

Federal Compliance Filing by Institutions

Effective September 1, 2016 – August 31, 2017

This document outlines the information institutions should provide in a separate federal compliance section of their Assurance Argument or Comprehensive Quality Review. Institutions should answer the questions below and provide supporting documentation where necessary. A list of required and optional appendixes is provided at the end of the document.

The information requested in this document should be uploaded in the Assurance System in a separate federal compliance document **before** the visit unless otherwise noted. The institution should refer to the *Federal Compliance Overview: Information for Institutions and Peer Reviewers* in completing this template. This guide identifies applicable HLC policies and provides an explanation of each requirement.

Note that some federal requirements are related to the Criteria for Accreditation or Assumed Practices. This document identifies those related Criteria and Assumed Practices so that the institution may cross-reference any material it prepares to address them. The document also provides cross-references to the Code of Federal Regulations; while these cross-references will provide context for HLC's requirements, it is important that institutions write to HLC's requirements and not to the federal regulations cited.

Institution name: Kirtland Community College

Main contact in the financial aid office: Christin Bates

Number of staff members in the financial aid office: 3

Identify when the last U.S. Department of Education training for the staff of the financial aid office occurred: January 2017 at MSFAA

Assignment of Credits, Program Length and Tuition

1. Complete the [Worksheet for Institutions on the Assignment of Credit Hours and Clock Hours](#). Submit the worksheet and the attachments listed in it as **Appendix A**.
2. What is the length in semester or quarter hours or other applicable units of each of the institution's degree programs? Institutions offering programs at a single degree level may be able to identify a specific number of semester or quarter hours to which all their programs conform; institutions with programs at different degree levels may need to expand their answer, and if so should include a list in Part A, Section 1 of the *Worksheet for Institutions on the Assignment of Credit Hours and Clock Hours* (Appendix A).

All associate degree programs require a minimum of 60 semester hours.

3. Are there any differences in tuition for specific programs?

Yes

No

If so, please identify the programs and explain the rationale for the difference in tuition.

N/A

For more information see Federal Requirements 34 CFR §602.16(a)(1)(viii), 34 CFR §602.24(f), 34 CFR §600.2, and 34 CFR §668.8(k) and (l).

Related HLC Requirements: Core Component 3.A and Assumed Practice B.1.

Institutional Records of Student Complaints

4. What is the institution's process for handling student complaints?

Students with complaints are encouraged to resolve the problems at the lowest pragmatic level, i.e. directly with the individual or party involved. If the complaint cannot be resolved due to the lack of ability to reach a solution then a formal complaint can be filed. Academic Advisors and Student Financial Services personnel often assist students in the process for filing a complaint

The student complaint process falls under POL and PRO 6.125 Rights and Responsibilities of Students. Students are expected to discuss complaints with faculty first, and if an agreement isn't reached to go through the formal process.

Student complaints are recorded through the Maxient database managed by the Office of Student Services. Once a complaint form is received by the Vice-President of Student Services, the complaint is immediately forwarded to the appropriate department for action. Resolutions of the complaints are also managed in Maxient. Students are able to complete a complaint form through a link on the Student Central webpage and from the Consumer/Student Right-to-Know Disclosure Information webpage within the Kirtland website. New students are notified where to find this link through their mandatory new student orientation. All students are notified via Kirtland email (official means of communication) of all student right-to-know disclosure information including a link to complete the complaint process. The college catalog also describes the process.

The following information is found in the syllabus template for all faculty to use starting Fall 2017 with regards to students with academic complaints:

"Student Complaints: If a student has a complaint about the instructor and/or the course, the following steps should be followed: 1) talk to the instructor about the complaint 2) if unable to resolve the issue with the instructor, submit your complaint to the dean/director using the Student Complaint Form". The link to the form is included in the syllabus.

5. Provide the institution's complaint policy and procedure and the web address where the public can find this information:

POL 1.045: Public Concerns and Complaints - <http://www.kirtland.edu/policies-and-procedures/administration-policies/pol-1-045-public-concerns-and-complaints>

PRO 5.195: Harassment or Discrimination Complaint Procedure - <http://www.kirtland.edu/policies-and-procedures/personnel-procedures/pro-5-195-harassment-or-discrimination-complaint-procedure>

There are several specific complaint types that have the following processes:

Complaints or appeals regarding a tuition refund are managed by the Vice President of Student Services with consultation from Student Financial Services. Students complete a tuition refund appeal form within Maxient. The link to this form is in Student Central in myKirtland (student portal).

Complaints regarding course grades or issues within the classroom are managed by the Vice-President of Instructional Services who assigns the case to the appropriate dean/director. Students are directed to address their complaint with the instructor first. If the student is not satisfied with the outcome, the student is directed to meet with the appropriate department dean/director.

Complaints regarding harassment and discrimination concerns are handled by the Human Resources Office: <http://www.kirtland.edu/policies-and-procedures/personnel-policies/pol-5-195-harassment-or-discrimination> or attach as **Appendix B**.

6. Provide an aggregated report of the number and type of complaints received since the last comprehensive evaluation by HLC and explain their resolutions. Attach as **Appendix C**.
7. How does the institution integrate what it has learned from the complaint process into improvements in services or in teaching and learning?

Depending on the nature of the complaint, improvements to courses, programs, or college-wide processes may be implemented upon review by the appropriate College official. For instance, due to a complaint from a student who missed the deadline for the last day of the semester online, a banner reminder in Canvas will be added for key/important deadlines/dates.

For more information see Federal Requirement 34 CFR §602.16(a)(1)(ix).

Related HLC Requirements: Core Component 2.A and Assumed Practice A.3, A.4.

Publication of Transfer Policies

8. Where are the institution's transfer policies published?

The policies for transferring credits to Kirtland are published in the college catalog and are outlined on the following webpages:

<http://www.kirtland.edu/admissions/admission-process-for-transfer-students>

http://catalog.kirtland.edu/content.php?catoid=2&navoid=89&hl=transfer+policy&returnto=search#transfer_of_credits

The website also provides access to an online transfer resource for students to view course equivalencies and other important transfer resources: <http://www.kirtland.edu/transferring-from-kirtland/college-and-university-links>

The official College transfer policy (POL 6.008: Transfer of Credits) can be found at:

<http://www.kirtland.edu/policies-and-procedures/student-services-policies/pol-6-008-transfer-of-credits>

Provide copies of the published transfer policies (such as those included in the institution's catalog, on the website or in other appropriate publications) as **Appendix D**.

9. How does the institution disclose articulation agreements, at both the institutional level and the program level, to current and prospective students? (Ensure that the disclosures clearly identify whether the institution 1) accepts credits from the other institution(s) through the articulation agreement; 2) sends credits to the other institution(s) through the articulation agreement; 3) both offers and accepts credits with the institution(s) in the articulation agreement; and 4) what specific

credits articulate through the agreement [e.g., general education only; pre-professional nursing courses only; etc.]

In addition to viewing Kirtland's articulation agreements on the college's website, students can also explore how their credit will transfer to many four year colleges by utilizing a transfer resource guide found on the Michigan Transfer Network webpage:

<https://www.michigantransfernetnetwork.org/default.asp>

Provide a list of articulation agreements as **Appendix E** and the web address where the public can access this list. Note that you do not need to provide the full articulation agreements, only the list of agreements that you make public.

10. What is the process implemented by the institution to align the disclosed transfer policies with the criteria and procedures used by the institution in making transfer decisions?

The Registrar's Office takes the following steps in determining transferability of a course and posting of credit:

1. Verify individual submitting transcript is either an applicant or current student at Kirtland. Transfer credits are only posted for applicants, not prospects. It is noted on the transcript whether the individual is a new or returning student.
2. Confirm transcript is official. Only official transcripts will be accepted for posting of transfer credits.
3. Is the college or university regionally accredited? If there is a question whether the college or university is accredited, the Registrar is consulted for a final decision.
4. Identify courses that are college level with a grade of C or better and are college level. A review of the courses are done and any with a grade lower than a C are excluded from consideration including less than 100 level courses. These non-applicable courses are crossed off on transcript.
5. Confirm student's program of study to determine which courses are applicable to chosen program of study. This information is obtained in the college's administrative computing services software program, Jenzabar EX. Student's program of study code is then noted on the working document.

In addition to the above steps, the student's ID number and transfer college code is noted on the document. The transfer college code is required in order to enter transfer credits into the college's database. Transcripts are reviewed and processed with 48 hours of receipt. The college only posts credits for the declared program of study. In the event a student changes their program of study, a new transfer evaluation is completed.

Once the final transfer evaluation is completed and credits are posted, a credit evaluation report and an unofficial transcript are mailed to the student and then scanned into the college's ID WebArchive software program. Academic advisors have access to these documents in WebArchive. In the event of a re-evaluation due to change in program of study, the transfer evaluation report is emailed to current students.

Provide evidence (e.g., charts, data, etc.) that institutional decisions regarding transfer of academic credit align with the policy:

See Appendix F or attach as **Appendix F**.

For more information see Federal Requirement 34 CFR §668.43(a)(11).

Related HLC Requirements: Core Component 2.A and Assumed Practice A.5.D.

Practices for Verification of Student Identity

11. Does the institution have students enrolled in distance or correspondence courses, as defined in federal definitions?

Yes

No

12. How does the institution verify the identity of students enrolled in these courses?

The following steps are employed to ensure identify verification:

A) Government ID and Password is necessary to create a student login.

B) Students use a single-sign on verification system with password, and unique ID in Jenzabar and Canvas.

C) The Testing Center is used for proctored exams. Students must show photo ID.

The College completed piloting Respondus' LockDown Browser software and is initiating its purchase.

13. Are there any additional costs (e.g., fees associated with test proctoring) charged directly to the student because of this method?

Yes

No

14. What are these additional costs?

Varies per class. The course fee is applied to specific courses to defray the high costs of special equipment, materials, liability insurance, and expensive technology required to provide on-line courses.

15. How are the additional costs disclosed to students prior to enrollment in a distance or correspondence course?

This information is provided on the Cost of Classes webpage broken out by semester - <http://www.kirtland.edu/paying-for-college/cost-of-classes>.

Provide copies of the disclosures and the web address where the public can access such information as **Appendix G**.

16. How does the method of verification make reasonable efforts to protect student privacy?

College officials verify all applications.

Student privacy is protected by utilizing an automation script written by the Director of Institutional Research to transfer data from Jenzabar and to Canvas. Single Sign-On (unique ID and password) is utilized to verify student identity when logging into into Canvas for online courses.

For more information see Federal Requirement 34 CFR §602.17(g).

Related HLC Requirement: Core Component 2.A.

Title IV Program Responsibilities

This requirement has several components the institution must address. The institution staff compiling this information should work with the financial aid office and the chief financial officer or comptroller. For more information see Federal Requirement 34 CFR §602.16(a)(1)(x).

17. General Program Responsibilities

- a. What is the current status of the institution's Title IV program (e.g., recertified on date x, provisionally certified on date x, etc.)?

Re-approved on May 30, 2014. Reapplication due December 31, 2019.

- b. When was the institution's most recent Title IV program review?

The College has not been subject to one. The current Director of Financial Aid has been in the financial aid office since late 1995 and Kirtland has not had a DOE program review. The former Director of Financial Aid (1987-1995) had not had one either. Kirtland has had numerous reviews over the years by the State of Michigan on campus-based programs (APTG, MEOG, Michigan Work Study - all now defunct), Michigan scholarship programs (TIP, Michigan Competitive - last one was in 2015 and loan program reviews when the FFELP program still existed.

- c. Has the institution been audited or inspected by the Office of the Inspector General of the U.S. Department of Education since the last comprehensive evaluation by HLC?

Yes

No

- d. Attach the most recent Title IV program review, or other inspection or audit reports since the last comprehensive evaluation by HLC, as **Appendix H**.

- e. List any limitation, suspension or termination actions imposed on the institution by the U.S. Department of Education (hereafter referred to as "the Department") since the last comprehensive evaluation by HLC and the reason for such actions.

N/A

- f. List any fines, letters of credit or heightened monitoring imposed on the institution by the Department since the last comprehensive evaluation by HLC and the reason for such actions.

N/A

- g. What response and corrective actions has the institution taken in regard to these Department actions?

N/A

- h. What are the consequences of these challenges for the institution's short- and long-term financial health?

N/A

- i. What are the findings from the OMB Circular A-133 portion of the institution's three most recent audited financial statements, which identifies material weaknesses in the processing of financial aid?

No weaknesses identified. View audits at: <http://www.kirtland.edu/business-office#budget-transparency>

- j. In which of the following Title IV federal financial aid programs does the institution participate? Select all that apply:

Pell Grant

Federal Family Education Loan

Federal Direct Stafford Loan

Direct PLUS Loan

Federal Supplemental Educational Opportunity Grant

Federal Work Study

- Perkins Loans
- Academic Competitiveness Grant

Provide all correspondence with the Department and other documents that explain the above responses as **Appendix I**.

For more information see Federal Requirement 34 CFR §668.16.

18. Financial Responsibility Requirements

- a. What were the outcomes of the three most recent Department reviews of the institution's composite ratios and financial audits?
The College has not been audited by the Department of Education.
- b. Have there been any fines, penalties, letters of credit or other requirements imposed by the Department as a result of these reviews?
N/A

Note: HLC also annually analyzes each institution's financial ratios to determine whether there might be financial concerns. The peer review team checks with the institution and the HLC staff to determine whether HLC or the Department has previously raised concerns about the institution's finances based on these ratios.

- c. What actions has the institution taken or does it plan to take in response to any concerns raised by HLC or the Department? (*Related HLC Requirements: Core Components 5.A, 2.B; Assumed Practice D.1.*)
N/A

Provide all correspondence with the Department and other documents that explain the above actions as **Appendix J**.

For more information see Federal Requirements 34 CFR 668.15, 34 CFR 668.23, 34 CFR 668.171, 34 CFR 668.173, and 34 CFR 668.174.

Related HLC Requirements: Criterion 5, Core Components A (resources) and B (administrative capacity).

19. Default Rates. The institution should take steps to avoid excessive loan default rates.

Institutions and teams should use the three-year default rate to complete this section.

- a. What are the student loan default rates as provided by the Department for the three years leading up to the visit? (Institutions with evaluations after September must include the most recent cohort default rate in the Federal Compliance Filing or ensure that the most recent rate is provided to the team on-site if the rate was not available when the Federal Compliance Filing was submitted.)
Year 1: 17.5
Year 2: 14.3
Year 3: 11.0
- b. If the institution's default rates are higher than those of its peer institutions, if the institution's rates are rising, or if the rates have exceeded Departmental thresholds or triggered a Department review, what actions has the institution taken in response?

N/A - The statewide average for community colleges in Michigan is 19.1 for the most recent year.
Provide any correspondence with the Department related to default rates and any default rate management plan required by the Department as **Appendix K**.

- c. Does the institution participate in private loan programs or any loan services that it provides to students directly or that a related corporation provides to its students?

Yes

No

If yes, provide a list of companies that provide loan services to the institution's students and explain the relationship of these companies to the institution.

N/A

Provide samples of the loan agreements and disclosure information as **Appendix L**.

For more information see Federal Requirements 34 CFR §668.201, §668.204, and §668.217.

Related HLC Requirements: HLC Criterion 2, Core Component A (integrity); Criterion 5, Core Components A (resources) and B (administrative capacity); Assumed Practices D.1–5.

20. Campus Crime Information, Athletic Participation and Financial Aid, and Related Disclosures. Title IV responsibilities include the legal obligation to disclose information to students and to the public about campus crime, athletic participation and financial aid.

- a. What administrator or office on campus is responsible for ensuring that these disclosures are regularly compiled and published and that the data are accurate?

Student Services, Office of Public Safety, Financial Aid, Office of Athletics, and Office of Institutional Research

- b. Has the institution been the subject of any federal investigation related to any of the required disclosures listed in question 20?

Yes

No

- c. Does the institution have any findings from the Department regarding these disclosures?

Yes

No

Explain any findings related to any of the required disclosures listed in question 20 and corrective action plans the institution may have put together to remedy the findings.

N/A

- d. Provide copies of the information disclosed to students and provide the web address where this information is made available to the public as **Appendix M**.

For more information see Federal Requirements 34 CFR §668.40, 668.41, 668.42, 668.43, 668.44, 668.46, and 668.49.

21. Student Right to Know/Equity in Athletics. Title IV responsibilities require that institutions provide to students and the public graduation/completion rates for the student body by gender, ethnicity, receipt of Pell grants and other data as well as information about the process for withdrawing as a student,

cost of attendance, policies on refund and return of Title IV financial aid, current academic programs and faculty, names of applicable accrediting agencies, description of facilities for disabled students, and the institution's policy on enrollment in study abroad. In addition, certain institutions need to disclose their transfer-out rate. Also, institutions with athletic programs are required to disclose athletic participation rates and financial support data.

- a. What administrator or office on campus is responsible for ensuring that these disclosures are regularly compiled and published and that the data are accurate?
Student Services, Financial Aid, Office of Athletics, and Office of Institutional Research
- b. Has the institution been the subject of any federal investigation related to any of the required disclosures listed in question 21?
 Yes
 No
- c. Does the institution have any findings from the Department regarding these disclosures?
 Yes
 No
- d. Explain any findings related to any of the required disclosures listed in question 21 and corrective action plans the institution may have put together to remedy the findings.
N/A
- e. Attach copies of the information disclosed to students and provide the web address where this information is made available to the public as **Appendix N**.

For more information see Federal Requirements 34 CFR §668.41, 668.45, 668.48, and 668.8.

Related HLC Requirement: Assumed Practice A.6.

22. Satisfactory Academic Progress and Attendance Policies. The institution is required to have a Satisfactory Academic Progress policy and an attendance policy as part of the Title IV program.

- a. Are these policies readily available to students?
 Yes
 No
- b. Do they satisfy state or federal requirements?
 Yes
 No
- c. Does the institution have any findings from the Department regarding these disclosures?
 Yes
 No

Explain any findings related to any of the required disclosures listed in question 22 and corrective actions that may have been required by the Department related to these findings.
N/A

- d. Attach copies of the information disclosed to students and provide the web address where this information is made available to the public as **Appendix O**.
- e. Are the policies being appropriately applied by the institution in individual student situations?

Note: HLC does not necessarily require that the institution take attendance unless required to do so by state or federal regulations but does anticipate that institutional attendance policies provide information to students about attendance at the institution.

Yes

No

For more information see Federal Requirement 34 CFR §668.34.

Related HLC Requirements: Criterion 3, Core Component A; Assumed Practice A.5.

23. Contractual Relationships. List any contracts related to academic programs with third-party entities not accredited by a federally recognized accrediting agency. Attach as **Appendix P**. Include the name of the provider, the name of the relevant academic program, what the provider does, the dates when the relationship starts and ends, and the date it was approved by HLC if required.

(The institution should have previously disclosed to HLC all existing contracts and received approval for those contracts as required by HLC policy. Institutions can see the list of HLC-approved contractual arrangements on its *Institutional Status and Requirements (ISR) Report*. HLC's substantive change policy requires that the institution notify HLC of any new contracts for up to 25 percent of an academic program, that the institution obtain prior HLC approval before initiating any contract for 25 to 50 percent of a program, and that HLC approve contracts for more than 50 percent of a program only in exceptional circumstances under strict scrutiny.)

For more information see Federal Requirements 34 CFR §668.5 and 602.22(a)(2)(vii).

Related HLC Requirements: Assumed Practices A.10–11.

24. Consortial Relationships. List any consortial relationships with other entities accredited by a federally recognized accrediting agency. Attach as **Appendix Q**. Include the name of the provider, the name of the relevant academic program, what the provider does, the dates when the relationship starts and ends, and the date it was approved by HLC if required.

(The institution should have previously disclosed to HLC all existing consortiums and received approval for those consortial arrangements as required by HLC policy. Institutions can see the list of HLC-approved consortial arrangements on its *Institutional Status and Requirements (ISR) Report*. HLC's substantive change policy requires that the institution notify HLC of any new consortiums for up to 25 percent of an academic program, that the institution obtain prior HLC approval before initiating any consortiums for 25 to 50 percent of a program, and that HLC approve consortiums for more than 50 percent of a program only in exceptional circumstances under strict scrutiny.)

For more information see Federal Requirement 34 CFR §668.5.

Related HLC Requirements: Assumed Practices A.10–11.

Required Information for Students and the Public

25. Provide course catalogs and student handbooks. Attach as **Appendix R**.
26. Which sections of the institution's website include required disclosure information? Provide the webpage name and link for each.
- Consumer/Student Right-to-know Disclosure Information - <http://www.kirtland.edu/consumer-student-right-to-know-disclosure-information>
- Student Central: Resources - Consumer/Student Right-to-know Disclosure Information - <http://www.kirtland.edu/student-central>
- Electronic college catalogs: Student Right to Know (bottom left link) - <http://catalog.kirtland.edu/> (link is to current catalog - 2017-2018)
- Gainful Employment - <http://www.kirtland.edu/gainful-employment-regulations>
27. What policies and processes does the institution have in place to ensure required information for current and prospective students about institutional programs, fees, policies and related required information is accurate, timely and appropriate? Attach copies of these policies and procedures as **Appendix S**.

For more information see Federal Requirement 34 CFR §602.16(a)(1)(vii).

Related HLC Requirements: Core Component 2.A, 2.B; Assumed Practice A.5.

Advertising and Recruitment Materials and Other Public Information

28. Do the institution's advertisements and recruiting materials provide accurate, timely and appropriately detailed information to current and prospective students, and is information about the institution's accreditation status with HLC and other accrediting agencies clear and accurate? If the institution has been placed on a sanction or its programmatic accreditation has been withdrawn, do the disclosures accurately explain this information?
- Yes
- No
- Provide copies of these advertising and recruiting materials as **Appendix T**.
29. Which sections of the institution's website include advertising and recruiting information? Provide the webpage name and link for each.
- Programs We Offer - <http://www.kirtland.edu/programs-we-offer>
- Admissions - <http://www.kirtland.edu/admissions>
- Why Kirtland - <http://www.kirtland.edu/why-kirtland>
- College Catalog - <http://catalog.kirtland.edu/>
30. What policies and processes does the institution have in place to ensure advertising and recruiting information to current and prospective students about its programs, locations and policies is accurate, timely and appropriate? Provide copies of these policies and procedures as **Appendix U**.
31. What webpage displays the Mark of Affiliation on the institution's website? Provide a link.

Bottom of Home page - <http://www.kirtland.edu/>

Accreditation page - <http://www.kirtland.edu/accreditation>

For more information see Federal Requirements 34 CFR §602.16(a)(1)(vii) and 602.23(d).

Related HLC Requirements: Core Component 2.B; Assumed Practices A.5, A.7.

Review of Student Outcome Data

Institutions in their program review and institutional improvement processes are required to consider student outcome or performance data on the full range of their offerings where such data are available. Data can be at the institutional or the program level. Student achievement data typically include retention rates, graduation rates, licensure exam pass rates, employment rates, acceptance to further study or other similar information.

32. How does the institution gather or receive information about student outcomes from academic programs across the institution?

The institution gathers information about outcomes through the following: Course and Instructor Evaluations, Midsemester Evaluations, End of Semester Evaluations, Graduate Student Follow-Up Survey, Canvas, Jenzabar EX Grades, GradesFirst, Core Competencies, Advisory Committees, Employers, PROE, Licensure and 3rd Party Testing, and MI School Data (mischooldata.org).

33. List the types of student outcome data available to the institution:

Opinions, perceptions, grades, GPAs, graduation rates, persistence, retention, status, demographics, core competency data, placement, licensure, transfers, aggregate reports, and comparison data with sister institutions.

or attach as **Appendix V**.

34. Explain how information about student outcomes informs planning, academic program review, assessment of student learning, consideration of institutional effectiveness, and other topics.

Student outcome data is shared with program faculty, the Curriculum and Instruction Committee, and Advisory Committees to guide decisions in curriculum planning, program improvement, and future program development. Outcome data is also utilized at the department level by faculty, along with deans/directors and administrators, to assess student achievement of outcomes to plan and implement quality improvements.

35. The federal government is increasingly concerned that institutions and accreditors are taking into account federal metrics in the review of student outcome data. These metrics are best found in the [College Scorecard](#).

Explain how information from the Scorecard is incorporated in the institution's review of its student outcome data. Please note the loan repayment rate identified on the Scorecard and explain how the institution uses this metric in its review of its own data.

While the scorecard shows that Kirtland slightly exceeds the national average on students paying down their debt, the metrics do not provide a complete or total picture of the repayment rate of all Kirtland students. It is one tool that provides data on the FTIAC population that borrows which is a small number. The average consumer could actually be misled by the data presented.

The Financial Aid Office monitors the overall repayment rate by utilizing data analyzed by Great Lakes Higher Education Loan Portfolio Navigator tool. As often as monthly, delinquent borrower files can be uploaded and calculations made on the number of students in repayment, delinquent or defaulted. Using Portfolio Navigator provides a truer sense of the repayment situations of the entire student borrower population. Typical total debt of all Kirtland graduates is compared on an annual basis to the Score Card calculation. The data shows that the typical debt of all borrowers is slightly higher than Score Card. This is not unexpected as many students may need additional time to graduate and therefore may borrow more than a FTIAC.

To combat increasing loan defaults, the College partnered several years ago with American Student Assistance and they actively work on our delinquent loan accounts. Through its SALT financial literacy program, students have free resources to assist them with a thorough financial education. The SALT financial literacy products have also been used as part of the financial aid satisfactory academic appeal process.

For more information see Federal Requirement 34 CFR 602.16(a)(1)(i).

Related HLC Requirements: Core Components 4.A–C; Assumed Practice C.6, C.7.

Publication of Student Outcome Data

Student outcome data should be made available to the public through the institution’s website—for instance, linked to from the institution’s home page, included within the top three levels of the website or easily found through a search of related terms on the website—and should be clearly labeled as such. Any technical terms in the data should be defined, and any necessary information on the method used to compile the data should be included. Data may be provided at the institutional or department level or both, but the institution must disclose student outcome data that address the broad variety of its programs.

36. Are student outcome data published on the institution’s website following the specifications above?

Yes

No

37. How does the institution ensure that the publication of these data accurately reflects the range of programs at the institution?

Deans/Directors are responsible for verification of data for all programs under their area of responsibility.

38. Provide a link to the webpage(s) that contains the student outcome data.

Institutional Reports and Surveys - <http://www.kirtland.edu/about-kirtland/institutional-reports-and-surveys>

Programs We Offer - <http://www.kirtland.edu/gainful-employment-regulations>

Gainful Employment - <http://www.kirtland.edu/gainful-employment-regulations>

PROE - <http://www.kirtland.edu/accreditation/>

Related HLC Requirement: Assumed Practice A.6.

Standing With State and Other Accrediting Agencies

39. List any relationships the institution has with a specialized, professional or institutional accreditor or with any governing or coordinating bodies in states in which the institution has a presence. Note whether the institution or any of its programs is on a sanction, is provisionally approved or has lost status with any state agency or accrediting body.

None of the listed below have any sanctions, are provisionally approved, or have lost status with any state agency or accrediting body:

Automotive Society of Excellence (ASE) National Automotive Testing Educational Foundation (NATEF)-Automotive

Commission on Accreditation of Allied Health Education Programs (CAAHEP)-Cardiac Sonography & Surgical Technology

State of Michigan Department of Licensing and Regulatory Affairs-Certified Nursing Assistant

State of Michigan Board of Cosmetology-Cosmetology & Esthetician

National Center for Construction Education and Research (NCCER)-Electrical, HVAC

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professionals (CoAEMPS)-Emergency Medical Services & Paramedic course

Commission on Accreditation for Health Informatics and Information Management (CAHIIM)-Health Information Technology

American Medical Technologist Association (AMT)-Medical Assistant

American Health Information Management Association (AHIMA)-Medical Billing & Coding

State of Michigan Board of Nursing-Nursing

State of Michigan-Pharmacy Technology

Michigan Commission on Law Enforcement Standards (MCOLES)-Police Academy

American Welding Society (AWS)-Welding

Provide the most recent comprehensive evaluation report and action letter from each institutional or specialized accrediting agency as well as any interim monitoring prepared for that agency. Attach as **Appendix W**.

40. Explain how the institution makes its standing with state agencies and accrediting bodies available to students. Provide samples of those disclosures as **Appendix X** and indicate the web address where students and the public can find these disclosures.

For more information see Federal Requirements 34 CFR §602.28, 34 CFR 668.41, and 668.43.

Related HLC Requirements: Core Component 2.B; Assumed Practices A.7, C.4.

Public Notification of Opportunity to Comment

Local newspapers, institutional websites and alumni magazines are appropriate choices of media in which to solicit public comments. Notices of the opportunity to comment should reach all constituencies but should not unduly burden the institution. Notices of the visit should be published following the format prescribed in the [Procedure on Third-Party Comments](#).

Notices should include:

- The purpose and dates of the visit.
- The institution's accreditation status with HLC.
- An invitation to send written, signed comments directly to HLC.
- Contact information for HLC.

Notices should specify that comments must be sent to HLC no later than four weeks before the start of the visit.

In cases where comments are of a sensitive nature, HLC ensures that the commenter is aware that comments are typically forwarded to the institution and the evaluation team with identifying information intact. In some cases, HLC may redact the identifying information of the commenter or summarize the comment.

41. Submit a list of constituencies that have received the notice of opportunity to comment. (These groups may include students, parents, alumni, taxpayers, donors, community groups and local businesses.)

Students, general public, taxpayers, alumni, donors, Facebook and Twitter followers.

42. What media did the institution use to solicit comments?

College webpage: <http://www.kirtland.edu/hlc-input>

Local newspapers: Crawford County Avalanche, Houghton Lake Resorter, Ogemaw County Herald, Oscoda County Herald

Social Media: College's Facebook and Twitter pages

43. Copies of the institution's notices must be sent in PDF format to HLC (legalaffairs@hlcommission.org) at least one month before the comprehensive evaluation visit. The comments and notices are compiled by HLC staff members and sent to the evaluation team and the institution three weeks prior to the visit. As third-party comments are an important part of the comprehensive evaluation, HLC also reviews and forwards comments received after the deadline lapses and even during the visit. Attach a copy of the notices as **Appendix Y**.

Competency-Based Programs Including Direct Assessment Programs / Faculty-Student Engagement

44. Does the institution offer any direct assessment programs, as defined in 34 CFR §668.10?

Yes

No

Note: HLC policy and federal regulations require that direct assessment programs be reviewed and approved by the accrediting agency before they are initiated. Contact your HLC liaison if the institution offers direct assessment programs that have not been approved by HLC.

45. Does the institution offer any competency-based programs?

Yes

No

Note: The definition of competency-based and direct assessment programs (as taken from 34 CFR §668.10) can be found on the substantive change application for new competency-based or direct assessment programs.

46. Provide a list of direct assessment or competency-based programs offered by the institution.

N/A

47. How does the institution ensure that faculty in these programs regularly engage with students?

Please respond to the following questions:

a. Do the faculty members initiate communication on some regular basis with the students in the course(s)? If yes, provide examples of how and when this occurs in each program.

N/A

b. Do the students have a responsibility to initiate communication with the faculty members on some regular basis that is at least equivalent to contact in a traditional classroom? If yes, provide examples of how and when this occurs.

N/A

c. Describe the manner in which faculty respond to questions from students about the academic content of the program. Describe the interaction between faculty and students about demonstrating competencies in the program material.

N/A

d. Demonstrate that in the tasks mastered to assure competency, faculty and students interact about critical thinking, analytical skills, written and oral communication abilities, etc., in the context of the course(s) in question with appropriate guidance by faculty.

N/A

e. Demonstrate that in the tasks mastered to assure competency, faculty and students interact about core ideas, important theories, current knowledge, etc., in the context of the course(s) in question with appropriate guidance by faculty.

N/A

List of Appendixes

Please read each section of this document carefully for instructions on the information and material to be included in these appendixes. Appendixes displayed in italics are optional; the institution may provide the required information either by entering it into this form or by attaching it as an appendix.

Assignment of Credits, Program Length and Tuition

Appendix A..... [Worksheet for Institutions on the Assignment of Credit Hours and Clock Hours](#)

Institutional Records of Student Complaints

- Appendix B..... *Institutional complaint policy and procedure, and web address*
- Appendix C Complaints received since last comprehensive evaluation and their resolutions

Publication of Transfer Policies

- Appendix D Published transfer policies
- Appendix E..... List of articulation agreements, and web address
- Appendix F..... *Evidence that decisions regarding transfer align with disclosed policy*

Practices for Verification of Student Identity

- Appendix G Disclosures of additional costs related to verification, and web address

Title IV Program Responsibilities

- Appendix H Most recent program review or other inspection or audit reports since last comprehensive evaluation
- Appendix I Correspondence with the Department and other documents explaining the institution’s general program responsibilities
- Appendix J Correspondence with the Department and other documents explaining the institution’s actions in response to concerns regarding its financial responsibility requirements
- Appendix K..... Correspondence with the Department related to default rates and any required default rate management plan
- Appendix L..... Samples of loan agreements and disclosure information
- Appendix M Disclosures to students about campus crime information, athletic participation and financial aid, and web address
- Appendix N Disclosures to students required by student right to know/equity in athletics responsibilities, and web address
- Appendix O Disclosures to students about satisfactory academic progress and attendance policies, and web address
- Appendix P..... List of contractual relationships
- Appendix Q List of consortial relationships

Required Information for Students and the Public

- Appendix R Course catalogs and student handbooks
- Appendix S..... Policies and procedures to ensure required information is accurate, timely and appropriate

Advertising and Recruitment Materials and Other Public Information

- Appendix T..... Advertising and recruiting materials
- Appendix U Policies and procedures to ensure advertising and recruiting information is accurate, timely and appropriate

Review of Student Outcome Data

- Appendix V..... *Types of student outcome data available to the institution*

Standing With State and Other Accrediting Agencies

- Appendix W..... Comprehensive evaluation reports and action letters from and interim monitoring prepared for institutional and specialized accrediting agencies
- Appendix X..... Sample disclosures of institution’s standing with state agencies and accrediting bodies, and web address

Public Notification of Opportunity to Comment

- Appendix Y..... Notices of opportunity to comment

Appendix A

Worksheet for Institutions on the Assignment of Credit Hours and Clock Hours





Appendix A: Worksheet for Institutions on the Assignment of Credit Hours and Clock Hours

Instructions

This worksheet should be completed by the person(s) at the institution who knows the most about the institution's calendar and credit hour assignments; at many institutions the registrar may be the appropriate person to complete this worksheet. The person(s) completing the worksheet should work closely with the institution's financial aid officer to ensure consistency between what is reported to HLC on this form and what is reported to the U.S. Department of Education (hereafter referred to as "the Department").

Purpose of this form. This form provides the peer review team with a single source of information about the institution's calendar, credit hour policies and total credit hour generation related to the courses for which it provides instruction, and an overview of the institution's pattern of distribution of credit hour assignments. **It is not an inventory of every course the institution offers.** The institution should:

- Report on academic terms and credit for courses that support the institution's certificate and degree programs.
- When appropriate, include in the form brief explanations of the allocation of credit hours.
- Estimate or round off where appropriate.
- **Not** include prior learning, transfer, etc., wherein the institution awards credit but does not provide instruction associated with that credit.

Part A. Assignment of Credits and Program Length. All institutions must complete Part A. Institutions that use multiple calendars may need to complete more than one area of Section 1.

Part A includes:

Section 1. Institutional Calendar, Term Length and Type of Credit

Section 2. Format of Courses and Number of Credits Awarded

Section 3. Policy on Credit Hours

Section 4. Total Credit Hour Generation

Section 5. Clock Hours

Clock Hour Worksheet. Institutions should complete this worksheet only if they offer clock hour courses/programs or are required by the Department to report certain courses/programs to the Department in clock hours for Title IV purposes.

Part B. Supplemental Materials

Section 1: Institutional Calendar, Term Length and Type of Credit

Institutions using multiple calendars across the institution may need to complete more than one area of the chart below. For more information about the terminology and calendaring units referenced in this form, see the 2011–2012 “Federal Student Aid Handbook,” Volume 3, Chapter 1, “Academic Calendar, Payment Periods and Disbursements.” Definitions in this section are taken from that handbook.

Institution name: Kirtland Community College

Calendar	Term	Column 1 Term Length: Number of Weeks	Column 2 Number of Starts
Semester / Trimester Calendar	Standard Format: 14 to 17 week term	15	1
	Compressed Formats: 4, 8 or other week terms within the semester calendar ¹	0	0
	Summer Term	8	1
Quarter Calendar	Standard Format: 10 to 12 week term	0	0
	Compressed Formats: 2, 5 or other week terms within the quarter calendar ¹	0	0
	Summer Term	0	0

¹If an institution offers a summer term that is different in length than the typical fall semester, it should report summer term information in this section.

Non-standard Terms (terms that are not semesters, trimesters or quarters. A non-standard term may have the following characteristics: courses do not begin and end within a set period of time; courses overlap terms, including self-paced and independent study courses or sequential courses that do not begin and end within a term; terms may be of equal or unequal length.)

Calendar	Term	Column 1 Term Length: Number of Weeks	Column 2 Number of Starts	Column 3 Type of Credit
Non-standard Term Calendar	Term One			
	Term Two			
	Term Three			
	Summer Term			

Degree Programs (Optional)

What is the length in semester or quarter hours or other applicable units of each of the institution's degree programs? Institutions with programs at different degree levels may include a list here if an expanded answer is required (see question 2 in the *Federal Compliance Filing by Institutions*.)

All associate degree programs require a minimum of 60 semester hours. The maximum credits required in associate degree programs range from 60-67 semester hours.

Section 2. Format of Courses and Number of Credits Awarded

Guide to Completing This Section

Purpose

In this section, the institution provides an overview of the pattern of instructional hours required for the credit hours it awards. The sample form provides a suggested approach for conveying that information to the peer review team. The institution may make modifications to the chart's format or add brief notes as appropriate to explain credit hour awards, particularly in non-standard or compressed-format classes.

If the institution offers multiple types of terms, such as a compressed-format term and a regular semester term, it should **complete a separate form for each type of term identified in Section 1**. Separate forms will help the peer review team understand how instructional time is related to credit hour awards in each term. The information in this section need not be extensive as long as it explains how credit hours are awarded across various formats at the institution.

This section should not be used to demonstrate that the institution assigns credit hours appropriately in regard to non-contact-hour requirements such as out-of-class group meetings or homework assignments. That issue may be addressed in the institution's credit hour policy, and may be evaluated by the peer review team in the sample of institutional programs it examines during the visit.

Period Reported

An institution may use any recent term that appropriately depicts its credit hour allocations as the basis for completing the *Form for Reporting an Overview of Credit Hour Allocations and Instructional Time for Courses* below.

Key to Rows

- **Number of Courses**—Count each course offered by the institution in the row corresponding to the number of credits awarded and the column or columns representing the format of delivery through which the course or a section of the course is offered. Do not count sections of the same course if the sections are offered in the same delivery format.
- **Number of Meetings**—Enter the total number of class meetings (or equivalent) provided in each course with each credit award during the term reported; if the number of class meetings varies, enter a range. For distance, correspondence or other formats, report on instructional time. Do not include study or other time during which students work independently or with other students even though such time may be provided to replace time with a faculty member. Instructional time need not be limited to time spent with all students in the class in a single format.

- Include labs or discussions in the number of meetings if they are a required element of the course, if they do not have a separate course number or credit hour allocation, and if the presence of a lab or discussion is considered significant when the institution assigns credit hours to the course. If a lab or discussion does not meet these considerations, it need not be reflected in this chart.
- Meeting Length—Enter the range (shortest to longest) of meeting times in each category. (*Note:* One hour may be 50 minutes of actual instructional time.)

Key to Columns

- **FTF (face-to-face):** Courses in which instructors interact with students in the same physical space for approximately 75 percent or more of the instructional time.
- **Mixed FTF:** Courses in which instructors interact with students in the same physical space for less than 75 percent of the instructional time, with the remainder of the instructional time provided through distance or correspondence education.

Note: The above explanations arise from HLC’s distance education protocol. Institutions may use other thresholds for FTF and Mixed FTF provided that they define them clearly and include the definition on this worksheet.

- **Distance:** Courses in which instructors interact with students through one or more forms of distance delivery.
- **Correspondence:** Courses in which instructors interact with students through mail or electronic interface, typically according to a self-paced schedule.

Federal Definitions of Distance/Correspondence Education:

Distance education/course means education that uses one or more of the {following} technologies (i) to deliver instruction to students who are separated from the instructor; and (ii) to support regular and substantive interaction between the students and the instructor, synchronously or asynchronously. The technologies used may include: (i) the internet; (ii) one way and two way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; (iii) audioconferencing; or (iv) videocassettes, DVDs, and CD-Roms, if the videocassettes, DVDs or CD-Roms are used in conjunction with any of the technologies listed in clauses (i) through (iii).

Correspondence education/course means: (1) Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. (2) Interaction between the instructor and the student is not regular and substantive, and is primarily initiated by the student. (3) Correspondence courses are typically self-paced. (4) Correspondence education is not distance education.

- **Independent/Directed Study:** Courses in which instructors interact with students through a flexible format.
- **Weekend College:** Some institutions may have an evening or weekend college that, while on the same calendar, may structure its courses and credit assignments differently than the same courses offered during the regular day. If courses are offered in the evening or on the weekend as another scheduling option for students, but the courses provide similar class meetings or instructional time as

those courses offered by the institution during the regular day, the institution need not report evening or weekend courses in this category.

- **Internships or Practica:** Some institutions may provide internship or practica experiences for which credits are awarded. Institutions that have professional schools in medicine, law, nursing, physical therapy, etc., which often require internships or practica with high credit allocations, should provide brief summative information about the internships but need not include them in the report form.

Examples

- If the institution offers Calculus 210, a three credit-hour course, in FTF and distance formats as well as through the Weekend College, the course should be reported in the row for 3 credits and once in each column corresponding to each course format offered.
- If the institution offers that course in a full 14–17-week standard format as well as in a compressed format, the course should be reported on one form for the standard format and on a separate form for the compressed format.
- If in the FTF format instructors meet with students two times per week for 1.5 hours per meeting for the 14 weeks of the term, the number of meetings should be reported as 28 meetings, and the length of each meeting as 1.5 hours.

NEW: Direct Assessment or Competency-Based Credit Hour Equivalencies

Complete the questions following the chart with regard to direct assessment or competency-based programs.

Form for Reporting an Overview of Credit Hour Allocations and Instructional Time for Courses

Using the above instructions and the following sample as a guide, create a form that provides an overview of the pattern of instructional hours required for the credit hours the institution awards. Complete a separate form for each term length specified in Section 1, Columns 1 and 2, above. Attach the form(s) as **Supplement A1**.

Note: Institutions offering courses with **six or more credits awarded** should include those courses in this form. Identify the number of credits awarded in the first column. In addition, identify the course(s) and explain the reasoning behind the credit allocated to those courses in a narrative attached to the form.

SAMPLE—NOT FOR COMPLETION

Term and Length (e.g., Spring 2011, 16 weeks OR Spring 2011, 5 weeks):

Number of Credits Awarded	Instructional Time	Course Formats						
		FTF	Mixed FTF	Distance	Corresp.	Independent/Directed Study	Weekend College	Internship or Practica
1 Credit	Number of courses							
	Number of meetings							
	Meeting length							
2 Credits	Number of courses							
	Number of meetings							
	Meeting length							
3 Credits (Example)	Number of courses	119	24	57	14	2	20	4
	Number of meetings	15-45	15-30	15	4-8	3-14	6	6-10
	Meeting length	1-3 hrs.	1-2 hrs.	1 hr.	1-2 hrs.	.5-3 hrs.	4 hrs.	1-4 hrs.
4 Credits	Number of courses							
	Number of meetings							
	Meeting length							
5 Credits	Number of courses							
	Number of meetings							
	Meeting length							

Other Courses Not Reported

List below any other courses that were not included in the *Form for Reporting an Overview of Credit Hour Allocations and Instructional Time for Courses*. Identify the course names, the number of credits allocated, a brief description of how instruction takes place in these courses and how many hours of

instruction are provided. (Such courses might include travel, summer term or other courses that do not fit in the columns above because they have a different delivery format.)

See Supplement A1 - Explanation of courses with less than 1 credit hour

Direct Assessment or Competency-Based Programs

An institution must demonstrate that any direct assessment or competency-based programs that it offers have appropriate credit hour equivalencies.

1. Provide a list of the academic programs available in direct assessment or competency-based format and the required credit hours for each program. Identify the learning objectives for each such program.
N/A
2. Explain how the institution sets credit hour equivalencies for these courses and programs and otherwise ensures that students have sufficient instructional time and out-of-class work to justify the credit allocations for the courses and programs.
N/A
3. How does the institution's credit hour policy explain credit hour allocations or equivalencies established by the institution for these types of offerings?
N/A
4. Identify aggregate learning outcomes information the institution has collected for direct assessment and competency-based programs and explain how the institution reviewed this information and considered it in academic program review and its improvement processes.
N/A

Section 3: Policy on Credit Hours

Does the institution have a policy specific to the assignment of credit?

Yes

No

The institution has policies specific to the assignment of credit at the following levels (check all that apply):

Institution-wide

Delivery-format-specific

Department-specific

Program-specific

Attach copies of all applicable policies related to the assignment of credit as **Supplement A2**.

Section 4: Total Credit Hour Generation

How many credits does a typical full-time or part-time undergraduate student take during a regular term?

Fall 2016: Overall Headcount = 1,570 and Credit Hours = 13,175.00

Full-time (12 credit hours or more)

Student Headcount = 504 Average credit hours taken = 13.72

Part-time (less than 12 credit hours but more than 0 credit hours)

Student Headcount = 993 Average credit hours taken = 6.30

No-credit (0.00 credit hours)

Student Headcount = 73

Combined - ALL STUDENTS

Student Headcount = 1,570 Average credit hours taken = 8.39

Winter 2017: Overall Headcount = 1,501 and Credit Hours = 11,992.20

Full-time (12 credit hours or more)

Student Headcount = 467 Average credit hours taken = 13.26

Part-time (less than 12 credit hours but more than 0 credit hours)

Student Headcount = 935 Average credit hours taken = 6.12

No-credit (0.00 credit hours)

Student Headcount = 99

Combined - ALL STUDENTS

Student Headcount = 1,501 Average credit hours taken = 7.99

How many credits does a typical full-time or part-time graduate student take during a regular term? N/A

Provide the head count of students earning more than the typical credits taken during a regular term in the most recent fall and spring semesters/trimesters (or the equivalent, for institutions with quarters or non-standard terms).

Fall 2016: Full-time students taking more than 13.72 credits = 211; Part-time students taking more than 6.30 credits but less than 12 credits = 459; Combined All Students taking more than 8.39 credits = 737

Most Recent Fall Term 2016 Year

Winter 2017: Full-time students taking more than 13.26 credits = 119; Part-time students taking more than 6.12 credits but less than 12 credits = 412; Combined All Students taking more than 7.99 credits = 746

Most Recent Spring Term 2017 Year

Section 5: Clock Hours

This worksheet does not apply to all institutions.

This worksheet is not intended for institutions to demonstrate that they have assigned credit hours relative to contact hours in accordance with the Carnegie definition of the credit hour. This worksheet solely addresses those programs reported to the Department in clock hours for Title IV purposes. Institutions that do not have such programs should not complete this worksheet.

Answer “Yes” to the statement below **only if the institution offers any programs in clock hours or programs that must be reported to the Department in clock hours for Title IV purposes even though students may earn credit hours for graduation from these programs.** For example, any program that prepares students for a licensed or professional discipline may need to be reported in clock hours to the Department.

Check with the institution’s financial aid officer to determine if the institution has programs of this nature. Such programs typically include those that must be identified in clock hours for state licensure of the program or where completing clock hours is a requirement for graduates to apply for licensure or authorization to practice the occupation. Such programs might include teacher education, nursing or other programs in licensed fields.

Does the institution report clock hours to the U.S. Department of Education with regard to some programs for Title IV purposes?

Yes

No

If the answer is Yes, complete the Clock Hour Worksheet.

Clock Hour Worksheet

Only certain institutions must complete this worksheet.

Please review the following instructions.

Complete this worksheet **only if** the institution answered “Yes” in Section 5, indicating that the institution offers programs in clock hours OR programs that must be reported to the U.S. Department of Education in clock hours for Title IV purposes even though students may earn credit hours for graduation from these programs.

Federal Formula for Minimum Number of Clock Hours of Instruction (34 CFR §668.8):
1 semester or trimester hour must include at least 37.5 clock hours of instruction
1 quarter hour must include at least 25 clock hours of instruction

Institution name: Kirtland Community College

Attach as **Supplement A3** a list of the academic programs that are reportable in clock hours based on the information above.

Does the list in Supplement A3 match the list submitted to the U.S. Department of Education?

Yes

No

What is the institution’s credit-to-clock-hour conversion policy?
1500 clock hours; 37.5 credit hours of instruction per semester

If the credit-to-clock-hour conversion numbers are less than the federal formula, what are the specific requirements, if any, for student work outside of class?
N/A

Attach the institution’s last E-App as **Supplement A4**.

Attach the institution’s ECAR as **Supplement A5**.

Attach the institution’s most recent program review as **Supplement A6**.

Part B: Supplemental Materials

The institution must include with this document the following supplements as PDF documents.

- Attach a copy of the catalog or other document that contains course descriptions and applicable credit hour assignments as **Supplement B1**.
- Attach the catalog or other document in which the institution has marked or highlighted any course provided by the institution in non-standard terms or compressed format for the term reported. This information can also be provided on a separate list that identifies those courses and how to find them in the course catalog. Attach this document as **Supplement B2**.
- Attach as **Supplement B3** the course schedule for the most recently completed fall and spring terms, including times and meeting dates for all classes at all locations and in all delivery formats. If the course schedule is not available as a separate document, include a URL to access this information online. If a password is required to access this information, include that password.

Note: The peer review team may ask for additional data to examine credit hour production by educational program and by course. These data may include separate breakdowns for general education as well as by delivery format, by course academic unit (semester, quarter, etc.), by level, or by location.

Supplement A1

Kirtland Community College

Winter 2017 Semester College Classes

Number of Credits Awarded	Instructional Time	FTF	Mixed FTF (Hybrid)	Distance (Online)	Corresp.	Independent/Directed Study (IS - Open Studio - Flex)			Weekend College	Internship or Practical
1 credit	Number of courses	4		2		2		149		1
	Number of meetings	16						1-32		
	meeting length (hours)	1-3						1-6		
2 credits	Number of courses	8		1		1		1		1
	Number of meetings	16-32								
	meeting length (hours)	2-6								
2.5 credits	Number of courses	21								
	Number of meetings	16-80								
	meeting length (hours)	1-5								
3 credits	Number of courses	31	5	38		8	6	1		7
	Number of meetings	16-32	16				16-32			
	meeting length (hours)		2				2			
3.5 credits	Number of courses	1								
	Number of meetings	1								
	meeting length (hours)	5								
4 credits	Number of courses	25	1	17				5		1
	Number of meetings	16-32	16					1-2		
	meeting length (hours)	3-8	2					3-6		

5 credits	Number of courses	3								1
	Number of meetings	16								
	meeting length (hours)	3-6								
6 credits	Number of courses	1		1						
	Number of meetings	16								
	meeting length (hours)	7								
8 credits	Number of courses		2							NUR
	Number of meetings		1							
	meeting length (hours)		2							
9 credits	Number of courses		1							NUR
	Number of meetings		1							
	meeting length (hours)		2-4							
9.5 credits	Number of courses	2								NUR
	Number of meetings	32								
	meeting length (hours)	3								
12.5 credits	Number of courses									1
	Number of meetings									
	meeting length (hours)									
21 credits	Number of courses	1								
	Number of meetings	80								
	meeting length (hours)	9.5								

Winter 2017 Semester
College Classes Delivered in High Schools

Number of Credits Awarded	Instructional Time	FTF	Mixed FTF (Hybrid)	Distance (Online)	Corresp.	Independent/Directed Study (IS - Open Studio - Flex)			Weekend College	Internship or Practical
1 credit	Number of courses	10								
	Number of meetings	16-64								
	meeting length (hours)	1-5								
2 credits	Number of courses	1								
	Number of meetings	64								
	meeting length (hours)	2								
2.5 credits	Number of courses	2								
	Number of meetings	32								
	meeting length (hours)	5								
3 credits	Number of courses	8	3	2						
	Number of meetings	32-80	16							
	meeting length (hours)	1-5	2							
4 credits	Number of courses	3								
	Number of meetings	16								
	meeting length (hours)	5								
6 credits	Number of courses	1								
	Number of meetings	32								
	meeting length (hours)	5								

Explanation of courses with 6 or more credits:

Fall and winter semester courses with 6 or more credits are listed below. These courses have state mandated hours or are clinical courses in health sciences.

The following courses awarded 6 or more credits:

ALH 10400 - Nursing Assistant - In addition to 39 hours of lecture for the course, students are required to complete 56.5 hours in lab and 24.5 hours in a clinical setting.

CJS 26007 - Corrections Academy - Students must complete 160 hours as required by Michigan Correctional Officer's Training Council.

CJS 26600 - Police Academy - Students must complete 677 hours as required by Michigan Commission of Law Enforcement Standards.

CJS 26601 - Military Police Academy - Students must complete 320 hours as required by Michigan Commission of Law Enforcement Standards.

EMS 10000 - Basic EMT - Students must complete 160 hours in this course as required by the Michigan Department of Health and Human Services.

EMS 20800 - EMS Capstone - In addition to 88 hours of lecture for the course, students must complete 48 hours in lab, which includes core certificate courses such as CPR for the Healthcare Provider, ACLS (Advanced Cardiac Life Support), PALS (Pediatric Advanced Life Support) and PHTLS (Pre-Hospital Trauma Life Support).

FFT 20700 - Firefighter I and II - Students must complete 295 hours as required by National Fire Protection Association.

NUR 10515 - Fundamentals of Nursing Practice - In addition to 48 hours of lecture for the course, students are required to complete 96 hours in lab and 40 hours in a clinical setting.

NUR 10815 - Nursing Across the Lifespan - In addition to 48 hours of lecture for the course, students are required to complete 224 hours in a clinical setting.

NUR 22215 - Advanced Med/Surg Nursing I - In addition to 48 hours of lecture for the course, students are required to complete 224 hours in a clinical setting.

NUR 22415 - Advanced Med/Surg Nursing II - In addition to 64 hours of lecture for the course, students are required to complete 224 hours in a clinical setting.

PHB 10100 - Phlebotomy Technician - In addition to 48 hours of lecture for the course, students are required to complete 16 hours in lab and 110 hours in a clinical setting.

PHM 11000 - Pharmacy Technology I - In addition to 144 hours of lecture for the course, students are required to complete 160 hours in lab setting.

SON 29900 - Internship - Students are required to complete 600 hours in a clinical setting.

SUR 29901 - Internship - In addition to 16 hours of seminar for the course, students are required to complete 512 hours in a clinical setting.

Explanation of courses with less than 1 credit hour:

Kirtland Community College has a diverse student population, students who are older and working full- or part-time jobs while attending college. This is prevalent in the skilled trades programs offered at Kirtland – Gaylord (M-TEC). In a face-to-face setting, students progress through a series of modules taught by highly qualified instructors receiving content in lectures. Students follow-up with hands-on experience. To progress to the next module, students demonstrate mastery by taking a written test.

