

Bates Technical College

2018-2019 Course Catalog



At-a-glance

GENERAL INFORMATION

www.BatesTech.edu, info@bates.ctc.edu, 253.680.7000

- **Downtown Campus, 253.680.7000**
- **Central/Mohler Campus, 253.680.7603**
- **South Campus, 253.680.7400**
- **Toll free in-state, 800.562.7099**

Academics, www.BatesTech.edu/GeneralEd
academic@bates.ctc.edu, 253.680.7260

Admissions, www.BatesTech.edu/GetStarted
info@bates.ctc.edu, 253.680.7002

Adult Basic Education/GED, www.BatesTech.edu/GeneralEd
adult-ed@bates.ctc.edu, 253.680.7274

Advising, www.BatesTech.edu/Advising,
info@bates.ctc.edu, 253.680.7002

Apprenticeship Training, www.BatesTech.edu/Apprenticeship
apprentice@bates.ctc.edu, 253.680.7402

Assessment/Testing Center, www.BatesTech.edu/Testing
testing@bates.ctc.edu, 253.680.7030

Associated Student Government (ASG), www.BatesTech.edu/ASG
253.680.7178

Barber Shop, www.BatesTech.edu/BarberShop
253.680.7248

Books and Campus Store, www.BatesTech.edu/CampusStores
253.680.7130 (Downtown) 253.680.7430 (South)

Campus Public Safety, www.BatesTech.edu/Safety
253.680.7111

Career Education, www.BatesTech.edu/CareerEd
info@bates.ctc.edu, 253.680.7000

Child Care Center, www.BatesTech.edu/ChildCare
childcare@bates.ctc.edu, 253.680.7320

Child Studies, www.BatesTech.edu/Family
family@bates.ctc.edu, 253.680.7500

Closure/Weather Information Line, www.BatesTech.edu/Weather
253.680.7060

Communications, www.BatesTech.edu/Communications
communications@bates.ctc.edu, 253.680.7106

Continuing Education, www.BatesTech.edu/ContinuingEd
cont-ed@bates.ctc.edu, 253.680.7402

Deaf Relay Services
711 or Washington Relay, 1.800.833.6384

Dental Clinic, www.BatesTech.edu/DentalClinic
253.680.7310

Denturist Clinic, www.BatesTech.edu/DenturistClinic
253.680.7314

Dining Services, www.BatesTech.edu/Dining

Disability Support Services,
www.BatesTech.edu/DisabilitySupportServices
dss@bates.ctc.edu, 253.680.7012

Emergency Management, www.BatesTech.edu/Emergency

Early Childhood Education & Assistance Program (ECEAP)
www.BatesTech.edu/ECEAP, eceap@bates.ctc.edu, 253.680.7320

Financial Aid, www.BatesTech.edu/FinancialAid
financialaid@bates.ctc.edu, 253.680.7020

Foundation, www.BatesTech.edu/Foundation
foundation@bates.ctc.edu, 253.680.7160

Hearing Clinic, www.BatesTech.edu/HearingClinic
253.680.7362

High School, www.BatesTech.edu/HighSchool
highschool@bates.ctc.edu, 253.680.7004

High School 21+ (HS21+), www.BatesTech.edu/HS21
adult-ed@bates.ctc.edu, 253.680.7274

Human Resources, www.BatesTech.edu/HR
hr@bates.ctc.edu, 253.680.7181

International Student Services, www.BatesTech.edu/International
international@bates.ctc.edu, 253.680.7184

KBTC Public Television, www.KBTC.org
kbtc@bates.ctc.edu, 253.680.7700

Library, www.BatesTech.edu/Library
library@bates.ctc.edu, 253.680.7220 (Downtown)
253.680.7550 (South)

Marketing, www.BatesTech.edu/Communications
communications@bates.ctc.edu, 253.680.7102

Outreach and Recruitment, www.BatesTech.edu/Outreach
pchase@bates.ctc.edu, 253.680.7302

Registration, www.BatesTech.edu/Registration
registration@bates.ctc.edu, 253.680.7019

Running Start, www.BatesTech.edu/RunningStart
running-start@bates.ctc.edu, 253.680.7264

Student Life and Diversity Center, www.BatesTech.edu/Clubs
diversity@bates.ctc.edu, 253.680.7178

Student Services, www.BatesTech.edu/Student-Resources
253.680.7002

Teacher Prep and Certification, www.BatesTech.edu/TeacherPrep
253.680.7467

Tutoring Center, www.BatesTech.edu/Tutoring
tutors@bates.ctc.edu, 253.680.7208

Veterans Benefits, www.BatesTech.edu/va-benefits
vabenefits@bates.ctc.edu, VA Certifying Official,
Downtown Campus, 253.680.7035

Workforce Education Services, www.BatesTech.edu/WES
253.680.7290

Worker Retraining, www.BatesTech.edu/WorkerRetraining
retraining@bates.ctc.edu, 253.680.7127

WorkFirst, www.BatesTech.edu/WES
253.680.7347

Chapter One • About Bates

Welcome to Bates Technical College

History

Since 1940, Bates Technical College has provided our region with accessible, affordable and quality educational programs that lead students to careers, and employers to well-trained employees.

The legacy of Bates Technical College began in the basement of an elementary school in East Tacoma. Initially named Tacoma Vocational School, the Tacoma School District-operated institute was a vital training location for the area. The site helped meet demand for skilled workers who would support the World War II defense effort.

When longtime Director of Vocational Education LaVerne Bates retired, the school board changed the school's name to Bates Vocational Technical Institute. A 1991 state bill removed vocational schools from local school districts and set them under the community college system.

Today, Bates Technical College has grown to three Tacoma locations that offer an education that gives graduates a competitive workplace edge in a wide range of career disciplines.

College employees live its mission to enrich our diverse communities by inspiring student learning, challenging greater achievement, and educating for employment.

Residents of Pierce County and beyond choose Bates as their educational partner because we offer affordable educational opportunities for everyone, from certificates, certifications, Associate in Applied Science, and Associate in Applied Science Transfer degrees to adult education, lifelong learning and high school completion options.

Advisory Committees

Some 500 individuals serve on more than 40 program advisory committees.

These committee members represent partnerships with business, labor and industry; provide curriculum recommendations to the college; and often offer program equipment, scholarships and job opportunities for students.

Our Mission

Bates Technical College enriches our diverse communities by inspiring student learning, challenging greater achievement, and educating for employment.

Our Core Themes

Bates measures mission fulfillment through four strategic core themes.

Workforce Education: We are committed to providing high quality training that helps students realize their potential for growth and success through innovative instruction.

Student Centered: Bates supports students, enabling them to succeed, to aspire to education, to reach their educational goals and transition successfully to further education or employment.

General Education: Bates recognizes that the skills and knowledge attained through general and related education are essential to success and ensuring well-rounded learners.

Community Relationships: Strong local and global partnerships with business, industry, labor and the public make the college a respected, effective community resource, contributing to local community vitality.

Bates Technical College Foundation

Bates Technical College Foundation exists to support student and program success by securing resources through building community relationships and awareness. Through this nonprofit organization, local businesses, community members and Bates employees contribute to the foundation, providing over \$250,000 annually in scholarships, grants, faculty development opportunities, program support and emergency student assistance.

Career Education

Unique classroom settings mirror the workplace, providing students with opportunities to practice and develop skills to levels required for successful employment. Students in specific programs gain hands-on experience in campus facilities that include:

- Dental and denturist clinics
- An auto body and fender shop
- A child care center
- A full-service cafeteria and coffee shop

- An auto service facility and automotive parts/accessories store
- A 10-chair barber shop
- A hearing clinic
- Fully-operational machine, sheet metal, and cabinet shops

College Website

www.BatesTech.edu

Bates Technical College maintains a website on the Internet. Information is available regarding academic programs, admission requirements, campus locations, student services, career development, and more. From this web site, current students can perform many functions:

- View current class schedules
- Register for classes
- Access information on campus safety, voter registration and other important issues
- Check grades
- Use career services
- Keep current on clubs, activities, and other student services
- Apply for degrees and/or diplomas
- Register for commencement ceremonies

Diverse Population

Our students and staff are from diverse backgrounds, races, religions, and points of view. The ages of students in any given class might range from 16 to 60, and can be high school students just starting their educational or career tracks, or people returning to school for a career change or to update job skills.

Diversity Statement

Diversity supports the mission of Bates Technical College. Respecting and promoting diversity is vital to the education of our students and to the learning environment of our campus community. We foster an atmosphere where each of us is valued for our intellectual and cultural perspectives, increasing our ability to reflect critically and resolve challenges. We share a wealth of experiences that strengthens us individually and as a society. As students and educators we commit to building a diverse and engaged community.

About Our College

Accreditation

www.nwccu.org

Bates Technical College is accredited by the Northwest Commission on Colleges and Universities.

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process.

An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges and Universities
8060 165th Avenue N.E., Suite 100
Redmond, WA 98052
425.558.4224, www.nwccu.org

Limitation of Liability

The college's total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the college for those classes or programs. In no event shall the college be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earning or profits.

Notice

The information in the Course Catalog is accurate as of September 2018 and contains information relating to the 2018-2019 academic year. Bates Technical College reserves the right to make corrections and changes affecting policies, fees, curricula or any other matters contained in this and subsequent issues of the catalog or in any of its other publications.

Bates Technical College does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

Selected programs of study at Bates Technical College are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Notice of Non-Discrimination

Bates Technical College reaffirms its policy of equal opportunity and does not discriminate on the basis of race, ethnicity, color, creed, religion, national origin, sex, sexual orientation, age, marital status, gender identity, disability, or status as a disabled veteran or Vietnam era veteran in its programs and activities in accordance with college policy and applicable federal and state statutes and regulations. Inquiries regarding Bates' non-discriminatory policies, including Title IX and ADA, should be directed to: For student and employee matters, contact Jaime Lujan, at 253.680.7014 or jlujan@bates.ctc.edu. If you need assistance due to sensory impairment or disability, contact the Disability Support Services Coordinator at 253.680.7010.

Gainful Employment Disclosure

For important information about the educational debt, earnings, and completion rates of students who attended these programs, please visit www.BatesTech.edu/gainfulemployment.

Translations of Non-Discrimination Statement

Bates Technical College complies with federal and state laws specifically requiring that the college does not discriminate on the basis of race, ethnicity, color, creed, religion, national origin, sex, sexual orientation, age, marital status, gender identity, disability, or status as a disabled veteran or Vietnam era veteran in its programs and activities. Bates Technical College will address any barriers to admission and participation in technical or academic programs. This notice of non-discrimination is available in the following languages:

Korean

베이트스 기술 대학의 비 차별 통지는 영어, 한국어, 중국어, 러시아어, 스페인어 로 보실수 있습니다. 만약 당신이 이 비차별 통지내용을 위의 상기한 나라의 언어로 원하시면, 인사과 부사장님께 전화로 253.680.7180 아니면 이메일 hr@bates.ctc.edu 로 요청하시길 바랍니다.

Chinese

贝茨技术学院现提供英语, 韩语, 汉语, 俄语及 西班牙语版的《无歧视通知》。如果你想得到上述任何一种语言的知的复印件, 请到本校人事部申请领取。可通过电话或电子邮件联络。电话:253.680.7180 电邮地址: hr@bates.ctc.edu

Russian

Информация о недискриминации в Техническом Колледже им. Бейтса сейчас доступна на английском, корейском, китайском, русском и испанском языках. Если вы хотели бы приобрести её копию на любом из выше перечисленных языков, пожалуйста обратитесь в офис Прав и Обязаностей человека или в офис Охраны и Безопасности, 253.680.7180, или hr@bates.ctc.edu.

