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INTRODUCTION  
MESSAGE FROM THE BTC PRESIDENT

Bellingham Technical College's Vision is to be a recognized leader in providing innovative and effective technical education, maximizing student potential and supporting the regional economy through development of a competitive workforce. Key to this vision is providing you, our valued students, with the information about the services provided which will assist you in achieving you're your educational and career goals.

At the June 2005 Stanford University commencement speech, Steve Jobs said "You can't connect the dots looking forward; you can only connect them looking backwards. So you have to trust that the dots will somehow connect in your future. You have to trust in something - your gut, destiny, life, karma, whatever. This approach has never let me down, and it has made all the difference in my life." The Student Handbook is designed to help you connect the dots during your time here at Bellingham Technical College. Use the Handbook as your guide to learning more about student services and resources, financial aid, getting involved in student-led organizations and many other resources available to you.

I, along with the Board of Trustees, faculty and staff, have faith that all of you will become who you want to become and that that person will make a positive impact on your own life as well as on the lives of those with whom you came in contact.

The future truly belongs to you!

Kimberly Perry, Ed.D.  
President



## MESSAGE FROM THE VICE PRESIDENT OF STUDENT SERVICES

Greetings! Welcome to BTC! We are excited to have you join our BTC family.

This handbook is designed to be a quick reference guide to assist you to understand and navigate the many academic and student support services that BTC provides to help you realize your academic goals. Both curricular and co-curricular tips for success are included for easy reference.

Our number one goal at BTC is to promote student success. We want all students to obtain quality learning in a caring environment. Faculty and staff offices are open to provide you the assistance you need. Stop by and let us know how we can help you complete your academic pathway and get a great job after graduation.

Our hope is that this handbook will be a tool to help you on your journey to a happy and fulfilling life!

Sincerely,

Linda Fossen  
Vice President Student Services



## BTC MISSION

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Bellingham Technical College provides student-centered, high-quality professional technical education for today's needs and tomorrow's opportunities.

## STUDENT LEARNING OUTCOMES

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Bellingham Technical College embraces the model for workforce skill standards. Through these student learning outcomes the College strives to accomplish its vision and mission. These outcomes articulate the skills and competencies needed by workers and students to be successful in the workplace. Each program has its own learning outcomes.

## FOUNDATION SKILLS

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**Basic Skills:** Ability to use reading, computation, and oral and written communication skills to function effectively in the workplace.

**Critical Thinking:** Ability to formulate, evaluate, and synthesize new knowledge and skills, ideas, information, alternatives, and relationships for rational decision making and problem solving.

**Employability Qualities:** Demonstrate responsibility, integrity, honesty, and self-management to effectively perform in the workplace.

## WORKFORCE SKILLS

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**Resources:** Ability to effectively use time, finances, materials, facilities, and human resources.

**Interpersonal Skills:** Demonstrate an understanding of their own work in relation to the work of others; monitors and corrects performance; and improves or designs systems to meet employer expectations for acceptable work behavior.

**Information:** Ability to use information technology tools, including computers, to acquire, interpret, evaluate, organize, process, and communicate information.

**Technology and Tools:** Use various skills, knowledge, and technology to produce desired workplace results.

## CAMPUS CONTACTS

Accessibility Resources: Access & Disability Services	360-752-8367	<i>AR@btc.edu</i>
Admissions & Recruitment	360-752-8345	<i>admissions@btc.edu</i>
Admissions & Student Resource Center	360-752-8345	<i>admissions@btc.edu</i>
Advising & Career Services	360-752-8450	<i>advising@btc.edu</i>
Assessment Center	360-752-8335	<i>assessment@btc.edu</i>
Basic Food Employment & Training	360-752-8492	<i>bfet@btc.edu</i>
Business Services	360-752-8588	
Cafe Culinaire Reservations	360-752-8556	
Campus Store	360-752-8342	<i>store@btc.edu</i>
Cashier	360-752-8311	
Dental Clinic	360-752-8349	<i>dental@btc.edu</i>
Diversity Support Services	360-752-8377	<i>diversity@btc.edu</i>
Faculty	360-752-7000	
Financial Aid	360-752-8351	<i>finaid@btc.edu</i>
Foundation	360-752-8684	<i>foundation@btc.edu</i>
General Information	360-752-7000	
Grade Inquiry	360-752-8350	<i>registration@btc.edu</i>
Human Resources	360-752-8354	<i>hr@btc.edu</i>
Library	360-752-8383	<i>http://bellingham.library.edu</i>
Opportunity Grant	360-752-8442	<i>oppgrant@btc.edu</i>
Parking Enforcement Information	360-752-8798	
Registration & Enrollment	360-752-8350	<i>registration@btc.edu</i>
Single Parent/Displaced Homemaker	360-752-8441	<i>(Resources)</i>
Student Life / ASBTC	360-752-8587	<i>asbtc@btc.edu</i>
Transcripts - BTC	360-752-8434	<i>www.btc.edu/transcripts</i>
Transitional Studies	360-752-8341	<i>ts@btc.edu</i>
TTY	360-752-8515	
Tutoring Center	360-752-8499	<i>tutoring@btc.edu</i>
Veterans Support Services	360-752-8377	<i>PMcConnell@btc.edu</i>
WorkFirst	360-752-8461	<i>workfirst@btc.edu</i>
Worker Retraining	360-752-8492	<i>wrt@btc.edu</i>

## 2017 – 2018 College Calendar

### Fall Quarter 2017

Fall Quarter Begins	Sep 19
Fall Nelnet Last Day to Sign Up	Sep 21
Last Day for 100% Refund	Sep 25
Last Day to Drop without a "W"***	Oct 2
Last Day for 50% Refund**	Oct 9
Fall Residency and Waiver Request Deadline	Oct 18
Faculty In-Service Day (no daytime program classes)	Oct 30
Winter Registration Access Times Available	Oct 31
Winter Class Information Available Online	Oct 31
Winter Continuing Program Student Registration Begins	Nov 6
Veteran's Day Holiday	Nov 10
Winter New Program Student Registration Begins	Nov 13
Winter Continuing Parenting Registration Begins	Nov 15
Winter Nelnet First Day to Sign Up	TBD
Last Day to Withdraw or Change Schedule ***	Nov 16
Winter Quarterly Schedule Available	Nov 16
Instructor Briefcase opens for Grading	Nov 22
Thanksgiving Holiday	Nov 23-24
Winter General Registration Begins 8am	Nov 27
Winter Tuition and Fees Due*	Dec 6
Fall Quarter Ends	Dec 8
Winter Break	Dec11 -Jan 2
Grades Final- Check Your Transcript	Dec 13
Winter Holiday	Dec 22-25

Winter Quarter 2018

New Year's Day Holiday	Jan 1
Winter Quarter Begins	Jan 3
Winter Nelnet Last Day to Sign Up	TBD
Last Day for 100% Refund *	Jan 9
MLK Day Holiday	Jan 15
Last Day to Drop without a "W"***	Jan 17
Last Day for 50% Refund**	Jan 23
Winter Residency and Waiver Request Deadline	Feb 1
Faculty In-Service Day (no daytime program classes)	Feb 8
Spring Registration Access Times Available	Feb 12
Spring Class Information Available Online	Feb 12
Presidents Day Holiday	Feb 19
Spring Continuing Program Student Registration Begins	Feb 20
Spring Quarterly Schedule Available	Feb 22
Spring New Program Student Registration Begins	Feb 26
Spring Continuing Parenting Registration Begins	Feb 28
Spring Nelnet First Day to Sign up	TBD
Last Day to Withdraw or Change Schedule***	Mar 1
Spring General Registrations Begins 8am	Mar 5
Instructor Briefcase Opens for Grading	Mar 8
Spring Tuition and Fees Due*	Mar 14
Winter Quarter Ends	Mar 23
Spring Break	Mar 24
Grades Final- Check Your Transcript	April 2



Spring Quarter 2018

Spring Quarter Begins	Apr 3
Spring Nelnet Last Day to Sign Up	TBD
Last Day for 100% Refund**	Apr 9
Last Day to Drop without a "W"***	Apr 16
Last Day for 50% Refund**	Apr 23
Spring Residency and Waiver Request Deadline	May 2
Summer and Fall Registration Access Times Available	May 14
Summer and Fall Class Information Available Online	May 17
Faculty In-Service Day (no daytime program classes)	May 17
Summer and Fall Continuing Student Registrations Begins	May 21
Summer Quarterly Schedule Available	May 24
Memorial Day Holiday	May 28
Summer and Fall New Student Registration Begins	May 29
Last Day to Withdraw or Change Schedule***	May 31
Summer General Registration Begins 8am	June 4
Instructor Briefcase opens for Grading	June 5
Summer Tuition and Fees Due*	June 13
Spring Quarter Ends	June 20
Commencement Ceremony	June 20
Grades Final – Check Your Transcript	June 25

NOTES:

\*If registering after Tuition & Fee Due Date, payment is due within 48 hours. After quarter start, payment is due within 24 hours.

\*\*Published Refund dates are for full-quarter length classes. Shorter classes are pro-rated. Please see the Refund Policy.

\*\*\*Published Drop & Withdrawal dates are for full-quarter length classes. Dates vary for classes with alternative schedules.

## STUDENT SERVICES & RESOURCES

### ACCESSIBILITY RESOURCES: ACCESS & DISABILITY SERVICES

The mission of Accessibility Resources: Access and Disability Services is to promote an institutional culture of disability education and accessible learning. We strive to help students develop the self-advocacy and communication skills necessary to succeed when they leave our institution and gain employment in the workplace. The individual advising and collaborative interactions students experience with AR professionals are intentionally designed to help students identify and articulate their strengths and challenges as they prepare to pursue a career path.

Accessibility Resources: Access and Disability Services assists in creating an accessible college community where students with disabilities have an equal opportunity to fully participate in all aspects of the educational environment. The Americans with Disabilities Act (1990) states: No student shall, on the basis of his or her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any college program or activity. We cooperate through partnerships with students, faculty, staff, and outside agencies to promote students' independence and to ensure recognition of their abilities, as well as their disability challenges. Additionally, AR maintains compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and State of Washington Laws of 1994, Chapter 105.

In order to receive academic adjustments, students are responsible for formally requesting accommodations in writing during an Access Planning Meeting with an AR professional, as well as providing documentation. Documentation (a) verifies disability and (b) helps determine what accommodations would be reasonable to ensure access. For complete documentation guidelines, please visit our website at [www.btc.edu/AR](http://www.btc.edu/AR). An Access Planning Meeting is required to access accommodations through the AR Office at BTC. Accommodation renewals are required each quarter and accommodation placement may take up to six weeks. Late requests may result in accommodations not being in place the first day of the quarter. For more information, visit the Admissions & Student Resource Center or email the AR Office at [ar@btc.edu](mailto:ar@btc.edu).

### ADMISSIONS & RECRUITMENT

It is the goal of the Admissions & Recruitment Office to facilitate access and success in Workforce training and education. Services include:

- Information on BTC Degree/Certificate program offerings and admissions processes
- General and arranged campus tours and visits
- Running Start and International Student programs information
- Admissions ambassador and call center student employee programs
- Transcript and test score evaluation
- Specialized health program acceptances

- Program information sessions and orientation
- Annual recruitment events

Contact Admissions & Recruitment at 360.752.8345.

### ADVISING & CAREER SERVICES

Many students attend BTC with goals of a successful career and gainful employment and Advising & Career Services can help with that goal!

Academic & Career Advisors are available to assist with:

- Exploring and choosing the career that fits you best
- Developing an educational plan and selecting the courses to get you started and progress toward your goals
- Assistance with academic success strategies
- Job and internship searching resources including resume/ cover letter development, mock interviews and more
- Connecting with employers to explore job opportunities. BTC hosts career fairs and other employer recruitment events throughout the year.

