Former Barton Students

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

Home School Students

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

Transfer Students

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

Individuals who are on academic probation, suspension or dismissal from another college, may apply for admission. If accepted, the student will be admitted according to the Academic Progress Policy which places the student on a one-semester probation.

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

Barton accepts transfer credit earned at regionally accredited colleges in the United States. Transfer credits will be accepted from colleges and universities starting from the year they are accredited or hold candidacy status with the North Central Association of Colleges and Schools, Middle States Association of Colleges and Schools, New England Association of Colleges and Schools, Northwest Association of Colleges and Schools, Southern Association of Colleges and Schools, and the Western Association of Colleges and Schools.

Transfer credit from institutions recognized by CHEA (www.chea.org) and/or the US Department of Education are subject for review by the Registrar and the Vice President of Instruction and Student Services. Transfer credit from non-accredited institutions will not be accepted at Barton unless approved by the Registrar and/or the Vice President of Instruction and Student Services. All transfer hours will be equated on the semester-hour system. All credits and grades including repeated courses will be listed on the Barton transcript and calculated into the student's cumulative grade point average.

To be eligible for graduation, students must have completed at least 15 hours out of the required sixty-four (64) hours from Barton Community College. Students seeking a certificate from Barton must have completed at least 25% of the required courses from Barton.

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.

Students seeking a degree from Barton need to provide all official transcripts for previous coursework.

Non-degree students are not required to submit transcripts unless it is needed for a course prerequisite. Non-degree seeking student's transcripts will be kept on file and only evaluated as needed and/or as requested by the student.

Army Enlistees

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

International Students

- International students must adhere to all Barton Community College admissions policies.
- An international admissions packet must be submitted for review by May 1 for the fall semester and October 1 for the spring semester.
- A TOEFL score of 500-paper/73 computer is required. Students from an English speaking country are not required to take the TOEFL. A conditional admission may be allowed for a TOEFL score under 500/ 73. Enrollment will be restricted under this conditional admission. Students may be required to enroll in appropriate English as a Second Language course(s) upon arrival in addition to their academic program of study.
- Proof of graduation from a secondary school or equivalent is required. All transcripts from the secondary school or any college/universities attended of prior work must include certified English translations. Faxed or copies will not be accepted as official.
- New international students will be charged a one-time nonrefundable application/enrollment fee of \$150 after completing their initial enrollment at Barton Community College.
- All admissions criteria must be met before housing application forms are approved. The housing deposit fee is required before acceptance is granted to the College.
- Each student is required to have adequate medical insurance
- Each student must provide copies of their immunization record in English. **IMMEDIATELY ON ARRIVAL TO CAMPUS** arrangements must be made with Student Health Services to have a medical assessment, TB screening and review of

immunizations. These assessments are **MANDATORY** prior to attending classes.

- The minimum academic year expense is \$12,000. However, students should plan to bring more than this amount so that they can pay summer expenses, if applicable. Students who choose to attend Barton must do so with the intention of paying all expenses from their own financial resources.
- Each student desiring transfer from another educational institution in the United States will be evaluated on a case-by-case basis by Barton's International Admissions Office.
- Barton's International Admissions Office will review all international applications for acceptance each semester.

■ ENROLLMENT PROCEDURE: BARTON COUNTY CAMPUS

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

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

Regular students

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

New Students:

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

Returning Students:

1. Schedule an appointment with your academic advisor
2. Enroll with your academic advisor
3. Make payment arrangements and receive a copy of your schedule from the Business Office in the Kirkman Student Activity Center. For more information contact the Business Office at 792-9321.

Special Students

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

*Students may be required to submit placement scores, college

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

Barton County Campus:

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

By Phone:

Call Enrollment Services at 792-9252.

