MOUNTAINLAND TECHNICAL COLLEGE

STUDENT HANDBOOK

2025-2026

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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 school year.

As you begin your program here, you're not just starting a class - you're joining a college with over 50,000 alumni, hundreds of industry partnerships, and a proven track record of excellence. This is a place where careers take off - where hands-on training, expert faculty, and real-world connections come together to give you a true edge in today's workforce.

Whether you're working in one of our cutting-edge labs, meeting with career advisors, or gaining experience through an externship, everything we do is designed with your success in mind. At MTECH, we believe education should be purposeful, practical, and personal. Our mission is clear: to enhance the employability of every student through market-driven, career-focused education and training.

But more than that - we believe in you. We believe in your ability to rise, lead, and make a difference. You'll be surrounded by award-winning faculty and staff who care deeply about your goals and will go the extra mile to help you achieve them.

You're joining a community that will challenge you, support you, and celebrate you from your first day in the classroom to the day you graduate, career-ready and confident.

Welcome to Mountainland Technical College. We're proud to have you with us.

Clay Christensen, President
Mountainland Technical College

INTRODUCTION TO MTECH

MISSION, VISION, AND VALUES

At MTECH, you will join an exclusive group of graduates who are the beneficiaries of a commitment to excellence shared by everyone at the school. From instructors who deliver a relevant, high-impact curriculum to staff and administration focused on ensuring you have the tools you need to succeed, we all share the same goal: your success as a student.

MTECH MISSION

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

MTECH 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.

MTECH 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.

ACCREDITATION

The Mountainland Technical College, or MTECH, 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: 770-396-3898 / FAX: 777-3963790, www.council.org

CAMPUS LOCATIONS

LEHI MAIN CAMPUS

Building A
2301 West Ashton Blvd
Lehi, UT 84048
801-753-6282

LEHI TRADES & TECHNOLOGY BUILDING

Building B
2353 North Triumph Blvd
Lehi, UT 84048

LEHI APPRENTICESHIP BUILDING

Building C
2393 Ashton Blvd
Lehi, UT 84048

LEHI NURSING BUILDING

Building D
2801 Ashton Blvd.
Lehi, UT 84048

OREM BRANCH CAMPUS

Building A
1410 West 1250 South
Orem, UT 84058
801-753-4200

OREM SOUTH BUILDING

Building B
1276 South 1380 West
Orem, UT 84058

SPANISH FORK EXTENSION CAMPUS

Building A
693 West 1210 South (Del Monte Road)
Spanish Fork, UT 84660
801-753-4115

SPANISH FORK AUTOMOTIVE BUILDING

Building B
897 West 1100 South
Spanish Fork, UT 84660-5736

PAYSON CAMPUS

993 South 1950 West
Payson, UT 84651
385-287-2100

PROVO EXTENSION CAMPUS

125 North 100 West
Provo, UT 84601
801-753-4210

WASATCH WEST CAMPUS

(Instructional Service Center)
200 East 800 South
Heber City, UT 84032
801-753-6282

WASATCH UVU CAMPUS

(Instructional Service Center)
3111 North College Way
Heber City, UT 84032
801-753-6282

ADMISSIONS AND ENROLLMENT

ADMISSIONS REQUIREMENTS

Our goal is to make the admissions process as smooth and accessible as possible. On our webpage, you will find details on admission steps, entrance assessment test requirements, application deadlines, program-specific criteria, pre-requisites, and more. Understanding this information is the first step toward beginning your journey at our college and preparing for a successful and rewarding career. Reach out to our admissions office if you need additional assistance. Start here for help guiding you through each step of the admissions process and reach out to our admissions office if you need additional assistance.

ENROLLMENT

After applying and completing any required prerequisites outlined on each individual program webpage, when registration is available, students will begin by enrolling in and paying for the first course of their selected program. Some programs will require more than one course to be paid for upon initial enrollment. Upon successful completion of the initial course/courses, students will continue to enroll in their next course/courses, paying for each course prior to the start of the course.

This model supports manageable scheduling and financial planning, while maintaining steady progress toward program completion. It is important to note that students must pay for each course by the start date to remain enrolled. Failure to do so may result in being dropped from the program.

Students are encouraged to stay informed of course start dates, deadlines, and payment requirements, to ensure continuous enrollment and avoid disruptions in their academic progress.

For specific enrollment schedules, payment deadlines, and course details, please refer to our program webpages or contact Student Services.

For more information please see 600.604 Admissions and Enrollment Policy and Procedure.

ADMISSIONS ADVISORS

Admissions Advisors are available to students to get dedicated help with the admissions process. They can help with:

- Applications, enrollment, and requirement guidances
- Information about programs, eligibility, costs, and career pathways
- Deciding what program you match with based on your interest (aptitude assessment)
- Linking you to essential college services and support

Email admissions@mtec.edu to contact an advisor, schedule an appointment, or request a personal or group campus tour.

INFORMATION SESSIONS

Information sessions are available to prospective students in-person or virtually, providing an overview of programs, resources, and opportunities. By attending an information session, you can learn more about Mountainland Technical College and make an informed decision about your next steps. These sessions provide valuable insights into programs, admissions, and student resources to help you confidently move forward in your educational journey.

Information sessions cover:

- Registration and Class Schedules
- Financial Aid and Scholarships
- Program-specific Details
- Student Resources
- Campus Tours (in-person only)

See the Information Session webpage for the upcoming schedule.

PROGRAM DESCRIPTIONS, OUTCOMES

APPRENTICESHIP

ELECTRICAL APPRENTICESHIP

The Electrical Apprenticeship program provides a solid understanding of the National Electrical Code (NEC), its layout, the requirements for different electrical systems, and the components of those systems. This program discusses the risks involved with electricity and electrical systems as well as the safety equipment and measures that are in place to protect electricians and the general public alike.

Objectives:

- Apply the National Electrical Code (NEC).
- Navigate the National Electrical Code (NEC).
- Calculate the sizes of different electrical system parts.
- Explain the application of A/C and D/C electrical theory.
- Explain Electrical Safety procedures, processes, and equipment.
- Wire electrical circuits per national codes and safety regulations.

HVACR TECHNICIAN

This program prepares students for an interesting and profitable career as an HVACR Technician. Technicians will install, service and repair equipment in a wide range of applications including residential, commercial, institutional, and industrial settings. This program provides participants with the opportunity to prepare for a successful career, anywhere in the world, and acquire the knowledge and skills that will qualify them for employment opportunities with incomes higher than the typical U.S. household. Additionally, this industry has proven to be resistant to economic downturns. With increasing energy costs and indoor air quality expectations, employment opportunities and earnings are on the rise.

Objectives:

- Demonstrate safe work practices during all aspects of training.
- Demonstrate an understanding of electricity as it applies to air conditioning, heating, and refrigeration systems.
- Demonstrate the application of refrigeration theory as it applies to servicing air conditioning, heat pump and refrigeration systems.
- Prepare for the Environmental Protection Agency Section 608 Refrigerant Handling Certification.
- Prepare for the Rocky Mountain Gas Association Natural Gas Technician Certification.
- Demonstrate a variety of methods to assemble pipe and tubing.
- Demonstrate the ability to successfully diagnose electrical and mechanical problems with air conditioning, refrigeration, furnace, and boiler systems.
- Demonstrate the ability to communicate professionally both verbally and in writing.