This instructional format allows for part-time students to complete the programs in Electrical Technology (ELT) and Heating, Ventilation, Air Condition and Refrigeration (HVAC) by providing flexibility to get the education they desire while working. Full-time students are able to complete an entire series of modules within a level of the program to obtain an Associate of Applied Science degree in four semesters.

Course Code	Course Title	Delivery Method	Credit Hours
ALH 10300	Professional CPR	Face-To-Face	0.25
Core Courses: 3.5 credits (87.5 class hours)			
COR 10001	Basic Safety	Face-To-Face	0.5
COR 10002	Introduction to Construction Math	Face-To-Face	0.4
COR 10003	Introduction to Hand Tools	Face-To-Face	0.4
COR 10004	Introduction to Power Tools	Face-To-Face	0.4
COR 10005	Intro to Construction Drawings	Face-To-Face	0.4
COR 10006	Basic Rigging	Face-To-Face	0.6
COR 10007	Basic Communication Skills	Face-To-Face	0.3
COR 10008	Basic Employability Skills	Face-To-Face	0.3
COR 10009	Intro to Materials Handling	Face-To-Face	0.2
Electrical Level 1: 4.5 credits (112.5 class hours)			
ELT 10101	Orientation to the Electrical Trade	Face-To-Face	0.1
ELT 10102	Electrical Safety	Face-To-Face	0.4
ELT 10103	Introduction to Electrical Circuits	Face-To-Face	0.3
ELT 10104	Electrical Theory	Face-To-Face	0.3
ELT 10105	Intro to the NEC	Face-To-Face	0.3
ELT 10106	Device Boxes	Face-To-Face	0.4
ELT 10107	Hand Bending	Face-To-Face	0.4
ELT 10108	Raceways and Fittings	Face-To-Face	0.8
ELT 10109	Conductors and Cables	Face-To-Face	0.4
ELT 10110	Basic ELT Construction Drawings	Face-To-Face	0.3
ELT 10111	Residential Electric Services	Face-To-Face	0.6
ELT 10112	Electrical Test Equipment	Face-To-Face	0.2

Course Code	Course Title	Delivery Method	Credit Hours
Electrical Level 2: 5.8 credits (145 class hours)			
ELT 10202	Alternating Current	Face-To-Face	0.7
ELT 10203	Motors: Theory and Application	Face-To-Face	0.8
ELT 10204	Electrical Lighting	Face-To-Face	0.6
ELT 10205	Conduit Bending	Face-To-Face	0.6
ELT 10206	Pull and Junction Boxes	Face-To-Face	0.5
ELT 10207	Conductor Installations	Face-To-Face	0.4
ELT 10208	Cable Tray	Face-To-Face	0.3
ELT 10209	Conductor Terminations and Splices	Face-To-Face	0.3
ELT 10210	Grounding and Bonding	Face-To-Face	0.6
ELT 10211	Circuit Breakers and Fuses	Face-To-Face	0.5
ELT 10212	Control System and Concepts	Face-To-Face	0.5
Electrical Level 3: 6.2 credits (155 class hours)			
ELT 20303	Load Calculations - Branch Circuits	Face-To-Face	0.7
ELT 20304	Conductor Selection and Calculation	Face-To-Face	0.6
ELT 20305	Practical Applications of Lighting	Face-To-Face	0.5
ELT 20306	Hazardous Locations	Face-To-Face	0.6
ELT 20307	Overcurrent Protection	Face-To-Face	1.0
ELT 20308	Distribution Equipment	Face-To-Face	0.5
ELT 20309	Transformers	Face-To-Face	0.5
ELT 20310	Commercial Electrical Services	Face-To-Face	0.4
ELT 20311	Motor Calculations	Face-To-Face	0.5
ELT 20312	Voice, Data, and Video	Face-To-Face	0.4
ELT 20313	Motor Controls	Face-To-Face	0.5
Electrical Level 4: 7 credits (175 class hours)			
ELT 20404	Load Calculations - Feeder and Serv	Face-To-Face	0.8
ELT 20405	Health Care Facilities	Face-To-Face	0.4
ELT 20406	Standby and Emergency Systems	Face-To-Face	0.4
ELT 20407	Basic Electronic Theory	Face-To-Face	0.4
ELT 20408	Fire Alarm Systems	Face-To-Face	0.6
ELT 20409	Specialty Transformers	Face-To-Face	0.4
ELT 20410	Advanced Motor Controls	Face-To-Face	0.8
ELT 20411	HVAC Controls	Face-To-Face	0.6
ELT 20412	Heat Tracing and Freeze Protection	Face-To-Face	0.4
ELT 20413	Motor Operation and Maintenance	Face-To-Face	0.4
ELT 20414	Medium Voltage Termination/Splices	Face-To-Face	0.4
ELT 20415	Special Locations	Face-To-Face	0.8
ELT 20416	Introductory Skills for Crew Leader	Face-To-Face	0.6
ELT 20418	Michigan Laws & Rules	Face-To-Face	0.6

Course Code	Course Title	Delivery Method	Credit Hours
HVAC Level 1: 4.7 credits (120 class hours)			
HVC 11100	Introduction to HVAC	Face-To-Face	0.3
HVC 11101	Trade Mathematics	Face-To-Face	0.4
HVC 11102	Basic Electricity	Face-To-Face	0.5
HVC 11103	Introduction to Heating	Face-To-Face	0.6
HVC 11104	Introduction to Cooling	Face-To-Face	1.2
HVC 11105	Intro to Air Distribution Systems	Face-To-Face	0.6
HVC 11106	Basic Copper & Plastic Piping Pract	Face-To-Face	0.4
HVC 11107	Soldering & Brazing	Face-To-Face	0.4
HVC 11108	Basic Carbon Steel Piping Practices	Face-To-Face	0.4
HVAC Level 2: 6.3 credits (157.5 class hours)			
HVC 11200	Alternating Current	Face-To-Face	0.3
HVC 11201	Compressors	Face-To-Face	0.7
HVC 11202	Refrigerants & Oils	Face-To-Face	0.5
HVC 11203	Leak Detect/Evac/Recov/Charging	Face-To-Face	1.2
HVC 11204	Metering Devices	Face-To-Face	0.3
HVC 11205	Heat Pumps	Face-To-Face	0.8
HVC 11206	Basic Maintenance	Face-To-Face	0.4
HVC 11207	Chimneys, Vents & Flues	Face-To-Face	0.2
HVC 11208	Sheet Metal Duct Systems	Face-To-Face	0.4
HVC 11209	Fiberglass & Fabric Duct Systems	Face-To-Face	0.3
HVC 11210	Commercial Airside Systems	Face-To-Face	0.5
HVC 11211	Air Quality Equipment	Face-To-Face	0.2
HVC 11212	Introduction to Hydronic Systems	Face-To-Face	0.5
HVAC Level 3: 6.3 credits (157.5 class hours)			
HVC 21300	Hardware & Fastening	Face-To-Face	0.4
HVC 21301	Control Circuit/Motor Troubleshoot	Face-To-Face	1.2
HVC 21302	Troubleshooting Cooling	Face-To-Face	0.8
HVC 21303	Troubleshooting Heat Pumps	Face-To-Face	0.5
HVC 21304	Troubleshooting Gas Heating	Face-To-Face	0.5
HVC 21305	Troubleshooting Oil Heating	Face-To-Face	0.5
HVC 21306	Troubleshooting Accessories	Face-To-Face	0.3
HVC 21307	Ductless Equipment/Zone Control Sys	Face-To-Face	0.5
HVC 21308	Commercial Hydronic Systems	Face-To-Face	0.3
HVC 21309	Steam Systems	Face-To-Face	0.4
HVC 21310	Retail Refrigeration Systems	Face-To-Face	0.6
HVC 21311	Customer Relations	Face-To-Face	0.2

Course Code	Course Title	Delivery Method	Credit Hours
HVAC Level 4: 6.4 credits (160 class hours)			
HVC 21400	Water Treatment	Face-To-Face	0.5
HVC 21401	Indoor Air Quality	Face-To-Face	0.4
HVC 21402	Energy Conservation Equipment	Face-To-Face	0.3
HVC 21403	Building Management Systems	Face-To-Face	0.5
HVC 21404	System Air Balancing	Face-To-Face	0.5
HVC 21404	System Air Balancing	Face-To-Face	0.6
HVC 21405	System Startup & Shutdown	Face-To-Face	0.6
HVC 21406	Construction Drawings/Specification	Face-To-Face	0.5
HVC 21407	Heating & Cooling System Design	Face-To-Face	1.0
HVC 21408	Commercial/Industrial Refrigeration	Face-To-Face	0.8
HVC 21409	Alternative/Specialized HVAC System	Face-To-Face	0.4
HVC 21410	Fundamentals of Crew Leadership	Face-To-Face	0.8
Plumbing Courses			
PLB 10301	Intro to the Plumbing Profession	Face-To-Face	0.2
PLB 10302	Plumbing Safety	Face-To-Face	0.8
PLB 10303	Plumbing Tools	Face-To-Face	0.3
PLB 10304	Intro to Plumbing Math	Face-To-Face	0.3
PLB 10305	Intro to Plumbing Drawings	Face-To-Face	0.5
PLB 10306	Plastic Pipe and Fittings	Face-To-Face	0.4
PLB 10307	Copper Pipe and Fittings	Face-To-Face	0.4
PLB 10308	Cast Iron Pipe and Fittings	Face-To-Face	0.5
PLB 10309	Carbon Steel Pipe and Fittings	Face-To-Face	0.4
PLB 10310	Corrugated Stainless Steel Tubing	Face-To-Face	0.1
PLB 10311	Fixtures and Faucets	Face-To-Face	0.2
PLB 10312	Intro to Drain/Waste/Vent (DWV) Sys	Face-To-Face	0.4
PLB 10313	Intro to Water Distribution Systems	Face-To-Face	0.4
PLB 10314	Plumbing Math Two	Face-To-Face	0.6
PLB 10315	Reading Commercial Drawings	Face-To-Face	0.8
PLB 10316	Hanger/Support/Struc Pen/Fire Stop	Face-To-Face	0.4
PLB 10317	Installing & Testing DWV Piping	Face-To-Face	1.0
PLB 10318	Installing Roof/Floor/Area Drains	Face-To-Face	0.2
PLB 10319	Types of Valves	Face-To-Face	0.2
PLB 10320	Install & Test Water Supply Piping	Face-To-Face	0.8
PLB 10321	Installing Fixtures/Valves/Faucets	Face-To-Face	0.8
PLB 10322	Intro to Electricity	Face-To-Face	0.6
PLB 10323	Installing Water Heaters	Face-To-Face	0.2
PLB 10324	Fuel Gas Systems	Face-To-Face	0.8
PLB 10325	Servicing Fixtures/Valves/Faucets	Face-To-Face	0.2

Supplement A2

POL 4.005 Academic Credit Hour Policy

For each credit hour awarded, Kirtland Community College will require the achievement of learning outcomes obtained through one hour of direct faculty instruction, as well as a minimum of two hours of out-of-class student coursework each week, for approximately 15 weeks, or the achievement of equivalent learning outcomes over the equivalent amount of time in a different schedule (such as compressed summer semester).

Academic Credit Hour Process

All courses must have clearly defined student learning outcomes that are consistent with the credit hours awarded for the course.

For courses delivered in an online format, they will be awarded the same credit hour as their face-to-face version provided that the same learning outcomes are expected.

Credit hour allocation will be approved by the Curriculum and Instruction Committee for all new and revised courses.

Credit hours for other learning experiences beyond the traditional classroom will be allocated as follows:

- Clinical and Internship experiences will be awarded 1 credit hour for every 3 hours of student participation each week over the 15 week semester, or the equivalent for compressed semesters.
- Laboratories, Studios, and Music Ensembles will be awarded 1 credit hour for every 2 hours of student participation each week over the 15 week semester, or the equivalent for compressed semesters.
- Lecture/Lab/Clinical courses will be awarded credit based on a combination of credit hour allocation according to the type of work required of students to meet the student learning outcomes of those courses.

Additional credit may be awarded based on a level of student learning demonstrated as equivalent to that stated in the policy or other definitions, above. Such equivalence may be demonstrated by faculty assessment of student knowledge, skills and abilities, in relation to stated learning outcomes, that are:

- a. evaluated to be equivalent to those demonstrated by students who have successfully passed a course of study that complies with the credit hour policy or
- b. evaluated to be equivalent in terms of levels of work in academic activities including laboratory work, internships, practical work, studio work and/or independent research activity, or
- c. evaluated to meet standards established through recognized disciplinary or accrediting bodies, peer institutions, or other established methodology to affirm equivalency, so long as those standards have been formally accepted by Kirtland Community College through its curricular approval process.

Student learning outcome equivalencies will be based on documented qualitative and quantitative expectations for:

1. Time required of students to complete assigned learning activities, taking into account expectations based on degree level, discipline and weight in students' final course grade;
2. Time required of students to read and understand content developed by course faculty, excluding time required to read assignments in a course syllabus;
3. Time required of course faculty to respond to student questions received via e-mail, posted in the online classroom, and/or discussed in the online class chat room; and
4. Time required of course faculty and students to participate in online conference activities.

Student learning outcome equivalencies reflect differences in delivery methods, quality of instruction and interaction, degree of supervision, measurements of student work, academic disciplines, academic calendars and degree levels.

Supplement A3

CCOS1 – Certificate of Completion in Cosmetology (CIP 12.04.01)

This program (CCOS1 – Certificate of Completion in Cosmetology) was last offered in 2015-2016 for students to enroll in. It was a clock hour program (1500 clock hours; 37.5 credit hours of instruction per semester).

The program (now coded CCOS2 – Certificate of Completion in Cosmetology) starting in 2016-2017 is only offered as a credit hour program by Kirtland Community College. The clock hour program remains on the ECAR in order to teach out any remaining students in the CCOS1 program. There were no enrolled students in the CCOS1 program in Winter 2017 semester.

Supporting documentation of this change is contained in the following pages of Supplement A3.



FEDERAL STUDENT AID "START HERE. GO FURTHER."

UNITED STATES DEPARTMENT OF EDUCATION

FEDERAL STUDENT AID
SCHOOL ELIGIBILITY CHANNEL
SCHOOL PARTICIPATION TEAM
CHICAGO - DENVER TEAM

Dr. Thomas Quinn
President
Kirtland Community College
10775 North Saint Helen Road
Roscommon, MI 48653-0000

06/13/2016

OPE ID 00717100

Approval Notice

Reason for Action: Nondegree/Vocational Program

Approval Date: Effective 06/13/2016

Dear Dr. Quinn:

The Chicago - Denver Case Management Team has completed its review of the documentation that Kirtland Community College (Institution) submitted regarding its nondegree/vocational program.

As a result of that review, we have approved the following:

New vocational program(s):

CIP: 12.0401 - Certificate of Completion Cosmetology, 1536 Clock Hours, 40 Semester Hours, 53 Weeks

Vocational program change(s):

CIP: 12.0401 - Cosmetology, 1500 Clock Hours, 40 Semester Hours, 52 Weeks

Please print a copy of this notice and the Eligibility and Certification Approval Report (ECAR) from the EAPP website at <http://eligcert.ed.gov/eapp/owa/ecar>. This Approval Notice is an addendum to the Institution's Program Participation Agreement (PPA). Please retain this notice and the ECAR with the PPA for compliance purposes.

Should you have any questions, please contact Monica Avina at (312) 730-1449.

Sincerely,

Douglas Parrott
Area Case Director
School Participation Team, NW
Chicago Team

cc: Christin Bates, Director of Financial Aid

May 19, 2016

Dr. Thomas Quinn
President
Kirtland Community College
10775 North St. Helen Road
Roscommon, MI 48653

Dear President Quinn:

This letter serves as formal notification and official record of action taken concerning Kirtland Community College by the Institutional Actions Council of the Higher Learning Commission at its meeting on May 16, 2016. The date of this action constitutes the effective date of the institution's new status with HLC.

Action. IAC concurred with the evaluation findings and approved the institution's request to change the clock and credit hours required for the Certificate of Completion in Cosmetology from 1500 clock hours; 37.5 credit hours to 1536 clock hours; 40 credit hours.

In two weeks, this action will be added to the *Institutional Status and Requirements (ISR) Report*, a resource for Accreditation Liaison Officers to review and manage information regarding the institution's accreditation relationship. Accreditation Liaison Officers may request the ISR Report on HLC's website at <http://www.hlcommission.org/isr-request>.

Information on notifying the public of this action is available at <http://www.hlcommission.org/HLC-Institutions/institutional-reporting-of-actions.html>.

If you have any questions about these documents after viewing them, please contact the institution's staff liaison Linnea Stenson. Your cooperation in this matter is appreciated.

Sincerely,



Barbara Gellman-Danley
President

CC: ALO



Clock to Credit Conversion or Substantial Increase or Decrease in Clock or Credit Hours Required for One or More Programs

Substantive Change Application

Institution: **Kirtland Community College** City, State: **Roscommon, Michigan**
Name of person completing this application: **Nick Baker** Date Submitted: **03/04/2016**
Title: **Director of Institutional Research** Phone: **989-275-5000 ext 335** Email:
nick.baker@kirtland.edu

The questions are designed to elicit brief, succinct, detailed information, rather than a narrative or references to extensive supporting documents. Do not attach other documents unless they are specifically requested in the questions. The total submission should be no more than 10-12 pages on a single classification of change. (The page limit excludes attachments.)

If the name of the person completing this application is not the CEO, CAO, or the ALO of the institution, it is understood that the person completing and submitting this application has consulted with and informed those individuals.

Submit the completed application as a single electronic document (in Adobe PDF format) on the following webpage: http://www.hlcommission.org/document_upload/.

Part 1: General Questions

1. Requested Change(s). Concisely describe the change for which the institution is seeking approval.

Change from clock hours to credit hours for the Cosmetology program.

2. Is this application being submitted in conjunction with another application?

Yes

No

3. Classification of Change Request.

Note: not every institutional change requires prior review and approval. Review the [“Overview of HLC Policies and Procedures for Institutional Changes Requiring HLC Notification or Approval”](#) to make certain that current HLC policy requires the institution to seek approval.

An institution submitting more than one change request should complete multiple applications, one for each type of change. The types of change requests include:

- Change in mission
- Change in student body
- Competency-based education (credit-based; direct assessment; hybrid) programs
- Consortial arrangement
- Contractual arrangement
- Substantially changing the clock or credit hours required for a program
- Change in academic calendar (e.g., quarters to semester) or change in credit allocation
- Teach-out plan if closing location provides total degree programs
- Distance or correspondence education
- New Programs
- Certificate Programs
- Branch Campuses and Additional Locations

4. Special conditions. Indicate whether any of the conditions identified below fit the institution (Yes or No). If Yes, explain the situation in the box provided.

- a) Is the institution, in its relations with other regional, specialized, or national accrediting agencies, currently under or recommended for a negative status or action (e.g., withdrawal, probation, sanction, warning, show-cause, etc.)?

No

- b) Is the institution now undergoing or facing substantial monitoring, special review, or financial restrictions from the U.S. Dept. of Education or other federal or state government agencies?

No

- c) Has the institution’s senior leadership or board membership experienced substantial resignations or removals in the past year?

No

- d) Is the institution experiencing financial difficulty through such conditions as a currently declared state of exigency, a deficit of 10% or more, a default or failure to make payroll during the past year, or consecutive deficits in the two most recent years?

No

- e) Is the institution experiencing other pressures that might affect its ability to carry out the proposal (e.g., a collective bargaining dispute or a significant lawsuit)?

No

5. Approvals. Mark whether each type of approval is required prior to implementing the proposed change. If “Yes”, attach documentation of the approval to the request. If “No”, attach evidence that approval is not needed.

Internal (faculty, board) approvals Yes No

System approvals Yes No Not Applicable

State approval Yes No

Foreign country(ies) approvals Yes No Not Applicable

For Distance or Correspondence Education only: process in place to ascertain and secure state approval(s) as required Yes No

6. Specialized Accreditation. Complete this section only if specialized accreditation is required for licensure or practice in program(s) covered by this change application.

The institution has already obtained the appropriate specialized accreditation. Attach a copy of the letter from the agency granting accreditation.

The institution has begun the process of seeking or plans to seek specialized accreditation. Specify the name of the agency and the timeline for completing the process in the space below. (If approval is a multi-stage process, the institution should contact the HLC staff liaison to discuss the timeline before submitting this change application form.)

The institution does not plan to seek specialized accreditation. Provide a rationale for not seeking this accreditation in the space below.

Each student must pass a State of Michigan licensure examination to practice Cosmetology in Michigan.

7. Changes Requiring Visits. This section is not for Commission-mandated visits such as additional location confirmation visits or campus evaluation visits.

Note: Complete this section only if the institution is already aware that the proposed change will need to be reviewed through a visit. (If the institution is unsure whether a visit is required, the Commission will advise the institution based on the information provided in both Part 1 and Part 2 of the change application.)

Request to schedule a Change Visit.

Request to add a proposed change to an already scheduled visit. Specify type of visit and date scheduled: _____

Whether the change will be reviewed through a separate Change Visit or embedded in an already scheduled visit, the following schedule will apply.

- Part 1 of this change form must be submitted at least 4 months before the visit. If the visit has not already been scheduled, this filing will initiate the process of scheduling the visit.
- The institution files Part 2 of this change form at least 2 months before the scheduled visit. If the change will be embedded in an already scheduled visit, the form should be filed as an attachment to the report prepared for that visit. Provide URLs to the Faculty/Staff Handbook and Catalog below.

Faculty/Staff Handbook URL: <http://www.kirtland.edu/human-resources>

Catalog URL: <http://catalog.kirtland.edu/>

Please note: HLC plans to update the change forms annually, on or about September 1 of each year. However, if a Change Application form was accessed more than 90 days prior to filing, it is recommended that the institution visit <http://www.hlcommission.org/change> to ensure that there have been no changes in the application form in the intervening time.

Part 2: Topic Specific Questions

An institution should submit a separate application for each requested clock to credit conversion or substantial increase or decrease in the number of credit hours required for a program. Each program should be identified by using the Classification of Instructional Programs terminology (CIP codes). CIP codes are established by the U.S. Department of Education's National Center for Education Statistics as a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. More information is available at <http://nces.ed.gov/ipeds/cipcode/>.

Attach the "Substantive Change Application–General Questions" as page one of your application. That completed form and your answers to the questions below will constitute your request for approval of a substantive change. It will be provided to future HLC review processes.

Name of Institution: [Kirtland Community College](#)

Section A. Characteristics of the Change Requested

1. Identify the basic characteristics of the educational program(s) affected by the change as indicated below:
 - a) the full name of the program, the specific degree (if applicable) or the instructional level (if not a degree program), and the six-digit CIP code XX.XXXX of the program

Cosmetology - Certificate of Completion - 12.0401

- b) the total number of clock or credit hours (indicate whether semester or quarter) currently required for completion of the program

1500 clock hours; 37.5 credit hours - semester; please follow the link below for complete details of the existing Certificate of Completion in Cosmetology. <http://www.kirtland.edu/programs-we-offer/cosmetology-degrees>

- c) normal or typical length of time for students to complete the program

45 weeks

- d) the proposed change in the program and the proposed effective date for the change in the program

1536 clock hours; 40 credit hours - effective Fall 2016/2017 semester - see attached paperwork, pages 2 through 7.

2. If the proposed program is offered via alternative delivery method (hybrid, online, ITV, accelerated, etc.), identify the maximum number of credit or clock hours that may be currently earned in the program through each method.

This program is not offered in an alternative delivery method.

3. Identify whether credit for evidence of prior learning (other than credit transferred from formal courses or awarded from Advanced Placement) is possible for this program, and if so, for what number of credits.

When students transfer they have the possibility of receiving prior learning credit. Transfer students have to provide proof of their hours from the State Board. The full-time Cosmetology instructor then runs the student through testing to ensure the student obtained the knowledge associated with that amount of credit hours. The Cosmetology instructor then plugs the student into the right section.

Section B. Clock to Credit Hour Conversions

4. What is the college's formula for clock hour to credit hour conversion? Please specify semester or quarter credit hours for each and include references to classroom hours, lab hours, etc., in reference to clock hours.

Students take 16 sections of Cosmetology classes, each is 2.5 credit hours and 4 contact hours with each equalling 96 clock hours. Clock to credit conversion of 1536 clock divided by 37.5 equals 40.96 credits. Seeking approval for 40 credit hour program. Please see page 3 of 7 in the attachment.

5. What is the rationale for the change?

This will allow Kirtland Community College to better offer the Certificate of Cosmetology program to meet the needs of our students. A part-time program is needed based on the advice of the local salons that have representation on our advisory committee. Recent changes to federal regulatory language permit the College to offer as a credit hour program if it meets accreditor and state approval. See page 1 of 7 in the

attachment that contains the letter of approval for this change from the State of Michigan.

6. List the courses in the program. Include brief descriptions of each course and Identify clock hours and credit hour conversions for each.

Please see the attached document - pages 3 through 7.

7. Outline the institution's plans for transitioning the program from clock to credit hours and any academic implications from that conversion for students.

Apply for HLC approval, apply for U.S. Department of Education approval. Once approved beginning Fall 2016/2017 offering the program to students as credit hours only and the managing of financial aid will be based on credit hours. Any student currently in the lower credit hour program will be able to complete their program in the prior format in the 2016/2017 school year. Please see the attached documentation pages 3 through 7 for more information on the change.

Section C. Substantial Increase or Decrease in the Credit Hours for an Academic Program

8. Identify the academic programs that will have an increase or decrease in credit hours. Please specify semester or quarter credit hours for each.

The addition of COS 13600 Cosmetology XVI for 2.5 credit hours. Changing the total hours required of the student from 37.5 credit hours to 40 credit hours. Please see pages 3 through 7 of the attached documentation.

9. What is the rationale for the change?

Based on the recommendation of the salons that have representation on Kirtland's Cosmetology program advisory committee, students need to have the benefit of a job shadowing experience prior to completing the program. See page 3 of 7 in the attached documentation.

10. List the courses in each program and their current and future credit hour designations. Include any new courses that may be added as a result of this change and indicate any courses that may be deleted from the program as a result of the credit hour change.

Please see pages 3 through 7 of the attached documentation.

11. What will be the impact of the change on the objectives, structure, and time involved in the course? For example, if all courses are increasing from three hours to four hours, how is the institution ensuring that the objectives of each course are commensurate with a four-hour course and that students will have an appropriate amount of time in instruction, homework, etc.?

There is no change to the existing Cosmetology courses. Cosmetology I through Cosmetology XV will

have no change in objectives, structure, syllabi or what students learn in each of the courses. Please see the website http://catalog.kirtland.edu/preview_program.php?catoid=1&poid=48&returnto=12 for the current requirements and pages 3 to 7 in the attached documentation of the proposed addition to the program.

12. What will be the impact of the change on tuition and on the institution's overall financial situation?

Students will need to pay an additional 2.5 credit hours at the college's current tuition rate (in-district, out-of-district, out-of-state). This will have a minimal impact to the overall revenue from tuition to the college as a whole.

13. Outline the institution's plans for transitioning the program to the new credit hour model and any academic implications from that change for students.

Students currently in the Certificate of Cosmetology program are only allowed to be full-time and will complete under the 2015/2016 catalog requirements - http://catalog.kirtland.edu/preview_program.php?catoid=1&poid=48&returnto=12
New students - both part-time and full-time will be under the 2016-2017 catalog when they enroll in the Fall 2016/2017 semester.

Section D. Institutional Staffing and Faculty Support

14. What will be the impact of the change on number of faculty involved in providing the instruction for the program?

No change.

15. What will the impact of the change have on faculty workload?

No change to existing. Faculty load is based on classes taught. There will only be one additional course that is a job shadow at a local salon, combined with a simulated State licensure examination - see pages 3 through 7 of the attached documentation.

Section E. Student Support

16. What library and information resources—general as well as specific to the program(s)—and staffing and services are in place to support the revised program?

No change.

Section F. Evaluation and Assessment

17. How will you monitor and evaluate the overall effectiveness and quality of the program under the new credit hour model?

In addition to tracking the number of graduates of the program, Kirtland tracks the percentage of students that pass the State of Michigan's Cosmetology licensure examination after completing the Certificate. This percentage is required in Kirtland's annual Perkins Core Indicator reporting to the State of Michigan.

Kirtland additionally monitors through the graduate follow up survey feedback from students on job/career satisfaction and applicable employment. Kirtland will also track changes in ratios when Gainful Employment figures are released for this Certificate program.

18. Explain how the results of evaluation will be used to improve the program's curriculum, teaching, services, and operations.

No change from the current model. In addition to Kirtland's annual internal program review process and the program advisory committee made up of local salon owners that practice in the field of cosmetology and employ our cosmetology graduates; this program already undergoes a Program Review of Occupational Education (PROE), as mandated by the State of Michigan, every three years in order to remain eligible to receive Perkins funds.

19. How will you assess and improve the learning of students in the program to ensure that they achieve the levels of performance that you expect and that your stakeholders require?

No change from the current assessment of student learning and review of the program through Kirtland's program review process, advisory committee review and PROE review.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MIKE ZIMMER
DIRECTOR

February 23, 2016

Kirtland Community College
10775 N St Helen
Roscommon MI 48653

Re: Cosmetology School Program – License No. 2707000048
Change from clock hour program to credit hour program

Dear Licensee:

The Department is in receipt of your inquiry regarding a cosmetology program change. The State of Michigan requires a cosmetology school to meet statute curriculum requirements and for students to obtain 1500 hours of training.

Kirtland Community College is changing their cosmetology program from clock hours to credits hours, stating all hours and curriculums will be maintained as required by the State of Michigan. This letter serves as written verification that a change from clock hours to credit hours meets statute requirements for curriculum and students 1500 training hours.

If you have any questions please contact the Licensing Division at (517) 241-9288 or by sending an email to BPLHelp@michigan.gov.

Sincerely,

Sue Cooper, Licensing Technician
Bureau of Professional Licensing
Licensing Division



Nick Baker <nick.baker@kirtland.edu>

COS

Julie Lavender <julie.lavender@kirtland.edu>
To: Nick Baker <nick.baker@kirtland.edu>

Wed, Feb 24, 2016 at 9:14 AM

Nick,
Attached are the Cosmetology changes.

After a recommendation from CIC at the February meeting I approved these changes as the V.P. of Instructional Services.

-

Julie Lavender, Ed.D., RNC-MNN
Vice President of Instructional Services
Kirtland Community College
989-275-5000 ext. 298



 **COS.pdf**
123K

Previous credit hour program: 16 section of Cos, each section 2.5 credit hours and 4 contact hours but each will be 96 clock hours. A full time student will have to complete 480 clock hours. The fewer hours will be easier on the students. It also means a 16th section will be needed. As part of the last section student s will be required to do job shadowing. At 1500 clock hours they would still get the State Board paper work and would spend the remaining 36 clock hours in a Salon doing a job shadow. The salons from our advisory committee have commented that they wish this was an option for the students. The extra 36 hours would be beneficial to the students. It allows them to spend 36 hours in a partnered salon to experience a “real” salon atmosphere. The full time break down would look something like this: (Each semester holds about 518 clock hours if we use Kirtland’s calendar. This allows for enough time to finish 5 sections).

Fall 2016 Cos 12100-96 hours
 Cos 12200- 96 hours
 Cos 12300- 96 hours
 Cos 12400-96 hours
 Cos 12500-96 hours
 480 total hours

Winter 2016 Cos 12600-96 hours
 Cos 12700- 96 hours
 Cos 12800- 96 hours
 Cos 12900-96 hours
 Cos 13000-96 hours
 960 total hours

Summer 2017 10 weeks (336 hours available)
 Cos 13100 96 hours
 Cos 13200 96 hours
 Cos 13300 96 hours
 1248 total hours

Fall 2017 They would still be full time attendance but would complete hours around the end of Oct
 Cos 13400 96 hours
 Cos 13500 96 hours
 Cos 13600 96 hours
 1536 total hours

COSMETOLOGY

Certificate of Completion (CCOS1)

Minimum Credits: 40**Contact Hours: 64**

Kirtland's certificate program in cosmetology is designed to provide specialized instruction and practical application for employment in beauty salons of Cosmetology. To obtain the required 1500 clock hours required to take the Cosmetology State Board Exam, students will have to take 16 sections, where each section requires a completion of 96 clock hours. During COS-13600, qualifying students will receive a State Board Exam application and will be required to do 36 hours of a job shadow experience. This program prepares students to successfully pass the Michigan State Board Exam, which is required by law to practice cosmetology in Michigan. Job placement for this program is excellent. The courses are taught in modern facilities utilizing cutting-edge equipment. Students wanting to continue in this program may pursue an Associate in Applied Science-Cosmetology degree after obtaining a license.

We welcome high school students into cosmetology programs.

COSMETOLOGY PROGRAM REQUIREMENTS			
Course	Title	Credits	Contact Hours
COS-12100	Cosmetology I	2.5	4
COS-12200	Cosmetology II	2.5	4
COS-12300	Cosmetology III	2.5	4
COS-12400	Cosmetology IV	2.5	4
COS-12500	Cosmetology V	2.5	4
COS-12600	Cosmetology VI	2.5	4
COS-12700	Cosmetology VII	2.5	4
COS-12800	Cosmetology VIII	2.5	4
COS-12900	Cosmetology IX	2.5	4
COS-13000	Cosmetology X	2.5	4
COS-13100	Cosmetology XI	2.5	4
COS-13200	Cosmetology XII	2.5	4
COS-13300	Cosmetology XIII	2.5	4
COS-13400	Cosmetology XIV	2.5	4
COS-13500	Cosmetology XV	2.5	4
COS-13600	Cosmetology XVI	2.5	4
Program Credits/Contact Hours:		40	64

Suggested sequence of courses:

Year 1 Fall—12.5 credits COS-12100—Cosmetology I COS-12200—Cosmetology II COS-12300—Cosmetology III COS-12400—Cosmetology IV COS-12500—Cosmetology V	Year 1 Winter—12.5 credits COS-12600—Cosmetology VI COS-12700—Cosmetology VII COS-12800—Cosmetology VIII COS-12900—Cosmetology IX COS-13000—Cosmetology X	Year 1 Summer—7.5 credits COS-13100—Cosmetology XI COS-13100—Cosmetology XII COS-13300—Cosmetology XIII
Year 2 Fall—7.5 credits COS-13400—Cosmetology XIV COS-13500—Cosmetology XV COS-13600—Cosmetology XVI		

COSMETOLOGY

Certificates

Cosmetology

Esthetician

Associate in Applied Science

Cosmetology

Partnership Programs

Davenport University

Franklin University

See information on our partnership programs on the web at

<http://www.kirtland.edu/students/transferfrom/>

We welcome high school students into cosmetology programs.

Foundation

Kirtland Community College recognizes the importance of students possessing basic academic skills in English, reading, and mathematics in order to successfully complete college-level courses. Therefore, all entry-level students are required to demonstrate their proficiency in basic academic skills, as these courses are the foundation for success in all programs. The student's advisor will indicate which of the following courses need to be taken based on ACT scores or COMPASS placement testing results. It is highly recommended that students take these courses during the first semester in order to prepare for the road ahead, as well as possibly satisfying prerequisites needed for more advanced courses. Specific courses needed may be tracked below. *Students must plan additional time to complete their program requirements if placement results demonstrate the need to begin with preparatory courses (courses numbered less than 10000).*

ENG-10000 Writing Lab (if required) Mathematics: _____

English: _____ Reading: _____

For more information, please contact the Cosmetology Department.

Shannon Weaver 989-275-5000, extension 274

COSMETOLOGY Minimum Credits: 40

Certificate of Completion (CCOS1) Contact Hours: 64

Introduction

Kirtland's certificate program in cosmetology is designed to provide specialized instruction and practical application for employment in beauty salons of Cosmetology. To obtain the required 1500 clock hours required to take the Cosmetology State Board Exam student will have to take 16 sections, where each section requires a completion of 96 clock hours. During Cos 13600 qualifying students will receive a State Board exam application and will be required to do 36 hours of a job shadow experience. This program prepares students to successfully pass the Michigan State Board Exam, which is required by law to practice cosmetology in Michigan. Job placement for this program is excellent. The courses are taught in modern facilities utilizing cutting-edge equipment. Students wanting to continue in this program may pursue an Associate in Applied Science – Cosmetology degree after obtaining a license.

We welcome high school students into cosmetology programs.

Course Title Credits

COS-12100 Cosmetology I 2.5

COS-12200 Cosmetology II 2.5

COS-12300 Cosmetology III 2.5

COS-12400 Cosmetology IV 2.5

COS-12500 Cosmetology V 2.5

COS-12600 Cosmetology VI 2.5

COS-12700 Cosmetology VII 2.5

COS-12800 Cosmetology VIII 2.5

COS-12900 Cosmetology IX 2.5

COS-13000 Cosmetology X 2.5

COS-13100 Cosmetology XI 2.5

COS-13200 Cosmetology XII 2.5

COS-13300 Cosmetology XIII 2.5

COS-13400 Cosmetology XIV 2.5

COS-13500 Cosmetology XV 2.5

COS-13600 Cosmetology XVI 2.5

COS 12100 Cosmetology I (96 hours)

This course covers orientation, career information, state laws and regulations, professional image, first aid, chemistry, electricity, job-seeking, and professional ethics. Students must pass this course with a minimum grade of "C-" to advance to the next section.

(F,W,S) 2.5 (0.5-4)

COS 12200 Cosmetology II (96 hours)

This course covers health, public sanitation methods, chemical agents, types, classifications of bacterial growth, biology, infections, infection control, products, tools, equipment use and safety, bacteriology, and decontamination. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12100.

(F,W,S) 2.5 (0.5-4)

COS 12300 Cosmetology III

This course covers principles and techniques of treatment and disorders of the hair and scalp and related chemistry, shampoos, rinses, and scalp treatments. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12200.

(F,W,S) 2.5 (0.5-4)

COS 12400 Cosmetology IV

This course covers the principles and techniques of wet styling, blow dry and waving, finger waving, and hairdressing. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12300.

(F,W,S) 2.5 (0.5-4)

COS 12500 Cosmetology V

This course covers the principles and techniques of sectioning, removing length or bulk with a razor, scissors, clippers, or shears in haircutting. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12400.

(F,W,S) 2.5 (0.5-4)

COS 12600 Cosmetology VI

This course covers the principles and techniques of temporary, semi-permanent, deposit-only, and permanent colors, bleaching, tinting, toning, frosting, special effects, and problems in haircoloring. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12500.

(F,W,S) 2.5 (0.5-4)

COS 12700 Cosmetology VII

This course covers the principles and techniques of sectioning, wrapping, processing of chemicals, and rearranging the hair. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12600.

(F,W,S) 2.5 (0.5-4)

COS 12800 Cosmetology VIII

This course covers the principles and techniques of sectioning, curling, and relaxing hair as a texture service. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12700.

(F,W,S) 2.5 (0.5-4)

COS 12900 Cosmetology IX

This course covers the principles and techniques of advanced nails with nail art. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12800.

(F,W,S) 2.5 (0.5-4)

COS 13000 Cosmetology X

This course covers the principles and techniques of massage, manicuring, and pedicuring. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12900.

(F,W,S) 2.5 (0.5-4)

COS 13100 Cosmetology XI

This course covers the principles and techniques of skin chemical procedures, massage, and facial treatments. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-13000.

(F,W,S) 2.5 (0.5-4)

COS 13200 Cosmetology XII

This course covers the principles and techniques of cosmetic application, artificial eyelashes, removal of unwanted hair, and lash and brow tinting. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-13100.

(F,W,S) 2.5 (0.5-4)

COS 13300 Cosmetology XIII

This course covers the principles and techniques of light therapy. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-13200.

(F,W,S) 2.5 (0.5-4)

COS 13400 Cosmetology XIV

This course covers the fundamentals of business management, opening a salon, and business plans. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-13300.

(F,W,S) 2.5 (0.5-4)

COS 13500 Cosmetology XV

This course covers the principles and techniques of written agreements, licensing requirements and regulations, laws, salon operations, policies, practices, compensation packages, payroll deductions, telephone use, advertising, sales, communication, public/human relations, insurance, and salon safety. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-13400.

(F,W,S) 2.5 (0.5-4)

COS 13600 Cosmetology XVI

This course covers theory review, preparation for the final test and practice of all curriculum, and a simulated state board exam. Students are also required to complete 36 hours in a job shadowing experience at a licensed salon.

Prerequisite: COS-13500.

(F,W,S) 2.5 (0-4)

Supplement A4



FEDERAL STUDENT AID  START HERE. GO FURTHER.™

UNITED STATES DEPARTMENT OF EDUCATION

FEDERAL STUDENT AID SCHOOL ELIGIBILITY CHANNEL

PROGRAM PARTICIPATION AGREEMENT

Effective Date of Approval: The date on which this Agreement is signed on behalf of the Secretary of Education

Approval Expiration Date: **March 31, 2020**

Reapplication Date: **December 31, 2019**

Name of Institution: **Kirtland Community College**

Address of Institution: **10775 North Saint Helen Road
Roscommon, MI 48653-0000**

OPE ID Number: **00717100**

DUNS Number: **079295150**

Taxpayer Identification Number (TIN): **381855318**

The execution of this Agreement by the Institution and the Secretary is a prerequisite to the Institution's initial or continued participation in any Title IV, HEA Program.

The postsecondary educational institution listed above, referred to hereafter as the "Institution," and the United States Secretary of Education, referred to hereafter as the "Secretary," agree that the Institution may participate in those student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Programs) indicated under this Agreement and further agrees that such participation is subject to the terms and conditions set forth in this Agreement. As used in this Agreement, the term "Department" refers to the U.S. Department of Education.

SCOPE OF COVERAGE

This Agreement applies to all locations of the Institution as stated on the most current ELIGIBILITY AND CERTIFICATION APPROVAL REPORT issued by the Department. This Agreement covers the Institution's eligibility to participate in each of the following listed Title IV, HEA programs, and incorporates by reference the regulations cited.

- **FEDERAL PELL GRANT PROGRAM**, 20 U.S.C. §§ 1070a *et seq.*; 34 C.F.R. Part 690.
- **FEDERAL FAMILY EDUCATION LOAN PROGRAM**, 20 U.S.C. §§ 1071 *et seq.*; 34 C.F.R. Part 682.
- **FEDERAL DIRECT STUDENT LOAN PROGRAM**, 20 U.S.C. §§ 1087a *et seq.*; 34 C.F.R. Part 685.
- **FEDERAL PERKINS LOAN PROGRAM**, 20 U.S.C. §§ 1087aa *et seq.*; 34 C.F.R. Part 674.
- **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM**, 20 U.S.C. §§ 1070b *et seq.*; 34 C.F.R. Part 676.
- **FEDERAL WORK-STUDY PROGRAM**, 42 U.S.C. §§ 2751 *et seq.*; 34 C.F.R. Part 675.
- **ACADEMIC COMPETITIVENESS GRANT AND NATIONAL SCIENCE AND MATHEMATICS ACCESS TO RETAIN TALENT GRANT PROGRAMS**, 20 U.S.C. §§ 1070a-1 *et seq.*; 34 C.F.R. Part 691.
- **IRAQ AND AFGHANISTAN SERVICE GRANT**, 20 U.S.C. §§ 1070d *et seq.*

GENERAL TERMS AND CONDITIONS

1. The Institution understands and agrees that it is subject to and will comply with the program statutes and implementing regulations for institutional eligibility as set forth in 34 C.F.R. Part 600 and for each Title IV, HEA program in which it participates, as well as the general provisions set forth in Part F and Part G of Title IV of the HEA, and the Student Assistance General Provisions regulations set forth in 34 C.F.R. Part 668.

The recitation of any portion of the statute or regulations in this Agreement does not limit the Institution's obligation to comply with other applicable statutes and regulations.

2.
 - a. The Institution certifies that on the date it signs this Agreement, it has a drug abuse prevention program in operation that it has determined is accessible to any officer, employee, or student at the Institution.
 - b. The Institution certifies that on the date it signs this Agreement, it is in compliance with the disclosure requirements of Section 485(f) of the HEA (Campus Security Policy and Campus Crime Statistics).

3. The Institution agrees to comply with --

- a. Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations, 34 C.F.R. Parts 100 and 101 (barring discrimination on the basis of race, color or national origin);
- b. Title IX of the Education Amendments of 1972 and the implementing regulations, 34 C.F.R. Part 106 (barring discrimination on the basis of sex);
- c. The Family Educational Rights and Privacy Act of 1974 and the implementing regulations, 34 C.F.R. Part 99;
- d. Section 504 of the Rehabilitation Act of 1973 and the implementing regulations, 34 C.F.R. Part 104 (barring discrimination on the basis of physical handicap); and
- e. The Age Discrimination Act of 1975 and the implementing regulations, 34 C.F.R. Part 110.
- f. The Standards for Safeguarding Customer Information, 16 C.F.R. Part 314, issued by the Federal Trade Commission (FTC), as required by the Gramm-Leach-Bliley (GLB) Act, P.L. 106-102. These Standards are intended to ensure the security and confidentiality of customer records and information. The Secretary considers any breach to the security of

student records and information as a demonstration of a potential lack of administrative capability as stated in 34 C.F.R. 668.16(c). Institutions are strongly encouraged to inform its students and the Department of any such breaches.

4. The Institution acknowledges that 34 C.F.R. Parts 602 and 667 require accrediting agencies, State regulatory bodies, and the Secretary to share information about institutions. The Institution agrees that the Secretary, any accrediting agency recognized by the Secretary, and any State regulatory body may share or report information to one another about the Institution without limitation.
5. The Institution acknowledges that the HEA prohibits the Secretary from recognizing the accreditation of any institution of higher education unless that institution agrees to submit any dispute involving the final denial, withdrawal, or termination of accreditation to initial arbitration prior to any other legal action.

SELECTED PROVISIONS FROM GENERAL PROVISIONS REGULATIONS, 34 C.F.R. PART 668.14

An institution's program participation agreement applies to each branch campus and other location of the institution that meets the applicable requirements of this part unless otherwise specified by the Secretary.

(b) By entering into a program participation agreement, an institution agrees that--

(1) It will comply with all statutory provisions of or applicable to Title IV of the HEA, all applicable regulatory provisions prescribed under that statutory authority, and all applicable special arrangements, agreements, and limitations entered into under the authority of statutes applicable to Title IV of the HEA, including the requirement that the institution will use funds it receives under any Title IV, HEA program and any interest or other earnings thereon, solely for the purposes specified in and in accordance with that program;

(2) As a fiduciary responsible for administering Federal funds, if the institution is permitted to request funds under a Title IV, HEA program advance payment method, the institution will time its requests for funds under the program to meet the institution's immediate Title IV, HEA program needs;

(3) It will not request from or charge any student a fee for processing or handling any application, form, or data required to determine a student's eligibility for, and amount of, Title IV, HEA program assistance;

(4) It will establish and maintain such administrative and fiscal procedures and records as may be necessary to ensure proper and efficient administration of funds received from the Secretary or from students under the Title IV, HEA programs, together with assurances that the institution will provide, upon request and in a timely manner, information relating to the administrative capability and financial responsibility of the institution to--

(i) The Secretary;

(ii) A guaranty agency, as defined in 34 CFR part 682, that guarantees loans made under the Federal Stafford Loan and Federal PLUS programs for attendance at the institution or any of the institution's branch campuses or other locations;

(iii) The nationally recognized accrediting agency that accredits or preaccredits the institution or any of the institution's branch campuses, other locations, or educational programs;

(iv) The State agency that legally authorizes the institution and any branch campus or other location of the institution to provide postsecondary education; and

(v) In the case of a public postsecondary vocational educational institution that is approved by a State agency recognized for the approval of public postsecondary vocational education, that State agency;

- (5) It will comply with the provisions of § 668.15 relating to factors of financial responsibility;
- (6) It will comply with the provisions of § 668.16 relating to standards of administrative capability;
- (7) It will submit reports to the Secretary and, in the case of an institution participating in the Federal Stafford Loan, Federal PLUS, or the Federal Perkins Loan Program, to holders of loans made to the institution's students under that program at such times and containing such information as the Secretary may reasonably require to carry out the purpose of the Title IV, HEA programs;
- (8) It will not provide any statement to any student or certification to any lender in the case of an FFEL Program loan, or origination record to the Secretary in the case of a Direct Loan Program loan that qualifies the student or parent for a loan or loans in excess of the amount that the student or parent is eligible to borrow in accordance with sections 425(a), 428(a)(2), 428(b)(1)(A) and (B), 428B, 428H and 455(a) of the HEA;
- (9) It will comply with the requirements of Subpart D of this part concerning institutional and financial assistance information for students and prospective students;
- (10) In the case of an institution that advertises job placement rates as a means of attracting students to enroll in the institution, it will make available to prospective students, at or before the time that those students apply for enrollment--
- (i) The most recent available data concerning employment statistics, graduation statistics, and any other information necessary to substantiate the truthfulness of the advertisements; and
- (ii) Relevant State licensing requirements of the State in which the institution is located for any job for which an educational program offered by the institution is designed to prepare those prospective students;
- (11) In the case of an institution participating in the FFEL Program, the institution will inform all eligible borrowers, as defined in 34 CFR part 682, enrolled in the institution about the availability and eligibility of those borrowers for State grant assistance from the State in which the institution is located, and will inform borrowers from another State of the source for further information concerning State grant assistance from that State;
- (12) It will provide the certifications described in paragraph (c) of this section;
- (13) In the case of an institution whose students receive financial assistance pursuant to section 484(d) of the HEA, the institution will make available to those students a program proven successful in assisting students in obtaining the recognized equivalent of a high school diploma;
- (14) It will not deny any form of Federal financial aid to any eligible student solely on the grounds that the student is participating in a program of study abroad approved for credit by the institution;
- (15) (i) Except as provided under paragraph (b)(15)(ii) of this section, the institution will use a default management plan approved by the Secretary with regard to its administration of the FFEL or Direct Loan programs, or both for at least the first two years of its participation in those programs, if the institution --
- (A) Is participating in the FFEL or Direct Loan programs for the first time; or
- (B) Is an institution that has undergone a change of ownership that results in a change in control and is participating in the FFEL or Direct Loan programs.
- (ii) The institution does not have to use an approved default management plan if --
- (A) The institution, including its main campus and any branch campus, does not have a cohort default rate in excess of 10 percent; and
- (B) The owner of the institution does not own and has not owned any other institution that had a cohort default rate in excess of 10 percent while that owner owned the institution.
- (16) For a proprietary institution, the institution will derive at least 10 percent of its revenues for each fiscal year from sources other than Title IV, HEA program funds, as provided in § 668.28(a) and (b), or be subject to sanctions described in § 668.28(c);
- (17) The Secretary, guaranty agencies and lenders as defined in 34 CFR part 682, nationally recognized accrediting agencies, the Secretary of Veterans Affairs, State agencies recognized under 34 CFR part 603 for the approval of public postsecondary vocational education, and State agencies

that legally authorize institutions and branch campuses or other locations of institutions to provide postsecondary education, have the authority to share with each other any information pertaining to the institution's eligibility for or participation in the Title IV, HEA programs or any information on fraud and abuse;

(18) It will not knowingly --

- (i) Employ in a capacity that involves the administration of the Title IV, HEA programs or the receipt of funds under those programs, an individual who has been convicted of, or has pled *nolo contendere* or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds, or has been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds;
- (ii) Contract with an institution or third-party servicer that has been terminated under section 432 of the HEA for a reason involving the acquisition, use, or expenditure of Federal, State, or local government funds, or that has been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds; or
- (iii) Contract with or employ any individual, agency, or organization that has been, or whose officers or employees have been--

(A) Convicted of, or pled *nolo contendere* or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds; or

(B) Administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds;

(19) It will complete, in a timely manner and to the satisfaction of the Secretary, surveys conducted as a part of the Integrated Postsecondary Education Data System (IPEDS) or any other Federal collection effort, as designated by the Secretary, regarding data on postsecondary institutions;

(20) In the case of an institution that is co-educational and has an intercollegiate athletic program, it will comply with the provisions of § 668.48;

(21) It will not impose any penalty, including, but not limited to, the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that the student borrow additional funds for which interest or other charges are assessed, on any student because of the student's inability to meet his or her financial obligations to the institution as a result of the delayed disbursement of the proceeds of a Title IV, HEA program loan due to compliance with statutory and regulatory requirements of or applicable to the Title IV, HEA programs, or delays attributable to the institution;

(22)(i) It will not provide any commission, bonus, or other incentive payment based in any part, directly or indirectly, upon success in securing enrollments or the award of financial aid, to any person or entity who is engaged in any student recruitment or admission activity, or in making decisions regarding the award of title IV, HEA program funds.

(A) The restrictions in paragraph (b)(22) of this section do not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.

(B) For the purpose of paragraph (b)(22) of this section, an employee who receives multiple adjustments to compensation in a calendar year and is engaged in any student enrollment or admission activity or in making decisions regarding the award of title IV, HEA program funds is considered to have received such adjustments based upon success in securing enrollments or the award of financial aid if those adjustments create compensation that is based in any part, directly or indirectly, upon success in securing enrollments or the award of financial aid.

(ii) Notwithstanding paragraph (b)(22)(i) of this section, eligible institutions, organizations that are contractors to eligible institutions, and other entities may make--

(A) Merit-based adjustments to employee compensation provided that such adjustments are not based in any part, directly or indirectly, upon success in securing enrollments or the award of financial aid; and

(B) Profit-sharing payments so long as such payments are not provided to any person or entity engaged in student recruitment or admission activity or in making decisions regarding the award of

title IV, HEA program funds.

(iii) As used in paragraph (b)(22) of this section,

(A) *Commission, bonus, or other incentive payment* means a sum of money or something of value, other than a fixed salary or wages, paid to or given to a person or an entity for services rendered.

(B) *Securing enrollments or the award of financial aid* means activities that a person or entity engages in at any point in time through completion of an educational program for the purpose of the admission or matriculation of students for any period of time or the award of financial aid to students.

(1) These activities include contact in any form with a prospective student, such as, but not limited to--contact through preadmission or advising activities, scheduling an appointment to visit the enrollment office or any other office of the institution, attendance at such an appointment, or involvement in a prospective student's signing of an enrollment agreement or financial aid application.

(2) These activities do not include making a payment to a third party for the provision of student contact information for prospective students provided that such payment is not based on--

(i) Any additional conduct or action by the third party or the prospective students, such as participation in preadmission or advising activities, scheduling an appointment to visit the enrollment office or any other office of the institution or attendance at such an appointment, or the signing, or being involved in the signing, of a prospective student's enrollment agreement or financial aid application; or

(ii) The number of students (calculated at any point in time of an educational program) who apply for enrollment, are awarded financial aid, or are enrolled for any period of time, including through completion of an educational program.

(C) *Entity or person engaged in any student recruitment or admission activity or in making decisions about the award of financial aid* means--

(1) With respect to an entity engaged in any student recruitment or admission activity or in making decisions about the award of financial aid, any institution or organization that undertakes the recruiting or the admitting of students or that makes decisions about and awards title IV, HEA program funds; and

(2) With respect to a person engaged in any student recruitment or admission activity or in making decisions about the award of financial aid, any employee who undertakes recruiting or admitting of students or who makes decisions about and awards title IV, HEA program funds, and any higher level employee with responsibility for recruitment or admission of students, or making decisions about awarding title IV, HEA program funds.