Off Campus Classes:

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

■ ONLINE LEARNING

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

Other regulations

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

■ ENROLLMENT PROCEDURE: BARTON FORT RILEY CAMPUS

College Programs (Classes are for all students to include Active duty military, family members of active duty, veterans, retirees, civilians and community members)

Students can enroll in classes up to 8 weeks prior to the start of classes by visiting the Barton-Fort Riley office at Building 217 Custer Ave, Fort Riley and meeting with an advisor or enroll in courses by using Genius portal on the BARTonline.org website. Active duty military must submit tuition assistance (TA) requests through GoArmyEd.

College Program courses are available during daytime, evening and weekend hours. Sessions are eight (8) weeks in length, are traditional or hybrid courses. Hybrid 3-credit class meets once each week for 3 hours and 5 credit courses meet twice for 3 hours each week for 8 weeks. Payment for the courses can be completed online or in the Barton office.

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

LSEC (Leader Skills Enhancement Courses) (Active duty military, veterans, Kansas National Guard/Reserve, DOD employees, retirees, and their family members.)

New students enroll in LSEC classes through the Barton Office and the Army Education Center at Building 217 Custer Ave, Fort

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Riley, or for returning students, they can go online using the BARTonline.org and GOARMYED.com websites.

Enrollment in LSEC classes begin 8 weeks prior to the start of classes for active duty military and 6 weeks prior for all others.

LSEC courses are only offered during on-duty hours, books are provided at no cost to the student, and tuition is scholarship to the student. Cycles are six (6) weeks in length, traditional type classes meet every day for 1½ hours.

BSEP (Basic Skills Education Programs) (Active duty military, and if space is available, family members of active duty, veterans, DOD employees and retirees)

These are developmental classes for active duty military which are designed to enhance basic math, reading, and writing skills for the GT and Armed Forces Classification Test (AFCT) testing. These developmental classes also help prepare for college level study. Whether you need to build your basic skills or just gain confidence in them again, these courses are designed to help you succeed. These courses do earn college credit but do not count toward graduation requirements.

Active Duty Military must enroll in BSEP classes with the Army Education Centers. Family members, veterans, DoD employees and retirees may enroll in BSEP classes based on space availability in the Barton Office at Building 217 Custer Ave, Fort Riley.

Enrollment in BSEP classes begin 8 weeks prior to the start of classes. Classes meet Monday thru Friday for three (3) weeks, 3 hours each class period.

■ TESTING AND PLACEMENT

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

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

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

OTHER TESTING SERVICES

For information about other testing services, please see the Student Services section of the catalog on page 25.



Fall 2014 - Summer 2015 Cost Information

Legal Residence in Kansas - \$91 per credit hour

| | Semester (16 credit hours) | Yearly (32 credit hours) |
|-------------------|----------------------------|--------------------------|
| Tuition | \$1456 | \$2912 |
| Books (estimated) | \$415 | \$830 |
| Total | \$1871 | \$3742 |

Legal Residence outside Kansas (within the USA) - \$122 per credit hour

| | Semester (16 credit hours) | Yearly (32 credit hours) |
|-------------------|----------------------------|--------------------------|
| Tuition | \$1952 | \$3904 |
| Books (estimated) | \$415 | \$830 |
| Total | \$2367 | \$4734 |

International Residents - \$174 per credit hour

| | Semester (16 credit hours) | Yearly (32 credit hours) |
|-------------------|-------------------------------------|--------------------------|
| Tuition | \$2784 | \$5568 |
| Books (estimated) | \$415 | \$830 |
| Total | \$3199 | \$6398 |
| Additional Fee | \$150 – One time administrative fee | |

Housing Costs - Housing contract includes 19 meals per week plan

| Summer 2014 | |
|-------------|--|
| Deposit | \$100 (\$50 refundable) |
| Cost | Start at \$332 per session with no meal plan |

| Fall '14 and Spring '15 Semesters | Semester Cost | Annual Cost |
|-----------------------------------|--|-------------|
| 19 Meals per week | | |
| Twin Suite, Double Occupancy | \$2,689.50 | \$5,379.00 |
| Single Suite, Double Occupancy | \$3,139.50 | \$6,279.00 |
| Deposit | \$120 (\$50 refundable) required to reserve space. Housing reserved on a first-come first-serve basis. | |
| Single room rate | Additional charge for single occupancy or deluxe suite upon availability. | |

