

MOUNTAINLAND TECHNICAL COLLEGE
STUDENT HANDBOOK

2024-2025

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A MESSAGE FROM THE PRESIDENT

On behalf of the Mountainland Technical College faculty, staff, and Board of Trustees, I am honored to welcome you to an exciting and monumental school year.

This year is particularly unique as we celebrate Mountainland's 35th anniversary. Over the past three and a half decades, MTECH has experienced remarkable growth and transformation. Today, we have blossomed into the largest and fastest-growing technical college in the state.

As you jump into this academic journey with us, you'll discover an active and supportive community of faculty, staff, and fellow students that are dedicated to your success. No matter the field of study, you can expect an education that meets the demands of today's workforce.

While here, I encourage you to actively engage in your learning, and embrace all opportunities and challenges that come your way. Together, we'll work towards your academic and career goals, and ensure you walk away with the confidence and skills necessary to thrive in your chosen profession.

I am eager to dive into this academic year. I extend my best wishes to a fulfilling and successful year, and look forward to all the great things you will accomplish.

Best regards,

*Clay Christensen, President
Mountainland Technical College*



MISSION

To enhance the employability of individuals through market-driven career and technical education.

VISION

To prepare the workforce in the three county service region and implement the Mission Statement of the Mountainland Technical College through the five core areas of: Program Development; Student Achievement; Faculty and Staff Support; Physical Resources; and Community Outreach.

VALUES

Mountainland Technical College's Values Compact is our collective commitment to student success. By working together with a shared passion for our community, we support the student experience with the following:

1. Relevant, industry-driven programs
2. Authentic and personalized support services in and out of the classroom.
3. A positive and welcoming community that inspires learning, confidence, integrity, and inclusion.

INTRODUCTION TO MTECH

CONTACT INFORMATION

Any of our campuses or administrative offices can be reached by calling 801-753-6282 or visiting mtec.edu.

BOARD OF TRUSTEES

Mountainland Technical College (MTECH) operates under the governance and leadership of the Board of Trustees, which consists of 18 representatives from education and industry. The purpose of the Board of Trustees is to provide oversight and support to college operations that are in the best interest of students and employees.

CERTIFICATE PROGRAMS

MTECH awards certificates through competency-based training.

ACCREDITATION

Mountainland Technical College is accredited by the Commission of the Council on Occupational Education. Information regarding accreditation may be obtained at:

Council on Occupational Education
7840 Roswell Road Building 300 Suite 325
Atlanta, GA 30350
Telephone (Local): 770-396-3898 (Toll-Free): 800-917-2081
Website: www.council.org

NON-DISCRIMINATION STATEMENT

MTECH does not discriminate on the basis of race, ethnicity, religion, national origin, color, sex, age, disability, protected veteran status, pregnancy, sexual orientation, gender identity/expression, genetic information, political affiliation, or other protected characteristics and activities in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and the Section of 504 of the Rehabilitation Act of 1973, as amended and other relevant federal and state laws.

For more information about your rights or grievance procedures contact:

Lynn Adams

2301 Ashton Blvd.
Lehi, Utah 84043

Phone: 801-753-4245
ladams@mtec.edu

Inquiries may also be sent to:

Office for Civil Rights, Denver Office
U.S Department of Education Cesar E. Chavez Memorial
Building 1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Phone: 303-844-5695 (TDD: 800-877-8339)
Fax: 303-844-4303
Email: OCR.Denver@ed.gov

MTECH no discrimina por motivos de raza, origen étnico, religión, origen nacional, color, sexo, edad, discapacidad, condición de veterano protegido, embarazo, orientación sexual, identidad/ expresión de género, información genética, afiliación política u otras características protegidas y actividades en sus programas, servicios o actividades según lo exige el Título VI de la Ley de Derechos Civiles de 1964, según enmendada; Título IX de las Enmiendas Educativas de 1972; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmendada y otras leyes federales y estatales relevantes. Para obtener más información sobre sus derechos o procedimientos de quejas, comuníquese con:

Lynn Adams

2301 Ashton Blvd.
Lehi, Utah 84043

Phone: 801-753-4245
ladams@mtec.edu

También se pueden enviar consultas a

Office for Civil Rights, Denver Office
U.S Department of Education Cesar E. Chavez Memorial
Building 1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Phone: 303-844-5695 (TDD: 800-877-8339)
Fax: 303-844-4303
Email: OCR.Denver@ed.gov

The information in this handbook contains references and summaries of MTECH policies, procedures, plans, processes, documents, and/or federal and state laws. Official policy can be accessed on MTECH's Policy webpage. Violation(s) of MTECH policy, procedure, plan, processes, and/or federal and state law(s) is unacceptable and subject to disciplinary action and, in some cases, litigation.