Spanish

El aviso de no discriminación de Bates Technical College está disponible en inglés, coreano, chino, ruso y español. Si desea una copia de la declaración en una de las lenguas indicadas, por favor, solicite una copia del Vicepresidente de recursos humanos y seguridad del campus, 253.680.7180 o hr@bates.ctc.edu.

Frequently Asked Questions

When can I start?

Students may enroll in courses during the first 10 instructional days of the quarter in which that program accepts students. If a program is full, a student may be placed on the priority list after paying a non-refundable registration fee. Some programs have prerequisites that must be met prior to entry.

Can I get help in choosing a career and program of study?

Our career advisors understand the importance of your career decision and will work with you to help match your strengths, interests, and abilities with appropriate educational choices. You may start your decision-making process by taking a self-inventory of what's important to you. Bates' assessment center offers Holland Code, College-Level Examination Program (CLEP), ACCUPLACER, PearsonVUE, and various Certiport tests. Testing services are available to students and the general public.

If you have questions or are uncertain about which program to choose, select an area of interest and attend a **Career Education Information Session**. More information: 253.680.7002 or www.BatesTech.edu/InformationSessions.

What's the difference between an application form and a registration form?

Application forms are used for admission to Bates Technical College. Applications may be submitted online. You must have an application on file in order to register for classes. Registration forms are used to register for specific courses.

Will I receive personal attention from instructors?

Yes! At Bates, students are with their program instructor from six to eight hours each day. Class sizes are limited to optimize individual attention.

Is Bates accredited?

Bates Technical College is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the Secretary of the U.S. Department of Education. Read more on page 4.

Does Bates accept credits from other institutions?

Yes. Official transcripts must be sent in a sealed envelope to the attention of the transcript evaluator in the registrar's office. Electronic transcripts will also be accepted.

Is financial aid available?

Students are encouraged to contact our financial aid office for assistance, 253.680.7020, in determining financial aid eligibility. Students and their families don't need to be low income to qualify for some kinds of financial aid. We compare the difference between the cost of attending school and the student's Expected Family Contribution (EFC) number provided on the FAFSA to determine eligibility.

To learn more about the process, pick up a free information packet in the financial aid and student services offices. You must be registered in a degree or certificate program to receive federal financial aid. **It is recommended that students apply online for financial aid as early as possible.**

Pre-qualification may take several weeks.

TO REGISTER FOR A CAREER EDUCATION PROGRAM

1. Attend an Information Session.

2. Apply for admissions to Bates at www.BatesTech.edu/apply.

3. Apply for financial aid. Learn more at www.BatesTech.edu/financialaid.

4. Establish college placement.

If you have not previously taken college courses, take the ACCUPLACER. Visit www.BatesTech.edu/testing to learn more. If you have previously taken college courses, obtain a copy of your transcript.

5. Register for classes.

Call 253.680.7002 to schedule an appointment with an advisor. Please bring your assessment scores or transcripts. Your career advisor will help you determine your educational plan and your start date. Your non-refundable \$50 registration fee is due at this time.

6. Pay tuition and fees.

Tuition and fees are payable by cash, check, credit card or financial aid/agency funding on or before the start of your program.

7. Attend a New Student Orientation.

Attend an orientation to learn about important student resources. See upcoming dates at www.BatesTech.edu/NSO.

More information:

www.BatesTech.edu/GetStarted or 253.680.7002.

Degrees and Certificates

Degrees and Certificates

All degree and certificate options require a minimum cumulative grade point average (GPA) of at least a 2.0 to earn a credential. Individual programs may require a higher grade point average.

If a student has a break in enrollment for a career education program, upon their return, they must complete the requirements for the most recent curriculum. If there is a curriculum change to a program while a student is continuously enrolled, it is the student's choice as to whether they complete the new curriculum or the curriculum they started under.

Associate of Applied Science Degree

The Associate of Applied Science degree prepares graduates for the workforce, leading the graduate directly to employment in a specific occupation. Associate of Applied Science degree career education programs have general education requirements. Students must complete college-level credits in communications, human relations and mathematics. This degree is not generally transferable to four-year institutions, though, in some cases, articulation agreements with specific institutions enable transfer. Career advisors can provide more information regarding transfer opportunities with specific programs.

Associate of Applied Science - T

The Associate of Applied Science-T degree provides students in specifically identified career education programs with pathways to further educational opportunities through articulation (transferable) agreements with baccalaureate institutions. Completion requirements generally include no less than 20 college-level general education credits for courses generally accepted in transfer, and comprised of five credits each of English composition, mathematics, and social science, humanities or science.

Associate of Applied Science in Apprenticeship Studies

Former students may be eligible if requirements are met, and if they have spent at least two of the last three years employed within the technical specialty (such as supervisor, foreman, manager, inspector, or instructor). Completion requirements for this degree include:

- Documentation of completion of a Bates Technical College apprenticeship program that is at least three years (6,000 hours) in length.
- Completion of 20 college-level credits comprised of five credits each of communications, mathematics, human relations and humanities.

Certificate of Competency

This completion credential is designed specifically for non-licensed programs at least 45 credits in length. Completion requirements include:

- Completion of the minimum number of pre-college (90-level) and college-level program-specific credits.
- Completion of 15 pre-college level credits comprised of five credits each of English, mathematics and human relations.

Certificate of Training

Certificates of Training are awarded for specific occupational outcomes to students who successfully complete programs that are less than 45 credits in length.

Associate in Business - Direct Transfer Agreement Transfer Degree/Major Related Program

This Bates Technical College degree is designed for students who want to transfer to a participating Washington State four-year college or university. The Business Direct Transfer Agreement/Major Related Program meets all requirements of Washington's Direct Transfer Agreement between the baccalaureate institutions offering a bachelor of science or bachelor of arts in business administration including accounting, management, and management information systems, and the community and technical college system. The program consists of 90 college-level credits. At least 60 of these credits are general education in areas

such as communication, mathematics, humanities, social sciences, and natural sciences. If a student is admitted to a four-year degree program upon completion of the Business DTA/MRP, they will typically be granted junior standing and have met all prerequisites for the business major except as noted by specific universities. Admission to schools of business is highly competitive, and completion of the Associate in Business degree does not guarantee admission.

Articulation Agreements

Bates has articulation agreements with many colleges and universities, including University of Washington Tacoma and The Evergreen State College. For more information, see career training program information or contact a career advisor.

Residency

Students must complete 30 credits relating to their credential at Bates. Active duty and former military service members must complete at least 25 percent of the credits relating to their credential at Bates.

Certifications and Professional License Preparation

Certifications for Industry

Bates offers many courses that prepare students for industry-standard certifications as part of a degree program or as a separate professional track. Students are encouraged to obtain as many certifications as possible while completing career education programs. Certifications indicate to prospective employers that a person has successfully shown an understanding of the technical knowledge required in a chosen field.

Certifications include:

- Air Conditioning and Refrigeration Institute (ARI) Industry Competency Exam
 - ♦ Commercial Refrigeration
 - ♦ Light Commercial Heating and AC
 - ♦ Residential Heating and AC
- Automotive Service Excellence (ASE)
- Certified Dental Assistant (CDA)
- Certified Medical Transcriptionist (CMT)
- Certified Network Associate (CCNA)
- Cisco Cert Entry Networking Technician (CCENT)
- EPA Section 608 II Technician

Adobe

Adobe Certified Associate

- Dreamweaver
- Photoshop
- Illustrator

CompTIA

- A+
- Net+
- Security +
- Project +

Microsoft Corporation

- Certified Professional (MCP)
- Certified Systems Administrator (MCSA)
- Certified Systems Engineer (MCSE)
- Certified Information Technology Professional (MCITP)
- Certified Desktop Support Technician (MCDST)
- Microsoft Office Specialist (MOS)

Other

- Certification of Engineering
- Certified Electronic Technician (CET through IS CET)
- Certified Fiber Optics Technician (FOA)
- Certified Internet Web Professional (CIW)
- CIW User Interface Designer
- Electrical Engineering Technician (EET)
- EPA 608 (DFC Refrigerants)
- Inter-Industry Conference on Auto Collision Repair (I-CAR)
- International Conference of Building Officials (ICBO)
- Mobile Electronics Certified Professional (MECP)
- Network Cabling Specialist (C-Tech)
- Network Cabling Systems (Leviton)
- National Institute for the Technicians (NICET)

Oracle

- Oracle 11g Oracle Certified Associate (OCA)

Fire Service

Bates Fire Service Training is accredited to National Fire Protection Association (NFPA) standards by the Washington State Patrol, Office of the State Fire Marshall, and the Fire Protection Policy Board through the International Fire Service Accreditation Congress (IFSAC) at the following levels:

- Firefighter I
- Firefighter II
- Fire Apparatus Driver/Operator*
- Fire Instructor I
- Fire Instructor II
- Fire Officer I
- Fire Officer II
- Fire Officer III*
- Fire Safety Officer*
- Fire and Life Safety Educator I
- Hazardous Materials Awareness
- Hazardous Materials Operations
- Public Information Officer*

*Pending approval from the Washington State Fire Marshall

Certification Preparation, Training and Testing

Bates is a primary trainer and provider of certification testing in several professions, including:

- Boiler Testing and Certification Class I, II, III
- Operating Engineer Class IV Fireman
- Operator Class V Boiler Fireman CDL Truck Driver testing
- Certification Engine and Equipment Training Center
- High school career and technical teacher preparation

Post-secondary professional-technical certifications

- Washington Association of Building Officials (WABO)
- American Welding Society (AWS)
- Society of Broadcast Engineers (SBE)
- Certified Broadcast Technology (CBT)

Professional License Preparation

Students are encouraged to prepare and apply for the appropriate license for their profession prior to program completion. Occupational Therapy Assistant program students can apply for state license after passing the NBCOT.

Federal Communications Commission

- General Radiotelephone Operator License
- Radar Endorsement
- Maritime Distress and Safety System (GMDSS)

State of Washington

- Barber
- Class A Communications
- Denturist
- Hearing Aid Fitter/Dispenser
- Licensed Practical Nurse
- Occupational Therapy Assistant
- STARS (State Training and Registry System)

National Board for Certification in Dental Technology

- Recognized Graduate (RG)
- Certified Dental Technician (CDT)

National Board for Certification in Occupational Therapy (NBCOT)

General Education

General Education Courses

www.BatesTech.edu/GeneralEd

General education (academic) courses provide students with pre-college (90-level) instruction, and college (100- and 200-level) instruction in academic areas such as biology, chemistry, mathematics, English, psychology, communications and human relations.

General education courses teach skills that apply to all areas of career education, and ensure that our Bates graduates have professional communication and computation skills that complement their career choice.

General education courses are required as part of degree and certificate achievement, and are necessary for the pursuit of higher-level degrees. General education requirements for degree and certificate programs at Bates Technical College vary, depending upon the program, the credential, and the track the student chooses to pursue.

A prospective Bates student should check with their program advisor, and determine the actual general education courses required to complete their degree or certificate.

Students who seek to complete their 100- or 200-level academic prerequisites for admittance into competitive degree programs at area colleges are welcome to enroll in any of Bates' general education 100- or 200-level college transfer courses. Transfer course numbers are listed on page 9.

Students who wish to enroll in transfer courses are welcome to contact the advising office at 253.680.7002 to request an advising appointment to facilitate registration into these courses.

Students must register for general education classes quarterly. Early registration is recommended, as space is limited, and certain classes and class offering times tend to fill up quickly.