NOTES:

- Requests for full refund of deposit must be submitted in writing to Office of Student Housing prior to official move-in day. Email studenthousing@bartonccc.edu.
- No meals are included with the summer housing price.
- Students who choose to pay the entire semester at the time the first payment is due will receive a 4% discount.

YEARLY COST ESTIMATES

*Based on 16 credit hours per semester X 2 semesters

| | Kansas Resident | Non-KS Resident (U.S Citizen) | International Resident |
|-------------------------------------|-----------------|----------------------------------|------------------------|
| Tuition | \$2912* | \$3904 | \$5568 |
| Books | \$830 | \$830 | \$830 |
| Housing** | \$5379 | \$5379 | \$5379 |
| Total Cost (**Estimated) | \$9,121 | \$10,113 | \$11,777 |

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

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

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

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

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

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

Getting Started

■ RESIDENCY STATEMENT

All applicants must indicate your residency status on the application.

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

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

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

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

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

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

TUITION & FEE WAIVER FOR DECEASED SAFETY OFFICER DEPENDENTS

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

Waiver Guidelines

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

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

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

Tuition & Fee Waiver for Dependents of Veterans

K.S.A. 75-4364 provides an opportunity for dependents and spouses of certain military personnel who died on or after September 11, 2001, while, and as a result of, serving in active military service to enroll in Kansas postsecondary educational institutions without payment of tuition or fees. Enrollment without payment of tuition and fees means that an eligible student will be allowed to enroll without payment of tuition or any mandatory fees required of all students at the time of enrollment. The student will be responsible for other charges associated with the student's academic program and living costs.

■ FINANCIAL AID

financialaid.bartonccc.edu

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

MERIT-BASED AID

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

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

*Students must be a full-time student (12 hours or more) to be eligible for these awards. The student will be offered the highest award possible based upon the student's current verified Kansas HS GPA, ACT score or GED score. The award will renew the next award year at the student's Barton GPA. Students must fill out the Admission/Scholarship application to be considered for the merit-based aid. An online version of the application can be found at GoBarton.com. The scholarship application deadline is March 15th for the Fall semester and November 15 for the Spring semester.

OTHER INSTITUTIONAL SCHOLARSHIPS

Activity Scholarships

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

Departmental Scholarships

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

Foundation Scholarships

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

SERVICE-BASED AID

Trooper Bill Scholarship

An automatic (no application required) scholarship available to military dependents taking College Programs who are: Kansas residents, seeking a degree or certificate at Barton and have at least a 3.5 or higher overall GPA. The scholarship is worth \$100 per term (\$300 annually) and is credited directly to the student's account at one of the term payout dates.

NEED-BASED AID

Federal Financial Aid

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

Federal Pell Grants (PELL) are funded by the federal government and do not need to be repaid. This program is designed for undergraduates who do not have a bachelor's degree, and it serves as the foundation, or base, for other forms of aid. Eligibility is based on need. The amount of the Pell Grant is determined by a federal funding formula, number of credit hours and weeks for which the student is enrolled. The maximum award for the 2013-14 year is \$5,645.

Federal Supplemental Educational Opportunity Grants

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

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

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

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

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

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

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

Return to Title IV Refunds

Students who withdraw 100% from classes, officially or unofficially, may be subject to repaying a portion of their federal aid. Federal funds that may be effected by a withdrawal are the Federal Pell grant, Federal student loans, Federal SEOG, and the Federal ACG grant. When a student withdraws, Barton must determine the actual amount of federal aid the student earned while attending. If the student drops

Getting Started

all classes before 60% of completion, federal aid will be subject to a return to the Department of Ed. If classes are dropped after completing 60%, the aid is considered earned and will not be subject to recalculation or repayment to the Department of Education.