Not sure who your advisor is? Go to [www.btc.edu/MyAdvisor](http://www.btc.edu/MyAdvisor), and type in your SID and find out who your advisor is and find their contact info.

Check out a variety of Advising & Career Services resources online at [www.btc.edu/Advising](http://www.btc.edu/Advising).

There are many ways to connect with an advisor! You can meet with an advisor for an individual appointment, email with him or her or chat with him or her over the phone. To schedule an appointment, call 360.752.8450 or email [advising@btc.edu](mailto:advising@btc.edu)

CAREER FAIRS: BTC invites local and regional employers to career and employment fairs which are held in winter and spring quarters. Visit the Career Services website for the upcoming dates.

### ASSESSMENT CENTER

Admissions (ACCUPLACER), GED, IC3, TEAS, and additional industry and program testing is conducted in the Assessment Center in H Building, Room 4. Please visit the BTC website ([www.btc.edu/Assessment](http://www.btc.edu/Assessment)) for details of testing, costs, hours of operation and other related information. Contact the Assessment Center at [assessment@btc.edu](mailto:assessment@btc.edu) or 360.752.8335 for more information.

### TRANSITIONAL STUDIES (ABE, ESL, HIGH SCHOOL EQUIVALENCY)

The mission of the Transitional Studies program is to prepare students for lifelong success by facilitating college readiness learning and workplace behavior and attitudes. Courses are available to prepare for transition to college programs, prepare for the GED, gain a High School Diploma, prepare for placement tests, improve computer skills, and develop

English language skills. Orientation and CASAS assessment are required. Contact the Transitional Studies program at 360.752.8341.

#### COUNSELING SERVICES

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BTC counselors have one goal: to help students experience success. Services include:

- Academic, Career, and Short-Term Personal Counseling
- Crisis Intervention
- Referrals to Community Resources

To make an appointment, contact the Admissions & Student Resource Center at 360.752.8345.

#### CHILDREN ON CAMPUS

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No employee, student, or visitor to the College should leave a child unattended at the College including in campus buildings, on campus grounds or in a vehicle.

Children are not permitted in classrooms, the library, or other learning environments except with the specific approval of the appropriate instructional Dean, or the Vice President of Instruction, on an emergency basis, and for a specified and limited period of time. Children are not allowed in areas where dangerous equipment is operated and/or where dangerous equipment is operated and/or where chemicals, cleaning products, solvents or any hazardous products are stored or used.

#### LACTATION SPACES

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There are several spaces provided for the comfort and safety of our breast-feeding students. Please contact [asbtc@btc.edu](mailto:asbtc@btc.edu) for more information.

#### SINGLE OCCUPANCY BATHROOMS

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There are several single occupancy bathrooms, located in CC and J buildings, for student's comfort and safety. Contact [asbtc@btc.edu](mailto:asbtc@btc.edu) for more information.

#### RELIGIOUS OBSERVANCE POLICY

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According to RCW 28B.10.039 college students are entitled to two days of excused absences per academic year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. Students' grades may not be adversely impacted by absences authorized under this policy. The student must complete and submit the Student Absence for Reasons of Faith or Conscience form to the Vice president of Student Services at least two weeks prior to the intended absence. The Vice President of Student Services will provide the student with a document verifying the date of the approved absence and further instructions. The student must contact each instructor to notify them of their upcoming absence. The instructor will determine and inform the student what adjustments, if any,

will need to be made to the student's scheduled classwork or assignments within two days of receiving the student's notification.

## E-LEARNING

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Online learning at BTC offers flexibility while you pursue your educational goals. With 24/7 access, you can work with your instructor and fellow students at whatever time of day works best for you. Each course will have due dates and expectations for regular participation, so self-motivation, good communication skills, comfort working in an online environment, and the ability to organize and manage personal and academic responsibilities are essential for success.

For assistance with any eLearning questions, including tips on being a successful online student, email [elearning@btc.edu](mailto:elearning@btc.edu) or call 360.752.8555

Logging into Your Online Courses

- Visit: <http://www.btc.edu/canvas>
- Username: 9 digit BTC student identification number
- Password is the first 6 letters of your last name
- If your name is less than 6 letters, repeat the letters of your last name
- Ex: Clark Kent's password is "kentke"

## LIBRARY

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The BTC Library is located on the third floor of the Campus Center Building. The BTC Library combines the Library with the Library's Information Commons, the open computer lab on campus. The Library staff members are available for individual assistance to teach search strategies and to help with research needs including offering one-on-one Book-A-Librarian sessions. Round-the-clock chat reference service is available at [www.btc.edu/library](http://www.btc.edu/library). Click on "Ask a Librarian!" icon. The Library's Information Commons includes 80+ computers with 40+ software programs. The Library is the main Student Technical Support area on campus. The Library staff are available to assist with student technology questions such as setting up a network logon and student email, access to wireless, and software questions. There are wireless laptops, iPads, digital cameras, and flash drives available for short term check out. The Library, which focuses on technical and professional information, supports student, faculty, and staff research needs, includes over 8,000 full-text online journals and 100,000+ eBooks available both on-campus and remotely. The BTC Library has a variety of study areas. There are spaces for quiet study, as well as areas for those who need to work collaboratively with groups. These areas include eight media-rich group study rooms, tables, and comfy chairs that overlook Bellingham Bay. There are accessible computers which include text-enlarging and text-to-voice software. Media Services and the eLearning Departments are located in the BTC Library. For more information call 360.752.8383 or email us at [library@btc.edu](mailto:library@btc.edu).

### MULTICULTURAL STUDENT SUPPORT SERVICES

All students are encouraged to participate in the Multicultural Student Support Services Program on campus. The Multicultural Services Director assists students with diverse cultural and ethnical backgrounds, gender identity, and language of origin to access of resources. Consistent with the College mission, Multicultural Student Support Services provides and promotes an environment for a diverse population that is safe, accessible, and conducive to learning and that freely allows students to pursue and achieve their academic and occupational endeavors. Contact the Director of Multicultural and Student Support Services at 360.752.8377.

### REGISTRATION & ENROLLMENT

Registration provides support to students to meet their educational goals. Our goal is to educate and empower students to successfully navigate the registration processes to program completion. All continuing program students have the responsibility to register each quarter using myBTC portal. For assistance, contact the Registration Department at [registration@btc.edu](mailto:registration@btc.edu) or call 360.752.8350. BTC student email is primarily used for contacting students. To be officially registered, a student must register and pay tuition and fees by the due date specified on the College Calendar posted on the BTC website. Students may be dropped from classes if tuition and fees are not paid when due. Other services provided by Registration Department are: assisting students when registering for classes and class changes (adds/drops/withdrawals) in person and online, enrollment and degree verifications, Degree Audit assistance, maintaining student records, processing official transcript requests, and verifying program course requirements at the time of completion.

### TRIO & STAR

BTC's Student Support Programs TRIO & STAR are federally-funded programs designed to support students using personal success coaches.

Our free services include:

- Support in navigating the college process, finding funding, and achieving your academic and career goals through personalized coaching.
- A supportive community of other BTC students and staff members
- Small group academic tutoring (Math and English)
- Peer mentoring
- Cultural and Educational events as well as student leadership opportunities

Most students qualify for these free, personalized support services! If you are a student who is economically, socially, or educationally disadvantaged (including students who are of color, low-income, first-generation, or have personal or academic challenges) the TRIO & STAR support programs can help you reach your goals! To see if you qualify, please talk to a TRIO & STAR staff member (offices located in Rooms 216/218 on the 2nd floor of the Campus Center), call 360-752-8640, or email us at [trio@btc.edu](mailto:trio@btc.edu).

## TUTORING SERVICES

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Drop-in tutoring is available at no cost to students when classes are in session. Tutors are recruited in all subjects where tutoring assistance is requested. The Tutoring Center is located in Building H, Rooms 9 & 15. To request tutoring or to apply to be a tutor, please contact the Tutoring Center at 360.752.8499 or visit [www.btc.edu/tutoring](http://www.btc.edu/tutoring) for additional information and to access the Tutoring Request Form and the current drop-in tutoring schedule.

## SVA (STUDENT VETERANS OF AMERICA), BTC CHAPTER 21

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The mission of the BTC Chapter of Student Veterans of America (SVA) is to provide a supportive environment for veterans, current military, and their dependents, and to recognize their service to our country. All students, staff, and faculty who are Veterans or currently serving in the military, as well as their family members, are welcome. The club meets weekly to discuss common issues, share resources and provide mutual support. As a study space and lounge, The Veterans Resource Center is located in H 17. For more information, contact the Veterans Counselor in the Admissions & Student Resource Center, College Services Building, Room 106, call 360.752.8377, or email [VeteransClub@btc.edu](mailto:VeteransClub@btc.edu).

## PAYING FOR COLLEGE

### College Services Building Room 101, 360.752.8351

Bellingham Technical College believes everyone should have the opportunity to achieve their educational goals, and the Financial Aid Office is here to help support you in your educational efforts. Financial aid is available for students who qualify and enroll to earn a certificate or a degree in an aid-eligible program. The list of aid-eligible programs is on our website; not all programs are eligible for financial aid. Students and their families need not be low-income to qualify for certain kinds of financial aid. By applying for financial aid as early as possible and meeting the institutional priority date, students have the best chance of maximum funds eligibility each financial aid year. You must demonstrate a financial need to be eligible for most types of assistance. To learn more, visit our website at [www.btc.edu](http://www.btc.edu) or visit us in College Services 101. The Free Application for Federal Student Aid (FAFSA) is the basic form to apply for assistance and is your passport to financial aid. Information on this form determines your eligibility for grants, scholarships, work-study and low-interest loans. There are many types of financial aid. For a list and information about each type, visit our webpage and download a copy of the Student Financial Aid Handbook. Student aid beyond tuition and fees is called a "refund" and is paid to students through Bank Mobile. A Bank Mobile starter kit will be mailed to you when you complete all of the application requirements for financial aid. Students may choose to have their financial aid refunds electronically deposited into their own

accounts, they may use the free MyOneMoney account and debit card, or they may request paper checks be mailed from BankMobile. Please also be aware of SALT, a financial education service that is free to BTC students and alumni. It offers tools for managing loans and finding scholarships and jobs. SALT is a resource for living on a budget, student loan basics, successful loan repayment, as well as providing tools for students who face repayment challenges or default. SALT has expert counseling and other essential support. Discover more at [www.saltmoney.org/BTC](http://www.saltmoney.org/BTC).

#### FINANCIAL AID APPLICATION PROCEDURE

Complete and submit the Free Application for Federal Student Aid (FAFSA) by going to [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). The FAFSA application collects financial data and other information used to calculate the Expected Family Contribution (EFC) that determines a student's eligibility for aid. Be sure to include BTC's school code, 016227.

NEW: Eligible undocumented students (DREAMers) may qualify for State Need Grant or other state funds by completing the free Washington Application for State Financial Aid (WASFA). For the application and more information, go to [www.readysetgrad.org/wasfa](http://www.readysetgrad.org/wasfa). Once we receive your FAFSA or WASFA, we will email you with a link to your Financial Aid Portal where you can download any additional forms, if needed, or check your awards offered. Students must reapply for financial aid each year after January 1 for the new award year beginning with summer quarter. The financial aid year begins with summer quarter and ends with spring quarter. Be sure to complete the Admissions process. Only students admitted to approved programs qualify for financial aid. Keep your grades up and you keep your money!