The current general education class schedule may be accessed at www.BatesTech.edu/Registration.

Some general education courses are available in alternative delivery formats (i.e. online courses or hybrid courses that provide a mix of online and face-to-face interaction with the instructor).

General education requirements

These can be met in any combination of the following:

- Complete general education classes at Bates Technical College.
- Receive transfer credits based upon an evaluation of courses taken while in military service or by passing recognized post-secondary exams such as DANTES, CLEP, Advanced Placement (AP) or International Baccalaureate (IB) in a relevant subject area.
- Request transfer of course credit completed at other colleges to Bates Technical College. Students must provide the college Registration Office with an official transcript and request a transfer evaluation. The transcript evaluator will determine if courses can be applied to a student's credential or degree requirements.

Transferring Bates General Education credits earned at Bates to another college

The transferability of general education credits earned at Bates is subject to the policies of the receiving institution. Common Course (&) courses are generally transferrable to other colleges, but cannot be guaranteed.

General Education class credits and high school students

Students registered as Running Start students must take 100-level or above general education classes to be eligible for Running Start funding. Bates Technical High School students may take general education courses at any level, if they meet or exceed the minimum course requirements. General education credit earned is applied to a student's college and high school transcript, and helps students meet their high school diploma requirements and degree and certificate requirements at Bates Technical College.

General Education Pathways

General Education Pathways

Each Bates program has specific requirements for general education classes. Students should seek the advice of their career advisor and instructors regarding the sequence in which they take their general education classes. Typically several available general education courses may satisfy a particular degree requirement, however students should consider which of those courses best complements their degree program, check the future general education course schedules, and plan their registration accordingly.

Also, some general education courses are easier to transfer to other institutions. Students with educational goals beyond an associate degree should consider Common Courses, indicated by an “&” in the item number of general education courses.

Note: Students register in initial general education courses based on placement test scores can move sequentially through the General Education Pathway.

GENERAL EDUCATION COURSES REQUIRED FOR A DEGREE				
General Education Preparation Prerequisite Selected for Program	Computations/ Mathematics	Communications/ English	Humanities/ Social Science	Maximum Number of General Education Courses Required for Degree
Ready for 100-Level	1 Course	1 Course	1 Course	3 (See note 1.)
Ready for 90-Level	Up to 2 Additional Courses MATH 92 and MATH 098*	1 Additional Course ENGL 091* ENGL 090	0 None	Up to 4 Additional at 90-level depending on COMPASS scores (See note 2.)
Ready for 80-Level	Up to 2 Additional Courses MATH 087 MATH 086	1 Additional Courses READ 089	0 None	3 Additional at 80-level depending on COMPASS or CASAS scores

Notes:

- 1) Some AAS and AAS-T degrees require additional 100-level courses.
- 2) Some students may require only one 90-level MATH course.

* Successful completion of ENGL 091 or MATH 098 is a prerequisite for entry into 100-level English or math common-course numbered college transfer courses.

Common Courses

Common course numbering makes course transfer between and among Washington state’s 34 community and technical colleges easier for students, advisors, career advisors and receiving institutions.

- | | | |
|---|---|--------------------------------------|
| ACCT& 201 Principles of Accounting I | CHEM& 121 General Chemistry | ENGL& 235 Technical Writing |
| ACCT& 202 Principles of Accounting II | CHEM& 131 Introduction to Organic Chemistry | MATH& 141 Precalculus I |
| ACCT& 203 Principles of Accounting III | ECED& 105 Introduction to Early Child Education | MATH& 142 Precalculus II |
| BIOL& 160 General Biology with Lab | ECED& 107 Health/Nutrition /Safety | MATH& 146 Introduction to Statistics |
| BIOL& 175 Human Biology with Lab | ECED& 115 Child Development | MATH& 151 Calculus I |
| BIOL& 241 Human Anatomy and Physiology I | ECED& 120 Practicum-Nurturing Relationships | MATH& 152 Calculus II |
| BIOL& 242 Human Anatomy and Physiology II | ECED& 130 Guiding Behavior | NUTR& 101 Introduction to Nutrition |
| BIOL& 260 Microbiology | ECED& 132 Infant Toddler Caregiving | SOC& 101 Introduction to Sociology |
| BUS& 101 Intro to Business | ECED& 150 Child/Family/Community | PSYC& 100 General Psychology |
| BUS& 201 Business Law | ECED& 160 Curriculum Development | PSYC& 200 Lifespan Psychology |
| CMST& 102 Introduction to Mass Media | ECED& 170 Environment-Young Children | |
| CMST& 152 Intercultural Communication | ECED& 180 Language/Literacy Development | |
| CMST& 210 Interpersonal Communications | ECED& 190 Observation/Assessment | |
| CMST& 220 Public Speaking | ECON& 201 Micro Economics | |
| CMST& 230 Small Group Communications | ECON& 202 Macro Economics | |
| CS& 131 Computer Science I C++ | ENGL& 101 English Composition I | |
| CS& 141 Computer Science Java | ENGL& 102 Composition II | |

Adult Basic Education, I-BEST, Adult High School Completion, High School 21+, Running Start, Technical High School, Allied Health Academy

Adult Basic Education (Basic Studies)

www.BatesTech.edu/GeneralEd

Bates offers Adult Basic Education (ABE) classes and services in:

- Mathematics, reading, writing
- Educational planning
- GED preparation
- Adult high school completion
- HS 21+

ABE classes are intended to help students improve mathematics, reading, and writing skills whether or not they have a high school diploma.

Students register for basic studies to prepare for further general education courses, to complement career education, to prepare for General Education Development (GED) testing, and for personal growth. Day and evening classes are offered with weekly start dates. More information: 253.680.7274.

Basic Studies Educational Planning

Basic studies educational planning (BSEP) assists students in selecting appropriate basic studies classes.

Students take assessment tests and are then placed in classes appropriate for their skill level and personal educational goals.

Integrated Basic Education and Skills Training (I-BEST)

www.BatesTech.edu/IBEST

I-BEST career education programs provide academic support for students working toward a college-level certificate and two-year degrees. More information: 253.680.7002.

Adult High School Completion High School 21+

www.BatesTech.edu/HS21

Students 21 years of age and older may earn a high school diploma at Bates Technical College through completing coursework and by receiving credit for work-based and community learning experiences. More information: 253.680.7274.

Meet with an advisor to determine what needs to be completed to earn a high school diploma.

English	3 credits
Mathematics	3 credits
Science	2 credits
<i>(Including 1 credit of laboratory sciences)</i>	
Social Studies	2.5 credits
<i>(Including study of the U.S. and Washington state constitutions)</i>	
Art	1 credit
Occupational Education	1 credit
Health and Fitness	2 credits
Electives	5.5 credits

Running Start

www.BatesTech.edu/HighSchool

Most of the career education programs at Bates Technical College are state-approved Running Start courses.

The Running Start program allows academically qualified high school juniors and seniors to register in career education programs at Bates to earn credit toward a high school diploma and an Associate in Applied Science degree or a certificate concurrently.

Approved college courses are tuition-free, but fees, supplies, books and other incidental expenses are the student's responsibility.

Running Start students may also complete college-level general education courses required by their high school at Bates. Interested students must obtain permission from their current high school district to register in Running Start at Bates. Contact our Running Start advisor Dana McNutt, 253.680.7264, for information or to schedule an orientation session.

Technical High School

www.BatesTech.edu/HighSchool

Bates Technical High School is available to students 16-20 years of age who have not yet earned a high school diploma. General Education Development (GED) completers are eligible to enroll in Bates Technical High School. Students may transfer to Bates' Technical High School from their current school district.

Students work toward a high school diploma and an Associate in Applied Science degree or certificate simultaneously. Individual graduation plans will vary depending on a student's choice of program.

Technical High School students pay a \$30-50 quarterly registration fee, and may be responsible for other fees, uniform, equipment and supply expenses.

Technical High School Graduation Requirements*

For the class of 2016, 2017 and 2018: Earn at least 20 high school credits, including:

English	4 credits
Mathematics	3 credits
Science	2 credits
Social Studies	3 credits
Art	1 credit
Occupational Education	1 credit
Health and Fitness	2 credits
Electives	5.5 credits

For the class of 2019 and beyond: Earn at least 24 high school credits, including:

English	4 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits
Art	2 credits
<i>(1 Art credit may be replaced with Career Pathways Requirements.)</i>	
Occupational Education	1 credit
Health and Fitness	2 credits
Electives	4 credits

How to Register (ABE/GED)

1. Call 253.680.7274 for orientation dates.
2. Attend an orientation session. At the orientation, you will take the assessment test and may register for classes.

*NOTE: If a student chooses to pursue a program that culminates in an Associate Degree (AA, AAS, AAS-T), the student may disregard all high school requirements and concentrate solely on the career pathway. Once the Associate Degree is earned, the student automatically earns their high school diploma.

2. Complete a culminating project and High School and Beyond Plan. Your high school advisor will help you plan each step to complete your high school graduation requirements.

3. Pass State Tests or State-approved alternative. Students must earn a Certificate of Academic Achievement (CAA), by passing the reading and writing High School Smarter Balanced Assessment (SBA) and an End-of-Course (EOC) mathematics exam, or an approved alternative for each area. Approved alternatives at Bates Technical High School include successful completion of our college transition courses: English 090 or 091, and Math 096 or 098.

Afternoon Technical High School

www.BatesTech.edu/HighSchool

Since 2010, the Afternoon Technical High School at Bates' South Campus has provided area high school students the opportunity to enroll in specific career training programs while working simultaneously toward their high school diploma.

Afternoon high school career program offerings change frequently because of instructor availability. Please check with a high school advisor for a current roster of afternoon high school programs.

Afternoon Technical High School students take academic classes at South Campus prior to their career training course. Afternoon high school students who complete all their afternoon career program and academic classes may transfer into the full-time day program at the next available program entry point. More information: 253.680.7004 or www.BatesTech.edu/HighSchool.

Allied Health Academy

www.BatesTech.edu/HighSchool

Upon completion of any of the stackable academy certifications (below), high school students can choose to continue towards an advanced Allied Health career.

Allied Health Certifications:

- Basic Health Care Certification
- Home Health Aid Certification
- Advanced Health Care Skills Certification
- Mental Health Tech Certification

Advanced Allied Health Careers:

- Emergency Medical Technician
- Administrative Medical Assistant
- Certified Medical Assistant
- Practical Nursing
- Dental Assistant
- Biomedical Service Technician
- Dental Lab Technician
- Hearing Instrument Technology
- Occupational Therapy Assistant

TO REGISTER FOR RUNNING START AND TECHNICAL HIGH SCHOOL

1. Attend a Running Start or Technical High School orientation session (see www.BatesTech.edu/HighSchool for current orientation schedule).
2. Complete your orientation assignment, complete application packet, take a college entrance or placement test, and obtain approval and transcripts from your previous high school.
3. Call the high school office 253.680.7004 to schedule a meeting with a high school advisor.
4. Meet with an advisor and complete an education plan, register, pay fees, and begin your classes.

Chapter Two • Extended Learning and other programs

Extended Learning

Extended learning courses are intended to be short-term training opportunities. The courses have specific start and end dates and are usually held evenings and weekends.

Bates also offers contract-funded or student-funded, non-credit extended learning courses to earn Continuing Education Units (CEUs). Ten clock-hours of instruction equals one CEU.

Documentation of coursework may be provided to the student in letter or certificate form, listing the student's name, course of study, and the number of CEUs awarded. After a student satisfactorily completes a designated element, a card is given to the student documenting course completion. More information: 253.680.7000.