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

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

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

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

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

■ STUDENT HOUSING

housing.bartonccc.edu

Barton Community College offers on-campus housing for 340 students with single occupancy options in a comfortable and fun setting for both men and women. Living on campus can enhance your opportunity to meet other students and adapt to college life more easily and quickly.

Conveniences include free: cable, internet availability in each room, access to newly released movies updated monthly, three laundromats, phone service, two Eco-friendly drinking water stations, large flat screen TV & Wii in the commons areas and access to indoor pool and workout facility.

The application process is simple and based on a **first come first serve basis upon receipt of the reservation/damage deposit.** Go online at housing.bartonccc.edu to view the student housing options and complete contract online. The housing brochure which includes additional information is available online as well

as in the Admissions Office located in the Kirkman Visitors Center. Barton mandates that all full-time freshman students (those enrolled in 12 or more semester hours with a total of less than 24 successfully passed college credits) are required to live in college residence halls. You may be exempt from being required to live in the college residence halls if you meet at least one of the following criteria:

- Are married
- Are 21 years of age or older, or
- Have children or child who reside(s) with you
- Live in Barton County, or bordering county with parents, legal guardian, or other immediate family member.

Meningitis Health Information Facts

Students residing in campus housing are required to review information provided on meningitis and the possible dangers related to the disease.

They are encouraged to receive the vaccine. Students must provide either documentation of the vaccine or sign the provided waiver indicating declining of vaccine at this time. Students under 18 years of age must have parent or guardian sign the waiver.

A booster vaccine is recommended if student was vaccinated prior to the age of 16. Check with your medical provider. This vaccine should not be confused with HIB that is given to young children.

Recent studies suggest younger students who live in dorms, those who smoke, and those who spend more than four hours a week in congested areas are at greater risk for developing this disease. It is rare but severe and frequently fatal.



Student Services

■ ACTIVITIES

Student activity programming supplements instructional programming by providing experiences designed to increase students' enjoyment of life and stimulate their personal growth and social development. Student interest organizations, clubs and activities have been created to provide these opportunities and experiences. Each club or organization has one to two faculty or staff sponsors who are directly responsible to and for their respective groups. The Director of Student Life oversees these activities and clubs.



Student Government Association – The SGA is the representative body of the student population. It is comprised of elected student officials who provide a “voice” for the student body relevant to their campus experience, and who plan student activities. Elections are held for sophomores in the spring semester and for freshmen in the fall semester. Contact the Director of Student Life at 792-9271 or engled@bartonccc.edu for more information.

Intercom - a monthly source of information about student activities taking place on campus and other need to know information. It is sent via email to students' college (bartoncougars.org) email address and available on the web under Student Life. Contact the Director of Student Life at 792-9271 or engled@bartonccc.edu for more information.

■ ADVISEMENT

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

An Advisement Coordinator will assign an advisor to all degree seeking students. Non degree seeking students may request an advisor or may contact an Advisement Coordinator when help is needed.

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

- Degree Planning
- Career Options
- Enrollment
- Dropping/Adding a class

- Changing majors and/or advisors
- Graduation requirements
- Advice on courses, schools, and life issues

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

Barton County Campus Advisement Center

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

Barton Fort Riley Advisement Services

Building 217, Fort Riley Campus
(785) 784-6606 or (877) 620-6606
advisement@bartonccc.edu

■ TESTING AND PLACEMENT

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

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

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

OTHER TESTING SERVICES

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

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

The following nationally-normed instruments can be administered:

DANTES - CLEP & DSST: Testing instruments provided by Barton Fort Riley Testing Center which allows the student to receive

Student Services

credit for informal learning by “testing out” of entry-level and upper-level courses. Military soldiers are able to take the test at no cost, fees apply to all other students.