PLUMBING APPRENTICESHIP

The Plumbing Apprenticeship program satisfies the educational requirements to take the State Journeyman Plumber Exam. To complete the entire Apprentice Plumbing Program, an individual must be licensed through the State and work under the supervision of a licensed Journeyman Plumber. A basic assessment is required prior to enrolling. This program provides a solid understanding of the International Plumbing Code (IPC), its layout, and the requirements for different plumbing systems and parts of those systems. This program discusses the processes, parts, and risks involved with the various plumbing systems as well as the safety equipment and measures that are in place to protect plumbers and the public alike.

Objectives:

- Determine the application of the International Plumbing Code (IPC).
- Demonstrate how to navigate the International Plumbing Code (IPC).
- Calculate sizing of various piping, including natural gas, supply, and waste lines.

- Demonstrate the application of the International Fuel Gas Code.
- Demonstrate the application of the International Mechanical Code.
- Demonstrate practical application of plumbing mathematics.
- Apply critical and practical thinking skills necessary to pass the State Journeyman's Test.

HEALTHCARE

ADVANCED EMERGENCY MEDICAL TECHNICIAN

Advanced Emergency Medical Technicians provide basic and limited advanced emergency medical care and transportation of critical and emergent patients who access the emergency medical system (EMS). Advanced Emergency Medical Technicians (AEMTs) possess the fundamental knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. Advanced Emergency Medical Technicians function as a link between the scene and the emergency health care system.

Objectives:

- Demonstrate comprehensive knowledge of EMS and perform in accordance with operational roles, prioritizing safety and addressing legal and ethical considerations when providing emergency care.
- Integrate and apply comprehensive knowledge of airway, respiratory, and circulatory anatomy and physiology into EMS practice to assess and manage patients, ensuring optimal airway, mechanical ventilation, and respiration across all age groups.
- Utilize scene information and interpret patient assessment findings to guide and provide emergency care and transportation for patients with acute injuries, illnesses, shock, respiratory or cardiac failure/arrest, and post-resuscitation management.
- Utilize medical terminology for effective communication with healthcare professionals.
- Apply foundational EMS principles and knowledge of lifespan development to assess, manage, and provide emergency care and transportation during health emergencies and for patients with special needs.
- Demonstrate expertise in administering AEMT-carried medications in emergency scenarios.

DENTAL ASSISTING

The Dental Assisting Program is designed to prepare for employment of the professional Chairside Assistant. Students focus on the basics of dental assisting, nutrition, dental prevention, dental disease, infection control, instruments and tray setups for dental procedures, dental materials, anatomy, radiology, dental specialties, law and ethics, CPR, and clinical experience.

Objectives:

- Correlate the knowledge of anatomy, physiology, psychology, microbiology to the roles and responsibilities of a dental assistant.
- Identify commonly used equipment, supplies, instrumentation, and medications used in the dental chairside setting.
- Apply the principles of asepsis to the dental office and its environment.
- Perform competently and safely the skills of a dental assistant.
- Use legal, moral, and ethical principles to evaluate the care of a dental patient.
- Demonstrate the professional attributes of a dental assistant.
- Pass the final exam and certifications for the dental field.

EMERGENCY MEDICAL TECHNICIAN

The Emergency Medical Technician program provides training for out-of-hospital emergency medical care and transportation of critical and emergent patients who access the emergency medical services (EMS) system. Emergency Medical Technicians (EMTs) have basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life threatening emergencies. EMTs function as part of a comprehensive EMS response system, under medical oversight. EMTs perform interventions with the basic equipment typically found on an ambulance. EMTs are a critical link between the scene of an emergency and the health care system.

Objectives:

- Apply fundamental knowledge of the anatomy and function of all human systems to the practice of EMS.
- Use foundational anatomical and medical terms and abbreviations in written and oral communication with colleagues and other health care professionals.
- Apply fundamental knowledge of the pathophysiology of respiration and perfusion to patient assessment and management.
- Apply fundamental knowledge of lifespan development to patient assessment and management.
- Properly administer or assist in administering medications to a patient during an emergency.
- Utilize fundamental knowledge of the EMS system, safety/well-being of the EMT, and medical/legal and ethical issues to the provision of emergency care.
- Apply knowledge (fundamental depth, foundational breadth) of anatomy and physiology to patient assessment and management to assure a patent airway, adequate mechanical ventilation, and respiration for patients of all ages.

- Interpret scene information and patient assessment findings (scene size-up, primary and secondary assessment, patient history, reassessment) to guide emergency management.
- Provide basic emergency care and transportation based on assessment findings for an acutely ill patient.
- Apply a fundamental knowledge of the causes, pathophysiology, and management of shock, respiratory failure or arrest, cardiac failure or arrest, and post-resuscitation management.
- Provide basic emergency care and transportation based on assessment findings for an acutely injured patient.
- Utilize principles of growth, development, aging and assessment findings to provide basic emergency care and transportation for a patient with special needs.
- Perform in accordance with operational roles and responsibilities to ensure patient, public, and personnel safety when responding to an emergency.

MEDICAL ASSISTANT

Medical assistants are multi-skilled, allied health care professionals responsible for various clinical and/or administrative duties and are an essential part of a healthcare team. This program is designed to prepare students for entry-level positions that will allow them to learn and move into higher-level job opportunities by working with physicians and providers in office settings. Students in this program learn cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains by focusing on administrative and back office clinical skills. Upon successful completion of all required courses, students participate in an externship in a medical office. Graduates of the program are eligible to take a national certification exam.

Objectives:

- Demonstrate competent patient care of a medical assistant in ambulatory healthcare facilities.
- Exhibit basic skills of a medical assistant including obtaining vital signs, phlebotomy, pharmacology, EKG, and assisting providers with specialty examinations.
- Perform accurate medical documentation, patient education instruction, communication, and apply critical thinking skills in both simulated and clinical settings.
- Describe the areas of general, clinical, and administrative medical assisting.
- Demonstrate competencies and skills in preparation for taking a medical assistant national certification examination.

MEDICAL CODING AND BILLING

The Medical Coding and Billing program provides students with the technical skills and knowledge for an entry-level position in a health care setting through competency-based education.

All students in the Medical Coding and Billing program study medical terminology, anatomy, laws and ethics, standard medical billing and coding methods, medical coding software, and functions of the Electronic Health Record (EHR). Students develop administrative office skills, receive hands-on experience using a Medical EHR system to schedule, manage patient accounts, and enter patient documentation. The program prepares students to work as entry-level Medical Coder and/or Biller in a medical office, clinic, or hospital.

In addition, medical coding and billing specialists examine how to code diagnoses and procedures performed or identified by a physician. Students also explore how to process health insurance claims, examine coverage issues, and processes for billing and collections. Medical billing and coding specialists prepare to take the National Certified Professional Coding (CPC) examination through American Academy of Professional Coders (AAPC). There are other medical coding certification exams available including Certified Coding Specialist (CCS) offered by the American Health Information Management Association (AHIMA) and the Certified Medical Coder (CMC) offered by the Practice Management Institute (PMI).

Objectives:

- Define anatomy and medical terminology.
- Explain medical, legal and ethical responsibilities.
- Discuss the elements necessary for HIPAA compliance.
- Locate, document, and validate appropriate diagnostic and procedure codes using the current ICD-10-CM, CPT, and HCPCS coding manuals for professional services.
- Demonstrate proper billing, insurance claim preparation using medical office software, and reimbursement.
- Prepare to sit for the National Certification Exam.

NURSING ASSISTANT

The Nursing Assistant program is designed for students to receive their certification by completing coursework in classroom and clinical settings.

Objectives:

- Explain activities of daily living and nursing assistant scope of practice.
- Demonstrate correct recognizing and reporting, communication, infection control, safety, and residents' rights in the care setting.
- Demonstrate proficiency in all skills required for state certification.
- Perform nursing assistant skills in a healthcare setting.