Articulation Agreements with Industry

Bates Technical College has a nearly 80-year history providing Washington state- approved apprenticeship training programs. Pre-apprenticeship career education programs at Bates include:

- Carpentry
- Machinist
- Sheet Metal Technology
- Welding

Bates offers a degree in Apprenticeship Studies. More information: 253.680.7402, www.BatesTech.edu/Apprenticeship.

Apprenticeship Committees

www.BatesTech.edu/Apprenticeship

Aerospace Joint Apprenticeship Committee (AJAC) Apprenticeship Committee

Roger Peters, Coordinator, 206.764.7940

Industrial Maintenance Mechanic Apprenticeship

Roger Peters, Coordinator, 206.764.7940

Operating Engineers Regional Training JATC

Ole Fjellstad, Training Director, 1.800.333.9752

Pacific NW Iron Workers & Employers Local #86 Apprenticeship Committee

James Owens, Coordinator, 206.244.2993

Pierce County Meat Cutters Apprenticeship Committee

253.589.0367

Washington State Fire Fighters Joint Apprenticeship & Training Committee

Dave Myers, Coordinator, 253.946.7331

Western Washington Sheet Metal JATC

Eric Peterson, Training Administrator, 425.438.1406

Western Washington Operating Engineers Facilities Custodial Services Apprenticeship Committee

Christian Dube, Coordinator, 253.351.0184

Western Washington Stationary Engineers Apprenticeship Committee

Christian Dube, Coordinator, 253.351.0184

Manufacturing Academy

The Manufacturing Academy was created in a joint effort between Workforce Central, Bates Technical College and Aerospace Joint Apprenticeship Committee (AJAC) to provide students with the skills and knowledge necessary to secure entry-level employment in the advanced manufacturing field.

So that students gain industry-relevant knowledge, curriculum content is aligned with state standards for manufacturing. While participating in the Manufacturing Academy, students actively search for a job utilizing all of the resources of both Workforce Central and AJAC.

The goal of this program is to build a workforce to fill industry need, and to provide long-term employment and career ladders for graduates within that industry. Employers participated in development of course content, ensuring it is relevant and meets industry need.

Graduates are hired directly by employers that support the program; resulting in a skilled pipeline of entry level workers to support the growing number of aerospace/manufacturing jobs.

The Academy provides students with a pathway to enter into an apprenticeship or continue their education with Bates. Credits earned in this program transfer into the CNC Machinist program at Bates Technical College.

Successful completion of the Manufacturing Academy satisfies the minimum requirements for entry into an aerospace apprenticeship.

Veterans may be eligible to use their post-911/GI Bill benefits for this program.

Articulation Agreements with Colleges and Universities

Please refer to page 6. Bates has agreements with several public and private colleges and universities to facilitate the transfer of credits and entry to educational options after earning a Bates credential.

Beyond the formalized articulation agreements, colleges have reciprocal transfer agreements and understandings relating to the transfer of courses. General education courses meeting guidelines of the Intercollege Relations Commission are identified as 'generally transferable' in course descriptions. To determine if Bates credits are transferable to a specific college or university, contact the registrar at the receiving institution.

Articulation Agreements with K-12

Bates works with K-12 school districts and other colleges and universities to provide additional educational options for students. K-12 articulation agreements are managed through the Pierce County Careers Connection.

These agreements provide students the opportunity to earn credit in the college's career education programs for Career and Technical Education programs at their high school. Students should inquire at their district high school about which Bates options are available.

WorkForce Contract Training

Bates Technical College provides contract training for industry-specific training. For more information: 253.680.7467 or 253.680.7404.

Continuing Education

www.BatesTech.edu/ContinuingEd

Continuing education courses for professional development and personal enrichment are student-supported and may include computer training, health and medical training, and training in construction and skilled trades areas. Generally held in the evenings and on weekends, the courses have quarterly start and end dates and include for-credit and not-for-credit courses. A schedule of continuing education courses is available online at www.BatesTech.edu/ContinuingEd. Registration is available online, by phone, or in person at the South Campus. More information: 253.680.7402.

Extended Learning and other programs

Distance Learning

Bates offers a variety of distance-learning options in career education, general education, and extended learning, including eLearning for Educators, teacher preparation, international education, and Child Studies.

Web-facilitated formats blend face-to-face delivery with distance learning as well as offerings where most or all of the content is delivered via distance learning. More information: 253.680.7294.

CTE Teacher Certification

www.BatesTech.edu/TeacherPrep

Bates Technical College offers training to prepare individuals with business and industry experience for Career and Technical Education (CTE) teaching careers at the secondary level, grades 7-12. The Washington State Professional Educator Standards Board has approved Bates to offer this route to CTE teacher certification. Call 253.680.7467 for more information.

- Our quality, competency-based education is flexible. Design a plan to meet your individual needs.
- Courses are delivered in a mixture of weeknights, weekends, online, and during summer weekdays.
- Visit www.BatesTech.edu/TeacherPrep for a current schedule. Or, call 253.680.7467 to learn more about the program, to register for classes, or for a transcript review.

General Educational Development (GED)

www.BatesTech.edu/Testing

The General Educational Development (GED) test certifies achievement of a high school level of academic knowledge and skills. GED testing is available through Bates' Assessment/Testing Center. More information: 253.680.7030, www.BatesTech.edu/testing. For information in preparing for the GED, please call 253.680.7274.

Industry Partnerships

www.BatesTech.edu/Partnerships

In many career education programs, full-circle partnerships exist between Bates and industry. As new technologies and equipment are developed, they may be tested at Bates or provided to Bates for industry and student training. In some partnerships, industry provides specialized training according to specific hiring requirements. Students who meet those qualifications may apply for job openings as they occur and are often considered for internships (work-based learning opportunities).

Professional Improvement Units

Through staff development activities, Bates offers a variety of non-credit staff and instructor improvement courses. Staff and student participation in these courses may be recognized with Professional Improvement Units (PIUs) based on a standardized ratio: 10 clock-hours of instruction equals one PIU.

Documentation of student participation may be made in letter or certificate form and will list the student's name, course of study, and the number of PIUs awarded. Documentation provided to the student must be signed by the program administrator/manager.

WorkFirst

Bates partners with the Department of Social and Health Services, Employment Security, Pierce County WorkSource, and community-based organizations to provide free job search, job placement, and work experience opportunities for individuals who receive Temporary Assistance for Needy Families (TANF).

Training programs are designed by industry professionals to satisfy the specific needs of each career field. Job placement assistance is available upon successful completion of training.

Eligible WorkFirst participants may qualify for up to one year of full-time training in several high-demand fields. More information: 253.680.7347

Worker Retraining

www.BatesTech.edu/WorkerRetraining

Worker Retraining funding provides unemployed and laid-off workers with immediate access to training, including:

- New job readiness programs for displaced workers
- New and expanded training spaces in high-wage, high demand careers
- An on-site Job Service Center that helps individuals find employment

More information: 253.680.7127, www.BatesTech.edu/WorkerRetraining, or email retraining@bates.ctc.edu.

Basic Food and Employment Training (BFET)

www.BatesTech.edu/BFET

The Basic Food and Training (BFET) is a funding program for low-income students who receive federal food assistance. The program is designed to help low-income students overcome financial barriers while they pursue an education. The program is voluntary, and allows participants to keep their food benefits while they attend college. BFET can provide financial support for:

- Tuition
- Books
- Tools
- Transportation
- Emergency costs
- Uniforms
- BFET participants are also eligible for child care assistance through DSHS Working Connections.

Eligibility requirements:

- You are eligible if you currently receive federal food assistance.
- You are not eligible if you receive a Temporary Assistance for Needy Families (TANF) cash grant.

For more information about Basic Food Employment and Training, contact 253.680.7286

Extended Learning and other programs

Child Studies

www.BatesTech.edu/Family

Bates' Child Studies department offers job training and extended learning programs emphasizing knowledge, skills, and the understanding of values, attitudes, and standards that are important to specific careers. More information: 253.680.7500, www.BatesTech.edu/Family.

Child Development/Early Education Staff Training Program

This program is a cooperative effort between approximately 30 licensed child care centers and Bates Technical College. The program offers affiliation opportunities for licensed child care centers in the greater Pierce County area to receive on-site technical training, formal classes and support in early childhood education.

Cooperative Preschools

Parents participate in a hands-on, interactive parent/child preschool classroom, learning the newest developmentally-appropriate early childhood education and guidance techniques to meet the developmental needs of children aged two through five years. Experienced, trained teachers supervise in a safe and secure preschool environment.

College faculty provide training, assistance and support. A trained early childhood educator assists children in activities and provides safety and supervision.

Professional college staff also provide parenting education classes, teacher and preschool board leadership training, and non-profit business assistance and support. More information: 253.680.7500.

Early Childhood Education and Assistance Program (ECEAP)

The Early Childhood Education and Assistance Program (ECEAP) is incorporated into the child care center at Bates and in several sites throughout Pierce County. ECEAP provides additional services for young children, including health screening, developmental screening, and help with fees. The program is for families that qualify due to limited income. More information: 253.680.7324

Effective Parenting Courses

The research-based and nationally acclaimed Effective Parenting with Positive Discipline courses help build positive parenting skills that include winning cooperation, building relationships, and reducing struggles. More information: 253.680.7500.

Early Education Resource Center

A resource center for teachers and parents is located at Bates' South Campus to help students, teachers, parents, and child care staff facilitate learning for infants, toddlers, preschoolers, and school-aged children.

Ongoing displays and activities include music, language, math, social skills, cognitive development skills, science, games, and rule development.

A library of resource books, videos, curriculum kits for teachers, and take-home activities is available. More information: 253.680.7500.

Washington State Training and Registry System (STARS)

STARS is based on Washington state WAC requirements for licensed child care centers. More information: 253.680.7500.

Early Childhood Education Degree Program

www.BatesTech.edu/EarlyEducation

The Early Childhood Education degree program is nationally accredited by National Association for the Education of Young Children. The first year curriculum is offered both online and at the college's South Campus. On campus classes include lecture, discussion and hands-on learning. Students will prepare for roles as lead teachers, program supervisors, and directors. More information: 253.680.7527 or 253.680.7605.

Chapter Three • Student Services

Student Services

Advising

Career specialists and program instructors advise students. Contact with career specialists and instructors on a continual basis is an important part of student success. Career specialists assist with:

- Placement test results and general education placement
- Career education program choices
- College resources, support services
- Degree and certificate requirements
- Information on program costs
- Educational and program planning
- Understanding college policies and procedures

Instructors are available to help with:

- Placement test results review
- Curriculum requirements
- Program prerequisites
- Licensing requirements
- Employment opportunities
- Job searches

More information: 253.680.7002.

Associated Student Government (ASG)

www.BatesTech.edu/ASG

Administration and faculty strongly support the ASG, help in the promotion and development of student activities, and provide for direct student representation in establishing college policies.

The ASG is responsible for developing the student activity budgets and for representing student interests on college committees and councils.

ASG officers hold regular meetings, host a monthly general assembly, meet with the college president regularly, and the ASG president provides a monthly report to the college's Board of Trustees.

All students are encouraged to attend monthly General Assembly meetings and student life events. Text @batesASG to 81010 to get text alerts for upcoming events.

Barber Shop

www.BatesTech.edu/BarberShop

Students have access to the low-cost services of a 10-chair barber shop. All work is performed by students in the Barber program. The Barber Shop is open when the college is in session.