The CLEP test is also offered at the Barton County Campus.

Tests Administered Through Other Testing Agencies

Automotive Service Excellence Exam (ASE)

Please contact the Barton County Campus Testing Center at 792-9344 or 792-9282 or the Fort Riley Testing Center at (785) 240-3617 to make an appointment or further information.

BOOKSTORE

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



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

CAREER CENTER

careercenter.bartonccc.edu

Career Exploration

Barton’s Career Counselor is available to assist you with choosing a career that fits a student’s personality and interests. Assessments of abilities, values and interests are available to assist in choosing a major. Further career exploration resources are available through the Career Center such as books, videos, job shadowing, and assistance with online resources.

Internships/Job Shadow

An internship or job shadowing experience may be arranged through the Career Center. Internships are work experiences that enhance learning and help to verify career choice or encourage exploration of further options. Internships are often unpaid work and may or may not be for college credit.

Job Search Assistance and Part Time Employment

Resources and personal assistance are available in the following areas: resume and cover letter writing, completing job applications, developing interview skills, professional etiquette and job search assistance. Current opportunities are posted on our website for on and off campus employment at careercenter.bartonccc.edu

Transfer Information

Catalogs and brochures from public and private colleges in the

state of Kansas are available outside of the Career Center Office. Information about transfer equivalency of Barton courses to other institutions is also available. Information from colleges outside of Kansas will be obtained at your request. Many Kansas colleges send admissions representatives to Barton to speak with our students. Check the Career Center website for specific dates and times.

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

CHILD DEVELOPMENT CENTER

cdc.bartonccc.edu

Students, faculty, and staff with children between the ages of 2 weeks and 12 years have access to the Child Development Center located at the Barton County Campus on a space-available basis. The Center is open from 7 a.m. to 6 p.m. whenever College offices are open. The Center remains open for child care services on Fridays in summer when the Barton County campus offices observe a summer schedule. Located adjacent to the three-story Phase IV Housing Complex, the Center provides care for as short a time as one hour and as long as eleven hours each day. The



Center is licensed by the State of Kansas to provide care for up to 66 children during each academic semester. The Director of the Child Development Center can be reached at 786-1131 or 792-9360 to provide information about Center enrollment.

COUNSELING

counseling.bartonccc.edu

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

COMPUTER LAB

The Student Services computer lab on the Barton County campus makes available to students and others PCs, printers, and scanners. Qualified personnel are available to assist with Internet access, word-processing, and other computer assignments. On the Barton County campus, the computer lab is located in the far

northwest corner of the Learning Resource Center. On the Fort Riley Campus, computer access is located in Buildings 7604 and 215 when computer classes are not in session. Additionally, the Fort Riley Tutor Center located in Building 7656 has computers available during the day for students.

■ DISABILITY SERVICES

Disability Services provides and coordinates academic or other accommodations to students with disabilities in order to promote equal educational opportunities. Accommodations are provided on an individualized, case by case basis. Prior to receiving accommodations, students are wholly responsible for identifying themselves as being disabled and for providing the proper documentation. Students with disabilities seeking academic accommodations are encouraged to contact the Student Services office as soon as possible at (855) 509-3367 or may contact disabilityservices@bartonccc.edu. Students attending the Fort Riley campus may contact the Fort Riley Student Support office at (785) 784-6606 or e-mail disabilityservices@bartonccc.edu to request assistance with accommodations. Fort Leavenworth students should contact (855) 509-3375 or e-mail disabilityservices@bartonccc.edu to request assistance with accommodations.