#### FINANCIAL AID ELIGIBILITY REQUIREMENTS

Students are eligible for Federal financial aid if they are:

1. For most aid programs, attending for the purpose of obtaining a degree or certificate at the College.
2. A U.S. citizen or an eligible non-citizen.
3. Making satisfactory academic progress in a program of study as defined by the financial aid satisfactory progress criteria, which is posted online.
4. Not in default on any previous student loans or owing a refund on any grants.
5. Registered for the draft with Selective Service (if male), as required by law.
6. A high school graduate or have a GED.
7. Aid is available only for classes required for the student's program. (Students will owe money back if the classes do not count according to Degree Audit.)

Students who have the equivalent of a bachelor's degree (including degrees earned in a foreign country) are limited to applying for loans and work-study assistance. Students will be notified of their financial aid award by email and on the Portal.

#### FEDERAL FINANCIAL AID REFUND POLICY



Students who receive federal financial aid are subject to the federal Return to Title IV Funds regulations. These regulations state that aid eligibility for a student receiving federal aid must be recalculated under most circumstances if the student withdraws from classes early or ceases to attend during the quarter. Some students may owe a repayment to the federal aid programs if they do not complete 60% of the quarter. These regulations and any resulting amounts owed are separate from and may be in addition to the College's own tuition refund policy. For a copy of the Return to Title IV Funds refund policy visit the financial aid website.

#### WORKFORCE FUNDING & STUDENT SUPPORT

Workforce Funding & Student Support oversees multiple programs that assist dislocated workers and low-income students who meet certain criteria. Assistance provided may include financial as well as other support services to help maximize student success at BTC.

#### OPPORTUNITY GRANT

The Opportunity Grant program is designed to help low-income students get prepared for and enter programs at Bellingham Technical College that will result in high demand, high wage occupations. The grant provides tuition for 45 credits and fees up to \$200, as well as \$1,000 for books and tools. The program is available to students below 200% of the poverty level who are Washington state residents, have earned less than an associate's degree, and are interested in a number of eligible programs (see the online application for current eligible programs). The Opportunity Grant supports students through a number of support services such as financial aid planning, program choice, and academic advising. For more information on how to apply, call 360.752.8468 and find us at [www.btc.edu/opportunitygrant](http://www.btc.edu/opportunitygrant).

#### WORKER RETRAINING

The Worker Retraining program is designed to help unemployed and dislocated workers to enter approved training programs and receive related support services. The Worker Retraining program may provide assistance to students who:

1. have been laid off or have received a layoff notice
2. currently receive or are eligible to receive unemployment benefits
3. have exhausted unemployment benefits within the last four years
4. are a displaced homemaker; defined as one who provides unpaid services in the home and is now separated from main source of income due to partner's unemployment, divorce or death.

5. were self-employed but are now unemployed due to economic conditions or natural disaster

6. are a U.S. veteran having been honorably discharged within the past four years. WRT is intended to be start-up or bridge funding, to get you enrolled and started in your program, or provide financial support during a time when other resources are not available. Recipients may receive: funds to cover tuition and books (may not cover 100%) during your first quarter at BTC, program-ready (waitlist) priority status to help you get a seat in a program (Dental Hygiene and Nursing programs are excluded from the priority policy), assistance coordinating with other agencies, programs and funding sources to pay for the rest of your program, and to keep you in good standing with Employment Security if you receive unemployment benefits. To find out more, please visit [www.btc.edu/wrt](http://www.btc.edu/wrt) or contact the Bellingham Technical College Worker Retraining Coordinator at 360.752.8492.

#### BASIC FOOD EMPLOYMENT & TRAINING (BFET)

Students may be eligible if they currently receive or are eligible to receive Federal Basic Food Assistance (food stamps) and do not receive TANF (Temporary Assistance to Needy Families). Enrolling in the BFET program keeps Basic Food recipients in good standing with DSHS so their food benefits will continue while they attend college. BFET provides a variety of support services to assist students in achieving their educational goals. BFET at BTC facilitates child care subsidy eligibility through the Department of Social and Health Services (DSHS). Call 360.752.8468 for more information and find us at [www.btc.edu/bfet](http://www.btc.edu/bfet).

#### WORK FIRST

WorkFirst is part of the Washington State Welfare-to-Work program. WorkFirst provides tuition, books, and fees to eligible students as funding permits. Qualified students are WorkFirst parents who receive TANF cash assistance and who are referred to the college by DSHS. WorkFirst staff assists students with financial aid planning, program choice, academic advising, and other support services. To apply, contact your Case Manager or Social Worker at DSHS. For more information about WorkFirst visit [www.btc.edu/workfirst](http://www.btc.edu/workfirst) or contact BTC WorkFirst staff at 360.752.8461.

#### DREAMERS (UNDOCUMENTED STUDENTS)

Bellingham Technical College is committed to assisting all students succeed in their academic goals regardless of citizenship status. State law and funding has increased the opportunities for non-citizens to access higher education. At BTC these students, called DREAMers, may be eligible for state funding, in state tuition and scholarship opportunities. For more information on support services provided for DREAMers, call 360.752.8442 and find us at [www.btc.edu/dreamers](http://www.btc.edu/dreamers).

### PASSPORT TO COLLEGE

Passport to College assists Foster Youth with the cost of attending college (tuition, fees, books, housing, transportation, and some personal expenses), and specialized support services from a designated college staff member. Passport serves former foster youth who: 1) spend at least one year in foster care in Washington state after their 16th birthday, 2) emancipate from care on or after January 1, 2007, 3) enroll at least half-time in an eligible college by their 22nd birthday, 4) maintain Washington residency, and 5) be working toward earning their first degree or certificate. For more information call 360.752.8468 and find us at [www.btc.edu/passport](http://www.btc.edu/passport).

### FUNDING FROM OUTSIDE AGENCIES

Following are some of the state and local agencies that may provide funds for tuition, books, and/or equipment needed as a student at BTC. Each one has its own guidelines for determining eligibility and for what can be funded. Students should check with the agencies that might fit their individual circumstances. BTC processes the funding paperwork for these students, but it originates with the agency.

- Division of Vocational Rehabilitation (DVR), individuals with disabilities, 360.714.4136
- L&I (Labor & Industries), 360.902.5800, injured workers who need retraining in order to return to work
- Trade Act Adjustment (Employment Security), 425.258.3854, dislocated workers who have been certified as eligible through the Trade Act by Employment Security.
- NWC Scholarships through WorkSource, 360.676.3230 or 360.676.3217, individuals who are unemployed, at risk of losing a job, or underemployed.

### GETTING INVOLVED

Student Life at Bellingham Technical College strives to cultivate a campus community where students can maximize their college experience through engaging in activities outside of the classroom and contribute to a student-centered learning approach.

#### ASSOCIATED STUDENTS OF BTC (ASBTC)

President

David Reasoner

Vice President

*vacant*

Director of Finance-

Joshua Cochran

Director of Communication-

Yi-Vonne Chong

Director of Legislation-

Christopher Sanders

Director of Administrative Affairs- *Clubs and Organizations*

Gurpreet Singh

Director of Administrative Affairs- *Meeting Minutes*

Mahalah May

ASBTC Advisor-

Matthew Santos

ASBTC Clerical Support-

Lind Ruthrauff

Student Life advises the Associated Students of Bellingham Technical College (ASBTC). Composed of seven student leaders, the ASBTC supports programs that enhance the growth and development of all students by providing social, cultural, recreational, and educational opportunities. In addition, Student Life strives to increase awareness about institutional policies and procedures and is responsible for helping identify students for College committees.

The goals of the ASBTC are to:

- Provide a means of self-governance for the students of BTC.
- Promote the educational, cultural, and social welfare of the students of BTC.
- Guarantee an equal opportunity for student participation and representation.
- Foster cooperation among students, faculty, administration and the community.

Membership is open to all currently enrolled students at BTC. Students are invited to participate in the Student Senate, which meets every other Wednesday at 11:30 a.m. in Settlemyer Hall. Student senators represent their fellow students by advocating for their interests, increasing the quality of students' educational and academic experience, upholding the values of the college in all areas of student life, facilitating communication between students and administration, recognizing and funding student organizations, and representing the student body in college board meetings and in all official college business.. The Student Senate is governed by an Executive Committee. Students interested in participating in the Student Senate should contact the ASBTC at 360.752.8587.

#### CLUBS & ORGANIZATIONS

Clubs and Organizations are a great way to enhance your college experience and we make it easy for you to get involved. Bellingham Technical College offers various opportunities for students to socially engage in campus clubs & organizations based on interests, identities, academic program, etc. All clubs and organizations are led by students, for students. You can find a list of clubs and organizations in the Student Lounge, Campus Center 300, or email [asbtc@btc.edu](mailto:asbtc@btc.edu). If you don't find a club or organization you're interested in, we will help you start a new group! Clubs and Organizations have access to

campus spaces for meetings, activities, and events as well as a shared pot of money to support club & organization functions.

### STUDENT CENTER

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The Student Center, located in Campus Center 300, is a comfortable area open to all currently enrolled students for gathering, studying, and relaxing between classes. The lounge is currently equipped with furniture, microwaves, a mobile device charging station, TV's, game equipment and more. The Student Lounge may also be used to host student events such as club gatherings, live entertainment, gaming competitions, and other program events. The lounge is open Monday through Thursday, 7 a.m. – 7 p.m. and Friday 7 a.m. – 4 p.m.

### CAMPUS RESOURCES

#### BULLETIN BOARDS

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Bulletin boards for posting a variety of information are located throughout the campus. All postings must follow the Posting Flyers and Other Information to Campus Bulletin Boards Policy and Procedures (404.1.) For questions or information call 360.752.8443 or stop by the Office of the Vice President of Student Services in College Services 202. Unauthorized postings will be removed. You may submit job postings for BTC's online job database to [careerctr@btc.edu](mailto:careerctr@btc.edu) . Bulletin boards in the College Services Building are maintained by individual departments.

#### BUS SCHEDULES

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Whatcom Transportation Authority bus schedules are available in the Library (CC Building), Admissions & Student Resource Center (CSB 106), and the Campus Store (CC Building).

#### CAMPUS STORE

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The College Store, located in the Campus Center Building, is a vital part of the community on-campus, serving students by offering textbooks, study aids, equipment, and supplies. From flash drives to program tool kits to BTC logo clothing, the store director and staff support the campus climate through sales of reference materials, food and gift items. The store also supports students by services such as outgoing fax transmittals, stamp sales, student ID cards, bus passes, and special orders. Contact the store at 360.752.8342, or on the web at [www.btc-store.com](http://www.btc-store.com).

#### COMPUTER USE

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Computer Labs - There are computers located in various areas across campus:

- Library - open student computer lab
- Admissions & Student Resource Center - computer for career exploration and BTC online services

- College Services Building - computer kiosks for BTC online services
- DMS - computer kiosks for student use
- Haskell Center second floor - computer kiosks for student use
- Morse Center - computer kiosks for student use
- Building A - computer kiosks for student use

Each BTC student has a network login and email account that provides access to applications, data, and printing both on campus and remotely from off-campus.

How to log in to your Network Account - Used to log in to on-campus computers as well as the remote access server:

- Your Username is: Your last name + the last 4 digits of your Student ID number (SID).
  - (For example: John Smith, SID: 123456789. Username is: Smith6789).
- Your Password is: btc- combined with your 8 digit birthdate (mmddyyyy).
  - (For example: Birthdate: June 3rd, 1981. Password is: btc-06031981).
- It will ask you to change your password the first time you log in. You can create any password you want, but it must have:
  - At least one letter and one number.
  - Be eight characters or more in length.
  - NOTE: Remember the password you created. You will use it to log in to BTC in the future.

How to log in to your Network Account off-campus- Remote access allows you to access your applications and data from off-campus by logging into the BTC server from your home computer.