CAMPUS POLICIES & RESOURCES

PARKING

To park on campus, students and employees must obtain a valid parking pass. This is done by submitting an MTECH parking form. This form can be accessed through a QR code at the MTECH Store or at a Student Services location. The physical parking pass can be picked up at any Student Services location.

Students planning to park at the Provo Campus will need to fill out the parking form. Student Services will use the information provided in the form submission to create an account. This account will enable the individual to park in the parking garage located at 165 W 200 N Provo, UT. Once a student completes or withdraws from a program at the Provo Campus, the account is deleted.

Parking passes are available at no additional charge to employees and students.

Anyone operating a vehicle on college property must adhere to all state, local, and college traffic/parking regulations. The Security Department routinely monitors campus parking and will issue a citation if vehicles do not have the appropriate parking pass.

Visitor and handicapped parking spaces are designated at each campus.

MEDIA CONSENT

Photographs, videos, or other types of media may be obtained in classrooms, labs, or on the campus grounds. These materials may be utilized for internal or external use, without the expressed consent of the individuals.

Should specific photos, videos, or quotes of a student be used, a media release form should be obtained. The signed release allows MTECH to use the media in any form.

CRIME STATISTICS REPORT

Title II of the Crime Awareness and Campus Security Act of 1990 requires that MTECH annually issue a Crime Statistics report. This report is disseminated annually to employees and students via email and is available to the public on MTECH's website under Campus Safety and Security.

BUILDING POLICIES

In order to maintain clean and professional buildings, please be mindful of the following:

- Food and drink is not permitted in classrooms or labs.
- Only enrolled students are permitted in classrooms or labs.
- Children may not be left unattended in the buildings.

CAMPUS SAFETY & SECURITY

Campus safety is among the top priorities of the college. Campuses are patrolled on a daily basis by the Security Department, instructors, and administrators.

All safety concerns should be reported through the Campus Safety & Security Alert Line (801-753-4199), the MTECH Safety App link and/or the MTECH Security Webpage link.

Although the college has a low crime rate, thefts do occur. Do not leave valuables unattended at any time while on campus.

In an emergency, first contact the local authorities by dialing 911.

CAMPUS EMERGENCY PLAN

In case of an emergency, follow the directions in the red Emergency Procedures guide found in all classrooms. Avoid panic, remain calm, use common sense, and render assistance where necessary. Evacuate buildings immediately upon request by authorities, upon an audible alarm, or when remaining in any building becomes life threatening.

- The appointed campus coordinator is the assigned building marshal during emergencies until relieved by a higher ranking official within the Incident Command system.
- Know the location of at least two emergency exits in the immediate area.
- Do not use campus phones for reasons other than emergency purposes.
- Do not use the elevator and do not attempt to exit stalled elevators.
- Students should refrain from jeopardizing their life or the lives of others to save personal or

college property.

- Do not cross police barriers without authorization.

The entire MTECH Emergency Operations Plan can be found on the website under Safety and Security.

INJURIES OR ACCIDENTS

If an injury or accident occurs, an assessment of the situation should take place. If it is serious or life-threatening, 911 should be called first. For less serious incidents, contact the Campus Safety & Security Alert Line (801-753-4199). By contacting the alert line, the Security Department will dispatch MTECH responders.

In the case of injury or medical episode while on campus, the student is advised to see their personal physician to follow up. The first responder and any other witnesses will complete an Incident Management Report. The Security Department will investigate the accident, and any needed changes to facilities, equipment, training, procedures, etc. will be made to help prevent further accidents.

STUDENT INSURANCE

Every student is responsible to carry personal health and accident insurance. Because of the short-term nature of MTECH training, the college does not provide insurance coverage for students. Students receive a Risks and Hazards Statement and acknowledge they understand the school's policy on health insurance. All medical expenses are the responsibility of the student.

ADMISSIONS

Admissions information can be found on our website.

For additional information please refer to our 600.604 Admissions & Enrollment Policy and Procedure and 600.604A Admission By Exception Policy.

LEARNING ENVIRONMENT

Students should receive support and assistance from the college in maintaining a climate conducive to learning.

Students are allowed academic freedom and autonomy in their intellectual pursuits and development.

Students should be treated with courtesy and respect.

STUDENTS WITH DISABILITIES

Students with disabilities may request reasonable accommodations.