■ HEALTH SERVICES

healthservices.bartonccc.edu

Barton employs a registered nurse full-time from August through May. Clinic hours are Monday, Wednesday and Thursday 8 a.m. to 4 p.m.; Tuesday 8 a.m. to 5:30 p.m.; and Friday 8 a.m. to 1 p.m. After hour emergency contacts can be made by calling cell phone 786-0392. Basic services are free to all students and employees of the college. **All expenses incurred through medical, dental and eye referrals are the responsibility of the student, parent or guardian.**

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

Services available include:

1. First aid and emergency care.
2. Routine health checks.
3. Assistance with medical, dental and eye referrals
4. Immunization information and assistance with updates
5. Prescription injections can be given with approval of prescribing physician and college nurse. Medication must be provided by the student.
6. Assistance with family planning, STD and HIV counseling
7. Medical information source

Immunization Information

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

1. Proof of immunizations is not required but it is HIGHLY recommended that all college students review and update their immunizations.

2. Informative guidelines on immunizations are available in the Student Health Office.
3. Limited immunizations may be obtained through Student Health Services. Minimal fees are assessed. If your insurance covers immunizations, it is advised you receive them from your Healthcare provider or Health Department. The college does not process insurance claims.
4. Housing students and international students are asked to provide immunization information along with health assessment at enrollment.
5. **ALL INTERNATIONAL STUDENTS** are mandated to be seen in Student Health within 24 hours of arrival on campus. Mandatory TB screening will be completed, along with a health assessment including review of immunizations. The TB screening and updates of immunizations will be required to be completed prior to attendance of classes.
6. Campus housing students will be required to show documented proof of meningitis immunization or the signed waiver.
7. As per KS Statute KSA 2009 Supp. 65-129, all students entering a classroom will be screened for tuberculosis. Those who evidence heightened risk will be required to provide the TB Risk Assessment Evaluation which must be completed by a health care professional. Students requiring a Tuberculosis Risk Assessment may inquire at Student Health for testing or go to local Health Department or Healthcare Provider. Assistance with referrals will be provided as needed.

Medical Insurance

According to the Affordable Care Act (ACA) all individuals are required to maintain Essential Coverage in Health Insurance. The college does not have a plan or endorse any particular plan.

■ LIBRARY

library.bartonccc.edu

Barton's Library offers a variety of resources to meet the informational and research needs of students and area residents. Access is provided to the library's print and electronic resources including, but not limited to, books, e-books, periodicals, and databases. The library strives to adjust its resources and services to meet the needs of its patrons.

Research and general library assistance is available in person, by phone 792-9365/(888) 403-1900, or e-mail library@bartonccc.edu.

Library hours may alter with the season, campus closings, school holidays, and by demand as dictated by student use. Hours of operation and any variations will be posted on the library's website and Facebook page.

For more information, stop by the library which is located in the south end of the Learning Resource Center, call 792-9365, or visit the library's web site at library.bartonccc.edu.

■ CAMPUS SAFETY

At Barton the safety and well being of our students, faculty, staff and visitors are of utmost importance. With the support of other departments, we have many people involved in keeping this

Student Services

campus safe and secure; however, a truly safe campus can only be achieved with the cooperation of all students, faculty, staff and visitors.

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

■ TRIO PROGRAMS STUDENT SUPPORT SERVICES

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

Services

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

Eligibility

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

Location

The Student Support Services program offices are located in the north end of the Learning Resource Center. Staff members may be reached by calling 792-9240.

UPWARD BOUND PROGRAMS

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

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

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

Barton County Upward Bound:
Serves Ellinwood, Hoisington, and Great Bend
Contact: 792-9219 or bcub.bartonccc.edu

Central Kansas Upward Bound:

Serves Central Plains, Chase, Ellsworth, Lyons, and Wilson
Contact: 786-1181 or ckub.bartonccc.edu

EDUCATIONAL OPPORTUNITY CENTER eoc.bartonccc.edu

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

Services

Services include: Career exploration, college and vocational school searches academic advisement, financial aid and admissions assistance, placement in and guidance through high school diploma or GED programs, campus visits, financial literacy, supportive workshops, job networking, and mentoring.