- Requires an internet connection.
- You will need to have the Microsoft Remote Desktop client installed on your computer.
- In Windows - The client is already installed (Remote Desktop Connection). Access it from the following locations:
  - Start - Programs - Accessories - Communications - "Remote Desktop Connection" or
  - Start - Programs - Accessories - "Remote Desktop Connection"
- In Linux
  - The location of the Terminal Services client may vary depending on which distribution of Linux you have.
- For Macs
  - You will need to install the "Microsoft Remote Desktop" app from the Mac App Store.
  - Use the Terminal Services/Remote Desktop Connection Client to connect to remote.btc.edu.

- Log in to the server using your network login username and password.

Student Email Account - The student email system is an important part of the communication between the College and the students. Check it often.

- Each student network account has an email account.
- You can access your email from anywhere on or off campus by going to [www.btc.edu/studentemail](http://www.btc.edu/studentemail)
- Your email address is your network account name@beltc.edu. o (e.g. smith1234@beltc.edu)
- Your default Password is: btc- combined with your 8 digit birthdate (mmddyyyy) (For example: Birthdate: June 3rd, 1981. Password is: btc-06031981).

Student Printing- Each student will have an individual student printing account that will allow them to print to the student printers on campus. An initial balance will be added to each actively enrolled student account at the beginning of each quarter. Printing in excess of the quarterly initial balance must be pre-paid by the student using BTC Print Cards that can then be loaded into the student's individual printing account. BTC Print Cards are sold at the Library, Campus Store and Cashier. Print Cards will be available in \$1, \$5, and \$10 denominations. Print Cards are valid for student printing only and are non-refundable and non-transferable. Instructions for adding the value of a Print Card to your account are located on the reverse side of the card.

#### FOOD SERVICE

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Lindbergh Avenue Deli & Grill, located in G Building, is open daily during fall, winter, and spring quarters. Common Grounds Coffee Shop, located in the Campus Center, is open throughout the year. The Cafe Culinaire Restaurant, run by the BTC Culinary Arts students, is open to the public at selected times throughout the year. Vending machines are located throughout campus and snack items can also be purchased in the Campus Store.

#### HEALTH IINSURANCE

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Information on voluntary student injury and sickness insurance, provided by Ascension, is available at [www.btc.edu](http://www.btc.edu) in the Student Resources section under "Current Students." Students in degree/certificate programs that require work with machinery and who do not have personal accident insurance are encouraged to purchase student insurance because BTC does not cover students with medical or accidental insurance. The injury and sickness insurance does not satisfy the federal mandate for health insurance. For more information on that, please visit the Washington Healthplanfinder Exchange at <https://www.wahealthplanfinder.org/>.

## LOST AND FOUND

Inquire at the Information Desk in the College Services Building for lost and found items. BTC is not responsible for lost or stolen articles. Students are responsible for the safe-keeping of their personal items and use campus lockers at their own risk.

## MAIL DROP

A U.S. Postal Services mailbox is located on Lindbergh Avenue in front of Building A.

## PARKING

Visitor parking is located in front of the College Services Building at the east end of campus off Nome Street, the southwest end of campus in the Y building lot, and in the C building lot on Lindbergh and Gilligan Way. Registered students, faculty and staff are not visitors and are subject to parking violation tickets, immobilization, and/or towing. *Visitors are required to sign in at the Visitors Sign-In. Sign-in locations are in the foyers of the College Services Building for the CS lot, the A Building lobby for the Y lot and in the Dental Clinic and Cafe Culinaire for the C-lot. Visitor parking is limited to 2 hours.* General free parking in designated spots only is accessed via West Illinois Street in the three (3) parking lots located north of the campus buildings. *Designated spots are those parking spaces indicated by a white line on both sides of the vehicle when parked.* Parking lots off Nome Street or Lindbergh Avenue are restricted parking for visitor, permit, carpool, and handicap parking as designated. (Please refer to campus map on the back cover of this handbook. Motorcycle parking is available in four (4) areas around campus and is marked as such.

Failure to adhere to parking rules as designated on parking lot signage will result in the following: parking violation ticket; fines; holds on registration, transcripts, financial aid, degrees or certificates; immobilization or towing.

Students who require use of handicap parking will need a handicap parking permit. An explanation of eligibility and an application can be found at

<http://www.dol.wa.gov/vehicleregistration/parking.html>

For information on carpool parking spaces, please contact the Cashier at 360.752.8311.

For information on handicap parking spaces at BTC, please contact Facilities at 360.752.8489.

The following situations are subject to vehicle immobilization and/or towing; fees are associated with the release of the immobilization device and with towing at the owner's expense:

- Any vehicle that receives three (3) or more parking violations will be subject to immobilization and/or towing when the third or subsequent violations are issued; this is regardless of whether prior fines are paid in full. (Towing companies charge by the hour and by the day for storage)



- Any vehicle parked in a fire lane or in handicap parking without a permit is subject to towing and a parking citation by the Bellingham Police Department.
- Vehicles left overnight or through the weekend on College property are subject to towing.

The Parking Enforcement Information number for immobilized or towed vehicles is 360.752.8797. The College assumes no liability for vehicles parked in the campus parking lots. Disputed violations may be forwarded to the Vice President of Student Services and the Vice President of Administrative Services for disciplinary action.

#### PROGRAM SERVICES

Many of the College's degree/certificate programs provide services or repairs for staff, students, and the general public if the work applies to the training of students in the program and does not negatively impact community private enterprise. Services include automotive and electronics repair. Contact specific programs for more information. The BTC Dental Clinic is open to the public and welcomes new patients throughout the year. Dental care is provided by a licensed dentist from the community and dental assisting students under the direction of a certified faculty member. The clinic provides low cost dental care on a cash-only basis. Contact the clinic at 360.752.8349.

#### PUBLIC PHONES

Complimentary phones are available for use on campus in the College Services Building, Haskell, and A Building. These phones do not accept in-coming calls and calls are limited to four minutes. Calling cards may be used for long-distance numbers.

#### STUDENT ID CARDS

The picture identification card includes your Student ID (SID) number, which is needed for registration and other campus functions. It may also entitle you to some community/retail discounts. Cards are available for purchase in the Campus Store.

### BTC INFORMATION

#### ACADEMIC AWARDS

Dean's List-

- Students who carried a 12-credit load or more in graded classes and who earned a quarterly GPA of 3.75 or higher are placed on the Dean's List for the quarter.

Certificate of Merit-

- Full- or part-time degree/certificate program students who demonstrate academic and/or program excellence in their program may be awarded the Certificate of Merit at program completion by the program faculty. It is awarded at the discretion of the program faculty, only upon completion.

Honors Designation (effective Fall Qtr 2016)

- Awarded to each full-time student enrolled in a degree program with a cumulative GPA of 3.50 or higher at the completion of all degree requirements. Full-time is defined as being enrolled for a minimum of 12 credits per quarter.
  - Cum Laude- with Honor 3.50-3.74  
cumulative GPA
  - Magna Cum Laude- with Great Honor 3.75-3.89  
cumulative GPA
  - Summa Cum Laude- with Highest Honor 3.90-4.00  
cumulative GPA

## ACADEMIC STANDARDS AND PROGRESS

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### Academic Progress:

The primary objective of Bellingham Technical College is to prepare an educated workforce. In educating students, BTC stresses equally the development of technical skills, communication and interpersonal skills, positive work habits, and attitudes that are required for employment. In light of this, BTC expects that students demonstrate academic progress.

In 2003, the Legislature of the State of Washington established a law requiring colleges to develop policies "to ensure that undergraduate students complete degree and certificate programs in a timely manner in order to make the most efficient use of instructional resources and provide capacity within the institution for additional students."

### Academic Standards/Credit Completion Policy:

Students who wish to graduate and receive a degree or certificate must earn a quarterly grade point average of 2.0 or better in the program course requirements for the specific degree or certificate. In order to demonstrate satisfactory progress:

1. All students will maintain regular attendance for each enrollment period. This standard will be reflected in the grading policy within each degree/certificate program. BTC believes that attendance is a critical workplace competency and is important overall to student success.
2. All students will demonstrate satisfactory progress toward meeting program objectives. This standard is defined as maintaining a quarterly grade point average of 2.0\* and completing a minimum of 66% of enrolled quarterly course work competencies.

### Academic Alert/Probation/Suspension /Readmission:

Students who do not demonstrate satisfactory progress as defined above will be placed on academic alert. Students who do not demonstrate satisfactory progress for the following quarter will be placed on academic probation. Students will be suspended after three consecutive quarters of unsatisfactory progress. Students will be notified by BTC email if they have not met academic progress after quarterly grades have been finalized

and posted. Students who have been suspended as a result of unsatisfactory academic progress may petition for readmission. The suspended student must meet with a counselor to complete a plan for improvement. The Academic Probation Readmission Plan form can be obtained from the Admissions & Student Resource Center. Once completed, the plan will need to be signed by the student's instructor and submitted to the Appeals Committee for consideration of approval. All students readmitted following suspension will remain on academic probation for one quarter.

\*Individual programs may require higher-level grades in program or individual course requirements in defining satisfactory progress. These requirements will be published and made available to students enrolled in the program.

#### ACRONYMS USED AT BTC

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AAS: Associate of Applied Science

AAS-T: Associate in Applied Science-Transfer

AS-T/MRP: Associate in Science-Transfer/Major Related Program

ABE: Adult Basic Education

AR: Accessibility Resources: Access and Disability Services

ASBTC: Associated Students of Bellingham Technical College

ATB: Ability to Benefit

BAS: Bachelor of Applied Science

BCIS: Business & Computer Information Systems

BFET: Basic Food Employment & Training

CASAS: Comprehensive Adult Student Assessment System

CLM: College Level Math Test

CNET: Computer Network Technology

CSS: Computer Software Support

DTA/MRP: Direct Transfer Agreement/Major Related Program

EFC: Expected Family Contribution

ESL: English as a Second Language

FAFSA: Free Application for Federal Student Aid

FERPA: Family Educational Rights and Privacy Act

FTE: Full Time Enrollment

GED: General Educational Development

HVAC: Heating, Ventilation & Air Conditioning

I-BEST: Integrated Basic Education Skills Training

IC3: Internet and Computing Core Certification

MCAS: Microsoft Certified Applications Specialist

PTEC: Process Technology

PTK: Phi Theta Kappa

SFR: Student Financial Resources

TANF: Temporary Aid for Needy Families

VA: Veterans Services  
WAOL: Washington Online Learning  
WOIS: Washington Online Information System  
WRT: Worker Retraining

#### ATTENDANCE POLICY

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Bellingham technical college requires regular attendance. If you have special circumstances and know you will be absent from class, you must notify your instructor prior to the absence. Failure to attend class, participate in an online class, or contact your instructor by the 2nd day of class may result in being dropped without notice. It is the student's responsibility to officially withdraw from a class and review their Student Schedule for accuracy.

#### CAMPUS SAFETY - A SHARED RESPONSIBILITY

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Bellingham Technical College has a long history of being a safe and welcoming campus. We are very aware that a truly safe campus can only be achieved through the cooperation of everyone. By increasing awareness and reporting suspicious activity, together we can help reduce crime on campus.

The Bellingham Police Department is the College's primary partner in safety and security issues. In the event of a threatening situation do not hesitate to call 911. Be prepared to give your exact location and the location of the threatening situation. Once you have called 911, notify your instructor, supervisor, or any administrator. If you observe anything that seems suspicious or out of the ordinary but not immediately threatening, then notify your instructor, supervisor or any administrator. The College has an emergency warning system to let students know when it is necessary for a lockdown or an evacuation. Students will be given additional direction and information on how to safely respond in an emergency. The primary procedure for all students is to carefully follow the directions given by your instructor. A truly safe campus depends on everyone being aware of suspicious behavior and reporting it immediately.