PHARMACY TECHNICIAN

The Pharmacy Technician program prepares students to support pharmacists by performing a wide range of practice-related duties for community, institutional,

compounding, long-term care, mail-order, and other pharmaceutical settings. Students learn the most common medications, calculate dosages, process prescriptions, bill third-party insurance, learn aseptic techniques, and prepare sterile and non-sterile compounded medications. Students receive extensive hands-on training in the lab area using advanced pharmacy technology.

Objectives:

- Practice personal and interpersonal skills needed in various pharmacy settings.
- Demonstrate the pharmacy technician's role in the medication-use process and wellness promotion.
- Recall the most utilized drugs by brand and generic name, indications, and interactions.
- Solve pharmacy mathematical calculations.
- Prepare sterile and non-sterile compounds.

PHLEBOTOMY

This program will provide students with the skills and knowledge needed to become competent phlebotomists. The program provides hands-on, competency-based technical education through classroom and laboratory instruction as well as hands-on practice. Lectures are given on basic and advanced phlebotomy, including the healthcare setting, overview of the human body, blood collection procedures, and special collection procedures. Laboratory skills being taught include:

- Multi-sample Needle
- Urinalysis
- Butterfly Needle
- Proper Patient Identification
- Needle to Syringe and Transfer
- Glucose Testing
- Special Procedures
- Blood Cultures
- Newborn Screen
- Test Requisitions
- Hemoglobin
- Order of Draw
- Hematocrit
- Specimen Transport
- Syncope
- Centrifugation

Students have the opportunity to draw blood from classmates and volunteers. Upon completion students are eligible to take the National Certified Phlebotomy Technician (CPT) exam. Graduates are able to work as a phlebotomist and use their phlebotomy skills in a variety of hospitals, care centers, clinics, and other healthcare settings.

Objectives:

- Identify laboratory, OSHA, hazardous material, blood borne pathogen exposures, warning symbols, infection control, and patient safety rules.

- Gain a basic understanding of the laboratory equipment and computer systems.
- Demonstrate basic terminology for the healthcare setting, understand and utilize correct order of draw, and have basic knowledge of human anatomy and physiology related to venipuncture.
- Draw blood correctly and safely from a patient by properly using equipment and supplies necessary while identifying and adjusting for any challenges associated with the venipuncture.
- Pass all final examinations, gain a certificate from the college and be eligible to take the National certification exam.

PRACTICAL NURSING

Licensed Practical Nurses (LPNs) provide nursing care to clients with a variety of health needs. LPNs work in a variety of healthcare settings as they work under the direction of registered nurses, physician assistants, doctors, and dentists. MTECH's LPN program will prepare students to function as an entry-level nurse. In this program, students will receive both classroom theory and practical clinical experience.

Objectives:

- Patient Centered Care: Provide patient-centered care with cultural sensitivity and respect, focusing on the individual needs of the patient.
- Teamwork and Collaboration: Demonstrate effective strategies for communicating as a member of the interdisciplinary health care team.
- Evidence-Based Practice: Develop individualized care based on patient values, clinical expertise, and current evidence.
- Safety: Demonstrate effective use of standardized practices that support safety and quality.
- Informatics: Utilize an electronic health record to document and plan patient care.

RADIOGRAPHY TECHNOLOGY

The Radiography Technology program is the first step in your career as a Registered Radiologic Technologist. The primary responsibility of radiologic technologists is to create images of patients' bodies using medical imaging equipment, such as X-ray, Fluoroscopy, and C-arm imaging. The images that you help create will help medical providers diagnose and treat injuries and diseases. In this program you will be instructed in classroom and laboratory settings to learn on-the-job skills, and then apply that knowledge in a clinical setting. You will have the opportunity to gain experience in a variety of healthcare settings including but not limited to hospitals, urgent care, and family practice clinics. The experience you will gain at your clinical sites will put you on the path to a successful career as a Radiographic Technologist.

Objectives:

- Demonstrate x-ray procedures from skull down to the lower extremity.

- Perform exceptional patient care.
- Explain how the x-ray tube works, the physics behind it, and how x-rays are produced.
- Perform 935 on the job training hours throughout the course of the program.

STERILE PROCESSING TECHNICIAN

This program prepares students to become Sterile Processing Technicians, essential members of the operating room team. Students will learn to clean, decontaminate, inspect, assemble, package, and sterilize surgical instruments, ensuring the success of surgical procedures. Emphasizing attention to detail, infection control, and effective communication with operating room staff, the program equips students with the skills needed to safeguard patients and healthcare professionals. Upon completion, students will be eligible to take the Certified Registered Central Service Technician (CRCST) certification exam through the Healthcare Sterile Processing Association (HSPA).

Objectives:

- Identify the different instrumentation used in daily surgical procedures (scissors, forceps, clamps, needle holders, and retractors).
- Assemble surgical instrument trays and instruments designated for other departments (ED, Labor and Delivery, ICU, Cardiac Unit, Research).
- Demonstrate how to package single or paired instruments in paper/plastic pouches for sterilization. This packaging method is commonly known as the Peel Pack method.
- Demonstrate the different processes of sterilization methods such as high-temperature and low.
- Receive certification through the American Heart Association for Basic Life Support for the Healthcare Provider and First Aid.
- Apply safe practices regarding PPE, bloodborne pathogens, and distinguish between different levels of disinfection (High, Intermediate, Low).

SURGICAL TECHNOLOGY

The Surgical Technology program is designed to prepare you for employment as an entry-level surgical technologist (ST). Students enrolled in this program will focus on the basics of surgical technology, microbiology, infection control, asepsis, and surgical techniques. Students will develop the fundamental concepts and principles necessary to successfully participate as a member of the surgical team.

Objectives:

- Correlate the knowledge of anatomy, physiology, pathophysiology, and microbiology to the roles and responsibilities of a surgical technologist.
- Identify commonly used equipment, supplies, and medications used in the perioperative setting.

- Apply the principles of asepsis to the perioperative environment.
- Perform competently and safely the skills of an entry-level surgical technologist.
- Use legal, moral, and ethical principles to evaluate the care of a surgical patient.
- Demonstrate the professional attributes of a surgical technologist.
- Pass the national certification examination.

SERVICES

COSMETOLOGY

The Cosmetology program is designed to prepare students for employment in cosmetology/barbering, hair design, and skin and nail care. This program prepares students for employment in a salon and/or to open a new salon business.

Students in this program develop communication, professional behavior, and the core skills of working in a salon business. Students work with salon guests in a well-equipped salon and perform these skills with the newest techniques, products, and equipment in the industry. Students learn to communicate with customers; analyze skin, hair and nails; and perform the duties of hair cutting, coloring, styling, chemical texture services, and basic skin and nail care.

This program includes 1600 clock time hours of instruction as required by the State of Utah for licensure. Upon completion of the program, students are prepared to take the National Interstate Council of State Boards of Cosmetology/Barbering Licensure exam.

Objectives:

- Complete 1600 clock hours.
- Demonstrate principles and cosmetology/barbering skills: shampooing, styling, men and women haircutting, straight razor shaving, hair extensions, chemical texture services, haircoloring, skin care, nail services, and other concepts essential to becoming a successful cosmetologist/barber.
- Demonstrate principles and practices related to nail technology skills, manicuring, pedicuring, gel, and acrylic application, manual and electric filing, polishing, client consultation and other concepts essential to becoming a successful nail technician.
- Demonstrate principles and practices related to esthetics and facial treatments.
- Explain general sciences related to cosmetology/barbering such as anatomy, infection control, hair structure, skin and nail, diseases and disorders, chemistry and electricity.
- Demonstrate salon processes and etiquette with sanitation procedures necessary for the health and safety of clients and workers.
- Perform cosmetology/barbering services on mannequins and public guests.
- Communicate effectively with salon guests and coworkers.
- Demonstrate communication through electronic, verbal, and written formats.