Campus Store and Online Bookstore

www.BatesTech.edu/CampusStores

Bates has Barnes & Noble College campus stores at our Downtown and South Campus locations. In addition to textbooks, both stores carry a variety of school supplies, and official Bates-imprinted items such as sweatshirts, water bottles, notepads and more. Operating hours can be found on the webpage. A list of required books, supplies, and equipment is available from program instructors. Go to www.BatesTech.edu/CampusStores for more information.

Refund and Return Policy

Cash refunds are not permitted. Refunds of cash purchases or purchases made by check will be made via a refund check from the college. Credit card purchases are refunded to the credit card.

Sales of safety equipment, optional books (including study guides), software, supplies, tools and kits are not returnable. More information: www.BatesTech.edu/CampusStores.

Career Education Information Sessions

www.BatesTech.edu/InformationSessions

If you are uncertain about which program to choose, select an area of interest and attend a Career Education Information Session.

Child Care

Bates' Early Learning Center is available to students and staff, and includes an Early Childhood Education and Assistance Program (ECEAP) preschool and Early Head Start for qualifying infants and toddlers. The center serves one-month-olds through pre-kindergarten.

Hours are 6:30 a.m.-5 p.m., Monday through Friday, based on the college student calendar.

Several non-college child care centers are close to Bates. Financial support for child care is available for students who qualify through other college programs. For more information, call 253.680.7384 or 253.680.7320.

Counseling Center

A licensed mental health professional provides counseling services to current students. Consultation and referrals are available to faculty and staff with student-related mental health concerns. Students can call 253.680.7006 to schedule an appointment. For drop-in help, students can check with the front desk at the South and Downtown Campuses. In an emergency, call 911 or the Pierce County Crisis Line at 800.576.7764.

Dental Clinic

www.BatesTech.edu/DentalClinic

The Downtown Campus Dental Clinic is open from 8 a.m. - 2 p.m., Monday-Thursday, when the college is in session. It is available to Bates students, their families and the general public, age 5 and older. Services provided include fillings, extractions, crown and bridge, and limited root canals. The clinic is not-for-profit, with patient fees designed to cover the cost of dental salaries and patient service materials. Assistants in the clinic are students completing training in dental assisting techniques, theory and application.

Payment is due at the time of service. DSHS with the CNP identifier is accepted. Private dental insurance is not accepted.

Operating hours may change due to instructional needs. For more information, call 253.680.7310.

Student Services

Drug-Free Environment

It is the intent of the college to provide a drug free and secure work and learning environment and to comply with the Federal Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1986 (Public Law 99-570, Title IV, Sub-Title B) and its amendment of 1989 (Public Law 101-226).

Unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in and on college-owned or controlled property. The use of alcohol while on college-owned or controlled property is also prohibited, except when authorized in writing by the president for special functions.

Educational Opportunity Center

EOC provides free educational support for adults in the following areas: educational planning, career advising and exploration, assistance with financial aid forms and college applications, and student loan default. The EOC at Bates is located in Room A210, Downtown Campus. Call 253.680.7153 for more information.

Email Accounts for Students

www.BatesTech.edu/StudentEmail

Registered career education students at Bates Technical College have a student email account provided as a service from Bates.

Emergency Closures/School Delays

www.BatesTech.edu/Weather

In the case of severe weather conditions or college emergencies, information regarding the status of Bates operations will be located at the following locations:

- Weather and schedule information line, 253.680.7060
- College website, www.BatesTech.edu/Weather
- Official college social media channels
- Puget Sound radio and television stations through the Public Schools Emergency Communication System, and on their website, www.flashalert.net.

Financial Aid

www.BatesTech.edu/FinancialAid

See pages 24-25 for financial aid eligibility standards and application procedures. More information: 253.680.7020.

Food/Dining Service

www.BatesTech.edu/Dining

Several food service options varying in offering and price are available. The culinary arts program provides food service at the Downtown Campus cafeteria. Snacks are available in the bookstores; vending machines are located on campus.

Hearing Clinic

www.BatesTech.edu/HearingClinic

Bates operates a full service hearing clinic at the Downtown Campus in Room C214. Students and the general public have access to free hearing assessments and hearing aid checks. Hearing aids are sold and serviced for a fee. More information: 253.680.7362.

Insurance

Enrollment at Bates does not include health or medical insurance. Students who desire medical coverage must purchase their own. Basic Accident Medical Expense, Basic Sickness Medical Expense and Dental and Major Medical Expense programs are available at low cost to Bates students while they are attending the college. Students who do not have accident insurance are strongly encouraged to take advantage of this reduced-cost option. Forms are available in the advising center, or visit www.summitamerica-ins.com.

Job Placement

Job placement assistance is generally provided by program instructors who have close ties with advisory committees and industry representatives.

Library

www.BatesTech.edu/Library

Library facilities at Central/Mohler, Downtown, and South Campus locations provide value in service to students, staff, and faculty by supporting positive learning outcomes in information literacy and critical thinking.

Resources selected to enhance learning include an extensive collection of print books, powerful academic databases, eBooks, DVDs, and streaming videos to serve the diverse information needs of our college community.

Skilled professional library staff and a certified academic librarian are ready to provide expert help, face-to-face and online.

Email: Library@bates.ctc.edu.

Call: 253.680.7220 (Downtown Campus)

253.680.7550 (South Campus).

Access statewide 24/7 online librarian chat service:

www.BatesTech.edu/LibrarianChat

New Student Orientation

www.BatesTech.edu/NSO

New Student Orientation is part of the new student experience to ensure all students are set for success and have the tools to navigate Bates Technical College. Students will hear about available resources and support services, meet new students, and receive information about their responsibilities as a student. Orientation is mandatory for all degree and certificate-seeking students.

National Voter Registration Act

Voter registration forms are available in the registration office in conformance of Program Participation Requirement, Section 487(a)20 U.S.C. 1094(a).

Parking

www.BatesTech.edu/Parking

It is the responsibility of every Bates student to follow all parking rules and regulations. Check the website for detailed information. Parking permits are required for parking on any school property or in any official parking place and can be obtained from Campus Public Safety. The parking permit application is available on the website. You can obtain your permit from Campus Public Safety. www.BatesTech.edu/Safety.

Student Services

Parking Fines:

- No valid permit displayed: \$25
- Parking in area not authorized by permit: \$25
- *Blocking or obstructing traffic or impeding college operations: \$50
- Parking in reserved staff space without authorization: \$50
- Handicapped parking violation (RCW 46.16.381): \$450
- *Parking adjacent to fire hydrant: \$25
- *Parking in fire lane: \$25
- Parking in zone or area marked “no parking”: \$25

***Traffic Fines:**

- Speeding: \$40-\$85
- Reckless/negligent driving: \$40-\$100
- First offense: Parking privileges on all campuses revoked

*Fine to be reduced 50 percent if paid within five days of citation issuance.

Parking Fine Appeal: Parking fines, penalties, and permit revocations may be appealed in some cases. A written appeal with specific details should be submitted to the college’s Health and Safety Manager within five business days of receipt of the citation. If denied, the decision may be appealed to the Parking Advisory Committee for review. All decisions made by the parking advisory committee shall be final. Repeated or continued violations may result in having parking privileges revoked and/or vehicle impoundment at owner’s expense.

Safety

www.BatesTech.edu/Safety

Campus public safety officers provide escorts for students and staff; respond to campus emergencies; patrol buildings, parking areas and campus surroundings; and work with local law enforcement agencies.

All personal property should be kept under lock and key. Safety officers are on duty and should be contacted in case of theft or other concerns about property damage or physical endangerment. More information:

www.BatesTech.edu/Safety.
Downtown, Central/Mohler, South Campus, call 253.680.7111.

Registration and College Calendar

www.calendarwiz.com/BTC

A current college calendar is available online. Students can access the calendar from the homepage, www.BatesTech.edu, or students can go to www.calendarwiz.com/BTC

2018-2019 Calendar

Summer 2018

Veteran Priority Registration	April 9, 2018
Registration Continuing.....	April 10, 2018
Registration New Students	April 11, 2018
First day of the quarter	June 6, 2018
tuition/fees due	
Last day to add a class without	June 8, 2018
instructor permission	
Last day to drop a class at	June 10, 2018
80 percent refund	
Last day to add a class with	June 19, 2018
instructor permission	
Last day to drop a class and	June 19, 2018
not show on transcripts	
Last day to drop a class at	June 20, 2018
40 percent refund	
Last day to drop a class	July 20, 2018
for a “W” on transcript	
Last day of quarter	Aug. 17, 2018

Fall 2018

Veteran Priority Registration	April 9, 2018
Registration Continuing.....	April 10, 2018
Registration New Students	April 11, 2018
First day of the quarter	Sept. 25, 2018
tuition/fees due	
Last day to add a class without	Sept. 27, 2018
instructor permission	
Last day to drop a class at	Sept. 29, 2018
80 percent refund	
Last day to add a class with	Oct. 8, 2018
instructor permission	
Last day to drop a class and	Oct. 8, 2018
not show on transcripts	
Last day to drop a class at	Oct. 9, 2018
40 percent refund	
Last day to drop a class	Nov. 8, 2018
for a “W” on transcript	
Last day of quarter	Dec. 7, 2018

Winter 2019

Veteran Priority Registration	Oct. 15, 2018
Registration Continuing.....	Oct. 16, 2018
Registration New Students	Oct. 17, 2018
First day of the quarter	Jan. 2, 2019
tuition/fees due	
Last day to add a class without	Jan. 4, 2019
instructor permission	
Last day to drop a class at	Jan. 6, 2019
80 percent refund	
Last day to add a class with	Jan. 15, 2019
instructor permission	
Last day to drop a class and	Jan. 15, 2019
not show on transcripts	
Last day to drop a class at	Jan. 16, 2019
40 percent refund	
Last day to drop a class	Feb. 15, 2019
for a “W” on transcript	
Last day of quarter	March 15, 2019

Spring 2019

Veteran Priority Registration	Jan. 23, 2019
Registration Continuing.....	Jan. 24, 2019
Registration New Students	Jan. 25, 2019
First day of the quarter	April 1, 2019
tuition/fees due	
Last day to add a class without	April 3, 2019
instructor permission	
Last day to drop a class at	April 5, 2019
80 percent refund	
Last day to add a class with	April 12, 2019
instructor permission	
Last day to drop a class and	April 12, 2019
not show on transcripts	
Last day to drop a class at	April 15, 2019
40 percent refund	
Last day to drop a class	May 15, 2019
for a “W” on transcript	
Last day of quarter	June 7, 2019

Summer 2019

Veteran Priority Registration	April 22, 2019
Registration Continuing.....	April 23, 2019
Registration New Students	April 24, 2019
First day of the quarter	June 24, 2019
tuition/fees due	
Last day to add a class without	June 26, 2019
instructor permission	
Last day to drop a class at	June 28, 2019
80 percent refund	
Last day to add a class with	July 8, 2019
instructor permission	
Last day to drop a class and	July 8, 2019
not show on transcripts	
Last day to drop a class at	July 8, 2019
40 percent refund	
Last day to drop a class	Aug. 7, 2019
for a “W” on transcript	
Last day of quarter	Aug. 16, 2019

Registration office accepts credential applications year-round.

Student Activities and Diversity Center

www.BatesTech.edu/Diversity
www.BatesTech.edu/Clubs

Located at the Downtown Campus, Room C301, the Student Activities and Diversity Center offers meeting spaces, computer workstations, printing, conversation corner, study room, microwaves, student resource center, games and activities. In addition, student activities manages the college’s chapter of the Phi Theta Kappa Honor Society (Beta Upsilon Omicron), college-level SkillsUSA and student-led clubs, and the student organization is responsible for developing student life activities and an inclusive campus environment. Student Activities and Diversity Center is a safe space where discussions exist in an atmosphere of respect and trust.

