

# STUDENT HANDBOOK



Dear Cougars,

I am excited to welcome you to the 2026-2027 academic year at Barton Community College! One thing I noticed right away when I started at Barton is that our faculty and staff are the best. We take great pride in everything we do, particularly helping our students achieve their educational dreams.

I wish you the best in your academic and personal journey this year. If you need any help along the way, please reach out to one of our caring faculty and staff who will help you find your answers. I encourage you to remain focused in your classes, student clubs, athletic teams, volunteer work, and other activities in which you participate. Around here we use the phrase Barton Proud moments to describe all the great student accomplishments, and I can't wait to hear about all the amazing things that you do this year.

Best of luck and Roll Cougs!

Marcus Garstecki, Ph.D.  
Barton Community College President

# STUDENT HANDBOOK

## Academic Activities, Clubs, and Organizations – [bartonccc.edu/studentlife/clubs](https://bartonccc.edu/studentlife/clubs)



Barton offers a variety of academic activities, clubs and organizations affording students the opportunity to become involved in campus, college, and community life. The clubs and organizations are sponsored by Barton faculty and/or staff and are active on an academic year basis.

## Academic Advising – [advising.bartonccc.edu](https://advising.bartonccc.edu)



Academic Advisors are available to assist students in reaching their educational goals. Advisors can answer questions about:

- » Barton courses, both online and face to face
- » Prerequisites and general educational requirements
- » Certificates and degrees offered by Barton
- » Selecting an area of study
- » Graduation requirements and more

Degree or certificate seeking students are assigned to an individual advisor. Non degree seeking students are assigned to The Advisement Center for advising. Email [advisement@bartonccc.edu](mailto:advisement@bartonccc.edu) for assistance.

## Academic Information – [bartonccc.edu/enrollment/enrollmentservices/info](https://bartonccc.edu/enrollment/enrollmentservices/info)



### Academic Clemency

We acknowledge that there are circumstances that necessitate an academic “fresh start” and offer academic clemency as a means to make academic rehabilitation possible.

### Academic Progress

Barton outlines procedures addressing a student’s Academic Standing including Academic Warning and Academic Dismissal.

### Honors

Honor designations including Dean’s List, President’s List, and graduation honors.

## Accreditation – [bartonccc.edu/enrollment/ferpa](https://bartonccc.edu/enrollment/ferpa)



Barton County Community College is accredited by The Higher Learning Commission (HLC) and has been continuously accredited since 1974 with the most recent affirmation of accreditation occurring in 2023.

## Barton Online Bookstore – [bartonline.ecampus.com](https://bartonline.ecampus.com)



Students registered for a Barton Online course may purchase books from the online bookstore, hosted by eCampus.

# STUDENT HANDBOOK

Campus Safety Department – [campussafety.bartonccc.edu](http://campussafety.bartonccc.edu)



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

Campus Safety Officers patrol the campus 24 hours a day and make periodic building checks as well as patrolling the housing facility area. The Barton County Campus Safety office is located in the Technical Building, Room 154, or they can be reached by calling (620) 792-9217.



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

Career Center – [careercenter.bartonccc.edu](http://careercenter.bartonccc.edu)



The Career Center provides information on career exploration, internships, and student employment opportunities, as well as resume assistance and information on transfer colleges.

College Mission – [bartonccc.edu/missionandvision](http://bartonccc.edu/missionandvision)



# STUDENT HANDBOOK

Costs, Billing and Payment – [bartonccc.edu/billing-payment](http://bartonccc.edu/billing-payment)



Cougar Corner Campus Store – [store.bartonccc.edu](http://store.bartonccc.edu)



Located on the upper level of the Student Union.

**Regular Hours**

Monday – Friday  
8 a.m. to 4:30 p.m.