#### Important Phone Numbers:

Emergency

911

Vice President of Student Services

360-752-8440

Emergency Contact Coordinator

360-305 -1005

After Hours Emergency Contact

360-305-1004

### CAMPUS SECURITY ACT (STUDENT RIGHT TO KNOW)

In compliance with Public Law 101-542, the Student Right to Know Act and Campus Security Act, as amended by Public Law 102-26 (Higher Education Technical Amendments Act of 1991), Bellingham Technical College provides students with information about the student completion rates for the institution as well as substance abuse prevention information, campus crimes, and security. This information is provided to students at New Student Orientation. It is also available in the Admissions and Student Resource Center. The Annual Safety & Security report is located at [www.btc.edu/SafetyReports](http://www.btc.edu/SafetyReports). The College is not responsible for lost or stolen articles. Students use the campus lockers at their own risk.

### CLASS WAITLIST

Class Waitlists are available for most classes at BTC, except for classes where students are admitted as a cohort (group of students). Class openings are available to students on a first come first serve basis. When a student attempts to register for a full class that has a class waitlist available, the student will be asked if he/she wishes to be placed on the class waitlist. Class waitlists automatically move students into class overnight as openings occur through the first night of the quarter. Students who place themselves on a class waitlist are responsible to monitor the class waitlist position and movement into class; to remove themselves from the class waitlist if no longer interested in the class; to add/drop classes if time conflicts are created by classes added from the class waitlist; to notify funding sources of schedule changes; to provide payment for a class within 48 hours of being moved into the class from the class waitlist (or by the tuition & fee due date for credit classes if that due date is not yet past). Students will receive a courtesy email if a new class is added and if the student is moved into class. Shared Washington Online classes do not have class waitlists. If you are still on a class waitlist, attend the first class and ask the instructor if there is room to add you. If you are on a class waitlist for an online class or parenting class, email the instructor prior to the first day of class. See Class Waitlist info at [www.btc.edu/classwaitinfo](http://www.btc.edu/classwaitinfo)

### DRUG FREE POLICY

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989, Public Law 101-226, Bellingham Technical College is committed to providing a drug-free learning environment. The unlawful manufacture, distribution, sale, possession, or use of illicit drugs or alcohol at BTC is prohibited.

Each student and employee is responsible for behavior that does not adversely affect safety, health, or the learning process of him/herself or others. Use of alcohol and/or drugs on the BTC campus will be cause for disciplinary action.

WAC 495B-121-040 Student Misconduct:

Prohibited student conduct for which the college may impose sanctions includes, but is not limited to, any of the following...Being observably under the influence of any alcoholic

beverage, or otherwise using, possessing, selling or delivering any alcoholic beverage, except as permitted by law and authorized by the college president...Being observably under the influence of marijuana or the psychoactive compounds found in marijuana, or otherwise using, possessing, selling, or delivering any product containing marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities...Being observably under the influence of any legend drug, narcotic drug, or controlled substance as defined in chapters 69.41 and 69.50 RCW, or otherwise using, possessing, delivering, or selling any such drug or substance, except in accordance with a lawful prescription for that student by a licensed health care professional. BTC offers resources relating to substance abuse prevention for students and staff. Anyone concerned about their own use of alcohol and other drugs or about the use by someone else is welcome to contact the Admissions & Student Resource Center to meet with a counselor or to receive other information on available resources.

#### EMERGENCY CLOSURE

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Severe weather conditions or other emergencies may require closing the College. When the College is closed for students, students can access the BTC Weather Watch recorded announcement at 360.752.8SN0(8766). The message will be updated after 6:00 a.m. for day classes and 3:00 p.m. for evening classes. The following radio stations will also be notified: KAPS 660AM/102.1FM, KBRC 1430 AM, KGMI 790 AM, KISM 92.9 FM, KPUG 1170 AM, and KAFE 104.1FM. Information will also be sent via text message and email to those signed up for BTC Alerts. Register your contact information at: <http://www.btc.edu/safety>.

#### GRADES

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Quarterly grades for all graded programs and classes are final and available online within three working days following the end of the quarter through the College website. Students will need their SID number and PIN to access their grades. Grades are withheld if all obligations to the College, financial or otherwise, are not filled.

##### Interpretation of Grade Symbols:

- 4.0- Excellence in Achievement of Competency
- 3.0- Above Average Achievement of Competency
- 2.0- Average Achievement of Competency
- 1.0- Below Average Achievement of Competency
- 0.0- Failure to Achieve Minimum Competency

The following grades are used when appropriate and are not calculated into the student's GPA:

- AU = Audit
- CR = Credit for prior experiential learning

- NP = No Pass
- I = Incomplete: starting Fall 2010 failure to complete by agreed deadline results in grade change from an I to an F
- P R = Pass Repeat: Indicates the class has been repeated. Only the highest grade will be calculated in the cumulative GPA. This appears after the letter grade of the lowest grade.
- T = Transfer (used prior to Summer 2009) Beginning Summer 2009 Transfer Credit from another college will be noted on the transcript.
- V = Unofficial Withdrawal (used prior to Fall 2010)
- W = Official Withdrawal

#### Grade Changes

A grade posted on a student's transcript is considered final. If a student believes there has been a grading error, it is the student's responsibility to contact the instructor as soon as possible. Instructors can submit grade changes due to error not more than four quarters from the time the grade was awarded.

#### Course Repeat

- Students who will be repeating a course need to fill out a "Course Repeat" form at the time of registration. If registering online, then students will need to fill out a "Course Repeat" form before the course is complete.
- Courses can be repeated no more than twice in order to improve a grade; (this is defined as two repeats in addition to the original enrollment for a total of three times). Students must meet with their Advisor to repeat a class for the third time to develop an educational plan. Students cannot take a class more than three times per State regulation. If a class is offered only at BTC students can contact the appropriate Dean to request that a fee only class section be created. If approved, the student is required to register and pay within 48 hours after being notified the class is available.
- Some programs may have more stringent restrictions for repeating courses (e.g. nursing). Courses with letter grades AU, CR, NP, I, T, or W, are excluded because these grades do not affect the GPA calculation.
- Only the highest grade will be calculated in the cumulative GPA. An "R" will be placed next to the lowest grade on a transcript.
- Students receiving financial aid or veterans' benefits should consult the respective office(s) prior to repeating a course, as benefits or eligibility may be reduced or canceled as a result of the repeat.

#### MEDICAL EMERGENCY

If you need to contact a BTC student due to a medical emergency please call (360) 752-8550.

### NAME OR ADDRESS CHANGE

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Change your address, phone number(s) and email address online using myBTC portal or the MyInfo tab under Register For Classes on the BTC website. Name changes require the Change of Name Form, which is available in the Registration & Enrollment Office or on the BTC website, and supporting documentation. Those students receiving Financial Aid must also notify the Financial Aid Office. Students employed by BTC (including Work Study and ASBTC Officers) must also notify the Human Resources Office at [hr@btc.edu](mailto:hr@btc.edu)

### PRIVACY ACT

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#### Privacy of Records / Releasing of Information / FERPA:

Bellingham Technical College policy on privacy of records and releasing of information follows the directives outlined in the Family Educational Rights and Privacy Act (FERPA), the federal law governing the protection of educational records. Registered students will be notified of this policy on an annual basis. Others can find the policy in the Bellingham Technical College catalog. Personally identifiable information will not be released from an education record without the prior written consent of the student, unless an exception has been granted by FERPA (see Exceptions Under FERPA section below).

#### Rights under FERPA:

FERPA affords students certain rights with respect to their education records:

- (1) The right to inspect and review the student's education records within forty-five (45) days of the day the College receives a request for access. Students should present to the Director of Registration and Enrollment a signed, written request that identifies the record(s) they wish to inspect. The Director of Registration and Enrollment will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Director of Registration and Enrollment, the director shall advise the student of the College official to whom their request should be addressed. At the time of viewing, the student will present some form of picture identification, such as a valid driver license, before being allowed to view the record.
- (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may submit in writing to the Director of Registration and Enrollment a request to amend a record they believe is inaccurate or misleading. Students should clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.



(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 (see Exceptions Under FERPA below).

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures of the College to comply with the requirements of FERPA.

The name and address of the office administering FERPA: Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue SW Washington D.C. 20202-5920

#### **Exceptions under FERPA:**

Under certain conditions, as authorized by FERPA, information can be released without student consent:

#### **Directory Information**

The term directory information is a legal term applying to that information the College can release, without student consent, to any third party. The use of the term "directory information" does not imply that the College actually has a document containing student directory information or that the College has any obligation to produce such a document. The College has defined Directory Information as the following:

- Student name
- Student e-mail address
- Program of enrollment
- Full-time or part-time status
- Period of enrollment
- Date of completion
- Degree/certificate awarded
- Photos/videos of student for use in College press releases, publications, and websites

Students have the right to restrict the disclosure of directory information at any time. To restrict the disclosure of directory information, a student may file a signed written request with the Director of Registration and Enrollment. This request to restrict disclosure of directory information will be honored until such time as the student presents signed written notification to the Director of Registration and Enrollment to remove the restriction. A student's name will not appear in the Commencement program or any press releases, and no degree or enrollment verifications will be processed for a third party.

#### **U.S. Military**

According to federal law, the College must release to the U.S. Armed Forces student name, address, phone number, date of birth, and field of study.

Authorized Federal, State, and Local Authorities

Student authorization is not required for disclosure to an authorized representative of the following individuals or entities:

- The Comptroller General of the United States
- The Secretary of the U.S. Department of Education
- State educational authorities
- Any party legitimately connected with the student's application for or receipt of financial aid
- Accrediting organizations
- Agencies involving an audit or evaluation of compliance with education programs
- Organizations conducting studies for or on behalf of educational institutions.

#### Other Institutions

Information can be released to other schools at which a student seeks or intends to enroll.

#### Emergency Situations

Information can be released to law enforcement personnel, emergency personnel, and College officials in an emergency in order to protect the health or safety of students or other persons. Legitimate Educational Interest Officials of the College who are determined by the College to have a legitimate educational interest may have access to student records without obtaining consent from the student. "Officials of the College" is defined as:

- Persons employed by the school in an administrative, supervisory, academic, research, or support staff position;
- Persons serving on school governing bodies;
- Persons employed by or under contract to the College to perform a specific task, such as an attorney;
- Auditors;
- Persons or companies with whom the College has contracted (such as attorneys; third party services, such as National Student Clearinghouse; Higher One; auditors or collection agents/agencies);
- Persons serving on the Board of Trustees; and/or
- Students serving on official committees (such as a disciplinary or grievance committee) or who are assisting other school officials in performing their tasks.
- An official of the College has a legitimate educational interest if they need to perform duties specified in their job description or under terms of contractual agreement;
- Provide campus services related to a student, such as advising, financial aid, and counseling; and/or
- Conduct tasks related to a student's education or campus discipline.

#### Judicial Order

Information must be released to comply with a judicial order or lawfully issued subpoena. The College will make a reasonable effort to notify the student of the order or subpoena

in advance of compliance so that the student may seek protective action. However, if the court (or other issuing agency) has ordered that the existence or the contents of the subpoena or judicial order not be disclosed, the College will comply and notification to the student will be withheld.

#### Grievance Hearing

Information about a student or students involved in a grievance investigation or grievance hearing may be released to members of the grievance committee, including any students assigned to that committee, if such information is germane to the investigation or hearing.

#### Disciplinary Hearing

The results of a disciplinary hearing may be released to an alleged victim of a crime of violence without the permission of the accused.

