

MOUNTAINLAND TECHNICAL COLLEGE

STUDENT HANDBOOK

2026-2027

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WELCOME TO MOUNTAINLAND TECHNICAL COLLEGE

Mountainland Technical College is home to award-winning technical education with campuses throughout Utah's majestic Wasatch Range. Our mission is to 'enhance the employability of individuals through market-driven career and technical education.' This means that you will graduate with your well-earned certificate, fully armed with the knowledge and skills you asked for and that businesses expect.

At MTECH, you will join an exclusive group of students and alumni who benefit from a commitment to excellence shared by the school. From instructors who deliver relevant, industry-driven curriculum to Academic Counselors focused on ensuring you have the tools you need to succeed, we all share the same goal: your success as a student.

MISSION, VISION, AND VALUES

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

HEBER VALLEY CAMPUS

977 Riverhawk Road
Heber, UT 84032

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

ACADEMIC INFORMATION

ACADEMIC CALENDAR

TERMS

MTECH's academic year consists of a fall and spring semester, and a summer term. The fall and spring semesters consist of approximately 90 school days, divided into two 45-day grading periods. The summer term is approximately 45 school days.

NON-TERM PROGRAMS

Programs that run on a non-term schedule have multiple start dates, with defined stop dates for each course. You can enroll for regularly scheduled start dates, and you may begin your next course once you have passed all required competencies and coursework, even if it is before an established stop date.

TERM PROGRAMS

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

CLINICAL/EXTERNSHIPS

Many programs have clinical/externship hours that may not align with regularly scheduled class times; therefore, completion dates may vary. You might not finish at the end of a traditional 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 issued by the school district. MTECH does not award high school credit.

ACADEMIC PROGRESS

You must meet the progress and performance standards of your program, as communicated in the course syllabi. Financial sponsors may hold you to a higher performance standard than defined in the syllabi. Lack of progress may lead to you being placed on a Student Success Plan.

Non-Term Programs - If you are in a non-term program, you must complete your coursework and make satisfactory progress to complete each course by the scheduled end date. If you do not pass a course by the scheduled end date you may re-enroll in the course until the maximum number of retakes for that course has been met. You are required to pay the applicable tuition and fees for each retake of individual courses when you register. If you fail a course on your last attempt, you must wait at least 6 months to re-enroll and follow the re-enrollment process outlined in the Progress and Attendance Policy and Procedure 600.611.

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

Competency Requirements - You 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. You must be in compliance with attendance standards in order to receive the license or certification and be eligible for employment in industry. Attendance requirements will be explained by the instructors of those programs and are included in the course syllabi.

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

RE-ENROLLMENT PROCEDURES

STUDENTS WHO HAVE WITHDRAWN

If you withdraw from your program, you 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, you are not on academic probation at the time of withdrawal, any outstanding financial obligations and any applicable waiting period requirements have been met.

DISMISSED STUDENTS

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

ADULT STUDENTS

If you are an adult student dismissed from your program, you may 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. If you are dismissed due to a third failed attempt in a course, you must wait 6 months before being eligible to re-enroll.

HIGH SCHOOL STUDENTS

If you are a high school student who has been dismissed, you may not return to MTECH until you or your high school class has graduated, and at least six months have passed since your dismissal.

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

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 of the Student Code of Conduct, or program or college rules.

If you are requesting a plan, procedure, or policy variance, you may submit a petition online.

COMPLETION REQUIREMENTS

Graduation requirements are included in program syllabi, and your completion is verified by program faculty. You must demonstrate competency in all requirements, complete required assignments or exams, and fulfill any externship requirements.

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

Certificates can be picked up at Student Services after the 15th day of the month, after the completion of your program. For example, if 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 becomes available for pick up. Please contact Student Services to make this request.

TRANSFERS AND ARTICULATIONS

TRANSFERRING TO MTECH

You may transfer from other higher education institutions 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 our policies for more information. Official articulation agreements can be found on our Transfer Credit webpage.