MyBates

www.BatesTech.edu/MyBates

MyBates allows students to view and print an unofficial copy of their transcript, a form to request an official transcript, to find out which required financial aid documents have not been received, and if and when the college has sent an award letter.

Tuition Refund Policy

State-funded Instruction

A student who has paid tuition before the quarter starts but is unable to attend the class may receive a full tuition refund. After the first day of class, Bates grants refunds as follows:

- From the 1st to the 5th calendar day of class – 80%
- From the 6th day to the 15th day calendar day – 40%
- After the 15th calendar day there is no refund

If the duration of a class is other than ten weeks, the refund is calculated based on the equivalent percentage of time.

The general refund policy applies to all students in state-supported programs. It is the student’s responsibility to complete a withdrawal form and submit it the registration office. The date the withdrawal is received will be used for calculating refunds.

Student Services

- Refunds will not be granted for students withdrawn for disciplinary reasons.
- Students called for military active duty will be granted a refund of tuition and laboratory/supply/computer use fees paid for the current payment period, subject to the rules and regulations of their respective funding sources. Presentation of written confirmation is required.

The general refund policy applies to all Bates students, regardless of financial aid status. The refund for students registered in courses or programs with an enrollment period other than the standard quarter will be applied on a prorated basis consistent with the general refund policy. Refunds must be requested in writing by the student or the funding agency administrator. Refunds for special programs will be made directly to the funding agency administrator.

Tuition Refund Policy—Financial Aid Recipients

Financial aid recipients are subject to the Return of Title IV Aid regulations, as stated in this catalog. (See pages 24-25.)

Tuition Refund Policy—Self-Support Classes

100%	If college cancels class
100%	Withdrawal on or before one business day prior to 1 st class
0%	Student registers, but does not attend
0%	Student withdraws after 1 st class

Tuition Payment Plan

The Bates Tuition Payment Plan allows students to stretch out tuition payments so they do not have to pay the full tuition amount all at once. International students are unable to enroll in the Bates Tuition Payment Plan (Nelnet) at this time. Bates determines payment plan availability. Please be aware the college may elect not to have the payment plan available during specific times and dates during registration. If a tuition balance has changed due to changes in a class schedule or financial aid, please do not assume the balance will automatically be adjusted. Please review the payment plan balance online or contact the Cashier's Office at 253.680.7018 to confirm the change.

Tuition, fees and other program costs

www.BatesTech.edu/Tuition

BATES TECHNICAL COLLEGE FY 2018-19 Quarterly Resident Tuition Schedule

# of Credits	Tuition	Total Fees Excluding Lab/Special Fees	Total
1	\$ 104.53	\$ 21.00	\$ 125.53
2	\$ 209.06	\$ 42.00	\$ 251.06
3	\$ 313.59	\$ 63.00	\$ 376.59
4	\$ 418.12	\$ 84.00	\$ 502.12
5	\$ 522.65	\$ 105.00	\$ 627.65
6	\$ 627.18	\$ 126.00	\$ 753.18
7	\$ 731.71	\$ 147.00	\$ 878.71
8	\$ 836.24	\$ 168.00	\$ 1,004.24
9	\$ 940.77	\$ 189.00	\$ 1,129.77
10	\$ 1,045.30	\$ 210.00	\$ 1,255.30
11	\$ 1,092.13	\$ 231.00	\$ 1,323.13
12	\$ 1,138.96	\$ 252.00	\$ 1,390.96
13	\$ 1,185.79	\$ 273.00	\$ 1,458.79
14	\$ 1,232.62	\$ 294.00	\$ 1,526.62
15	\$ 1,279.45	\$ 315.00	\$ 1,594.45
16	\$ 1,326.28	\$ 336.00	\$ 1,662.28
17	\$ 1,373.11	\$ 357.00	\$ 1,730.11
18	\$ 1,419.94	\$ 378.00	\$ 1,797.94
19	\$ 1,516.47	\$ 399.00	\$ 1,915.47
20	\$ 1,613.00	\$ 420.00	\$ 2,033.00
21	\$ 1,709.53	\$ 441.00	\$ 2,150.53
22	\$ 1,806.06	\$ 462.00	\$ 2,268.06
23	\$ 1,902.59	\$ 483.00	\$ 2,385.59
24	\$ 1,999.12	\$ 504.00	\$ 2,503.12
25	\$ 2,095.65	\$ 525.00	\$ 2,620.65
26	\$ 2,192.18	\$ 546.00	\$ 2,738.18
27	\$ 2,288.71	\$ 567.00	\$ 2,855.71
28	\$ 2,385.24	\$ 588.00	\$ 2,973.24
29	\$ 2,481.77	\$ 609.00	\$ 3,090.77

REFUNDS

Payments affiliated with the tuition payment plans are processed by Nelnet, not Bates. Therefore, any refunds requested will be mailed by Bates in the form of a check in the student's name to the student's address on file in registration.

Costs to participate in the tuition payment plan are:

- \$25 per quarter nonrefundable enrollment fee
- \$30 nonrefundable returned payment fee if payment is returned

Tutoring

www.BatesTech.edu/Tutoring

Tutoring is available at all campuses to registered students seeking assistance in any area related to academic success, including math, reading, writing, study skills, and program-specific materials. Assistance is also available to prospective students who are preparing to take the ACCUPLACER or GED tests.

Veterans Services

www.BatesTech.edu/student-resources/financial-aid/va-benefits
www.BatesTech.edu/Veterans

Veterans can use their Chapter 33 (Post 9/11), Chapter 31 (Voc-Rehab), Chapter 35 (DEAP, Chapter 30 (MGIB), or Chapter 1606 (MGIB-R). Active duty military and their spouses can use tuition assistance, GoArmyEd, or MyCAA benefits to attend the college.

Students who wish to use the GI Bill benefits or other military funding sources must meet with the veterans certifying official located in the financial aid office to submit necessary documents to activate their benefits and receive up-to-date information about their benefits. GI Bill students must submit their certificate of eligibility letters from the Veterans Administration, and students using other military funding must submit their authorization paperwork before certification of benefits.

VA-funded students may participate in VA-approved work-based learning experiences if they have completed in-residence at the college. For more information, call 253.680.7035 or email vabenefits@bates.ctc.edu.

Disability Support Services and Accommodation

Disability Support Services

www.BatesTech.edu/

Disability Support Services

The primary focus of Disability Support Services (DSS) is to ensure nondiscrimination on the basis of disability.

Through DSS, qualified persons with disabilities can address their concerns regarding attitudinal or procedural barriers encountered, as well as any need for academic adjustments and/or auxiliary aids to assure equal access. DSS will provide information and auxiliary aids or services, serving as a resource to the campus community while striving to make Bates Technical College both an accessible and hospitable place for persons with disabilities to enjoy full and equal participation. We work with individuals who have physical, learning and/or mental disabilities, are academically or economically disadvantaged, limited English speaking, single parents, ex-offenders, displaced homemakers, and gender equality programs.

Eligibility

It is the student's responsibility to identify him or herself as having a documented disability and seek assistance from Disability Support Services (DSS). Bates Technical College recognizes that traditional methods, programs, and services may need to be altered to ensure full accessibility to qualified persons with disabilities.

A qualified student is one who:

- Has a physical, mental or sensory impairment that substantially limits one or more of her or his major life activities. Major life activity is defined as the ability to perform functions such as self-care, manual test taking, walking, seeing, hearing, speaking, breathing, learning, or working, and is either permanent or temporary;
- Has a record of such an impairment or;
- Is perceived to have such an impairment, or a student who has an abnormal condition that is medically cognizable or diagnosable.

Attendance

Students are expected to attend all of their scheduled classes. It is the instructor who determines the number of absences that are allowed in his or her class. If a student with a disability has an absence from class due to a disability-related circumstance, he or she should contact DSS. Documentation must support the disability-related circumstance. The absence does not excuse the student from the obligation of any assignments, homework, tests/exams, and obtaining material missed during the absence. Students are responsible for contacting their instructors.

Student Rights

You have a right to services and reasonable accommodations that allow you to compete on an equal basis as long as you meet the basic requirement to perform the activities of the program.

Equal Access

No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, or be denied the benefits of the services, programs or activities of any public entity, or be subject to discrimination by any such entity. Americans with Disabilities Act, 1990 (Section 202).

No otherwise qualified handicapped person shall, on the basis of a handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance. Rehabilitation Act of Congress, 1973; Title V (Section 504).

Obtaining Services

We are committed to helping you succeed. In order to receive and retain reasonable accommodations, you must:

- Make an appointment with Disability Support Services at 253.680.7012, Relay Services 711;
- Bring formal written documentation of your disability to the first meeting with Disability Support Services;
- Documentation must be from a licensed professional;
- Request the accommodation(s) you desire;
- Request services early for timely accommodations (preferably six weeks before starting classes);

- When your eligibility is established, it is your responsibility to present the Letter of Accommodation to all instructors at the beginning of each quarter. Discuss your accommodations with your instructor at the beginning of your class or program to ensure successful program completion.

Confidentiality

Information regarding a student's disability is considered confidential. Information will not be released to anyone outside of the college without the written permission of the student. Information may be shared within the college with appropriate faculty and staff to facilitate services and reasonable accommodations.

Course Substitutions/Waivers

Bates Technical College does not substitute courses or waive course requirements that would alter essential program requirements.

The college considers requests for course substitutions or waivers according to procedures outlined in the Policies and Procedures Regarding Reasonable Accommodations for Students with Disabilities Under 504-ADA. The procedure is located in the Downtown Campus Disability Support Services office, Room A211.

Student Grievance

A student with disabilities who may have a grievance with Bates Technical College staff or faculty regarding disability-related issues should contact DSS to obtain a copy of the grievance procedure.

Registration and Attendance Policies

Full-time Students

Full-time students attend classes from six to eight hours each school day, depending on the program. The academic year is 11 months, with four, 10-week quarters: fall, winter, spring and summer. Students are expected to attend class during all four quarters of the academic year.

Most classes are held from approximately 7:15 a.m. to 3 p.m., Monday through Friday. Students may register any day the college is open, pay a non-refundable application fee, and begin classes at the next available entry point. If a program is full, a student may be placed on a waitlist after the application fee has been paid.

Health and Medical Students

Students applying for entrance into the Dental Assisting, Dental Lab Technician, Denturist, Occupational Therapy Assistant, and Practical Nurse programs are required to submit official transcripts of any college-level credit they wish to transfer to Bates, to the Registration Office. Some of these programs have specific start dates. Contact the Admissions Office for more information.

Students with Disabilities

Qualified individuals with disabilities interested in furthering their education are encouraged to use the services of Bates' Disability Support Services (DSS). Students requesting special accommodation(s) should contact DSS.

More information:

253.680.7012, Relay 711, email: dss@bates.ctc.edu. (See page 20.)

Enrollment/Registration Policy

Students must enroll by the tenth day of each quarter. Persons over 16 may register subject to the conditions of Bates' enrollment/registration policy.

If you are undecided about your program of study, consider attending a Career Education Information Session or contact the Admissions Office. More information: 253.680.7002, www.BatesTech.edu/InformationSessions.

Admissions Testing

All students registering in a career education program are required to take the placement test or provide official transcripts. Contact the Assessment/Testing Center at 253.680.7030.

Students registering in general education courses, English, human relations and mathematics, must have the prerequisite placement scores in reading, writing, pre-algebra, algebra or college algebra test levels. Students scoring below those levels are required to register in developmental or basic studies classes to prepare for 100-level courses.