#### Bellingham Technical College Foundation

Student names and addresses may be released to the Bellingham Technical College Foundation for foundation-related activities. The Foundation is considered part of the College and will hold confidential such information, using the information only in specific activities intended to aid and support the College. Release of such information to the foundation will be made only with the approval of the College president or his/her designee.

#### U.S. Patriot Act

The College must release, without consent or knowledge of the student, personally identifiable information from a student's education record to the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes specified in sections 233b (g)(S)(B) and 2331 of Title 18, U.S. Code.

#### Written Release

Personnel employed by the College who have consent in the form of a written release of information signed by the student may disclose student information to appropriate outside agencies or persons.

### COMMENCEMENT CEREMONY

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Participating in the annual Commencement Ceremony is a great way to celebrate your achievement. All students who complete a program of 45 credits or more by the end of summer quarter are eligible to participate in the June Commencement Ceremony. Students must submit an online graduation application and click "YES" to open the Commencement Participation form by the published deadline. Guest tickets (no charge) are required for the Commencement Ceremony, and each participating graduate receives four (4) tickets which can be picked up at the Commencement Countdown. Black cap and gown are required and can be purchased through the BTC Campus Store.

## PROGRAM TRANSFER

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Degree/certificate program students may request to transfer from one program into another at quarterly registration on a space available basis if the student has satisfied program entry requirements. Students wishing to change their program schedule must complete a Request for Program Transfer Form with both program instructors' signatures and the dean's signature and submit to the Registration & Enrollment Office prior to the start of the quarter.

## REGISTRATION PROCEDURES

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myBTC portal - Use myBTC portal to add and drop classes, manage your class waitlists and verify your Student Schedule. Login using your SID (Student ID) and PIN or with your network account user and password.

Degree Audit - Run an unofficial audit quarterly to see classes you have completed toward your degree or certificate and classes you have yet to complete.

### Registration Information & Policy -

- Our academic year begins with summer quarter.
- You must register for classes every quarter. Most first quarter students register during an Advising and Registration session. Each quarter after that, you will register using myBTC portal as soon as you can after your Registration Access Time which is assigned based on Cumulative Credits Earned. General Timetable for Registration is:
  - Winter Registration begins in November
  - Spring Registration begins in February
  - Summer AND Fall Registration begins in May

The maximum enrolled credits is 26 per quarter. Enrolling in more than 26 credits requires the Program Dean's signature on the Override Request form.

Determining Classes to Register for Each Quarter - Consult your advisor and your educational plan- See Faculty for program classes; See Admissions & Advising for academic/general education class advising.

### Register Online or in Writing -

1. Register using myBTC Portal. Most schedule changes, adds, drops, and withdrawals may be completed online.
2. Register in writing to obtain staff assistance. Complete a registration form, Add/Drop form or Override Request form and submit it to registration. Complete an add/drop form if you add/drop/withdraw classes in writing. A hardship withdrawal form is available for medical and military withdrawals and must be submitted with third party documentation prior to the end of the enrolled quarter.

### Running Start Application Process -

Running Start students must complete a paper Running Start Admissions Application (fillable online) which can be found on the BTC Running Start Website, at the BTC Admissions office or through a high school counselor. This form needs to be signed and dropped off to the Admissions Office or emailed to the Running Start Advisor. Running Start students (including Homeschool) must complete a Running Start Enrollment Verification Form each quarter to register for classes. This form must be completed by the High School Counselor or School District Office, a parent or guardian, the student, and then by the BTC Running Start Advisor. Students must submit their Running Start Enrollment Verification Form to the BTC Running Start Advisor when registering for classes each quarter and pay administrative, technology, and program fees by the tuition due dates.

#### Student Schedule -

1. Student Schedule is your official record of your class schedule. As a BTC student, it is your responsibility to make sure that your classes are correct, payment is made on time and that contact information is accurate and up-to-date.
2. Student Schedule is available in myBTC portal. Select the quarter for the schedule you want to view and print. Preview prior to printing for best results.

#### REFUND POLICY

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##### State Funded Credit Class Refund Policy\*

- 100% refund if a student withdraws from a class through the 5th instructional day of the quarter.
- 50% refund if a student withdraws after the 5th instructional day through the 20th calendar day of the quarter.

##### Classes with start and end dates other than the start and end of the quarter:

- Refunds for state supported classes that start before or after the regular quarter begins will be processed in proportion to the tuition and fee refund percentages above. Refund deadlines may differ for classes with different start dates, including Washington Online classes and classes that start mid-quarter.
- Refunds for state supported classes that are shorter than the full quarter and begin any time during the quarter will be processed in proportion to the tuition and fee refund percentages above.
- State supported classes that meet only once must be dropped prior to the class meeting time to be refund eligible.

*Instructional Days are defined as days the College is in session, not including weekends or scheduled holidays.*

*Calendar Days are defined as all days the College is in session, including weekends and scheduled holidays.*

##### Self-Support Class Refund Policy\*\*

100% refund if drop is submitted by midnight two calendar days prior to the start date of the class. There are NO refunds after midnight two calendar days prior to the start date of

the class. A signed Add/Drop form is required to drop or withdraw after midnight two calendar days prior to the start date.

#### Canceled Class Refunds

A 100% refund will be made when Bellingham Technical College cancels a class.

#### Refund Information - How to drop, withdraw, and petition:

- Students are usually able to drop and withdraw online. If you need to drop a class which starts after the "last day to withdraw or change schedule", submit an Add/Drop form to the Registration Department for assistance.
- An Official Withdrawal is defined as when a student has withdrawn online or submitted a completed Add/Drop form to the Registration Department before the withdrawal deadline. The refund will be calculated based on the date the form is **submitted** rather than the last day of attendance. No refund of tuition and fees will be made beyond the current quarter.
  - Students who fail to attend or stop attending a course or program without notice, and do not officially withdraw will forfeit all claims to the refund of tuition and fees, and may receive a failing grade of F. The College may drop students in courses who fail to pay at the time of registration or by the tuition and fee payment due date.
  - Refunds for Financial Aid students may be adjusted based on the type of aid received. Contact the Financial Aid Office at 360.752.8351 for any questions.
  - Petitions for exceptions to the refund policy must be submitted in writing to the Director of Registration and Enrollment for determination prior to the end of the enrolled quarter. Required documentation for consideration includes an Add/Drop form, a Hardship Withdrawal Form, and supporting documentation. Circumstances warranting a refund exception are medical reasons or for those called into US military service. All petitions, forms and documentation must be submitted by the last day of the enrolled quarter.

#### Payment of refunds

- Refunds for payments made by cash or check will be processed through the Business Office and a check mailed within 3 weeks.
- Refunds for payments made by credit card will be processed back to the credit card in 2 business days. Outstanding debts to the college will be deducted from refunds.
- Refund amounts are based on prior full payment of tuition and fees. If you have not paid in full, you may still owe a balance if you withdraw from your class during a partial refund period or non-refund period.

\* *State-Funded Courses - supported with State funds.*

\*\* *Self-Support Courses - supported by student fees.*

## RELEASE OF RECORDS FOR FACULTY REFERENCE/RECOMMENDATION

Students wanting to use BTC faculty or staff as a reference for employment need to complete the Student Release of Records for Reference or Recommendation form. Students can obtain this form from their faculty.

## STUDENT CODE OF CONDUCT

BTC students are expected to respect individual rights, recognize their impact on others, and take responsibility for their actions. Students may be subject to disciplinary action for any activity that unreasonably disrupts the operations of the college. The college may impose disciplinary sanctions against a student who commits, or assists others to commit, an act of misconduct, which include, but are not limited to the following:

- Academic Dishonesty
- Cheating
- Plagiarism
- Fabrication
- Facilitating academic dishonesty
- Acts of Misconduct:
  - Marijuana is prohibited on college premises and during college activities.
  - Alcohol, drugs, and tobacco/electronic cigarette violations.
  - Forgery, furnishing false information, false complaints, or false alarms.
  - Disruption or obstruction of any instruction, services, or activity.
  - Assault, intimidation, bullying, stalking, or hazing.
  - Sexual harassment, sexual intimidation, sexual violence.
  - Lewd conduct.
  - Discriminatory conduct, harassment, or retaliation.
  - Cyber-misconduct and misuse of electronic resources.
  - Property damage, misuse, or unauthorized access (actual or attempted).
  - Theft, robbery, or illegal entry.
  - Unauthorized use or damage to college equipment and supplies.
  - Ethical violation.
  - Safety violation.
  - Violation of other laws or policies.
  - Weapons, explosives, and dangerous chemicals: Carrying, displaying, or drawing any weapon in a manner that warrants alarm for the safety of other people.
  - Failure to follow instructions of a college official.

For more detailed information on the Student Conduct Code, please visit [www.btc.edu](http://www.btc.edu) and look for the Student Code of Conduct under “Quick Links.”

## DISCRIMINATION AND HARASSMENT

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### 4958-305-010 - Preamble.

Bellingham Technical College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1975, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act, and Washington state's law against discrimination, chapter 49.60 RCW and their implementing regulations. To this end, Bellingham Technical College has enacted policies prohibiting discrimination against and harassment of members of these protected classes. Any individual found to be in violation of these policies will be subject to disciplinary action up to and including dismissal from the college or from employment. Any employee, student, applicant or visitor who believes that he or she has been the subject of discrimination or harassment should report the incident or incidents to the college's Title IX coordinator or EEO/AA officer, identified below. If the complaint is against that coordinator, the complainant should report the matter to the president's office for referral to an alternate designee.

- Vice-President of Student Services, *Title IX Coordinator*  
Contact Information: titleIX@btc.edu; 360-752 -8440
- Executive Director of Human Resources, *Equal Employment Opportunity/Affirmative Action (EEO/AA) Officer*  
Officer Contact Information: hr@btc.edu; 360-752-8549

### The Title IX coordinator or EEO/AA officer or designee:

- Will accept all complaints and referrals from college employees, applicants, students, and visitors.
- Will make determinations regarding how to handle requests by complainants for confidentiality.
- Will keep accurate records of all complaints and referrals for the required time period.
- May conduct investigations or delegate and oversee investigations conducted by a designee.
- May impose interim remedial measures to protect parties during investigations of discrimination or harassment.
- Will issue written findings and recommendations upon completion of an investigation.



- May recommend specific corrective measures to stop, remediate and prevent the recurrence of inappropriate conduct.

The college encourages the timely reporting of any incidents of discrimination or harassment. Complaints may be submitted in writing or orally. For complainants who wish to submit a written complaint, a formal complaint form is available online. Hard copies of the complaint form are available at the following locations on campus: Human resources office and office of the vice-president of student services. For complaints involving student on student acts of sexual violence under Title IX, refer to chapter 4958-121 WAC.

4958-305-090 - Criminal complaints.

Discriminatory or harassing conduct may also be, or occur in conjunction with, criminal conduct. Criminal complaints may be filed with the following law enforcement authorities:

Bellingham Police Department:	360-778-8600
Whatcom County Sheriff's Office:	360-676-6650
Washington State Patrol:	360-738-6215

The college will proceed with an investigation of harassment and discrimination complaints regardless of whether the underlying conduct is subject to civil or criminal prosecution.

4958-305-100 - Other discrimination complaint options.

Discrimination complaints may also be filed with the following federal and state agencies:

- Washington State Human Rights Commission:  
<http://www.hum.wa.gov/index.html>
- U.S. Dept. of Education Office for Civil Rights:  
<http://www2.ed.gov/about/offices/list/ocr/index.html>
- Equal Employment Opportunity Commission: <http://www.eeoc.gov/>

STUDENT GRIEVANCE PROCEDURE

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Definition of Grievance - A grievance is a complaint by a student against a policy or practice of the College or College staff that is considered improper or unfair, or where there has been deviation from or misinterpretation or misapplication of a practice or policy.