**Summer Hours**

Monday – Thursday  
8 a.m. to 5 p.m.  
Friday – Closed



Counseling – [counseling.bartonccc.edu](http://counseling.bartonccc.edu)



Professional counseling is available on the Barton County Campus to help students with personal issues or academic concerns that would ultimately affect the achievement of their academic goals. Counseling is also available to assist students in including exploring choices, recognizing consequences, and assuming personal responsibility. Referral services are available to community counseling resources in the Great Bend area and in students' own communities, when possible.

Additional resource information for mental health, addiction information and screening services, self help for test anxiety, study skills, stress and anxiety, adjustment to college life, relationships and other topics available at the link.

# STUDENT HANDBOOK

## Degree Works – [bartonccc.edu/academicadvising/degreeworkshelp](https://bartonccc.edu/academicadvising/degreeworkshelp)



Degree Works is a web based degree audit program and academic advising tool designed to assist you and your advisor in tracking your degree or certificate progress 24/7. Degree Works is available in your MyBarton student portal.

## Disability Services – [bartonccc.edu/supportservices/disabilityservices](https://bartonccc.edu/supportservices/disabilityservices)



Services are available to students (on-campus or online) with physical, mental or learning disabilities. Accommodations are modifications or adjustments that allow students with disabilities an equal opportunity to participate in and benefit from educational programs. Reasonable accommodations are provided on an individualized, as-needed basis. At the college level, students with disabilities must self-declare and provide recent and professional documentation regarding the disability. The student must take the first step of self-advocacy by making sure they contact a disability advocate, preferably prior to the start of classes, to allow adequate time for accommodations to be set in place.

Students may contact [disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu).

## Family Educational Rights and Privacy Act (FERPA) and student information – [bartonccc.edu/enrollment/ferpa](https://bartonccc.edu/enrollment/ferpa)



In compliance with Section 438 of the “General Education Provisions Act” (as amended) entitled “Family Educational Rights and Privacy Act of 1974” (FERPA) the following constitutes the institution’s policy on providing appropriate access to personal records, while protecting their confidentiality. Barton Community College accords all the rights under the law to students. Those rights are: 1) the right to inspect and review the student’s education records; 2) the right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights; 3) the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent; 4) the right to file with the U.S. Department of Education a complaint concerning alleged failures by Barton Community College to comply with the requirements of FERPA; and 5) the right to obtain a copy of Barton Community College’s student records policy. Students will be notified of their FERPA rights by publication in the Student Handbook and consumer information with the Financial Aid Office.

## Financial Aid – [financialaid.bartonccc.edu](https://financialaid.bartonccc.edu)



Barton’s Financial Aid Office provides exceptional service to support affordable learning.

For financial aid assistance, email Barton’s Financial Aid Office at [financialaid@bartonccc.edu](mailto:financialaid@bartonccc.edu), call the Financial Aid Help Desk at (866) 257-2574, or stop by the Financial Aid Office located in Kirkman Student Services.

🕒 **Monday - Thursday:**  
7:30 a.m. to 5 p.m. (CST)  
**Friday**  
7:30 a.m. to 4 p.m. (CST)

Please note: All communication regarding your Financial Aid Awards, Status, Missing Documents, etc. will be sent to you through your Cougar email address.\* Visit your MyBarton Portal Login page to access this account.

Please remember to read Financial Aid Disbursement information.

# STUDENT HANDBOOK

## Graduation – [bartonccc.edu/graduation](https://bartonccc.edu/graduation)



The Commencement Ceremony is held in May for the Barton County campus (Great Bend) and in May/ June for the Fort Riley and Fort Leavenworth campuses. Those invited to participate in the ceremony at the Barton County campus are graduates (certificates and degrees) from the prior summer and fall semesters, as well as, the current spring applicants. Frequently asked questions about graduation are answered at the link.

## Health Services – [healthservices.bartonccc.edu](https://healthservices.bartonccc.edu)



Barton Community College employs a Registered Nurse full time from August through May. Services include: routine health checks, first aid, referrals to outside resources and additional services outlined at the link. The clinic is located in the upper level of the Student Union on the Barton County Campus.