- Prepare for state board licensure examinations and licensing for the State of Utah.
- Obtain CPR certification.

CULINARY ARTS

The Culinary Arts program prepares students by teaching the fundamental principles and techniques of professional cooking and baking. Students learn through classroom lectures, guest speakers, presentations, and hands-on activities for commercial kitchens. Students learn, develop, and test their skills by using different cooking methods to cook vegetables, starches, proteins, soups, sauces, and many other foods. They also develop and test their skills in baking breads, cakes, cookies, pastries, pies, and more.

Objectives:

- Receive state-approved food safety management certification.
- Demonstrate kitchen safety in a professional environment.
- Define key culinary terms, processes, and methods.
- Demonstrate customer service and guest hospitality.
- Demonstrate professionalism through repetition by preparing and plating foods daily.
- Preparing classic dishes using appropriate cooking principles.

HAIR DESIGN

The Hair Design program is designed to prepare students to enter the world of hair design. Students can secure employment in a salon and/or prepare to open a new salon business. Students will develop communication, professional behavior, and the core skills of working in a salon business. Students will work with salon guests in a well-equipped salon and will perform these skills with the newest techniques, products and equipment in the industry. Students learn to communicate with customers, analyze hair, perform the duties of hair cutting, coloring, styling, and chemical texture services.

This program includes 1200 clock time hours of instruction required by the State of Utah for licensure. Students are prepared to take the National Interstate Council of State Boards of Cosmetology/Barbering Licensure, and examination required for licensure.

Objectives:

- Complete 1200 clock hours.
- Demonstrate principles and cosmetology/barbering skills; shampooing, styling, men and women haircutting, straight razor shaving, hair extensions, chemical texture services, haircoloring, skin care, nail services, and other concepts essential to becoming a successful cosmetologist/barber.
- Explain general sciences, related to cosmetology/barbering such as anatomy, infection control, hair structure, diseases and disorders, chemistry and electricity.
- Demonstrate salon processes and etiquette with sanitation procedures necessary for the health and safety of clients and self.

- Perform cosmetology/barbering services on Mannequins and public guests.
- Communicate effectively with salon guests and coworkers.
- Demonstrates Communication through electronic, verbal and written formats.
- Prepare for state board licensure examinations and licensing for the State of Utah
- Obtain CPR certification.

NAIL TECHNICIAN

The Nail Technician program provides the skills needed to work in a beauty or nail salon performing services such as natural nail care, including manicures and pedicures, and nail enhancements. Instruction also includes sanitation, salon safety, nail and skin disorders, professional ethics and salon management, and licensing laws and rules. Upon completion of the program, students have the knowledge and skills needed to take the state written and practical examinations required for licensure.

Objectives:

- Demonstrate client protection safety and infection control procedures, including first aid.
- Recognize various diseases and disorders of skin and nails.
- Demonstrate various nail enhancement techniques.
- Evaluate various professional behaviors within the beauty industry.
- Demonstrate safe use of industry equipment.
- Demonstrate competency to pass nail technology state examinations.

TECHNOLOGY

CIVIL CONSTRUCTION

The Civil Construction I program will equip students with the essential knowledge and skills needed for a successful career in the construction industry. The program covers various aspects of civil construction, ensuring a well-rounded education for successful employment.

Objectives:

- Describe aspects of civil construction, including standard processes from bid to project hand-off.
- Identify the operation of various heavy equipment used in civil construction projects.
- Demonstrate integration of environmental considerations and sustainable practices.
- Demonstrate safety protocols.
- Demonstrate blueprint reading and measurement skills.

- Explain soil types and gradations.
- Describe essential elements of properly placing asphalt paving.
- Discuss the importance of utilities management.

DATA TECHNOLOGY

The Data Technology program prepares students for roles in technology, finance, healthcare, ecommerce, manufacturing and more. The competency-based curriculum provides training through realworld simulations, personalized mentoring, and practical coursework. Students develop skills in initiating data projects, sourcing information, transforming datasets, analyzing data, and presenting results which form an essential toolkit for the field of data analytics.

Objectives:

- Explain data types, data structures, and data sources.
- Diagram the complete data analytics project cycle.
- Identify and articulate data-driven problems and questions.
- Utilize various tools including spreadsheets, SQL, Python, and R for data gathering, data cleaning, and analysis.
- Calculate descriptive statistics, perform exploratory data analysis, and inferential statistics for insights.
- Communicate insights derived from data analysis efficiently and persuasively through visualizations, presentations, and reports.
- Construct SQL queries, querying, filtering, and manipulating data within relational databases.
- Apply machine learning principles for preprocessing, model construction, and evaluation.
- Incorporate industry-standard tools and practices for impactful visualizations and extracting meaningful insights.
- Initiate comprehensive projects applying acquired skills to solve real-world problems, while effectively managing time and objectives.

DIGITAL DESIGN

The Digital Design Program provides a strong foundation in the diverse fields of a graphic designer. Students learn theory and experience hands-on application in the production of electronically generated media for print, television, film, websites, and mobile computing.

In the coursework, students design creative collateral for companies and/or clients. Course topics include graphic design, design principles, photography, image manipulation, illustration, desktop publishing, and motion design with skills in video production, animation, motion graphics, interactive design, small business marketing, and a final portfolio.

Students will gain the skills necessary for entry-level employment in creative careers and learn industry practices, graphic design, illustration, photography, motion graphics & animation, and front-end web designs. Students work with prominent industry software to develop literacy and production skills.

Objectives:

- Develop skills that will prepare students to work in creative skills.
- Use professional graphic design software.
- Explain the creative process with employers and clients.
- Discuss projects with a creative team to work seamlessly together to produce professional work.
- Demonstrate skills by creating and showing a professional portfolio of work.
- Develop the soft skills that are essential for interviewing, working with clients, and running a business.

DIGITAL MARKETING AND ANALYTICS

In the Digital Marketing and Analytics program, students will learn the fundamental principles of marketing, strategy, and best practices. Students will learn the day-to-day tasks of the modern digital marketer from lectures, guest speakers, presentations, and hands-on application. Through instruction and hands-on practice, students will learn and test their skills in Search Engine Optimization, Search Engine Marketing, Digital Advertising, Social Media Marketing, Content Marketing, and Email Marketing.

Objectives:

- Demonstrate a working knowledge of the fundamentals of digital marketing and marketing analytics.
- Define key digital marketing and analytics terms and definitions.
- Assess marketing data using industry tools and best practices.
- Create strategic digital marketing plans following industry suggested best practices.
- Implement a digital marketing strategy in a business.
- Complete industry certifications to show competencies in each digital marketing vertical.

IOS DEVELOPMENT

The iOS Development Program introduces the fundamental concepts of mobile applications and provides comprehensive coverage of client-side development. Students will receive the skills and knowledge to build engaging, interactive user experiences on mobile as an iOS developer. Students gain valuable knowledge and experience developing with Cocoa Touch, UIKit, Swift, SwiftUI, and other fundamental frameworks. Throughout the program, students complete a series of professional portfolio projects that they can showcase for potential employers when seeking employment.