- Students must voluntarily disclose that they have a disability.
- As stated in the 600.614 Students with Disabilities Policy, students with qualifying disabilities should submit a completed Request for Accommodation Application, and

provide documentation of the substantial limitations caused by their disability, to an Academic Counselor.

- Unless specifically stated otherwise in accommodation documentation, students with disabilities are expected to meet the same performance standards as all students.
- Students may contact MTECH’s Student ADA Coordinator, Nicole Heslington (nicole.heslington@mtec.edu), for assistance.

SEXUAL MISCONDUCT (TITLE IX)

As stated in MTECH’s 300.304 Title IX policy, students may report any type of sex-based discrimination, sexual harassment, or sexual violence.

When made aware of sex-based discrimination or harassment, MTECH’s Title IX Office will take action to stop and prevent further misconduct, offer supportive measures to affected parties, and facilitate a resolution of the reported behavior (which may include accountability proceedings). MTECH also prohibits retaliation for reporting misconduct.

Members of the MTECH Campus Community should ensure they are not engaging in conduct prohibited by MTECH’s Title IX policy. Federal Title IX regulations define “sex-based” to include biological sex, gender identity and expression, sexual orientation, and pregnancy. Discrimination or harassment on the basis of any of these characteristics constitute a violation of policy and are reportable. Please review the full policy for a comprehensive list of prohibited conduct.

Any report of sexual misconduct or questions regarding this policy should be directed to:

Lynn Adams
Title IX Coordinator
2301 West Ashton Blvd.
Lehi, UT 84043
801-753-4245
ladams@mtec.edu

ACADEMIC STANDARDS PROGRESS & ATTENDANCE

Students must comply with the 600.611 Progress and Attendance Policy and Procedures, or what is outlined in the course syllabi. The course syllabi takes precedence over 600.611.

CLASSROOM

Students are responsible for meeting standards of competency established for each program.

Students should be given reasonable notice of the general content of the program, expectations, and the criteria upon which their performance will be evaluated. This is available in program syllabi.

Students should have their performance evaluated promptly, thoroughly, without prejudice or

favoritism, and consistently with the criteria stated at the beginning of the program or course.

Students have the opportunity, as well as the responsibility, to participate in evaluating the teaching effectiveness of faculty.

- Current students are provided the opportunity to complete an anonymous evaluation about their instructor(s) using an electronic evaluation tool. This opportunity is provided at least once throughout enrollment in a program.
- Graduates are given the opportunity to complete a student follow-up survey to evaluate their educational experience after being employed in a related field.
- Survey results are shared with faculty and used for continuous improvement.

Students may examine and communicate ideas by any courteous and lawful means. Students will not be subject to academic or behavioral sanctions because of their constitutionally protected exercise of freedom of association, assembly, expression and the press.

Students shall be allowed due process in any proceeding involving the possibility of substantial sanctions.

Students may appeal disciplinary action by following the 600.608 Student Grievance Procedure.

PROFESSIONALISM

Students are expected to conduct themselves in a manner consistent with workplace requirements.

Students are expected to dress and behave in a professional manner in the classroom, externship, clinicals, and off-campus activities. This includes wearing clothing appropriate for the industry the student is training to work in.

- Instructors provide information on the specific professional attire expected for each program. Students dressed inappropriately will be asked to correct their attire before they are allowed in the lab. Students on externships or clinicals must dress appropriately, or they will be asked to leave the site.
- Reference the 600.616 Student Code of Conduct Policy and Procedure for additional information regarding professionalism.

DRUG AND ALCOHOL FREE ENVIRONMENT

MTECH is responsible for providing a safe and productive academic environment that is free from alcohol and illegal drugs. Drug and alcohol abuse prevention information is available to current and prospective students through academic counseling.

SMOKING

Smoking, including the use of e-cigarettes, is not permitted inside or within 25 feet of any building across all campuses.

CHEATING, PLAGIARISM AND FALSIFICATION

Students are expected to maintain academic ethics and honesty for all work and interaction with

the college. Cheating, plagiarism, and/or falsification may result in suspension or dismissal.

COPYRIGHT

Students are required to comply with all local, state, federal, and international copyright laws, and with college policies regarding the use of copyright-protected materials.

STUDENT CODE OF CONDUCT

Students are responsible for regulating their own conduct and respecting the rights of others. Rules and policies of the college are to be respected. Student conduct should be in compliance with that which is expected in the workplace. Not complying with such conduct will lead to disciplinary procedures, which may include dismissal from MTECH.