## Library – [library.bartonccc.edu](https://library.bartonccc.edu)



The Barton Library offers a variety of research, information, and technology services to students, staff, and faculty, as well as to the residents of Barton County and Central Kansas. Currently, the Library has over 16,000 print books in its collection. The Library also provides access to 47 print periodicals, 92 database collections, nine electronic media collections delivering more than 48,000 streaming videos, and four eBook collections that furnish some 272,000 titles. See the Library’s Overview webpage with the QR code for more information.



**Intellectual Freedom**  
The Library upholds the principles of intellectual freedom and diversity of thought as espoused by the American Library Association, the Association for College and Research Libraries, and the Kansas Library Association. For information on the Library’s stance on intellectual freedom, as well as its practices for acquisitions and weeding, see the Collection Development Plan.



**Copyright Policy**  
All patrons, whether they are students, employees, or the general public, are required to adhere to the College’s copyright policy. A copyright notice and copyright flowchart are posted next to the Library’s copier/printer/scanner. Patrons are solely responsible for their own actions and for any violations of copyright law, whether intentional or unintentional. The Library’s staff will provide education on copyright as needed. For more on copyright permission, public domain, and fair use, see the Library’s Copyright page.

Policies



**College Policies and Procedures**  
[internal.bartonccc.edu/policy](http://internal.bartonccc.edu/policy)

Official Barton policies and procedures are listed and select policies and procedures are highlighted by area below.



**College Operations Policies and Procedures**  
[internal.bartonccc.edu/policy/college-operations](http://internal.bartonccc.edu/policy/college-operations)

**Weapons**

In order to promote a safe and secure campus and learning environment, Barton Community College prohibits the possession or use of weapons on Campus and at Off-Campus Activities, other than as set forth below.

**College Closing**

The President or the President’s designee is authorized to close the College at all locations for inclement weather or other reasons as determined by the President or the President’s designee.

**Civil Rights Equity Resolution for Students, Employees, Guests, & Visitors**

Barton is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Barton has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation.



**Facilities, Equipment, and Other Resources Policies and Procedures**  
[internal.bartonccc.edu/policy/facilities](http://internal.bartonccc.edu/policy/facilities)

**Security Monitoring System**

The President or the President’s designee is authorized to maintain a video monitoring and recording system to enhance facility security and the safety of students, employees, and the community-at-large. All monitoring is confidential and for the private use of the College.



**Instruction Policies and Procedures**  
[internal.bartonccc.edu/policy/instruction](http://internal.bartonccc.edu/policy/instruction)

**Academic Integrity**

The College is committed to the integrity, quality, and academic rigor of all its courses.

**Grade and Attendance Reporting**

The College is committed to maintaining accurate grade and attendance records.

**Course Attendance**

Barton has established procedures related to student course attendance.

Residence Halls and Cafeteria – [housing.bartonccc.edu](http://housing.bartonccc.edu)



Residence Life is a melting pot of students with diverse backgrounds coming together to form a community as they advance their education. Over 400 students can be accommodated in the Barton Campus residence halls, with ADA compliant rooms available.

Residence hall contracts include a 19 meals per week meal plan. Commuter students may purchase meal cards from the cafeteria.

|                                                                                                                                         |                                                                                                                           |                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>Monday - Thursday</b><br>Breakfast: 7 - 8:30 a.m.<br>Continental until 9 a.m.<br>Lunch: 11 a.m. - 1:15 p.m.<br>Supper: 5 - 6:30 p.m. | <b>Friday</b><br>Breakfast: 7 - 8:30 a.m.<br>Continental until 9 a.m.<br>Lunch: 11 a.m. - 1:15 p.m.<br>Supper: 5 - 6 p.m. | <b>Saturday &amp; Sunday</b><br>Brunch: noon - 12:45 p.m.<br>Supper: 5 - 5:30 p.m. |
|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|