Objectives:

- Demonstrate the knowledge and skills necessary for entry-level employment in a Mobile Development career
- Utilize the features of the Xcode IDE and Swift language efficiently and effectively
- Build maintainable and robust Swift real-world applications
- Complete a series of professional portfolio projects that can be shown to potential employers
- Develop and implement designs for mobile applications
- Coordinate with a team using Git, GitHub, and project management apps to create and complete projects
- Create projects that interact with local data and data from the cloud
- Review existing technologies and how to appropriately use them

NETWORKING AND CYBERSECURITY

This program provides education and training in preparation for careers in Information Technology and Cybersecurity. Throughout the program, students apply classroom theory to computer hardware and software, mobile devices, operating systems, networking, security, cloud technology, and other technologies relevant to the industry. Students learn to develop, defend, and protect networks and information systems against cyber-attacks while implementing and managing hardware, operating systems, local and wide-area networks, computer forensics, vulnerability assessment, security compliance, and information assurance. Through a combination of simulations, hands-on labs and/or virtual labs, students apply techniques for technology deployment, support, maintenance, and troubleshooting. This training prepares students to gain valuable industry recognized certifications including CompTIA A+, Network+, and Security+. Additional certification opportunities may include Cisco Certified Network Associate (CCNA), Microsoft, Amazon Web Services (AWS), Linux, and more.

Objectives:

- Develop and demonstrate skills required for positions in Information Technology & Cybersecurity.
- Demonstrate knowledge, skills, and abilities aligning with standards for industry certifications.
- Install, configure, maintain, and troubleshoot common hardware and software.
- Install, configure, maintain, and troubleshoot operating systems.
- Design, implement, and manage scalable networks.
- Identify advanced security threats and implement best practices to mitigate risks.
- Demonstrate effective verbal and written communication using industry specific terminology.

SOFTWARE QUALITY ASSURANCE

The Software Quality Assurance program covers all aspects of software quality assurance, from manual testing to automated testing, API (Application Programming Interface) testing, and database management. The program is designed to provide students with a deep understanding of software quality assurance principles, techniques, and tools, and to equip them with the skills required to ensure the delivery of high-quality software products.

Objectives:

- Demonstrate software quality assurance principles and techniques and explain their role in ensuring the delivery of high-quality software products.
- Perform manual testing, automated testing, API testing, and database management.
- Describe the different types of software testing and how they are used to ensure software quality.
- Design, develop, and execute automated tests using industry-standard test automation frameworks and scripting languages.
- Explain principles of API testing, including load testing and endpoint testing, and develop skills in designing and executing these types of tests.
- Demonstrate testing, implementing, and managing databases, including data modeling, database normalization, indexing, data integrity, and data security.
- Demonstrate problem-solving and critical thinking skills by working on real-world software quality assurance projects.
- Present the importance of quality assurance in software development and its impact on business success.

WEB PROGRAMMING AND DEVELOPMENT

This program provides students with the knowledge of computational, problem-solving and practical skills needed to integrate and deploy modern websites and web applications. Students will adapt and use industry-standard tools, including modern client-side and server-side languages and relational and nonrelational database structures, to frameworks used in the web industry today.

Experienced web developers and software engineers in the industry provide instruction and share knowledge and skill sets as they mentor the students. This program is designed to give students the skills needed to be a Front-End, Junior-Level, Web Developer or Quality Assurance Technician.

Students will learn basic Front-End Development including Source Control, HTML, CSS, Bootstrap and Sass. Students will then spend the majority of the program learning JavaScript, TypeScript, Angular and React. The remainder of the program will cover Back-End Development as it relates to Back-end servers, Database, Hosting, Deployment, Security and Automated QA. Throughout the program students will complete a series of professional portfolio projects. Finally, students must complete an externship in order to receive a certificate of completion for this program.

Objectives:

- Demonstrate the knowledge and skills necessary for entry-level employment in the Web Programming and Development careers.
- Implement design, authoring, standards, protocols, tools and techniques for development for different Web-based technologies.
- Use industry-standard programming languages and techniques to add user interactivity to Web sites and Web applications.
- Build maintainable and robust React and Angular real-world applications.
- Create real-world web application projects that also involve interacting with databases such as Postgres and NoSQL databases like MongoDB.
- Use Automated QA principles to monitor and ensure increasing improvements for web applications and be able to identify some of the mechanisms used to establish overall health of a product.
- Consider important security concerns when developing websites, and keep servers, software, and data safe from hackers and cyber-attacks.
- Complete a series of professional portfolio projects that they can showcase to potential employers.
- Demonstrate basic understanding of cloud deployment models, and a summary of cloud design principles. Students will be able to create an account and start using the AWS Free Tier to gain hands-on experience with AWS products and services and be prepared to pass the AWS Certified Cloud Foundations exam.
- Develop, implement and evaluate web applications to ensure that it is properly structured, meets industry standards and compatible with browsers and devices using industry cutting-edge technologies for building web applications.

TRADES

AUTOMATION TECHNOLOGY

The Automation Technology program supports a wide variety of mechanical and automated systems. This program is designed to help prepare students with the necessary skills to become technicians in several critical industries. Students are introduced to a wide variety of tools, practices, and procedures. The program uses a competency based hands-on approach, with other teaching methods that are employed throughout.

Objectives:

- Demonstrate a working knowledge of mechanical systems, maintenance, troubleshooting, repair techniques, and safety practices and procedures.
- Apply system diagnostics and troubleshooting techniques.
- Apply mathematical concepts to real world applications.

- Read, utilize, and design blueprints and schematics.
- Operate, install, maintain, modify, and troubleshoot electrical systems.
- Operate, install, maintain, modify, and troubleshoot fluid power systems.
- Operate, install, maintain, modify, and troubleshoot electrical motor control systems.
- Operate, modify, maintain, program, and troubleshoot programmable logic controllers.
- Implement and properly use a variety of precision measurement tools and procedures.

AUTOMOTIVE TECHNOLOGY

The Automotive Technology curriculum follows the guidelines established by the ASE Education Foundation, including the safety requirements, areas of focus, time frames, and recognized task lists designed by ASE. The Automotive Technology program gives students the foundation to jumpstart their career with some of the largest dealership service centers or independent repair facilities across the country. Your time in the program will consist of a hands-on approach to learning, in our sophisticated and newly constructed automotive shop. Coursework includes web-based training for Ford, Subaru, and FCA (Fiat/Chrysler America). Upon completion of our program, and working a year in the industry, you will have the opportunity to pass all the ASE certification tests to become an ASE Automobile Service Technician (AST). You will also have the opportunity to begin Manufacturer Specific Web-Based Factory Training by one or more of our industry sponsors.

Objectives:

- Comply with personal and environmental safety practices associated with clothing, eye protection, tools, equipment, ventilation, and handling of chemicals and materials
- Demonstrate safe working habits
- Demonstrate knowledge related to the service, maintenance, operation, and function of the core systems related to gasoline and electrical powered equipment,
- Build and maintain good working relationships

COMMERCIAL DRIVER'S LICENSE CLASS A

The Commercial Driver's License - Class A (CDL) program prepares students with the skills and knowledge they need to join the professional driving industry. This course fulfills Entry Level Driver Training requirements for CDL training in accordance with Part 380 of the Federal Motor Carriers Safety Regulations.

Objectives:

- Demonstrate basic truck operating procedures.
- Demonstrate safe operating procedures.
- Learn and practice advanced operating procedures.
- Practice vehicle inspections (pre/post-trip).

- Review non-driving activities.

DIESEL TECHNOLOGY

The Diesel Technology program prepares students with the diversified employment skills and knowledge as diesels technicians, including hands-on instruction in diesel engines; electrical/electronic systems; steering and suspension; brakes; drivetrain; heating, ventilation, and air conditioning; hydraulics; preventative maintenance; safety; professionalism; and workplace relations.