(D) *Enrollment* means the admission or matriculation of a student into an eligible institution.

(23) It will meet the requirements established pursuant to Part H of Title IV of the HEA by the Secretary and nationally recognized accrediting agencies;

(24) It will comply with the requirements of § 668.22;

(25) It is liable for all--

(i) Improperly spent or unspent funds received under the Title IV, HEA programs, including any funds administered by a third-party servicer; and

(ii) Returns any title IV, HEA program funds that the institution or its servicer may be required to make;

(26) If the stated objectives of an educational program of the institution are to prepare a student for gainful employment in a recognized occupation, the institution will--

(i) Demonstrate a reasonable relationship between the length of the program and entry level requirements for the recognized occupation for which the program prepares the student. The Secretary considers the relationship to be reasonable if the number of clock hours provided in the program does not exceed by more than 50 percent the minimum number of clock hours required for training in the recognized occupation for which the program prepares the student, as established by

the State in which the program is offered, if the State has established such a requirement, or as established by any Federal agency; and

(ii) Establish the need for the training for the student to obtain employment in the recognized occupation for which the program prepares the student.

(27) In the case of an institution participating in a Title IV, HEA loan program, the institution --

(i) Will develop, publish, administer, and enforce a code of conduct with respect to loans made, insured or guaranteed under the Title IV, HEA loan programs in accordance with 34 CFR 601.21; and

(ii) Must inform its officers, employees, and agents with responsibilities with respect to loans made, insured or guaranteed under the Title IV, HEA loan programs annually of the provisions of the code required under paragraph (b)(27) of this section;

(28) For any year in which the institution has a preferred lender arrangement (as defined in 34 CFR 601.2(b)), it will at least annually compile, maintain, and make available for students attending the institution, and the families of such students, a list in print or other medium, of the specific lenders for loans made, insured, or guaranteed under Title IV, of the HEA or private education loans that the institution recommends, promotes, or endorses in accordance with such preferred lender arrangement. In making such a list, the institution must comply with the requirements in 34 CFR 682.212(h) and 34 CFR 601.10;

(29) (i) It will, upon the request of an enrolled or admitted student who is an applicant for a private education loan (as defined in 34 CFR part 601.2(b)), provide to the applicant the self-certification form required under 34 CFR 601.11(d) and the information required to complete the form, to the extent the institution possesses such information, including --

(A) The applicant's cost of attendance at the institution, as determined by the institution under part F of Title IV, of the HEA;

(B) The applicant's estimated financial assistance, including amounts of financial assistance used to replace the expected family contribution as determined by the institution in accordance with Title IV, for students who have completed the Free Application for Federal Student Aid; and

(C) The difference between the amounts under paragraphs (b)(29)(i)(A) and (29)(i)(B) of this section, as applicable.

(ii) It will, upon the request of the applicant, discuss with the applicant the availability of Federal, State, and institutional student financial aid;

(30) The institution --

(i) Has developed and implemented written plans to effectively combat the unauthorized distribution of copyrighted material by users of the institution's network, without unduly interfering with educational and research use of the network, that include --

(A) The use of one or more technology-based deterrents;

(B) Mechanisms for educating and informing its community about appropriate versus inappropriate use of copyrighted material, including that described in § 668.43(a)(10);

(C) Procedures for handling unauthorized distribution of copyrighted material, including disciplinary procedures; and

(D) Procedures for periodically reviewing the effectiveness of the plans to combat the unauthorized distribution of copyrighted materials by users of the institution's network using relevant assessment criteria. No particular technology measures are favored or required for inclusion in an institution's plans, and each institution retains the authority to determine what its particular plans for compliance with paragraph (b)(30) of this section will be, including those that prohibit content monitoring; and

(ii) Will, in consultation with the chief technology officer or other designated officer of the institution--

(A) Periodically review the legal alternatives for downloading or otherwise acquiring copyrighted material;

(B) Make available the results of the review in paragraph (b)(30)(ii)(A) of this section to its students

through a Web site or other means; and

(C) To the extent practicable, offer legal alternatives for downloading or otherwise acquiring copyrighted material, as determined by the institution; and

(31) The institution will submit a teach-out plan to its accrediting agency in compliance with 34 CFR 602.24(c), and the standards of the institution's accrediting agency upon the occurrence of any of the following events:

(i) The Secretary initiates the limitation, suspension, or termination of the participation of an institution in any Title IV, HEA program under 34 CFR 600.41 or subpart G of this part or initiates an emergency action under § 668.83.

(ii) The institution's accrediting agency acts to withdraw, terminate, or suspend the accreditation or preaccreditation of the institution.

(iii) The institution's State licensing or authorizing agency revokes the institution's license or legal authorization to provide an educational program.

(iv) The institution intends to close a location that provides 100 percent of at least one program.

(v) The institution otherwise intends to cease operations.

(c) In order to participate in any Title IV, HEA program (other than the LEAP and NEISP programs), the institution must certify that it--

(1) Has in operation a drug abuse prevention program that the institution has determined to be accessible to any officer, employee, or student at the institution; and

(2)(i) Has established a campus security policy in accordance with section 485(f) of the HEA; and

(ii) Has complied with the disclosure requirements of § 668.47 as required by section 485(f) of the HEA.

(d)(1) The institution, if located in a State to which section 4(b) of the National Voter Registration Act (42 U.S.C. 1973gg-2(b)) does not apply, will make a good faith effort to distribute a mail voter registration form, requested and received from the State, to each student enrolled in a degree or certificate program and physically in attendance at the institution, and to make those forms widely available to students at the institution.

(2) The institution must request the forms from the State 120 days prior to the deadline for registering to vote within the State. If an institution has not received a sufficient quantity of forms to fulfill this section from the State within 60 days prior to the deadline for registering to vote in the State, the institution is not liable for not meeting the requirements of this section during that election year.

(3) This paragraph applies to elections as defined in Section 301(1) of the Federal Election Campaign Act of 1971 (2 U.S.C. 431(1)), and includes the election for Governor or other chief executive within such State.

(e)(1) A program participation agreement becomes effective on the date that the Secretary signs the agreement.

(2) A new program participation agreement supersedes any prior program participation agreement between the Secretary and the institution.

(f)(1) Except as provided in paragraphs (g) and (h) of this section, the Secretary terminates a program participation agreement through the proceedings in subpart G of this part.

(2) An institution may terminate a program participation agreement.

(3) If the Secretary or the institution terminates a program participation agreement under paragraph (f) of this section, the Secretary establishes the termination date.

(g) An institution's program participation agreement automatically expires on the date that--

(1) The institution changes ownership that results in a change in control as determined by the Secretary under 34 CFR part 600; or

(2) The institution's participation ends under the provisions of § 668.26(a)(1), (2), (4), or (7).

(h) An institution's program participation agreement no longer applies to or covers a location of the

institution as of the date on which that location ceases to be a part of the participating institution.

WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

If an institution participates in the William D. Ford Federal Direct Loan (Direct Loan) Program, the institution and its representatives shall comply with the statute, guidelines, and regulations governing the Title IV, Part D, William D. Ford Federal Direct Loan Program as required by 20 U.S.C. §§ 1087a *et seq.* (Part C) and 34 C.F.R. Part 685.

The institution will:

1. Provide for the establishment and maintenance of a Direct Loan Program at the Institution that will:

Identify eligible students who seek student financial assistance in accordance with Section 484 of the Higher Education Act of 1965, as amended (the HEA).

Estimate the need of students as required under Title IV, Part F of the HEA.

Provide a certification statement of eligibility for students to receive loans that will not exceed the annual or aggregate limits, except the Institution may exercise its authority, under exceptional circumstances identified by the Secretary, to refuse to certify a statement that permits a student to receive a loan, or certify a loan amount that is less than the student's determination of need, if the reason for such action is documented and provided in written form to a student.

Establish a schedule for disbursement of loan proceeds to meet the requirements of Section 428G of the HEA.

Provide timely and accurate information to the Secretary concerning 1) the status of borrowers while students are in attendance, any new information pertaining to the status of student borrowers of which the Institution becomes aware after the student leaves the Institution, and 2) the utilization of Federal funds under Title IV, Part D of the HEA at such times and in such manner as prescribed by the Secretary.

2. Comply with requirements established by the Secretary relating to student loan information with respect to the Direct Loan Program.
3. Provide that students at the Institution and their parents (with respect to such students) will be eligible to participate in the programs under Title IV, Part B of the HEA, Federal Family Education Loan programs, at the discretion of the Secretary for the period during which such Institution participates in the Direct Loan Program, except that a student or parent may not receive loans under both Title IV, Part B and Part D of the HEA for the same period of enrollment.
4. Provide for the implementation of a quality assurance system, as established by the Secretary and developed in consultation with Institutions of higher education, to ensure that the Institution is complying with program requirements and meeting program objectives.
5. Provide that the Institution will not charge any fees of any kind, regardless of how they are described, to student or parent borrowers for loan application, or origination activities (if

applicable), or the provision and processing of any information necessary for a student or parent to receive a loan under Title IV, Part D of the HEA.

6. Provide that the Institution will originate loans to eligible students and parents in accordance with the requirements of Title IV, Part D of the HEA and use funds advanced to it solely for that purpose (Option 2 only).
7. Provide that the note or evidence of obligation of the loan shall be the property of the Secretary (Options 2 and 1 only).
8. Comply with other provisions as the Secretary determines are necessary to protect the interest of the United States and to promote the purposes of Title IV, Part D of the HEA.
9. Accept responsibility and financial liability stemming from its failure to perform its functions under this Program Participation Agreement.

CERTIFICATIONS REQUIRED FROM INSTITUTIONS

The Institution should refer to the regulations cited below. Signature on this Agreement provides for compliance with the certification requirements under 34 C.F.R. Part 82, "New Restrictions on Lobbying," 34 C.F.R. Part 84, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)," 34 C.F.R. Part 85, "Governmentwide Debarment and Suspension (Nonprocurement)," and 34 C.F.R. Part 86, "Drug and Alcohol Abuse Prevention." Breach of any of these certifications constitutes a breach of this Agreement.

PART 1 CERTIFICATION REGARDING LOBBYING; DRUG-FREE WORKPLACE; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG AND ALCOHOL ABUSE PREVENTION

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 C.F.R. Part 82, for persons entering into a Federal contract, grant or cooperative agreement over \$100,000, as defined at 34 C.F.R. Part 82, Sections 82.105, and 82.110, the undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Institution shall require that the language of this certification be included in the award

documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

2a. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 C.F.R. Part 84, Subpart B, for grantees, as defined at 34 C.F.R. Part 84, Sections 84.200 through 84.230 -

The Institution certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a drug-free workplace statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about-
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Institution's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -
 - (1) Abide by the terms of the statement, and
 - (2) Notify the employer in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace no more than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under this subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1972, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

2b. Drug-Free Workplace (Grantees Who Are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 C.F.R. Part 84, Subpart C, for recipients who are individuals, as defined at 34 C.F.R. Part 84, Section 84.300 -

1. As a condition of the grant, the Institution certifies that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity related to the award; and

2. If any officer or owner of the Institution is convicted of a criminal drug offense resulting from a violation occurring during the conduct of any award activity, the Institution will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202. Notice shall include the identification number(s) of each affected grant.

3. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 C.F.R. Part 85, for prospective participants in primary covered transactions as defined at 34 C.F.R. Part 85, Sections 85.105 and 85.110, the Institution certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects their present responsibility.
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

4. Drug and Alcohol Abuse Prevention

As required by the Drug-Free Schools and Communities Act Amendments of 1989, which added section 1213 to the Higher Education Act, and implemented at 34 C.F.R. Part 86, the undersigned Institution certifies that it has adopted and implemented a drug prevention program for its students and employees that, at a minimum, includes--

1. The annual distribution in writing to each employee, and to each student who is taking one or more classes for any kind of academic credit except for continuing education units, regardless of the length of the student's program of study, of:
 - Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
 - A description of the applicable legal sanctions under local, State or Federal law for the unlawful possession or distribution of illicit drugs and alcohol.
 - A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
 - A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.
 - A clear statement that the Institution will impose disciplinary sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violation of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

2. A biennial review by the Institution of its program to:

- Determine its effectiveness and implement changes to the program if they are needed.
- Ensure that its disciplinary sanctions are consistently enforced.

**PART 2 CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY, AND VOLUNTARY EXCLUSION -- LOWER TIER
COVERED TRANSACTIONS**

The Institution is to obtain the signatures of Lower Tier Contractors on reproduced copies of the certification below, and retain the signed certification(s) in the Institution's files.

CERTIFICATION BY LOWER TIER CONTRACTOR (Before Completing Certification, Read Instructions for This Part 3, below)	
<p>(1) The prospective lower tier participant certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.</p> <p>(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.</p>	
<hr/> Name of Lower Tier Organization	<hr/> PR/Award Number or Project Name
<hr/> Name of Authorized Representative	<hr/> Title of Authorized Representative
<hr/> Signature of Authorized Representative	<hr/> Date

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and

Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

NOTE: A completed copy of the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions" form must be retained by the Institution. The original blank certification must be returned with the PPA.

IN WITNESS WHEREOF

the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Signature of Institution's
Chief Executive Officer: _____ Date: _____

Print Name and Title: _____

For the Secretary: _____ Date: _____
U.S. Department of Education

Supplement A5



UNITED STATES DEPARTMENT OF EDUCATION

SCHOOL PARTICIPATION MANAGEMENT DIVISION

ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 06/26/2017

PAGE A - 1

NAME AND ADDRESS OF INSTITUTION: Kirtland Community College
 10775 North Saint Helen Road
 Roscommon, MI 48653-0000

TYPE OF INSTITUTION: Public

CONGRESSIONAL DISTRICT: 04

DEPARTMENT REGION: 05

ACTION DATE: 05/30/2014

SCHOOL PARTICIPATION TEAM: 08

ACTION: Reapprove Elig/Full Cert

OPE ID: 00717100
 TIN: 381855318
 IPEDS ID: 170587
 DUNS NBR: 079295150

FEDERAL PELL GRANT ID: 007171
 FEDERAL FAMILY EDUCATION LOAN ID: 007171
 FEDERAL DIRECT STUDENT LOAN ID: G07171
 FEDERAL PERKINS LOAN ID: 002026
 FEDERAL SCHOOL CODE: 007171
 FEDERAL WORK STUDY ID: 002026
 FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT ID: 002026

ACADEMIC CALENDAR: Clock Hours, Semester Hours
 EDUCATIONAL PROGRAM LEVELS OFFERED:
 Non-Degree (600-899 hours)
 Non-Degree 1 Year (900-1799 hours)
 Non-Degree 2 Years (1800-2699 hours)
 Associate's Degree

ELIGIBLE: Y
 INITIAL APPROVAL DATE: 05/12/1982
 CERTIFIED: Certified
 LOAN DEFERMENT: Y

WAIVER(S):
 *** End of Waivers ***

PROGRAM PARTICIPATION AGREEMENT
 EFFECTIVE DATE: 06/25/2014
 EXPIRATION DATE: 03/31/2020

THE INSTITUTION IS ELIGIBLE TO APPLY FOR PARTICIPATION IN THE FOLLOWING PROGRAMS AUTHORIZED UNDER THE HIGHER EDUCATION ACT OF 1965, AS AMENDED:

TITLE I: Y	TITLE IV: Y	TITLE VII: Y	TITLE X: Y	TITLE XIII: Y
TITLE II: Y	TITLE V: Y	TITLE VIII: Y	TITLE XI: Y	TITLE XIV: Y
TITLE III: Y	TITLE VI: Y	TITLE XI: Y	TITLE XII: Y	TITLE XV: Y

Program: TEACH GRANT Certified: DATE:

TITLE IV STUDENT FINANCIAL ASSISTANCE PROGRAMS

<u>PROGRAM</u>	<u>CERTIFIED</u>	<u>APPROVAL DATE</u>	<u>PROGRAM</u>	<u>CERTIFIED</u>	<u>APPROVAL DATE</u>
FWS Com Serv	Y	05/12/1982	FWS Priv Sec Empl	Y	05/12/1982

FWS Job Loc Dev	Y	05/12/1982	FFEL Staff	Y	05/12/1982
FFEL Staff Unsub	Y	05/12/1982	FFEL PLUS	Y	05/12/1982
FPerkins	Y	05/12/1982	FSEOG	Y	05/12/1982
FPell	Y	05/12/1982	FDSL P Staff	Y	07/01/1994
FDSL P Staff Unsub	Y	07/01/1994	FDSL P PLUS	Y	07/01/1994

**** End of Section A ****



UNITED STATES DEPARTMENT OF EDUCATION

SCHOOL PARTICIPATION MANAGEMENT DIVISION

ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 06/26/2017

ACCREDITATION SECTION

PAGE B - 1

INSTITUTION NAME : Kirtland Community College

OPE ID : 007171 00

INSTITUTION TYPE : Public

ACCREDITATION

<u>ACCREDITING AGENCY</u>	<u>DESIGNATION</u>	<u>SCOPE</u>	<u>EFFECTIVE YEAR</u>	<u>NUMBER OF YEARS</u>
North Central Assoc of Colleges and Schools, the Higher Learning Commission	Primary	Institutional	2011	6

**** End of Accreditation Section ****



UNITED STATES DEPARTMENT OF EDUCATION

SCHOOL PARTICIPATION MANAGEMENT DIVISION

ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 06/26/2017

STATE AUTHORIZATION SECTION

PAGE C - 1

INSTITUTION NAME : Kirtland Community College

OPE ID : 007171 00

INSTITUTION TYPE : Public

STATE AUTHORIZATION

STATE AGENCY

MI Board of Nursing State of Michigan Dept of Licensing & Regulation Bureau of Health Services Board

MI Michigan Dept. of Career Development, Office of Postsecondary Services

MI State Board of Education

Michigan Commission on Law Enforcement Standards

Michigan Department of Licensing and Regulatory Affairs

Michigan Dept of Community Health

Workforce Development Agency

**** End of State Authorization Section ****



UNITED STATES DEPARTMENT OF EDUCATION

SCHOOL PARTICIPATION MANAGEMENT DIVISION

ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 06/26/2017

OFFICIALS SECTION

PAGE D - 1

INSTITUTION NAME : Kirtland Community College

OPE ID : 007171 00

INSTITUTION TYPE : Public

OFFICIALS

<u>NAME AND ADDRESS</u>	<u>TITLE</u>	<u>PHONE</u> <u>FAX</u>	<u>E-MAIL</u>
Quinn, Thomas 10775 North Saint Helen Road Roscommon, MI 48653	President	(989) 275-5000 253 (989) 275-6706	tom.quinn@ kirtland.edu
Bates, Christin 10775 North Saint Helen Road Roscommon, MI 48653-0000	Director of Financial Aid	(989) 275-5000 310 (989) 275-6789	christin.bates@ kirtland.edu
Broge, Jason 10775 North Saint Helen Road Roscommon, MI 48653	Chief Financial Officer	(989) 275-5000 240 (989) 275-8210	jason.broge@ kirtland.edu

**** End of Officials Section ****



UNITED STATES DEPARTMENT OF EDUCATION

SCHOOL PARTICIPATION MANAGEMENT DIVISION

ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 06/26/2017

ADDITIONAL LOCATIONS SECTION

PAGE E - 1

INSTITUTION NAME : Kirtland Community College

OPE ID : 007171 00

INSTITUTION TYPE : Public

ADDITIONAL LOCATIONS

<u>OPE ID</u>	<u>NAME AND ADDRESS</u>	<u>APPROVED FOR CERTIFICATION</u>	<u>INITIAL APPROVAL DATE</u>
00717101	Kirtland Community College - Gaylord Michigan Tech Educational Center 30 Livingston Blvd Gaylord, MI 49738-9999	Y	07/12/2001
00717103	Kirtland Community College - West Branch 2479 South M-76 West Branch, MI 48661-9079	Y	10/30/2009
00717104	Kirtland Community College - Grayling 4800 West Four Mile Road Grayling, MI 49738-9704	Y	09/06/2016

**** End of Additional Locations Section ****



**START HERE
GO FURTHER**
FEDERAL STUDENT AID

UNITED STATES DEPARTMENT OF EDUCATION

SCHOOL PARTICIPATION MANAGEMENT DIVISION

ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 06/26/2017

EDUCATIONAL PROGRAMS SECTION

PAGE F - 1

INSTITUTION NAME : Kirtland Community College

OPE ID : 007171 00

INSTITUTION TYPE : Public

EDUCATIONAL PROGRAMS

CIP	INSTITUTION'S PROGRAM NAME	APPROVED FOR CERTIFICATION	FULL CREDIT TO DEGREE	INITIAL APPROVAL	CREDIT HOURS	TYPE	CLOCK HOURS	DURATION IN WEEKS
11.9999	Computer Technician	N	Y	05/26/1999	33	Semester	960	40
11.9999	Webmaster	N	Y	04/01/2003	45	Semester	960	30
12.0401	Certificate of Completion Cosmetology	Y	Y	06/13/2016	40	Semester	1536	53
12.0401	Cosmetology	Y	Y	04/28/1995	40	Clock	1500	52
15.0303	Electrical Technology	Y	Y	10/15/2001	31	Semester		30
15.0607	Composite Materials Technology	Y	Y	07/22/2013	26	Semester	990	30
43.0107	Advanced Certificate - Police Academy	Y	Y	06/05/2013	21	Semester	680	17
43.0199	Corrections/Correctional Administration	N	Y	04/28/1995	32	Semester	900	30
43.0203	Fire Science	N	Y	04/30/2009	30	Semester		30
46.0201	Carpentry	N	Y	10/15/2001	32	Semester		30
47.0201	Heating, Venting, Air Conditioning & Refrigeration	Y	Y	10/15/2001	30	Semester		30
47.0399	Industrial Maintenance	N	Y	10/15/2001	40	Semester		30
47.0603	Automotive Technology Auto Body Specialist	N	Y	04/28/1995	53	Semester	960	40
47.0604	Auto/Automotive Mechanic/Technician	Y	Y	04/28/1995	53	Semester	1590	64
47.0605	Automotive Technology Diesel Service Specialist	Y	Y	09/16/2008	37	Semester		52
47.0606	Outdoor Power Engines	N	Y	01/26/2007	30	Semester		30
48.0501	CNC Machinist	Y	N	10/05/2015	30	Semester	1125	30

48.0501 Machine Tool Technology	N	Y	10/15/2001	39	Semester		30
48.0503 Machine Tool Operation	N	Y	04/28/1995	32	Semester	960	40
48.0508 Welder/Welding Technologist	N	Y	04/28/1995	30	Semester	900	40
48.0508 Welding and Fabricating	Y	Y	10/15/2001	32	Semester		30
50.0409 Graphic Design- Certificate	Y	Y	08/23/2002	36	Semester		30
51.0705 Medical Clerk	Y	Y	05/26/1999	32	Semester	1050	40
51.0708 Medical Transcription - Certificate	N	Y	08/23/2002	30	Semester		30
51.0712 Medical Receptionist	N	Y	04/28/1995	30	Semester	960	40
51.0714 Medical Billing and Coding	Y	Y	04/28/1995	36	Semester	960	40
51.0801 Medical Assistant	Y	Y	05/19/2017	31	Semester	1162	38
51.0805 Pharmacy Technology	Y	Y	07/23/2010	20	Semester		30
51.0904 Paramedic	N	Y	04/01/2003	52	Semester	960	30
51.0909 Surgical Technology	Y	Y	04/30/2009	48	Semester		30
51.0910 Advanced Certificate - Vascular Sonography	N	N	08/23/2012	12	Semester	450	15
51.3901 Practical Nurse (L.P.N. Training)	Y	Y	04/28/1995	36	Semester	1320	40
52.0201 General Business	N	Y	04/28/1995	32	Semester	960	40
52.0299 Entrepreneurship - Certificate	N	Y	08/23/2002	33	Semester		30
52.0301 Accounting Clerk	Y	Y	04/28/1995	30	Semester	960	40
52.0399 Accounting, Other	N	Y	04/28/1995	32	Semester	960	40
52.0401 Word Processing Specialist	N	Y	04/28/1995	32	Semester	960	40
52.0408 Office Assistant	N	Y	04/28/1995	30	Semester	960	40
52.0701 Small Business Management & Entrepreneurship	Y	Y	09/16/2008	35	Semester		30

**** End of Educational Programs Section ****



START HERE
GO FURTHER
FEDERAL STUDENT AID

UNITED STATES DEPARTMENT OF EDUCATION

SCHOOL PARTICIPATION MANAGEMENT DIVISION

ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 06/26/2017

SERVICER INFORMATION SECTION

PAGE H - 1

INSTITUTION NAME : Kirtland Community College

OPE ID : 007171 00

INSTITUTION TYPE : Public

SERVICER INFORMATION

<u>SERVICER NAME</u>	<u>CONTACT NAME</u>	<u>SERVICES OFFERED</u>
American Student Assistance 100 Cambridge Street Boston, MA 02114	Betsy Mayotte	

**** End of Servicer Information Section ****

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Supplement A6

Christin Bates, Kirtland's Director of Financial Aid, has been in the financial aid office since late 1995 and Kirtland has not had a DOE program review. Dale Shantz, former Director of Financial Aid, had been in the office since approximately 1987 and he had not had one either. Kirtland has had numerous reviews over the years by the State of Michigan on campus based programs (APTG, MEOG, Michigan Work Study - all now defunct), Michigan scholarship programs (TIP, Michigan Competitive - last one was in 2015 and loan program reviews when the FFELP program still existed.

The pages that follow are Kirtland's Academic Program Review document from December 2016.

Kirtland Community College Academic Program Review

Program reviews are an essential part of institutional planning and development that assist in documenting and insuring that Kirtland Community College meets the ever changing needs of the community it serves. The outcome from the review is the foundation for systematic planning practices to be used for adding new programs, annually reviewing data pertaining to the vitality of programs, as well as the criteria for suspension and discontinuation of programs.

The purpose of this document is to provide the structure for an objective, timely and comprehensive program review that not only maintains but also improves academic programs and services. Academic programs shall be defined, for the purpose of these procedures, as any group of courses in similar subject areas. A rough outline would be to use the four-digit budget center; however, some 'programs' may combine several budget centers (e.g. 1110 Fine Arts and 1250 Media Productions) and others may break into more than one area of study (e.g. 1130 History and Education).

Goals for Program Review

1. Provide a formal, systematic, data-based approach for the evaluation of new certificates and degrees that will help the college better serve the needs of the community, as well as the economic and workforce development of the area.
2. Annually provide pertinent, readily available data on each program that allows faculty and administrators to assess the strengths and opportunities for improvement of programs.
3. Provide criteria to be used when evaluating the annually collected assessment data that would determine possible suspension or discontinuation of certificates, degrees or programs.

New Program Development

The development of new academic programs is vital to the growth and well-being of the College and the economy of the area it serves. The following outline provides a clear and concise process that spells out the new programming opportunities in a fair and objective format. It is designed to encourage new ideas and directions, clarify responsibilities and put the resources of the institution behind the best ideas.

All proposals for new programs must be presented in writing to the Dean of Instruction and outlined by the following section headings containing the appropriate information.

- a. Program Title and Degree
- b. General Program Description – provide a brief description of the program; does it replace an existing program? what are the compelling reasons to offer this program?
- c. Need for Program and Student Interest
 - i. Corporate demand – advisory committee input
 - ii. Employment projections – US Dept. of Labor, Bureau of Labor Statistics; letters of support; needs study and population surveyed
 - iii. Student Interest
- d. Program Goals, Objectives and Student Learning Outcomes
- e. Program Curriculum and New Course descriptions – including credit hours; admission criteria, if appropriate
- f. Program Faculty Needs and Credentials
- g. Program Resources – instructional equipment; facilities; labs; library needs; technical support needs
- h. Program Budget – number of faculty; printing; supplies; equipment; travel; if state approved, would this program be Perkins eligible?
- i. Program Duplication (similar programs or programs at other colleges) – transferability

The Dean will review proposals and may ask for further clarifications before passing it along to the Curriculum and Instruction Committee, the President and College Administrative Team. If the proposal is supported by the faculty and administrator, it will then be presented to the Board of Trustees for approval.

Annual Data Review for all Programs

Continuous quality improvement (CQI) requires the systematic collection of pertinent, measurable data to review, analyze and act upon. The emphasis will be to use the data to improve program offerings so we can better serve our students and local communities. At this time this review is independent of the state required review of all occupationally approved programs on a three-year rotation pertaining to the Perkins legislation (PROE). It is also independent of any program accreditation requirements from outside licensing agencies.

The following data elements will annually be collected by the Dean of Instruction's office from the appropriate sources. Report summaries will be presented to the faculty, the President, College Administrative Team and the Board of Trustees.

The data will be collected by programs at the end of each winter semester and include data for the previous fall and winter semesters. Data will be compiled over the summer and presented to the faculty in August when they return.

1. Course offerings
 - a. Class size
 - b. Number of sections
 - c. Total enrollment per course
 - d. Number of independent studies
 - e. Number of DFW
2. Average class size for program – compiled by the Dean of Instruction's office and averaged over the two semesters (fall and winter) or different course areas that make up a program, e.g. Business, Accounting, Marketing and Economics are all averaged together.
3. Program Cost Out – the source of the enrollment credit hours and the Faculty FTE (computed as the sum of the FT FTE, FT Overload and PT FTE).
4. Percentage of enrollment by program – total enrollment of all courses in the program divided by the sum of the product of all class sizes times number of sections per course.
5. Faculty Student Ratio – total credit hours from the program cost out divided by 31 (equated full-time students) divided by Faculty FTE.
6. Number of students declaring degrees or certificates in the program broken down by in-district and out-of-district.
7. Number of degrees or certificates conferred as reported in the ACS data.

Academic Program Suspension and Discontinuation

The annual review of assessment data collected for all programs may lead to the decision regarding suspension and discontinuation of programs. These decisions should be objective and based on quantitative data. Faculty must be included in this process and the administration will act in compliance with the faculty union's Master Agreement.

Discontinuation recommendations will be submitted to the President by March 1st of each year. Recommendations to discontinue a program may be initiated when a program fails to meet two out of three of the following criteria:

1. Enrollment - Programs may be placed on probation and subsequently discontinued when the enrollment in the program falls below 50 percent of the maximum for two consecutive years. Maximum enrollment is defined as the total enrollment of all courses (duplicated headcount) divided by the sum of the product of class sizes times number of sections per course. Enrollment numbers will be calculated the last day of each semester.
2. Graduation Rate - Programs may be placed on probation and subsequently discontinued when the number of students falls below four for two consecutive years without a compelling reason. The number of graduates will be counted using the data submitted for the annual ACS report.
3. Faculty/Student Ratio - Programs may be placed on probation and subsequently discontinued when student to faculty ratios fall below 7.5 to one for two consecutive years. The number of faculty in a program will be calculated by adding together the full-time FTE, full-time overload and the part-time FTE from the annual program cost-out supplied by the College's business office. Student numbers will be counted using the total program enrollment number divided by the computed average class size. Enrollment figures will be calculated on the last day of each semester.
4. Program Advisory Committee recommendations may be considered in the discontinuation of a program.

Other factors, including job placement rates, accreditation requirements, clinical limitations, community service issues, the number of high school students in the program, advisory committee input about the program quality, and program costs may also be considered in the implementation of this procedure. Programs that can be operated with very small expenses may be continued, even though they may not meet the criteria. Newly initiated programs will be subject to this procedure following the third year of operation.

The above criteria will normally be reviewed by the faculty chairs, the appropriate Associate Dean, the Dean of Instruction, the President, and members of the advisory committees. When a program is considered for discontinuation, it will be put on probation for a period of one year. If the factors do not improve, a recommendation to discontinue a program will normally be made by the Dean of Instruction to the President.

Following the decision to discontinue a program, no student will be allowed to enter the program. Students currently enrolled in the program to be discontinued will normally be allowed to complete their course of study in a given amount of time. The Faculty Reduction clause of the Master Agreement will be followed for affected faculty.

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COLLEGE-WIDE TOTALS



far right totals from yearly cost out sheets

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	37,269	35,320	34,439	29,428	27,789
Contact Hours	749,806	701,451	680,193	629,484	548,757
Excess Contact Hours	770	760	0	0	0
STAFFING					
FT Load (Contact Hours)					
FT Faculty FTE	33.86	32.58	32.86	29.91	28.55
Overload FTE	8.19	5.67	4.40	7.18	5.85
PT Faculty FTE	58.71	56.35	51.37	46.43	44.38
Ind Study Contact Hrs	163.00	157.00	145.00	249.50	117.00
Parapro FTE	3.13	2.61	2.24	1.00	1.00
PT w/ FT Fringe FTE	2.07	1.90	1.00	1.00	1.00
SCOH per FTE	7,441	7,415	7,675	7,537	6,966
REVENUES					
Tuition	\$4,387,900	\$4,425,347	\$4,544,128	\$4,404,236	\$4,197,588
Excess CH Fee	0	0	0	0	0
Course Fees	895,055	1,040,140	1,279,238	1,123,348	1,053,805
TOTAL REVENUES	\$5,282,955	\$5,465,487	\$5,823,366	\$5,527,584	\$5,251,393
Revenue/ Credit Hr	\$141.75	\$154.74	\$169.09	\$187.83	\$188.98
Revenue/ Contact Hr	\$7.05	\$7.79	\$8.56	\$8.78	\$9.57
EXPENDITURES					
FT Faculty	\$2,211,854	\$2,150,052	\$2,181,510	\$2,050,331	\$1,957,103
Overload	149,045	103,386	105,871	163,835	135,870
Preps, etc	18,318	22,110	12,275	10,780	14,777
PT Faculty - KCC	1,180,738	1,010,841	999,373	499,881	430,320
PT Faculty - EDUSTAFF	0	0	0	516,094	578,674
Independent Study	13,695	14,334	11,017	16,790	7,605
Paraprofessionals	148,988	101,312	103,855	45,797	65,589
Student Wages	10,056	6,843	7,794	18,995	4,640
Fringe Benefits	1,834,009	1,628,173	1,491,913	1,371,172	1,248,853
Classroom Supplies	218,599	188,706	228,717	193,901	163,788
Equipment	44,301	51,717	144,342	55,737	38,633
Other	279,462	271,536	286,448	204,909	144,211
TOTAL EXPENDITURES	\$6,109,064	\$5,549,011	\$5,573,115	\$5,148,221	\$4,790,062
Exps/ Credit Hr	\$163.92	\$157.11	\$161.83	\$174.94	\$172.37
Exps/ Contact Hr	\$8.15	\$7.91	\$8.19	\$8.18	\$8.73
REV/ (COST) PER -					
Credit Hour	(\$22.17)	(\$2.36)	\$7.27	\$12.89	\$16.60
Contact Hour	(\$1.10)	(\$0.12)	\$0.37	\$0.60	\$0.84

GENERAL EDUCATION SUB-TOTAL

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	16,046	15,306	15,029	12,705	11,948
Contact Hours	283,360	269,140	258,000	217,460	205,136
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)					
FT Faculty FTE	15.08	12.98	13.17	12.22	10.34
Overload FTE	3.33	2.05	2.23	1.52	3.29
PT Faculty FTE	13.65	15.66	11.28	11.68	11.95
Ind Study Contact Hrs	74.00	99.00	51.00	42.00	0.00
Parapro FTE	0.94	1.07	1.24	1.00	1.00
PT w/ FT Fringe FTE	0.97	0.70	0.00	0.00	0.00
SCOH per FTE	8,838	8,770	9,670	8,555	8,019
REVENUES					
Tuition	\$1,689,079	\$1,728,139	\$1,755,000	\$1,531,918	\$1,548,863
Excess CH Fee	0	0	0	0	0
Course Fees	157,793	247,665	286,435	269,610	249,195
TOTAL REVENUES	\$1,846,872	\$1,975,804	\$2,041,435	\$1,801,528	\$1,798,058
Revenue/ Credit Hr	\$115.10	\$129.08	\$135.83	\$141.80	\$150.49
Revenue/ Contact Hr	\$6.52	\$7.34	\$7.91	\$8.28	\$8.77
EXPENDITURES					
FT Faculty	\$981,445	\$856,589	\$874,330	\$837,681	\$690,267
Overload	60,563	37,516	52,318	35,224	76,552
Preps, etc	6,715	6,467	6,435	3,548	5,775
PT Faculty - KCC	280,592	313,375	228,717	141,758	128,001
PT Faculty - EDUSTAFF	0	0	0	110,957	171,388
Independent Study	6,915	9,247	3,315	2,730	0
Paraprofessionals	48,479	48,507	63,837	11,497	2,783
Student Wages	3,749	2,383	3,357	3,346	2,581
Fringe Benefits	736,300	630,536	554,965	518,792	439,131
Classroom Supplies	37,700	40,089	35,564	32,711	35,274
Equipment	11,259	7,683	5,362	524	0
Other	30,118	33,185	34,619	29,514	23,706
TOTAL EXPENDITURES	\$2,203,834	\$1,985,576	\$1,862,819	\$1,728,283	\$1,575,458
Exps/ Credit Hr	\$137.34	\$129.72	\$123.95	\$136.03	\$131.86
Exps/ Contact Hr	\$7.78	\$7.38	\$7.22	\$7.95	\$7.68
REV/ (COST) PER -					
Credit Hour	(\$22.25)	(\$0.64)	\$11.88	\$5.77	\$18.63
Contact Hour	(\$1.26)	(\$0.04)	\$0.69	\$0.34	\$1.09

DEV SUB-TOTAL

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	3,935	3,865	3,443	2,398	1,723
Contact Hours	63,336	62,296	55,248	38,488	27,592
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)					
FT Faculty FTE	2.50	2.04	2.16	1.57	2.57
Overload FTE	0.33	0.27	0.17	0.19	0.70
PT Faculty FTE	3.99	4.78	4.56	3.99	2.37
Ind Study Contact Hrs	9.00	0.00	15.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.10	0.20	0.00	0.00	0.00
SCOH per FTE	9,287	8,786	8,019	6,694	4,892
REVENUES					
Tuition	\$378,985	\$400,136	\$375,599	\$271,098	\$213,190
Excess CH Fee	0	0	0	0	0
Course Fees	15,526	29,911	51,424	33,890	14,484
TOTAL REVENUES	\$394,511	\$430,047	\$427,023	\$304,988	\$227,674
Revenue/ Credit Hr	\$100.26	\$111.27	\$124.03	\$127.18	\$132.14
Revenue/ Contact Hr	\$6.23	\$6.90	\$7.73	\$7.92	\$8.25
EXPENDITURES					
FT Faculty	\$163,793	\$134,626	\$143,398	\$107,624	\$171,565
Overload	5,957	4,853	4,032	4,396	16,338
Preps, etc	854	1,180	1,120	422	200
PT Faculty - KCC	76,068	84,357	79,453	54,595	27,533
PT Faculty - EDUSTAFF	0	0	0	32,015	23,238
Independent Study	841	2,192	3,167	2,192	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	125,048	109,487	100,699	78,905	106,166
Classroom Supplies	576	250	30	441	36
Equipment	0	0	0	0	0
Other	8,094	6,645	6,727	3,309	2,807
TOTAL EXPENDITURES	\$381,230	\$343,590	\$338,627	\$283,898	\$347,884
Exps/ Credit Hr	\$96.88	\$88.90	\$98.35	\$118.39	\$201.91
Exps/ Contact Hr	\$6.02	\$5.52	\$6.13	\$7.38	\$12.61
REV/ (COST) PER -					
Credit Hour	\$3.38	\$22.37	\$25.67	\$8.79	(\$69.77)
Contact Hour	\$0.21	\$1.39	\$1.60	\$0.55	(\$4.36)

CRIMINAL JUSTICE SUB-TOTAL

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	1,066	869	1,053	1,186	813
Contact Hours	46,538	34,115	40,435	33,505	22,080
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)					
FT Faculty FTE	0.38	0.67	0.50	0.50	0.00
Overload FTE	0.05	0.14	0.13	0.13	0.00
PT Faculty FTE	11.31	8.50	10.89	7.59	6.26
Ind Study Contact Hrs	18.00	27.00	12.00	36.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	3,964	3,664	3,510	4,076	3,527
REVENUES					
Tuition	\$180,981	\$138,968	\$194,186	\$206,504	\$145,617
Excess CH Fee	0	0	0	0	0
Course Fees	360,692	300,376	344,055	225,393	100,985
TOTAL REVENUES	\$541,672	\$439,344	\$538,241	\$431,897	\$246,602
Revenue/ Credit Hr	\$508.14	\$505.57	\$511.15	\$364.16	\$303.32
Revenue/ Contact Hr	\$11.64	\$12.88	\$13.31	\$12.89	\$11.17
EXPENDITURES					
FT Faculty	\$24,896	\$44,215	\$33,194	\$34,275	\$0
Overload	863	2,415	2,821	2,821	0
Preps, etc	146	0	180	720	0
PT Faculty - KCC	196,728	123,970	153,700	74,860	36,063
PT Faculty - EDUSTAFF	0	0	0	53,203	44,984
Independent Study	146	0	180	720	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	78,440	66,507	67,953	45,056	12,078
Classroom Supplies	52,221	42,666	49,500	39,747	15,300
Equipment	2,068	0	17,564	0	63
Other	126,910	111,109	111,781	45,627	19,967
TOTAL EXPENDITURES	\$482,418	\$390,882	\$436,873	\$297,029	\$128,455
Exps/ Credit Hr	\$452.55	\$449.81	\$414.88	\$250.45	\$158.00
Exps/ Contact Hr	\$10.37	\$11.46	\$10.80	\$8.87	\$5.82
REV/ (COST) PER -					
Credit Hour	\$55.59	\$55.77	\$96.27	\$113.72	\$145.32
Contact Hour	\$1.27	\$1.42	\$2.51	\$4.03	\$5.35

TECHNICAL TRADES SUB-TOTAL

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	2,512	2,205	2,391	3,082	3,296
Contact Hours	58,138	51,115	55,190	124,151	74,833
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)					
FT Faculty FTE	3.16	2.93	2.99	2.99	2.95
Overload FTE	0.41	0.12	0.21	0.24	0.24
PT Faculty FTE	5.87	5.02	5.11	6.42	6.71
Ind Study Contact Hrs	0.00	10.00	10.00	0.00	0.00
Parapro FTE	1.33	0.98	1.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	6,159	6,334	6,641	12,865	7,559
REVENUES					
Tuition	\$351,539	328,786	374,099	873,976	622,022
Excess CH Fee	0	0	0	0	0
Course Fees	117,125	140,749	183,189	171,945	269,920
TOTAL REVENUES	\$468,665	\$469,535	\$557,288	\$1,045,921	\$891,942
Revenue/ Credit Hr	\$186.60	\$212.96	\$233.11	\$339.36	\$270.59
Revenue/ Contact Hr	\$8.06	\$9.19	\$10.10	\$8.42	\$11.92
EXPENDITURES					
FT Faculty	\$207,034	193,359	198,500	204,965	196,933
Overload	7,545	2,208	4,998	5,712	5,712
Preps, etc	1,100	1,200	500	540	540
PT Faculty - KCC	129,949	76,703	104,254	63,124	46,829
PT Faculty - EDUSTAFF	0	0	0	69,605	89,803
Independent Study	0	934	650	0	0
Paraprofessionals	66,625	48,917	40,018	34,299	61,850
Student Wages	3,844	2,362	2,459	13,634	505
Fringe Benefits	177,205	151,806	148,848	145,700	143,413
Classroom Supplies	65,409	48,250	75,196	66,197	77,144
Equipment	9,329	24,469	30,740	27,021	15,136
Other	12,165	17,482	21,910	23,478	32,088
TOTAL EXPENDITURES	\$680,205	\$567,691	\$628,073	\$654,275	\$669,952
Exps/ Credit Hr	\$270.82	\$257.48	\$262.72	\$212.28	\$203.25
Exps/ Contact Hr	\$11.70	\$11.11	\$11.38	\$5.27	\$8.95
REV/ (COST) PER -					
Credit Hour	(\$84.22)	(\$44.52)	(\$29.61)	\$127.07	\$67.35
Contact Hour	(\$3.64)	(\$1.92)	(\$1.28)	\$3.15	\$2.97

HEALTH OCCUPATIONS SUB-TOTAL

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	8,190	7,631	7,139	5,350	5,519
Contact Hours	197,751	187,217	177,040	131,464	122,668
Excess Contact Hours	770	760	0	0	0
STAFFING					
FT Load (Contact Hours)					
FT Faculty FTE	7.37	7.78	7.27	6.72	6.22
Overload FTE	2.50	2.08	0.90	0.97	0.63
PT Faculty FTE	18.07	17.01	16.71	12.01	13.58
Ind Study Contact Hrs	1.00	0.00	0.00	12.50	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	1.00	1.00	1.00	1.00	1.00
SCOH per FTE	7,078	6,968	7,116	6,673	6,004
REVENUES					
Tuition	\$1,188,087	\$1,202,939	\$1,203,703	\$926,026	\$946,039
Excess CH Fee	0	0	0	0	0
Course Fees	161,377	179,474	224,735	248,910	260,816
TOTAL REVENUES	\$1,349,464	\$1,382,413	\$1,428,438	\$1,174,936	\$1,206,855
Revenue/ Credit Hr	\$164.77	\$181.17	\$200.10	\$219.61	\$218.69
Revenue/ Contact Hr	\$6.82	\$7.38	\$8.07	\$8.94	\$9.84
EXPENDITURES					
FT Faculty	\$482,860	\$513,426	\$482,641	\$460,656	\$415,229
Overload	46,003	38,275	21,420	23,086	14,994
Preps, etc	8,283	10,943	3,109	2,894	4,180
PT Faculty - KCC	346,169	294,608	326,870	107,742	115,878
PT Faculty - EDUSTAFF	0	0	0	190,775	218,332
Independent Study	93	0	0	813	0
Paraprofessionals	0	0	0	0	956
Student Wages	0	0	0	0	0
Fringe Benefits	435,767	392,575	350,841	308,640	279,384
Classroom Supplies	34,199	26,373	40,463	37,718	22,503
Equipment	16,600	19,566	90,676	17,324	23,434
Other	91,105	91,092	99,036	95,156	61,541
TOTAL EXPENDITURES	\$1,461,079	\$1,386,858	\$1,415,057	\$1,244,803	\$1,156,429
Exps/ Credit Hr	\$178.40	\$181.75	\$198.23	\$232.67	\$209.55
Exps/ Contact Hr	\$7.39	\$7.41	\$7.99	\$9.47	\$9.43
REV/ (COST) PER -					
Credit Hour	(\$13.63)	(\$0.58)	\$1.87	(\$13.06)	\$9.14
Contact Hour	(\$0.56)	(\$0.02)	\$0.08	(\$0.53)	\$0.41

FINE ARTS

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	1,193	1,131	963	657	624
Contact Hours	24,848	23,536	19,776	13,472	12,128
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	528	528	528	528	528
FT Faculty FTE	1.35	1.38	1.39	1.38	1.00
Overload FTE	1.02	0.68	0.09	0.00	0.00
PT Faculty FTE	0.37	0.12	0.12	0.12	0.42
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.12	0.26	0.24	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	9,069	10,796	12,360	8,981	8,541
REVENUES					
Tuition	\$147,743	\$151,088	\$134,575	\$94,911	\$90,771
Excess CH Fee	0	0	0	0	0
Course Fees	38,445	42,500	34,125	23,125	21,005
TOTAL REVENUES	\$186,188	\$193,588	\$168,700	\$118,036	\$111,776
Revenue/ Credit Hr	\$156.07	\$171.17	\$175.18	\$179.66	\$179.13
Revenue/ Contact Hr	\$7.49	\$8.23	\$8.53	\$8.76	\$9.22
EXPENDITURES					
FT Faculty	\$88,448	\$91,070	\$92,279	\$94,599	\$66,757
Overload	19,356	12,904	2,142	0	0
Preps, etc	225	450	225	0	225
PT Faculty - KCC	12,142	2,997	2,851	3,220	2,152
PT Faculty - EDUSTAFF	0	0	0	0	8,376
Independent Study	0	0	0	0	0
Paraprofessionals	10,382	11,127	11,047	11,497	2,783
Student Wages	2,463	2,097	1,978	2,017	1,554
Fringe Benefits	66,454	60,404	51,654	56,150	37,295
Classroom Supplies	11,814	10,553	10,264	11,280	7,311
Equipment	2,769	1,335	3,247	0	0
Other	1,110	3,476	3,987	1,843	1,830
TOTAL EXPENDITURES	\$215,161	\$196,414	\$179,674	\$180,605	\$128,283
Exps/ Credit Hr	\$180.35	\$173.66	\$186.58	\$274.89	\$205.58
Exps/ Contact Hr	\$8.66	\$8.35	\$9.09	\$13.41	\$10.58
REV/ (COST) PER -					
Credit Hour	(\$24.29)	(\$2.50)	(\$11.40)	(\$95.23)	(\$26.45)
Contact Hour	(\$1.17)	(\$0.12)	(\$0.55)	(\$4.64)	(\$1.36)

THEATRE

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	102	53	9	19	33
Contact Hours	1,632	848	144	912	528
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	480	480	496	496	496
FT Faculty FTE	0.00	0.00	0.00	0.00	0.00
Overload FTE	0.00	0.00	0.00	0.00	0.00
PT Faculty FTE	0.30	0.00	0.00	0.10	0.10
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	5,440	#DIV/0!	#DIV/0!	9,120	5,280
REVENUES					
Tuition	\$9,704	\$5,444	\$980	\$6,425	\$3,952
Excess CH Fee	0	0	0	0	0
Course Fees	0	850	150	0	550
TOTAL REVENUES	\$9,704	\$6,294	\$1,130	\$6,425	\$4,502
Revenue/ Credit Hr	\$95.13	\$118.75	\$125.55	\$338.16	\$136.42
Revenue/ Contact Hr	\$5.95	\$7.42	\$7.85	\$7.05	\$8.53
EXPENDITURES					
FT Faculty	\$0	\$0	\$0	\$0	\$0
Overload	0	0	0	0	0
Preps, etc	0	0	0	0	0
PT Faculty - KCC	5,643	3,180	720	1,557	1,557
PT Faculty - EDUSTAFF	0	0	0	0	0
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	1,812	1,046	235	521	521
Classroom Supplies	73	0	0	0	0
Equipment	0	0	0	0	0
Other	161	0	0	0	0
TOTAL EXPENDITURES	\$7,689	\$4,226	\$955	\$2,078	\$2,078
Exps/ Credit Hr	\$75.39	\$79.73	\$106.15	\$109.37	\$62.97
Exps/ Contact Hr	\$4.71	\$4.98	\$6.63	\$2.28	\$3.94
REV/ (COST) PER -					
Credit Hour	\$19.75	\$39.01	\$19.39	\$228.80	\$73.45
Contact Hour	\$1.23	\$2.44	\$1.21	\$4.77	\$4.59

HUMANITIES

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	456	480	609	732	561
Contact Hours	7,296	7,680	9,744	11,712	8,976
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	480	480	496	496	496
FT Faculty FTE	0.71	0.59	0.79	0.90	0.90
Overload FTE	0.09	0.01	0.07	0.22	0.11
PT Faculty FTE	0.10	0.40	0.39	0.29	0.10
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	8,107	7,680	7,795	8,306	8,086
REVENUES					
Tuition	\$43,465	\$49,314	\$66,288	\$82,506	\$67,989
Excess CH Fee	0	0	0	0	0
Course Fees	2,080	6,700	13,640	19,250	12,765
TOTAL REVENUES	\$45,545	\$56,014	\$79,928	\$101,756	\$80,754
Revenue/ Credit Hr	\$99.88	\$116.70	\$131.24	\$139.01	\$143.95
Revenue/ Contact Hr	\$6.24	\$7.29	\$8.20	\$8.69	\$9.00
EXPENDITURES					
FT Faculty	\$46,517	\$38,936	\$52,447	\$61,695	\$60,081
Overload	1,553	173	1,568	4,928	2,464
Preps, etc	770	295	951	693	525
PT Faculty - KCC	5,559	6,635	6,733	5,537	2,194
PT Faculty - EDUSTAFF	0	0	0	0	0
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	30,370	24,297	29,360	37,142	33,746
Classroom Supplies	0	0	0	0	0
Equipment	0	0	0	0	0
Other	780	804	2,013	1,766	2,849
TOTAL EXPENDITURES	\$85,549	\$71,139	\$93,071	\$111,762	\$101,860
Exps/ Credit Hr	\$187.61	\$148.21	\$152.83	\$152.68	\$181.57
Exps/ Contact Hr	\$11.73	\$9.26	\$9.55	\$9.54	\$11.35
REV/ (COST) PER -					
Credit Hour	(\$87.73)	(\$31.51)	(\$21.58)	(\$13.67)	(\$37.62)
Contact Hour	(\$5.48)	(\$1.97)	(\$1.35)	(\$0.85)	(\$2.35)

MUSIC

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	325	303	399	253	264
Contact Hours	5,200	4,848	6,384	4,560	5,568
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	480	480	496	496	496
FT Faculty FTE	0.00	0.00	0.00	0.00	0.00
Overload FTE	0.00	0.00	0.00	0.00	0.00
PT Faculty FTE	0.67	0.50	0.67	0.58	0.57
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	7,761	9,696	9,528	7,862	9,768
REVENUES					
Tuition	\$30,919	\$31,121	\$43,443	\$32,125	\$41,673
Excess CH Fee	0	0	0	0	0
Course Fees	4,660	9,500	10,180	8,690	8,510
TOTAL REVENUES	\$35,579	\$40,621	\$53,623	\$40,815	\$50,183
Revenue/ Credit Hr	\$109.47	\$134.06	\$134.39	\$161.33	\$190.09
Revenue/ Contact Hr	\$6.84	\$8.38	\$8.40	\$8.95	\$9.01
EXPENDITURES					
FT Faculty	\$0	\$0	\$0	\$0	\$0
Overload	0	0	0	0	0
Preps, etc	0	0	0	0	0
PT Faculty - KCC	13,858	9,602	13,519	7,092	4,423
PT Faculty - EDUSTAFF	0	0	0	5,089	8,775
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	4,450	3,158	4,419	2,375	1,481
Classroom Supplies	142	119	161	109	0
Equipment	0	0	0	0	0
Other	244	10	24	0	300
TOTAL EXPENDITURES	\$18,694	\$12,889	\$18,123	\$14,664	\$14,980
Exps/ Credit Hr	\$57.52	\$42.54	\$45.42	\$57.96	\$56.74
Exps/ Contact Hr	\$3.60	\$2.66	\$2.84	\$3.22	\$2.69
REV/ (COST) PER -					
Credit Hour	\$51.95	\$91.53	\$88.97	\$103.36	\$133.35
Contact Hour	\$3.25	\$5.72	\$5.56	\$5.73	\$6.32

ENGLISH

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	3,156	2,917	2,394	1,923	2,055
Contact Hours	57,744	52,688	38,304	30,768	32,880
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	480	480	496	496	496
FT Faculty FTE	2.98	2.20	1.88	2.13	2.13
Overload FTE	0.09	0.04	0.04	0.18	0.99
PT Faculty FTE	4.17	5.00	2.08	1.22	1.03
Ind Study Contact Hrs	6.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.97	0.70	0.00	0.00	0.00
SCOH per FTE	7,976	7,277	9,576	8,716	7,923
REVENUES					
Tuition	\$344,858	\$338,364	\$260,501	\$216,744	\$248,353
Excess CH Fee	0	0	0	0	0
Course Fees	31,330	50,620	40,765	37,345	32,970
TOTAL REVENUES	\$376,188	\$388,984	\$301,266	\$254,089	\$281,323
Revenue/ Credit Hr	\$119.20	\$133.35	\$125.84	\$132.13	\$136.90
Revenue/ Contact Hr	\$6.51	\$7.38	\$7.87	\$8.26	\$8.56
EXPENDITURES					
FT Faculty	\$195,241	\$145,185	\$124,809	\$146,012	\$142,192
Overload	1,553	690	896	4,032	22,176
Preps, etc	2,304	730	819	888	2,850
PT Faculty - KCC	69,689	93,647	45,287	13,030	10,812
PT Faculty - EDUSTAFF	0	0	0	12,723	15,479
Independent Study	561	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	158,269	124,018	78,037	85,070	87,759
Classroom Supplies	1,590	1,662	726	391	28
Equipment	0	0	0	0	0
Other	6,596	5,356	6,169	6,950	6,183
TOTAL EXPENDITURES	\$435,802	\$371,288	\$256,743	\$269,096	\$287,479
Exps/ Credit Hr	\$138.09	\$127.28	\$107.24	\$139.94	\$139.89
Exps/ Contact Hr	\$7.55	\$7.05	\$6.70	\$8.75	\$8.74
REV/ (COST) PER -					
Credit Hour	(\$18.89)	\$6.07	\$18.60	(\$7.80)	(\$3.00)
Contact Hour	(\$1.03)	\$0.34	\$1.16	(\$0.49)	(\$0.19)

LANGUAGE

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	319	139	3	0	0
Contact Hours	5,104	2,224	48	0	0
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	480	480	496	496	496
FT Faculty FTE	0.10	0.00	0.00	0.00	0.00
Overload FTE	0.00	0.00	0.00	0.00	0.00
PT Faculty FTE	0.73	0.26	0.00	0.00	0.00
Ind Study Contact Hrs	3.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	6,149	8,554	#DIV/0!	#DIV/0!	#DIV/0!
REVENUES					
Tuition	\$30,473	\$14,277	\$327	\$0	\$0
Excess CH Fee	0	0	0	0	0
Course Fees	2,015	1,670	0	0	0
TOTAL REVENUES	\$32,488	\$15,947	\$327	\$0	\$0
Revenue/ Credit Hr	\$101.84	\$114.73	\$108.88	#DIV/0!	#DIV/0!
Revenue/ Contact Hr	\$6.37	\$7.17	\$6.80	#DIV/0!	#DIV/0!
EXPENDITURES					
FT Faculty	\$0	\$0	\$0	\$0	\$0
Overload	0	0	0	0	0
Preps, etc	0	0	0	0	0
PT Faculty - KCC	15,897	6,093	180	0	0
PT Faculty - EDUSTAFF	0	0	0	0	0
Independent Study	280	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	7,012	2,004	59	0	0
Classroom Supplies	64	13	0	0	0
Equipment	0	0	0	0	0
Other	476	30	0	0	0
TOTAL EXPENDITURES	\$23,729	\$8,140	\$239	\$0	\$0
Exps/ Credit Hr	\$74.39	\$58.56	\$79.61	#DIV/0!	#DIV/0!
Exps/ Contact Hr	\$4.65	\$3.66	\$4.98	#DIV/0!	#DIV/0!
REV/ (COST) PER -					
Credit Hour	\$27.46	\$56.16	\$29.27	#DIV/0!	#DIV/0!
Contact Hour	\$1.72	\$3.51	\$1.83	#DIV/0!	#DIV/0!