Each student is responsible for abiding by local, state, and federal laws, and to behave in a manner consistent with the best interest of the college. Students are expected to maintain integrity and high standards of individual honesty in their work, and to observe a high standard of conduct within the academic environment. In short, a student enrolled in the institution accepts the obligation to conduct themselves in an appropriate manner acceptable at an institution of higher learning. Students should exercise their freedoms with personal responsibility.

Should violations of the Student Code of Conduct occur, sanctions may be enforced for the protection of the institution and its members. Behavior which violates the Student Code of Conduct should be reported to instructors or college administration. Reference 600.616 Student Code of Conduct Policy and Procedure for additional information regarding student responsibility for conduct.

VIOLATIONS OF THE STUDENT CODE OF CONDUCT

May include but are not limited to:

- Excessive tardiness or absences.
- Any form of academic dishonesty
- Failure to comply with program dress standards.
- The disruption to other students or the instructor.
- Lack of cooperation with the instructor or other students.
- Profanity or inappropriate gestures.
- Safety violations in a classroom, lab, or on school property.
- Smoking/vaping in unauthorized locations on campus in violation of state law, MTECH, or public health regulations.
- Discrimination, harassment, or abuse against members of a protected gender, race, ethnic, cultural or religious group. This includes sexual discrimination, harassment, or sexual violence.
- Physical harm or threat of physical harm to others or to property.
- Vandalism of college property.
- Theft of college or personal property.
- The use, possession, or distribution of illegal or potentially harmful substances.

- Disorderly, lewd, indecent, defamatory, or obscene conduct or expression.

Please Note: Violation of Student Code of Conduct may lead to disciplinary procedures, legal action, and/or dismissal.

STUDENT SUCCESS PLAN(S)

Student Success Plans are created by the student and their instructor to set goals for improvement in the course. Students are encouraged to contact an Academic Counselor for help

APPEALS, COMPLAINTS, AND GRIEVANCES

APPEALS

If a student desires to request variance to administrative decisions, policies, procedures or plans, they may do so by submitting an appeal through the MTECH website.

COMPLAINTS

A complaint may be academic or non-academic and is an oral or written expression of dissatisfaction with a situation, decision, or action. It is encouraged to resolve all complaints informally in a discussion between the involved parties.

GRIEVANCES

A grievance may be academic or non-academic and is a formal complaint from a student or employee against MTECH involving a violation of an MTECH policy or federal or state law. Grievances occur when the outcome of any discussion(s) between the involved parties is not satisfactory and the complainant has initiated a discussion by submitting a grievance with the appropriate Associate Vice President or the Director of the Office of College Rights and Advocacy.

Reference the 600.608 Student Grievance Policy and Procedure for additional information regarding complaints and grievances.

ACADEMIC POLICIES

ACADEMIC YEAR

SEMESTERS

MTECH's academic year consists of a fall, spring, and summer term. The fall and spring terms are generally made up of 90 class/lab days and are divided into two 45-day grading periods. The summer term is 45 days of class/lab.

NON-TERM PROGRAMS

Programs that run on a non-term schedule have multiple start dates, with defined stop dates.

Students can enroll for regularly scheduled start dates, and they may exit when they have passed off all required competencies and coursework, even if it is prior to an established stop date.

TERM PROGRAMS

Term programs run on fixed start dates, and the cohort moves through the program on the same schedule. Students can enroll for specific dates and will exit on the same program end date.

CLINICAL/EXTERNSHIPS

Many programs have clinical/externship hours that may not be at the same time as the regular class and lab schedule; therefore, completion times may vary. Students might not finish at the end of a term, semester, or academic year.

HIGH SCHOOL GRADING

Grading procedures are provided in course syllabi. Instructors recommend term grades for high school students enrolled in their program, based on student performance. A high school student's actual credit for an MTECH program is determined by the school district. MTECH does not award high school credit.

COMPLETION REQUIREMENTS

Graduation requirements are included in program syllabi, and each student's completion is verified by program faculty. The student must demonstrate competency in all requirements, complete required assignments or exams, and fulfill any externship requirements.

Program or course completion requirements for graduation, including length of time required to reach the hours needed for completion, will vary per program/course. To reference each individual program's requirements, please see the individual program page at mtec.edu/programs/.

ACADEMIC PROGRESS

Students must meet the progress and performance standards of their program, which are communicated through the course syllabi. Financial sponsors may hold students to a higher performance standard than defined by this policy. Lack of progress may lead to the student being placed on a Student Success Plan.