TRANSFERRING DIFFERENT SCHEDULES OR PROGRAMS

In some programs, you may transfer between campuses or class times by filling out a

schedule change with Student Services. Transferring to a different program may also be an option. For specific program details, please contact Student Services 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 on our Student Records webpage.

TRANSCRIPTS AND RECORDS ACCESS

Student Services is the information hub and access center for student records. You can obtain information about the following areas:

- | | | |
|-------------------------------|-----------------------|-----------------------------|
| • Admission & Registration | • Transcripts | • Parking Information |
| • Payment of Tuition and Fees | • Student Transfer | • Student Records |
| • Financial Aid Assistance | • Withdrawals | • Disability Accommodations |
| | • Academic Counseling | • 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 84048
- Spanish Fork Campus: 693 W 1210 S, Spanish Fork, UT 84660
- Orem Campus: 1410 W 1250 S, Orem, UT 84058
- Provo Campus: 125 N 100 W, Provo, UT 84601
- Payson Campus: 993 South 1950 West, Payson, UT 84651
- Heber Valley Campus: 977 West Riverhawk Road, Heber City, UT 84032

Student Services can be reached by emailing studentservices@mtec.edu or by calling 801-753-6282.

FINANCIAL INFORMATION

TUITION AND FEES

TUITION

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

The current credit tuition rate is \$125 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 are 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 associated fees for any remaining courses needed to complete their program and receive a certificate.

FEES

Fees are charged when enrolling in each individual course. 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 course 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 for most programs. You can apply for free by creating an account on the MTECH Student Portal. Programs with applications for acceptance charge a \$30 processing fee.

MATERIALS AND SUPPLIES

Programs or 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 (COE).

It is college policy to charge you tuition, course fees, other institutional charges, and to fairly and equitably provide you 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?” MTECH 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 accepts several of the programs for payment of Veteran Affairs (VA) education benefits (such as the GI Bill®). If you are a Veteran with eligible VA benefits, you 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 MTECH admission who are eligible to receive credit for military training or experience are required to meet with an Academic Counselor.

Please contact the financial aid office, 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.

You 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. You are also responsible for promptly reporting any changes in financial status, enrollment, or eligibility that may impact your aid.

You are expected to understand the terms and conditions of the financial aid you receive. It is your 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 RIGHTS

As an MTECH student you 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 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

STUDENT RESPONSIBILITIES

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

ACADEMIC INTEGRITY

You are expected to maintain academic ethics and honesty in all your work and interactions with the college. 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 600.608 is in place to provide equitable and orderly steps to resolve grievances by students including both academic and non-academic concerns. You should reference the policy and procedure directly for detailed instructions on how to file a grievance and how the College will address it.

DUE PROCESS

The Due Process Clause of the Fourteenth Amendment requires that public colleges provide fair, consistent procedures—notice of charges, evidence, and a hearing—before punishing students with significant actions like suspension or expulsion. 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.

Student Due Process Policy 600.623 ensures your rights are protected and you have a reasonable opportunity to be heard and present information before disciplinary action is taken against you 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. It 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, you 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@mtc.edu

CAMPUS POLICIES

TECHNOLOGY ORIENTATION AND USE

The Technology Department provides the digital 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 you, 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 (OTL) provides online resources for you that teach you 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 Department 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.”

You 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 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.

DRUG AND ALCOHOL-FREE CAMPUS

MTECH is responsible for providing a safe and productive environment free from possession, use, or distribution of controlled substances. You are subject to discipline for violation on any MTECH campus. Any suspicion of violation will be reported to the MTECH Security Department and may be referred to local law enforcement.

Drug and alcohol abuse prevention information is available to current and prospective students through our website and 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

You are expected to dress professionally in the classroom, externship, clinicals, and off-campus activities. This includes wearing clothing appropriate for the industry you are training to work in.