SPEECH

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	975	987	846	792	684
Contact Hours	15,600	15,792	13,536	12,672	10,944
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	480	480	496	496	496
FT Faculty FTE	0.60	0.20	0.18	0.19	0.19
Overload FTE	0.00	0.00	0.01	0.00	0.00
PT Faculty FTE	1.20	1.50	1.46	1.26	1.16
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	8,667	9,289	8,204	8,739	8,107
REVENUES					
Tuition	\$93,175	\$101,420	\$92,037	\$89,265	\$83,366
Excess CH Fee	0	0	0	0	0
Course Fees	0	4,950	4,730	11,110	9,430
TOTAL REVENUES	\$93,175	\$106,370	\$96,767	\$100,375	\$92,796
Revenue/ Credit Hr	\$95.56	\$107.77	\$114.38	\$126.74	\$135.67
Revenue/ Contact Hr	\$5.97	\$6.74	\$7.15	\$7.92	\$8.48
EXPENDITURES					
FT Faculty	\$39,310	\$13,199	\$11,950	\$13,025	\$12,684
Overload	0	0	224	0	0
Preps, etc	300	0	54	57	0
PT Faculty - KCC	24,806	28,644	26,618	12,845	14,988
PT Faculty - EDUSTAFF	0	0	0	16,381	12,886
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	31,588	16,865	14,793	11,373	11,777
Classroom Supplies	274	165	0	272	224
Equipment	0	0	0	0	0
Other	1,423	1,642	1,522	800	1,507
TOTAL EXPENDITURES	\$97,701	\$60,515	\$55,161	\$54,752	\$54,066
Exps/ Credit Hr	\$100.21	\$61.31	\$65.20	\$69.13	\$79.04
Exps/ Contact Hr	\$6.26	\$3.83	\$4.08	\$4.32	\$4.94
REV/ (COST) PER -					
Credit Hour	(\$4.64)	\$46.46	\$49.18	\$57.61	\$56.62
Contact Hour	(\$0.29)	\$2.90	\$3.07	\$3.60	\$3.54

HISTORY/ EDUCATION

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	687	693	750	588	570
Contact Hours	10,992	11,088	11,664	8,640	9,568
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	480	480	496	496	496
FT Faculty FTE	0.77	0.91	0.79	0.69	0.69
Overload FTE	0.23	0.09	0.24	0.15	0.15
PT Faculty FTE	0.10	0.20	0.29	0.20	0.20
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	9,993	9,240	14,426	9,095	16,348
REVENUES					
Tuition	\$65,357	\$71,179	\$79,355	\$60,869	\$72,312
Excess CH Fee	0	0	0	0	0
Course Fees	2,013	5,375	10,010	8,720	7,510
TOTAL REVENUES	\$67,370	\$76,554	\$89,365	\$69,589	\$79,822
Revenue/ Credit Hr	\$98.06	\$110.47	\$119.15	\$118.35	\$140.04
Revenue/ Contact Hr	\$6.13	\$6.90	\$7.66	\$8.05	\$8.34
EXPENDITURES					
FT Faculty	\$50,448	\$60,054	\$52,447	\$47,300	\$46,062
Overload	3,968	1,553	5,376	3,360	3,360
Preps, etc	825	1,505	1,224	657	486
PT Faculty - KCC	2,725	4,052	5,595	3,948	1,285
PT Faculty - EDUSTAFF	0	0	0	0	2,545
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	32,606	36,211	30,322	28,278	26,260
Classroom Supplies	0	0	67	230	196
Equipment	0	0	0	0	0
Other	1,507	1,738	1,995	3,469	1,912
TOTAL EXPENDITURES	\$92,078	\$105,112	\$97,025	\$87,241	\$82,106
Exps/ Credit Hr	\$134.03	\$151.68	\$129.37	\$148.37	\$144.04
Exps/ Contact Hr	\$8.38	\$9.48	\$8.32	\$10.10	\$8.58
REV/ (COST) PER -					
Credit Hour	(\$35.97)	(\$41.21)	(\$10.21)	(\$30.02)	(\$4.01)
Contact Hour	(\$2.25)	(\$2.58)	(\$0.66)	(\$2.04)	(\$0.24)

DEV READING & WRITING

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	755	909	807	505	384
Contact Hours	12,128	14,784	13,008	8,080	6,144
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	480	480	496	496	496
FT Faculty FTE	1.00	1.10	1.22	0.98	0.98
Overload FTE	0.10	0.10	0.01	0.09	0.23
PT Faculty FTE	0.47	0.60	0.68	0.67	0.50
Ind Study Contact Hrs	9.00	0.00	15.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.10	0.20	0.00	0.00	0.00
SCOH per FTE	7,725	8,213	6,810	4,644	3,593
REVENUES					
Tuition	\$72,457	\$94,948	\$88,444	\$56,915	\$46,901
Excess CH Fee	0	0	0	0	0
Course Fees	2,980	4,335	3,865	2,490	1,920
TOTAL REVENUES	\$75,437	\$99,283	\$92,309	\$59,405	\$48,821
Revenue/ Credit Hr	\$99.92	\$109.22	\$114.39	\$117.63	\$127.14
Revenue/ Contact Hr	\$6.22	\$6.72	\$7.10	\$7.35	\$7.95
EXPENDITURES					
FT Faculty	\$65,517	\$72,592	\$80,993	\$67,179	\$65,422
Overload	1,725	1,725	224	2,016	5,152
Preps, etc	536	820	627	405	200
PT Faculty - KCC	8,126	14,933	2,004	13,004	6,620
PT Faculty - EDUSTAFF	0	0	0	1,272	913
Independent Study	841	0	975	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	44,633	49,797	41,922	41,540	38,865
Classroom Supplies	576	248	30	441	36
Equipment	0	0	0	0	0
Other	1,179	1,777	3,549	556	1,359
TOTAL EXPENDITURES	\$123,133	\$141,892	\$130,324	\$126,413	\$118,565
Exps/ Credit Hr	\$163.09	\$156.10	\$161.49	\$250.32	\$308.76
Exps/ Contact Hr	\$10.15	\$9.60	\$10.02	\$15.65	\$19.30
REV/ (COST) PER -					
Credit Hour	(\$63.17)	(\$46.88)		(\$132.69)	(\$181.63)
Contact Hour	(\$3.93)	(\$2.88)		(\$8.29)	(\$11.35)

DEV MATH

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	3,139	2,929	2,628	1,878	1,336
Contact Hours	50,224	46,864	42,048	30,048	21,376
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	512	512	528	528	528
FT Faculty FTE	1.46	0.87	0.93	0.58	1.58
Overload FTE	0.23	0.17	0.16	0.10	0.47
PT Faculty FTE	3.52	4.18	3.88	3.32	1.87
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	9,640	8,978	8,460	7,512	5,453
REVENUES					
Tuition	\$300,462	\$301,014	\$285,855	\$211,649	\$165,669
Excess CH Fee	0	0	0	0	0
Course Fees	12,546	25,576	47,559	31,400	12,564
TOTAL REVENUES	\$313,008	\$326,590	\$333,414	\$243,049	\$178,233
Revenue/ Credit Hr	\$99.72	\$111.50	\$126.87	\$129.42	\$133.41
Revenue/ Contact Hr	\$6.23	\$6.97	\$7.93	\$8.09	\$8.34
EXPENDITURES					
FT Faculty	\$95,655	\$57,414	\$61,741	\$39,759	\$105,476
Overload	4,232	3,128	3,808	2,380	11,186
Preps, etc	318	360	493	17	0
PT Faculty - KCC	67,602	69,084	77,405	41,591	20,913
PT Faculty - EDUSTAFF	0	0	0	30,743	22,326
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	80,415	56,252	57,712	36,259	66,946
Classroom Supplies	0	2	0	0	0
Equipment	0	0	0	0	0
Other	6,914	4,867	3,177	2,753	1,448
TOTAL EXPENDITURES	\$255,136	\$191,108	\$204,337	\$153,502	\$228,295
Exps/ Credit Hr	\$81.28	\$65.25	\$77.75	\$81.74	\$170.88
Exps/ Contact Hr	\$5.08	\$4.08	\$4.86	\$5.11	\$10.68
REV/ (COST) PER -					
Credit Hour	\$18.44	\$46.26	\$49.12	\$47.68	(\$37.47)
Contact Hour	\$1.15	\$2.89	\$3.07	\$2.98	(\$2.34)

ECONOMICS

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	189	207	327	348	312
Contact Hours	3,024	3,312	5,328	5,376	4,992
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	480	480	496	496	496
FT Faculty FTE	0.15	0.20	0.45	0.00	0.00
Overload FTE	0.05	0.00	0.02	0.00	0.00
PT Faculty FTE	0.10	0.10	0.10	0.88	0.68
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	10,080	11,040	9,347	6,109	7,341
REVENUES					
Tuition	\$17,980	\$21,261	\$36,239	\$37,874	\$37,362
Excess CH Fee	0	0	0	0	0
Course Fees	3,660	4,400	10,890	12,320	10,790
TOTAL REVENUES	\$21,640	\$25,661	\$47,129	\$50,194	\$48,152
Revenue/ Credit Hr	\$114.50	\$123.97	\$144.13	\$144.24	\$154.33
Revenue/ Contact Hr	\$7.16	\$7.75	\$8.85	\$9.34	\$9.65
EXPENDITURES					
FT Faculty	\$9,828	\$13,199	\$29,875	\$0	\$0
Overload	863	0	448	0	0
Preps, etc	0	200	435	0	0
PT Faculty - KCC	2,335	2,120	972	6,569	0
PT Faculty - EDUSTAFF	0	0	0	11,451	17,975
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	6,908	8,207	15,608	2,200	0
Classroom Supplies	0	0	0	0	0
Equipment	0	0	0	0	0
Other	0	0	466	0	0
TOTAL EXPENDITURES	\$19,933	\$23,725	\$47,804	\$20,219	\$17,975
Exps/ Credit Hr	\$105.47	\$114.62	\$146.19	\$58.10	\$57.61
Exps/ Contact Hr	\$6.59	\$7.16	\$8.97	\$3.76	\$3.60
REV/ (COST) PER -					
Credit Hour	\$9.03	\$9.35	(\$2.06)	\$86.13	\$96.72
Contact Hour	\$0.56	\$0.58	(\$0.13)	\$5.58	\$6.05

POLITICAL SCIENCE

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	1,338	950	777	564	665
Contact Hours	21,408	15,200	12,432	9,024	10,640
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	480	480	496	496	496
FT Faculty FTE	1.00	1.00	1.00	0.00	0.00
Overload FTE	0.43	0.33	0.00	0.00	0.00
PT Faculty FTE	0.86	0.56	0.56	1.20	1.41
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	9,348	8,042	7,969	7,520	7,546
REVENUES					
Tuition	\$127,562	\$97,615	\$84,585	\$63,573	\$79,634
Excess CH Fee	0	0	0	0	0
Course Fees	11,155	14,900	16,170	14,630	11,270
TOTAL REVENUES	\$138,717	\$112,515	\$100,755	\$78,203	\$90,904
Revenue/ Credit Hr	\$103.67	\$118.44	\$129.67	\$138.66	\$136.70
Revenue/ Contact Hr	\$6.48	\$7.40	\$8.10	\$8.67	\$8.54
EXPENDITURES					
FT Faculty	\$65,517	\$65,993	\$66,388	\$0	\$0
Overload	7,418	5,693	0	0	0
Preps, etc	300	525	300	0	0
PT Faculty - KCC	14,583	10,845	8,987	15,761	23,285
PT Faculty - EDUSTAFF	0	0	0	10,004	9,572
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	46,371	42,834	36,372	5,278	7,798
Classroom Supplies	567	395	126	215	924
Equipment	0	0	0	0	0
Other	1,210	1,101	975	2	664
TOTAL EXPENDITURES	\$135,966	\$127,385	\$113,147	\$31,260	\$42,243
Exps/ Credit Hr	\$101.62	\$134.09	\$145.62	\$55.43	\$63.52
Exps/ Contact Hr	\$6.35	\$8.38	\$9.10	\$3.46	\$3.97
REV/ (COST) PER -					
Credit Hour	\$2.06	(\$15.65)	(\$15.95)	\$83.23	\$73.17
Contact Hour	\$0.13	(\$0.98)	(\$1.00)	\$5.20	\$4.57

PSYCHOLOGY

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	1,314	1,149	1,611	1,272	1,281
Contact Hours	21,024	18,384	25,776	20,352	20,496
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	480	480	496	496	496
FT Faculty FTE	0.50	0.00	0.06	0.00	0.00
Overload FTE	0.20	0.00	0.03	0.00	0.00
PT Faculty FTE	1.20	1.70	2.13	2.24	2.32
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	11,065	10,814	11,611	9,086	8,834
REVENUES					
Tuition	\$125,331	\$118,030	\$175,319	\$143,370	\$154,479
Excess CH Fee	0	0	0	0	0
Course Fees	10,070	17,550	27,020	27,680	24,360
TOTAL REVENUES	\$135,401	\$135,580	\$202,339	\$171,050	\$178,839
Revenue/ Credit Hr	\$103.04	\$118.00	\$125.60	\$134.47	\$139.61
Revenue/ Contact Hr	\$6.44	\$7.37	\$7.85	\$8.40	\$8.73
EXPENDITURES					
FT Faculty	\$32,759	\$0	\$3,983	\$0	\$0
Overload	3,450	0	672	0	0
Preps, etc	300	0	18	0	425
PT Faculty - KCC	28,398	34,477	42,735	26,413	16,045
PT Faculty - EDUSTAFF	0	0	0	20,094	38,081
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	29,928	11,339	16,196	8,846	5,516
Classroom Supplies	197	300	329	710	191
Equipment	0	0	0	0	0
Other	912	777	1,711	1,580	841
TOTAL EXPENDITURES	\$95,943	\$46,893	\$65,644	\$57,642	\$61,099
Exps/ Credit Hr	\$73.02	\$40.81	\$40.75	\$45.32	\$47.70
Exps/ Contact Hr	\$4.56	\$2.55	\$2.55	\$2.83	\$2.98
REV/ (COST) PER -					
Credit Hour	\$30.03	\$77.19	\$84.85	\$89.16	\$91.91
Contact Hour	\$1.88	\$4.82	\$5.30	\$5.57	\$5.74

SOCIOLOGY

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	213	225	375	279	297
Contact Hours	3,408	3,600	6,000	4,464	4,752
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	480	480	496	496	496
FT Faculty FTE	0.26	0.25	0.50	0.50	0.00
Overload FTE	0.04	0.05	0.13	0.13	0.00
PT Faculty FTE	0.00	0.00	0.00	0.00	0.38
Ind Study Contact Hrs	0.00	0.00	15.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	11,360	12,000	9,524	7,086	12,505
REVENUES					
Tuition	\$20,264	\$23,110	\$40,830	\$31,449	\$35,566
Excess CH Fee	0	0	0	0	0
Course Fees	540	0	0	0	5,060
TOTAL REVENUES	\$20,804	\$23,110	\$40,830	\$31,449	\$40,626
Revenue/ Credit Hr	\$97.67	\$102.71	\$108.88	\$112.72	\$136.79
Revenue/ Contact Hr	\$6.10	\$6.42	\$6.80	\$7.05	\$8.55
EXPENDITURES					
FT Faculty	\$17,034	\$16,498	\$33,194	\$34,275	\$0
Overload	690	863	2,912	2,912	0
Preps, etc	54	300	500	300	0
PT Faculty - KCC	0	0	560	896	3,663
PT Faculty - EDUSTAFF	0	0	0	0	5,089
Independent Study	0	0	975	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	10,434	9,688	18,285	19,934	1,227
Classroom Supplies	0	0	0	0	236
Equipment	0	0	0	0	0
Other	33	1,062	1,334	1,108	48
TOTAL EXPENDITURES	\$28,245	\$28,411	\$57,760	\$59,425	\$10,263
Exps/ Credit Hr	\$132.60	\$126.27	\$154.03	\$212.99	\$34.56
Exps/ Contact Hr	\$8.29	\$7.89	\$9.63	\$13.31	\$2.16
REV/ (COST) PER -					
Credit Hour	(\$34.93)	(\$23.56)	(\$45.15)	(\$100.27)	\$102.23
Contact Hour	(\$2.18)	(\$1.47)	(\$2.82)	(\$6.27)	\$6.39

MATH

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	2,353	2,521	2,576	2,260	1,924
Contact Hours	37,648	40,336	41,216	36,160	30,784
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	512	512	528	528	528
FT Faculty FTE	2.82	2.24	2.28	2.42	2.42
Overload FTE	0.32	0.14	0.34	0.31	1.05
PT Faculty FTE	1.08	2.21	1.56	1.62	1.20
Ind Study Contact Hrs	52.00	60.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	8,921	8,788	9,860	8,313	6,592
REVENUES					
Tuition	\$224,437	\$258,986	\$280,408	\$254,739	\$232,774
Excess CH Fee	0	0	0	0	0
Course Fees	8,325	20,100	45,860	44,360	37,495
TOTAL REVENUES	\$232,762	\$279,086	\$326,268	\$299,099	\$270,269
Revenue/ Credit Hr	\$98.92	\$110.70	\$126.66	\$132.34	\$140.47
Revenue/ Contact Hr	\$6.18	\$6.92	\$7.92	\$8.27	\$8.78
EXPENDITURES					
FT Faculty	\$184,758	\$147,824	\$151,365	\$165,891	\$161,552
Overload	5,888	2,576	8,092	7,378	24,990
Preps, etc	337	1,050	227	103	600
PT Faculty - KCC	21,150	44,051	31,426	19,097	12,095
PT Faculty - EDUSTAFF	0	0	0	17,801	26,281
Independent Study	4,859	5,604	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	120,923	100,902	88,999	98,724	98,692
Classroom Supplies	1,420	926	1,417	1,192	856
Equipment	0	0	0	0	0
Other	5,514	6,483	4,167	1,882	2,747
TOTAL EXPENDITURES	\$344,849	\$309,416	\$285,693	\$312,067	\$327,813
Exps/ Credit Hr	\$146.56	\$122.74	\$110.91	\$138.08	\$170.38
Exps/ Contact Hr	\$9.16	\$7.67	\$6.93	\$8.63	\$10.65
REV/ (COST) PER -					
Credit Hour	(\$47.64)	(\$12.03)	\$15.75	(\$5.74)	(\$29.91)
Contact Hour	(\$2.98)	(\$0.75)	\$0.98	(\$0.36)	(\$1.87)

BIOLOGY

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	2,452	2,584	2,912	2,556	2,208
Contact Hours	49,040	51,680	58,240	51,120	43,920
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	512	512	528	528	528
FT Faculty FTE	2.42	2.42	2.76	2.88	1.88
Overload FTE	0.46	0.61	1.03	0.50	0.47
PT Faculty FTE	1.95	2.30	1.92	1.97	2.14
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.82	0.00	0.50	0.50	0.50
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	10,153	9,696	10,200	9,555	9,782
REVENUES					
Tuition	\$292,459	\$331,865	\$396,097	\$360,103	\$333,570
Excess CH Fee	0	0	0	0	0
Course Fees	30,260	48,850	60,880	50,880	55,855
TOTAL REVENUES	\$322,719	\$380,715	\$456,977	\$410,983	\$389,425
Revenue/ Credit Hr	\$131.61	\$147.34	\$156.93	\$160.79	\$176.37
Revenue/ Contact Hr	\$6.58	\$7.37	\$7.85	\$8.04	\$8.87
EXPENDITURES					
FT Faculty	\$158,551	\$159,703	\$183,231	\$197,424	\$125,503
Overload	8,465	11,225	24,514	11,900	11,186
Preps, etc	800	510	1,682	400	664
PT Faculty - KCC	49,154	43,741	42,535	25,795	35,501
PT Faculty - EDUSTAFF	0	0	0	17,415	26,328
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	26,395	0	0
Student Wages	685	61	602	337	1,027
Fringe Benefits	113,647	108,324	123,105	119,654	82,723
Classroom Supplies	17,169	15,125	15,024	12,296	17,232
Equipment	0	0	0	0	0
Other	7,463	8,765	7,874	7,240	3,496
TOTAL EXPENDITURES	\$355,934	\$347,454	\$424,962	\$392,461	\$303,661
Exps/ Credit Hr	\$145.16	\$134.46	\$145.93	\$153.54	\$137.53
Exps/ Contact Hr	\$7.26	\$6.72	\$7.30	\$7.68	\$6.91
REV/ (COST) PER -					
Credit Hour	(\$13.55)	\$12.87	\$10.99	\$7.25	\$38.84
Contact Hour	(\$0.68)	\$0.64	\$0.55	\$0.36	\$1.95

CHEMISTRY

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	795	729	311	240	225
Contact Hours	15,776	13,136	6,080	5,088	4,704
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	512	512	528	528	528
FT Faculty FTE	1.08	0.79	0.76	0.68	0.68
Overload FTE	0.30	0.05	0.10	0.03	0.23
PT Faculty FTE	0.78	0.79	0.00	0.00	0.24
Ind Study Contact Hrs	6.00	28.00	0.00	0.00	0.00
Parapro FTE	0.00	0.81	0.50	0.50	0.50
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	7,304	8,059	7,070	7,166	4,090
REVENUES					
Tuition	\$93,820	\$84,328	\$41,371	\$35,845	\$35,207
Excess CH Fee	0	0	0	0	0
Course Fees	9,040	12,550	3,750	2,700	2,600
TOTAL REVENUES	\$102,860	\$96,878	\$45,121	\$38,545	\$37,807
Revenue/ Credit Hr	\$129.38	\$132.89	\$145.08	\$160.60	\$168.03
Revenue/ Contact Hr	\$6.52	\$7.37	\$7.42	\$7.58	\$8.04
EXPENDITURES					
FT Faculty	\$70,758	\$52,134	\$50,455	\$46,614	\$45,395
Overload	5,520	920	2,380	714	5,474
Preps, etc	380	745	0	450	0
PT Faculty - KCC	13,535	22,261	0	0	0
PT Faculty - EDUSTAFF	0	0	0	0	0
Independent Study	561	2,615	0	0	0
Paraprofessionals	38,097	37,380	26,395	0	0
Student Wages	602	226	777	993	0
Fringe Benefits	61,001	50,429	34,742	25,629	26,019
Classroom Supplies	3,400	9,821	6,324	5,299	7,477
Equipment	2,572	430	1,900	524	0
Other	1,669	1,580	2,271	651	1,089
TOTAL EXPENDITURES	\$198,094	\$178,542	\$125,245	\$80,874	\$85,454
Exps/ Credit Hr	\$249.17	\$244.91	\$402.72	\$336.98	\$379.79
Exps/ Contact Hr	\$12.56	\$13.59	\$20.60	\$15.90	\$18.17
REV/ (COST) PER -					
Credit Hour	(\$119.79)	(\$112.02)	(\$257.63)	(\$176.37)	(\$211.76)
Contact Hour	(\$6.04)	(\$6.22)	(\$13.18)	(\$8.32)	(\$10.13)

PHYSICS

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	161	233	160	218	241
Contact Hours	3,328	4,704	3,216	3,072	4,192
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	512	512	528	528	528
FT Faculty FTE	0.34	0.79	0.31	0.44	0.44
Overload FTE	0.10	0.05	0.13	0.00	0.29
PT Faculty FTE	0.00	0.00	0.00	0.00	0.00
Ind Study Contact Hrs	7.00	11.00	36.00	42.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	7,564	5,600	7,309	6,982	5,742
REVENUES					
Tuition	\$19,788	\$30,197	\$21,885	\$21,642	\$31,375
Excess CH Fee	0	0	0	0	0
Course Fees	1,510	6,100	5,465	7,240	7,425
TOTAL REVENUES	\$21,298	\$36,297	\$27,350	\$28,882	\$38,800
Revenue/ Credit Hr	\$132.29	\$155.78	\$170.94	\$132.49	\$160.99
Revenue/ Contact Hr	\$6.40	\$7.72	\$8.50	\$9.40	\$9.26
EXPENDITURES					
FT Faculty	\$22,276	\$52,134	\$20,580	\$30,162	\$29,373
Overload	1,840	920	3,094	0	6,902
Preps, etc	120	145	0	0	0
PT Faculty - KCC	0	0	0	0	0
PT Faculty - EDUSTAFF	0	0	0	0	0
Independent Study	654	1,027	2,340	2,730	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	14,171	30,094	12,111	17,246	17,961
Classroom Supplies	989	797	1,125	720	600
Equipment	5,918	5,918	215	0	0
Other	1,021	346	101	2,222	240
TOTAL EXPENDITURES	\$46,989	\$91,382	\$39,566	\$53,079	\$55,076
Exps/ Credit Hr	\$291.86	\$392.20	\$247.29	\$243.48	\$228.53
Exps/ Contact Hr	\$14.12	\$19.43	\$12.30	\$17.28	\$13.14
REV/ (COST) PER -					
Credit Hour	(\$159.57)	(\$236.42)	(\$76.35)	(\$111.00)	(\$67.53)
Contact Hour	(\$7.72)	(\$11.71)	(\$3.80)	(\$7.88)	(\$3.88)

HEALTH EDUCATION

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	18	5	7	4	4
Contact Hours	288	84	112	68	64
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	512	512	528	528	528
FT Faculty FTE	0.00	0.01	0.02	0.01	0.01
Overload FTE	0.00	0.00	0.00	0.00	0.00
PT Faculty FTE	0.04	0.02	0.00	0.00	0.00
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	7,200	2,800	5,600	6,750	6,400
REVENUES					
Tuition	\$1,745	\$540	\$762	\$476	\$479
Excess CH Fee	0	0	0	0	0
Course Fees	2,690	1,050	2,800	1,560	1,600
TOTAL REVENUES	\$4,435	\$1,590	\$3,562	\$2,036	\$2,079
Revenue/ Credit Hr	\$246.37	\$302.91	\$508.88	\$542.81	\$519.75
Revenue/ Contact Hr	\$15.40	\$18.93	\$31.80	\$30.16	\$32.48
EXPENDITURES					
FT Faculty	\$0	\$660	\$1,328	\$686	\$668
Overload	0	0	0	0	0
Preps, etc	0	12	1	0	0
PT Faculty - KCC	1,118	1,030	0	0	0
PT Faculty - EDUSTAFF	0	0	0	0	0
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	359	715	667	371	356
Classroom Supplies	0	212	0	0	0
Equipment	0	0	0	0	0
Other	0	15	11	0	0
TOTAL EXPENDITURES	\$1,476	\$2,644	\$2,006	\$1,057	\$1,023
Exps/ Credit Hr	\$82.02	\$503.63	\$286.61	\$281.78	\$255.81
Exps/ Contact Hr	\$5.13	\$31.48	\$17.91	\$15.65	\$15.99
REV/ (COST) PER -					
Credit Hour	\$164.35	(\$200.72)	\$222.27	\$261.03	\$263.94
Contact Hour	\$10.27	(\$12.54)	\$13.89	\$14.50	\$16.50

CRIMINAL JUSTICE

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	499	407	369	556	414
Contact Hours	8,480	6,864	6,288	9,152	6,688
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	480	480	496	496	496
FT Faculty FTE	0.38	0.67	0.50	0.50	0.00
Overload FTE	0.05	0.14	0.13	0.13	0.00
PT Faculty FTE	0.70	0.27	0.55	0.23	0.60
Ind Study Contact Hrs	18.00	27.00	12.00	36.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	7,504	6,356	5,329	10,642	11,147
REVENUES					
Tuition	\$50,421	\$44,063	\$42,789	\$64,476	\$50,056
Excess CH Fee	0	0	0	0	0
Course Fees	2,385	3,780	2,270	3,380	360
TOTAL REVENUES	\$52,806	\$47,843	\$45,059	\$67,856	\$50,416
Revenue/ Credit Hr	\$105.82	\$117.55	\$122.11	\$122.04	\$121.78
Revenue/ Contact Hr	\$6.23	\$6.97	\$7.17	\$7.41	\$7.54
EXPENDITURES					
FT Faculty	\$24,896	\$44,215	\$33,194	\$34,275	\$0
Overload	863	2,415	2,821	2,821	0
Preps, etc	146	0	180	720	0
PT Faculty - KCC	18,105	11,633	9,317	14,079	14,948
PT Faculty - EDUSTAFF	0	0	0	2,584	376
Independent Study	146	0	180	720	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	21,084	29,559	20,754	24,700	5,006
Classroom Supplies	4,899	3,228	3,781	2,994	1,379
Equipment	0	0	0	0	0
Other	3,172	1,893	1,902	3,298	2,013
TOTAL EXPENDITURES	\$73,311	\$92,944	\$72,128	\$86,191	\$23,722
Exps/ Credit Hr	\$146.92	\$228.36	\$195.47	\$155.02	\$57.30
Exps/ Contact Hr	\$8.65	\$13.54	\$11.47	\$9.42	\$3.55
REV/ (COST) PER -					
Credit Hour	(\$41.09)	(\$110.81)	(\$73.36)	(\$32.98)	\$64.48
Contact Hour	(\$2.42)	(\$6.57)	(\$4.30)	(\$2.00)	\$3.99

CRIMINAL JUSTICE ACADEMY

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	567	462	504	630	399
Contact Hours	18,144	14,784	16,128	20,160	12,768
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	n/a	n/a	n/a	n/a	n/a
FT Faculty FTE	0.00	0.00	0.00	0.00	0.00
Overload FTE	0.00	0.00	0.00	0.00	0.00
PT Faculty FTE	4.27	4.07	3.52	4.08	2.72
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	4,249	3,632	4,582	4,941	4,694
REVENUES					
Tuition	\$107,882	\$94,905	\$109,750	\$142,028	\$95,561
Excess CH Fee	0	0	0	0	0
Course Fees	29,655	29,655	38,575	48,415	30,765
TOTAL REVENUES	\$137,537	\$124,560	\$148,325	\$190,443	\$126,326
Revenue/ Credit Hr	\$242.57	\$269.61	\$294.30	\$302.29	\$316.61
Revenue/ Contact Hr	\$7.58	\$8.43	\$9.20	\$9.45	\$9.89
EXPENDITURES					
FT Faculty	\$0	\$0	\$0	\$0	\$0
Overload	0	0	0	0	0
Preps, etc	0	0	0	0	0
PT Faculty - KCC	75,537	50,268	46,515	27,576	14,393
PT Faculty - EDUSTAFF	0	0	0	28,808	30,187
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	24,255	16,533	15,206	9,235	4,820
Classroom Supplies	5,548	21,439	12,147	13,317	4,872
Equipment	2,068	0	0	0	63
Other	14,269	12,737	8,907	9,593	6,701
TOTAL EXPENDITURES	\$121,678	\$100,977	\$82,775	\$88,530	\$61,036
Exps/ Credit Hr	\$214.60	\$218.56	\$164.24	\$140.52	\$152.97
Exps/ Contact Hr	\$6.71	\$6.83	\$5.13	\$4.39	\$4.78
REV/ (COST) PER -					
Credit Hour	\$27.97	\$51.05	\$130.06	\$161.77	\$163.63
Contact Hour	\$0.87	\$1.60	\$4.06	\$5.06	\$5.11

BUSINESS

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	1,162	1,456	1,746	1,521	1,634
Contact Hours	18,592	23,296	27,936	24,336	26,144
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	480	480	496	496	496
FT Faculty FTE	1.39	1.61	1.52	1.63	1.63
Overload FTE	0.38	0.19	0.21	0.45	0.03
PT Faculty FTE	0.33	0.83	1.07	1.65	1.50
Ind Study Contact Hrs	36.00	13.00	12.00	3.00	12.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	8,853	8,858	9,977	6,524	8,273
REVENUES					
Tuition	\$110,546	\$149,547	\$190,103	\$171,448	\$195,673
Excess CH Fee	0	0	0	0	0
Course Fees	16,385	38,590	51,760	50,490	50,845
TOTAL REVENUES	\$126,931	\$188,137	\$241,863	\$221,938	\$246,518
Revenue/ Credit Hr	\$109.23	\$129.22	\$138.52	\$145.92	\$150.87
Revenue/ Contact Hr	\$6.83	\$8.08	\$8.66	\$9.12	\$9.43
EXPENDITURES					
FT Faculty	\$91,069	\$106,249	\$100,910	\$111,737	\$108,814
Overload	6,555	3,278	4,704	10,080	672
Preps, etc	750	2,240	510	1,000	1,678
PT Faculty - KCC	7,028	14,639	18,462	4,385	22,737
PT Faculty - EDUSTAFF	0	0	0	22,902	10,857
Independent Study	3,364	1,214	780	195	780
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	60,185	66,957	58,666	65,745	67,767
Classroom Supplies	1,222	328	299	0	237
Equipment	0	0	0	0	0
Other	226	152	2,702	1,457	156
TOTAL EXPENDITURES	\$170,399	\$195,056	\$187,033	\$217,501	\$213,696
Exps/ Credit Hr	\$146.64	\$133.97	\$107.12	\$143.00	\$130.78
Exps/ Contact Hr	\$9.17	\$8.37	\$6.70	\$8.94	\$8.17
REV/ (COST) PER -					
Credit Hour	(\$37.41)	(\$4.75)	\$31.40	\$2.92	\$20.09
Contact Hour	(\$2.34)	(\$0.30)	\$1.96	\$0.18	\$1.26

COMPUTER INFORMATION SCIENCE

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	1,374	1,203	1,094	1,010	884
Contact Hours	21,984	19,248	17,696	16,608	14,672
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	480	480	496	496	496
FT Faculty FTE	1.07	1.54	1.62	1.56	1.56
Overload FTE	0.56	0.39	0.19	3.50	0.28
PT Faculty FTE	1.14	0.50	0.10	0.97	0.97
Ind Study Contact Hrs	14.00	2.00	41.00	30.00	21.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	7,936	7,921	9,265	2,754	5,221
REVENUES					
Tuition	\$130,861	\$123,584	\$120,420	\$117,004	\$109,811
Excess CH Fee	0	0	0	0	0
Course Fees	16,257	23,875	30,225	32,165	28,375
TOTAL REVENUES	\$147,118	\$147,459	\$150,645	\$149,169	\$138,186
Revenue/ Credit Hr	\$107.07	\$122.58	\$137.70	\$147.69	\$156.32
Revenue/ Contact Hr	\$6.69	\$7.66	\$8.51	\$8.98	\$9.42
EXPENDITURES					
FT Faculty	\$70,103	\$101,629	\$107,549	\$106,938	\$104,141
Overload	9,661	6,728	4,256	78,400	6,272
Preps, etc	0	0	420	200	60
PT Faculty - KCC	22,506	11,413	16,279	15,364	15,629
PT Faculty - EDUSTAFF	0	0	0	0	0
Independent Study	1,308	187	2,665	1,950	1,365
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	52,704	63,350	61,726	90,024	63,371
Classroom Supplies	1,706	1,657	1,270	0	266
Equipment	0	0	0	0	0
Other	2,824	2,005	515	121	26
TOTAL EXPENDITURES	\$160,812	\$186,970	\$194,680	\$292,997	\$191,131
Exps/ Credit Hr	\$117.04	\$155.42	\$177.95	\$290.10	\$216.21
Exps/ Contact Hr	\$7.31	\$9.71	\$11.00	\$17.64	\$13.03
REV/ (COST) PER -					
Credit Hour	(\$9.97)	(\$32.84)	(\$40.25)	(\$142.40)	(\$59.89)
Contact Hour	(\$0.62)	(\$2.05)	(\$2.49)	(\$8.66)	(\$3.61)

OFFICE INFORMATION SCIENCE

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	1,295	1,259	690	345	228
Contact Hours	20,720	20,144	11,040	5,520	3,648
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	480	480	496	496	496
FT Faculty FTE	0.93	0.85	0.62	0.14	0.14
Overload FTE	0.01	0.02	0.11	0.05	0.24
PT Faculty FTE	1.30	1.46	0.39	0.49	0.00
Ind Study Contact Hrs	0.00	0.00	0.00	84.00	12.00
Parapro FTE	0.73	0.56	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	9,250	8,645	9,857	8,118	9,600
REVENUES					
Tuition	\$123,199	\$129,313	\$75,127	\$38,889	\$27,303
Excess CH Fee	0	0	0	0	0
Course Fees	8,795	33,060	26,100	16,530	11,080
TOTAL REVENUES	\$131,994	\$162,373	\$101,227	\$55,419	\$38,383
Revenue/ Credit Hr	\$101.93	\$128.97	\$146.71	\$160.63	\$168.35
Revenue/ Contact Hr	\$6.37	\$8.06	\$9.17	\$10.04	\$10.52
EXPENDITURES					
FT Faculty	\$60,931	\$56,094	\$41,161	\$9,597	\$9,346
Overload	173	345	2,464	1,120	5,376
Preps, etc	20	80	0	676	180
PT Faculty - KCC	22,154	21,099	12,973	8,792	814
PT Faculty - EDUSTAFF	0	0	0	2,545	1,843
Independent Study	0	0	0	5,460	780
Paraprofessionals	33,883	3,888	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	54,521	39,997	25,715	10,571	7,901
Classroom Supplies	841	384	1,225	0	66
Equipment	0	0	0	0	0
Other	1,798	2,944	436	822	896
TOTAL EXPENDITURES	\$174,320	\$124,831	\$83,973	\$39,582	\$27,202
Exps/ Credit Hr	\$134.61	\$99.15	\$121.70	\$114.73	\$119.31
Exps/ Contact Hr	\$8.41	\$6.20	\$7.61	\$7.17	\$7.46
REV/ (COST) PER -					
Credit Hour	(\$32.68)	\$29.82	\$25.01	\$45.90	\$49.04
Contact Hour	(\$2.04)	\$1.86	\$1.56	\$2.87	\$3.06

HEALTH INFO TECH

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours		105	751	744	949
Contact Hours		1,680	12,016	11,904	17,744
Excess Contact Hours		0	0	0	0
STAFFING					
FT Load (Contact Hours)		480	496	496	496
FT Faculty FTE		0.10	1.02	0.68	1.68
Overload FTE		0.00	0.06	0.06	0.37
PT Faculty FTE		0.00	0.10	0.78	0.24
Ind Study Contact Hrs		0.00	0.00	36.00	43.00
Parapro FTE		0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE		0.00	0.00	0.00	0.00
SCOH per FTE		16,800	10,183	7,832	7,748
REVENUES					
Tuition	\$10,785	\$81,768	\$83,864	\$132,804	
Excess CH Fee	0	0	0	0	
Course Fees	3,540	37,600	34,920	40,200	
TOTAL REVENUES	\$14,325	\$119,368	\$118,784	\$173,004	
Revenue/ Credit Hr	\$136.43	\$158.95	\$159.66	\$182.30	
Revenue/ Contact Hr	\$8.53	\$9.93	\$9.98	\$9.75	
EXPENDITURES					
FT Faculty	\$6,599	\$67,716	\$46,614	\$112,152	
Overload	0	1,344	1,344	8,288	
Preps, etc	0	0	780	2,164	
PT Faculty - KCC	0	0	4,228	5,593	
PT Faculty - EDUSTAFF	0	0	10,566	1,822	
Independent Study	0	0	2,340	2,795	
Paraprofessionals	0	0	0	0	
Student Wages	0	0	0	0	
Fringe Benefits	3,722	34,442	28,151	66,062	
Classroom Supplies	0	0	1,345	1,823	
Equipment	0	0	0	0	
Other	0	0	35	204	
TOTAL EXPENDITURES	\$10,322	\$103,502	\$95,403	\$200,903	
Exps/ Credit Hr	\$98.30	\$137.82	\$128.23	\$211.70	
Exps/ Contact Hr	\$6.14	\$8.61	\$8.01	\$11.32	
REV/ (COST) PER -					
Credit Hour	\$38.13	\$21.13	\$31.43	(\$29.40)	
Contact Hour	\$2.38	\$1.32	\$1.96	(\$1.57)	

COSMETOLOGY

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	877	779	559	692	666
Contact Hours	22,043	19,536	14,200	17,728	17,088
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	896	896	1,505	1,505	1,505
FT Faculty FTE	1.00	1.00	1.00	1.00	1.00
Overload FTE	0.00	0.00	0.07	0.00	0.00
PT Faculty FTE	2.42	2.05	0.78	0.79	0.68
Ind Study Contact Hrs	11.00	6.00	0.00	2.00	1.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	6,445	6,405	7,676	9,904	10,171
REVENUES					
Tuition	\$131,065	\$125,410	\$96,630	\$124,894	\$127,894
Excess CH Fee	0	0	0	0	0
Course Fees	13,230	16,050	19,690	22,455	22,915
TOTAL REVENUES	\$144,295	\$141,460	\$116,320	\$147,349	\$150,809
Revenue/ Credit Hr	\$164.63	\$181.71	\$208.09	\$213.09	\$226.44
Revenue/ Contact Hr	\$6.55	\$7.24	\$8.19	\$8.31	\$8.83
EXPENDITURES					
FT Faculty	\$65,517	\$65,993	\$66,388	\$68,550	\$66,757
Overload	0	0	4,658	0	0
Preps, etc	0	0	0	0	0
PT Faculty - KCC	84,087	49,741	37,749	12,149	24,570
PT Faculty - EDUSTAFF	0	0	0	23,358	15,168
Independent Study	1,028	560	0	130	65
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	66,541	53,766	47,199	41,229	43,817
Classroom Supplies	13,459	10,298	10,846	10,974	11,541
Equipment	0	0	0	10,868	0
Other	1,390	1,048	864	1,507	1,568
TOTAL EXPENDITURES	\$232,022	\$181,408	\$167,705	\$168,764	\$163,485
Exps/ Credit Hr	\$264.71	\$233.02	\$300.01	\$244.06	\$245.47
Exps/ Contact Hr	\$10.53	\$9.29	\$11.81	\$9.52	\$9.57
REV/ (COST) PER -					
Credit Hour	(\$100.09)	(\$51.31)	(\$91.92)	(\$30.97)	(\$19.03)
Contact Hour	(\$3.98)	(\$2.04)	(\$3.62)	(\$1.21)	(\$0.74)

MEDIA PRODUCTION

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	813	633	501	372	129
Contact Hours	17,344	13,504	10,688	7,936	2,752
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	528	528	528	528	528
FT Faculty FTE	0.98	1.08	0.99	0.88	0.44
Overload FTE	0.62	0.41	0.12	0.06	0.07
PT Faculty FTE	0.63	0.51	0.24	0.00	0.12
Ind Study Contact Hrs	0.00	0.00	4.00	4.00	28.00
Parapro FTE	0.13	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	7,778	6,752	7,917	8,443	4,368
REVENUES					
Tuition	\$103,558	\$86,712	\$72,703	\$55,909	\$20,597
Excess CH Fee	0	0	0	0	0
Course Fees	27,875	25,850	21,055	14,840	4,990
TOTAL REVENUES	\$131,433	\$112,562	\$93,758	\$70,749	\$25,587
Revenue/ Credit Hr	\$161.66	\$177.82	\$187.14	\$190.19	\$198.35
Revenue/ Contact Hr	\$7.58	\$8.34	\$8.77	\$8.91	\$9.30
EXPENDITURES					
FT Faculty	\$64,207	\$71,272	\$65,724	\$60,324	\$29,373
Overload	11,725	7,769	2,856	1,428	1,666
Preps, etc	450	0	0	0	0
PT Faculty - KCC	8,247	10,341	5,852	2,158	2,297
PT Faculty - EDUSTAFF	0	0	0	0	0
Independent Study	0	0	260	260	1,820
Paraprofessionals	0	0	0	0	0
Student Wages	2,464	2,097	1,978	2,015	1,554
Fringe Benefits	44,983	46,156	35,934	33,951	17,586
Classroom Supplies	10,370	17,826	14,025	3,792	6,379
Equipment	5,046	0	0	0	0
Other	2,509	5,534	4,913	2,645	2,961
TOTAL EXPENDITURES	\$150,001	\$160,996	\$131,543	\$106,573	\$63,636
Exps/ Credit Hr	\$184.50	\$254.34	\$262.56	\$286.49	\$493.30
Exps/ Contact Hr	\$8.65	\$11.92	\$12.31	\$13.43	\$23.12
REV/ (COST) PER -					
Credit Hour	(\$22.84)	(\$76.52)	(\$75.42)	(\$96.30)	(\$294.95)
Contact Hour	(\$1.07)	(\$3.59)	(\$3.54)	(\$4.51)	(\$13.83)

DESIGN TECHNOLOGIES

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	138	60	57	69	102
Contact Hours	2,752	1,280	1,216	1,472	1,984
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	512	512	528	528	528
FT Faculty FTE	0.20	0.00	0.00	0.00	0.00
Overload FTE	0.05	0.00	0.00	0.00	0.00
PT Faculty FTE	0.13	0.13	0.54	0.69	0.36
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	7,242	9,846	2,252	2,133	5,511
REVENUES					
Tuition	\$16,768	\$8,245	\$8,230	\$10,361	\$17,079
Excess CH Fee	0	0	0	0	0
Course Fees	604	507	475	575	775
TOTAL REVENUES	\$17,372	\$8,752	\$8,705	\$10,936	\$17,854
Revenue/ Credit Hr	\$125.88	\$145.87	\$152.71	\$158.49	\$175.03
Revenue/ Contact Hr	\$6.31	\$6.84	\$7.16	\$7.43	\$9.00
EXPENDITURES					
FT Faculty	\$13,103	\$0	\$0	\$0	\$0
Overload	920	0	0	0	0
Preps, etc	0	0	0	0	0
PT Faculty - KCC	2,090	2,240	9,176	4,570	4,570
PT Faculty - EDUSTAFF	0	0	0	10,092	1,521
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	8,808	737	3,000	1,530	1,530
Classroom Supplies	2	92	2,164	0	556
Equipment	0	0	0	0	0
Other	17	6	80	83	69
TOTAL EXPENDITURES	\$24,940	\$3,074	\$14,419	\$16,275	\$8,246
Exps/ Credit Hr	\$180.73	\$51.23	\$252.97	\$235.87	\$80.84
Exps/ Contact Hr	\$9.06	\$2.40	\$11.86	\$11.06	\$4.16
REV/ (COST) PER -					
Credit Hour	(\$54.84)	\$94.64	(\$100.26)	(\$77.39)	\$94.19
Contact Hour	(\$2.75)	\$4.44	(\$4.70)	(\$3.63)	\$4.84

AUTOMOTIVE TECHNOLOGIES

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	903	750	707	917	734
Contact Hours	20,256	16,592	15,760	20,496	16,368
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	512	512	528	528	528
FT Faculty FTE	1.00	1.00	1.00	1.00	1.00
Overload FTE	0.09	0.09	0.21	0.24	0.24
PT Faculty FTE	1.35	1.22	1.03	0.97	0.88
Ind Study Contact Hrs	0.00	10.00	10.00	0.00	0.00
Parapro FTE	0.33	0.32	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	8,302	7,183	7,036	9,274	7,721
REVENUES					
Tuition	\$120,440	\$106,511	\$107,246	\$144,395	\$122,505
Excess CH Fee	0	0	0	0	0
Course Fees	20	84	9,625	11,055	34,460
TOTAL REVENUES	\$120,460	\$106,595	\$116,871	\$155,450	\$156,965
Revenue/ Credit Hr	\$133.40	\$142.13	\$165.31	\$169.52	\$213.85
Revenue/ Contact Hr	\$5.95	\$6.42	\$7.42	\$7.58	\$9.59
EXPENDITURES					
FT Faculty	\$65,517	\$65,993	\$66,388	\$68,550	\$66,757
Overload	1,656	1,656	4,998	5,712	5,712
Preps, etc	200	600	500	540	540
PT Faculty - KCC	26,978	20,700	18,564	16,039	14,376
PT Faculty - EDUSTAFF	0	0	0	0	0
Independent Study	0	934	650	0	0
Paraprofessionals	15,204	14,266	2,009	11,917	12,097
Student Wages	3,844	2,362	2,459	523	230
Fringe Benefits	53,351	49,772	42,072	48,573	46,526
Classroom Supplies	10,760	6,141	9,795	11,054	11,480
Equipment	4,069	0	0	27,021	6,986
Other	4,322	3,703	2,512	5,479	10,654
TOTAL EXPENDITURES	\$185,901	\$166,127	\$149,947	\$195,408	\$175,358
Exps/ Credit Hr	\$205.87	\$221.50	\$212.09	\$213.09	\$238.91
Exps/ Contact Hr	\$9.18	\$10.01	\$9.51	\$9.53	\$10.71
REV/ (COST) PER -					
Credit Hour	(\$72.47)	(\$79.38)	(\$46.78)	(\$43.57)	(\$25.06)
Contact Hour	(\$3.23)	(\$3.59)	(\$2.10)	(\$1.95)	(\$1.12)

MANUFACTURING TECHNOLOGIES

	2010-11	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	181	23	0	51	111
Contact Hours	4,349	549	0	1,122	2,479
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	512	512	528	528	528
FT Faculty FTE	0.30	0.00	0.00	0.00	0.00
Overload FTE	0.06	0.00	0.00	0.00	0.00
PT Faculty FTE	0.62	0.16	0.00	0.11	0.65
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.25	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	4,438	3,431	#DIV/0!	10,200	3,814
REVENUES					
Tuition	\$26,410	\$3,524	\$0	\$7,899	\$21,115
Excess CH Fee	0	0	0	0	0
Course Fees	9,343	1,317	0	1,992	5,562
TOTAL REVENUES	\$35,753	\$4,841	\$0	\$9,891	\$26,677
Revenue/ Credit Hr	\$197.44	\$210.67	#DIV/0!	\$194.44	\$240.70
Revenue/ Contact Hr	\$8.22	\$8.82	#DIV/0!	\$8.82	\$10.76
EXPENDITURES					
FT Faculty	\$19,655	\$0	\$0	\$0	\$0
Overload	1,104	0	0	0	0
Preps, etc	300	0	0	0	0
PT Faculty - KCC	13,243	3,542	0	0	0
PT Faculty - EDUSTAFF	0	0	0	3,911	14,995
Independent Study	0	0	0	0	0
Paraprofessionals	12,873	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	20,600	1,165	0	0	0
Classroom Supplies	5,417	0	2,036	1,507	2,961
Equipment	0	0	0	0	0
Other	1,951	0	878	75	15
TOTAL EXPENDITURES	\$75,142	\$4,706	\$2,914	\$5,493	\$17,971
Exps/ Credit Hr	\$414.97	\$204.81	#DIV/0!	\$107.97	\$162.15
Exps/ Contact Hr	\$17.28	\$8.57	#DIV/0!	\$4.90	\$7.25
REV/ (COST) PER -					
Credit Hour	(\$217.52)	\$5.87	#DIV/0!	\$86.46	\$78.55
Contact Hour	(\$9.06)	\$0.25	#DIV/0!	\$3.92	\$3.51

WELDING TECHNOLOGIES

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	546	561	879	1,142	1,227
Contact Hours	13,091	13,384	20,383	26,520	28,408
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	512	512	528	528	528
FT Faculty FTE	0.58	0.97	1.00	1.00	1.00
Overload FTE	0.08	0.00	0.00	0.00	0.00
PT Faculty FTE	1.49	1.26	1.94	2.68	2.71
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.50	0.33	0.50	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	6,089	6,002	6,933	7,207	7,657
REVENUES					
Tuition	\$79,622	\$86,140	\$137,948	\$186,670	\$241,007
Excess CH Fee	0	0	0	0	0
Course Fees	50,683	67,023	117,838	151,893	136,903
TOTAL REVENUES	\$130,305	\$153,163	\$255,786	\$338,563	\$377,910
Revenue/ Credit Hr	\$238.86	\$272.99	\$291.02	\$296.47	\$308.00
Revenue/ Contact Hr	\$9.95	\$11.44	\$12.55	\$12.77	\$13.30
EXPENDITURES					
FT Faculty	\$38,000	\$64,013	\$66,388	\$68,550	\$66,757
Overload	1,472	0	0	0	0
Preps, etc	600	600	0	0	0
PT Faculty - KCC	32,127	17,147	40,243	37,929	26,284
PT Faculty - EDUSTAFF	0	0	0	14,507	28,909
Independent Study	0	0	0	0	0
Paraprofessionals	25,675	17,326	38,009	0	49,753
Student Wages	0	0	0	13,111	0
Fringe Benefits	41,967	47,641	58,917	49,819	61,032
Classroom Supplies	39,167	34,807	35,496	41,804	49,437
Equipment	5,260	24,469	20,670	0	0
Other	3,630	8,045	10,670	10,857	11,368
TOTAL EXPENDITURES	\$187,900	\$214,047	\$270,394	\$236,577	\$293,539
Exps/ Credit Hr	\$344.43	\$381.50	\$307.64	\$207.16	\$239.23
Exps/ Contact Hr	\$14.35	\$15.99	\$13.27	\$8.92	\$10.33
REV/ (COST) PER -					
Credit Hour	(\$105.57)	(\$108.52)	(\$16.62)	\$89.30	\$68.76
Contact Hour	(\$4.40)	(\$4.55)	(\$0.72)	\$3.85	\$2.97