Attendance Policy

The college retains the right to fill a vacant seat during the first 10 days from the beginning of each quarter. Consequently, if a student fails to attend class during the first three days of the quarter, the faculty member may withdraw that student in order to allow another student to enroll.

Bates has a goal of 100 percent attendance, the standard for employees in industry, and students are expected to attend class each time it meets. Individual faculty members will state class attendance expectations in the course syllabi.

If a student has a break in enrollment for a career education program, upon their return, they must complete the requirements for the most recent curriculum. If there is a curriculum change to a program while a student is continuously enrolled, it is the student's choice as to whether they complete the new curriculum or the curriculum they started under.

Withdrawals

Students must self-withdraw in the Registration Office. Students unable to present themselves to the Registration Office must submit their withdrawal in writing. The tuition refund policy will be effective when the withdrawal paperwork is received by the Registration Office.

School Delays and Closures

www.BatesTech.edu/Weather

In the case of severe weather conditions or college emergencies, information regarding the status of college operations will be located at the following locations:

- **Weather and schedule information line**, 253.680.7060
- **College website** www.BatesTech.edu/Weather
- **Official college social media channels**
- **Puget Sound radio and television stations** through the Public Schools Emergency Communication System, and on their website, www.flashalert.net.
- **Rave Alert, the college's official emergency notification system** used to communicate with students and employees during campus emergencies. <https://www.getrave.com/login/batestechcollege>

Rave Alert is a licensed service Bates Technical College pays for to offer the quickest and most reliable communications possible. This system is used during campus emergencies that pose a safety concern for the community. Learn more at www.BatesTech.edu/EmergencyAlert.

If classes are canceled, students and faculty do NOT report to the college. If classes are on a delayed schedule, by 5:30 a.m. on the affected day, the college will announce a specific start time for students to report.

International Student Information

International Students

www.BatesTech.edu/International

Bates Technical College is proud to promote international education and training within the college, the community and around the world.

Faculty and staff assist students throughout their educational experience. Bates offers international students superior academic opportunities, unique cultural experiences, and a friendly and active campus environment.

NOTE: Bates is an approved college for Saudi Arabian Cultural Mission (SACM) scholarship recipients.

International Student Services

- Registration assistance and advising
- International student orientation
- Access to computer labs and library resources
- Access to Bates' Diversity Center and activities through the college's Associated Student Government

International students should:

- Show sufficient financial resources to pay college and living expenses for nine months.

Once a student is admitted and arrives at Bates, they are given a ACCUPLACER test. This test determines reading, listening, writing and mathematics levels so that we can place them in the appropriate level of English and mathematics classes.

Obtain an admission application online at www.BatesTech.edu/International or via email: International@bates.ctc.edu.

Bates Technical College issues F-1 and M-1 Certificates of Eligibility and I-20 forms required for the issuance of an F-1 Visa. Please take the I-20 form to the U. S. Consulate in your country to apply for a student visa.

Mail the completed admission application and forms to:

International Student Services
Bates Technical College
1101 S. Yakima Ave., Room A123
Tacoma, WA 98405-4895, USA

Or, scan and email the application and forms to international@bates.ctc.edu.

When Bates Technical College receives the required admission application, application fee, and forms, the college will determine your eligibility for enrollment at Bates.

More information: 253.680.7184, email international@bates.ctc.edu or visit www.BatesTech.edu/International.

Tuition and Expenses for International Students

The cost to attend Bates Technical College, including books, supplies, tuition, and living expenses is approximately \$18,600 (US) annual expenses. This does not include the cost of travel to or from the United States. The college provides limited scholarships for which international students can apply.

For a schedule of international tuition and fees, www.BatesTech.edu/International.

Financial Responsibility

International student applicants supported by personal funds must return the Financial Resources Information document, found in the international student application, to the college with the appropriate signatures. Applicants supported by family, government, or agency funds must also obtain the signature of the party providing support.

International Contract Training

Bates Technical College provides international and distance learning contract training for industry-specific training and/or for international educational partners. More information: 253.680.7184. www.BatesTech.edu/International.

Transcripts, Transfer of Credits

Transcripts

www.BatesTech.edu/Transcripts

Official transcripts for courses completed at Bates Technical College are available through the Registration Office at \$5 per copy.

A transcript request form may be obtained by mail or online at www.BatesTech.edu/Transcripts. Transcript requests must be submitted in writing and signed by the student. Telephone requests are not accepted, and transcripts will not be released without the student's signature.

A transcript may be requested via written request containing the student's name at the time of attendance, student identification number (SID), and dates of attendance. Transcripts are released provided that all outstanding financial obligations to the college have been satisfied.

Unofficial transcripts may be printed from the college website at www.BatesTech.edu/Transcripts.

High school transcripts may be requested from the Bates Technical High School office. More information: 253.680.7004.

Transfer of Credits

Credits, qualifications, or requirements waived by one college may not necessarily be waived by another college. Those decisions are made at each institution. Upon student application, each college evaluates and, if appropriate, transfers recognized credits which apply to the area of study for which the student has applied. Students may earn credit for prior learning or submit a course challenge based on established procedures. Military transcripts will be evaluated based on American Council on Education (ACE) recommendations. The enrolling college determines transfer credits earned elsewhere.

Students may request that prior credits be transferred to satisfy general education requirements. Students must complete a Request for Evaluation in the Registration Office. There is no cost for the evaluation.

Students must specifically request official transcripts be forwarded directly to the Registration Office from accredited post-secondary institutions or military service.

Students will receive notification from the credential evaluator detailing the specific classes accepted for transfer credit. Questions about the decision should be directed to the contact on the Notification of Transferability.

Credit for Military Service

Current and former service members should submit a Joint Service Transcript (JST) for review. Where applicable, Bates awards credit based upon the American Council on Education (ACE) recommendations. Bates allows course challenge, at no cost, for relevant experience that does not have ACE recommendations.

College-Level Examination Program

www.BatesTech.edu/Testing

The College-Level Examination Program (CLEP) is the most widely accepted credit-by-examination program in the country. Through CLEP, students can:

- Demonstrate their knowledge in a subject area to earn exemption from taking introductory college courses;
- Show their level of competency in a subject to determine placement; and
- Accumulate credit toward a degree by demonstrating knowledge they have gained independently.

There are no eligibility requirements or prerequisites to take a CLEP exam. More information: 253.680.7030.

Transferability of Credits

To determine transferability of credits earned at Bates Technical College to other institutions, students may request an official Bates transcript be forwarded to the college by which they wish to have credits evaluated. The receiving college determines the transferability of courses completed at Bates. Contact the registrar at the college to which you wish to send transcripts for evaluation.

Transferability of General Education Credits

The transferability of general education credits earned at Bates Technical College is subject to the policies of the receiving institution. General education courses are required in career education programs and are necessary to pursue higher-level degrees.

Successful scores on appropriate College-Level Examination Program (CLEP) examinations may be used to meet general education requirements for a degree or certificate.

Work-Based Learning

In collaboration with the instructor, student, and employer, students may, with appropriate approval, supplement their instruction with paid and unpaid work-based learning experiences in businesses throughout the Puget Sound area.

Veterans Administration and other program-funded students may participate in work-based learning experiences only if it is completed in-residence at the college, with permission of the funding agency. More information: 253.680.7529 or 680.7035.

Financial Aid

Financial Aid

www.BatesTech.edu/FinancialAid

Financial aid is available for eligible students. Students and their families need not be low-income to qualify for some kinds of financial aid. Students must apply for financial aid to be eligible for federal assistance.

Even if receiving financial assistance from agency sources (L&I, VA, DVR, WorkSource, WorkFirst), students may be eligible for additional grant aid from state and federal financial aid sources to attend school.

Eligibility is determined by comparing the difference between the cost of attending school and the student's Expected Family Contribution (EFC) number provided on the FAFSA.

Students are encouraged to apply for financial aid as early as possible since pre-qualification may take up to eight weeks from the application submission date. Students who apply for financial aid give voluntary consent to use the college's electronic processes. The student must notify the financial aid office in writing if they choose not to use Bates' electronic processes. Electronic financial aid award notifications begin in July.

Financial aid is intended to supplement, not replace, a person's resources. If combined resources are not sufficient to cover expenses, you may be eligible for financial aid in the form of grants, scholarships, low-interest loans, or work study employment.

Information submitted on the financial aid form determines eligibility for grants, scholarships, work study, and low-interest loans. Students should plan to use personal resources to buy books and supplies prior to their first financial aid disbursement.

BankMobile

The college has partnered with BankMobile to facilitate financial aid refunds and disbursements. Learn more: www.BatesTech.edu/FinancialAid

Eligibility for Financial Aid

To be eligible for financial aid, a student must:

- Attend a financial aid-eligible Bates program to obtain a degree or certificate
- Be a U.S. citizen or eligible non-citizen
- Make satisfactory progress in a program of study, as defined by the institution's satisfactory progress criteria
- Not be in default on any previous student loans or owe a refund on any grant
- Be registered for the draft with Selective Service, if required by law
- Be a high school graduate, or a GED completer

Students entering Bates with a bachelor's degree are limited to applying for loans, scholarships, and work study assistance.

Satisfactory Progress

Any student receiving financial aid must make Pace of Progression and receive a quarterly GPA of 2.0, or "C", or higher. They must also maintain the minimum required credits to receive a financial aid disbursement.

Students who receive financial aid will be placed on warning or suspension if they do not maintain satisfactory progress. Students are still eligible for a financial aid disbursement while on warning status. Students on suspension will not receive financial aid. If a student is suspended from aid, they have a right to appeal their status. Students should continue to attend college courses while their appeal is being considered. Refer to the Satisfactory Academic Progress policy for details.

Withdrawals

Students must self-withdraw in the Registration Office. Students unable to present themselves to the Registration Office must submit their withdrawal in writing. The tuition refund policy will be effective when the withdrawal paperwork is received by the Registration Office.

Return of Title IV Financial Aid

Students who are awarded Title IV aid and withdraw from courses are subject to the Return of Title IV regulations. The regulations require the college to evaluate the time the student was enrolled, using the Return of Title IV calculation.

Please refer to the student handbook at www.bates.ctc/MyBates for a full description of Return of Title IV Funds and/or inquire at the Financial Aid Office.

Students who are in Return of Title IV status will receive an overpayment letter and will be ineligible for further Title IV and state aid, until the funds are repaid. The calculation is based on the last recorded day of attendance for the student. (Sample calculations are available upon request in the Financial Aid office).

To Apply for Financial Aid

1. Complete and submit the Free Application For Student Aid (FAFSA) as soon as possible. Get forms in the financial aid and student services offices, and online at www.BatesTech.edu/FinancialAid or www.fafsa.ed.gov.
2. Complete a Financial Aid Data Sheet and return it to the financial aid office.
3. Stay in touch with the financial aid office to ensure that they have the correct information to complete your file.
4. Remember that you must reapply for financial aid each year. Electronic notification of financial aid awards begin in July each year.

Grants, Loans and Scholarships

Our Financial Aid Office can answer your questions about grants, loans and employment programs that can help students pay for their education.

More information: 253.680.7020 or www.BatesTech.edu/FinancialAid.

Grants

Federal Pell Grant*	\$652 to \$6,095/year	For undergraduate students (federal)
Federal Supplemental*	\$100 to \$300/year	For undergraduate students (federal)
WA State Need Grant*	Up to \$3,694 + \$936 daycare allowance	For undergraduate students (state)
3.5 Percent Fund*	Amount varies	For full- & part-time students (institutional)

*Grant amounts and the availability of funds are subject to change

Loan Programs

Bates participates in the William D. Ford Direct Loan program. For more information, go to www.bates.ctc.edu/FinancialAid.