Non-Term Programs - Students in non-term programs are required to complete their coursework and must make satisfactory progress in order to complete each course by the scheduled end date. Students who do not pass a course by the scheduled end date may re-enroll in the course until the maximum number of retakes for each individual course have been met. Students will be required to pay full tuition and fees for each retake of individual courses at the time of registration. Students who fail a course on their last attempt, must wait at least 6 months to re-enroll and follow the re-enrollment process found in the 600.611 Progress and Attendance Policy and Procedure.

Term Programs - Students in term programs who did not complete a course by the end date must meet with their instructor for remediation to finish course work. Students who fail a course, and if the program does not allow course retakes, must wait at least 6 months to re-enroll and follow the re-enrollment process found in the 600.611 Progress and Attendance Policy and Procedure.

Competency Requirements - Students must complete all competency requirements to qualify as a program graduate and receive an MTECH certificate.

ATTENDANCE

Due to the hands-on nature of the training received, attendance is critical in all programs. 85% attendance is the minimum college standard. However, due to licensure or certification requirements, some programs adhere to a higher attendance standard. Students must be in compliance with attendance standards in order for the student to receive the license or certification and be eligible for employment in industry. Attendance requirements will be explained by the instructors of those programs.

It is the students responsibility to notify the instructor of upcoming absences, or emergencies that arise. For more information, reference the 600.611 Progress and Attendance Policy and Procedure.

LEAVE OF ABSENCE

Students requiring extended absences due to maternity leave, serious illness, death of an immediate family member, etc., must contact their Academic Counselor at the campus where they attend. The Academic Counselor can help the student understand their options. Students receiving financial aid should contact the Financial Aid Office to determine how leaving school will affect their student aid award.

PROGRAM/COURSE TRANSFER

INTERNAL TRANSFERS

Students may transfer internally between programs if they meet the entrance requirements of the new program. They may also transfer from one section of a course to another, or from one MTECH campus to another, while maintaining their enrollment. This is on a space available basis and must be approved by the involved instructors and the Program Coordinator/Lead. The student's progress and attendance must be above the program's minimum requirement to transfer and the student must be in good academic standing. There is a fee for transfer, and the paperwork is available at Student Services. Reference the complete 600.605 Registration and Transfer of Coursework Policy and Procedure.

REFUNDS & WITHDRAWALS

MTECH issues tuition and fee refunds for courses based on the 600.615 Refund Policy & Procedure. Students desiring to withdraw should fill out a withdrawal form in Student Services. A refund processing fee will be applied to all refunds, unless the program is canceled by the institution. All refunds will be issued within 45 days. The application fee is not refundable. Reference the complete 600.615 Refund Policy & Procedure.

RE-ENROLLMENT PROCEDURES

STUDENTS WHO HAVE WITHDRAWN

Students who withdraw from their program are allowed to re-enroll if there is space available, a full payment of fees and tuition is made at the time of re-enrollment, the student was not on academic probation at the time of withdrawal, any outstanding financial obligations and any applicable waiting period requirements have been met.

DISMISSED STUDENTS

Students withdrawn by the college for academic or behavioral discipline (including 10-day rule for dismissal) must meet with their Academic Counselor to determine a plan for correction before being permitted to file an appeal for re-enrollment.

ADULT STUDENTS

Adult students dismissed from their program are allowed to re-enroll if there is space available, a full payment of fees and tuition is made at the time of re-enrollment, any holds or restrictions have been resolved, and there has been a minimum of six months since their withdrawal date. A student dropped due to a third failed attempt at a course must wait six months before being eligible to re-enroll.

HIGH SCHOOL STUDENTS

High school students who have been dismissed may not return to MTECH until they are at least 18 years old, their high school class has graduated, and at least six months have passed since the dismissal.

All students formerly dismissed should meet with an Academic Counselor to learn the steps needed to return to the college.

All students dismissed due to any of the following violations may not be allowed to re-enroll:

- Physical harm or the threat of physical harm to others.
- Theft of school or personal property.
- Harassment of a physical or sexual nature.
- Using, possessing, trafficking or being under the influence of illegal or potentially harmful substances on site.
- Accessing pornography or any inappropriate usage of college computers
- Cheating, plagiarism, falsification
- Serious violations or program or college rules.