MECHATRONICS

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours		154	220	264	470
Contact Hours		3,404	4,580	5,520	9,472
Excess Contact Hours		0	0	0	0
STAFFING					
FT Load (Contact Hours)		512	528	528	528
FT Faculty FTE		0.21	0.36	0.38	0.33
Overload FTE		0.01	0.00	0.00	0.00
PT Faculty FTE		0.34	0.20	0.24	0.63
Ind Study Contact Hrs		0.00	0.00	0.00	0.00
Parapro FTE		0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE		0.00	0.00	0.00	0.00
SCOH per FTE		6,078	8,179	8,903	9,867
REVENUES					
Tuition		\$21,926	\$30,999	\$38,852	\$81,536
Excess CH Fee		0	0	0	0
Course Fees		3,000	5,424	6,430	13,240
TOTAL REVENUES		\$24,926	\$36,423	\$45,282	\$94,776
Revenue/ Credit Hr		\$161.44	\$165.71	\$171.52	\$201.65
Revenue/ Contact Hr		\$7.32	\$7.95	\$8.20	\$10.01
EXPENDITURES					
FT Faculty		\$13,859	\$23,900	\$26,049	\$22,030
Overload		184	0	0	0
Preps, etc		0	0	0	0
PT Faculty - KCC		3,031	6,038	86	0
PT Faculty - EDUSTAFF		0	0	5,141	15,313
Independent Study		0	0	0	0
Paraprofessionals		0	0	0	0
Student Wages		0	0	0	274
Fringe Benefits		8,874	13,975	14,133	11,737
Classroom Supplies		2,419	17,488	3,565	4,099
Equipment		0	9,144	0	8,151
Other		546	1,798	2,429	3,314
TOTAL EXPENDITURES		\$28,913	\$72,342	\$51,403	\$64,917
Exps/ Credit Hr		\$187.26	\$329.13	\$194.71	\$138.12
Exps/ Contact Hr		\$8.49	\$15.79	\$9.31	\$6.85
REV/ (COST) PER -					
Credit Hour		(\$25.82)	(\$163.42)	(\$23.19)	\$63.53
Contact Hour		(\$1.17)	(\$7.84)	(\$1.11)	\$3.15

PLATO

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	41	27	8	15	3
Contact Hours	984	648	192	360	72
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	512	512	528	528	528
FT Faculty FTE	0.04	0.07	0.01	0.01	0.01
Overload FTE	0.00	0.00	0.00	0.00	0.00
PT Faculty FTE	0.00	0.00	0.00	0.00	0.00
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	24,600	9,257	19,200	36,000	7,200
REVENUES					
Tuition	\$6,065	\$4,174	\$1,299	\$2,534	\$620
Excess CH Fee	0	0	0	0	0
Course Fees	0	0	0	0	0
TOTAL REVENUES	\$6,065	\$4,174	\$1,299	\$2,534	\$620
Revenue/ Credit Hr	\$147.94	\$154.60	\$162.43	\$168.92	\$206.60
Revenue/ Contact Hr	\$6.16	\$6.44	\$6.77	\$7.04	\$8.61
EXPENDITURES					
FT Faculty	\$2,621	\$4,620	\$664	\$686	\$668
Overload	0	0	0	0	0
Preps, etc	0	0	0	0	0
PT Faculty - KCC	340	340	45	0	0
PT Faculty - EDUSTAFF	0	0	0	0	0
Independent Study	0	2,192	2,192	2,192	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	0	3,438	1,065	1,105	356
Classroom Supplies	0	0	0	0	0
Equipment	0	0	0	0	0
Other	0	0	0	0	0
TOTAL EXPENDITURES	\$2,961	\$10,590	\$3,966	\$3,984	\$1,023
Exps/ Credit Hr	\$72.21	\$392.22	\$495.78	\$265.57	\$341.08
Exps/ Contact Hr	\$3.01	\$16.34	\$20.66	\$11.07	\$14.21
REV/ (COST) PER -					
Credit Hour	\$75.73	(\$237.62)	(\$333.36)	(\$96.65)	(\$134.48)
Contact Hour	\$3.16	(\$9.90)	(\$13.89)	(\$4.03)	(\$5.60)

ELECTRICAL

2011-12 2012-13 2013-14 2014-15 2015-16

ENROLLMENT

Credit Hours	244	293	203	307	260
Contact Hours	6,012	7,199	5,047	7,612	6,510
Excess Contact Hours	0	0	0	0	0

STAFFING

FT Load (Contact Hours)	512	512	528	528	528
FT Faculty FTE	0.37	0.50	0.50	0.50	0.50
Overload FTE	0.00	0.02	0.00	0.00	0.00
PT Faculty FTE	0.51	0.01	0.38	0.38	0.58
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00

SCOH per FTE	6,832	13,582	5,735	8,649	6,028
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REVENUES

Tuition	\$37,058	\$46,371	\$34,157	\$53,573	\$56,039
Excess CH Fee	0	0	0	0	0
Course Fees	27,242	38,030	27,750	41,338	37,154

TOTAL REVENUES	\$64,300	\$84,401	\$61,907	\$94,911	\$93,193
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Revenue/ Credit Hr	\$263.53	\$288.55	\$304.66	\$309.06	\$357.88
Revenue/ Contact Hr	\$10.70	\$11.72	\$12.27	\$12.47	\$14.32

EXPENDITURES

FT Faculty	\$24,241	\$32,997	\$33,194	\$34,275	\$34,275
Overload	0	368	0	0	0
Preps, etc	0	0	0	0	0
PT Faculty - KCC	9,687	9,687	9,687	9,687	0
PT Faculty - EDUSTAFF	0	0	0	0	0
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	17,618	21,918	19,835	21,803	17,783
Classroom Supplies	0	0	0	0	0
Equipment	0	0	0	0	0
Other	0	0	0	0	0

TOTAL EXPENDITURES	\$51,547	\$64,970	\$62,716	\$65,765	\$52,058
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Exps/ Credit Hr	\$211.26	\$222.12	\$308.64	\$214.15	\$199.92
Exps/ Contact Hr	\$8.57	\$9.03	\$12.43	\$8.64	\$8.00

REV/ (COST) PER -

Credit Hour	\$52.27	\$66.43	(\$3.98)	\$94.91	\$157.97
Contact Hour	\$2.12	\$2.70	(\$0.16)	\$3.83	\$6.32

HVAC

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	186	189	134	145	272
Contact Hours	4,512	4,599	3,314	3,618	6,617
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	512	512	528	528	528
FT Faculty FTE	0.00	0.00	0.00	0.00	0.00
Overload FTE	0.00	0.00	0.00	0.00	0.00
PT Faculty FTE	0.97	0.45	0.37	0.36	0.79
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	4,651	10,220	8,955	10,049	8,376
REVENUES					
Tuition	\$27,809	\$29,625	\$22,425	\$25,461	\$56,960
Excess CH Fee	0	0	0	0	0
Course Fees	20,859	24,986	17,561	20,668	36,132
TOTAL REVENUES	\$48,668	\$54,611	\$39,986	\$46,129	\$93,092
Revenue/ Credit Hr	\$262.36	\$288.95	\$297.74	\$318.79	\$342.00
Revenue/ Contact Hr	\$10.79	\$11.87	\$12.07	\$12.75	\$14.07
EXPENDITURES					
FT Faculty	\$0	\$0	\$0	\$0	\$0
Overload	0	0	0	0	0
Preps, etc	0	0	0	0	0
PT Faculty - KCC	21,911	21,911	21,911	21,911	0
PT Faculty - EDUSTAFF	0	0	0	0	0
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	7,036	7,207	7,163	7,338	0
Classroom Supplies	0	0	0	0	0
Equipment	0	0	0	0	0
Other	0	0	0	0	0
TOTAL EXPENDITURES	\$28,947	\$29,118	\$29,074	\$29,249	\$0
Exps/ Credit Hr	\$156.05	\$154.06	\$216.48	\$202.14	\$0.00
Exps/ Contact Hr	\$6.42	\$6.33	\$8.77	\$8.09	\$0.00
REV/ (COST) PER -					
Credit Hour	\$106.31	\$134.89	\$81.25	\$116.66	\$342.00
Contact Hour	\$4.37	\$5.54	\$3.29	\$4.67	\$14.07

CARPENTRY

2011-12 2012-13 2013-14 2014-15 2015-16

ENROLLMENT

Credit Hours	29	78	78	153	0
Contact Hours	723	2,080	2,080	4,080	#REF!
Excess Contact Hours	0	0	0	0	#REF!

STAFFING

FT Load (Contact Hours)	512	512	528	528	528
FT Faculty FTE	0.00	0.00	0.00	0.00	0.00
Overload FTE	0.00	0.00	0.00	0.00	0.00
PT Faculty FTE	0.50	1.07	0.65	0.87	0.00
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	1,445	1,944	3,200	4,690	#REF!

REVENUES

Tuition	\$4,454	\$13,399	\$14,077	\$28,717	\$0
Excess CH Fee	0	0	0	0	0
Course Fees	1,413	0	0	0	0

TOTAL REVENUES	\$5,867	\$13,399	\$14,077	\$28,717	\$0
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Revenue/ Credit Hr	\$205.13	\$171.78	\$180.47	\$187.69	\$0.00
Revenue/ Contact Hr	\$8.12	\$6.44	\$6.77	\$7.04	#REF!

EXPENDITURES

FT Faculty	\$0	\$0	\$0	\$0	\$0
Overload	0	0	0	0	0
Preps, etc	0	0	0	0	0
PT Faculty - KCC	17,439	17,439	17,439	17,439	0
PT Faculty - EDUSTAFF	0	0	0	0	0
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	5,600	5,736	5,701	5,840	0
Classroom Supplies	0	0	0	0	0
Equipment	0	0	0	0	0
Other	0	0	0	0	0

TOTAL EXPENDITURES	\$23,039	\$23,175	\$23,140	\$23,279	\$0
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Exps/ Credit Hr	\$805.55	\$297.11	\$296.66	\$152.15	\$0.00
Exps/ Contact Hr	\$31.89	\$11.14	\$11.12	\$5.71	#REF!

REV/ (COST) PER -

Credit Hour	(\$600.42)	(\$125.33)	(\$116.19)	\$35.54	\$0.00
Contact Hour	(\$23.77)	(\$4.70)	(\$4.36)	\$1.33	#REF!

NURSING

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	4,824	4,514	4,441	2,911	2,674
Contact Hours	122,623	120,697	119,232	78,464	64,536
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	512	512	528	528	528
FT Faculty FTE	4.62	5.16	4.74	4.29	3.99
Overload FTE	1.30	1.49	0.59	0.46	0.08
PT Faculty FTE	12.90	11.68	12.97	6.72	6.66
Ind Study Contact Hrs	1.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	1.00	1.00	1.00	1.00	1.00
SCOH per FTE	6,516	6,585	6,515	6,841	6,015
REVENUES					
Tuition	\$733,173	\$775,237	\$811,263	\$552,782	\$483,015
Excess CH Fee	0	0	0	0	0
Course Fees	97,821	94,494	134,680	166,900	135,225
TOTAL REVENUES	\$830,994	\$869,731	\$945,943	\$719,682	\$618,240
Revenue/ Credit Hr	\$172.28	\$192.67	\$213.00	\$247.23	\$231.25
Revenue/ Contact Hr	\$6.78	\$7.21	\$7.93	\$9.17	\$9.58
EXPENDITURES					
FT Faculty	\$302,689	\$340,524	\$314,679	\$294,080	\$266,360
Overload	23,922	27,418	14,042	10,948	1,904
Preps, etc	3,811	4,646	1,566	1,032	2,800
PT Faculty - KCC	250,585	205,759	243,101	93,401	74,738
PT Faculty - EDUSTAFF	0	0	0	93,977	98,250
Independent Study	93	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	288,721	285,804	254,220	208,683	181,126
Classroom Supplies	18,653	14,171	20,299	10,705	9,791
Equipment	0	8,567	79,609	8,998	13,826
Other	76,461	76,675	79,361	71,021	45,629
TOTAL EXPENDITURES	\$964,934	\$963,563	\$1,006,877	\$792,846	\$694,424
Exps/ Credit Hr	\$200.05	\$213.46	\$226.72	\$272.36	\$259.74
Exps/ Contact Hr	\$7.87	\$7.98	\$8.44	\$10.10	\$10.76
REV/ (COST) PER -					
Credit Hour	(\$27.77)	(\$20.79)	(\$13.72)	(\$25.13)	(\$28.50)
Contact Hour	(\$1.09)	(\$0.78)	(\$0.51)	(\$0.93)	(\$1.18)

CERTIFIED NURSING ASSISTANT

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	564	576	516	354	252
Contact Hours	12,032	12,288	10,600	7,080	5,040
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	512	512	528	528	528
FT Faculty FTE	0.00	0.00	0.00	0.00	0.00
Overload FTE	0.00	0.00	0.00	0.00	0.00
PT Faculty FTE	2.53	2.09	1.50	1.59	0.77
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	4,756	5,879	7,067	4,453	6,545
REVENUES					
Tuition	\$72,574	\$78,985	\$71,973	\$49,861	\$37,721
Excess CH Fee	0	0	0	0	0
Course Fees	15,840	19,200	17,200	9,000	5,200
TOTAL REVENUES	\$88,414	\$98,185	\$89,173	\$58,861	\$42,921
Revenue/ Credit Hr	\$156.76	\$170.46	\$172.82	\$166.27	\$170.32
Revenue/ Contact Hr	\$7.35	\$7.99	\$8.41	\$8.31	\$8.52
EXPENDITURES					
FT Faculty	\$0	\$0	\$0	\$0	\$0
Overload	0	0	0	0	0
Preps, etc	0	0	0	0	0
PT Faculty - KCC	41,264	36,012	40,882	6,181	2,757
PT Faculty - EDUSTAFF	0	0	0	25,310	18,074
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	13,250	11,844	13,364	2,070	923
Classroom Supplies	1,092	147	461	1,276	364
Equipment	0	0	0	0	0
Other	1,571	1,366	1,395	2,422	254
TOTAL EXPENDITURES	\$57,177	\$49,369	\$56,102	\$37,259	\$22,373
Exps/ Credit Hr	\$101.38	\$85.71	\$108.72	\$105.25	\$88.78
Exps/ Contact Hr	\$4.75	\$4.02	\$5.29	\$5.26	\$4.44
REV/ (COST) PER -					
Credit Hour	\$55.39	\$84.75	\$64.09	\$61.02	\$81.54
Contact Hour	\$2.60	\$3.97	\$3.12	\$3.05	\$4.08

SONOGRAPHY

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	1,419	1,182	949	838	1,007
Contact Hours	31,368	24,776	21,032	18,720	22,992
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	512	512	528	528	528
FT Faculty FTE	1.00	1.00	1.00	1.00	1.00
Overload FTE	0.77	0.24	0.13	0.31	0.31
PT Faculty FTE	1.73	1.80	1.07	0.88	0.87
Ind Study Contact Hrs	0.00	0.00	0.00	12.50	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	8,962	8,150	9,560	8,548	10,547
REVENUES					
Tuition	\$193,355	\$159,599	\$142,340	\$131,759	\$197,918
Excess CH Fee	0	0	0	0	0
Course Fees	22,860	24,160	25,500	22,300	28,400
TOTAL REVENUES	\$216,215	\$183,759	\$167,840	\$154,059	\$226,318
Revenue/ Credit Hr	\$152.42	\$155.53	\$176.95	\$183.84	\$224.75
Revenue/ Contact Hr	\$6.89	\$7.42	\$7.98	\$8.23	\$9.84
EXPENDITURES					
FT Faculty	\$65,517	\$65,993	\$66,388	\$68,550	\$66,757
Overload	14,169	4,416	3,094	7,378	7,378
Preps, etc	2,360	4,255	600	850	600
PT Faculty - KCC	38,055	31,833	22,798	3,390	13,878
PT Faculty - EDUSTAFF	0	0	0	11,353	7,079
Independent Study	0	0	0	813	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	56,737	50,544	41,996	41,280	42,886
Classroom Supplies	7,826	4,837	4,730	5,469	3,986
Equipment	16,600	10,999	4,391	6,386	0
Other	5,642	8,484	12,762	13,495	12,090
TOTAL EXPENDITURES	\$206,907	\$181,362	\$156,759	\$158,964	\$154,654
Exps/ Credit Hr	\$145.86	\$153.50	\$165.27	\$189.69	\$153.58
Exps/ Contact Hr	\$6.60	\$7.32	\$7.45	\$8.49	\$6.73
REV/ (COST) PER -					
Credit Hour	\$6.56	\$2.03	\$11.68	(\$5.85)	\$71.17
Contact Hour	\$0.30	\$0.10	\$0.53	(\$0.26)	\$3.12

EMERGENCY MEDICAL TECHNICIAN

2011-12 2012-13 2013-14 2014-15 2015-16

ENROLLMENT

Credit Hours	0	0	77	50	398
Contact Hours	0	0	1,456	1,632	7,956
Excess Contact Hours	0	0	0	0	0

STAFFING

FT Load (Contact Hours)	512	512	528	528	528
FT Faculty FTE	0.00	0.00	0.00	0.00	0.00
Overload FTE	0.00	0.00	0.00	0.00	0.00
PT Faculty FTE	0.00	0.00	0.39	1.64	2.23
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00

SCOH per FTE	#DIV/0!	#DIV/0!	3,733	995	3,568
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REVENUES

Tuition	\$0	\$0	\$9,908	\$11,497	\$61,650
Excess CH Fee	0	0	0	0	0
Course Fees	0	0	2,275	2,550	9,506

TOTAL REVENUES	\$0	\$0	\$12,183	\$14,047	\$71,156
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Revenue/ Credit Hr	#DIV/0!	#DIV/0!	\$158.22	\$280.95	\$178.78
Revenue/ Contact Hr	#DIV/0!	#DIV/0!	\$8.37	\$8.61	\$8.94

EXPENDITURES

FT Faculty	\$0	\$0	\$0	\$0	\$0
Overload	0	0	0	0	0
Preps, etc	0	0	0	0	0
PT Faculty - KCC	0	0	6,024	144	2,246
PT Faculty - EDUSTAFF	0	0	0	34,291	51,236
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	0	0	956
Student Wages	0	0	0	0	0
Fringe Benefits	0	0	1,969	48	1,072
Classroom Supplies	0	0	2,439	3,263	3,045
Equipment	0	0	0	0	0
Other	0	0	500	4,756	469

TOTAL EXPENDITURES	\$0	\$0	\$10,933	\$42,503	\$59,024
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Exps/ Credit Hr	#DIV/0!	#DIV/0!	\$141.99	\$850.05	\$148.30
Exps/ Contact Hr	#DIV/0!	#DIV/0!	\$7.51	\$26.04	\$7.42

REV/ (COST) PER -

Credit Hour	#DIV/0!	#DIV/0!	\$16.24	(\$569.10)	\$30.48
Contact Hour	#DIV/0!	#DIV/0!	\$0.86	(\$17.44)	\$1.52

ALLIED HEALTH

2011-12 2012-13 2013-14 2014-15 2015-16

ENROLLMENT

Credit Hours	578	720	445	582	509
Contact Hours	9,248	11,520	7,120	9,312	8,144
Excess Contact Hours	770	760	0	0	0

STAFFING

FT Load (Contact Hours)	512	512	528	528	528
FT Faculty FTE	0.54	0.62	0.53	0.43	0.23
Overload FTE	0.14	0.13	0.03	0.14	0.09
PT Faculty FTE	0.25	0.50	0.00	0.28	1.48
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00

SCOH per FTE	9,944	9,216	12,714	10,955	4,524
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REVENUES

Tuition	\$55,323	\$73,979	\$48,451	\$65,603	\$60,953
Excess CH Fee	0	0	0	0	0
Course Fees	9,956	24,100	19,910	23,760	21,735

TOTAL REVENUES	\$65,279	\$98,079	\$68,361	\$89,363	\$82,688
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Revenue/ Credit Hr	\$112.94	\$136.22	\$153.62	\$153.55	\$162.45
Revenue/ Contact Hr	\$7.06	\$8.51	\$9.60	\$9.60	\$10.15

EXPENDITURES

FT Faculty	\$35,379	\$40,916	\$35,186	\$29,477	\$15,354
Overload	2,576	2,392	714	3,332	2,142
Preps, etc	528	542	43	232	0
PT Faculty - KCC	7,263	8,145	873	4,625	22,260
PT Faculty - EDUSTAFF	0	0	0	0	0
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	24,502	1,107	180	18,703	16,352
Classroom Supplies	858	0	250	0	85
Equipment	0	0	0	0	0
Other	632	594	0	0	0

TOTAL EXPENDITURES	\$71,740	\$53,695	\$37,247	\$56,369	\$56,193
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Exps/ Credit Hr	\$124.12	\$74.58	\$83.70	\$96.85	\$110.40
Exps/ Contact Hr	\$7.76	\$4.66	\$5.23	\$6.05	\$6.90

REV/ (COST) PER -

Credit Hour	(\$11.18)	\$61.64	\$69.92	\$56.69	\$52.05
Contact Hour	(\$0.70)	\$3.85	\$4.37	\$3.54	\$3.25

SURGERY TECHNOLOGY

	2011-12	2012-13	2013-14	2014-15	2015-16
ENROLLMENT					
Credit Hours	482	342	483	483	418
Contact Hours	14,224	10,112	13,952	13,952	7,728
Excess Contact Hours	0	0	0	0	0
STAFFING					
FT Load (Contact Hours)	512	512	528	528	528
FT Faculty FTE	1.00	1.00	1.00	1.00	1.00
Overload FTE	0.22	0.22	0.15	0.06	0.15
PT Faculty FTE	0.00	0.00	0.00	0.48	0.61
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	11,659	8,289	12,132	9,060	4,391
REVENUES					
Tuition	\$84,574	\$64,913	\$94,943	\$98,292	\$57,840
Excess CH Fee	0	0	0	0	0
Course Fees	11,180	9,920	17,800	17,800	48,450
TOTAL REVENUES	\$95,754	\$74,833	\$112,743	\$116,092	\$106,290
Revenue/ Credit Hr	\$198.66	\$218.81	\$233.42	\$240.36	\$254.28
Revenue/ Contact Hr	\$6.73	\$7.40	\$8.08	\$8.32	\$13.75
EXPENDITURES					
FT Faculty	\$65,517	\$65,993	\$66,388	\$68,550	\$66,757
Overload	4,048	4,048	3,570	1,428	3,570
Preps, etc	1,500	1,500	900	780	780
PT Faculty - KCC	0	0	0	0	0
PT Faculty - EDSTAFF	0	0	0	13,232	17,208
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	40,992	39,047	34,798	37,856	37,024
Classroom Supplies	5,490	7,094	9,421	11,023	1,266
Equipment	0	0	3,993	1,940	9,607
Other	6,451	3,965	4,261	2,042	2,716
TOTAL EXPENDITURES	\$123,998	\$121,648	\$123,330	\$136,850	\$138,929
Exps/ Credit Hr	\$257.26	\$355.70	\$255.34	\$283.33	\$332.37
Exps/ Contact Hr	\$8.72	\$12.03	\$8.84	\$9.81	\$17.98
REV/ (COST) PER -					
Credit Hour	(\$58.60)	(\$136.88)	(\$21.92)	(\$42.98)	(\$78.08)
Contact Hour	(\$1.99)	(\$4.63)	(\$0.76)	(\$1.49)	(\$4.22)

PHARM TECH

2011-12 2012-13 2013-14 2014-15 2015-16

ENROLLMENT

Credit Hours	324	297	144	0	189
Contact Hours	8,256	7,824	2,304	0	4,064
Excess Contact Hours	0	0	0	0	0

STAFFING

FT Load (Contact Hours)	512	512	528	528	528
FT Faculty FTE	0.21	0.00	0.00	0.00	0.00
Overload FTE	0.07	0.00	0.00	0.00	0.00
PT Faculty FTE	0.66	0.94	0.60	0.00	0.61
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00

SCOH per FTE	8,783	8,323	3,840	#DIV/0!	6,662
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REVENUES

Tuition	\$49,089	\$50,226	\$15,679	\$0	\$30,417
Excess CH Fee	0	0	0	0	0
Course Fees	3,720	7,600	3,870	0	8,700

TOTAL REVENUES	\$52,809	\$57,826	\$19,549	\$0	\$39,117
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Revenue/ Credit Hr	\$162.99	\$194.70	\$135.75	#DIV/0!	\$206.97
Revenue/ Contact Hr	\$6.40	\$7.39	\$8.48	#DIV/0!	\$9.63

EXPENDITURES

FT Faculty	\$13,759	\$0	\$0	\$0	\$0
Overload	1,288	0	0	0	0
Preps, etc	84	0	0	0	0
PT Faculty - KCC	9,001	12,859	9,766	0	0
PT Faculty - EDUSTAFF	0	0	0	737	16,730
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	11,565	4,229	3,192	0	0
Classroom Supplies	280	124	334	52	1,611
Equipment	0	0	0	0	0
Other	347	8	163	0	20

TOTAL EXPENDITURES	\$36,324	\$17,221	\$13,456	\$789	\$18,361
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Exps/ Credit Hr	\$112.11	\$57.98	\$93.44	#DIV/0!	\$97.15
Exps/ Contact Hr	\$4.40	\$2.20	\$5.84	#DIV/0!	\$4.52

REV/ (COST) PER -

Credit Hour	\$50.88	\$136.72	\$42.31	#DIV/0!	\$109.82
Contact Hour	\$2.00	\$5.19	\$2.64	#DIV/0!	\$5.11

PHLEBOTOMY

2011-12 2012-13 2013-14 2014-15 2015-16

ENROLLMENT

Credit Hours	0	0	84	132	72
Contact Hours	0	0	1,344	2,304	2,208
Excess Contact Hours	0	0	0	0	0

STAFFING

FT Load (Contact Hou	0	0	528	528	528
FT Faculty FTE	0.00	0.00	0.00	0.00	0.00
Overload FTE	0.00	0.00	0.00	0.00	0.00
PT Faculty FTE	0.00	0.00	0.18	0.42	0.35
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00

SCOH per FTE	#DIV/0!	#DIV/0!	7,467	5,486	6,309
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REVENUES

Tuition	\$0	\$0	\$9,146	\$16,232	\$16,526
Excess CH Fee	0	0	0	0	0
Course Fees	0	0	3,500	6,600	3,600

TOTAL REVENUES	\$0	\$0	\$12,646	\$22,832	\$20,126
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Revenue/ Credit Hr	#DIV/0!	#DIV/0!	\$150.55	\$172.97	\$279.52
Revenue/ Contact Hr	#DIV/0!	#DIV/0!	\$9.41	\$9.91	\$9.11

EXPENDITURES

FT Faculty	\$0	\$0	\$0	\$0	\$0
Overload	0	0	0	0	0
Preps, etc	0	0	0	0	0
PT Faculty - KCC	0	0	3,427	0	0
PT Faculty - EDUSTAI	0	0	0	11,875	9,754
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	0	0	1,120	0	0
Classroom Supplies	0	0	2,528	5,929	2,355
Equipment	0	0	2,683	0	0
Other	0	0	594	1,419	362

TOTAL EXPENDITUR	\$0	\$0	\$10,352	\$19,223	\$12,471
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Exps/ Credit Hr	#DIV/0!	#DIV/0!	\$123.24	\$145.63	\$173.21
Exps/ Contact Hr	#DIV/0!	#DIV/0!	\$7.70	\$8.34	\$5.65

REV/ (COST) PER -

Credit Hour	#DIV/0!	#DIV/0!	\$27.30	\$27.34	\$106.31
Contact Hour	#DIV/0!	#DIV/0!	\$1.71	\$1.57	\$3.47

Supplement B1

ACC (ACCOUNTING)

ACC 12100 Accounting Principles I

(F,W,S)

4 (4-0)

This course provides an introduction to fundamental accounting principles. The principles are applied to the recording of transactions as assets, liabilities, owner's equity, income and expenses. The recorded transactions are then used in the preparation of financial statements - balance sheet, income statement and statement of owner's equity for sole proprietorships and partnerships.

ACC 12200 Accounting Principles II

(F,W)

4 (4-0)

This course builds on the fundamental accounting principles taught in Accounting I. The class covers the recording of corporate stock and dividend transactions and the proper presentation of the stockholder's equity section of the balance sheet. The course introduces management accounting concepts through analysis of financial statements, preparation of the statement of cash flows, the introduction to cost accounting concepts and an understanding of the need for and development of budgets. Prerequisite: ACC-12100.

ACC 12500 Computer Accounting w/QuickBooks

(W,S)

4 (4-0)

This course is designed with hands-on tutorials for initially learning QuickBooks. A virtual company case runs throughout the text, enabling the student to better understand how various transactions and activities are interrelated in the business environment. Students learn the basics of entering transactions and generating reports using the sample company. The text covers the entire accounting cycle, including new company set-up as well as QuickBooks advanced features for accountants.

ACC 20500 Cost Accounting

(F)

3

In this course the student will gain understanding of cost accounting systems and procedures, how they are used for business strategy and strategic implementations, experiencing an analysis of key data for planning and controlling to assist in management decisions. Prerequisites: ACC-12100 and ACC-12200.

ALH (ALLIED HEALTH)

ALH 10101 Medical Terminology (F,W,S) 2 (2-0)

This course is a survey study in the word-building system for medical terms. It covers word roots, combining forms, prefixes, suffixes, and medical word-building and decoding. Emphasis is placed on the correct spelling of terms, as well as definition and usage according to medical specialties. This course can be utilized by students who are planning a health career. Prerequisite: ENG-09920 (or ENG-09601) or prerequisite(s) met by placement testing.

ALH 10300 Professional CPR (V) 0.25 (0.25-0)

This course provides information and practice for appropriate response in the event of cardiopulmonary emergency event (one-man, two-man, infant, child, AED & choking victim).

ALH 10400 Nursing Assistant (F,W,S) 6 (3-4.5)

This course will prepare students to provide competent, evidence-based assistive nursing care in a variety of healthcare settings, with primary focus on the elderly. Emphasis will be placed on effective communication and interpersonal skills; infection control measures; safety and emergency procedures; and the promotion of residents' independence and rights. Successful completion of this course will prepare students to be eligible for the state competency evaluation exam and placement on state Nurse Aide Registry. Prerequisite: ENG-09601 or competency, TB Test, Uniform, and clean criminal background. Please visit the Nursing Assistant website: <http://www.kirtland.edu/academic-programs/certified-nursing-assistant-course>.

ALH 10801 Pathology w/Pharmacology (F,W) 3 (3-0)

This course focus is on description of conditions and diseases of the organ system, including etiology, signs and symptoms, and method of diagnosis and treatment. Students will build on their knowledge of anatomy and physiology and medical terminology through a detailed study of common pathological conditions and the drugs used in their treatment. Prerequisites: ALH-10101 and BIO-10700.

ALH 11300 Medical Ethics & Law (F,W,S) 3 (3-0)

This course provides the student with an overview of medical law and ethics for health care professionals. Topics discussed include criminal and civil acts, contracts, negligence, malpractice, torts, HIPPA, and other health care legislative rulings. Case studies will be used throughout the course to allow students to apply and analyze the content areas of the course. Pre or co-requisite: ENG-10303.

ALH 25100 MA Business Practices (W) 3 (3-0)

MA Business Practices is a course that provides students with knowledge to perform administrative skills in an ambulatory care setting.

ALH 25200 MA Clinical Procedures (W) 3 (2-2)

MA Clinical Practices is a lab course that prepares students to perform clinical skills in an ambulatory care setting.

ALH 25300 Diagnostic Testing (W) 3 (2-2)

Diagnostic Testing is a lab course designed to prepare students to perform and assist with various medical laboratory tests and other diagnostic exams used in an ambulatory care setting. Includes phlebotomy.

ALH 25400 Quality, Safety & Patient Advocacy (W) 3 (3-0)

Quality, Safety, and Patient Advocacy is a course that covers risk management, quality and safety in patient care and support for patients.

ALH 25500 Prof Issues in MA & Internship (S) 4 (4-0)

Professional Issues in MA & Internship is a course that includes 160 internship hours along with seminar time in professional behavior and performing as a team member.

ART (ART)

ART 10000 Art History I (F) 3 (3-0)

This course surveys the major developments, movements, and philosophies of the visual arts from the Prehistoric to the Renaissance period by means of lecture, slides, and videos. (Humanities Credit)

ART 10103 Art History II (W) 3 (3-0)

This course provides a survey of the major developments, movements, and philosophies of the visual arts from the Renaissance period to the present, by means of lecture, slides, and videos. (Humanities Credit)

ART 10500 Intro to Design (F,W) 3 (0-4)

In this course, students will gain an understanding of the relationships between shape, form, pattern, texture, and color. By using computers, the student will create compositions dealing with biomorphic and rectilinear shapes. This course is intended to give the student a basic knowledge of the principles of composition and the elements of design and the role they play in the creative process. (Humanities Credit)

ART 10600 Fund of Drawing I (F,W) 3 (0-4)

This course will stress the process of drawing as an imitation of nature through eye-hand coordination. Drawings are generated exclusively from still lifes as subject matter. Emphasis is on linear construction with a concern for accurate proportion and simple positive-negative/figure-ground relationships. Value structure is introduced after an initial but solid understanding of sighting and measuring, composition, and spatial relationships has been developed. Media is limited to achromatic/monochromatic dry drawing materials. (Humanities Credit)

ART 10700 Painting I (F,W) 3 (0-4)

This course will stress the process of painting as an imitation of nature through eye-hand coordination. Paintings are generated from photographs and still lifes (observed objects) as subject matter. Emphasis is on the exploration of techniques with a concern for accurate proportion, simple positive-negative/figure-ground relationships, and color dynamics. Technical realism is introduced after an initial but solid understanding of color theory, compositions, and spatial relations has been developed. Media is limited to full-spectral wet oil materials. (Humanities Credit)

ART 10800 Ceramics I (F,W) 3 (0-4)

This course provides an introduction to clay and its characteristics as a creative medium in utilitarian and non-utilitarian forms through hand-built and wheel-thrown objects. (Humanities Credit)

ART 11400 Sculpture I (F,W) 3 (0-4)

Students will explore the processes and materials of sculpture (clay, stone, wood, plaster, metals, and other media) with an emphasis on the concepts of three-dimensional form and space. (Humanities Credit)

ART 11500 Photography I (F,W,S) 3 (2-2)

This course offers an introduction to the basic technical skills of photography as a creative medium for personal expression. (Humanities Credit)

ART 11700 Art Appreciation (F) 3 (3-0)

Provides the non-artist with an appreciation of the visual arts. Through explanation, exploration, research, discussion and hands-on activities, the student will gain an understanding of the concepts involved in discussion and creating art and its role in human society. Co-requisite: ENG-09920 (or ENG-09601 and ENG-09000) or prerequisite(s) met by placement testing.

ART 17000 Graphic Studio (W) 3 (1-3)

This course is an introduction to the computer as a design tool using industry standards in page layout and digital software.

ART 19000 Digital Communications (F,W) 3 (1-3)

The study of fundamental design concepts and elements as they are applied to digital media. Students will create digitally manipulated images using various imaging techniques for print media as it relates to their major area of study. (Humanities Credit)

ART 20600 Drawing II (F,W) 3 (0-4)

This course stresses the process of drawing as an imitation of nature through eye-hand coordination. Drawings are generated from still life and photographs as subject matter. In Drawing I, emphasis is on linear construction with a concern for accurate proportion and simple positive-negative/figure-ground relationships. Emphasis in Drawing II is on value structure and the development of the realistic rendering techniques. Students should show a concentration in experimental media, techniques, spatial relationships, and conceptual processes of drawing. Prerequisite: ART-10600. (Humanities Credit)

ART 20700 Painting II (F,W) 3 (0-4)

Painting II will continue to stress the process of painting as an imitation of nature through eye-hand coordination. Paintings are generated from photographs and still lifes as subject matter. Students embark on a wider exploration of techniques with a concern for accurate proportion, simple positive-negative/figure-ground relationships, and color dynamics. Technical realism is one approach used to develop a continuing understanding of color theory, composition, and spatial relationships. Emphasis is on the student's personal development and refinement of personal expression. Media is limited to full-spectral wet oil materials. Prerequisite: ART-10700. (Humanities Credit)

ART 21100 3-Dimensional Design (F,W) 3 (0-4)

This course is an introduction to the fundamentals and concepts of organizing forms in three dimensions. Students use basic materials for a sequence of observation-based problems exploring line, plane and volume with modeled and constructed forms, both in relief and free standing. (Humanities Credit)

ART 25000 Illustration I (F,W) 3 (1-3)

This is an introductory course in the basic black, white, and color media illustration techniques with exploration in figurative drawing, media techniques, color and composition, spatial relationships, and conceptual progress of page layout. Illustration I will utilize the knowledge gained in Fundamentals of Drawing I to produce artwork that tells a story or expresses an idea. Artwork is generated by the media available to the student that best fits the idea, such as graphite, charcoal, ink, digital, photography, paint, colored pencil, etc. The ultimate goal in illustration is to create work that can be used for publication, whether magazine, book, brochure, etc. Prerequisite: ART-10600. (Humanities Credit)

ART 27531 Rendering I (F,W) 3 (1-3)

A drawing and painting course in super realism using various media.

ART 27545 Computer Generated Images I (F,W,S) 3 (1-3)

In this course, students will learn the fundamental concepts and features of Adobe Photoshop. These concepts include photo editing and retouching, color correction, layer basics, and special effects. (Humanities Credit)

ART 27550 Digital Darkroom (F,W) 3 (1-3)

Through the use of conventional cameras/processes and their digital counterparts, students will learn to scan, edit, manipulate, and print photographic images. (Humanities Credit)

ART 27571 Computer Animation I (F,W) 3 (1-3)

Computer Animation I is an introductory study of the three-dimensional computer images and animation. The class will use 3D Studio to create three-dimensional imagery, apply texture maps, and lighting effects. Several animation techniques will also be studied. Students will meet in small groups to discuss lessons and activities. (Humanities Credit)

ART 28000 Portfolio I (F,W) 3 (3-1)

This is an advanced course in portfolio preparation. It will stress the process of preparing an intensive portfolio for the artist's market. Résumés and artist's statements are written to develop an initial but solid understanding of the artist's work.

AST (ASTRONOMY)

AST 10200 Exploration of Astronomy

(F,W,S)

3 (3-0)

This one-semester introductory astronomy course explores our solar system, the stars and their evolution, the various types, composition and evolution of galaxies, the structure of the universe and cosmology. This course meets the Michigan Transfer Agreement requirement of a science course without a laboratory or if taken with AST-10300, will count as a science course with a laboratory.

AST 10300 Observational Astronomy

(F,W,S)

1 (0-2)

This laboratory course is a hands-on introduction to astronomy and technology in the observational arena. The focus is on observational and experimental methods of scientific inquiry and the usage of basic analytical practices. The secondary focus will be on basic laboratory and safety skills. The curriculum is implemented through a combination of physical and observational laboratory exercises and experiments. This course, taken in tandem with AST-10200, meets the Michigan Transfer Agreement requirement of a laboratory science course.

AUT (AUTOMOTIVE)

AUT 16100 Engine Fundamentals & Overhaul (W) 4 (3-3)

This course provides an introduction to design, operation, troubleshooting, and service procedures of modern gasoline engines. The student will participate in disassembly, measurement, inspection, and reassembly of engine components. Use of technical data and service procedures will be stressed. The student will complete the ASE A1 technician certification exam, demonstrating knowledge of the skills necessary to diagnose, service and repair automobile gasoline engines. Prerequisite: AUT-16302 or instructor's permission.

AUT 16201 Fuel Systems & Emission Control (W) 4 (3-3)

This lecture/lab course is designed to provide instruction in fundamentals, construction, operation, troubleshooting, and servicing of the components of the fuel and emission control systems. Students will participate in disassembly and reassembly of components and fuel systems and in emission control testing. Prerequisite: AUT-16401 or instructor's permission.

AUT 16302 Automotive Fundamentals (F) 4 (2-3)

This is a lecture/lab course designed to familiarize the student with the automotive unit, design, production, operating, testing, servicing, and job opportunities. Technician certification will be covered on the state and national levels. General ethics at school, on and off the job, along with sexual harassment education will also be addressed.

AUT 16401 Basic Electricity (F) 3 (2-2)

This electrical course is designed as a prerequisite for automotive electrical classes. Areas of instruction will cover basic electricity, magnetism, fundamentals of batteries, starting motors, charging systems, ignition systems, electrical accessories, and basic wiring. Prerequisite: MTH-06300 or prerequisite met by placement testing.

AUT 16801 Automotive Electrical Systems (W) 4 (3-3)

In this course, students will develop technical knowledge and skills necessary to service and diagnose modern electrical systems. Emphasis will be placed on electrical testing techniques and use of electrical testing equipment. Instruction and lab work will cover chassis wiring, electrical accessories, batteries, starters, charging systems, and ignition system service. The student will complete the ASE A6 technician certification exam, demonstrating knowledge of the skills necessary to diagnose, service and repair automobile electrical systems. Prerequisites: AUT-16401 or instructor's permission.

AUT 17703 Automotive Braking Systems (F) 4 (3-3)

This course is designed to provide instruction and skill development in automotive brake system theory and service. Students will develop skills and technical knowledge in the evolution of operation, theory, diagnosis, and repair of conventional and modern computer-controlled anti-lock braking systems. The student will complete the A5 technician certification exam, demonstrating knowledge of the skills necessary to diagnose, service and repair automotive braking systems. Co-requisite: AUT-16302 or instructor's permission.

AUT 20402 Intro to Auto Service Management (F) 2 (2-0)

This course is a study of facility licensing and management, with coverage of customer relations, promotional techniques, ethics, sexual harassment issues, job-seeking skills, and the laws of the State of Michigan as they apply to the automotive repair industry. The subjects of warranty processing, expense control, productivity, and time labor standards are defined and studied. Employee compensation and incentives, along with job opportunities and classifications, are also discussed and identified.

AUT 21800 Automatic Transmissions (F) 4 (2-4)

In this lecture/lab course, students are prepared to service, diagnose, and overhaul commonly used automatic transmissions and transaxles. Emphasis will be placed on principles of operation, model variations, servicing techniques, and troubleshooting procedures. The student will complete the ASE A2 technician certification exam, demonstrating knowledge of the skills necessary to diagnose, service and repair automatic transmissions. Prerequisite: AUT-16302 or instructor's permission.

AUT 26500 Steering Suspension & Alignment (F) 4 (3-3)

This is a lecture/lab course covering nomenclature and operating principles of steering and suspension systems. Emphasis is on skill development in servicing power steering systems, replacement of suspension components, and four-wheel alignment. The student will complete the ASE A4 technician exam, demonstrating knowledge of the skills necessary to diagnose, service and repair automotive steering and suspension systems. Prerequisites: AUT-16302 and AUT-17703 or instructor's permission.

AUT 26601 Gas Engine Performance/Diagnostics (F) 4 (3-3)

Through the study of theory and use of testing and diagnostic procedures for computerized engine controls, the student will develop the skills required of a diagnostic drivability technician. The student will complete the ASE A8 technician certification exam, demonstrating knowledge of the skills necessary to diagnose, service and repair automotive engine management systems. Prerequisites: successful completion of first and second semester of automotive curriculum or instructor's permission and AUT-16201, AUT-16302, AUT-16401, and AUT-16801.

AUT 26700 Diesel Engine Performance & Diagnostic (W) 4 (3-3)

This is a lecture/lab course designed to teach students performance and diagnostic procedures on modern passenger car and light duty truck diesel engines. Differences between diesel engine diagnostics and gasoline engines will be covered in great detail. Combustion chamber, fuel, cooling, and lubrication system designs are discussed. Maintenance requirements due to low sulfur fuel, particulate traps, air filter service and new engine oil configurations are all covered. The student will complete the ASE A9 technician certification exam, demonstrating knowledge of the skills necessary to diagnose, service and repair automotive diesel engines. Prerequisite: AUT-26601 or instructor's permission.

AUT 27000 Heating & Air Conditioning (W) 3 (2-2)

In this basic refrigeration and air conditioning course, students will gain skills in refrigeration tools and materials, basic refrigeration systems, compressors, refrigerant controls, electric circuit controls, refrigerants testing, and repair of air conditioning units. The student will complete the ASE A7 technician certification exam, demonstrating knowledge of the skills necessary to diagnose, service and repair automotive heating and air conditioning systems. Prerequisite: AUT-16302 or instructor's permission.

AUT 27900 Manual Trans Drivelines/Rear Axles (W) 4 (3-3)

This is a lecture/lab course in the function, construction, operation, servicing, and troubleshooting of conventional power transmission components used in passenger cars and light trucks; clutch, manual transmission/transaxle, propeller shafts, universal joints, and rear axles. The student is given experience in disassembly and reassembly of component parts. The student will complete the ASE A3 technician exam, demonstrating knowledge of the skills necessary to diagnose, service and repair automotive drivelines and manual transmissions. Prerequisite: AUT-16302 or instructor permission.

AUT 29900 Automotive Internship (F,W,S) 5

This internship offers supervised automotive repair experience at a selected automotive repair facility. Students accomplish the course objectives while employed in the automotive industry. This course is required for completion of the associate in applied science, and the master certificate program. The student will complete a minimum 180 hours in this course. Prerequisite: instructor permission.

BIO (BIOLOGY)

BIO 10100 General Biology (F,W) 4 (3-2)

This is a lecture and laboratory course in the basic principles of life science; genetics, origin, and evolution of life, structure, function, and classification of organisms and interactions in the ecosystem are stressed. (Science Credit)

BIO 10700 Essentials of Anatomy & Physiology (F,W,S) 4 (3-2)

This course provides an abbreviated study of the gross and microscopic structures and functions of the systems, organs, and tissues of the human body. Terminology and common pathologies of each system will be introduced. This course includes two hours of laboratory. (Science credit)

BIO 20000 Fundamentals of Nutrition (F,W) 3 (3-0)

This course was designed for students with an interest in nutrition and wellness with an emphasis on key nutritional concepts for health care students. The relationship between nutrition and disease processes will be explored. Specific dietary needs of special populations will also be examined. Various diets and their impact on health will be discussed. Prerequisite: MTH-07300 or requisite test scores; Pre or Co-requisite: ENG-10303

BIO 20100 General Zoology (W) 4 (3-2)

This course provides a lecture/laboratory survey of the major animal groups including internal and external structure; reproductive processes; behavior patterns; life history; and special features peculiar to each group. Some field work in identification of local animals is included. Prerequisite: BIO-10100 or permission of instructor. Offered in Winter of even-numbered years. (Science Credit)

BIO 21000 Microbiology (W) 4 (3-2)

This course provides a lecture/laboratory study of the major groups of microbes. The structure of the unicellular organism will be compared to the structure of multicellular organisms. Applications to medicine and ecology will be discussed. The course is designed for the liberal arts student as well as the health sciences student. Prerequisites: BIO-10100 or BIO-23500 and BIO-23600, or BIO-25000 and BIO-25100, or permission of instructor. Offered in Winter of odd-numbered years.(Science Credit)

BIO 23500 Anatomy & Physiology I (F,W,S) 4 (3-2)

The first of a two-semester sequence; the first semester covers the nature of life, organization of the human body, cell chemistry and metabolism, the integumentary system, histology, the skeletal and muscular systems, and the nervous system including the special senses. (Science Credit)

BIO 23600 Anatomy & Physiology II (F,W,S) 4 (3-2)

This is a continuation of BIO-23500 with emphasis on the sensory system, endocrine system, cardiovascular system, respiratory system, digestive system, urinary system, and reproductive system with an introduction to genetics. The course will conclude with a study of pregnancy and human growth and development. Prerequisite: BIO-23500 with a minimum grade of C. (Science Credit)

BIO 25000 Human Anatomy (F,W,S) 4 (3-2)

A one-semester lecture and laboratory course that uses a systemic approach to explore the levels of organization of the human body from microscopic to gross anatomy structures and how they interact with each other to sustain homeostasis. The course will cover cells, tissues, all organ systems along with an introduction to pregnancy, human growth, development and genetics.

BIO 25100 Human Physiology (F,W,S) 4 (3-2)

A one-semester course that examines the fundamental principles that govern the functions of the organ systems. This course investigates the regulation, control and interrelationships of the organ systems of the human body. Prerequisite: High school chemistry is recommended but not mandatory.

BUS (BUSINESS & MARKETING)

BUS 10100 Intro to Business (F,W,S) 3 (3-0)

This course provides an orientation to characteristics and functions of business, business environment, opportunities, ownership, management, organization, marketing, physical plant, personnel, finance, ethics, law, and controls for decision making.

BUS 10700 Entrepreneurship (F,S) 3 (3-0)

Upon satisfactory completion of the course, the student will be able to demonstrate knowledge and comprehension of how to buy an existing small business or how to start a new venture. Students will learn how to analyze, apply and evaluate modern management practices for sustaining the life and profitability of a small business venture.

BUS 10800 Personal Financial Planning (W) 3 (3-0)

This course is designed to help students understand the major personal financial planning problems that individuals and families encounter in life including budgeting, taxes, insurance, savings, credit management, investing, retirement and estate planning.

BUS 21000 Principles of Management (F,W,S) 3 (3-0)

A foundation course that provides the principles, concepts and theories of business management. Explores the constraints and challenges of management practices including management of the global environment, diversity, social responsibility and ethics, decision making, planning, organizing, controlling, leading, teamwork, motivating employees and managing operations. Prerequisites: BUS 10100 or BUS 10700.

BUS 21500 Business Law (F,S) 3 (3-0)

Basic principles of the legal environment and the business world emphasizing ethics, U.S. judicial systems, contract and commercial law, business organizations and investor protections, employment and labor law, government regulations and the global environment. Provides students with the basic knowledge and understanding of legal concepts with actual case law, critical legal thinking and other practical applications. Prerequisites: ENG 09920 (or ENG 09000 and 09601) or prerequisites met by placement testing and either BUS 10100 or BUS 10700.

BUS 24500 Human Resource Management (W,S) 3 (3-0)

Provides students and practicing managers with a full and practical review of essential human resource concepts and techniques, with a focus on using human resource practices to improve performance, productivity and profitability within the workplace. Topics include recruitment, placement, talent management, training and development, compensation, ethics, employee relations, labor relations, collective bargaining, employee safety and health and managing global human resources. Prerequisites: ENG-09920 (or ENG-09000 and ENG-09601) or prerequisites met by placement testing and either BUS-10100 or BUS-10700.

BUS 29900 Internship in Business & Marketing (F,W,S) 3

This experience is arranged to provide students with an opportunity to explore the reality of business environments. Placement will be arranged so the student receives experience in his/her preferred discipline. Learning objectives will be developed in consideration of the student's education and career goals. This course may be repeated for a maximum of 6 credits. Prerequisite: 2.5 GPA, sophomore standing, business department and advisor approval.

CAP (INTERNSHIP/SERVICE LEARNING)

- CAP 29901 Internship/Service Learning (F,W,S) 1**
This course can be used for technical elective credits in the M-TEC curricula providing students the opportunity to increase the value of their education through a meaningful work experience. This on-the-job training or community service must be mutually agreed upon with the student, advisor, and worksite designee before work commences. This work experience may be paid, voluntary, or community service oriented.
- CAP 29902 Internship/Service Learning (F,W,S) 2**
This course can be used for technical elective credits in the M-TEC curricula providing students the opportunity to increase the value of their education through a meaningful work experience. This on-the-job training or community service must be mutually agreed upon with the student, advisor, and worksite designee before work commences. This work experience may be paid, voluntary, or community service oriented.
- CAP 29903 Internship/Service Learning (F,W,S) 3**
This course can be used for technical elective credits in the M-TEC curricula providing students the opportunity to increase the value of their education through a meaningful work experience. This on-the-job training or community service must be mutually agreed upon with the student, advisor, and worksite designee before work commences. This work experience may be paid, voluntary, or community service oriented.
- CAP 29904 Internship/Service Learning (F,W,S) 4**
This course can be used as technical elective credits in the M-TEC curricula providing students the opportunity to increase the value of their education through a meaningful work experience. This on-the-job training or community service must be mutually agreed upon with the student, advisor, and worksite designee before work commences. This work experience may be paid, voluntary, or community service oriented.

CAR (CAREER & PERSONAL DEVELOPMENT)

CAR 09300 Study Skills (F,W) 1 (1-0)

This course will assess students' study habits. Students will learn note-taking, test-taking, memory improvement, time management, and how to reduce anxiety. Students will explore college life and methods to cope with it through group counseling activities.

CAR 10201 College Survival and Success I (F,W) 1 (1-0)

This course introduces skills necessary for early survival and success in college. It focuses on personal development, learning style analysis, time management, goal setting, and a thorough overview and orientation of Kirtland Community College programs, services, and resources.

CAR 10401 College Research in the Digital Age (F,W,S) 1 (1-0)

This course is designed to introduce students to the skills necessary to use an academic library and how to conduct effective research including information gathering, retrieval, and evaluation to support academic success and lifelong learning. Course content will include readings, lecture notes, discussion, and hands-on online searching. Academic integrity and citing sources will be covered.

CAR 12600 Service Learning Lab (V) 1

A service-learning project designed by an instructor to supplement course learning, this may be offered either as a required or optional lab.

CHE (CHEMISTRY)

- CHE 10000 Chemical Science (F) 4 (3-2)**
Chemical Science with lab presents the elementary principles of inorganic, physical, and organic chemistry. It is intended to introduce college chemistry, or to satisfy course requirements in technical fields such as nursing. Prerequisite: MTH-07300 or high school algebra. (Science Credit)
- CHE 10101 Gen Chemistry I (F) 4 (4-0)**
General Chemistry I provides a thorough discussion of the topics of atomic structure, stoichiometry, solutions and pH, gas laws, electronic configuration and bonding theories, the periodic tables, and liquids and solids. Prerequisites: Two semesters of high school algebra (with a "C" or better), or MTH 07300 or higher (or requisite placement test scores) AND a year of high school chemistry (with a "C" or better) or CHE 10000 or CHE 10400 or permission of the instructor. Prerequisite or co-requisite: ENG-10303. Co-requisite: CHE 10102 (Science Credit)
- CHE 10102 Gen Chemistry Lab I (F) 1 (0-3)**
This is a laboratory course to accompany CHE-10101. Co-requisite: CHE-10101. (Science Credit)
- CHE 10201 General Chemistry II (W) 4 (4-0)**
This is a continuation of General Chemistry I, concerned broadly with thermodynamics and kinetics. Topics discussed include kinetics data analysis and reaction mechanisms, chemical equilibrium, electrochemistry, chemical thermodynamics, nuclear chemistry, and some descriptive chemistry of the elements. Prerequisite: CHE-10101. Co-requisite: CHE-10202. (Science Credit)
- CHE 10202 General Chemistry II Lab (W) 1 (0-3)**
This is a laboratory course to accompany CHE-10201. Co-requisite: CHE-10201. (Science Credit)
- CHE 10400 Chemistry for Health Sciences (F,W,S) 4 (3-2)**
This is a one semester introductory chemistry course designed for non-science majors. The course is for students planning to enter careers in nursing, nutrition, environmental science, food science and a wide variety of other health-related professions. The course exposes students to concepts of general, organic and biological chemistry. Students will complete 3 contact hours of lecture and 2 contact hours of laboratory experiments weekly. Prerequisites: High School Algebra 2 semesters with a C or better, or MTH-07300 or higher.