**Satisfactory Academic Progress (SAP)** – [bartonccc.edu/financialaid/receivingaid](https://bartonccc.edu/financialaid/receivingaid)



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

**Students and Services Policies and Procedures** – [internal.bartonccc.edu/policy/student-services](https://internal.bartonccc.edu/policy/student-services)



**Family Educational Rights and Privacy Act (FERPA) and Student Information**  
[bartonccc.edu/enrollment/ferpa](https://bartonccc.edu/enrollment/ferpa)

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



**Code of Conduct**

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

**Problem Resolution**

The College encourages an open and frank atmosphere in which problems, complaints, suggestions, or questions receive a timely response. If a student disagrees with established rules of conduct, policies, practices, or if they feel their rights have been infringed on, they may express their concern through the problem resolution procedure.

**Transcript Information** – [transcripts.bartonccc.edu](https://transcripts.bartonccc.edu)



Information on obtaining unofficial and official academic transcripts is provided.

**TRIO Programs** – [bartonccc.edu/supportservices/sss](https://bartonccc.edu/supportservices/sss)



**Student Support Services**

The SSS Program provides academic support, workshops, activities, and cultural enrichment for approximately 200 eligible Barton students each year.



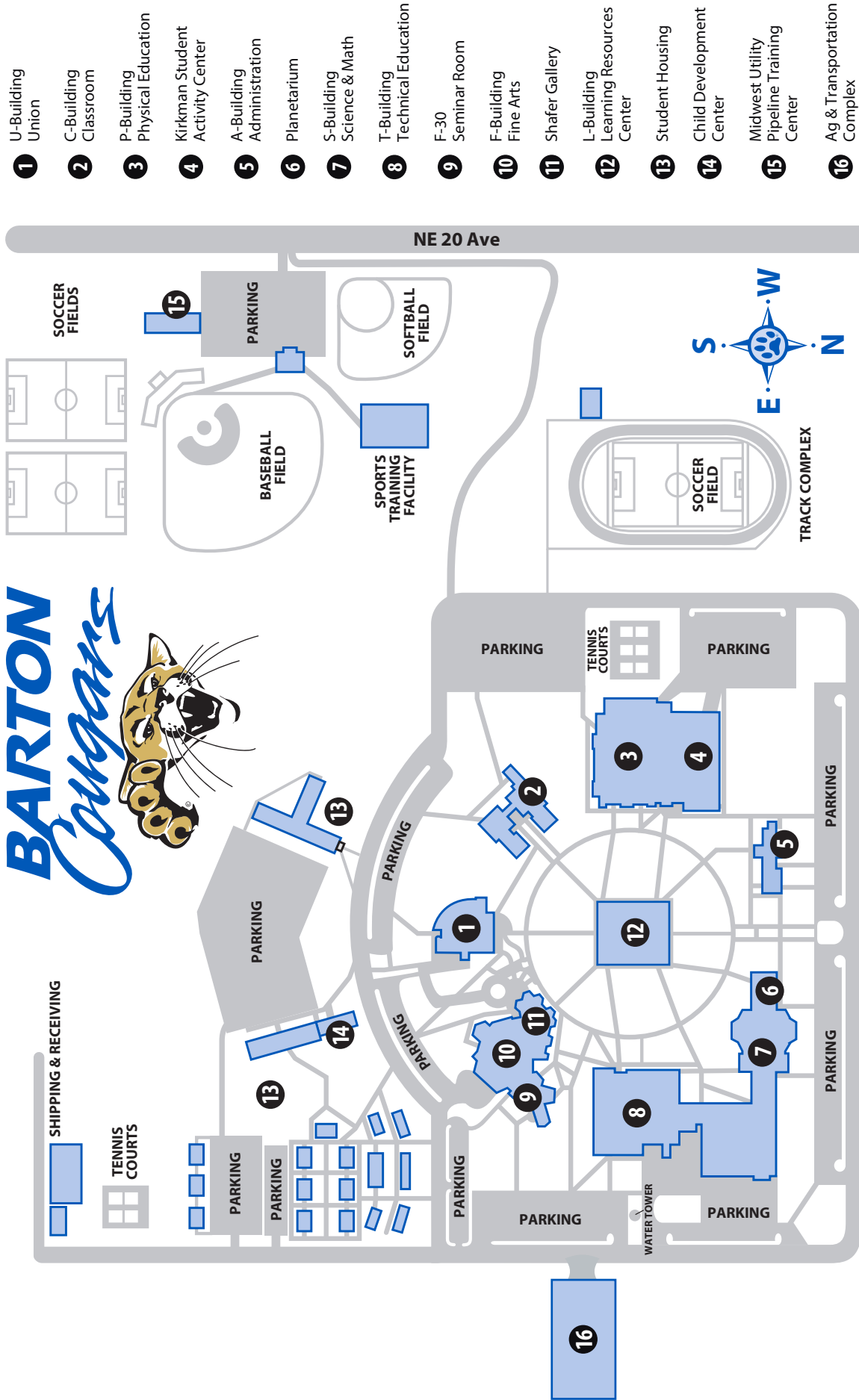
**Central Kansas Educational Opportunity Center**