Objectives:

- Demonstrate safe working habits and practices.
- Demonstrate knowledge related to the service, maintenance, operation, and function of the core systems related to diesel powered equipment.
- Build and maintain good working relationships.

FABRICATION AND FITTING

In this Fabrication and Fitting program, students will learn the base principles and practices of metal fabrication across a wide variety of industrial standards. Students will learn how to read blueprints and assemble metal products according to engineered drawings. They will also learn fabrication skills, according to specific standards and codes set in place by major industrial organizations, such as the American Welding Society and the American Petroleum Institute.

Objectives:

- Operate common fabrication equipment such as drill presses, brake presses, and overhead cranes in the safest manner possible.
- Sketch drawings of fabricated product based on the application, using fundamentals of design.
- Apply the mathematics of engineering to produce a blueprint or drawing.
- Operate common machinery found in a fabrication shop, including the pipe threader, CNC tables, and overhead cranes.
- Turn drawings into physical fabricated products, including steel pipe assemblies, structural components, and any other form of metal product that would require different skills to build.
- Operate basic welding equipment, thermal cutting equipment, and hand-tools to effectively fabricate a wide range of products.

MACHINING TECHNOLOGY

The Machining Technology program trains students to use machine tools to produce complex parts used in every industry, from the machines they use, to the parts they use to produce their product. Machinists are trained to use various turning, milling, grinding, and computer numerical controlled (CNC) machines to produce these complex parts.

Machinists are also tasked to interpret an engineer's drawings to process the desired part. The Machining Technology program is structured to give students a solid foundation in the core fundamentals of machining and launch a career in a field that is always in high demand.

Objectives:

- Demonstrate safe operation of machine shop equipment.
- Interpret engineering drawings.
- Perform calculations common to the machining industry.
- Use appropriate measuring equipment.
- Use cutting tool geometry and theory in the machining process.
- Properly select appropriate equipment and cutting tools.
- Setup, program, and operate a Computer Numerical Control (CNC) machine.

PIPE WELDING

In the Pipe Welding program, students will learn advanced pipe welding principles. Students will learn the day-to-day tasks of the advanced welder from lectures, hands-on application, and practice to be prepared to pass advanced ASME Section IX, AWS D1.1, and API 1104 welding certifications. Through instruction and hands-on practice, students will learn and test their skills for the following advanced welding processes: GMAW, FCAW, SMAW, and GTAW.

Objectives:

- Describe processes using proper terminology used in the pipe welding industry.
- Differentiate between processes and techniques used to weld on pipe versus traditional welding.
- Use advanced welding tools and equipment needed for pipe welding.
- Pass the welding qualification tests.

WELDING TECHNOLOGY

In the Welding Technology certificate program, students receive hands-on safety, welding, and cutting instruction on a variety of metals. Instruction includes basic Oxy Fuel Cutting (OFC), Gas Metal Arc Welding (GMAW), Shielded Metal Arc Welding (SMAW), Flux Cored Arc Welding (FCAW), Gas Tungsten Arc Welding (GTAW), and other thermal and mechanical cutting processes. Students also learn welding process-specific and welding shop safety practices, basic print reading, and the proper uses and applications of AWS welding symbols.

Objectives:

- Demonstrate welding safety on a daily basis.
- Use measurement systems, written instructions, and prints to complete welding

projects.

- Use GMAW, FCAW, GTAW, and SMAW to perform high-quality welds on various metals correctly.
- Use thermal cutting equipment to perform high-quality cuts on ferrous and non-ferrous metals.
- Determine the correct welding and/or cutting process to use in specific applications.

NEW STUDENT ORIENTATION

During the New Student Orientation, students will review important information like our college's mission and values, the policies, functions, and personnel of the institution, and discuss expectations and resources available to them.

The New Student Orientation is available to the public and should be completed before students begin their enrollment at MTECH, however, the information will also be covered during the first week of their program.

TRANSFERS AND ARTICULATIONS

TRANSFERRING TO MTECH

Students may transfer from other institutions of higher education or the military, however transfer credit is not applicable to all programs. MTECH will accept credit from another Utah System of Higher Education (USHE) institution or an institution that is accredited by an agency recognized by the U.S. Department of Education. MTECH will award credit for high school courses that have official articulated agreements. Please see the Registration and Transfer of Coursework Policy and Procedure 600.605 for more information. Official articulation agreements can be found on our Transfer Credit webpage.

TRANSFERRING DIFFERENT SCHEDULES OR PROGRAMS

For some programs, students may transfer between campuses or class times by filling out a schedule change with the Student Services Office. Transferring to a different program may be available for some programs. For specific program details please contact our Student Services office or see our Registration and Transfer of Coursework Policy and Procedure 600.605.

TRANSFERRING FROM MTECH

Completing your MTECH program can open pathways to local colleges and universities, saving yourself time and money on your educational journey. Check out our Transfer Credit webpage and schedule an appointment with one of our advisors to plan out your pathway.

Need to Request a Transcript to be sent to another institution?

See how to access your records here on our Student Records webpage.

ACADEMIC INFORMATION

ACADEMIC CALENDAR

TERMS

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.

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.

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 REQUIREMENTS

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.

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. Filing an appeal can be done here.

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.

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/.

Certificates can be picked up at our Student Services Office, after the 15th day of the month after your completion of your program. For example, you complete your program on August 4, you can pick up your certificate after September 15. Certificates are not mailed unless specifically requested after your certificate is available for pick up. Please contact our Student Services Office to make this request.

TRANSCRIPTS AND RECORDS ACCESS

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, weekdays from 8am - 5pm 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
- Payson Campus: 993 S 1950 W, Payson, UT 84651 (385) 287-2100
- Provo Campus: 125 N 100 W, Provo, UT 84601

FINANCIAL INFORMATION

TUITION AND FEES

TUITION

Tuition rates are established annually by the Utah System of Higher Education and Mountainland Technical College Board of Trustees.

The current credit tuition rate is $120 per credit hour.

The current non-credit tuition rate is $2.10 per course hour.

HIGH SCHOOL TUITION WAIVER

Tuition is waived for all high school students, although high school students will be responsible for fees. When the high school student graduates, or their class graduates (whichever comes first), tuition is no longer waived and the student is subject to the current tuition rates and any remaining annual fees for any remaining hours needed to complete their program and receive a certificate.

FEES

Fees are charged when enrolling in each individual course for high school and adult students. Other miscellaneous fees may be charged when initially enrolling and throughout your program.

Fees are subject to change and charged at the current rate at the time of enrollment. Always refer to the program webpage for current costs.

For more information please see individual program webpages – https://mtec.edu/programs/

APPLICATION FEE

There is no fee to apply. Students can apply for free by creating an account on the MTECH Student Portal.

REGISTRATION FEE

A non-refundable registration fee of $40.00 is required at the time of registration for any program.

MATERIALS AND SUPPLIES

Programs/courses may require the purchase of textbooks, workbooks and/or other institutional charges as a separate cost. Some of these may be included in the individual course fees. Please refer to the program details found on each program's information page to find specific details about each course.

REFUND POLICY

The MTECH Refund Policy complies with both the Utah System of Higher Education (USHE) Refund Policy for technical colleges and the requirements of the Council on Occupational Education.

It is the policy of the college to charge students tuition, course fees, other institutional charges, and to fairly and equitably provide students with a full or partial refund, when warranted, based on circumstances related to each.

Please refer to the full Refund Policy on the MTECH website for more information.