CIS (COMPUTER INFORMATION SYSTEMS)

- CIS 10500 Intro to Computers (F,W,S) 3 (3-0)**
Students will become familiar with hardware and software terminology/concepts, Windows operating system, word processing, spreadsheet, database management and presentation software. Application software used is the current version of Windows and Microsoft Office Professional. Prerequisite Skills: Basic computer and keyboarding skills are required for successful completion of this course.
- CIS 21000 Internet & Web Page Development (F) 3 (1-2)**
Students will be given an overview of the Internet, WWW and Windows file management techniques. Students will learn how to design and create W3C compliant web pages using HTML, XHTML, and cascading style sheets (CSS). Areas covered include: css formatting, hyperlinks, images, image maps, tables, newsletter formats, forms, framed pages, multimedia files, and java applets. Students will also learn how to create their own graphical images for their pages using web-based sites and Photoshop. Completed pages will be uploaded to the student's Internet web site and debugged. Co-requisite: CIS-10500.
- CIS 21500 Web Animation & Multimedia (W) 3 (3-0)**
Students will create animated graphic content for websites. Prerequisite: CIS-10500 or demonstrated competency.
- CIS 22400 UNIX (W) 2 (2-0)**
Students will learn about the UNIX operating system environment. They will learn about the different UNIX shells and how to issue basic system commands. Students will explore the UNIX file system (partitions, directories, navigation, etc.). Other topics covered include the following: 1) using common editors; 2) basic and advanced file management commands; 3) creating simple and complex shell scripts; 4) using pine for e-mail; 5) using UNIX utilities; and 6) programming in a UNIX environment. System administration will also be covered. Prerequisite: CIS-10500 or demonstrated competency.
- CIS 22500 Spreadsheets (W) 3 (3-0)**
Students will learn how to build, save, format, print, and modify spreadsheets. Students will also learn how to develop formulas/functions, charts, link worksheets, link workbooks, utilize auditing features, use database features, and develop macros. Application software is the current commercial version of Microsoft Excel. Prerequisite: CIS-10500 or demonstrated competency.
- CIS 23501 Database Design (W) 3 (2-2)**
Students will learn the theoretical knowledge necessary to design and implement effective information databases. Areas such as file layout, data structures, implementation methods, security, and web interfacing will be addressed. Students will work with a currently popular commercially available database management system. Prerequisite: CIS-10500 or demonstrated competency.
- CIS 27001 Programming I (F) 3 (3-0)**
This course investigates general methods of problem-solving, principles of programming, and algorithmic design. This includes data types, data storage, I/O (input and output), arithmetic operators, assignment and expressional operators, functions and modular programming, array processing, pointers, record data structures and file I/O. Classes, methods and inheritance will also be introduced. Co-requisite: CIS-10500 or demonstrated competency. Prerequisite: MTH-07300 or requisite placement test scores.
- CIS 27101 Programming II (W) 4 (4-0)**
General methods of problem-solving, principles of algorithmic design, and object-oriented design are discussed. This includes data types, functions, arrays, pointers, objects, classes, class inheritance, polymorphism, exceptions, input, output, and file-handling techniques. Other topics introduced include linked lists, stacks, queues, recursion, sorting, collection classes, events and graphics. Prerequisite: Grade of "C" or better in CIS-27001 or demonstrated competency.

CJS (CRIMINAL JUSTICE)

- CJS 10000 Intro to Criminal Justice (F,W) 3 (3-0)**
This course introduces students to the social reality of crime, criminal behavior and law as each of these relates to the criminal justice system. Students examine the role of law enforcement, prosecution, defense, court system, corrections and juvenile justice at various levels. Students are challenged to expand both their knowledge and appreciation of the criminal justice system through arranged visits to courts, detention facilities and working law enforcement agencies.
- CJS 10900 Intro to Corrections (F) 3 (3-0)**
This course introduces the agencies and processes within the correctional system, beginning with ancient history through the modern era. Correctional legislation and the courts are examined, along with the integral parts they play in sentencing, parole, probation, community corrections, and the correctional officer's professional work ethics.
- CJS 11000 Careers in Emergency Services (F) 1 (1-0)**
The course is designed to acquaint the student with a variety of emergency services occupations.
- CJS 11100 Legal Issues in Corrections (F) 3 (3-0)**
This course is a study of up-to-date constitutional law and its impact on correctional institutions, the correctional officer, and the inmate. The student will gain a basic understanding of how state and federal court decisions pertaining to inmate rights have affected the writing of policy and procedure within the correctional system.
- CJS 11200 Client Growth & Development (F) 3 (3-0)**
This course is designed to assist the student in identifying behaviors and motivations of the inmate. Emphasis will be placed on the needs of the inmate and intervention strategies.
- CJS 11300 Intro to Fitness Training (W,S) 1 (0-2)**
This course will introduce students to the components and requirements of the state mandated Physical Fitness Test for police academy recruits. Physical training will focus on cardio and strengthening the upper body and core. Students will develop a personal fitness plan for instructor approval and will implement it as supplemental training outside the class.
- CJS 11400 Juvenile Justice (W,S) 3 (3-0)**
The history and evolving philosophies of juvenile justice will be introduced along with an overview of the juvenile justice system. Influencing factors such as family, social media, economic status, education, abuse, neglect and gang affiliation will be discussed. Emphasis will be placed on the role of law enforcement and the challenges and issues related to juvenile law enforcement. Prerequisite or co-requisite: CJS-10000.
- CJS 17000 Correctional Institution/Facilities (W) 3 (3-0)**
Included in this course will be an overview of the different levels of security and their historical development within the correctional system. Facility design, organizational structure, custody, security, and inmate due process rights will be reviewed, as well as future projections for correctional facilities and personnel.
- CJS 17200 Client Relations in Corrections (W) 3 (3-0)**
This course is designed to give the student an understanding of culture and discrimination. Ethics, morals, and professionalism will be examined closely. Affirmative action, social attitudes, and how they affect the correctional systems will also be carefully scrutinized.
- CJS 20500 Fitness Training (W,S) 2 (1-2)**
This course will introduce students to the components and requirements of the state mandated Physical Fitness Test for police academy recruits. Physical training will focus on cardio and strengthening the upper body and core; students will develop a personal fitness plan for instructor approval and will implement it as supplemental training outside the class. Wellness concepts will include nutrition, dietary supplements, sleep, stress and other factors that can impact health and fitness. Upon completion of the class, the student will be able to demonstrate the proper technique for executing the required elements of the MCOLES Physical Fitness Pre Enrollment test.

- CJS 20600 Decision Making in Law Enforcement (F,W) 3 (3-0)**
 This course will explore a variety of topical issues in law enforcement related to reasoned decision making. The Force Continuum will be introduced. Discussion of subconscious influences on decision making including cultural diversity, personal bias, and emotional intelligence; introduction of methods to self-identify potential detrimental factors and cultivate informed decision making; identification of external influences to decision making including politics, peer pressure, media, bystander video and social media; overview of resources such as dash and body cameras in documenting decisions and actions; ethical dilemmas and decision making.
- CJS 20700 Law Enforcement Communication Essen (F,W) 3 (3-0)**
 This course will discuss the importance of written, verbal and nonverbal communication skills in Law Enforcement. Students will learn basic terminology and acronyms, gather required information through subject interviews and generate various law enforcement reports, prepare and present individual and group projects and participate in mock media interviews. Students will be introduced to verbal judo, nonverbal cues and cultural, regional and generational differences in communication.
- CJS 21000 Criminal Evidence Procedure (W,S) 4 (3-2)**
 The student will identify the basic rules of evidence applicable to the offender as related to the operational level of law enforcement. The student will draw a distinction between admissible and inadmissible evidence and apply the rules of admissibility to the laws of arrest, reasonable force, search and seizure, and other related legal procedures. Students will receive hand-on experience with the various methods of crime scene analysis, evidence collection and preservation, determining modus operandi, and case preparation. Prerequisites: MTH-06300 (or requisite placement test scores) and CJS-24000.
- CJS 21100 Narcotics Investigation (F) 3 (3-0)**
 This course will familiarize students with investigations involving dangerous drugs and will include history, sources, recognition, laws, and courtroom presentations.
- CJS 24000 Criminology (F,W) 3 (3-0)**
 This course provides an analysis of crime, criminal behavior, and punishment through a variety of historical and contemporary theoretical perspectives. Pre or co-requisites: ENG-10303 and either PSY-10100 or SOC-10100 or permission of instructor.
- CJS 24500 Social Deviant Behavior (W) 3 (3-0)**
 This course studies social deviant behavior, including social and ethnic bias, sociopaths, cult behavior, and ethical behaviors within the criminal justice process. (Social Science Credit)
- CJS 26007 Corrections Academy (F) 10**
 This course is a 160-hour Local Corrections Academy approved by the Michigan Correctional Officer's Training Council. The course will cover booking, intake and release, suicide awareness, report writing, prison behavior, correctional law, custody and security, PPCT defensive tactics, interpersonal communication, fire and safety, cultural diversity, sexual harassment, ethics, and stress management. Prerequisites: employment or sponsorship by a sheriff's department and approval of the head of Careers in Public Safety.
- CJS 26600 Police Academy (F,W) 21**
 This 17-week regional police academy is approved and operated under the authority of the Michigan Commission on Law Enforcement Standards (MCOLES). The program content meets and exceeds minimum training requirements as outlined in the MCOLES Basic Training Curriculum and Training Objectives including coursework, critical skills, attendance and academic performance. Mandatory dress and conduct requirements. Prerequisites: Successful completion of MCOLES mandated entrance requirements and Director's approval.
- CJS 26601 Military Police Academy (W) 7.5**
 This is a 7-week, Michigan Commission on Law Enforcement Standards (MCOLES) approved regional police academy, specifically designed to complete training for military personnel leaving the service. Students will complete Michigan Commission on Law Enforcement Standards (MCOLES) and successfully pass a mastery exam administered by MCOLES. It will cover investigation, patrol procedures, detention and prosecution, police skills, traffic, tactical operation, EVO (emergency vehicle operation), defensive tactics/forced continuum, firearms and evidence collection. Prerequisite: must meet MCOLES Military Police requirements.

CJS 29901 Criminal Justice Internship

(F,W,S)

1 (0-2)

This internship course provides CJ students field observation of the various components of Law Enforcement. Students will be assigned to an approved law enforcement agency to participate in patrol ride-alongs and observation of operations and administration. The internship will consist of 30 hours of patrol and 20 hours of operations/administration, including dispatch, report writing, office support, and agency policies and procedures. There are mandatory dress and conduct requirements. Prerequisite: Approval of CPS Advisor

CMT (COMPOSITE MATERIALS TECHNOLOGY)

CMT 10100 Composite Materials Introduction	(F)	3 (3-0)
Introduction to the fundamentals of composite materials; overview of their matrix system and associated components. The student will learn the historical significance of the development of composites and the key role played in supporting new product development in industries including aerospace, military, automotive, marine, medicine and sports. The course explores and explains the matrices of combinations of core and their interface to the final composite structure.		
CMT 10200 Composite Materials Health & Safety	(F)	3 (2-2)
Hazards associated with composite materials: handling, application and exposure; required protective measures and equipment for safe manufacturing; shop and machine safety and equipment familiarity. Teaches the ability to read & interpret safety information data sets including MSDS (Material Safety Data Sheet) on the resin and pre-peg based materials used for composite construction; preconditioning to recognize potentially dangerous mixtures of resin and core materials; correct usage of personal safety hardware.		
CMT 10300 Composite Materials Structures	(F)	3 (2-2)
Description and application of specific core material types and compositions into composite structures and their role in defining the final composite material structure and characteristics. The range of materials which provide flexibility, low mass and high strength in the final product from flexible fibers, wood, plastic, ceramic and metals.		
CMT 10400 Design and Molding Methods	(F)	4 (2-4)
Composite material structural designs, types and applications; methods for different molding techniques, common practices and their applications; requirements for mold designs based on the type of composite material structure; layup techniques for mixed resins and pre-peg materials; vacuum bagging, compression molding and thermoforming.		
CMT 10500 Tooling & Systems Applications	(W)	2 (0-4)
This course is 100% lab-based and will provide the following: tooling descriptions and operations, including operational exercises, multiple stage composite tooling processes, thermoplastics tooling considerations, pre and post manufacturing processing and finishing.		
CMT 10600 Inspection and Test Methods	(W)	4 (2-4)
Post manufacturing inspection and testing methods supporting analysis of composite structures. Included will be types and applications of destructive and non-destructive material testing, voids encountered in lay-up and compression molding, fire, smoke and toxicity (FST) testing requirements, heat release testing methods and applications, dimensional analysis, batch testing and surface analysis.		
CMT 10700 Composite Fastening Systems	(W)	4 (2-4)
Bonding vs fastening assembly methods of composite structures--types, methods and durability. Bonding methods and types of adhesives; composite surface preparation; fastening methods including mechanical, adhesive and welded and the advantages and disadvantages of each.		
CMT 10800 Composite Structure Repair	(W)	3 (2-2)
Understanding and recognizing the types of structural damage that can occur in simple and complex composite structures/assemblies; analyzing structural deficiencies to determine the level of damage; defining and designing the correct course for damage removal/repair; defining if the damage can be prevented; repair and curing methods that are appropriate for the repair procedure.		

COR (CORE CONSTRUCTION)

COR 10001	Basic Safety	(F,W,S)	0.5
<p>This course covers need-to-know information for trainees to work safely. It includes what personal protective equipment to wear, how to perform basic construction tasks safely, and what to do if an accident occurs.</p>			
COR 10002	Introduction to Construction Math	(F,W,S)	0.4
<p>From basic addition to multiplying fractions and more, this course prepares trainees to do the calculations they'll be performing on the job site. This includes multiplication tables and unit conversion charts.</p>			
COR 10003	Introduction to Hand Tools	(F,W,S)	0.4
<p>This course covers a basic toolbox worth of equipment with color pictures of the tools and illustrations of how to use them. It also covers maintenance instructions and safety tips.</p>			
COR 10004	Introduction to Power Tools	(F,W,S)	0.4
<p>This course provides pictures and how-to-use instructions for tools powered by electricity, batteries, and pressurized air, such as drills, saws, grinders and sanders, and other common construction equipment. It also covers maintenance instructions and safety tips.</p>			
COR 10005	Intro to Construction Drawings	(F,W,S)	0.4
<p>This course introduces trainees to the different types of plans and how they represent a finished building. It shows the parts of blueprints in detail, including symbols, the title block, and gridlines.</p>			
COR 10006	Basic Rigging	(F,W,S)	0.6
<p>This course covers the slings, hardware, hoists, and hitches used in rigging operations. It also highlights critical safety issues and accepted rigging techniques and practices.</p>			
COR 10007	Basic Communication Skills	(F,W,S)	0.3
<p>Provides trainees with techniques for communicating effectively with co-workers and supervisors. Includes practical examples that emphasize the importance of verbal and written information and instructions on the job. Also discusses effective telephone and e-mail communication skills.</p>			
COR 10008	Basic Employability Skills	(F,W,S)	0.3
<p>Identifies the roles of individuals and companies in the construction industry. Introduces trainees to critical thinking, problem solving skills, and computer systems and their industry applications. Also reviews effective relationship skills, effective self-presentation, and key workplace issues, such as sexual harassment, stress, and substance abuse.</p>			
COR 10009	Intro to Materials Handling	(F,W,S)	0.2
<p>Recognizes hazards associated with materials handling and explains proper materials handling techniques and procedures. Also introduces materials handling equipment, and identifies appropriate equipment for common job-site tasks.</p>			

COS (COSMETOLOGY)

COS 12100	Cosmetology I	(F,W,S)	2.5
<p>This course covers orientation, career information, state laws and regulations, professional image, first aid, chemistry, electricity, job-seeking, and professional ethics. Students must pass this course with a minimum grade of "C-" to advance to the next section.</p>			
COS 12200	Cosmetology II	(F,W,S)	2.5
<p>This course covers health, public sanitation methods, chemical agents, types, classifications of bacterial growth, biology, infections, infection control, products, tools, equipment use and safety, bacteriology, and decontamination. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12100.</p>			
COS 12300	Cosmetology III	(F,W,S)	2.5
<p>This course covers principles and techniques of treatment and disorders of the hair and scalp and related chemistry, shampoos, rinses, and scalp treatments. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12200.</p>			
COS 12400	Cosmetology IV	(F,W,S)	2.5
<p>This course covers the principles and techniques of wet styling, blow dry and waving, finger waving, and hairdressing. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12300.</p>			
COS 12500	Cosmetology V	(F,W,S)	2.5
<p>This course covers the principles and techniques of sectioning, removing length or bulk with a razor, scissors, clippers, or shears in haircutting. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12400.</p>			
COS 12600	Cosmetology VI	(F,W,S)	2.5
<p>This course covers the principles and techniques of temporary, semi-permanent, deposit-only, and permanent colors, bleaching, tinting, toning, frosting, special effects, and problems in haircoloring. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12500.</p>			
COS 12700	Cosmetology VII	(F,W,S)	2.5
<p>This course covers the principles and techniques of sectioning, wrapping, processing of chemicals, and rearranging the hair. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12600.</p>			
COS 12800	Cosmetology VIII	(F,W,S)	2.5
<p>This course covers the principles and techniques of sectioning, curling, and relaxing hair as a texture service. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12700.</p>			
COS 12900	Cosmetology IX	(F,W,S)	2.5
<p>This course covers the principles and techniques of advanced nails with nail art. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12800.</p>			
COS 13000	Cosmetology X	(F,W,S)	2.5
<p>This course covers the principles and techniques of massage, manicuring, and pedicuring. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12900.</p>			
COS 13100	Cosmetology XI	(F,W,S)	2.5
<p>This course covers the principles and techniques of skin chemical procedures, massage, and facial treatments. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-13000.</p>			
COS 13200	Cosmetology XII	(F,W,S)	2.5
<p>This course covers the principles and techniques of cosmetic application, artificial eyelashes, removal of unwanted hair, and lash and brow tinting. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-13100.</p>			

COS 13300	Cosmetology XIII	(F,W,S)	2.5
This course covers the principles and techniques of light therapy. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-13200.			
COS 13400	Cosmetology XIV	(F,W,S)	2.5
This course covers the fundamentals of business management, opening a salon, and business plans. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-13300.			
COS 13500	Cosmetology XV	(F,W,S)	2.5
This course covers the principles and techniques of written agreements, licensing requirements and regulations, laws, salon operations, policies, practices, compensation packages, payroll deductions, telephone use, advertising, sales, communication, public/human relations, insurance, and salon safety. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-13400.			
COS 13600	Cosmetology XVI	(F,W,S)	2.5
This course covers theory review, preparation for the final test, practice of all curriculum, and a simulated state board exam. At 1500 clock hours, eligible students may register for the Cosmetology State Board exam. The final 36 hours are completed with a job shadowing experience at a licensed salon. Prerequisite: COS-13500.			
COS 14100	Skin Care I	(F,W,S)	2.5
In this course, the student will learn how to have a professional image, the history of skin and its cells, and anatomy and physiology. Students will also learn bacteria classifications and safety procedures for a salon. The student will learn the business part of managing a salon and the selling of products and services. Students must pass this course with a minimum grade of "C-" to advance to the next section.			
COS 14200	Skin Care II	(F,W,S)	2.5
In this course, the student will learn about skin disorders, nutrition and health of the skin, chemistry and product ingredients, skin analysis and client consultation, and the proper draping of the client. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-14100.			
COS 14300	Skin Care III	(F,W,S)	2.5
In this course, the student will learn proper cleansing, massage and mask therapy, and how to do facials with and without the aid of machines. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-14200.			
COS 14400	Skin Care IV	(F,W,S)	2.5
In this course, the student will learn about removing unwanted hair, aging factors and cosmetic surgery effects, male skin care, aromatherapy, advanced topics such as makeup, and working with a physician. Prerequisite: COS-14300.			
COS 17500	Salon Management	(F,W,S)	1 (1-0)
In this course, the student will study all aspects of salon business operations including physical plan, furnishings and supplies, systems, personnel, and the overall function in the business community. Students must pass this course with a minimum grade of "C-" to advance to the next section.			
COS 21100	Cosmetology Seminar	(V)	1
This seminar provides brush-up for licensed cosmetologists. Students must pass this course with a minimum grade of "C-" to advance to the next section.			
COS 21300	Cosmetology Seminar	(V)	4
This seminar provides brush-up for licensed cosmetologists. In order to advance to the next section, Students must pass this course with a minimum grade of "C-".			

ECO (ECONOMICS)

ECO 20100 Prin of Economics-MACRO (F,S) 3 (3-0)

This is a one-semester basic economics course emphasizing national income determination, monetary and fiscal policy, and international trade. (This course may be taken before or after ECO-20200.) Pre or co-requisite: ENG-10303.
Recommended prerequisite: Sophomore standing. (Social Science Credit)

ECO 20200 Prin of Economics-MICRO (W) 3 (3-0)

This is a one-semester course that concentrates on supply and demand analysis, theory of the firm, and the pricing of factors of production. (This course may be taken before or after ECO-20100.) Pre or co-requisite: ENG-10303.
Recommended prerequisite: Sophomore standing. (Social Science Credit)

EDT (ENGINEERING DESIGN TECHNOLOGY)

EDT 11000 Detailing w/AutoCAD

(F)

3 (2-2)

Detailing with AutoCAD is intended to instruct students in the fundamentals of two-dimensional, computer-aided drafting. Topic areas will include orthographic, auxiliary, and section view drawings with an emphasis on dimensioning techniques common to industry. Assignments will be completed on a computer using AutoCAD software. Prerequisite: CIS-01000 or CIS-10500 or advisor waiver.

EDT 13000 Fundamentals of MasterCAM

(F,W)

3 (2-2)

Fundamentals of MasterCAM is designed to give students a working knowledge of the MasterCAM software. Topics will include 2D and 3D line drawing, solids, and tool path geometry. Assignments will be completed on the MasterCAM computer-drafting.

EDT 14000 Architectural Drafting/CAD

(W)

4 (2-2)

In Architectural Drafting, students will prepare complete sets of residential and/or light commercial working drawings. Students will complete assignments with a computer-aided drafting system. Prerequisite: EDT-11000, or permission of instructor.

EDU (EDUCATION)

EDU 10000 Intro to Teaching

(F)

3 (2-1)

This course explores teaching as a career. Along with understanding the requirements of obtaining a degree and a job in teaching, students will develop a knowledge of current issues and problems in education. Observation techniques will be presented that the student will apply to guided classroom observation and participation for each student in accordance with the student's schedule. Pre or co-requisite: ENG-10303.

ELT (ELECTRICAL TECHNOLOGY)

ELT 10101	Orientation to the Electrical Trade	(F,W,S)	0.1
Provides an overview of the electrical trade and discusses the career paths available to electricians.			
ELT 10102	Electrical Safety	(F,W,S)	0.4
Covers safety rules and regulations for electricians. Teaches the necessary precautions to take for various electrical hazards found on the job. Also covers the OSHA-mandated lockout/tagout procedure. (Replaces ELT-10044)			
ELT 10103	Introduction to Electrical Circuits	(F,W,S)	0.3
Introduces series, parallel, and series-parallel circuits. Covers resistive circuits, Kirchoff's voltage and current laws, and circuit analysis. (Replaces ELT-10047)			
ELT 10104	Electrical Theory	(F,W,S)	0.3
Introduces series, parallel, and series-parallel circuits. Covers resistive circuits, Kirchoff's voltage and current laws, and circuit analysis. (Replaces ELT-10048)			
ELT 10105	Intro to the NEC	(F,W,S)	0.3
Provides a navigational road map for using the NEC. Introduces the layout of the NEC and the types of information found within the code book. Allows trainees to practice finding information using an easy-to-follow procedure. (Replaces ELT-10050)			
ELT 10106	Device Boxes	(F,W,S)	0.4
Covers the hardware and systems used by an electrician to mount and support boxes, receptacles, and other electrical components. Covers NEC® fill and pull requirements for device, pull, and junction boxes under 100 cubic inches. (Replaces ELT-10046)			
ELT 10107	Hand Bending	(F,W,S)	0.4
Provides an introduction to conduit bending and installation. Covers the techniques for using hand-operated and step conduit benders, as well as cutting, reaming, and threading conduit. (Replaces ELT-10045)			
ELT 10108	Raceways and Fittings	(F,W,S)	0.8
Introduces the types and applications of raceways, wireways, and ducts. Stresses the appropriate NEC® requirements. (Replaces ELT-10051)			
ELT 10109	Conductors and Cables	(F,W,S)	0.4
Focuses on the types and applications of conductors and covers proper wiring techniques. Stresses the appropriate NEC® requirements. (Replaces ELT-10052)			
ELT 10110	Basic ELT Construction Drawings	(F,W,S)	0.3
Focuses on electrical prints, drawings, and symbols. Teaches the types of information that can be found on schematics, one-lines, and wiring diagrams. (Replaces ELT-10053)			
ELT 10111	Residential Electric Services	(F,W,S)	0.6
Covers the electrical devices and wiring techniques common to residential construction and maintenance. Allows trainees to practice making service calculations. Stresses the appropriate NEC® requirements. (Replaces ELT-10055)			
ELT 10112	Electrical Test Equipment	(F,W,S)	0.2
Focuses on proper selection, inspection, and use of common electrical test equipment, including voltage testers, clamp-on ammeters, ohmmeters, multimeters, phase/motor rotation testers, and data recording equipment. Also covers safety precautions and meter category ratings. (Replaces ELT-10049)			
ELT 10202	Alternating Current	(F,W,S)	0.7
Focuses on forces that are characteristic of alternating-current systems and the application of Ohm's law to AC circuits. (Replaces ELT-10056)			

ELT 10203	Motors: Theory and Application	(F,W,S)	0.8
Covers AC and DC motors, including the main components, circuits, and connections. (Replaces ELT-10057)			
ELT 10204	Electrical Lighting	(F,W,S)	0.6
Introduces the basic principles of human vision and the characteristics of light. Focuses on the handling and installation of various types of lamps and lighting fixtures. (Replaces ELT-10067)			
ELT 10205	Conduit Bending	(F,W,S)	0.6
Covers all types of bends in all sizes of conduit up to 6 inches. Focuses on mechanical, hydraulic, and electrical benders. (Replaces ELT-10059)			
ELT 10206	Pull and Junction Boxes	(F,W,S)	0.5
Driven by the NEC®. Explains how to select and size pull boxes, junction boxes, and handholes. (Replaces ELT-10060)			
ELT 10207	Conductor Installations	(F,W,S)	0.4
Covers the transportation, storage, and setup of cable reels; methods of rigging; and procedures for complete cable pulls in raceways and cable trays. (Replaces ELT-10061)			
ELT 10208	Cable Tray	(F,W,S)	0.3
Focuses on NEC® installation requirements for cable tray, including cable installations. (Replaces ELT-10062)			
ELT 10209	Conductor Terminations and Splices	(F,W,S)	0.3
Describes methods of terminating and splicing conductors of all types and sizes, including preparing and taping conductors. (Replaces ELT-10063)			
ELT 10210	Grounding and Bonding	(F,W,S)	0.6
Focuses on the purpose of grounding and bonding electrical systems. Thoroughly covers NEC® requirements. (Replaces ELT-10058)			
ELT 10211	Circuit Breakers and Fuses	(F,W,S)	0.5
Describes fuses and circuit breakers along with their practical applications. Also covers sizing. (Replaces ELT-10065)			
ELT 10212	Control System and Concepts	(F,W,S)	0.5
Gives basic descriptions of various types of contactors and relays along with their practical applications. (Replaces ELT-10066)			
ELT 14000	Solar/Wind Energy Systems	(F,W,S)	3 (2-2)
This course is designed to teach students how solar and wind energies are converted, transmitted and stored. Topics include design, components, installation, power distribution and maintenance of solar/wind energy systems. Theory and hands- on instruction include both residential and industrial renewable energy generation systems that are commonly used to provide the electrical needs of consumers in today's markets. Prerequisites: either AUT-16401 or ELT-10103, ELT-10104 and ELT-10112.			
ELT 20303	Load Calculations - Branch Circuits	(F,W,S)	0.7
Explains how to calculate branch circuit and feeder loads for various residential and commercial applications. (Replaces ELT-20068)			
ELT 20304	Conductor Selection and Calculation	(F,W,S)	0.6
Covers the various factors involved in conductor selection, including insulation types, current-carrying capacity, temperature ratings, and voltage drop. (Replaces ELT-20069)			
ELT 20305	Practical Applications of Lighting	(F,W,S)	0.5
Covers specific types of incandescent, fluorescent, and HID lamps, as well as ballasts, troubleshooting, and various types of lighting controls. (Replaces ELT-20082)			
ELT 20306	Hazardous Locations	(F,W,S)	0.6
Covers the NEC® requirements for equipment installed in various hazardous locations. (Replaces ELT-20080)			

ELT 20307	Overcurrent Protection	(F,W,S)	1
Explains how to size and select circuit breakers and fuses for various applications. Also covers short circuit calculations and troubleshooting. (Replaces ELT-20070)			
ELT 20308	Distribution Equipment	(F,W,S)	0.5
Discusses switchboards and switchgear, including installation, grounding, and maintenance requirements. This module includes blueprints. (Replaces ELT-20073)			
ELT 20309	Transformers	(F,W,S)	0.5
Discusses transformer types, construction, connections, protection, and grounding. (Replaces ELT-20074)			
ELT 20310	Commercial Electrical Services	(F,W,S)	0.4
Covers the components, installation considerations, and NEC® requirements for various commercial services.			
ELT 20311	Motor Calculations	(F,W,S)	0.5
Covers calculations required to size conductors and overcurrent protection for motor applications. (Replaces ELT-20076).			
ELT 20312	Voice, Data, and Video	(F,W,S)	0.4
Covers installation, termination, and testing of various voice, data, and video cabling systems.			
ELT 20313	Motor Controls	(F,W,S)	0.5
Provides information on selecting, sizing, and installing motor controllers. Also covers control circuit pilot devices and basic relay logic. (Replaces ELT-20078)			
ELT 20404	Load Calculations - Feeder and Serv	(F,W,S)	0.8
Topics include basic calculation procedures for commercial and residential applications. (Replaces ELT-20081)			
ELT 20405	Health Care Facilities	(F,W,S)	0.4
Covers the installation of electric circuits in health care facilities, including the requirements for life safety and critical circuits.			
ELT 20406	Standby and Emergency Systems	(F,W,S)	0.4
Explains the NEC® requirements for electric generators and storage batteries. (Replaces ELT-20083)			
ELT 20407	Basic Electronic Theory	(F,W,S)	0.4
Explains the function and operation of basic electronic devices, including semiconductors, diodes, rectifiers, and transistors. (Replaces ELT-20084)			
ELT 20408	Fire Alarm Systems	(F,W,S)	0.6
Covers fire alarm control units, Digital Alarm Communicator Systems (DACS), wiring for alarm initiating and notification devices, and alarm system maintenance. (Replaces ELT-20085)			
ELT 20409	Specialty Transformers	(F,W,S)	0.4
Covers various types of transformers and their applications. Also provides information on selecting, sizing, and installing these devices. (Replaces ELT-20086)			
ELT 20410	Advanced Motor Controls	(F,W,S)	0.8
Discusses applications and operating principles of solid-state controls, reduced-voltage starters, and adjustable frequency drives. Also covers basic troubleshooting procedures. (Replaces ELT-20087)			
ELT 20411	HVAC Controls	(F,W,S)	0.6
Provides a basic overview of HVAC systems and their controls. Also covers electrical troubleshooting and NEC® requirements. (Replaces ELT-20088)			
ELT 20412	Heat Tracing and Freeze Protection	(F,W,S)	0.4
Covers various heat tracing systems along with their applications and installation requirements. (Replaces ELT-20090)			
ELT 20413	Motor Operation and Maintenance	(F,W,S)	0.4
Covers motor cleaning, testing, and preventive maintenance. Also describes basic troubleshooting procedures.			

- ELT 20414 Medium Voltage Termination/Splices (F,W,S) 0.4**
 Offers an overview of the NEC® and cable manufacturers' requirements for medium-voltage terminations and splices.
- ELT 20415 Special Locations (F,W,S) 0.8**
 Describes the NEC® requirements for selecting and installing equipment, enclosures, and devices in various special locations including places of assembly, theaters, carnivals, agricultural buildings, marinas, temporary installations, wired partitions and swimming pools.
- ELT 20416 Introductory Skills for Crew Leader (F,W,S) 0.6**
 Teaches the basic leadership skills required to supervise personnel. Discusses principles of project planning, scheduling, estimating, management, and presents several case studies for student participation.
- ELT 20418 Michigan Laws & Rules (F,W,S) 0.6**
 The requirements of the Electrical Administrative Act (217) and Michigan 2008 Electrical Code rules, Part 8 will be discussed as to how these laws apply to safeguard person and property in electrical installations in the State of Michigan. Student will also learn how to fill out application forms for electrical licensure and the permitting process. Prerequisite: ELT-10105

EMS (EMERGENCY MEDICAL SERVICES)

EMS 10000 Basic Emergency Medical Technician (F) 10 (10-0)

The Basic Emergency Medical Technician course is a Michigan Department of Community Health approved course that provides the information and experience necessary to prepare the student to take the National Registry Basic EMT Certification Exam. Students learn the role and responsibilities of an emergency medical technician in providing emergency care. This program covers anatomy and physiology, initial patient survey and triage, airway management, oxygen therapy, and treatment of bleeding, shock, cardiac arrest, fractures, spinal injuries and other medical emergencies. Additional areas of study include automated external defibrillation, multi-lumen airways and general pharmacology. Prerequisites: MTH-06300 and ENG-09920 (or ENG-09000 and ENG-09601) or prerequisites met by placement testing.

EMS 10100 Clinical I (F) 1 (0-2)

This course is designed for students to observe and participate in the clinical experiences in both the pre-hospital and hospital settings. Students must complete a minimum of thirty-two hours in the hospital emergency room and at a pre-hospital life support agency. Prerequisites: MTH-06300 and ENG-09920 (or ENG-09000 and ENG-09601) or prerequisites met by placement testing.

EMS 11000 Emergency First Responder (S) 4.25 (3.75-1)

This course will provide the student with the knowledge and skills necessary to manage ill or injured victims at the scene of an emergency until the arrival of ambulance personnel. All students who successfully complete this course will be eligible to take the NREMT Emergency Medical Responder test to obtain a state of Michigan MFR License.

EMS 20000 Intro to Emergency Medicine (F) 4 (4-0)

This course is the beginning of the Paramedic portion of the EMS program. Topics covered include EMS safety, well being, roles responsibility, illness/injury prevention, legal issues, ethics, medical terminology, anatomy and physiology, pathophysiology, life span development, public health, basic pharmacology principles, medications and pharmacology. Prerequisites: MTH 07300 and ENG 09920 (or ENG-09000 and ENG-09601) or prerequisites met by placement testing and EMS 10000 and EMS 10100.

EMS 20100 Pharmacology (F) 3 (2.5-1)

This course covers medications and pharmacology, drug calculations, medicine administration, IV/IO access, airway anatomy and physiology, oxygen administration, intubation, and CPAP/capnography. Prerequisites: EMS-10000 and EMS-10100. Co-requisites: EMS-20000 and EMS-20200.

EMS 20200 Patient Assessment (F) 2.5 (2-0.75)

This course covers communication, history taking, patient assessment, and communication/documentation for Paramedics. Prerequisites: EMS-10000 and EMS-10100. Co-requisites: EMS-20000 and EMS-20100.

EMS 20300 Medical/Surgical (W) 5.5 (5-1)

This course introduces students to concepts focusing on how the client responds to alterations in health. Course content includes ears, eyes, nose, throat, pulmonology, cardiology, neurology, endocrinology/nutrition, immune system, GI systems, renal, urogenital, musculoskeletal/skin, toxicology, infectious disease, psychiatric/drug abuse, blood disorders/shock. Prerequisites: EMS-10000, EMS-10100, EMS-20000, EMS-20100 and EMS-20200. Co-requisites: EMS-20400 and EMS-20500.

EMS 20400 Special Considerations (W) 3 (2.5-0.7)

This course introduces students to concepts related to obstetrics/gynecology, neonatology, pediatrics, geriatrics, abuse/assault, special needs and social issues/chronic illness. Prerequisites: EMS-10000, EMS-10100, EMS-20000, EMS-20100 and EMS-20200. Co-requisites: EMS-20300 and EMS-20500.

EMS 20500 Clinical II (W) 3 (0-9.2)

This course is designed for students to observe and participate in clinical experiences in both the pre-hospital and hospital settings. Student must complete a minimum of 150 hours in the hospital emergency room, OB and Surgery. Prerequisites: EMS-10000, EMS-10100, EMS-20000, EMS-20100 and EMS-20200. Co-requisites: EMS-20300 and EMS-20400.

EMS 20600 Trauma (S) 5.5 (4.25-2.5)

This course focuses on skills required when treating trauma situations. Topics include bleeding, soft tissue injuries, burns, head/face trauma, spinal trauma, thoracic trauma, abdominal trauma, musculoskeletal trauma, environmental emergencies, farm/wilderness emergencies, trauma treatment transport, deployment operations, crime scene, dispatch, vehicle ops, rescue, hazardous material/disaster response, tactical EMS. Prerequisites: EMS-10000, EMS-10100, EMS-20000, EMS-20100, EMS-20200, EMS-20300, EMS-20400 and EMS-20500. Co-requisite: EMS-20700.

EMS 20700 Clinical III (S) 2 (0-6)

This course is designed for students to observe and participate in the clinical experiences in both the pre-hospital and hospital settings. Students must complete a minimum of 100 hours in the hospital emergency room, OB and Surgery. Prerequisites: EMS-10000, EMS-10100, EMS-20000, EMS-20100, EMS-20200, EMS-20300, EMS-20400 and EMS-20500. Co-requisite: EMS-20600.

EMS 20800 EMS Capstone (F) 6.25 (5.5-1.5)

This capstone course will build upon the entire didactic portion of the EMS program. It will provide the core certificate courses such as CPR for the Healthcare Provider, ACLS (Advanced Cardiac Life Support), PALS (Pediatric Advanced Life Support) and PHTLS (Pre-Hospital Trauma Life Support), which will be the requirement for most EMS jobs. This course will also be a complete review of everything the student has learned and prepare him/her for the Final Exam and the National Registry Exam. Prerequisites: EMS-10000, EMS-10100, EMS-20000, EMS-20100, EMS-20200, EMS-20300, EMS-20400, EMS-20500, EMS-20600 and EMS-20700. Co-requisite: EMS-29900.

EMS 29900 Internship (F) 5.25

The externship course is a requirement of the State of Michigan which allows the student to provide pre-hospital care as a team leader with a life support agency. A licensed experienced paramedic and EMT will be with the student at all times. The student must complete 250 hours in the pre-hospital setting with a life support agency and achieve 50 patient contacts. Prerequisites: EMS-10000, EMS-10100, EMS-20000, EMS-20100, EMS-20200, EMS-20300, EMS-20400, EMS-20500, EMS-20600 and EMS-20700. Co-requisite: EMS-20800.

ENG (ENGLISH & LITERATURE)

ENG 09810 Fundamental Reading & Writing (F,W,S) 1 (1-0)

This course is designed to strengthen students' ability to analyze structure, word choice and function, and context to determine meaning of unfamiliar words. Students will also practice basic paraphrasing using synonyms and antonyms. Prerequisite: ACCUPLACER Score of 29-58.

ENG 09920 College Reading & Writing (F,W,S) 4 (4-0)

This course is designed to develop students' proficiency in contextualized reading and writing with a special emphasis on the interconnectedness of author, audience, purpose, context, and textual elements within written compositions of various genres and styles. Instruction will be provided individually, in small groups, and through whole class discussions. Students will also be introduced to research basics and MLA or APA formatting. Prerequisite: ACCUPLACER score of 59-79.

ENG 10303 English Composition I (F,W,S) 3 (3-0)

Composition I teaches the writing skills necessary to succeed in communicating in career, college or life. Students will write and revise four formal, structured essays, two impromptu essays, and many informal composition works. The course will introduce students to research skills through a short research project applying writing and computer skills.

Prerequisite: ENG-09920 (or ENG-09601 and ENG-09000) or prerequisite(s) met by placement testing. (Communication)

ENG 10403 English Composition II (F,W,S) 3 (3-0)

A continuation of English Composition I, this course emphasizes writing analytical, critical, and argumentative essays and developing effective thinking skills. The course provides practice in library methods, research techniques, and the documented research essay. Prerequisite: Satisfactory (C or better) completion of ENG-10303. (Communication)

ENG 11800 Intro Technical & Prof Writing (F,W) 3 (3-0)

ENG-11800 is an introduction to technical and professional communication for students pursuing applied science degrees and certificates in career and technical programs. The course is intended to meet the needs of students who wish to gain useful practice in professional communication required in organizations and the work place. This course is not intended for transfer students. Prerequisite: ENG-09920 (or ENG-09601 and ENG-09000) or prerequisite(s) met by placement testing. Co-requisite: Enrollment in a Career Technical Program

ENG 21400 Intro to Literature (W) 3 (3-0)

This course considers the expression in literature of such universal themes in human experience as the loss of innocence, the search for identity, the desire for happiness, and the confrontation with death through the study of selected essays, fiction, poetry, and drama. Prerequisite: Satisfactory (C or better) completion of ENG-10303 or permission of instructor. (Humanities Credit - Literature) Note: Offered in Winter of even-numbered years.

ENG 22500 Contemporary Literature (S) 3 (3-0)

Students will study works of selected authors of the 20th century. Prerequisite: Satisfactory (C or better) completion of ENG-10303 or permission of instructor. (Humanities Credit - Literature) Note: Offered in Summer of odd-numbered years.

ENG 22800 Mythology (F) 3 (3-0)

A cross-cultural and historical survey of the world's myths, the class will also consider such questions as the meaning of myth, the purposes and functions of myth, theories of how myths originate, and ways that myths have been analyzed and interpreted. Prerequisite: Satisfactory (C or better) completion of ENG-10303 or permission of instructor. (Humanities Credit - Literature) Note: Offered in Fall of odd-numbered years.

ENG 23300 British Literature I (F) 3 (3-0)

A survey of British Literature from its beginnings through the 18th Century. Prerequisite: Satisfactory (C or better) completion of ENG-10303 or permission of instructor. Note: Offered in even-numbered years. (Humanities Credit - Literature)

ENG 25112 Science Fiction & Fantasy

(S)

3 (3-0)

This course is a study of Science Fiction and Fantasy literatures. It will investigate the progression of the genre with a look at Greek Myth, modern science fiction and fantasy novels and films. The focus will be on the quest and development of heroes in fantasy. The focus will also be on the future as the effects of science and technology on society are explored and developed in literature. Prerequisite: ENG-10303 (C or better) or permission of instructor. Note: Offered in Summer of even-numbered years.

ESL (ENGLISH AS A SECOND LANGUAGE)

ESL 01000 Eng as a 2nd Lang/Beginning (F,W) 3 (3-0)

This self-instructional course addresses the needs of an international student who is minimally conversant in English. The course concentrates mainly on oral communication. The class involves independent listening to audiotapes and language practice with a native-speaking tutor/trainer for three hours per week. A minimal amount of grammar and textbook reading may also be introduced. Prerequisite: approval of instructor, based on a personal interview and/or writing sample.

ESL 05000 Eng as a 2nd Lang/Intermediate (F,W) 3 (3-0)

This course addresses the needs of an international student who can converse and read in English. The class combines two-page readings, discussion, vocabulary and grammar practice, as well as sentence and paragraph writing. Prerequisite: approval of instructor, based on a personal interview and/or writing sample.

ESL 06000 Eng as a 2nd Lang/High Intermediate (F,W) 3 (3-0)

This course addresses the needs of an international student who can converse, read, and write short paragraphs in English. The class focuses mainly on the writing of 200-400 word essays. This course prepares the student to take ENG-10303. Prerequisite: ESL-05000 or permission of instructor, based on a personal interview and a writing sample (placement test).

FFT (FIRE FIGHTER TRAINING)

FFT 20700 Firefighter I & II

(F,W)

14

This course first provides an introduction to basic fire suppression, prevention procedures and skill development, and then deals with advanced fire suppression techniques. This course is for students who are currently employed by a Michigan Fire Marshall recognized fire department, or currently seeking employment, and/or volunteer in a recognized fire district. This course meets the state-mandated requirements for preparing students to take the exam for state certification for entry-level on-call or volunteer fire fighters. Michigan State law mandates that persons taking this course must be at least 18 years of age and have a valid Michigan Driver's License.

FIN (FINANCE)

FIN 20000 Principles of Finance

(F)

3 (3-0)

Concentrates on knowledge needed to make keen financial decisions in an increasingly competitive business environment. Practical application of financial concepts, international dimensions and ethical issues. Prerequisite: ACC-12100 or ACC-12500.

GEL (GEOLOGY)

GEL 10500 Physical Geology

(F)

4 (3-2)

This lecture and laboratory course examines earth materials and the internal and external processes acting on them. Among the topics to be discussed are rocks and minerals, vulcanism, accretion, and the agents of erosion. Laboratory studies include rock and mineral identification and interpretation of topographic maps, geologic maps, and aerial photographs. (Science Credit)

GEL 23000 Prehistoric Life

(W)

4 (3-2)

An introduction to the three billion year history of life on earth. Topics include the origin of life, mass extinctions, history of dinosaurs and evolution of mammals Prerequisite: ENG-09920 (or ENG-09601) or prerequisite met by placement testing. (Science Credit)

GEO (GEOGRAPHY)

GEO 1000 World Geography

(F,W,S)

4 (4-0)

This course provides description and analysis of basic geographic concepts as they relate to the major world regions, and the distribution patterns of various social, economic, and cultural activities of man. Pre or co-requisite: ENG-10303.
(Social Science Credit)

HIS (HISTORY)

HIS 10500 History of World Societies to 1500 (F) 3 (3-0)

This course provides a historical survey of the origins and development of human communities from their prehistoric origins to the 16th century. Emphasis is given to similarities, differences, and interrelationships among selected societies, cultures, and civilizations. Prerequisite: ENG 09920 (or ENG 09000 and 09601) or prerequisite(s) met by placement testing. (Humanities credit)

HIS 10600 Hist of World Societies Since 1500 (W) 3 (3-0)

This course is a historical survey of the human community from approximately 1500 to the present. Emphasis is given to the nature, cause, and consequences of the current phase of global integration. Prerequisite: ENG 09920 (or ENG 09000 and 09601) or prerequisite(s) met by placement testing. (Humanities credit)

HIS 20100 United States History to 1865 (F) 3 (3-0)

This course is a survey of the history of the United States from its European background through the Civil War, with special emphasis on the colonial period and the Revolution, the rise of the federal system of government, the growth of democracy, territorial expansion, sectionalism and the Civil War. Prerequisite: ENG 09920 (or ENG 09000 and 09601) or prerequisite(s) met by placement testing. (Humanities credit)

HIS 20200 United States History Since 1865 (W) 3 (3-0)

A continuation of HIS-20100, this is a survey of United States history from 1865 to the present, starting with the aftermath of the Civil War, emphasizing industrial growth, social changes, and reforms, 20th-century political trends, international commitments, and leadership. Prerequisite: ENG 09920 (or ENG 09000 and 09601) or prerequisite(s) met by placement testing. (Humanities credit)

HIS 20300 Michigan History (F) 3 (3-0)

This course provides a survey of the history of Michigan from the coming of the white man. The history of the state is placed in its regional and national setting. Prerequisite or co-requisite: ENG-10303. (Humanities Credit)

HIS 20400 The American Civil War (W) 3 (3-0)

This course examines the origins and outcomes of the sectional conflict that split the United States in two from 1861 to 1865. Emphasis is given to social, political, and military events from the 1840s to the end of Reconstruction. Prerequisite or corequisite: ENG-10303. (Humanities Credit)

HIT (HEALTH INFORMATION TECHNOLOGY)

HIT 10600 Intro-Health Information Management (F,W,S) 3 (3-0)

This course is designed to introduce the student to health information systems from a broad view of the health care industry to the basic elements of health information technology, through the physician's office, acute care setting, and other health care environments. Introduces the structure and operations of healthcare organizations and the role of various disciplines; and health record content, data sets, licensure, accreditation, certification, and basic computer information systems that apply to health care. Pre or co-requisites: CIS-10500 and ENG-10303.

HIT 20000 Intro to Electronic Health Records (F,W,S) 3 (1-4)

This course is designed to introduce the student to health informatics with a primary focus on the function, content, structure, and implementation of electronic health record (EHR) systems in health care delivery. Students will learn to use and evaluate EHR software for accessing a patient account, creating a patient file, and to enter and retrieve data. Introduces compliance with HIPAA and confidentiality. Prerequisites: BIO-10700, CIS-10500, ENG-10303 and HIT-10600.

HIT 21301 Diagnostic Coding (F,W) 4 (4-0)

This course is designed to introduce the student to basic coding rules, regulations, and conventions for the current International Classification of Diseases using automated and manual systems. Introduces other classifications, nomenclatures, medical vocabularies, and applicable payment classification systems. Builds practical application skills in code assignment from brief diagnostic statements to more complex coding scenarios. Prerequisites: ALH-10101 & BIO-10700. Co-requisite: ALH-10801

HIT 21601 Procedure Coding (F,W) 4 (4-0)

This course is designed to introduce the student to basic coding rules, regulations, and conventions for current procedural coding classifications using automated and manual systems. Introduction to other classifications, nomenclatures, medical vocabularies, and applicable payment classification systems. Builds practical application skills in code assignment from brief procedural statements to more complex coding scenarios. Prerequisites: ALH-10101 & BIO-10700. Co-requisite: ALH-10801.

HIT 23001 Health Statistics & Quality Improve (F,W) 4 (4-0)

This course is designed to provide health care students with a rudimentary understanding of the terms, definitions and formulas used in computing health care statistics and to self-testing opportunities and application of the statistical formula. Introduces the study and application of quality assessment and improvement concepts in healthcare organizations and external regulatory requirements for health record documentation. Prerequisites: HIT-10600 and either MTH-12000 or MTH-20600.

HIT 23101 Health Information Mgmt II (W) 3 (2-4)

This course will expand concepts from Intro to Health Information Management utilizing case studies and projects. Topics covered will include screen designs, advanced concepts of health care delivery systems, registries, human resource skills, team building and budgeting. Prerequisite: HIT-10600.

HIT 23102 Health Information Management II (F,W) 4 (2-4)

This course will expand concepts from Intro to Health Information Management, utilizing case studies and projects. Topics covered will include screen designs, advanced concepts of health care delivery systems, registries, human resource skills, team building and budgeting. Prerequisite: HIT-10600. Co-requisite: HIT-29901.

HIT 23200 Health Data Content & Structure (F,W) 3 (1-4)

This course is designed to provide an introduction to the content, use and structure of health care data and data sets and how these components relate to primary and secondary record systems. Incorporates mastery of storage and retrieval systems, documentation requirements, abstracting, quantitative and qualitative analysis, and registries. Prerequisites: HIT-20000, HIT-21301 & HIT-21601.

HIT 23301 Revenue Cycle & Reimbursement (F,W) 4 (2-4)

This course is designed to introduce the student to the uses of coded data from cases in reimbursement and payment systems appropriate to health care settings and managed care. An introduction to revenue cycle management to include billing processes, claims management, and chargemaster. Prerequisite: HIT-21301 & HIT-21601.

HIT 29901 Practicum-Medical Billing & Coding (F,W) 4

This course provides students with a component of extensive review of health information technology skills. Emphasis is placed on application of all health information technology in traditional and/or non-traditional health care facilities through on-site and/or online simulations. Program audit must be completed and approved by advisor one semester prior to the practicum. Prerequisites: Completion of all other HIT courses for the degree except HIT-23101. Pre or co-requisite: HIT-23101.

HIT 29902 Practicum-Medical Coding & Billing (F,W) 4

This course provides students with a component of extensive review of medical coding and billing skills. Emphasis is placed on advanced medical coding techniques and revenue cycle procedures with coding/billing office work experience virtual by simulation. Includes career research, resume writing, interviewing, networking and time management skills. Prerequisites: Completion of all other required courses for the certificate, completion of all HIT courses with a minimum grade of C+, and overall GPA of 2.3, and permission of the HIT advisor.