Students requesting a plan, procedure or policy variance may submit an appeal online at <https://mtec.edu/petition-for-policy-variance/>

UTAH EYE PROTECTIVE DEVICES LAW

Utah code 53G-9-206 states

“Any individual who participates in any of the following activities in public or private schools that may endanger his vision shall wear quality eye protective devices:

- industrial education activities that involve:
 - hot molten metals;
 - the operation of equipment that could throw particles of foreign matter into the eyes;
 - heat treating, tempering, or kiln firing of any industrial materials;
 - gas or electric arc welding; or
 - caustic or explosive material

‘Quality eye protective devices’ means devices that meet the standards of the American Safety Code for Head, Eye, and Respiratory Protection, Z2.1-1959 promulgated by the American Standards Association, Inc.”

Students must provide approved eye protection to work in labs where protective devices are required. The college sells approved protective devices through the MTECH store.

RESPONSIBILITY TO REPORT PLACEMENT

MTECH’s primary mission is to train the workforce for local employers. Part of this effort includes

following up with students after they have completed their training. Students should notify their instructor when they have obtained employment. This can be done in person, by phone, text, email, etc.

Within the first six months after completing training, students should report whether they:

- Have found employment in a related or unrelated field
- Are continuing their education
- Are not seeking employment
- Have become unavailable for work due to military service, pregnancy, health concerns, taking care of family members, or religious obligations.

Students should provide their instructor or Student Services with current contact information before they leave the college and should be aware that they will be contacted to collect missing placement data.

MTECH is invested in student success and will provide placement assistance when possible. Reporting of placement (employment or academia) by students is essential to track the success of the programs.

STUDENT AFFAIRS

STUDENT ORIENTATION

Our goal is for every student to have the best experience possible while receiving the finest training available. We want students to become familiar with campus resources and to be connected with other students, faculty, and campus personnel.

Students receive an orientation on or before the first day of each program by their instructor. Instructors will welcome their students and check the class roll for accuracy. MTECH's online New Student Orientation will be reviewed. Students will learn about policies of attendance, progress, participation and behavior, and will be introduced to the departments, functions, and personnel.

Students will receive the course syllabus, and the instructor will explain course details outlined in the syllabus. In addition, instructors will introduce the program's media, learning resources, materials, technology, and facilities. They will also introduce the Health and Safety of Employees, Students, and Guests Plan, and show students where to find the Safety Data Sheets (SDS) and the Emergency Operations Plan (EOP). Students will learn how to access academic counseling, testing, and placement services, and may be taken on a brief tour of the campus.

Students should become familiar with the Student Resources available on the MTECH website.

RECORDS & DATA

Student Services is the information hub and access center for courses and programs and is the records center for all students. Students can obtain information about the following areas:

- Admission & Registration
- Payment of Tuition and Fees
- Financial Aid Assistance
- Transcripts
- Student Transfer
- Withdrawals
- Academic Counseling
- Parking Information
- Student Records
- Disability Accommodations
- Student ID Cards

Student Services is generally open year round, excluding holidays, with offices at the following locations:

Lehi Main Campus: 2301 West Ashton Blvd, Lehi, UT 84043 (801) 753-6282

Spanish Fork Campus: 693 W 1210 S, Spanish Fork, UT 84660 (801) 753-4115

Orem Campus: 1410 W 1250 S, Orem, UT 84058 (801) 753-4200

Provo Campus: 125 N 100 W, Provo, UT 84601

RESIDENCY CLASSIFICATION

All students are charged in-state tuition. MTECH does not require residency classification for students enrolled in programs or courses; however, students without a valid Social Security number may not be eligible for certification/licensure exams or employment.

INTERNATIONAL STUDENTS

Students must be eligible to work in the United States as either a U.S. citizen or resident alien. MTECH programs and courses do not qualify for USCIS student visa requirements. Students may not be eligible for certification/licensure exams without a valid Social Security number.

HIGH SCHOOL STUDENTS

Students should consult with their high school counselor regarding their plans to attend MTECH.

High school students are expected to adhere to the same rules as adult students and will be treated as adults. Parents of high school students must have a signed Family Educational Rights and Privacy Act (FERPA) release form by their student before they can access any academic records such as attendance, progress, or grading information.

High school students do not pay tuition but are responsible to pay any fees associated with a course/program or materials.

Students beginning a program while enrolled in high school who choose to continue their program

after their high school graduation are declared adults at the time they or their high school class graduates, whichever comes first.

Students will be required to pay tuition for any remaining courses when their enrollment status changes to adult with MTECH. Students will not be charged tuition for their current course when their status changes, but they will be required to pay for any retakes of that course and any subsequent courses required to complete their program. Tuition will be charged at the current rate for each course at the time of individual course enrollment. Fees are subject to change and will be determined at the time of enrollment for that individual course.