The CKEOC Program provides information on educational options, college admissions assistance, financial aid application assistance, & career planning assistance for adults wishing to attend college or return to college or vocational training.

**Veteran Services** – [veteranservices.bartonccc.edu](https://veteranservices.bartonccc.edu)



Barton Community College supports our veterans and veterans’ family members in applying for and managing their VA Education Benefits/GI Bill®.



# BARTON

COMMUNITY COLLEGE

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

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

ADC @ Nite



August 27th

September 24th

October 29th

November 19th

February 18th

March 25th

April 22nd



# COUGAR CONVERSATIONS



**Place:** L-136 (Great Bend Campus) and Zoom

**Presenter:** Academic Development Center Team

**Time:** 7pm on Select Tuesdays



## COME JOIN US!

Join us for directed discussions on topics that support students. All students are invited to attend, and all Conversations will be presented in the Academic Development Center (Great Bend Campus, L-136) and via Zoom.

**BARTON**  
STUDENT ACADEMIC  
DEVELOPMENT

## DID YOU MISS US?

If you are unable to attend a Cougar Conversation or you would like to discuss one of these conversations further, feel free to contact the ADC and setup an appointment with one of our Academic Coaches. Please email [ADC@bartonccc.edu](mailto:ADC@bartonccc.edu)



## DATES



|              |                            |
|--------------|----------------------------|
| AUGUST 25    | Online Course Tips         |
| SEPTEMBER 1  | Academic Coaching          |
| SEPTEMBER 15 | Taking Notes               |
| SEPTEMBER 22 | Study Skills & Test Taking |
| SEPTEMBER 29 | How Do You Learn?          |
| OCTOBER 6    | Guest Cougar               |
| OCTOBER 13   | Choose Your Own Semester   |
| OCTOBER 20   | Academic Integrity         |
| OCTOBER 27   | Back on Track              |
| NOVEMBER 3   | How You Doin'?             |
| JANUARY 26   | Barton 101                 |
| FEBRUARY 2   | Academic Coaching          |
| FEBRUARY 9   | Taking Notes               |
| FEBRUARY 16  | Study Skills & Test Taking |
| FEBRUARY 23  | How Do You Learn?          |
| MARCH 2      | Academic Integrity         |
| MARCH 9      | Guest Cougar               |
| MARCH 23     | Back On Track              |
| MARCH 30     | Choose Your Semester       |
| APRIL 13     | How You Doin'?             |

## JOINING VIA ZOOM?

To Join via Zoom, scan this QR Code, or use the following url:

<https://CougarConversations.bartonccc.edu>