FINANCIAL AID AND SCHOLARSHIPS

One of the biggest questions that arises with higher education is "How am I going to pay for this?" We will help you evaluate your opportunities for financial aid, scholarship availability and eligibility, and help you find which types of aid you may be eligible to receive. Our website has more information on the different types of aid and scholarships available.

Navigating this process can be a challenge. Our Financial Aid and Scholarship Offices are on hand to help guide you through the process.

- Call 801-753-4105
- Email financialaid@mtec.edu
- Email scholarships@mtec.edu

VETERAN SERVICES

The Utah State Approving Agency for Veterans' Education Benefits approves several of the programs for payment of Veteran Affairs (VA) education benefits (such as the GI Bill®). Veteran students with eligible VA benefits must meet satisfactory progress and attendance requirements as outlined by the Utah State Approving Agency. These requirements are contained in an Enrollment Agreement Addendum that is available in the Financial Aid Office.

In addition, you may inquire directly with the Veterans Administration at http://www.gibill.va.gov/ Veteran students applying for admission to the MTECH who are eligible to receive credit for military training and experience are required to meet with a certifying official in the college counseling office.

Please contact the financial aid office, listed above, for additional information on program eligibility requirements and accessing your benefits.

ETHICAL RESPONSIBILITIES REGARDING FINANCIAL ASSISTANCE

As a student receiving financial assistance at MTECH, you are expected to uphold high standards of integrity and responsibility. Ethical conduct is essential in ensuring that financial aid, whether in the form of Federal Pell Grants, scholarships, or veterans' educational benefits, is used appropriately and fairly to support your educational goals.

Students must provide accurate, complete, and honest information when applying for financial assistance. Misrepresentation or falsification of any information on financial aid applications, including the Free Application for Federal Student Aid (FAFSA), scholarship

forms, or veterans' benefits paperwork, is considered fraud and may result in disciplinary action, repayment obligations, and/or legal consequences. Students are also responsible for promptly reporting any changes in financial status, enrollment, or eligibility that may impact their aid.

Students are expected to understand the terms and conditions of the financial aid they receive. It is the student's responsibility to stay informed, meet all deadlines, and adhere to satisfactory academic progress standards required for continued eligibility. Upholding these ethical responsibilities ensures that financial aid resources remain available to support all students equitably and effectively.

CODE OF CONDUCT AND STUDENT RIGHTS

STUDENT RESPONSIBILITIES

Students at Mountainland Technical College assume the personal obligation to conduct themselves in a manner that aligns with the College's role as a public institution of higher education. By enrolling at Mountainland Technical College, students agree to maintain certain standards of conduct, which, if violated, may result in sanctions or other forms of College discipline. Please see the MTECH Student Code of Conduct (600.616) for more information.

ACADEMIC INTEGRITY

Students are expected to maintain academic ethics and honesty in all their work and interactions with the college in all forms. Cheating, plagiarism, and/or falsification may result in suspension or dismissal. Please see Cheating Policy 600.617 for more information.

GRIEVANCES

The Student Grievance Policy and Procedure (Policy 600.608) is in place to provide equitable and orderly steps to resolve grievances by students including both academic and non-academic concerns. Students should reference the policy and procedure directly for detailed instructions on how to file a grievance and how the College will address it.

STUDENT RIGHTS

Students at MTECH have the right to:

- A safe, respectful, and inclusive learning environment.
- Academic freedom and freedom of expression (within legal and professional boundaries)
- Due process in disciplinary matters (Policy 600.623)
- Access to resources including academic counseling, disability services (ADA compliance), and grievance procedures (Policy 600.608)
- Protection from discrimination and harassment as outlined in Title IX and Discrimination Policy (Policy 300.304)
- Financial aid transparency to understand and access details about financial aid as found on our webpage and policies 800.806, 800.811 and 800.813
- Academic privacy and access to records as outlined in the Family Educational Rights and Privacy Act (FERPA) and policy 600.601 and procedure 600.601

DUE PROCESS

The Fourteenth Amendment guarantees a person's basic rights to liberty or property, without due process of law. Due process ensures policies, procedures, plans and processes

established by the college are applied consistently and without bias, and that any disciplinary actions or sanctions imposed on students are proportionate to the alleged misconduct.

Policy 600.623 for Student Due Process ensures the students' rights are protected and they have a reasonable opportunity to be heard and present information before disciplinary action is taken against them that may lead to suspension of more than ten days or dismissal from the College.

TITLE IX AND DISCRIMINATION POLICY

Title IX is a federal civil right passed as part of the Education Amendments of 1972. This protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance.

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

CAMPUS POLICIES

TECHNOLOGY ORIENTATION AND USE

The Technology Department provides the infrastructure essential for using media materials. They set up and connect computers and peripherals. They troubleshoot issues and maintain the software and hardware, as necessary.

Faculty members and instructional staff receive training on the Canvas Learning Management System, the Student Information System (SIS), and other media resources as part of their new hire orientation. For students, a formal orientation is done on the first day of class. Instructors and/or staff members instruct on the use of all media. The Office of Teaching & Learning provides online resources to students that teach them how to navigate the Canvas Learning Management System.

SAFETY AND EMERGENCY RESOURCES

Everyone has a responsibility for campus safety and security by reporting, complying, and participating. The Campus Security organization consists of a layered security infrastructure and several volunteer response teams including; the Emergency Operations Team, Crisis Intervention Team, Evacuation Team, Threat Assessment Team and Safety Committee.

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 wear approved eye protection to work in labs, where required. The college sells approved protective eyewear at the MTECH store.

CRIME STATISTICS REPORT

Title ll 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.

DRUG AND ALCOHOL-FREE CAMPUS

MTECH is responsible for providing a safe and productive work and educational environment that is free from possession, use, or distribution of controlled substances. Students are subject to discipline for violation on any MTECH campus.

Any suspicion of violation will be reported to the MTECH Security team and may be referred to local law enforcement.

Drug and alcohol abuse prevention information is available to current and prospective students through academic counseling.

SMOKING

In accordance with the Utah Indoor Clean Air Act (R392-510),smoking, including the use of e-cigarettes, is prohibited entirely in places of public access and publicly owned buildings and offices. Smoking is not permitted inside or within 25 feet of any state-owned building entrance, exit, air intake, or window that can be opened.

DRESS CODE

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

Instructors will 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 industry externships must dress appropriately, or they will be asked to leave the site.

If a student fails to comply with the dress standards after being counseled by the instructor and Program Director, the student may be dismissed.

PARKING AND TRANSPORTATION

FOR LEHI, OREM, SPANISH FORK, PAYSON, AND WASATCH WEST CAMPUSES

All vehicles parked on these campus lots require a parking permit. You can acquire a parking pass in all Student Services offices.

Parking Services offers an annual pass, valid from Aug 1 to July 31. You must complete a Parking Pass Request Form before receiving an MTECH Parking Pass. Passes for additional vehicles are $5.

Parking Pass Requirements for all campuses, except Provo

- Parking passes are available in Student Services offices
- You must be a registered student

- One parking pass will be issued to each student
- Parking Permits allow for parking at any MTECH campus, except Provo
- Lost passes may be replaced for $5

FOR PROVO CAMPUS

Parking Pass Requirements for Provo campus

- MTECH does not have a student parking lot on the Provo campus
- Students can purchase a pass to access the adjacent parking garage
- The cost to park in the adjacent parking garage is $25.00
- You must be a registered student
- Fill out the Parking Pass Request form, then contact student services to activate your pass, 801-753-6282
- You can have up to 3 vehicles added on the parking garage pass
- Once the student is in their externship or they are no longer enrolled at the Provo campus, their pass will be deactivated.