HUM (HUMANITIES)

HUM 20500 The Individual and Society

(F,W)

3 (3-0)

This course examines the perspectives of many social sciences and cultures in order to appreciate the mosaic of American and other societies from a variety of points of view. As several key current social issues and controversies are studied, students will work to illuminate an understanding of their own place in their communities, the larger society, and the modern world. Prerequisite: ENG 09920 (or ENG 09000 and 09601) or prerequisite(s) met by placement testing. (Humanities credit)

HVC (HEATING/VENTILATION/AC/REFRIGERATION)

HVC 10130	EPA Refrigerant Certification	(V)	1
<p>This course is designed to prepare the participant to write the EPA refrigerant examination. Upon successful completion of the examination, participants will qualify for refrigerant certification. This certification is required by the EPA for any individual who installs, maintains, and/or repairs commercial refrigeration systems.</p>			
HVC 11100	Introduction to HVAC	(F,W,S)	0.3
<p>Covers the basic principles of heating, ventilating, and air conditioning, career opportunities in HVAC, and how apprenticeship programs are constructed. Basic safety principles, as well as trade licensure and EPA guidelines, are also introduced. (Replaces HVC-11000 & HVC-10093)</p>			
HVC 11101	Trade Mathematics	(F,W,S)	0.4
<p>Explains how to solve HVAC/R trade related problems involving the measurement of lines, area, volume, weights, angles, pressure, vacuum, and temperature. Also includes a review of scientific notation, powers, roots, and basic algebra and geometry. (Replaces HVC-11001 & HVC-10094)</p>			
HVC 11102	Basic Electricity	(F,W,S)	0.5
<p>Introduces the concept of power generation and distribution, common electrical components, AC and DC circuits, and electrical safety as it relates to the HVAC field. Introduces reading and interpreting wiring diagrams. (Replaces HVC-11005 and HVC-10099)</p>			
HVC 11103	Introduction to Heating	(F,W,S)	0.6
<p>Covers the fundamentals of heating systems and the combustion process. The different types and designs of gas furnaces and their components, as well as basic procedures for their installation and service, is provided. (Replaces HVC-11007 & HVC-10101)</p>			
HVC 11104	Introduction to Cooling	(F,W,S)	1.2
<p>Explains the fundamental operating concepts of the refrigeration cycle and identifies both primary and secondary components found in typical HVAC/R systems. Common refrigerants are introduced as well. Describes the principles of heat transfer and the essential pressure temperature relationships of refrigerants. Basic control concepts for simple systems are also introduced. (Replaces HVC-11006 & HVC-10100)</p>			
HVC 11105	Intro to Air Distribution Systems	(F,W,S)	0.6
<p>Describes the factors related to air movement and its measurement in common air distribution systems. The required mechanical equipment and materials used to create air distribution systems are also presented. Basic system design principles for both hot and cold climates are introduced. (Replaces HVC-11008 & HVC-10120)</p>			
HVC 11106	Basic Copper & Plastic Piping Pract	(F,W,S)	0.4
<p>Explains how to identify types of copper tubing and fittings used in the HVAC/R industry and how they are mechanically joined. The identification and application of various types of plastic piping, along with their common assembly and installation practices, are also presented. (Replaces HVC-11002 & HVC-10096)</p>			
HVC 11107	Soldering & Brazing	(F,W,S)	0.4
<p>Introduces the equipment, techniques, and materials used to safely join copper tubing through both soldering and brazing. The required PPE, preparation, and work processes are covered in detail. The procedures for brazing copper to dissimilar materials are also provided. (Replaces HVC-11003 & HVC-10097)</p>			
HVC 11108	Basic Carbon Steel Piping Practices	(F,W,S)	0.4
<p>Explains how to identify various carbon steel piping materials and fittings. The joining and installation of threaded and grooved carbon steel piping systems is covered, with detailed coverage of threading and grooving techniques included. (Replaces HVC-11004 & HVC-10098)</p>			

HVC 11200	Alternating Current	(F,W,S)	0.3
Presents the basic concepts of alternating current generation and use. Discusses how single and three-phase alternating current is used to power resistive and inductive circuits. Various types of transformers are identified. Basic operation of single- and three-phase motors is explained and the process of safely testing AC-powered devices. (Replaces HVC-10205 & HVC-10105)			
HVC 11201	Compressors	(F,W,S)	0.7
Explains the operating principles of the different types of compressors used in comfort air conditioning and refrigeration systems, along with basic installation, service, and repair procedures. (Replaces HVC-20301 & HVC-10111)			
HVC 11202	Refrigerants & Oils	(F,W,S)	0.5
Discusses the refrigerants and oils used in modern refrigeration and air conditioning systems including new handling and service requirements. (Replaces HVC-20300)			
HVC 11203	Leak Detect/Evac/Recov/Charging	(F,W,S)	1.2
Covers servicing of the refrigerant circuit of HVAC systems. The four essential service tasks—leak detection, evacuation, recovery, and charging—are covered in detail in addition to EPA’s requirements for providing these services. (Replaces HVC-10204 & HVC-10113)			
HVC 11204	Metering Devices	(F,W,S)	0.3
Introduces metering devices used in the mechanical refrigeration cycle. Covers their primary function along with related components. Operation of capillary tube, fixed-orifice, and expansion-type metering devices is explored in addition to selecting and installing thermal expansion valves. (Replaces HVC-20302 & HVC-10110)			
HVC 11205	Heat Pumps	(F,W,S)	0.8
Presents the operation of heat pump systems in detail with additional emphasis on electric resistance heating elements. Covers installation considerations of both split and packaged heat pump systems. (Replaces HVC-10210 & HVC-10112)			
HVC 11206	Basic Maintenance	(F,W,S)	0.4
Describes common tasks associated with basic maintenance. Specific tasks, such as lubrication and belt installation, are reviewed in detail. Provides detailed coverage on maintenance inspections of gas furnaces and common cooling/heat pump systems. (Replaces HVC-10211 & HVC-10121)			
HVC 11207	Chimneys, Vents & Flues	(F,W,S)	0.2
Covers the chimneys, vents, and flues that are used with fuel-burning furnaces and boilers. (Replaces HVC-10201 & HVC-10103)			
HVC 11208	Sheet Metal Duct Systems	(F,W,S)	0.4
Covers the layout, fabrication, installation, and insulation of sheet metal duct systems. Also includes selection of registers, diffusers, dampers, and other duct accessories. (Replaces HVC-10212)			
HVC 11209	Fiberglass & Fabric Duct Systems	(F,W,S)	0.3
Reviews the application and methods of fabricating fiberglass duct systems. Installation guidelines and methods to repair damaged components. Concludes with fabric-based duct systems. (Replaces HVC-10213)			
HVC 11210	Commercial Airside Systems	(F,W,S)	0.5
Introduces systems used in commercial structures such as schools and office buildings that are divided into comfort heating and cooling zones. Covers the various types of systems, as well as the air terminals and air source equipment used. Commonly used accessories are also covered. (Replaces HVC-10200 & HVC-20149)			
HVC 11211	Air Quality Equipment	(F,W,S)	0.2
Introduces the factors related to indoor air quality and human comfort. Equipment used to control humidity is presented in detail. Also covers air filtration materials and the introduction of outside air into the indoor environment. (Replaces HVC-10203 & HVC-10109)			
HVC 11212	Introduction to Hydronic Systems	(F,W,S)	0.5
Introduces hydronic heating systems, the fuels used to heat the water and the pumps that circulate the heated water. (Replaces HVC-10202)			

HVC 14000	Geothermal Heat Pump Systems	(F,W,S)	3 (2-2)
This course is designed to teach students the theory, design, installation and maintenance of water source geothermal heating/cooling systems. Theory concepts include open/closed loop systems and lab application with common geothermal systems. Prerequisites: HVC-11005, HVC-11006, HVC-11007 and HVC-10210.			
HVC 21300	Hardware & Fastening	(F,W,S)	0.4
Covers a variety of fasteners, hardware, and wiring terminations used in HVAC systems including the installation of these components.			
HVC 21301	Control Circuit/Motor Troubleshoot	(F,W,S)	1.2
Provides information and skills to troubleshoot control circuits and electric motors found in heating and cooling equipment. (Replaces HVC-10207 & HVC-10123)			
HVC 21302	Troubleshooting Cooling	(F,W,S)	0.8
Provides guidance related to troubleshooting cooling systems. (Replaces HVC-10209 & HVC-20144)			
HVC 21303	Troubleshooting Heat Pumps	(F,W,S)	0.5
Provides a thorough review of heat pump systems, operating cycle and troubleshooting procedures for components. (Replaces HVC-20310 & HVC-20145)			
HVC 21304	Troubleshooting Gas Heating	(F,W,S)	0.5
Covers information and skills needed to troubleshoot gas-fired furnaces and boilers. (Replaces HVC-10208 & HVC-20141)			
HVC 21305	Troubleshooting Oil Heating	(F,W,S)	0.5
Describes the construction and operation of oil-fired heating systems and their components. Includes servicing and testing of oil furnaces and procedures for isolating and correcting oil furnace malfunctions. (Replaces HVC-20309 & HVC-20143)			
HVC 21306	Troubleshooting Accessories	(F,W,S)	0.3
Delivers information and skills needed to troubleshoot various air treatment accessories used with heating and cooling equipment. (Replaces HVC-20311 & HVC-20146)			
HVC 21307	Ductless Equipment/Zone Control Sys	(F,W,S)	0.5
Introduces the information and skills needed to troubleshoot and repair zoned, ductless, and variable refrigerant flow systems.			
HVC 21308	Commercial Hydronic Systems	(F,W,S)	0.3
Reviews basic properties of water and describes how water pressure is related to the movement of water through piping systems. Describes various types and components of commercial hot-water heating and chilled-water cooling systems, and examines how those systems function. (Replaces HVC-20304)			
HVC 21309	Steam Systems	(F,W,S)	0.4
Focuses on the use of steam for storing and moving energy in HVAC systems. Reviews the fundamentals of water that relate to steam and describes the basic steam system cycle. Discusses a steam system's operational components—steam boilers and their accessories and controls; steam system loads, including heat exchangers/converters and terminal devices. Steam system valves and piping are covered in detail, including common types of piping arrangements, the components of a condensate return/feedwater system, steam and condensate pipe sizing; and pressure-reducing valves and thermostatic valves. (Replaces HVC-20305)			
HVC 21310	Retail Refrigeration Systems	(F,W,S)	0.6
Covers the applications, principles, and troubleshooting of retail refrigeration systems. (Replaces HVC-20303)			
HVC 21311	Customer Relations	(F,W,S)	0.2
Presents the importance of establishing good relations with customers and provides guidance on how to achieve that goal. Focuses on ways for a technician to make a good first impression and describes how to communicate in a positive manner with customers. The elements of a service call and dealing with different types of problem customers are also covered.			

HVC 21400	Water Treatment	(F,W,S)	0.5
Explains water problems encountered in heating and cooling systems and identifies water treatment methods and equipment. Covers basic water testing procedures and chemistry. (Replaces HVC-20307 & HVC-20132)			
HVC 21401	Indoor Air Quality	(F,W,S)	0.4
Defines the issues associated with indoor air quality and its effect on the health and comfort of building occupants. Provides guidelines for performing an IAQ survey and covers the equipment and methods used to monitor and control indoor air quality. (Replaces HVC-20402 & HVC-20129)			
HVC 21402	Energy Conservation Equipment	(F,W,S)	0.3
Covers heat recovery/reclaim devices, as well as other energy recovery equipment used to reduce energy consumption in HVAC systems. (Replaces HVC-20403 & HVC-20130)			
HVC 21403	Building Management Systems	(F,W,S)	0.5
Explains how computers and microprocessors are used to manage zoned HVAC systems. Provides coverage of various network protocols and systems controllers, and introduces trainees to the various means of connection and system interface. (Replaces HVC-20404 & HVC-20131)			
HVC 21404	System Air Balancing	(F,W,S)	0.6
Covers air properties and gas laws, as well as the use of psychrometric charts. Describes the tools, instruments, and procedures used to balance an air distribution system. (Replaces HVC-20401 & HVC-20150)			
HVC 21405	System Startup & Shutdown	(F,W,S)	0.6
Presents the procedures for the startup and shutdown of hot water, steam heating, chilled water, and air handling systems. Also covers the start-up and shutdown of typical cooling towers and packaged HVAC units. The procedures for both short- and long-term shutdowns are included. (Replaces HVC-20405 & HVC-20133)			
HVC 21406	Construction Drawings/Specification	(F,W,S)	0.5
Teaches how to interpret drawings used in commercial construction, including mechanical drawings, specifications, shop drawings, and as-builts. Explains how to perform takeoff procedures for equipment, fittings, ductwork, and other components. (Replaces HVC-20400 & HVC-20128)			
HVC 21407	Heating & Cooling System Design	(F,W,S)	1
Identifies factors that affect heating and cooling loads. Explains the process by which heating and cooling loads are calculated, and how load calculations are used in the selection of heating and cooling equipment. Covers basic types of duct systems and their selection, sizing, and installation requirements. (Replaces HVC-20406 & HVC 20134)			
HVC 21408	Commercial/Industrial Refrigeration	(F,W,S)	0.8
Expands on the study of product and process refrigeration equipment by describing systems used in cold storage and food processing applications, as well as transportation refrigeration. Various types of defrost systems are covered in detail. (Replaces HVC-20407 & HVC-20135)			
HVC 21409	Alternative/Specialized HVAC System	(F,W,S)	0.4
Describes alternative devices used to reduce energy consumption, including wood, coal, and pellet fired systems, waste-oil heaters, geothermal heat pumps, solar heating, in-floor radiant heating, and direct-fired makeup units. Also introduces application-specific computer room environmental and air turnover systems. (Replaces HVC-20408)			
HVC 21410	Fundamentals of Crew Leadership	(F,W,S)	0.8
Along with the principles of project planning, scheduling, and estimating, this module teaches the basic skills required for supervising personnel. (Replaces HVC-20409)			

MEC (MECHATRONICS)

- MEC 10000 Basic Electricity & Controls (V) 3 (2-2)**
Industry relevant fundamentals of AC/DC electrical systems are introduced in subject areas including safety, electrical circuits, measurement, circuit analysis, inductance, capacitance and transformers. Relay logic control circuits are presented for students to understand in commercial and industrial applications. Additional concepts include solenoid valves, sequencing controls, time delay functions, proximity sensors, photo electric sensors and Hall-effect sensors. The learning environment will be a combination of theory based concepts and hands-on applications using industry recognized equipment and materials. Prerequisite: MTH-06300 (Basic Math) or competency.
- MEC 10401 Intro to Pneumatics (F,W,S) 2**
This course will teach basic pneumatics to prepare learners to work intelligently in industry with pneumatic applications. It introduces pneumatic power and takes learners through key topics and skills in pneumatic power and safety, pneumatic circuits, pneumatic schematics, the principles of pneumatic pressure and flow, and pneumatic speed control circuits. It covers pressure regulation, air filtration, how to connect pneumatic circuits, pneumatic cylinders, valves and actuators, a wide array of pneumatic applications, pressure and cylinder force, pneumatic leverage, pressure and volume, and air flow resistance.
- MEC 10600 Mechanical Drives (F,W,S) 3.4 (1-4.3)**
Mechanical drives introduces mechanical systems and develops fundamental knowledge of mechanical systems and practices. Covers basic safety, installation, key fasteners, power transmission systems, v-belt drives, chain drives, spur gear drives, and multiple shaft drives. Topics covered include learning how to select, install, adjust, troubleshoot and repair a range of mechanical systems which are commonly found in both automated and manual machines used in every industry around the world.
- MEC 10700 Pump Systems (F,W,S) 2 (1-1)**
This course will introduce the student to centrifugal pumping systems commonly found throughout industrial and commercial facilities. Coursework will include safety, pump operation, maintenance, and system design including pump selection for various applications. Laboratory activities will include pump start up, calculating head pressure, flow rates as well as disassembly and inspection.
- MEC 10800 Intro to Hydraulic Systems (F,W,S) 2 (1-2)**
Students will learn the history of hydraulics, the design of hydraulics circuits and the components utilized in hydraulic systems. Topics covered will include safety power units, actuators, conductors, control valves and fluid conditioning. Students will assemble various hydraulic circuits with components that are widely used throughout industry.
- MEC 10901 Precision Measuring Tools (F,W,S) 2**
Introduces basic measurement, precision measurement tools, and dimensional gauging. Learners will cover concepts such as S.I. Measurement, U.S. Customary Measurements, Tape Measure and Measurement Conversion. Applications taught include using a dial caliper, digital caliper, English and metric micrometer, to include outside, inside and depth. Dimensional gauging will include an introduction to gauging as well as indicator measurement, data collection, and statistical process control (SPC). Measurement Tools provides an overview of concepts in control, chart analysis and operation, geometric dimensioning and tolerancing, and location, orientation, and form tolerances.
- MEC 20100 Programmable Logic Controllers (F,W,S) 3 (2-2)**
The course Programmable Controller -- SLC500/01 teaches how to program, operate, and interface the SLC500/01 programmable controller and RSLinx PLC programmable software in a variety of industrial applications. Students learn industry-relevant skills including subject areas such as PLC orientation, operation, programming, motor control, discrete I/O interfacing, event sequencing, application development, timer instructions, and counter instructions,. Learners will gain knowledge in how to design, program and operate a PLC to control a number of process applications used by industries all over the world. Prerequisites: MEC-10000.

MEC 20200 Adv Controller Applications

(F,W,S)

3 (1-2)

This course will teach how to design, program and operate a PLC to control a number of process applications used by industries all over the world. The skills learned are in high demand everywhere today. These skills include orientation, operation, programming, memory organization, program analysis, motor control, discrete I/O interfacing, troubleshooting, systems troubleshooting, event sequencing, application development timer instructions, counter instructions, program control instructions, and math and data move instructions.

MEC 20400 Robotics Systems & Applications

(F,W)

4

Robotic systems used in modern manufacturing systems will be the focus of this course. Students will learn the applications and fundamentals of robot selection, programming and implementation. Topics will include electromechanical and fluid power systems, sensors, controls, maintenance and troubleshooting. Students will program robots commonly used in manufacturing environments.

MEC 20500 Transfer Line Capstone

(F,W,S)

3 (2-2)

Studies will include the operation, maintenance, troubleshooting and repair of an industrial transfer line to include a pick and place feeding station, gauging station, orientation-processing station, and a servo-robotic assembly station. With an emphasis on safety and operation, lecture and lab activities will allow students to learn and utilize the technologies that integrate industrial automated assembly found in manufacturing environments. Prerequisites: MEC-20200 and MEC-20300.

MKT (MARKETING)

MKT 11000 Principles of Selling (F,S) 3 (3-0)

What does it take to be a highly successful salesperson and business leader? Explore the concepts that build leadership and selling skills, identify aspects of consumer buying decisions, ethical dilemmas, learn about relationship building, common mistakes in communicating, and sales processes.

MKT 11500 Customer Relations (W) 3 (3-0)

This course examines the role of Customer Relations in the economy with emphasis on customer relations in business and organizations that have considerable dealings with the public. The class addresses the four C's of excellent customer service, dealing with difficult people, handling angry customers, developing service strategies, customer service habits to develop, do's and don'ts of customer service, customer service on the web, and culminates with the student's development of a customer relations policy and program for their 'chosen' organization.

MKT 20000 Principles of Marketing (F,W,S) 3 (3-0)

Marketing is the dynamic process in which business communicates value to their customers. Integrated marketing strategies will be experienced by exploring the necessary focus on objectives and effective resource utilization, while working to predict market changes and consistently satisfying the customer needs profitably. Students will meet learning objectives by applying marketing aspects: research, marketing mix, pricing, promotion, and assessment by creating a marketing plan.

MKT 20200 Internet Marketing (W) 3 (3-0)

This course focuses on marketing in electronic environments primarily on the Internet, on one or more of its services (WWW, email), or offline by enterprises that produce and sell Internet-related products. The focus is on the synergy created when traditional marketing is performed in electronic environments and greatly reduce or eliminate time and space constraints, facilitate personalization and customization and allow the interoperability of computers and other devices. Prerequisites: CIS 10500 and MKT 20000 or permission of instructor.

MKT 20400 Advertising (F) 3 (3-0)

This course addresses the social value of advertising and its role in marketing. Analysis of behavioral scientists' findings in regard to customer appeals and motivations, window display techniques, and principles of advertising copy and layout are conducted.

MPT (MANUFACTURING TECHNOLOGY)

- MPT 11000 Machine Theory & Operation I (F) 4 (2-4)**
This introductory course to machine tools will give the student fundamental knowledge in the machine tool trade. Students will learn the components of a blueprint and the relationship to machine tool practices. Basic shop math, trigonometry, and metallurgy will guide the student in standard machine tool set up and practical applications. The entry level course will give hands-on operation of the grinder, lathe, mill and saw operations.
- MPT 11100 Machine Theory & Operation II (W) 4 (2-4)**
Students will learn advanced machine tool practices using the surface grinder, lathe and vertical mill. Attention will be given to the fabrication of projects such as 123 block and a vice. This course will build on the knowledge gained in Machine Tool I and require the learner to use various tools in the completion of projects. This course is designed to allow the student to be more creative and work independently under the direction of the instructor. Prerequisite: MPT-11000.
- MPT 11200 Practical Problems in Machine Tools (S) 3 (2-2)**
Students will apply basic and advanced machine tool practices in the fabrication and repair of components typically found in the manufacturing environment. Given real world problems to solve, students must use critical thinking skills to design and fabricate tooling that will function to specification. This course is designed to allow the students to work within a team environment. Topics covered will include statistical process control, total productive maintenance and continuous improvement. Prerequisite: MPT-11000. Pre or co-requisite: MPT-11100.
- MPT 12000 CNC Machining I (F,W,S) 3**
This course will provide students with an introduction to Computer Numerical Control (CNC) theory and machine tool operation. Students will learn the various axes on vertical milling machines and turning centers (lathes) as well as understand the difference between absolute and incremental programming. Topics covered will include the recognition of different types of machines, their motions and the shop math skills necessary to become a successful CNC machinist. Emphasis will focus on CNC cutting tool technology, fundamentals of work piece offset, tool setup and using the correct clamping methods. Students will learn and perform the programming process utilizing the fundamentals of G and M codes. Students will also learn to perform common machine maintenance practices on various CNC machines.
- MPT 12100 CNC Machining II (F,W,S) 3**
The advanced course builds upon the Computer Numerical Control (CNC) theory and machine tool concepts presented in CNC Machining I (MPT-12000). Students will learn the advanced G and M codes, fundamentals of cutter compensation and when to use subroutines or subprograms. Learning activities will also include the use of a canned cycle for drilling and cutting conditions for both the mill and the lathe. Emphasis will include learning how to thread mill, bore a set of jaws for a lathe and the use of a tailstock for a lathe. Upon completion of this course, the student will demonstrate a working knowledge of a CNC vertical machining center (mill) and a CNC turning center (lathe).
- MPT 12200 Lean Manufacturing (F,W,S) 3**
Students will learn the advanced machining techniques that are essential in cutting costs in order to remain competitive in today's global manufacturing environment. Focus will be on programming shortcuts utilizing G and M codes and macro programming techniques. Concepts in this course will expose and teach the fundamentals of probing and lean manufacturing techniques that set potential employees apart from the rest. Students will also be exposed to and learn the advantages of multi-axis machining.
- MPT 12300 Machinery's Handbook (F,W,S) 2 (0-2)**
The student will learn to use the Machinery's Handbook to research, identify, and find information that is vital for a successful maintenance mechanic, machinist or toolmaker. Students will solve practical problems related to common industry applications. Topics include shop math, material properties, machining parameters, tapers, threads, gearing, and tooling specifications. Upon completion of this course, the student will demonstrate knowledge in the structure of the Machinery's Handbook and the ability to navigate the text in problem solving situations.

MTH (MATHEMATICS)

MTH 06300 Basic Mathematics (F,W,S) **4**

Mathematical concepts involving whole numbers, fractions, decimals, percents, proportions, measurement, geometry, and elementary algebraic operations will be taught.

MTH 07300 Basic Algebra (F,W,S) **4**

The fundamental operation of algebra using integers and rational numbers, exponents, linear equations, word problems, special products, factoring, and graphing of straight lines will be taught. A graphing calculator is required. Prerequisite: MTH-06300 or requisite placement test scores.

MTH 12000 Intermediate Algebra (F,W,S) **4 (4-0)**

This course includes the study of the properties of real numbers, basic concepts of algebraic operations, solving and graphing linear and nonlinear functions, systems of equations, complex numbers, quadratic functions, factoring, rational expressions, and basic interpretations of tables and graphs of data. A graphing calculator is required. Prerequisite: MTH 07300 or requisite placement test scores. (Math Credit)

MTH 12500 Quantitative Literacy (F,W) **4 (4-0)**

Applies mathematical techniques to solve real-world problems. Involves the study of topics including set theory, logic, mathematical models, financial math, probability, statistics and voting apportionment. Prerequisites: MTH 07300 and ENG 09920 (or ENG 09000 and 09601) or prerequisites met by placement testing. (Math credit)

MTH 13000 College Algebra (F,W,S) **4 (4-0)**

This is a one semester course designed to prepare students for the study of calculus. The topics to be covered include review of the fundamentals of algebra, relations, functions, solutions, of first- and second degree equations and inequalities, systems of equations, determinants, binomial theorem, mathematical induction, polynomial functions and theory of equations, analytic geometry and conic sections, geometric and arithmetical sequences and series, and miscellaneous topics. Calculators will be used for selected topics. Prerequisite: MTH 12000 or requisite placement test scores. (Math Credit)

MTH 18001 Pre-Calculus (F) **4 (4-0)**

This course includes the study of functions, algebraic operations, trigonometry, logarithmic and exponential functions, conics, parametric equations, polar equations, combinations, permutations, sequences and series, and mathematical induction. A graphic calculator is required. Contact the mathematics department for information on calculator type. Prerequisite or corequisite: MTH 13000 or requisite placement test scores. (Math Credit)

MTH 20600 Application in Statistics (F,W,S) **4 (4-0)**

This is an introductory course in statistics for any field in which the collection, analysis, interpretation, and presentation of numerical data are important. Topics include organization of data, types of distributions (binomial, normal, student t, chi-square), sampling, testing of hypotheses, confidence intervals, correlation, and regression. Additionally, the students will choose a project that will allow them to gain experience and demonstrate understanding of some of the statistical techniques or methods. A calculator is required. Computer software will be utilized. Prerequisite: MTH-07300 or higher. (Math Credit)

MTH 22002 Calculus I (W) **4 (4-0)**

This is the first of a three-semester sequential course in analytic geometry and calculus. Topics include functions, limits, continuity, derivatives, integrals, and their applications. A graphing calculator is required. Prerequisite: MTH 13000 and MTH 18001 or requisite placement test scores. (Math Credit)

MTH 22102 Calculus II (F) **4 (4-0)**

This course is a continuation of MTH-22002. Topics include applications of integration, techniques of integration, L'Hopital's Rule, improper integrals, infinite series, conic section, plane curves, parametric equations, and polar coordinates. A graphing calculator is required. Prerequisite: MTH-22002. (Math Credit)

MUS (MUSIC)

MUS 10100 Music History & Appreciation (F,S) 3 (3-0)

This course is a guide to listening, with emphasis on understanding and experiencing the fundamentals of music to increase the enjoyment and knowledge of music and to cultivate the art of intelligent and perceptive listening. Pre or co-requisite: ENG-10303. (Humanities Credit)

MUS 12300 Jazz History & Appreciation (W) 3 (3-0)

This course is an in-depth study of America's only original art form through a historical and social perspective beginning with Blues and including Dixieland, swing, BeBop, and modern jazz. (Humanities credit)

MUS 15000 Vocal Ensemble (F,W) 1 (0-3)

Performance ensemble with an emphasis of vocal mechanics, choral blending, rehearsal technique, sight singing, and ear training. Elementary music theory will also be taught, including treble and bass note reading, note values and rhythms (simple meter), and major key signatures. Repertoire is at the discretion of the instructor and will include a variety of genres ranging from the Middle Ages and Contemporary/Popular and may include foreign language literature.

NUR (NURSING)

- NUR 10515 Fundamentals of Nursing Practice (F,W) 9.5 (7-5.5)**
This course is designed to provide introductory nursing students the fundamentals of nursing knowledge and skills to build upon and expand for future courses. This course introduces the concepts within the three domains of Professionalism, Health and Patient-Centered Care. Emphasis is placed on selected concepts within the syllabus. A clinical, skills lab and simulation experience are required in this course. Upon completion, students will be able to provide safe nursing care incorporating the concepts identified for this course. Prerequisite: Admission to the Nursing Program.
- NUR 10701 Mental Health Concepts (W) 1 (1-0)**
This course is designed to assist the student nurse to develop knowledge and skills for providing basic psychiatric nursing care. The student will achieve psychosocial adaptation competencies in assisting the client with an acute or chronic mental illness, substance abuse issue or crisis/violence need. The student is introduced to the nursing process applied to psychiatric nursing, therapeutic communication skills, and general assessment. Upon completion, students should be able to provide safe nursing care, incorporating the concepts identified in this course. Prerequisite: Admission to the Nursing Program.
- NUR 10815 Nursing Across the Lifespan (F,W) 8 (3-14)**
This course is designed to further develop the three domains of Professionalism, Patient-Centered Care and Health. Emphasis is placed on the concepts defined within the syllabus. A clinical and simulation component are included in this course. Upon completion, students will be able to provide safe nursing care incorporating the concepts identified in the course. Prerequisite: Admission to the Nursing Program.
- NUR 11015 Critical Thinking in Nursing (F,W) 2 (2-0)**
This course is designed for beginning nursing students, introducing critical thinking skills needed for nursing practice based on fundamental knowledge. Concepts are developed within the three domains of Professionalism, Patient-Centered Care, and Health. Emphasis is placed on selected concepts defined within the syllabus. Upon completion, students will begin to develop clinical reasoning skills integrating the nursing process applied to clinical situations. Prerequisite: Admission to the Nursing Program.
- NUR 19915 Role Transition (F) 4 (4-0)**
This course emphasizes professional responsibilities associated with transitioning from practical nurse to registered nurse. Focus is on nursing regulations, standards of practice and accountability, and components of quality and safety. Critical thinking is integrated within this course to promote higher level of clinical reasoning and judgment providing students the opportunity to extend knowledge and skills needed to continue and grow as a registered nurse. Prerequisite: Acceptance into LPN to ADN program.
- NUR 21415 Nursing Pharmacology (F,W) 4 (4-0)**
This course is designed to further develop the concepts within the three domains of Health, Patient-Centered Care and Professionalism. Emphasis is placed on the selected concepts within the syllabus. Association of drug therapy to clinical experience will be emphasized throughout the course. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. Prerequisite: Admission to the Nursing Program. Co-requisite: NUR-10515.
- NUR 22215 Advanced Medical/Surgical Nursing I (F,W) 8 (4-14)**
This course is designed to introduce and develop medical/surgical concepts within the three domains of Professionalism, Patient-Centered Care and Health. Emphasis is placed on concepts identified in the syllabus. The student will apply evidence-based practice in problem solving, decision making, and critical thinking for patient needs with a focus on introductory disease process. Clinical and simulation experiences are required in this course. Upon completion, students will provide safe nursing care incorporating the concepts identified in the course. Prerequisite: Admission to the Nursing Program.

PHB (PHLEBOTOMY)

PHB 10100 Phlebotomy Technician

(F,W)

6 (3-8.5)

This course provides the student with an overview of the healthcare field and skills and knowledge to properly and safely collect a blood or body fluid specimen and prepare the specimen for testing by the medical laboratory. The student will be able to utilize a variety of blood collection methods, to include vacuum, syringe, and capillary puncture and will put safety practices into place to protect themselves and the patient. The student will also gain an understanding of performing CLIA waived laboratory tests. Prerequisite: ENG 09920 (or ENG-09601) or prerequisite met by placement testing.

PHL (PHILOSOPHY)

PHL 20100 Intro to Philosophy

(F)

3 (3-0)

An introduction to not only the study of philosophy, but also its active and systematic practice. While the course explores such topics as the origin and development of philosophy, the ideas of major philosophers, and significant philosophical issues and problems, students are encouraged, above all, to practice the methods of philosophy as a life skill. Pre or co-requisite: ENG-10303 or permission of instructor. (Humanities Credit)

PHL 21000 Introduction to Ethics

(F,W)

3 (3-0)

An introduction to the study of moral philosophy. Through reading, writing, and discussion, students will explore moral values and the major ethical theories, practice effective moral reasoning, and apply ethical thinking to issues and problems in various fields and their own lives. Pre or co-requisite: ENG-10303 or permission of instructor. (Humanities Credit)

PHM (PHARMACY TECHNOLOGY)

PHM 11000 Pharmacy Technology I (F) 9 (4-10)

Designed to provide an overview of concepts necessary for a pharmacy technician in a hospital or retail setting, this course focuses on drugs by brand name, generic name and function and on pharmacological cautions, pharmaceutical calculations (such as fractions and decimals), medication labels and measurement of medications. Students are introduced to dispensing and control of drugs, knowledge of physiological effects of drugs, inventory control, insurance billing, pharmacy terminology and the evolution of pharmacy. Prerequisites: MTH 07300 and ENG 09920 (or ENG 09000 and 09601) or prerequisites met by placement testing. Co-requisite: ALH-10101

PHM 12000 Pharmacy Technology II (W) 3 (3-0)

Educates the student on the responsibilities and concerns relating to issues that impact Pharmacy Technology. Application of concepts and theory learned in Pharmacy Technology I to the clinical environment, including retail, hospital, and specialty pharmacy through case studies and internship experiences. Prerequisites: PHM-11000 and ALH-10101.

PHM 19900 Pharmacy Technology Internship (W) 3

The student will apply the concepts and theory learned in the didactic courses to the clinical environment to include the retail pharmacy, hospital pharmacy and specialty pharmacy. Prerequisites: ALH-10101 and PHM-11000; co-requisites: PHM-12000 and SPE-11400.

PHY (PHYSICS)

PHY 10501 Physical Science (W) 3 (3-0)

This is a lecture and virtual laboratory classroom course in physical science. The course investigates fundamental matter and energy concepts in the physical universe through the use of selected materials from the areas of astronomy, chemistry, and physics. Attention is given to the methods of scientific inquiry and applications in technology. This course may be elected to meet the science requirement by those not majoring in science. Prerequisite: MTH 07300 or requisite placement test scores. Co-requisite: PHY-10502. (Science Credit)

PHY 10502 Physical Science Lab (W) 1 (0-2)

This is a laboratory course to accompany PHY-10501. Co-requisite: PHY-10501. (Science Credit)

PHY 11000 General Physics (F) 4 (3-2)

This one-semester, introductory physics course explores the fundamental topics of momentum, energy, oscillations and waves, electricity and magnetism, and light. This course can be an intermediate step before taking an algebra or calculus based physics course and meets the Michigan Transfer Agreement requirement of a science course with a laboratory. Prerequisite: MTH-07300 or requisite placement test scores.

PHY 20101 Physics I with Trigonometry (F) 4 (4-0)

This is an algebra-trigonometry-based lecture course in introductory physics. Topics will include general properties of energy and matter with emphasis on mechanics, heat, thermodynamics and sound. Co-requisites: MTH-18001 and PHY-20102. (Science Credit)

PHY 20102 Physics I with Trigonometry Lab (F) 1 (0-3)

This is a laboratory course to accompany PHY-20101. Co-requisite: PHY-20101.

PHY 20201 Physics II with Trigonometry (W) 4 (4-0)

This is a continuation of Physics I w/Trigonometry. Topics will include principles of electricity and magnetism, optics, and concepts of modern physics such as relativity and nuclear physics. Prerequisites: PHY-20101 and PHY-20102 or permission of instructor. Co-requisite: PHY-20202. (Science Credit)

PHY 20202 Physics II with Trigonometry Lab (W) 1 (0-3)

This is a laboratory course to accompany PHY-20201. Co-requisite: PHY-20201. (Science Credit)

PHY 22101 Physics I with Calculus (F) 4 (4-0)

This is an introductory lecture course that will provide a calculus-based background of basic principles and theories with practical applications; topics will include general properties of matter with emphasis on mechanics and waves; heat and thermodynamics, and sound. Prerequisite: MTH-22002. Co-requisite: MTH-22102 and PHY-22102. (Science Credit)

PHY 22102 Physics I with Calculus Lab (F) 1 (0-3)

This is a laboratory course to accompany PHY-22101. It will provide the student with a background of basic laboratory skills and experimental experience in approaching physical principles and theories with practical applications; topics will include electricity and magnetism, optics and light, modern physics, and nuclear physics. Emphasis will be placed on proper laboratory procedures and utilization of the Scientific Method. Co-requisite: PHY-22101. (Science Credit)

PHY 22201 Physics II with Calculus (W) 4 (4-0)

This is a continuation of PHY-22101 that will provide a calculus-based background of basic principles and theories with practical applications; topics will include electricity and magnetism, optics and light, modern physics, and nuclear physics. Prerequisite: PHY-22101. Co-requisite: PHY-22202. (Science Credit)

PHY 22202 Physics II with Calculus Lab (W) 1 (0-3)

This is an laboratory course that should be taken in tandem with the PHY-22201 physics lecture course. It will provide the student with a background of basic laboratory skills and experimental experience in approaching physical principles and theories with practical applications; topics will include electricity and magnetism, optics and light, modern physics, and nuclear physics. Emphasis will be placed on proper laboratory procedures and utilization of the Scientific Method. Prerequisites: PHY-22101 and PHY-22102. Co-requisite: PHY-22201. (Science Credit)

PLB (PLUMBING)

PLB 10301	Intro to the Plumbing Profession	(F,W,S)	0.2
<p>Introduces trainees to the many career options available in today's plumbing profession. Provides a history of plumbing and also discusses the current technology, industries, and associations that make up the modern plumbing profession. Also reviews human relations and safety skills.</p>			
PLB 10302	Plumbing Safety	(F,W,S)	0.8
<p>Discusses the causes of accidents and their consequences and repercussions in terms of delays, increased expenses, injury, and loss of life. Reviews the types and proper use of personal protective equipment (PPE). Instructs trainees in the use of critical safety information conveyed in hazard communication (HazCom), safety signs, signals, lockout/tagout, and emergency response. Covers confined-space safety, and reviews safety issues related to hand and power tools.</p>			
PLB 10303	Plumbing Tools	(F,W,S)	0.3
<p>Instructs trainees in the care and use of the different types of hand and power tools they will use on the job. Gives trainees the information they need to select the appropriate tools for different tasks, and reviews tool maintenance and safety issues.</p>			
PLB 10304	Intro to Plumbing Math	(F,W,S)	0.3
<p>Reviews basic math concepts, such as whole numbers, fractions, decimals, and squares, and demonstrates how they apply to on-the-job situations. Teaches trainees how to measure pipe using fitting tables and framing squares and how to calculate 45-degree offsets.</p>			
PLB 10305	Intro to Plumbing Drawings	(F,W,S)	0.5
<p>Introduces trainees to the different types of plumbing drawings they will encounter on the job and discusses how to interpret and apply them when laying out and installing plumbing systems. Discusses the symbols used in plumbing and mechanical drawings and reviews isometric, oblique, orthographic, as well as schematic drawings. Requires trainees to render plumbing drawings and to recognize how code requirements apply to plumbing drawings.</p>			
PLB 10306	Plastic Pipe and Fittings	(F,W,S)	0.4
<p>Introduces trainees to the different types of plastic pipe and fittings used in plumbing applications, including ABS, PVC, CPVC, PE, PEX, and PB. Describes how to measure, cut, join, and support plastic pipe according to manufacturer's instructions and applicable codes. Also discusses pressure testing of plastic pipe once installed.</p>			
PLB 10307	Copper Pipe and Fittings	(F,W,S)	0.4
<p>Discusses sizing, labeling, and applications of copper pipe and fittings and reviews the types of valves that can be used on copper pipe systems. Explains proper methods for cutting, joining, and installing copper pipe. Also addresses insulation, pressure testing, seismic codes, and handling and storage requirements.</p>			
PLB 10308	Cast Iron Pipe and Fittings	(F,W,S)	0.5
<p>Introduces trainees to hub-and-spigot and no-hub cast iron pipe and fittings and their applications in DWV systems. Reviews material properties, storage and handling requirements, and fittings and valves. Covers joining methods, installation, and testing.</p>			
PLB 10309	Carbon Steel Pipe and Fittings	(F,W,S)	0.4
<p>Discusses threading, labeling, and sizing of carbon steel pipe and reviews the differences between domestic and imported pipe. Also covers the proper techniques for measuring, cutting, threading, joining, and hanging carbon steel pipe.</p>			
PLB 10310	Corrugated Stainless Steel Tubing	(F,W,S)	0.1
<p>Reviews flexible plastic-coated steel tubing. Discusses piping system components and the various connection and installation options. Also reviews applicable safety and code requirements.</p>			
PLB 10311	Fixtures and Faucets	(F,W,S)	0.2
<p>Discusses the proper applications of code-approved fixtures and faucets in plumbing installations. Reviews the different types of fixtures and faucets and the materials used in them. Also covers storage, handling, and code requirements.</p>			

PLB 10312	Intro to Drain/Waste/Vent (DWV) Sys	(F,W,S)	0.4
Explains how DWV systems remove waste safely and effectively. Discusses how system components, such as pipe, drains, traps, and vents, work. Reviews drain and vent sizing, grade, and waste treatment. Also discusses how building sewers and sewer drains connect the DWV system to the public sewer system.			
PLB 10313	Intro to Water Distribution Systems	(F,W,S)	0.4
Identifies the major components of water distribution systems and describes their functions. Reviews water sources and treatment methods and covers supply and distribution for the different types of systems that trainees will install on the job.			
PLB 10314	Plumbing Math Two	(F,W,S)	0.6
Explains the Pythagorean theorem and reviews methods for finding angles. Discusses the techniques used to calculate simple and rolling offsets, as well as offsets on parallel runs of pipe.			
PLB 10315	Reading Commercial Drawings	(F,W,S)	0.8
Teaches trainees how to interpret and use civil, architectural, structural, mechanical, plumbing, and electrical drawings when installing plumbing systems. Covers how to create and use isometric drawings, material takeoffs, and approved submittal data.			
PLB 10316	Hanger/Support/Struc Pen/Fire Stop	(F,W,S)	0.4
Introduces trainees to methods for attaching and running DWV and water supply piping in relation to structural elements, including pipe hangers and supports, modifications to structural members, and fire stopping.			
PLB 10317	Installing & Testing DWV Piping	(F,W,S)	1
Explains how to locate, install, connect, and test a complete drain, waste, and vent (DWV) system.			
PLB 10318	Installing Roof/Floor/Area Drains	(F,W,S)	0.2
Covers the proper techniques for locating, installing, and connecting roof, floor, and area drains according to code. Also discusses waterproof membranes and flashing, drain components, and proper drain applications.			
PLB 10319	Types of Valves	(F,W,S)	0.2
Reviews the many types of valves, their components, and valve applications. Also covers valve repair and replacement.			
PLB 10320	Install & Test Water Supply Piping	(F,W,S)	0.8
Explores the proper techniques for locating, installing, and testing complete water supply systems, including piping, meters, water heaters, water softeners, and hose bibs. Reviews common code requirements for water supply systems.			
PLB 10321	Installing Fixtures/Valves/Faucets	(F,W,S)	0.8
Covers the installation of basic plumbing fixtures, including bathtubs, shower stalls, lavatories, sinks, water closets, and urinals. Also reviews the installation of associated valves, faucets, and components.			
PLB 10322	Intro to Electricity	(F,W,S)	0.6
Introduces trainees to the principles of electricity, including voltage, current, resistance, and power. Includes important electrical formulas, circuitry, and common plumbing-related electrical applications.			
PLB 10323	Installing Water Heaters	(F,W,S)	0.2
Discusses gas-fired, electric, solar, instantaneous, and indirect water heaters, components, and applications. Reviews proper installation and testing techniques and covers the latest federal guidelines that apply to water heaters.			
PLB 10324	Fuel Gas Systems	(F,W,S)	0.8
Introduces the techniques for safe handling of natural gas, liquefied petroleum gas, and fuel oil. Reviews fuel gas and fuel oil applications, systems installation, and testing.			
PLB 10325	Servicing Fixtures/Valves/Faucets	(F,W,S)	0.2
Covers the troubleshooting and repair of fixtures, valves, and faucets in accordance with code and safety guidelines.			

POL (POLITICAL SCIENCE)

POL 10100 Intro to American Government

(F,W,S)

3 (3-0)

A study of the processes and functions of national government, this course includes a study of federalism, political parties, constitutional principles, and the role of the citizen. Prerequisite: ENG 09920 (or ENG 09000 and 09601) or prerequisite(s) met by placement testing. (Social Science Credit)

POL 20000 International Relations

(F)

3 (3-0)

This is a study of the nature of relations among nations with particular reference to the basic principles of international politics, including foreign policy, cooperation, conflict, and the role of international organizations. Special focus will be on global issues such as political and economic development, human rights, population growth, food and energy policies, and conservation. Prerequisite: POL-10100. (Social Science Credit) Note: Offered in the Fall of even-numbered years.

PSY (PSYCHOLOGY)

PSY 10100 Intro to Psychology (F,W,S) 3 (3-0)

This course is a study of human and animal behavior with reference to perception, learning memory, thinking, emotions, intelligence, aptitude, and personality. The need for scientific investigation of behavior is stressed throughout the course. In addition, the behavioral neuroscience, psychodynamic, social/behavioral, cognitive, and humanistic viewpoints are considered for analysis of psychological phenomena. Prerequisite: ENG 09920 (or ENG 09000 and 09601) or prerequisite(s) met by placement testing. (Social Science Credit)

PSY 20200 Abnormal Psychology (F,W,S) 3 (3-0)

Abnormal psychology provides examination of the main psychological disorders manifested by individuals across the life span. This includes a descriptive and theoretical survey of the major forms of psychopathology in children, adolescents, and adults, and will also explore current trends and research in the fields of mental health and psychopathology. The course will provide an historical overview of mental illness followed by exploration into the eating disorders, schizophrenia, mood disorders, suicide, anxiety disorders, dissociative disorders, sexual and gender identity disorders and the insanity defense. Prerequisite: PSY-10100. (Social Science Credit)

PSY 24000 Lifespan Developmental Psychology (W) 3 (3-0)

This is a course designed to introduce the basic principles of developmental psychology from conception to death (life-span). The course, while pursuing a chronological approach (life-stages) and examining basic developmental tasks appropriate to each stage, will explore the factors that influence growth and development. Prerequisite: PSY-10100 or permission of instructor. (Social Science Credit)

PSY 26001 Human Sexuality (F) 3 (3-0)

This course will examine the effect of human sexuality and sex roles upon human behavior. Additionally, findings in contemporary sexual research and therapy will be emphasized. Pre or co-requisite: ENG-10303. (Social Science Credit)

SOC (SOCIOLOGY)

SOC 10100 Intro to Sociology (F,W) 3 (3-0)

This course is an introduction to the nature of society, culture, group relations, social processes, and institutions. Prerequisite: ENG-08602 or demonstrated competency. (Social Science Credit)

SOC 23500 Racial, Cultural & Ethnic Diversity (F) 3 (3-0)

Concepts such as prejudice, stereotyping, discrimination, and racism will be considered from a cross-cultural perspective. Emphasis will be on sociocultural and self-awareness in areas of race, ethnicity, age, and gender. Prerequisite: SOC-10100. (Social Science Credit)

SOC 24000 Criminology (W) 3 (3-0)

This course provides an analysis of crime, criminal behavior, and punishment through a variety of historical and contemporary theoretical perspectives. Prerequisite or co-requisite: ENG-10303 and PSY-10100 or SOC-10100 or permission of instructor. (Social Science Credit)

SOC 24500 Social Deviant Behavior (W) 3 (3-0)

This course provides a study of social deviant behavior, including social and ethnic bias, sociopath, cult behavior and ethical behaviors within the criminal justice process. Prerequisite: PSY-10100 or SOC-10100. (Social Science Credit)

SON (CARDIAC SONOGRAPHY)

- SON 10000 Intro to Sonography Patient Care (F) 2 (2-1)**
This course consists of theory and guided learning lab practice. Focus is acquisition of basic skills and an understanding of cardiac medical terminology, pharmacology, and monitoring along with the basics of IV therapy, vital signs, patient transfer, O2 maintenance and medical ethics (including HIPPA).
- SON 10600 Cardiovascular Anatomy & Physiology (F) 4 (4-0)**
A complete study and explanation of the heart, the peripheral and arterial systems and their associated structures. This class is vital to an understanding of the anatomy & function of the heart and vascular systems as well as the basic physiology as it relates to cardiac and vascular anatomy and function. Prerequisite: program admission.
- SON 11000 Ultrasound Physics (F) 3 (3-0)**
This course is designed to teach the fundamentals of Ultrasound Physics and instrumentation. This includes review of different transducer models, the propagation of sound waves, and the Ultrasound's effect on the body.
- SON 11600 Basic Sonography (F) 3 (3-0)**
This course applies the knowledge of cardiovascular anatomy and physiology to the fundamentals of ultrasound imaging and the knowledge to obtain the standard basic views required for an echocardiographic examination. Prerequisite: program progression. Co-requisite: SON-11700.
- SON 11700 Basic Sonography Lab (F) 4 (0-8)**
This course is the application of theory to practice related to the fundamentals of ultrasound imaging and the standard basic views required for an echocardiographic examination. Prerequisite: program progression. Co-requisite: SON-11600.
- SON 12500 Valvular Heart Disease (W) 3 (3-0)**
This course presents cardiovascular related valvular conditions and diseases. Their etiology and symptoms are discussed and correlated to cardiovascular imaging and techniques required to assist the physician in diagnosis of these conditions. Prerequisite: program progression. Co-requisite: SON-13500.
- SON 13100 Cardiomyopathies/Congenital Defects (W) 3 (3-0)**
This course provides further knowledge of Cardiomyopathies and Congenital defects related to cardiac anatomy and physiology to the principles of cardiac imaging techniques and procedures. Prerequisite: Program progression. Co-requisite: SON-13200.
- SON 13200 Cardiomyopathies/Congenital Lab (W) 4 (0-8)**
This course applies theory to practice of Cardiomyopathies and Congenital Defects and integrates the knowledge of anatomy, physiology and hemodynamics with clinical skills. Prerequisite: Program progression. Co-requisite: SON-13100.
- SON 13500 Valvular Heart Disease Clinical Lab (W) 2 (0-6)**
This course presents cardiovascular related valvular conditions and diseases. Their etiology and symptoms are discussed and correlated to cardiovascular imaging and techniques required to assist the physician in diagnosis of these conditions. Prerequisite: program progression. Co-requisite: SON-12500.
- SON 15000 Complete Adult Echocardiogram (S) 3 (3-0)**
This course relates further knowledge of cardiac anatomy and physiology and cardiac pathology and abnormalities that may be encountered in a clinical setting. Prerequisite: Program progression. Co-requisite: SON-16000.
- SON 15600 Advanced Sonography (S) 3 (3-0)**
This course focuses on correlating cardiac disease processes and pathophysiology to aid the physician in the appropriate disease diagnosis. The students increase in knowledge as this course integrates advanced cardiac imaging techniques to investigate various cardiac disease states. Prerequisite: program progression. Prerequisite: Program progression. Co-requisite: SON-15700.

SPE (SPEECH)

SPE 10500 Fund of Speech (F,W,S) 3 (3-0)

Fundamentals of Speech addresses the basic principles of speech construction and delivery. During the course, the student will give various kinds of speeches, including impromptu and extemporaneous. (Communication)

SPE 10600 Mediated Communication (F,W) 3 (3-0)

This course focuses on the process of oral communication beginning with purpose, ethics, audience and culture, and the stages of planning, delivering and evaluating various types of professional and real world speeches/presentations through the media/digital world such as, but not limited to Skype, Prezi and YouTube.com. Emphasis is placed on developing the student's abilities in organization, presentation and presence. Specific activities the student will be evaluated on include text over selected chapters, written outlines, use of technology to communicate professionally, visual aids and recorded speeches (informative and persuasive) made in front of an audience.

SPE 11400 Intro to Interpersonal/Public Comm (F,W,S) 3 (3-0)

Introduction to Interpersonal and Public Communication is a course aimed at understanding and applying communication theory. Communication skills will be developed through small group activities, public speaking, and personal assessment assignments. (Communication)

SUR (SURGICAL TECHNOLOGY)

SUR 10000	Fundamentals of Surgical Technology	(F)	3 (3-0)
<p>This course introduces the role of the surgical technologist as well as the procedures, skills, and protocol to work in the operating room environment. Prerequisite: acceptance into the surgical technology program. Co-requisites: SUR-10300, SUR-10400, SUR-10700, SUR-10800 & SUR-10900.</p>			
SUR 10300	Surgical Pharmacology	(F)	2 (2-0)
<p>This course provides knowledge related to different types of anesthesia and their indications as well as their contraindications. The student will learn mathematical calculations as well as the commonly used medications for the surgical patient. Co-requisites: SUR-10000, SUR-10400, SUR-10700, SUR-10800 & SUR-10900.</p>			
SUR 10400	Basic Operative Procedures	(F)	2 (2-0)
<p>The student will learn the basic types of surgical procedures with an emphasis on maintaining sterile technique. With these procedures the anatomy, physiology and pathophysiology will be reviewed. Co-requisites: SUR-10000, SUR-10300, SUR-10700, SUR-10800 & SUR-10900.</p>			
SUR 10700	Fundamental Surgical Techniques	(F)	5 (0-10)
<p>This course will apply theory to practice with mock surgical procedures and simulation with principles, protocols and skills learned in Fundamentals of Surgical Technology. Co-requisites: SUR-10000, SUR-10300, SUR-10400, SUR-10800 & SUR-10900.</p>			
SUR 10800	Surgical Terminology	(F)	2
<p>This course will cover medical words relating to each body system and terminology necessary for communication in a medical setting. Co-requisites: SUR-10000, SUR-10300, SUR-10400, SUR-10700 & SUR-10900.</p>			
SUR 10900	Surgical Pathophysiology	(F)	2
<p>This course will cover each body system as a unit and its related pathological conditions. Relevant anatomy will also be discussed as well as surgically treatable diseases and disorders specific to each body system. Co-requisites: SUR-10000, SUR-10300, SUR-10400, SUR-10700 & SUR-10800.</p>			
SUR 20001	Advanced Surgical Procedures	(W)	2
<p>This course advances the student's knowledge and skills with more complex and advanced surgical procedures focusing on the sequential aspect of the procedure with specialized instrumentation. Prerequisites: SUR-10000, SUR-10300, SUR-10400, SUR-10700, SUR-10800 & SUR-10900. Co-requisites: SUR-20300, SUR-20400 & SUR-29900.</p>			
SUR 20300	Surgical Professional Practice	(W)	2 (2-0)
<p>This course provides knowledge related to preparation for the national certification exam. Emphasis on professional practice responsibilities is reviewed. Prerequisites: SUR-10000, SUR-10100, SUR-10300, SUR-10400, SUR-10700, SUR-10800 and SUR-10900. Co-requisites: SUR-20001, SUR-20400 & SUR-29901.</p>			
SUR 20400	Integrated Surgical Sciences	(W)	2 (2-0)
<p>This course will help the student to acquire knowledge about microorganism and their relations to the surgical field. Biomedical Sciences will also be discussed including lasers, electricity, computers and robotics as they relate to surgery. Prerequisites: SUR-10000, SUR-10300, SUR-10400, SUR-10700, SUR-10800 & SUR-10900. Co-requisites: SUR-20001, SUR-20300 & SUR-29901.</p>			
SUR 29901	Surgical Technology Internship	(W)	12 (1-32)
<p>This course provides application of theory in the clinical environment of a hospital with the application of skills in basic and advanced surgical procedures while incorporating the biomedical resources in surgical specialty areas. This course will require a minimum of 32 hours a week in the clinical environment with a 1 hour per week surgical seminar in the classroom. Prerequisites: SUR-10000, SUR-10300, SUR-10400, SUR-10700, SUR-10800 & SUR-10900. Co-requisites: SUR-20001, SUR-20300 & SUR-20400.</p>			

THE (THEATRE)

THE 12000 Intro to Theatre

(W)

3 (3-0)

This course is a survey of the evolution of world theatre forms, from the cave drawings of prehistoric man to the most recent shows on the Broadway stage. Classroom discussions will cover the major producers, playwrights, performers, directors, and designers of each era covered, as well as the body of literature that has come to represent that era. Classroom sessions will be augmented by readings from these periods. (Humanities Credit)

WLD (WELDING)

WLD 10401	Material Science	(F,W)	4 (2-4)
The student will learn the various safety rules of the Material Science Lab, the operation of the mechanical equipment, the steel-making process, failure and deformation of metal, material properties, set-up, operation, and shutting down the wet saw cutting equipment, cutting and mounting specimens, heating and quenching materials, and performing tensile tests and calculations. Prerequisite or co-requisite: WLD-11000			
WLD 10501	Welding Fabrication Level 1	(F,W)	3 (1-3)
The student will learn the various safety rules of the Welding/Fabrication Lab, operation of mechanical equipment, operation of ironworker to punch holes, form metal, and shear metal. Operation of radial arm drill press to drill and tap holes, operation of the manual press brake to form metal, operation of the small manual roller to form thin gauge metal, operation of the horizontal and vertical band saw to cut. Prerequisite or co-requisite: WLD-11000.			
WLD 11000	Welding Fundamentals	(F,W,S)	4 (2-4)
This course will teach the skills necessary to weld, braze and cut metal using oxygen and acetylene. Other cutting processes such as Plasma Arc Cutting and Carbon Arc Gouging will also be learned. Students will learn how to weld using the Shielded Metal Arc Welding, Gas Metal Arc Welding and Flux Core welding processes.			
WLD 11101	GMAW, FCAW & SMAW x-Block	(F,W,S)	1
Safety rules and mechanical equipment in the Welding Fabrication Lab. G.M.A.W., F.C.A.W, and S.M.A.W. welding in the flat position on an x-block. Prerequisite or co-requisite: WLD-11000.			
WLD 11102	GMAW, FCAW & SMAW-Horizontal	(F,W,S)	1
G.M.A.W., F.C.A.W., and S.M.A.W. welding in the horizontal position. Prerequisite: WLD-11101.			
WLD 11103	GMAW, FCAW & SMAW-Vertical	(F,W,S)	1
G.M.A.W., F.C.A.W., and S.M.A.W. welding in the vertical position. Prerequisite or co-requisite: WLD-11102.			
WLD 11104	GMAW, FCAW & SMAW-Overhead	(F,W,S)	1
G.M.A.W., F.C.A.W. and S.M.A.W. welding in the overhead position. Prerequisite or co-requisite: WLD-11103.			
WLD 11105	WPQR Test-SMAW	(F,W,S)	1
Completing an AWS, WPQR Qualification Test using S.M.A.W. Prerequisite or co-requisite: WLD-11104.			
WLD 11201	GMAW-Constant Voltage	(F,W,S)	1
Safety and mechanical equipment in the Welding Fabrication Lab. G.M.A.W. in the flat position using 0.045 wire and G.M.A.W. in the Vertical Down position using 0.045 wire. Prerequisite or co-requisite: WLD-11105.			
WLD 11202	GMAW-Spray	(F,W,S)	1
G.M.A.W.-Spray in the flat and horizontal position on steel and stainless steel and G.M.A.W. in the flat and horizontal position using metal core wire. Prerequisite or co-requisite: WLD-11201.			
WLD 11203	GMAW-Pulse	(F,W,S)	1
G.M.A.W.-Pulse in the flat and horizontal position on steel, stainless steel and aluminum. Prerequisite or co-requisite: WLD-11202.			
WLD 11204	GMAW-Aluminum	(F,W,S)	1
G.M.A.W -- C.V. and Pulse in the flat and horizontal position on aluminum. Prerequisite or co-requisite: WLD-11203.			
WLD 11205	WPQR Test-GMAW	(F,W,S)	1
Complete an AWS-WQPR Welder Qualification Test. Prerequisite or co-requisite: WLD-11204.			
WLD 11300	Non-Destructive Testing	(F,W)	3 (2-2)
This course will teach the skills necessary to perform visual, dye penetrant, magnetic particle inspection and effy current testing on welds. Prerequisite or co-requisite: WLD-11000.			