Grievance Procedure

- A. A student wishing to pursue a grievance must take the following steps to try to resolve the grievance prior to filling out an official complaint form:
  1. The student will first try to resolve the matter with the appropriate BTC staff member;
  2. If resolution is not achieved between the student and the BTC staff member, the student will ask the staff member's immediate supervisor to resolve the grievance;

3. If resolution is not achieved at supervisory level, the student will ask the Supervisor's Vice President to resolve the grievance;
  4. If resolution is not achieved as this point, the student may file a complaint using the appropriate complaint forms. (An appointment must be made with the Vice President of Student Services or a designee to obtain the necessary forms and information.)
- B. Complaints must be filed with the Vice President of Student Services or a designee.
  - C. Complaints must be filed within 20 school days of the date of the action causing the complaint.
  - D. The student will receive acknowledgment of the filing of a formal, written complaint. The student may withdraw the complaint at any point during the formal procedure. The Vice President or a designee will notify the person(s) against whom the complaint has been filed (hereafter referred to as the staff member). The staff member will also receive a copy of the complaint.
  - E. A grievance committee will be appointed annually by the President and will consist of five individuals representing the various college constituencies. The committee will be made up of one administrator, two faculty members, and two support staff members. The complainant may request student representation on the committee. If requested, the President may select two students to substitute for a like number of the existing members of the committee. Members of the grievance committee will remove themselves from the process if they deem themselves biased or personally interested in the outcome of the grievance.
  - F. The Vice President of Student Services or a designee will serve as the investigating officer in the complaint.
  - G. The investigating officer will:
    1. Meet with the student and the staff member.
    2. Examine documentation and interview witnesses.
    3. Consult with the appropriate vice president, or equivalent unit head and/or other appropriate administrator.
    4. Prepare a written investigative report.
  - H. The investigating officer may meet individually with the student and the staff member to discuss the report in the hope that a resolution can be reached. If a resolution is not achieved, copies of the investigative report will be forwarded to the grievance committee, the student, the staff member, and the appropriate administrator (s).
  - I. The grievance committee will review the complaint and the findings of the investigating officer and determine whether or not the facts warrant a hearing. The committee's decision will be limited to one of the following statements:

1. Based on the evidence presented to us, we find probable cause for believing that an improper or unfair practice or act has been committed; or
  2. Based on the evidence presented, we find no probable cause for believing that an improper or unfair practice or act has been committed.
  3. The committee will make its report in writing to the Vice President of Student Services or a designee after receipt of the report by the investigating officer. The deliberations of the committee will not be disclosed to anyone except the Vice President of Student Services or a designee who will hold them confidential.
- J. If no probable cause is found, the matter will be considered concluded. However, the student may submit a written appeal to the President within ten (10) working days from the date the decision is made. The appeal must specify in detail what findings, recommendations, or other aspects of the report or decision were not acceptable. The appeal should also include what corrective action the student desires after consideration of the appeal by the President. The President may uphold the decision of the committee and, at that point, no further appeals within the College will be considered. Or, the President may instruct the committee to go forward with the grievance hearing process.
- K. If probable cause is found, a hearing will be held.
1. The committee will select a chair. The chair of the committee will establish a date for the hearing. A notice establishing the date, time, and place of the hearing will be provided to all involved parties.
  2. The hearing will be held within **thirty (30) working days** from the time the hearing notice.
  3. The student and the staff member will each have the privilege to challenge one member of the committee without cause (stated reason). Unlimited challenges may be issued if it is felt that a member of the committee is biased. In the case of a challenge for bias, a majority of the grievance committee members must be satisfied that a challenged member cannot hear the case impartially before the member can be disqualified. In the case of removal of a member through the challenge process, the President will restore the committee to full membership.
  4. The hearing will be conducted as expeditiously as possible and on successive days if possible.
  5. The student and the staff member and any others the committee deems necessary to the proceedings will make themselves available to appear at the proceeding unless they can verify to the committee that their absence is unavoidable.
  6. The student and the staff member will be permitted to have with him/her a party of his/her own choosing to act as an advisor and counsel. The

hearing may be monitored by the Assistant Attorney General assigned to the College.

7. The hearing will be closed to all except those persons directly involved in the case as determined by the grievance committee. Statements, testimony, and all other evidence given at the hearing will be confidential and will not be released to anyone and may be used by the committee only for the purpose of making its findings and recommendations to the President.
  8. The chair of the grievance committee will convene and regulate the proceeding. The student, the staff member, and the members of the hearing panel must be present during the proceedings unless excused by the chair for good cause. Repeated failure, without reasonable explanation, of either the student or the staff member to appear will be grounds for defaulting that party's case. The student will have the burden of presenting the case and the staff member will have the burden of challenging the evidence presented.
    - a. All parties will have the opportunity to present evidence, respond to evidence presented, and examine and cross examine witnesses.
    - b. The hearing panel will be empowered to: examine witnesses and receive evidence; exclude any person(s) felt to be unreasonably disruptive of the proceedings; hold conferences for the settlement of the issues involved; make decisions or proposals for decisions; and take any other actions authorized by the rule consistent with this procedure.
    - c. No individual will be compelled to divulge information in any form that she/he could not be compelled to divulge in, or in connection with, court proceedings.
  9. Any legal opinion or interpretation given to the grievance committee by the parties may be shared with all parties to the case.
  10. The grievance committee will file its findings and recommendations with the President, the Vice President of Student Services, the student, and the staff member after the conclusion of the hearing. If the findings and recommendations of the grievance committee are acceptable to the student and the staff member, the President may direct implementation of the recommendations.
- L. If the student or staff member objects to the findings and recommendations and wishes to appeal, a written appeal may be submitted to the President within ten working days from the date the finding is issued. The appeal must specify in detail the findings, recommendations, or other aspects of the report or decision that are

not acceptable. The appeal should also include what corrective action the student or staff member desires after consideration of the appeal by the President.

- M. After considering an appeal, the President will issue a written decision to the parties involved. The decision of the President will be final and no further appeals within the College will be considered.

#### STUDENT IDENTIFICATION NUMBERS (SID)

In accordance with Washington State Law SB5509, BTC uses randomly assigned Student Identification (SID) numbers as the primary identifier for student's academic records. This law is intended to add additional protection to student's identity, records, and privacy. Although the student's social security number (SSN) will not be listed as the primary student identifier, the College will still need to record it for a number of uses, including financial aid, tax credits, employment verification, workforce or unemployment data, assessment/accountability research projects authorized by the College and/or the state of Washington, transcripts, and other legitimate uses authorized under state and/or federal laws.

#### STUDENT RIGHTS

As members of the Bellingham Technical College academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community.

The following enumerated rights are guaranteed to each student within the limitations of statutory law and college policy, which are deemed necessary to achieve the educational goals of the college.

1. Academic freedom.
  - a. Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.
  - b. Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services, subject to the limitations of RCW 288.50.090 (3)(b).
  - c. Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.

- d. Students have the right to a learning environment that is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.
2. Due process.
- a. The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
  - b. No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.
  - c. A student accused of violating this code of student conduct is entitled, upon request, to procedural due process as set forth in this chapter.

#### TERMS & DEFINITIONS

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**Accredited College:** An institution that is certified by a regional accrediting agency as having fulfilled prescribed professional standards. Credits for equivalent courses from regionally accredited schools are usually transferrable at Bellingham Technical College.

**Accepted:** Students who have completed all admission requirements and/or prerequisites are considered program ready. Accepted students may enroll in general education courses; however they may have to wait to enroll in technical program courses until a space becomes available.

**Admission:** The process of applying to and meeting application requirements for certificate and degree programs. Completing an admissions application, assessment testing and/or prerequisites are required as part of the process.

**Admitted:** The term used to note when a student has been offered a program seat and invited to register for technical program coursework.

**Advisor:** Advisors assist BTC students with degree/certificate program information, admissions steps, placement testing interpretation, course selection, transcript evaluation, and other general academic advising needs.

**Audit:** To take a class without receiving credit or a grade. Full tuition and fees must be paid. At BTC an audit cannot be used for program course requirements.

**Catalog:** A college publication printed annually or every other year providing detailed information on the college certificate and degree programs of study, policies and requirements, accreditation and strategic plan, enrollment, and other student life and services functions.

**College Level:** Courses or credits numbered over 100 level, which are graded. Typically, college level courses are also required for a degree or certificate program.

**Common Course Number (&):** A course that contains an ampersand (&) is a course number and course title shared by many colleges in the Washington Community and Technical College system, e.g. ENGL&IOI at BTC = ENGL&IOI at Whatcom Community College, and vice versa.

**Commencement:** A ceremony in which degrees or certificates are given to graduating students.

**Conditionally Accepted:** An admissions term used to describe students who have satisfied minimum admissions criteria to begin working on preparatory or prerequisite courses required for their programs of study. Conditionally accepted students are eligible for financial aid and may receive an appointment to register before the general public. These students are not guaranteed a particular program start date upon becoming program ready.

**Continuing Education Courses (CE):** Courses that are intended for students who are not necessarily interested in obtaining a certificate or degree. Most BTC CE courses are graded and cover a variety of interests or community offerings.

**Co-requisite:** A course that must be taken during the same quarter as another course.

**Counselor:** Counselors provide BTC students with academic, career, and personal counseling. Counselors also provide referrals to community resources and Accessibility Resources: Access and Disability Services.

**Credit, Credit Hour, or Quarter Credit:** A measure of college work. In lecture classes, one credit hour is given for one clock hour of attendance each week for one quarter.

**Credit Deficiency:** Lack of credit in a course required for a program or degree. Curriculum: The complete list of courses offered by the college. Also, a group of courses required for a specific degree.

**Degree or Certificate:** Awarded by the college to signify that a student has successfully completed a prescribed program of study.

**Degree Audit:** A set of online tools to assist you and your advisor with evaluation and planning as you progress toward completion of a certificate, AAS, AAS-T, AS-T/MRP, DTA-MRP, or BAS degree.

**Elective:** A course that counts toward the total number of credits required for a certificate or degree that a student selects from specified department offerings.

**Full-time:** For enrollment verification and financial aid purposes, a minimum of 12 credits for all quarters (fall, winter, spring, and summer) is full-time. Bellingham Technical College's degree programs are structured with the expectation that students enroll in 18-21 college-level credits each quarter, if they intend to complete a degree in two years.

**General Education, Related Instruction:** Courses included in programs to prepare students with the communication, computation, and interpersonal skills required for success. All students seeking certificate or degrees of 45 credits or more must satisfy the general education requirements listed on each program webpage on the BTC website to graduate. General education courses may also be used to refer to science classes required of health program students.

**General Education Development (GED):** A program designed to meet the needs of a person who has not graduated from high school and who want to earn a certificate of high school equivalency. Passage of the GED examinations generally is accepted in lieu of high school graduation.

**Grade:** A measure of students' performance in a course. At Bellingham Technical College grades are awarded according to a letter grading symbols of A, B, C, D, and F, whereby A: 4.0 and F: 0.0

**Grade Point Average:** The cumulative decimal calculation of a student's graded coursework.

**Graduation:** When a student successfully completes all the requirements for a degree or certificate.

**Grant:** A financial aid term representing state, federal, or agency awarded funding for full or part-time attendance that is not required to be paid back by the student.

**Incomplete:** A grade given when a significant portion of a course has been done and an instructor agrees to allow the student to finish course requirements beyond the official ending date of the course.

**Internship/Clinical:** An optional or required, paid or unpaid, on or off-campus training arrangement. Internships or clinicals have specific learning objectives that a student will gain independent of the classroom. Students have an internship supervisor who monitors their work/progress. Students must typically pay tuition for the hands-on internship/clinical credit.