Instructors will provide information on the specific professional attire expected for each program. If you are dressed inappropriately you will be asked to correct your attire before you are allowed in the lab. If you are on industry externships you must dress appropriately, or you will be asked to leave the site.

If you fail to comply with the dress standards after being counseled by the instructor and program director, you may be dismissed.

PARKING AND TRANSPORTATION

FOR LEHI, HEBER, OREM, SPANISH FORK, AND PAYSON CAMPUSES

All vehicles parked at these campuses require a parking permit. You can obtain a parking pass at any Student Services office.

Student Services offers an annual pass, valid from July 1 to June 30. 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 (excluding Provo):

- Parking passes are available in the 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
- You 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.
- You can have up to 3 vehicles added to 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 are required in all MTECH parking lots.
- Vehicles without parking passes will be ticketed.
- MTECH campuses have designated student parking areas. You may only park in these designated areas and must have a MTECH parking permit on the bottom drivers side front windshield.
- Parking permits are required 24 hours a day.
- Students, employees, and visitors operating vehicles on college property 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 those stalls.
- Parking citations can't be voided by the 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.

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, saving 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 your mental health plays a vital role in your 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 you manage your 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 you 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.

You must voluntarily disclose that you have a disability, request an accommodation, and may be asked to provide documentation when needed to support your request. Academic

Counselors serve as the college's ADA (Americans with Disabilities Act) Specialists and coordinate accommodations in consultation with the ADA Student Coordinator.

All disability related information is kept confidential and accommodation information is shared only with individuals who have a legitimate educational need to know.

ACCOMMODATION REQUEST PROCESS

- Contact an Academic Counselor and self-identify as an individual with a disability.
- Complete a Request for Accommodation and return it to the Counselor along with supporting documentation. Supporting Documentation may include:
 1. Information from a licensed professional who is familiar with your condition and qualified to describe the diagnosis and related functional limitations.
 2. A description of the current functional limitations that affect you in major life activities.
 3. Documentation should be sufficiently current to reflect your present functional limitations and include the provider's name, credentials, signature, and date. Recency requirements will be determined on a case-by-case basis depending on the nature of the disability.
- You and a counselor will engage in the interactive process to discuss barriers and potential accommodation(s).
- Documentation and information will be reviewed to determine reasonable and appropriate accommodations. Additional documentation may be requested if needed to support a specific accommodation request.

Please note that any accommodations (IEP, 504 plan) that were or are in place at the high school do not transfer to MTECH. However, existing IEP or 504 documentation may be submitted as part of your accommodation request. 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 you.

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 you to be tutored in mathematics, reading, writing, and/or computer skills. They are:

- 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. This service is easy to use and is accessible on any device with an internet connection. 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 our 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

The Student Retention Plan focuses on helping you stay in school to complete your program and is intended to cover you from the time you enter MTECH until you complete your program and graduate.

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 you to drop out of school or fail to complete your program.

Faculty members support you in the classroom and may refer you if you need help with college resources such as counseling, mental health support, food pantry, financial aid, career services, etc.

TESTING CENTER

The MTECH Testing Center serves to validate and enhance your learning. We provide a safe test-taking environment for you and community members. Photo ID is required to

take a test.

Hours and Locations can be found on our Testing Center webpage.

TESTING CENTER RULES

- You are expected to conduct yourself professionally, civilly, and respectfully while using the testing center
- Rude or disruptive behavior towards staff or students could result in denial of testing services and/or dismissal from the program
- You must have a physical form of photo ID
- No electronic devices
- No outside materials unless authorized by the instructor ahead of time
- You 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 of whether the exam is completed or not
- You have the responsibility to know the time limit for your 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, alumnus, 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.

Hours and locations 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 selected location. You will receive a separate email when items are ready for pick-up.

MTECH STORE RETURN POLICY

- Refunds and returns may be made only by credit or debit.
- 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.