Students should check the scholarship webpage for scholarship opportunities that can help pay any tuition or fees required to continue after high school.

If a high school student chooses not to pay the tuition for their remaining courses, they will be withdrawn from MTECH. They will still be awarded any high school credit they earned prior to the graduation date.

HIGHER EDUCATION PATHWAYS

After a student completes their program, they may have the opportunity to transfer earned credits to a local college or university to continue their education.

Knowing about these pathways can help save time and money as students complete their educational journey.

To learn more about the pathway opportunities available, visit the Transfer Credit Opportunities webpage.

STUDENT ID CARDS

MTECH provides an identification card to each student. These ID cards are necessary for any programs requiring externships or clinicals and serve as the student's transit (UTA) pass. A photo must be taken in order to print an ID card. Student ID photos will be taken at the testing center during business hours. Replacement ID Cards are \$5.

STUDENT CALENDAR

Campus hours, holidays, events, etc. can all be found on the student calendar.

ENTRANCE ASSESSMENT

Most MTECH programs require meeting skill level requirements on the Entrance Assessment prior to registration. The Entrance Assessment measures reading comprehension and basic math skill levels. This aids in ensuring students are adequately prepared for the basic reading and math principles that will be used in the program of enrollment.

The Entrance Assessment may be waived by bringing a copy of external testing or alternative documentation to the testing center for approval. Counselors, Student Services, and Testing Proctors can help determine if the external testing or alternative documentation meets the specific program admission requirements. The entrance assessment may also be waived by emailing the

required documentation to transcripts@mtec.edu.

Apprenticeship students who transfer from another Utah Technical College are not required to satisfy entrance requirements with the Testing Center.

Contact the Testing Center at 801-753-4110 or testingcenter@mtec.edu with any questions.

FINANCIAL AID

Navigating the financial aid process can be a challenge. Our Financial Aid Office is here to help you apply for federal PELL Grants, private loans, scholarships and Veterans Aid. MTECH does not participate in the federal direct student loan program. More information on all your financial aid options can be found on the MTECH website or by contacting the Financial Aid Office at fascholarships@mtec.edu or 801-753-4105.

COUNSELING

Academic Counselors play a crucial role in helping students overcome academic and personal barriers. They meet individually with students to create personalized academic plans, considering their needs, goals, interests, and prior experiences. Whether it's academic planning or goal setting, Academic Counselors provide tailored support.

Academic Counselors also provide guidance on study skills and effective learning strategies. Whether it's time management, note-taking techniques, or test preparation, they help students enhance their academic performance.

Academic Counselors advocate for students in various ways. From disability accommodations to mental health concerns, they address critical issues. Short-term counseling and crisis interventions are available on campus. Additionally, Academic Counselors connect students to relevant resources within the school and the community.

Understanding college policies and academic options can be daunting. Academic Counselors bridge this gap. They interpret policies, guide students through available choices, and facilitate their journey toward program completion and desired careers. Their expertise ensures students make informed decisions.

Remember to reach out to your Academic Counselor for personalized assistance. Visit mtec.edu/counseling or any Student Services location for more information.

TRANSFER OF COURSEWORK

Students transferring to MTECH must meet college and program-specific admission requirements. Apprenticeship students who transfer from another Utah Technical College are not required to satisfy entrance requirements with the Testing Center.

Students who transfer and request recognition of outside coursework must provide official transcripts and any other records and/or reports for evaluation. A nominal fee may be charged for the assessment of prior skills. Transfer credits, coursework, and competencies earned from other institutions may be reviewed and verified to determine competencies to be accepted and the accreditation of the former institution through an agency recognized by the U.S. Department of Education. Transfer credit is not applicable in all programs.

MTECH will award credit for high school courses that have signed articulation agreements. The student must meet the minimum grade requirement or skills test score to receive the transfer credit, as outlined in the approved MTECH secondary articulation agreement.

Reference 600.605 Registration and Transfer Policy and Procedure for additional information.

VETERANS

COURSE WORK FOR VETERANS

With MTECH's competency-based programs, Veterans may accelerate through some programs using the skills and knowledge gained from military service. Transfer of any skills or knowledge requires following all coursework, program or course transfer rules.

TRANSCRIPTS & RECORDS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on MTECH's Student Information System. MTECH maintains records for each student, which may include: attendance, progress, tuition and fees, demographics, training outcome, competencies obtained, and certificates awarded. Unofficial student transcripts are available through the Student Portal. An official transcript may be obtained for a fee through Student Services.