**Part-time:** For enrollment verification and financial aid purposes, a minimum of 6 credits for all quarters (fall, winter, spring, and summer) is part-time.

**Prerequisite:** A course that must be taken before a student is allowed to take another course. For example: MATH 099 is a prerequisite for MATH& 141.

**Probation, Academic or Financial Aid Probation:** A status imposed upon a student because of low grades or lack of completion of courses.

**Quarter:** A term of instruction consisting of approximately 11 weeks. The regular academic year includes, fall, winter, and spring quarters. Summer quarter is typically an optional quarter and is generally 6 weeks long.

**Registration:** The process of signing up for classes and being officially enrolled in a college. Must be completed prior to attending class.

**Running Start:** A state program that allows high school juniors or seniors to earn both high school and college credit simultaneously by enrolling in a community or technical college (and some four year higher education institutions) while maintaining enrollment through the high school/district.

**Scholarship:** Financial assistance awarded to students from a private donor, the BTC Foundation, agency funding, etc. for full or part-time attendance that is not required to be paid back by the student.

**Transcript:** An official copy of a student's academic record, showing courses, final grades, credits earned, quarterly GPA, cumulative GPA, certificates and/or degrees earned and academic awards.

**Transfer Student:** One who goes on to a four-year college or university after attending a two-year college. Also, one who comes to a community or technical college from another institution of higher education.



**Withdrawal:** The process of dropping courses a student is previously registered into. Withdrawal from courses must occur within certain published timeframes each quarter. Withdrawal from courses may have academic, educational sequencing, or financial aid ramifications.

## TRANSCRIPTS

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The official transcript is a sealed copy of the student's academic record bearing the College's seal and the signature of the Registrar. Requests for official transcripts require a student's signature and an accompanying payment. An unofficial transcript is an unsigned and unsealed copy of the student's record and is available online. There is no charge for unofficial transcript copies. It is the responsibility of the student to view their transcript for accuracy.

### Official BTC Transcript:

Go to [www.getmytranscript.com](http://www.getmytranscript.com) to use the online transcript service to order your Official BTC Transcript and pay the \$7.25 fee for each transcript ordered. Allow 5 working days for processing. Archived records may take up to 3 weeks. Transcripts can be mailed or picked up in person with photo ID. Transcripts are delivered in an envelope with an officially sealed envelope inside. Official sealed transcripts are required for transfer credit to another college or university. Transcripts will be withheld if all obligations to the College, financial or otherwise, are not fully filled.

### Unofficial BTC Transcript:

To view and print your unofficial transcript, go to the BTC website to Online Registration/Transcripts and then login under Unofficial Transcripts using your SID and PIN (default is 6-digit birth date MMDDYY).

### GED Transcripts:

GED official transcripts can be requested Registration at 360.752.8350 or online at [www.btc.edu/transcripts](http://www.btc.edu/transcripts). There is a \$5.00 charge for official GED transcripts. For unofficial GED test scores, stop by the Admissions & Student Resource Center. Government-issued photo ID is required to release test scores.

### How to Calculate Your Quarterly GPA

The GPA Calculator below is designed to help students explore various quarterly GPA scenarios. You can fill in the information requested using your transcript or Student Schedule.

#### Important Information about the GPA Calculator

- The calculations are based on the data you enter
- For credit classes only (Summer 2007 to now)
- Calculates quarterly GPA only
- Course selection may not match BTC courses
- This tool is available from a third party

<https://www.koofers.com/bellingham-technical-college-btc-ctc/gpa-calculator>

### TRANSFER CREDIT/COURSE-CHALLENGE/CREDIT FOR PRIOR EXPERIENCE

Transfer credit is credit that is granted for course work completed at regionally accredited institutions. Only courses completed at a regionally accredited college or university with an earned grade of C or better will be considered for equivalent transfer credit. College courses numbered above 100 level will be considered for acceptance of equivalent credit for general education/related instruction courses. Students must provide an official, sealed transcript and the BTC evaluation request form to the Admissions Office. The course challenge (credit by examination) is a process permitting students to receive credit in courses in which the student demonstrates the knowledge and expertise of that course. Not all courses have a challenge procedure. To challenge a course, the student receives permission to take an exam by the faculty who teaches that particular course, and the exam is administered by the Instructor or the BTC Assessment Center. The course will be graded by the Instructor with a CR grade if a student successfully passes. Credit for challenged courses may not transfer to another college so it is important to check with the receiving college. Credit for prior learning for programs is a process of permitting student to receive credit for a program course requirement. Credit for prior experiences can be shown through various means of assessment. This includes industry certifications, work experiences, and military credit using the ACE Guide for the evaluation of educational experiences in the Armed Services. Prior learning credit is only available for some degree or certificate programs. Student should contact their program Instructors directly to discuss credit for prior experience.

#### Awarding Credit For Military Training-

BTC enrolled students who are veterans of any branch of the United States armed services must request transfer credit for military training by submitting an Evaluation Request form to the Transcript Evaluator. The student must provide official Joint Services Transcript (JST), from the Community College of the Air Force transcript or any other college/university attended. According to the Veteran's Administration, all veteran student transfer credit must be evaluated within two quarters of a program start. After the third quarter, if the student does not submit all transcripts, the student must be decertified for the use of VA education benefits. Veteran students using education benefits are not permitted to opt out of prior credit evaluation.

### TRANSFER OPPORTUNITIES

Credits, qualifications, or requirements waived by one college may not necessarily be waived by another college. Those decisions are made at each institution. Upon student application, each college evaluates and, if appropriate, transfers recognized or accepted credits that apply to the area of study for which the student has applied. The enrolling college determines transfer of credits earned elsewhere. When applicable, students may be accepted for advanced placement or receive a waiver of course requirements with demonstration of credits earned. Agreements with public and private colleges and universities expand even more educational options available for students. BTC currently

has agreements with other universities and colleges that provide transfer options so BTC graduates may earn a four-year degree. Beyond the formalized degree articulation agreements, BTC has a number of transfer agreements with state colleges and universities regarding courses. See BTC transfer options at: [www.btc.edu/transferoptions](http://www.btc.edu/transferoptions). To determine transferability of credits earned at BTC, students must request an official BTC transcript be forwarded to the college where they wish to have credits evaluated. The receiving college will determine the value of course work completed at BTC. Contact the Registrar at any other college you wish to send transcripts to for evaluation. Official BTC transcripts are available through the Registration & Enrollment office. "&" in the BTC course prefix designates Washington State Community and Technical College "Common Course Numbering (CCN)." The purpose of CCN is to identify those courses common within the 34 community and technical colleges in Washington state and make course transfer between and among those institutions and to the four-year colleges and universities as easy as possible for students, advisors, and receiving institutions.

#### TUITION & FEES

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Tuition rates and program cost estimates are available online at [www.btc.edu/tuition](http://www.btc.edu/tuition). Payment Due Dates are posted on the BTC College Calendar at [www.btc.edu/calendar](http://www.btc.edu/calendar). Pay on time, and check your funding status, so that you won't get dropped for non-pay. Tuition rates for state funded classes are determined by student residency status. Information on residency status and how to request reclassification is available at [www.btc.edu/residency](http://www.btc.edu/residency).

BTC offers several waivers for students; see [www.btc.edu/residency](http://www.btc.edu/residency) for eligibility requirements and procedures for requesting a waiver. If you have questions regarding Tuition & Fees, contact registration at [registration@btc.edu](mailto:registration@btc.edu) or call 360.752.8350. We will be happy to assist you.

#### RUNNING START INFORMATION

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Running Start pays for up to 15 credits of tuition per quarter, however, students are responsible for administrative fees, technology fees, program fees and class supplies. Running Start does not provide any funding for Summer Quarter, books, fees, tools or any other costs associated with attending BTC.

Low income Running Start students may qualify for a tuition fee waiver to help with the administrative and technology fee charges (verification documentation is required). Running Start students must meet eligibility criteria outlined by Statute RCW 28A.600.310, submit the waiver request and required documentation upon enrollment - no later than the first day of classes. Eligibility criteria and Tuition Fee Waiver Forms are available on the BTC website or at the Admissions office. For questions about Running Start or to make an appointment, please call the Admissions Office at 360.752.8345 or email [Rstart@btc.edu](mailto:Rstart@btc.edu).

**BTC is accredited by Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.**

#### NON-DISCRIMINATION STATEMENT

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Bellingham Technical College provides equal opportunity and access in education and employment and does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of race, ethnicity, creed, color, sex, gender, citizenship status, national origin, age, marital status, religious preference, the presence of any sensory, mental, or physical disability, reliance on public assistance, sexual orientation, veteran status, political opinions or affiliations, or genetic information under any of its programs, activities and services. The College complies with all Washington State anti-discrimination laws (RCW 49.60) and the following federal laws relating to equal opportunity: Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act (ADA) of 1990.

The following person has been designated to handle inquiries regarding non-discrimination, equal opportunity, affirmative action or the ADA policies: Executive Director of Human Resources, 3028 Lindbergh Avenue, Bellingham, WA 98225, 360.752.8354... For TitleIX/504 compliance, contact: Vice President of Student Services, 3028 Lindbergh Avenue, Bellingham, WA 98225, 360.752.8440.

BTC publications are available in alternate formats upon request by contacting the Accessibility Resources Coordinator at 360.752.8576.

Bellingham Technical College has made reasonable efforts to provide students with accurate information in this handbook at the time of publication. The College has the right to make appropriate changes in policies, procedures, calendars, programs, courses, requirements, and fees. When possible, changes will be announced prior to their effective dates. The College assumes no responsibility for giving any particular notice of any such changes. Nothing enclosed shall be interpreted to make any offer to contract or any contractual rights.

**La universidad tecnica de Bellingham ofrece sobre 50 grados de asociado y opciones del certificado en una variedad de campos, proporcionando un complemento rico de programas de tecnico/ profesional, habilidades basicas, y programas de educacion continua. Los estudiantes que buscan un grado o certificado deben solicitar la admisi6n del programa y registrarse en el grado o el programa del certificado.**

La universidad tecnica de Bellingham proporciona oportunidad igual y acceso en la educaci6n y empleo y no excluye, no niega beneficios, ni discrimina de otra manera contra cualquier persona en base de la raza, la pertenencia etnica, el credo, el color, el

sexo, el género, el estado de ciudadanía, el origen nacional, la edad, el estado civil, la preferencia religiosa, la presencia de la inhabilidad sensorial, mental, o física, confianza en ayuda pública, la orientación sexual, el estado del veterano, las opiniones o las afiliaciones políticas, la información genética debajo de cualquiera de sus programas, actividades y servicios. La universidad se conforma con todas las leyes de la contra-discriminación del estado de Washington (RCW 49.60) y las leyes federales siguientes referente a a oportunidad igual: Título VI y VII del acto de los derechos civiles de 1964, del título IX de las enmiendas educativas de 1972, de la sección 504 del acto de la rehabilitación de 1973, del acto de la discriminación de edad de 1975, y con el acto de las inhabilidades de los americanos (ADA) de 1990.

Se ha serialado a la persona siguiente para manejar investigaciones con respecto a en contra discriminación, la oportunidad igual, la acción afirmativa o a las políticas del ADA: Director Ejecutivo de recursos humanos, avenida Lindberg 3028, Bellingham, WA 98225, 360.752.8354... Para la conformidad del título IX/504, contacte al: Vice presidente de los servicios del estudiante, avenida Lindbergh 3028, Bellingham, WA 98225, 360.752.8440... Las publicaciones de BTC están disponibles en formatos alternos a petición entrando en contacto con la coordinadora de recursos de accesibilidad en 360.752.8576.