PARKING RESTRICTIONS FOR ALL STUDENTS:

- Parking passes will be required in all MTECH parking lots.
- Vehicles without parking passes will be ticketed.
- MTECH campuses have designated parking areas for students. Students may only park in these designated areas and must have a MTECH parking permit displayed from the rear view mirror.
- Parking passes are required 24 hours a day.
- Students, employees, and visitors operating vehicles on College properties must adhere to all state, local, and college traffic/parking regulations.
- Parking may be suspended or delayed due to snow removal or other exigent reasons.
- Parking spaces are not always immediately available. On a high use day you may have to wait for a spot.
- Overnight parking on campus is prohibited.
- Only those vehicles with distinctive (logo) license plates for people with disabilities or temporary/permanent permits obtained from the Utah State Division of Motor Vehicles, will be allowed to park in stalls for the disabled on MTECH campuses.
- Parking citations can't be voided by MTECH Store or Student Services personnel. Any change to parking citations must be authorized by Campus Security.

Any dispute regarding a citation must be directed to campussecurity@mtec.edu.

Park at your own risk. The college is not responsible for theft, loss, or damages.

STUDENT SUPPORT SERVICES

CAREER SERVICES

Career Services' mission is to support you in achieving your career goals by promoting accessible opportunities to find a career or continue your education. We want you to feel confident as you explore your options. Connect with us for additional guidance in writing your resume, preparing for an interview, or expanding your job search. We can also help you transfer your MTECH credits to another Utah College or University to help save you time and money as you work towards a degree.

ACADEMIC COUNSELING

At MTECH, we are deeply invested in your education. Our Academic Counselors are available to help you navigate your academic experience, from the start of your program to graduation. Meeting with your counselor ensures you're making informed decisions, accessing valuable resources, and setting yourself up for success.

Some of the things they can help you with include:

- Staying on track in your program
- Accessing disability accommodations
- Social-emotional help
- Navigating personal or educational challenges
- Connecting to key resources
- Crisis support

MENTAL HEALTH RESOURCES

MTECH recognizes that a student's mental health plays a vital role in their academic success. Stress, anxiety, and other mental health challenges can negatively impact focus, motivation, and performance. MTECH offers counseling services and peer coaching through TrulaCounseling and TrulaCoaching. These resources are designed to help students manage their mental well being while balancing the demands of college life. Our Academic Counselors can help you navigate these challenges and resources. MTECH is committed to creating a healthy, supportive campus environment where students can thrive both academically and personally.

DISABILITY SERVICES (ADA COMPLIANCE)

The Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) provide comprehensive civil rights and protections for persons with disabilities. MTECH does not discriminate in the recruitment, admission, educational process, or treatment of students with disabilities.

Students must voluntarily disclose that they have a disability, request an accommodation, and provide documentation of their disability. The Academic Counselors are the ADA

(Americans with Disabilities Act) Specialists for the college and make arrangements for accommodations as requested.

All contact is kept in the strictest confidentiality.

ACCOMMODATION REQUEST PROCESS

Students must voluntarily disclose that they have a disability, request an accommodation, and provide documentation of their disability. The Academic Counselors are the ADA (Americans with Disabilities Act) Specialists for the college and make arrangements for accommodations as requested.

The student meets with an Academic Counselor and self identifies as an individual with a disability.

When a student completes a Request for Accommodation and returns it to the Counselor along with supporting documentation. Supporting Documentation should include:

1. Diagnosis by a licensed professional who has the appropriate credentials to diagnose.
2. A description of the current substantial limitations that specifically affects the individual in academic and life activities.
3. Current, within the last 3 years, on letterhead, signed and dated.

Counselor and student engage in the interactive process to discuss barriers and potential accommodation(s).

Supporting documentation will be reviewed to determine eligibility. Additional Documentation may be Required.

Please note that any accommodations (IEP, 504 plan) that were or are in place at your high school do not transfer to MTECH. To start the process, please contact an Academic Counselor. More information can be found on the MTECH ADA webpage.

LIBRARY AND EDUCATIONAL RESOURCES

MTECH has a variety of libraries and learning resources available for our students.

UVU LIBRARY

MTECH students have access to UVU's library facilities at no cost.* Students have the status of Community Guest, granting them access to the library in person but not online.

BYU LIBRARIES

As one of the top 5 libraries in the nation, BYU allows MTECH students to access their resources as well.

PUBLIC LIBRARIES

Public libraries are open and available for use by all Utah residents.

There are several learning resource centers that allow adult students to be tutored in subjects such as: Mathematics, Reading, Writing, and/or Computer Skills:

- Alpine Adult Education
- North Summit Adult Education
- Park City Adult Education
- South Summit Adult Education
- Provo Adult Education
- Wasatch Adult Education
- Nebo Adult Education

TUTORING AND ACADEMIC SUPPORT

MTECH offers FREE on-demand, online tutoring through Tutor.com. Stuck on a problem? Want someone to review your paper? This service is easy to use and can be accessed on any device that connects to the Internet. Tutors are available to you 24/7— even at 2:00 a.m.!

When you log in to your free Tutor.com account, you'll be able to:

- Connect one-on-one with one of their 3,000+ highly qualified tutors
- View recordings of your previous sessions
- Drop off an essay for review and feedback
- Save your favorite tutors and see their schedule of availability

STUDENT RETENTION PLAN

Mountainland Technical College (MTECH) defines success as providing quality technical education that leads students to completion of their program certificate, placement in a related occupation, and mastery of the skills needed to pass required licensure exams. Student support resources are provided to resolve issues that might cause a student to withdraw or not complete their program.

The Student Retention Plan is intended to cover all students from the time they enter their program until they complete and graduate.

Faculty support students in the classroom and may refer students needing help to college resources such as counseling, mental health support, food pantry, tutoring, Financial Aid, Career Services, etc.

The complete Student Retention Plan can be found here.

TESTING CENTER

The MTECH testing center serves to validate and enhance the learning of students. We

provide a safe test-taking environment for our students and community members. Photo ID is required to take a test.

Testing center locations and hours can be found on our testing center webpage.

TESTING CENTER RULES

- Student are expected to conduct themselves professionally, civilly, and respectfully while using the testing center
- Rude or disruptive behavior towards staff or students could result in denial of testing services
- Students must have a physical form of photo ID
- No electronic devices
- No outside materials unless authorized by the instructor ahead of time
- Students are not allowed to start any additional tests after the last test administered deadline (contact the testing center)
- All tests are submitted at closing time regardless if the exam is completed or not
- Students have the responsibility to know the time limit for their exams
- Testing center hours may differ when classes are not in session and will be closed when the campus is closed

Call 801-753-4110 or email testcenter@mtec.edu for more information.

MTECH STORES

Whether you're a student, employee, alumni, or friend, the MTECH Store has everything you need to show your MTECH pride.

While most programs have their required materials included in their course fees, some items may need to be purchased from the MTECH Store including textbooks, workbooks, class materials, school supplies, program uniforms, snacks and drinks, and MTECH branded apparel.

MTECH Store locations and hours can be found on our MTECH store webpage.

Store items can also be purchased online here and will be delivered to the Parcel Locker at the location selected. You will receive a separate email when items are ready for pick-up.

MTECH STORE RETURN POLICY

- Refunds and returns may be made via credit or debit only.
- Clothing may only be returned if the tags are still intact and the item is not stained, washed, or worn.
- Merchandise may be returned or exchanged if it is unused and in original packaging, or if the item was broken/defective when purchased by the customer.

- All textbook returns require manager approval.
- Textbooks that are shrink-wrapped with codes or other sensitive materials may not be returned once opened, no exceptions.
- All clearance sales are final.