CKEOC Service Area

The CKEOC service area covers 33 counties with EOC Advisors available to meet with current and prospective participants within Workforce Centers. The main EOC office is located in the Great Bend KansasWorks Center and satellite offices are located in Hays, Junction City, Manhattan, Salina, and the Barton Fort Riley Office.

Contact Information:

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

■ TUTORING

Peer and professional tutoring is provided free of charge on the Barton County Campus from 8 a.m. to 9:30 pm Monday through Thursday and from 8:00 a.m. to 4:30 p.m. on Fridays. Evening, Sunday and summer tutoring hours vary and will be posted at the beginning of each semester. Contact the Barton County Campus Tutoring Center at 786-1127. Professional tutoring services are provided free of charge at Fort Riley in Building 7656. Tutoring is available Monday - Tuesday, 9 a.m. to 5 p.m.; Wednesday - Thursday, 9 a.m. to 7 p.m.; and Friday, 9 a.m. to 3 p.m.; Saturday, 11 a.m. to 3 p.m. Please contact the Fort Riley Tutoring Center at (785) 240-3617 or (785) 784-6606 ext. 763.

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

■ VETERAN SERVICES veteranservices.bartonccc.edu

The College assists veterans, active duty, and family members in securing educational benefits. Information may be obtained from the nearest Veterans Administration Office or the College's Veteran Service representatives. The Barton County campus VA representative can be reached at (800) 748-7594 ext. 363, and the Fort Riley and Fort Leavenworth campus VA representative can be reached at (785) 784-6606 ext. 707.

Academic Information

■ ACADEMIC INTEGRITY

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

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

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

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

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

■ CODE OF CONDUCT

Barton County Community College has established and maintains 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.

The objectives of the disciplinary process at Barton County 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.

Complete Code of Conduct procedure available at studentconduct.bartonccc.edu.

■ COLLEGE TO UNIVERSITY ARTICULATION AGREEMENTS

Barton promotes the development of partnerships with colleges and universities. One of the leading outcomes of these partnerships are articulation agreements. Agreements may benefit students interested in general transfer or students who are pursuing specific programs of study. For more information, please check out the following website: bartonccc.edu/instruction/transartic

■ DEVELOPMENTAL EDUCATION

Statement of Philosophy

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

We create a learning environment in which faculty, staff, and administration employ the best practices in their field, promote individual initiative, honor diversity, empower independent learning, and encourage risk taking, active learning, problem-solving, and critical thinking while we model a lifelong commitment to learning.

Mission Statement

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

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

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

| READING | CREDIT HOURS |
|--|--------------|
| Basic Reading | 3 |
| Intermediate Reading | 3 |
| ENGLISH | CREDIT HOURS |
| English for Speakers of Other Languages (ESOL) Lab | 1 |
| ESOL Conversational English | 1 |
| ESOL Academic Vocabulary | 1 |
| ESOL Sentence Structure | 1 |
| Intro to English Language | 6 |
| ESOL I | 3 |
| ESOL II | 3 |
| ESOL III | 3 |
| Basic English | 3 |
| Intermediate English | 3 |

(Chart continues on top of page 30)

| MATH | CREDIT HOURS |
|------|--------------|
|------|--------------|

| | |
|--------------------------|---|
| Basic Applied Math | 3 |
| Basic Algebra | 3 |
| College Preparatory Math | 3 |

| | |
|------------------------|----------|
| Student Success | 3 |
|------------------------|----------|

Barton ACE

Barton Community College’s ACE program helps students master needed math and reading skills in an accelerated time frame. The ACE Lab is located in the classroom building.