Federal	Maximum 1 st year: \$3,500	Subsidized: Deferred repayment and fixed interest rates
	Maximum 2 nd year: \$4,500	Subsidized: Deferred repayment and fixed interest rates
	Amount varies	Unsubsidized: Deferred repayment and fixed interest rates
Federal Plus Loan	Maximum loan can cover cost of education; a non-need based program for parents of undergraduate dependent students with immediate repayment fixed interest rates	

Employment Programs

Federal and State Work Study	\$500 to \$6,000/year	On- and off-campus employment opportunities
------------------------------	-----------------------	---

SCHOLARSHIPS

The Bates Technical College Foundation offers scholarships to new and current students every quarter. Scholarship offerings vary with awards ranging from \$100 to \$1,250 per quarter. Applications are available online at www.BatesTech.edu/Foundation. To request information by email, please contact scholarships@bates.ctc.edu.

1. Who is eligible to apply for scholarships through the Bates Technical College Foundation?

All Bates students registered in degree and certificate programs are eligible to apply for scholarships. Some scholarships are open to all students in any program, while others are limited to specific programs. Please read each scholarship announcement to determine eligibility.

2. Can I still apply for a scholarship even if I receive financial aid?

Yes. Students are encouraged to apply for scholarships if their financial aid does not completely cover their tuition or if they have student loans. However, funds received as a scholarship may be deducted from a student's financial aid budget. Students should consult with the financial aid office to determine how a scholarship will affect their financial aid package.

3. Can I apply for a scholarship even if I received one in a previous quarter?

Yes. Students are encouraged to apply for scholarships each quarter.

4. What is involved in the application process?

The entire scholarship application is filled out online at <https://batesfoundation.awardspring.com/>. The application consists of filling out a brief biographical and financial section, and several short-answer essay questions. Applicants also submit an unofficial transcript and a letter of recommendation. Students must be in good academic standing to be considered for a scholarship.

5. Can I use my scholarship for living expenses such as rent, utilities and childcare?

No. With the exception of a few scholarships designated for childcare, scholarships through the foundation may only be used towards tuition, books, tools or supplies.

Learn more at www.BatesTech.edu/Foundation.

Grading System

Grading Procedures

The following grading practices support academic freedom and provide a uniform and fair grading system for students and faculty.

- Instructors are empowered to select criteria used to grade the courses they teach, and how those criteria will be weighted. Elements that contribute to grades can be as broad as needed and may include various methods of measuring student learning and achievement. For example: a possible combination of test scores, assignments, evaluation of lab/shop work, attendance, workplace behaviors evaluation, and other elements may be used.
- At the beginning of each course students will be provided with a syllabus detailing what will be learned in the course and how outcomes will be measured and graded. Grading information will explain how the various factors will be weighted and how they contribute to the final grade.
- Reporting:
 - Numerical grades earned by students will be reported for each course at the end of the quarter using a scale from 4.0 to 0.7, or 0.0, and will apply to grade point average (GPA) calculations.
 - Numerical grades may be considered equivalent to letter grades as follows:

Numerical Grades	Letter
4.0	A
3.9-3.7	A-
3.6-3.3	B+
3.2-3.0	B
2.9-2.7	B-
2.6-2.3	C+
2.2-2.0	C
1.9-1.7	C-
1.6-1.3	D+
1.2-1.0	D
0.9-0.7	D-
0.0	N/C

N/C-No Credit: Counted in GPA

S: Satisfactory completion of a pass/fail course (not factored in GPA)

U: Unsatisfactory completion of a pass/fail course (not factored in GPA)

W: Withdrawal - not counted in GPA

IC: Incomplete

*4. Withdrawals (W): Students will be allowed to self-withdraw from courses in accordance with college procedures.

*5. Incomplete marks (IC)

a. An incomplete (IC) may be granted for a course in which the student enrolled but did not complete all work required to earn a numeric grade due to unusual or emergency circumstances beyond the student's control.

b. An IC is not a student right, but is an instructor granted extension of the time needed to finish and submit required work the student was unable to complete during the regular course timeframe.

c. The student need not re-register nor pay additional tuition in the following quarter for the individual course in which an IC is granted.

d. An instructor may give an IC to a student provided there is a contract in place between the student and the instructor specifying:

- What work must be completed
- By what date the work will be completed
- What the final grade for the course will be if the student does not complete all required work by the required date. If the student fails to complete the required work by the deadline set by the instructor (in no case beyond the end of the subsequent quarter), the IC will automatically change to the grade designated on the contract.

** If you receive financial aid, please check with the Financial Aid Office if you receive incomplete (IC), zeros (NC), or withdrawals (W), as these grades can negatively impact your financial aid eligibility.*

Academic Suspension

Students who do not meet the satisfactory academic progress standard of a 2.0 GPA for three consecutive terms will be suspended for the immediately succeeding quarter for the duration of that quarter.

Program Curriculum

The program descriptions in this catalog are provided for reference and list all curricula that exist for individual programs. Selection of specific elective classes will depend on the area(s) of program emphasis a student wishes to pursue; therefore, students may not need to complete every class segment that is listed in the catalog.

Students should consult with their advisors and faculty to determine the most appropriate and/or required classes for their desired program path and completion credential.

Program Completion Times

Completion time ranges listed for each career education program in this catalog are averages based on the schedule of when courses will be offered and the number of credits needed to complete the required curriculum for that program. Program completion rates may vary from those listed based on individual student skills, aptitudes, and academic progress.

Satisfactory Academic Progress Bates Technical College Academic Deficiency Policy

Please note that Federal Financial Aid has separate policies and procedures pertaining to Satisfactory Academic Progress. Students may be subject to these policies individually or concurrently. Students are required to have a 2.0 cumulative GPA in order to be awarded credentials at Bates Technical College.

Academic Deficiency

Any student who receives less than a 2.0 quarterly GPA will be notified that satisfactory academic progress is not met at the end of a given quarter. Notification of academic deficiency (1) will be sent to the student by the tenth instructional day of the succeeding second quarter. These students must achieve a 2.0 in the immediately succeeding quarter. Students who achieve a 2.0 or greater quarterly GPA in the succeeding quarter will be removed from academic deficiency. Students who do not achieve a quarterly 2.0 GPA in the immediately succeeding quarter will be moved to academic probation.

Academic Probation

Students who receive less than a 2.0 for two consecutive quarters will immediately be placed on academic probation. Notification of academic probation (2) will be sent to the student by the tenth instructional day of the succeeding third quarter. Students who receive a quarterly GPA of 2.0 or greater in the immediately succeeding quarter will be removed from probation. Students should work closely with advising faculty in remedying their cumulative GPA to 2.0 or above. Students who do not achieve a quarterly 2.0 GPA in the immediately succeeding quarter will be moved to academic suspension.

Academic Suspension

Students who receive less than a 2.0 for three consecutive quarters will immediately be placed on academic suspension for the following quarter. Notification of academic suspension (3) will be sent to the student by the tenth instructional day in the succeeding fourth quarter. A student who has already begun classes will be administratively withdrawn with all tuition and fees refunded.

Reentry after Academic Suspension

After one quarter of suspension, students may petition to reenter. Students must first meet with a Career Specialist for a readiness assessment. Career Specialists may direct students to do the following things, but are not limited to the list below:

- Attend an academic intervention session
- Meet with the Director of Enrollment Services
- Obtain a skills assessment from an Instructor

Students who reenter after academic suspension will return on academic probation. Students must receive at least 2.0 in the quarter they return in order or they will return to Academic Suspension. Students reentering from a second Academic Suspension must meet with the Interim Dean of Student Services.

Academic Appeal

Students may follow the process laid out in the student handbook if they wish to appeal their academic standing. www.BatesTech.edu/current-students

Student Rights and Responsibilities

WAC Student Rights and Responsibilities

Chapter 495A-121

Bates Technical College is a two-year public institution of higher education. The college is maintained by the State of Washington for the provision of programs of instruction in higher education and related community services.

Broadly stated, the purpose of the college is to provide opportunities for all who desire to pursue educational goals. Like any other institution having its own special purposes, the college must maintain conditions conducive to the effective performance of its functions.

To implement this objective, it is necessary to ensure that an environment is created wherein all students may progress in accordance with their capability and intensity of interest. The responsibility to create and maintain such an environment is shared by all members of the college community: students, faculty, staff and administration.

Upon registration, all students will receive a copy of the Bates Technical College Student Handbook which details Student Rights & Responsibilities and includes chapters of the Washington Administrative Code (WAC) pertaining to student conduct.

Conduct codes are subject to change. The most current code provisions are in the Washington State Register and available at <http://apps.leg.wa.gov/WAC/default.aspx?dispo=true&cite=132E-120>

Family Educational Rights and Privacy Act (FERPA): Confidentiality of Student Records

In compliance with the Family Educational Rights and Privacy Act (FERPA) and the Washington Administrative Code, the following information is designated as directory information: student's name; program in which the student is registered; dates of attendance; date and place of birth; degrees and awards received; and most recent previous education agency or institution attended. Only designated members of the registration staff may disclose directory information. The FERPA affords students certain rights with respect to their educational records:

- (1) The right to inspect and review the student's education records within 45 days of the day the college receives a request for access;
- (2) The right to request the amendment of information contained in the student's education records that the student believes is inaccurate or misleading;
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures of the college to comply with the requirements of FERPA. Visit www.BatesTech.edu/MyBates.

Directory information may be released by Bates Technical College without parental or student consent unless parents or adult students 18 years of age or older specifically request that such information not be released.

Bates Technical College does not release directory information for commercial purposes. Parents of students under age 18 or adult students currently attending Bates should complete a form in the registration office if they do not wish to have directory information released.

Student Right To Know

The Federal Student Right-To-Know and Campus Security Act requires institutions of higher education to report the percentages of completion and graduation rates for students registered full time, first time entering college, and degree or certificate students. Title II of this law, the Crime Awareness and Campus Security Act of 1990, requires publication of campus crime statistics and campus security policies. The third part of the law requires disclosure of student loan default rates.

These and other important, relevant statistics for each program, each campus, and the entire college can be viewed on the following websites: nces.ed.gov/collegenavigator (completion and graduate rates), ope.ed.gov/security (campus security data), and www.ed.gov/about/offices/list/rsa/ (federal student aid).

Copies of these reports are also available in student services and the Registration Office. These reports reflect past student participation, completion rates, and placement wages ninety days after completion.

Policy Prohibiting Hazing

Hazing is prohibited at Bates. Consistent with state law, hazing is defined as any method of initiation into a student organization or group that causes or is likely to cause bodily danger or physical, mental, or emotional harm.

Examples of prohibited activities, regardless of location, include but are not limited to: forced consumption of alcohol or drugs, excessive exercise, activities that may threaten an individual's health, or compelling individuals to engage in activities which violate Bates' Student Code of Rights and Responsibilities.

Sexual Harassment Policy

All students must be allowed to learn in an environment free from sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature carried out by someone in the workplace or educational setting. Such behavior may offend the recipient, cause discomfort or humiliation, and interfere with job or school performance.

It is Bates' policy that sexual harassment is unacceptable conduct and will not be tolerated. Anyone violating this policy is subject to disciplinary procedures.

Bates is committed to communicating this policy to all staff and students, and to investigating and resolving promptly any complaints of sexual harassment. If a student feels his/her rights have been violated, he/she should contact Student Services or Human Resources.