Student records may only be released to the student or their designee as directed by FERPA. This includes transcripts for high school students. Official transcripts will be released to students who are current with their financial obligation. A photo ID must be provided at time of request. There is a fee for each official transcript requested.

Normal processing time for transcript preparation is approximately five to ten business days. More information can be found on our Student Records webpage.

CAREER SERVICES

The Career Services team is here to help students with their employment search as their program completes. The team has access to the Job Board and can help students curate their search to find the best potential fit. The team is also available to help students do resume reviews and mock interviews to help them make their best impression on potential employers. The team can also assist with continuing education opportunities to other institutions of higher ed. More information can be found on our Career Services website.

TECHNOLOGY

ACCEPTABLE USE OF ELECTRONIC RESOURCES

MTECH provides technology resources to students to promote educational excellence by facilitating resource sharing, innovation, and communication. Use of college-provided technology is a privilege, not a right, and students must agree to the standards of acceptable use stated in the Student Acceptable Use Policy (AUP).

The AUP provides guidelines, rules, regulations and responsibilities of acceptable use of college-provided technology resources in compliance with the policies and procedures of the Utah Education and Telehealth Network (UETN).

COMPUTER LABS

Students are provided access to computer labs and software required for completion of the program requirements. Students are generally not required to purchase outside hardware or software to enroll at MTECH, however, some programs may list these items as part of the required supplies for a specific program. Students may need access to a computer and internet for home assignments or hybrid hours. Students are encouraged to check with their instructor or Program Coordinator to understand the requirements of any specific program. Orientation for Canvas, and any software or technology is provided in each program.

LIBRARIES (ADDITIONAL LEARNING RESOURCES)

MTECH has a variety of libraries and learning resources available for students. MTECH actively seeks to ensure students have access to resources that are current, safe, and adequate to meet their program needs. For more information please visit our Library Resources webpage.

PASSWORD RESET

Students who are having trouble logging into their student account in Canvas, or their Student Portal should email studentservices@mtec.edu for a password reset.

STUDENT RESOURCES

MTECH STORE

Books and program materials are sold online at <https://matc.revelup.online/store/5>. Other school supplies are available in the MTECH stores located at the Lehi, Orem Branch or Spanish Fork Campuses.

TESTING CENTER

The Testing Center offers testing and assessment services for students and members of the community. Testing Center services, locations, and hours of operation can be found at mtec.edu/testing.

GRILL

The Lehi Campus has a cafeteria that is connected to the Culinary Arts program. For hours of operation, or to place an online order, visit the MTECH Grill webpage.

SALON SERVICES

The Lehi and Spanish Fork campuses have active salons available for those interested in services provided by Cosmetology students. For more information, please visit mtec.edu/salon.

STUDENT RIGHTS & RESPONSIBILITIES

CONFIDENTIALITY OF RECORDS (FERPA)

MTECH adheres to FERPA. Upon presentation of appropriate identification, and under circumstances which preclude alteration or mutilation of records, a student will be able to inspect all records relating to them which are not considered to be private records of MTECH personnel. A student is entitled to an explanation of any recorded data and may initiate action leading to a hearing, if necessary, to correct or expunge information they consider inaccurate or misleading.

Faculty and administration who have a legitimate need to use student records will be allowed access to such records, without prior permission from the student. A request from an educational institution to which the student has applied for admission, or from an institution or agency from which the student is seeking financial assistance, will be granted with the student's permission. Records will be furnished to college accrediting bodies and government officials, without permission of the student.

MTECH's 600.601 Student Privacy and Access of Records Policy is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). It is college policy to maintain all personal identifiable information in educational records confidential.

The college reserves the right to release "Directory Information" unless the student specifically withholds permission to do so by filling out a Request to Restrict Directory Information Form. This form is available at a Student Services office, or online at www.mtec.edu/records.

Directory information is defined as information which would not generally be considered harmful or an invasion of privacy.

Designated directory information at MTECH includes: student name, address, email, phone number, program of study, dates of attendance, certificates, degrees and awards received, enrollment status, and photographs for school use only.

The non-disclosure of directory information will call for MTECH to not release any directory information; thus, any future requests for such information from non-institutional persons or organizations will be refused. The institution will honor a student's request to withhold directory information, but cannot assume responsibility to contact them for subsequent permission to release this information. Regardless of the effect upon the student, MTECH assumes no liability as a result of honoring instructions that such information be withheld. Upon request, the college also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

FERPA requirements apply to both high school and adult students.