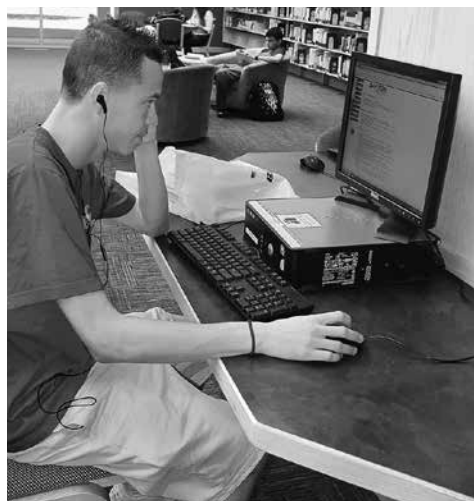
Advisors or the Student Support Services staff assist students with the selection of appropriate developmental courses should testing indicate that the student could benefit by enrolling in one or more of these courses.

■ **MILITARY SERVICE SCHOOL CREDIT**

Barton Community College will award college credit to veterans and military personnel enrolled at Barton who have successfully completed specialized training in a military service school. For active duty service members, a Joint Services Transcript (JST) and Enlisted Records Brief (ERB) are used to complete the military evaluation process. The evaluation for the number of credit hours to be awarded will be based on the recommendations as set forth in “A Guide to the Evaluation Experiences in the Armed Services,” published by the American Council on Education. Veterans must provide documentation that shows the correct identification of the training program by title, length, location, and course number and submit a DD214 form in addition to any certificates of training you may have.

■ **OUTCOMES ASSESSMENT**

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



Programs of Study

OVERVIEW

Programs and Curricula

Barton Community College offers a comprehensive curriculum including: transfer opportunities, career technical education programs, general education coursework, certificate and associate degree programs. The College's goal is to provide high quality education and training in all of its courses, regardless of the program of study. Flexibility in planning a course of study, along with experienced advisors, assists our students reach educational goals.

Transfer Programs

Barton is fully accredited by the Higher Learning Commission, therefore credits earned are accepted by most colleges and universities in the United States. By following the information provided by the Transfer Equivalency Program a student will be able to carefully plan an associate degree program, which will transfer without loss of credit. Students should utilize the expertise of academic advisors on campus, as well as information gained by contacting colleges and universities concerning degree requirements within the appropriate departments or colleges.

Students who plan to transfer to a four-year college or university, but are uncertain of the area of specialization or major, should consider taking general education courses required by most colleges or universities. Visit with an academic advisor concerning the "Transfer and Articulation Agreement" which provides a guide to general education planning for students transferring to in-state colleges or universities.

Careful planning in cooperation with an academic advisor will result in a smooth transition from Barton to the transfer school. Barton students who have transferred to four-year colleges and universities have consistently done as well or better than the students who started at that four-year institution.

Career Technical Education Programs (Certificates & Degrees)

Career technical education offers students an opportunity to pursue certificate and degree programs designed to prepare them for employment and/or transfer to an university. The subject matter is relevant to the real world, promoting technical and essential skills development. Many of Barton's programs serve as a career pathway link from secondary to postsecondary education.

Career technical education also assists individuals already in the workplace, providing training options that enhance current workplace skills, while supporting potential career advancement or transitional careers. Barton develops



and updates its programs in collaboration with advisory committees comprised of industry representatives. These representatives share information that ensures curriculum which mirrors the expectations of employers. Many programs offer student career learning experiences.

Whether students are pursuing certificate and/or degree completion or are preparing to transfer, they are strongly encouraged to work closely with their program advisor. All of Barton's career technical education programs have advisors available to assist students.

General Education

The General Education program provides a foundation for personal enrichment and achievement. A broad selection of courses is available to explore a variety of interests. These courses are designed to become a part of a transfer program. The essential objective of general education is to educate the individual student to be a rational and humane person.

Associate Degree Programs

The associate degree is a nationally recognized degree awarded upon the successful completion of a minimum of 64 credit hours with a cumulative grade point average of 2.0 or better in an approved educational program. Students will want to review with an academic advisor the several degree options available at Barton.