WLD 11400	Fabrication Blueprint Reading	(F,W)	1 (1-0)
This course will teach the basics of reading and interpreting fabrication blueprints. This course will also teach how to create simple and intermediate fabrication blueprints. Prerequisite or co-requisite: WLD-11000.			
WLD 21201	GTAW-Flat	(F,W,S)	1
Safety rules and operation of the mechanical equipment in the Welding Fabrication Lab. Set-up, operation and shutting down of the G.T.A.W. equipment. G.T.A.W. in the flat position on steel, stainless steel and aluminum. Prerequisite or co-requisite: WLD-11205.			
WLD 21202	GTAW-Horizontal	(F,W,S)	1
G.T.A.W. in the horizontal position on steel, stainless steel and aluminum. Prerequisite or co-requisite: WLD-21201.			
WLD 21203	GTAW-Vertical	(F,W,S)	1
G.T.A.W. in the vertical position on steel, stainless steel and aluminum. Prerequisite or co-requisite: WLD-21202.			
WLD 21204	GTAW-Overhead	(F,W,S)	1
G.T.A.W. in the overhead position on steel, stainless steel and aluminum. Prerequisite or co-requisite: WLD-21203.			
WLD 21205	WPQR Test-GTAW	(F,W,S)	1
Complete an AWS WPQR Welder Qualification Test using G.T.A.W. Prerequisite or co-requisite: WLD-21204.			
WLD 21301	Flat & Horizontal Pipe Welding	(F,W,S)	1
Safety rules and operation of the mechanical equipment in the Welding Fabrication Lab, set-up and operation of the pipe beveler and welding pipe with G.M.A.W., S.M.A.W., & G.T.A.W. in 1GR, 2G positions on steel pipe. Prerequisite or co-requisite: WLD-21205.			
WLD 21302	5G-Up Pipe Welding	(F,W,S)	1
Welding pipe with G.M.A.W., S.M.A.W. & G.T.A.W. in 5G-up position on steel pipe. Prerequisite or co-requisite: WLD-21301.			
WLD 21303	5G-Down Pipe Welding	(F,W,S)	1
Welding pipe with G.M.A.W., S.M.A.W. & G.T.A.W. in 5G-down position on steel pipe. Prerequisite or co-requisite: WLD-21302.			
WLD 21304	6G-Up Pipe Welding	(F,W,S)	1
Welding pipe with G.M.A.W., S.M.A.W. & G.T.A.W. in 6G-up position on steel pipe. Prerequisite or co-requisite: WLD-21303.			
WLD 21305	Pipe Fitting	(F,W,S)	1 (0.5-1)
Students will learn how to use pipe fitting techniques in conformance with current welding codes. Students will learn how to cut, prepare, bevel, tack, level pipe fittings and connections in a variety of configurations.			
WLD 21400	Welder Qualification Testing	(F,W,S)	4 (2-4)
This course will teach the skills necessary to weld and test to AWS standards. This course includes developing and qualifying by testing, 6 welding procedure specifications and corresponding procedure qualification records and welder performance qualification records.			
WLD 21501	Welding Fabrication Level 2	(F,W)	5 (2-5)
The student will use various fabrication techniques and apply them to intermediate and advanced fabrication projects. Prerequisites: WLD-10501 and WLD-11000. Co-requisite: WLD-11101.			
WLD 29900	Welding Internship	(F,W,S)	3
This course will teach real world fabricating, welding, and/or non-destructive testing techniques with the student working in a manufacturing environment. Prerequisite: WLD-21205.			

Supplement B2

Not Applicable

Supplement B3

Course Search Feature Available Online At:

https://my.kirtland.edu/ics/Academics/Academics_Homepage.inz?portlet=Course_Schedules&screen=Advanced+Course+Search&screenType=next

Location Legend for Fall 2016, Winter 2017 and Summer 2017 Schedules

Color	Location
Gray	Kirtland - Grayling
Light Green	Kirtland - Gaylord
Light Blue	Kirtland - Online
Purple	Kirtland - Roscommon
Yellow	Kirtland - West Branch
Light Red	Clinical Location Site - To Be Announced
Other Colors	High School or Regional Educational Service Agency Location

CAT Student Enrollment and Profile Report

2016-2017 - Fall Semester

Headcount: 1,570
Online Headcount: 677
Total Credit Hours: 13,175.00
Online Credit hours: 3,992.00
Tuition hours: 16,157.35
Contact hours: 265,065.00

Age Distribution:

24 and under:	965	61.46%
25 to 39:	419	26.69%
40 to 59:	151	9.62%
60 and over:	35	2.23%
Unknown:	0	.00%

Credit Hour Load:

Non-credit	73	4.65%
>0 - 5.99	361	22.99%
6 - 8.99	399	25.41%
9 - 11.99	233	14.84%
>= 12	504	32.10%

Student Status:

FTIAC	58	3.70%
Returning	1398	89.10%
New Transfer	31	1.98%
New Guest	6	.38%
New 8th Grade	0	.00%
New Dual Enrollment	35	2.23%
New Non Credit	41	2.61%
New CJ InService	0	.00%

Gender:

Male:	619	39.43%
Female:	951	60.57%

Breakdown by Subject Area (includes Concurrent):

Subject	Seatcount	Tuition Hours
ACC	61	240.00
ALH	100	242.00
ART	132	481.00
AST	25	67.00
AUT	106	521.00
BIO	315	1561.00
BUS	88	264.00
CEC	39	0
CHE	45	177.00
CIS	52	156.00
CJS	158	1028.00
COR	124	77.49
COS	107	428.00
ECO	41	123.00
EDT	35	140.00
ELT	164	154.90
EMS	30	212.25
ENG	426	1300.00
FIN	9	27.00
GEL	21	105.00
GEO	23	92.00
HIS	50	150.00
HIT	96	434.00
HUM	60	180.00
HVC	123	99.28
MEC	74	228.15
MKT	48	144.00
MPT	16	76.00
MTH	345	1380.00
MUS	41	123.00
NUR	243	2214.00
OIS	22	66.00
PHB	12	138.00
PHL	11	33.00
PHM	11	154.00
PLB	5	3.28
POL	84	252.00
PSY	185	555.00
SOC	66	198.00
SON	130	698.00
SPE	119	357.00
SUR	105	372.00
WFD	39	0
WLD	319	906.00

Totals: **4305** **16157.35**

Concurrent Enrollment - Section 40 by Subject

Subject	Seatcount	Tuition Hours
ALH	12	24.00
AUT	15	75.00
CJS	18	54.00
COR	45	27.45
COS	15	60.00
ENG	32	96.00
WLD	12	72.00

Totals: **149** **408.45**

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Accounting													
ACC 1210060	4.00 64.00	Accounting Principles I	ACC 1210060										
Jason M Broge					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
Online Course													
ACC 1210061	4.00 64.00	Accounting Principles I	ACC 1210061										
Jason M Broge					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
Online Course													
ACC 1210080 W	4.00 64.00	Accounting Principles I	ACC 1210080 W										
Jane E Lange		R			06:00 PM	08:00 PM	08/22/2016	12/10/2016		WB	WBRAN	104	
Jane E Lange					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
HYBRID Also meets 2 Hours online each week													
ACC 1220060	4.00 64.00	Accounting Principles II	ACC 1220060										
Jane E Lange					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
Online Course													
ACC 2050060	3.00 48.00	Cost Accounting	ACC 2050060										
Jason M Broge					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
Independent Study													

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Allied Health													
ALH 1010140	2.00 32.00	Medical Terminology	ALH 1010140										
Colleen Mary Mick		TR	01:00 PM	06:00 PM	09/06/2016	12/16/2016	CENT	CLC					
ALH 1010160	2.00 32.00	Medical Terminology	ALH 1010160										
Cristina Marie Eames			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN						
Online Course													
ALH 1010161	2.00 32.00	Medical Terminology	ALH 1010161										
Cristina Marie Eames			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN						
Online Course													
ALH 1030000	0.25 4.00	Professional CPR	ALH 1030000										
Julie Ann McClure		T	09:00 AM	12:59 PM	08/09/2016	08/09/2016	CENT	INS	213				
ALH 1030000 G	0.25 4.00	CANCELED Professional CPR	ALH 1030000 G										
Julie Ann McClure		T	09:00 AM	12:59 PM	08/09/2016	08/09/2016	GRAY	HSC	1431				
ALH 1040000 G	6.00 120.00	Nursing Assistant	ALH 1040000 G										
Ruby Anne Katterman		F	08:00 AM	02:59 PM	08/22/2016	12/10/2016	GRAY	HSC	1408				
Ruby Anne Katterman			00:00 AM	00:00 AM	08/22/2016	12/10/2016	TBA						
4 Saturday Clinical Dates - TBA													
ALH 1080160	3.00 48.00	Pathology w/Pharmacology	ALH 1080160										
Rhonda R Howard			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN						
Online Course													
ALH 1130060	3.00 48.00	Medical Ethics & Law	ALH 1130060										
Deborah A Bebow			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN						
Online Course													

2016-2017 Fall Semester

Course	Credits	Title	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Art											
ART 1000000	3.00 48.00	Art History I									
Scott T Rice			MW	04:00 PM	05:29 PM	08/22/2016	12/10/2016	CENT	ART	117	
ART 1050000	3.00 64.00	Intro to Design									
Scott T Rice			MW	10:00 AM	11:59 AM	08/22/2016	12/10/2016	CENT	ART	117	
ART 1060000	3.00 64.00	Fund of Drawing I									
Scott T Rice			MW	12:00 PM	01:59 PM	08/22/2016	12/10/2016	CENT	ART	121	
ART 1070000	3.00 64.00	Painting I									
Scott T Rice			TR	08:00 AM	09:59 AM	08/22/2016	12/10/2016	CENT	ART	105	
ART 1140000	3.00 64.00	CANCELED Sculpture I									
Carrie Mae Gregg			TR	02:00 PM	03:59 PM	08/22/2016	12/10/2016	CENT	ART	114	
ART 1150000	3.00 64.00	Photography I									
Scott T Rice			TR	12:00 PM	01:59 PM	08/22/2016	12/10/2016	CENT	ART	117	
ART 1170060	3.00 48.00	Art Appreciation									
Carrie Mae Gregg				00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
		Online Course									
ART 1900000	3.00 64.00	Digital Communications									
Michael J Williams			MW	02:00 PM	03:59 PM	08/22/2016	12/10/2016	CENT	ART	117	
		Independent Study									
ART 2060020	3.00 64.00	Drawing II									
Scott T Rice				00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	ART	121	
		Fall Open Studio TR 10:00-12:00noon									

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Art													
ART 2070020	3.00 64.00	Painting II	ART 2070020										
Scott T Rice						00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	ART	105	
		Fall Open Studio TR			10:00-12:00noon								
ART 2110020	3.00 64.00	3-Dimensional Design	ART 2110020										
Scott T Rice						00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	ART	114	
		Fall Open Studio TR			2:00-4:00pm								
ART 2500020	3.00 64.00	Illustration I	ART 2500020										
Scott T Rice						00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	ART	121	
		Fall Open Studio MW			2:00-4:00pm								
ART 2753120	3.00 64.00	Rendering I	ART 2753120										
Scott T Rice						00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	ART	121	
		Fall Open Studio MW			2:00-4:00pm								
ART 2753220	3.00 64.00	Photo Studio Problems	ART 2753220										
Scott T Rice						00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	ART		
ART 2754560	3.00 64.00	Computer Generated Images I	ART 2754560										
Michael J Williams						00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
		Online Course											
ART 2755020	3.00 64.00	Digital Darkroom	ART 2755020										
Scott T Rice						00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	ART		
ART 2757160	3.00 64.00	CANCELED Computer Animation	ART 2757160										
TBA						00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
		Online Course											
ART 2760620	3.00 64.00	Digital Darkroom II	ART 2760620										
Scott T Rice						00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	ART		

2016-2017 Fall Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Art											
ART 2800020	3.00	Portfolio I	ART 2800020								
Scott T Rice	64.00		00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	ART	121		
		Fall Open Studio TR	2:00-4:00pm								

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
<u>Astronomy</u>													
AST 1020000	G 3.00 48.00	CANCELED Exploration of Astro	AST 1020000	G									
Scott E Cochran		T	04:30 PM	07:30 PM	08/22/2016	12/10/2016	GRAY	HSC	2016				
AST 1020060	3.00 48.00	Exploration of Astronomy	AST 1020060										
Andrew Vandenneuvel			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN						
		Online Course											
AST 1030000	G 1.00 32.00	CANCELED Observational Astro	AST 1030000	G									
Scott E Cochran		R	04:30 PM	06:29 PM	08/22/2016	12/10/2016	GRAY	HSC	2016				
AST 1030060	1.00 32.00	Observational Astronomy	AST 1030060										
Andrew Vandenneuvel			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN						
		Online Course											

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2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Automotive													
AUT 1630200	4.00 80.00	Automotive Fundamentals	AUT 1630200										
Robert E Oakes					MW	12:00 PM	02:29 PM	08/22/2016	12/10/2016	CENT	CTC	100	
AUT 1630240	4.00 80.00	Automotive Fundamentals	AUT 1630240										
Jeremy Wayne Akin					TR	01:00 PM	05:59 PM	09/06/2016	12/16/2016	CENT	CTC	102	
AUT 1630241	4.00 80.00	Automotive Fundamentals	AUT 1630241										
Jay Young						00:00 AM	00:00 AM	09/06/2016	12/16/2016	IRESA			
AUT 1640100	3.00 64.00	Basic Electricity	AUT 1640100										
Jeremy Wayne Akin					MW	03:00 PM	04:59 PM	08/22/2016	12/10/2016	CENT	CTC	102	
AUT 1770300	4.00 96.00	Automotive Braking Systems	AUT 1770300										
Jeremy Wayne Akin					MW	05:30 PM	08:30 PM	08/22/2016	12/10/2016	CENT	CTC	100	
AUT 2040200	2.00 32.00	Intro to Auto Service Managemer	AUT 2040200										
Robert E Oakes					W	08:00 AM	10:59 AM	08/22/2016	11/02/2016	CENT	CTC	100	
AUT 2180000	4.00 96.00	Automatic Transmissions	AUT 2180000										
Robert E Oakes					TR	12:30 PM	03:29 PM	08/22/2016	12/10/2016	CENT	CTC	100	
AUT 2650000	4.00 96.00	Steering Suspension & Alignmen	AUT 2650000										
Dean Duane VanWormer					TR	04:00 PM	07:00 PM	08/22/2016	12/10/2016	CENT	CTC	100	
AUT 2660100	4.00 96.00	Gas Engine Performance/Diagno	AUT 2660100										
Robert E Oakes					TR	08:30 AM	11:29 AM	08/22/2016	12/10/2016	CENT	CTC	102	

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Automotive													
AUT 2990000	5.00	ON HOLD Automotive Internship	AUT 2990000										
	80.00												
Robert E Oakes					00:00 AM	00:00 AM	08/22/2016	12/10/2016		TBA			

2016-2017 Fall Semester

Course	Credits	Title	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Biology											
BIO 1010000 G	4.00 80.00	General Biology									
Amy M Kuczynski			MW	03:00 PM	05:29 PM	08/22/2016	12/10/2016	GRAY	HSC	2019	
BIO 1010001 G	4.00 80.00	General Biology									
Pamela Nuttall			TR	11:30 AM	01:59 PM	08/22/2016	12/10/2016	GRAY	HSC	2019	
BIO 1010050	4.00 80.00	General Biology									
Amy M Kuczynski			T	08:00 AM	11:00 AM	09/06/2016	12/16/2016	IRESA			
BIO 1010051	4.00 80.00	General Biology									
Amy M Kuczynski			T	12:00 PM	03:00 PM	09/06/2016	12/16/2016	OSCOD			
BIO 1070000 G	4.00 80.00	Essentials of Anatomy & Physiolo									
Jeff Burke			MW	11:30 AM	01:59 PM	08/22/2016	12/10/2016	GRAY	HSC	2019	
BIO 1070060	4.00 80.00	Essentials of Anatomy & Physiolo									
Amy M Kuczynski				00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
Online Course											
BIO 1070061	4.00 80.00	Essentials of Anatomy & Physiolo									
Scott A McAlindon				00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
Online Course											
BIO 2000060	3.00 48.00	Fundamentals of Nutrition									
Julie Ann Lavender				00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
Independent Study											
BIO 2500000 G	4.00 80.00	Human Anatomy									
Jeff Burke			MW	09:00 AM	11:29 AM	08/22/2016	12/10/2016	GRAY	HSC	2015	

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2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Biology													
BIO 2500001	G	4.00	Human Anatomy	BIO 2500001	G								
Jeff Burke	80.00		MW	06:00 PM	08:29 PM	08/22/2016	12/10/2016	GRAY	HSC	2015			
BIO 2500002	G	4.00	Human Anatomy	BIO 2500002	G								
David C Green	80.00		TR	12:00 PM	02:29 PM	08/22/2016	12/10/2016	GRAY	HSC	2015			
BIO 2500060		4.00	Human Anatomy	BIO 2500060									
David C Green	80.00			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN					
Online Course													
BIO 2500061		4.00	Human Anatomy	BIO 2500061									
Scott A McAlindon	80.00			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN					
Online Course													
BIO 2500062		4.00	CANCELED Human Anatomy	BIO 2500062									
Scott A McAlindon	80.00			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN					
Online Course													
BIO 2510000	G	4.00	Human Physiology	BIO 2510000	G								
James Alan Krellwitz	80.00		MW	12:00 PM	02:29 PM	08/22/2016	12/10/2016	GRAY	HSC	2015			
BIO 2510001	G	4.00	Human Physiology	BIO 2510001	G								
James Alan Krellwitz	80.00		MW	03:00 PM	05:29 PM	08/22/2016	12/10/2016	GRAY	HSC	2015			
BIO 2510002	G	4.00	Human Physiology	BIO 2510002	G								
David C Green	80.00		TR	03:00 PM	05:29 PM	08/22/2016	12/10/2016	GRAY	HSC	2015			
BIO 2510060		4.00	Human Physiology	BIO 2510060									
David C Green	80.00			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN					
Online Course													

2016-2017 Fall Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Biology											
BIO 2510061	4.00 80.00	Human Physiology		BIO 2510061							
David C Green			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
	Online Course										
BIO 2510062	4.00 80.00	ON HOLD Human Physiology		BIO 2510062							
TBA			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
	Online Course										

2016-2017 Fall Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Business											
BUS 1010060	3.00 48.00	Intro to Business	BUS 1010060								
Jane E Lange			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
Online Course											
BUS 1010061	3.00 48.00	Intro to Business	BUS 1010061								
Sarah Lynn Medler			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
Online Course											
BUS 1010080 W	3.00 48.00	Intro to Business	BUS 1010080 W								
Jane E Lange		T	03:30 PM	05:29 PM	08/22/2016	12/10/2016	WB	WBRAN	104		
Jane E Lange			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
HYBRID Also meets one hour online each week											
BUS 1070060	3.00 48.00	Entrepreneurship	BUS 1070060								
Jane E Lange			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
Independent Study											
BUS 1070080 W	3.00 48.00	CANCELED Entrepreneurship	BUS 1070080 W								
Jane E Lange		W	06:00 PM	08:00 PM	08/22/2016	12/10/2016	WB	WBRAN	104		
Jane E Lange			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
HYBRID Also meets one hour online each week											
BUS 2100060	3.00 48.00	Principles of Management	BUS 2100060								
Eleonor Moore			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
Online Course											
BUS 2100080 W	3.00 48.00	CANCELED Principles of Manag	BUS 2100080 W								
Eleonor Moore		T	06:00 PM	08:00 PM	08/22/2016	12/10/2016	WB	WBRAN	104		
Eleonor Moore			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
HYBRID Also meets one hour online each week											

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Business													
BUS 2150060	3.00 48.00	Business Law	BUS 2150060										
Matthew R Bradley					00:00 AM	00:00 AM	08/22/2016	12/10/2016		ONLIN			
Online Course													
BUS 2450060	3.00 48.00	Human Resource Management	BUS 2450060										
Erine Kaye Adams					00:00 AM	00:00 AM	08/22/2016	12/10/2016		ONLIN			
Independent Study													
BUS 2990000	3.00 48.00	Internship in Business & Marketir	BUS 2990000										
Erine Kaye Adams					00:00 AM	00:00 AM	08/22/2016	12/10/2016		TBA			
Independent Study													

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Capstone													
CAP 2990100	M	1.00	Internship/Service Learning	CAP 2990100	M								
		24.00											
Alan A Mabarak					00:00 AM	00:00 AM	08/22/2016	12/10/2016		GAYL		MTEC	
CAP 2990200	M	2.00	Internship/Service Learning	CAP 2990200	M								
		48.00											
Alan A Mabarak					00:00 AM	00:00 AM	08/22/2016	12/10/2016		GAYL		MTEC	
CAP 2990300	M	3.00	Internship/Service Learning	CAP 2990300	M								
		72.00											
Alan A Mabarak					00:00 AM	00:00 AM	08/22/2016	12/10/2016		GAYL		MTEC	
CAP 2990400	M	4.00	Internship/Service Learning	CAP 2990400	M								
		96.00											
Alan A Mabarak					00:00 AM	00:00 AM	08/22/2016	12/10/2016		GAYL		MTEC	

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Cont Education - Non-Cr													
CEC 1171400	0.00 4.00	CANCELED - Professional CPR	CEC 1171400										
Julie Ann McClure					W	12:00 PM	04:00 PM	08/10/2016	08/10/2016	CENT	INS	213	
CEC 1171400 G	0.00 4.00	CANCELED Professional CPR	CEC 1171400 G										
Julie Ann McClure					W	12:00 PM	04:00 PM	08/10/2016	08/10/2016	GRAY	HSC	1431	
CEC 1171511 G	0.00 3.00	CPR	CEC 1171511 G										
Joseph Rubino					M	06:00 PM	09:00 PM	11/14/2016	11/14/2016	GRAY	HSC	1406	
CEC 1171512 G	0.00 3.00	CPR	CEC 1171512 G										
Joseph Rubino					M	06:00 PM	09:00 PM	12/12/2016	12/12/2016	GRAY	HSC	1406	
CEC 1212300	0.00 8.00	Online QuickBooks for Beginners	CEC 1212300										
Clay Horton						06:00 PM	08:00 PM	09/07/2016	09/28/2016	ROSC			
CEC 1220700	0.00 9.00	Microsoft Excel	CEC 1220700										
Clay Horton						06:00 PM	09:00 PM	12/01/2016	12/15/2016	ROSC			
CEC 1223700	0.00 18.00	Computers w/Windows 10 for Ad	CEC 1223700										
Clay Horton						06:00 PM	09:00 PM	09/08/2016	10/13/2016	ROSC			
CEC 1240000	0.00 12.00	Home Safety Firearms	CEC 1240000										
Thomas Grace					FS	00:00 AM	00:00 AM	10/07/2016	10/08/2016	CENT	ADM	133	

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Chemistry													
CHE 1000000	G 4.00 80.00	Chemical Science	CHE 1000000	G									
Anne M Hauser		TR	09:00 AM	10:29 AM	08/22/2016	12/10/2016	GRAY	HSC	2016				
Anne M Hauser		T	11:00 AM	12:59 PM	08/22/2016	12/10/2016	GRAY	HSC	2016				
CHE 1010100	G 4.00 64.00	Gen Chemistry I	CHE 1010100	G									
Anne M Hauser		MW	01:00 PM	02:59 PM	08/22/2016	12/10/2016	GRAY	HSC	2016				
CHE 1010200	G 1.00 48.00	Gen Chemistry Lab I	CHE 1010200	G									
Anne M Hauser		M	03:00 PM	05:59 PM	08/22/2016	12/10/2016	GRAY	HSC	2016				
CHE 1040000	G 4.00 80.00	CANCELED-Chem for Health Sci	CHE 1040000	G									
Anne M Hauser		MW	09:00 AM	11:29 AM	08/22/2016	12/10/2016	GRAY	HSC	2016				

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Computer Information S													
CIS 1050060	3.00 48.00	Intro to Computers	CIS 1050060										
Donald E Wray					00:00 AM	00:00 AM	08/22/2016	12/10/2016		ONLIN			
		Online Course											
CIS 1050061	3.00 48.00	Intro to Computers	CIS 1050061										
Donald E Wray					00:00 AM	00:00 AM	08/22/2016	12/10/2016		ONLIN			
		Online Course											
CIS 1050062	3.00 48.00	ON HOLD Intro to Computers	CIS 1050062										
TBA					00:00 AM	00:00 AM	08/22/2016	12/10/2016		ONLIN			
		Online Course											
CIS 1970060	3.00 48.00	OS Certification	CIS 1970060										
Donald E Wray					00:00 AM	00:00 AM	08/22/2016	12/10/2016		ONLIN			
		Independent Study											
CIS 2100000	3.00 48.00	Internet & Web Page Developme	CIS 2100000										
Winifred Leah Sharpe					T	06:00 PM	09:00 PM	08/22/2016	12/10/2016	CENT	ADM	205	
		Independent Study											
CIS 2150060	3.00 48.00	CANCELED Web Animation & Mi	CIS 2150060										
TBA					00:00 AM	00:00 AM	08/22/2016	12/10/2016		ONLIN			
		Independent Study											
CIS 2450060	3.00 48.00	Project Management	CIS 2450060										
Erine Kaye Adams					00:00 AM	00:00 AM	08/22/2016	12/10/2016		ONLIN			
		Independent Study											
CIS 2650060	3.00 48.00	Networking II	CIS 2650060										
Matthew M Biermann					00:00 AM	00:00 AM	08/22/2016	12/10/2016		ONLIN			
		Independent Study											

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Computer Information S													
CIS 2700160	3.00 48.00	Programming I	CIS 2700160										
Matthew M Biermann					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
Online Course													
					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
Live lecture online in virtual conf room		Wed 6-7:30pm											
CIS 2990000	3.00 48.00	Internship/Computer Information	CIS 2990000										
Erine Kaye Adams					00:00 AM	00:00 AM	08/22/2016	12/10/2016					TBA
Independent Study													

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2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Criminal Justice													
CJS 1000000	3.00 48.00	Intro to Criminal Justice	CJS 1000000										
Duane Ward Bean		T			06:00 PM	09:00 PM	08/22/2016	12/10/2016	CENT	ADM	251-2		
CJS 1000040	3.00 48.00	Intro to Criminal Justice	CJS 1000040										
Benjamin Michael Lowe		TR			01:00 PM	05:59 PM	09/06/2016	12/16/2016	CENT	CLC			
CJS 1020000	3.00 64.00	Physical Training I	CJS 1020000										
Lloyd Glenn Gutierrez		TR			05:00 PM	06:59 PM	08/22/2016	12/10/2016	CENT	ADM	114		
CJS 1100000	1.00 16.00	Careers in Emergency Services	CJS 1100000										
Duane Ward Bean		T			05:00 PM	05:59 PM	08/22/2016	12/10/2016	CENT	ADM	206		
CJS 1130000	1.00 32.00	Intro to Fitness Training	CJS 1130000										
Lloyd Glenn Gutierrez		TR			04:00 PM	04:59 PM	08/22/2016	12/10/2016	CENT	ADM	114		
CJS 1140000	3.00 48.00	Juvenile Justice	CJS 1140000										
LaDonna A Schultz		M			06:00 PM	09:00 PM	08/22/2016	12/10/2016	CENT	ADM	105		
CJS 2110000	3.00 48.00	Narcotics Investigation	CJS 2110000										
Duane Ward Bean		R			06:00 PM	09:00 PM	08/22/2016	12/10/2016	CENT	ADM	204		
CJS 2660000	21.00 672.00	Police Academy	CJS 2660000										
Thomas Grace		MTWR			12:00 PM	09:30 PM	08/08/2016	12/02/2016	CENT	ADM	133		
Thomas Grace		F			08:00 AM	05:00 PM	08/08/2016	12/02/2016	CENT	ADM	133		

2016-2017 Fall Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
<u>Criminal Justice</u>											
CJS 2990000	3.00	Criminal Justice Internship			CJS 2990000						
	48.00										
Thomas Grace		R	02:00 PM	02:59 PM	08/22/2016	12/10/2016	CENT	ADM	204		
			00:00 AM	00:00 AM	08/22/2016	12/10/2016					
Meet first week for internship assignment											

2016-2017 Fall Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Core Construction												
COR 1000100	M 0.50 12.50	Basic Safety	COR 1000100									
Alan A Mabarak					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
COR 1000140	0.50 12.50	Basic Safety	COR 1000140									
Walter Donald Duggar		TR			00:00 AM	00:00 AM	09/06/2016	12/16/2016	CENT	CTC	111	
COR 1000150	M 0.50 12.50	Basic Safety	COR 1000150									
Alan A Mabarak					00:00 AM	00:00 AM	09/06/2016	12/16/2016	GAYL	MTEC		
	12:39pm-2:40pm	MTWR										
COR 1000200	M 0.40 10.00	Introduction to Construction Math	COR 1000200									
Alan A Mabarak					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
COR 1000240	0.40 10.00	Introduction to Construction Math	COR 1000240									
Walter Donald Duggar		TR			00:00 AM	00:00 AM	09/06/2016	12/16/2016	CENT	CTC	111	
COR 1000300	M 0.40 10.00	Introduction to Hand Tools	COR 1000300									
Alan A Mabarak					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
COR 1000340	0.40 10.00	Introduction to Hand Tools	COR 1000340									
Walter Donald Duggar		TR			00:00 AM	00:00 AM	09/06/2016	12/16/2016	CENT	CTC	111	
COR 1000350	M 0.40 10.00	Introduction to Hand Tools	COR 1000350									
Alan A Mabarak					00:00 AM	00:00 AM	09/06/2016	12/16/2016	GAYL	MTEC		
	12:39pm-2:40pm	MTWR										
COR 1000400	M 0.40 10.00	Introduction to Power Tools	COR 1000400									
Alan A Mabarak					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Core Construction													
COR 1000440	0.40 10.00	Introduction to Power Tools	COR 1000440		TR	00:00 AM	00:00 AM	09/06/2016	12/16/2016	CENT	CTC	111	
Walter Donald Duggar													
COR 1000500 M	0.40 10.00	Intro to Construction Drawings	COR 1000500 M			00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
Alan A Mabarak													
COR 1000540	0.40 10.00	Intro to Construction Drawings	COR 1000540		TR	00:00 AM	00:00 AM	09/06/2016	12/16/2016	CENT	CTC	111	
Walter Donald Duggar													
COR 1000550 M	0.40 10.00	Intro to Construction Drawings	COR 1000550 M			00:00 AM	00:00 AM	09/06/2016	12/16/2016	GAYL	MTEC		
Alan A Mabarak													
		12:39pm-2:40pm			MTWR								
COR 1000600 M	0.60 15.00	Basic Rigging	COR 1000600 M			00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
Alan A Mabarak													
COR 1000640	0.60 15.00	Basic Rigging	COR 1000640		TR	00:00 AM	00:00 AM	09/06/2016	12/16/2016	CENT	CTC	111	
Walter Donald Duggar													
COR 1000700 M	0.30 7.50	Basic Communication Skills	COR 1000700 M			00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
Alan A Mabarak													
COR 1000740	0.30 7.50	Basic Communication Skills	COR 1000740		TR	00:00 AM	00:00 AM	09/06/2016	12/16/2016	CENT	CTC	111	
Walter Donald Duggar													
COR 1000800 M	0.30 7.50	Basic Employability Skills	COR 1000800 M			00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
Alan A Mabarak													

2016-2017 Fall Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Core Construction											
COR 1000840	0.30 7.50	Basic Employability Skills									
Walter Donald Duggar		TR	00:00 AM	00:00 AM	09/06/2016	12/16/2016	CENT	CTC	111		
COR 1000900 M	0.20 5.00	Intro to Materials Handling									
Alan A Mabarak			00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC			
COR 1000940	0.20 5.00	Intro to Materials Handling									
Walter Donald Duggar		TR	00:00 AM	00:00 AM	09/06/2016	12/16/2016	CENT	CTC	111		

2016-2017 Fall Semester

Course	Credits	Title	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Cosmetology											
COS 1210000	2.50 64.00	Cosmetology I									
Shannon Weaver				00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	CTC	107/8	
											8:30-4:00pm MTWRF CTC-107
COS 1210040	2.50 64.00	Cosmetology I									
Robin Winton			TR	00:00 AM	00:00 AM	09/06/2016	12/16/2016	CENT	CTC	107/8	
COS 1220000	2.50 64.00	Cosmetology II									
Shannon Weaver				00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	CTC	107/8	
											8:30-4:00pm MTWRF CTC-107
COS 1230000	2.50 64.00	Cosmetology III									
Shannon Weaver				00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	CTC	107/8	
											8:30-4:00pm MTWRF CTC-107
COS 1240000	2.50 64.00	Cosmetology IV									
Shannon Weaver				00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	CTC	107/8	
											8:30-4:00pm MTWRF CTC-107
COS 1250000	2.50 64.00	Cosmetology V									
Shannon Weaver				00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	CTC	107/8	
											8:30-4:00pm MTWRF CTC-107
COS 1260000	2.50 64.00	Cosmetology VI									
Shannon Weaver				00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	CTC	107/8	
											8:30-4:00pm MTWRF CTC-107
COS 1270000	2.50 64.00	Cosmetology VII									
Shannon Weaver				00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	CTC	107/8	
											8:30-4:00pm MTWRF CTC-107
COS 1280000	2.50 64.00	Cosmetology VIII									
Shannon Weaver				00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	CTC	107/8	
											8:30-4:00pm MTWRF CTC-107

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Cosmetology													
COS 1290000	2.50 64.00	Cosmetology IX	COS 1290000										
Shannon Weaver						00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
		CTC-107											
COS 1300000	2.50 64.00	Cosmetology X	COS 1300000										
Shannon Weaver						00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
		CTC-107											
COS 1310000	2.50 64.00	Cosmetology XI	COS 1310000										
Shannon Weaver						00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
		CTC-107											
COS 1320000	2.50 64.00	Cosmetology XII	COS 1320000										
Shannon Weaver						00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
		CTC-107											
COS 1330000	2.50 64.00	Cosmetology XIII	COS 1330000										
Shannon Weaver						00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
		CTC-107											
COS 1340000	2.50 64.00	Cosmetology XIV	COS 1340000										
Shannon Weaver						00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
		CTC-107											
COS 1350000	2.50 64.00	Cosmetology XV	COS 1350000										
Shannon Weaver						00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
		CTC-107											
COS 1410000	2.50 64.00	Skin Care I	COS 1410000										
Shannon Weaver						00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
		CTC-107											
COS 1420000	2.50 64.00	Skin Care II	COS 1420000										
Shannon Weaver						00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
		CTC-107											

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
<u>Cosmetology</u>													
COS 1430000	2.50 64.00	Skin Care III	COS 1430000										
Shannon Weaver					00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	CTC	107/8		
		8:30-4:00pm MTWRF			CTC-107								
COS 1440000	2.50 64.00	Skin Care IV	COS 1440000										
Shannon Weaver					00:00 AM	00:00 AM	08/22/2016	12/10/2016	CENT	CTC	107/8		
		8:30-4:00pm MTWRF			CTC-107								
COS 1750060	1.00 16.00	Salon Management	COS 1750060										
Shannon Weaver					00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
		Online Course											

2016-2017 Fall Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Economics											
ECO 2010060	3.00 48.00	Prin of Economics-MACRO		ECO 2010060							
James Czarski			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
Online Course											
ECO 2010061	3.00 48.00	Prin of Economics-MACRO		ECO 2010061							
James Czarski			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
Online Course											
ECO 2010080 W	3.00 48.00	CANCELED Prin of Economics-N		ECO 2010080 W							
James Czarski			R	03:30 PM	05:29 PM	08/22/2016	12/10/2016	WB	WBRAN	101	
James Czarski			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
HYBRID Also meets one hour online each week											

2016-2017 Fall Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Engineering Design Tect											
EDT 1100000 M	3.00 64.00	Detailing w/AutoCAD			EDT 1100000 M						
Gary B Sidebottom		M	05:00 PM	09:00 PM	08/22/2016	12/10/2016	GAYL	MTEC	107B		
EDT 1100001 M	3.00 64.00	Detailing w/AutoCAD			EDT 1100001 M						
Gary B Sidebottom		M	12:00 PM	03:59 PM	08/22/2016	12/10/2016	GAYL	MTEC	107B		

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Electrical Technology													
ELT 1010100	M	0.10 2.50	Orientation to the Electrical Trade	ELT 1010100	M								
Alan A Mabarak						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 1010200	M	0.40 10.00	Electrical Safety	ELT 1010200	M								
Alan A Mabarak						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 1010300	M	0.30 7.50	Introduction to Electrical Circuits	ELT 1010300	M								
Alan A Mabarak						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 1010400	M	0.30 7.50	Electrical Theory	ELT 1010400	M								
Alan A Mabarak						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 1010500	M	0.30 7.50	Intro to the NEC	ELT 1010500	M								
Alan A Mabarak						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 1010600	M	0.40 10.00	Device Boxes	ELT 1010600	M								
Alan A Mabarak						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 1010700	M	0.40 10.00	Hand Bending	ELT 1010700	M								
Alan A Mabarak						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 1010800	M	0.80 20.00	Raceways and Fittings	ELT 1010800	M								
Alan A Mabarak						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 1010900	M	0.40 10.00	Conductors and Cables	ELT 1010900	M								
Alan A Mabarak						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		

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2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Electrical Technology													
ELT 1011000	M	0.30	Basic ELT Construction Drawings	ELT 1011000	M								
Alan A Mabarak		7.50				00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 1011100	M	0.60	Residential Electric Services	ELT 1011100	M								
Alan A Mabarak		15.00				00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 1011200	M	0.20	Electrical Test Equipment	ELT 1011200	M								
Alan A Mabarak		5.00				00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 1020200	M	0.70	Alternating Current	ELT 1020200	M								
Alan A Mabarak		17.50				00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 1020300	M	0.80	Motors: Theory and Application	ELT 1020300	M								
Alan A Mabarak		20.00				00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 1020400	M	0.60	Electrical Lighting	ELT 1020400	M								
Alan A Mabarak		15.00				00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 1020500	M	0.60	Conduit Bending	ELT 1020500	M								
Alan A Mabarak		15.00				00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 1020600	M	0.50	Pull and Junction Boxes	ELT 1020600	M								
Alan A Mabarak		12.50				00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 1020700	M	0.40	Conductor Installations	ELT 1020700	M								
Alan A Mabarak		10.00				00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Electrical Technology													
ELT 1020800	M 0.30	Cable Tray	ELT 1020800	M									
Alan A Mabarak	7.50							08/22/2016	12/10/2016	GAYL	MTEC		
						00:00 AM	00:00 AM						
ELT 1020900	M 0.30	Conductor Terminations and Splik	ELT 1020900	M									
Alan A Mabarak	7.50							08/22/2016	12/10/2016	GAYL	MTEC		
						00:00 AM	00:00 AM						
ELT 1020950	M 0.30	Conductor Terminations and Splik	ELT 1020950	M									
Alan A Mabarak	7.50							09/06/2016	12/16/2016	GAYL	MTEC		
		12:39pm-2:40pm MTWR											
ELT 1021000	M 0.60	Grounding and Bonding	ELT 1021000	M									
Alan A Mabarak	15.00							08/22/2016	12/10/2016	GAYL	MTEC		
						00:00 AM	00:00 AM						
ELT 1021100	M 0.50	Circuit Breakers and Fuses	ELT 1021100	M									
Alan A Mabarak	12.50							08/22/2016	12/10/2016	GAYL	MTEC		
						00:00 AM	00:00 AM						
ELT 1021200	M 0.50	Control System and Concepts	ELT 1021200	M									
Alan A Mabarak	12.50							08/22/2016	12/10/2016	GAYL	MTEC		
						00:00 AM	00:00 AM						
ELT 1400000	M 3.00	Solar/Wind Energy Systems	ELT 1400000	M									
Alan A Mabarak	64.00							08/22/2016	12/10/2016	GAYL	MTEC	105	
		T				05:00 PM	09:00 PM						
ELT 2030300	M 0.70	Load Calculations - Branch Circu	ELT 2030300	M									
Alan A Mabarak	17.50							08/22/2016	12/10/2016	GAYL	MTEC		
						00:00 AM	00:00 AM						
ELT 2030400	M 0.60	Conductor Selection and Calcula	ELT 2030400	M									
Alan A Mabarak	15.00							08/22/2016	12/10/2016	GAYL	MTEC		
						00:00 AM	00:00 AM						

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Electrical Technology													
ELT 2030500	M	0.50 12.50	Practical Applications of Lighting	ELT 2030500	M								
Alan A Mabarak						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 2030600	M	0.60 15.00	Hazardous Locations	ELT 2030600	M								
Alan A Mabarak						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 2030700	M	1.00 25.00	Overcurrent Protection	ELT 2030700	M								
Alan A Mabarak						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 2030800	M	0.50 12.50	Distribution Equipment	ELT 2030800	M								
Alan A Mabarak						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 2030900	M	0.50 12.50	Transformers	ELT 2030900	M								
Alan A Mabarak						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 2031000	M	0.40 10.00	Commercial Electrical Services	ELT 2031000	M								
Alan A Mabarak						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 2031100	M	0.50 12.50	Motor Calculations	ELT 2031100	M								
Alan A Mabarak						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 2031200	M	0.40 10.00	Voice, Data, and Video	ELT 2031200	M								
Alan A Mabarak						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 2031300	M	0.50 12.50	Motor Controls	ELT 2031300	M								
Alan A Mabarak						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		

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2016-2017 Fall Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Electrical Technology												
ELT 2040400	M	0.80 20.00	Load Calculations - Feeder and S	ELT 2040400	M							
Alan A Mabarak					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 2040500	M	0.40 10.00	Health Care Facilities	ELT 2040500	M							
Alan A Mabarak					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 2040600	M	0.40 10.00	Standby and Emergency System:	ELT 2040600	M							
Alan A Mabarak					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 2040700	M	0.40 10.00	Basic Electronic Theory	ELT 2040700	M							
Alan A Mabarak					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 2040750	M	0.40 10.00	Basic Electronic Theory	ELT 2040750	M							
Alan A Mabarak					00:00 AM	00:00 AM	09/06/2016	12/16/2016	GAYL	MTEC		
			12:39pm-2:40pm	MTWR								
ELT 2040800	M	0.60 15.00	Fire Alarm Systems	ELT 2040800	M							
Alan A Mabarak					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 2040900	M	0.40 10.00	Specialty Transformers	ELT 2040900	M							
Alan A Mabarak					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 2041000	M	0.80 20.00	Advanced Motor Controls	ELT 2041000	M							
Alan A Mabarak					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 2041100	M	0.60 15.00	HVAC Controls	ELT 2041100	M							
Alan A Mabarak					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		

2016-2017 Fall Semester

Course	Professor	Credits	Contact	Title	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Electrical Technology													
ELT 2041200	M	0.40		Heat Tracing and Freeze Protecti									
	Alan A Mabarak	10.00				00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 2041300	M	0.40		Motor Operation and Maintenanc									
	Alan A Mabarak	10.00				00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 2041400	M	0.40		Medium Voltage Termination/Spli									
	Alan A Mabarak	10.00				00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 2041500	M	0.80		Special Locations									
	Alan A Mabarak	20.00				00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 2041600	M	0.60		Introductory Skills for Crew Lead									
	Alan A Mabarak	15.00				00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
ELT 2041800	M	0.60		Michigan Laws & Rules									
	Alan A Mabarak	15.00				00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		

2016-2017 Fall Semester

Course	Credits	Title	Parent Course	Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Emergency Medical Serv														
EMS 1000000	G 10.00 160.00	Basic Emergency Medical Techni	EMS 1000000	G										
				Jason Grainger		MW	05:00 PM	10:00 PM	08/22/2016	12/10/2016	GRAY	HSC	1434	
				Brian Welch		S	00:00 AM	00:00 AM	08/22/2016	12/10/2016	GRAY	HSC	1434	
		4 Saturday Clinical Dates - TBA												
EMS 1000050	M 10.00 160.00	Basic Emergency Medical Techni	EMS 1000050	M										
				Michael Czykoski		MTWR	10:00 AM	11:59 AM	09/06/2016	12/16/2016	GAYL	MTEC		
EMS 1010000	G 1.00 48.00	Clinical I	EMS 1010000	G										
				Brian Welch			00:00 AM	00:00 AM	08/22/2016	12/10/2016	TBA			
EMS 2000000	G 4.00 64.00	CANCELED Intro/Emergency Me	EMS 2000000	G										
				Joseph Rubino		MW	09:00 AM	10:59 AM	08/22/2016	12/10/2016	GRAY	HSC	1434	
EMS 2010000	G 3.00 56.00	CANCELED Pharmacology	EMS 2010000	G										
				Joseph Rubino		MW	11:00 AM	12:45 PM	08/22/2016	12/10/2016	GRAY	HSC	1434	
EMS 2020000	G 2.50 44.00	CANCELED Patient Assessment	EMS 2020000	G										
				Joseph Rubino		MW	01:00 PM	02:22 PM	08/22/2016	12/10/2016	GRAY	HSC	1434	
EMS 2080000	G 6.25 112.00	EMS Capstone	EMS 2080000	G										
				Joseph Rubino		W	09:00 AM	03:59 PM	08/22/2016	12/10/2016	GRAY	HSC	1434	
EMS 2990000	G 5.25 84.00	Internship	EMS 2990000	G										
				Joseph Rubino			00:00 AM	00:00 AM	08/22/2016	12/10/2016	TBA			

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
English & Literature													
ENG 0981000	1.00 16.00	Fundamentals Reading & Writing	ENG 0981000										
Courtney Hornof					MW	02:30 PM	02:59 PM	08/22/2016	12/10/2016	CENT	ADM	253	
ENG 0981000 M	1.00 16.00	CANCELED-Fund Reading & Wri	ENG 0981000 M										
Barbara R Hunter					MW	10:00 AM	10:29 AM	08/22/2016	12/10/2016	GAYL	MTEC	103	
ENG 0981001	1.00 16.00	CANCELED-Fundl Reading & Wi	ENG 0981001										
Courtney Hornof					TR	02:30 PM	02:59 PM	08/22/2016	12/10/2016	CENT	ADM	253	
ENG 0992000	4.00 64.00	College Reading & Writing	ENG 0992000										
Courtney Hornof					MW	12:30 PM	02:29 PM	08/22/2016	12/10/2016	CENT	ADM	253	
ENG 0992000 M	4.00 64.00	College Reading & Writing	ENG 0992000 M										
Barbara R Hunter					MW	08:00 AM	09:59 AM	08/22/2016	12/10/2016	GAYL	MTEC	103	
ENG 0992001	4.00 64.00	College Reading & Writing	ENG 0992001										
Courtney Hornof					TR	12:30 PM	02:29 PM	08/22/2016	12/10/2016	CENT	ADM	253	
ENG 1030300	3.00 48.00	English Composition I	ENG 1030300										
Carol Godfrey Finke					MW	08:30 AM	09:59 AM	08/22/2016	12/10/2016	CENT	ADM	110	
ENG 1030300 G	3.00 48.00	English Composition I	ENG 1030300 G										
Jon F Thompson					MW	10:00 AM	11:29 AM	08/22/2016	12/10/2016	GRAY	HSC	1408	
ENG 1030300 M	3.00 48.00	English Composition I	ENG 1030300 M										
Carol Godfrey Finke					TR	09:30 AM	10:59 AM	08/22/2016	12/10/2016	GAYL	MTEC	107A	

2016-2017 Fall Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
English & Literature												
ENG 1030301	3.00 48.00	ON HOLD English Composition I	ENG 1030301									
TBA				MW	10:00 AM	11:29 AM	08/22/2016	12/10/2016	CENT	ADM	110	
ENG 1030301	3.00 48.00	English Composition I	ENG 1030301	G								
Carol Godfrey Finke				MW	03:00 PM	04:29 PM	08/22/2016	12/10/2016	GRAY	HSC	2018	
ENG 1030301	3.00 48.00	CANCELED English Compositior	ENG 1030301	M								
TBA				MW	09:30 AM	10:59 AM	08/22/2016	12/10/2016	GAYL	MTEC	107A	
ENG 1030302	3.00 48.00	English Composition I	ENG 1030302									
Carol Godfrey Finke				MW	12:30 PM	01:59 PM	08/22/2016	12/10/2016	CENT	ADM	110	
ENG 1030302	3.00 48.00	English Composition I	ENG 1030302	G								
Jon F Thompson				TR	10:00 AM	11:29 AM	08/22/2016	12/10/2016	GRAY	HSC	1434	
ENG 1030303	3.00 48.00	English Composition I	ENG 1030303									
Carol Godfrey Finke				TR	12:30 PM	01:59 PM	08/22/2016	12/10/2016	CENT	ADM	110	
ENG 1030304	3.00 48.00	ON HOLD English Composition I	ENG 1030304									
TBA				TR	12:00 PM	01:29 PM	08/22/2016	12/10/2016	CENT	ADM	206	
ENG 1030340	3.00 48.00	English Composition I	ENG 1030340									
Christina Young				MTWRF	08:53 AM	09:51 AM	09/06/2016	12/16/2016	RHS			
ENG 1030350	3.00 48.00	English Composition I	ENG 1030350									
Sarah E Peterson				R	08:00 AM	11:00 AM	09/06/2016	12/16/2016	IRESA			

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Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
English & Literature												
ENG 1030351	3.00 48.00	English Composition I	ENG 1030351									
Trisha L Winn		R		12:00 PM	03:00 PM	09/06/2016	12/16/2016		OSCOD			
ENG 1030360	3.00 48.00	English Composition I	ENG 1030360									
Jon F Thompson				00:00 AM	00:00 AM	08/22/2016	12/10/2016		ONLIN			
		Online Course										
ENG 1030361	3.00 48.00	English Composition I	ENG 1030361									
Jon F Thompson				00:00 AM	00:00 AM	08/22/2016	12/10/2016		ONLIN			
		Online Course										
ENG 1030362	3.00 48.00	English Composition I	ENG 1030362									
Courtney Hornof				00:00 AM	00:00 AM	08/22/2016	12/10/2016		ONLIN			
		Online Course										
ENG 1030363	3.00 48.00	English Composition I	ENG 1030363									
Bruce Busby				00:00 AM	00:00 AM	08/22/2016	12/10/2016		ONLIN			
		Online Course										
ENG 1030364	3.00 48.00	English Composition I	ENG 1030364									
Courtney Hornof				00:00 AM	00:00 AM	08/22/2016	12/10/2016		ONLIN			
		Online Course										
ENG 1030380 G	3.00 48.00	CANCELED English Compositor	ENG 1030380 G									
Jon F Thompson				F	09:00 AM	10:29 AM	08/22/2016	12/10/2016	GRAY	HSC	1408	
Jon F Thompson					00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
		HYBRID Also meets 1.5 hours online each week										
ENG 1030380 W	3.00 48.00	CANCELED English Compositor	ENG 1030380 W									
Mary Ann Kost				T	01:00 PM	02:29 PM	08/22/2016	12/10/2016	WB	WBRAN	104	
Mary Ann Kost					00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
		HYBRID Also meets 1.5 hours online each week										

2016-2017 Fall Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
English & Literature												
ENG 1040300	3.00 48.00	CANCELED English Composition I	ENG 1040300									
Carol Godfrey Finke				TR	03:00 PM	04:29 PM	08/22/2016	12/10/2016	CENT	ADM	110	
ENG 1040300 G	3.00 48.00	English Composition II	ENG 1040300 G									
Jon F Thompson				MW	03:00 PM	04:29 PM	08/22/2016	12/10/2016	GRAY	HSC	1406	
ENG 1040301 G	3.00 48.00	ON HOLD English Composition II	ENG 1040301 G									
TBA				TR	01:30 PM	02:59 PM	08/22/2016	12/10/2016	GRAY	HSC		
ENG 1040360	3.00 48.00	English Composition II	ENG 1040360									
Frederic Giacobazzi					00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
		Online Course										
ENG 1040361	3.00 48.00	English Composition II	ENG 1040361									
Frederic Giacobazzi					00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
		Online Course										
ENG 1040362	3.00 48.00	ON HOLD English Composition II	ENG 1040362									
TBA					00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
		Online Course										
ENG 1180000 M	3.00 48.00	Intro Technical & Prof Writing	ENG 1180000 M									
Frederic Giacobazzi				M	05:00 PM	07:59 PM	08/22/2016	12/10/2016	GAYL	MTEC	105	
ENG 2280000	3.00 48.00	Mythology	ENG 2280000									
Frederic Giacobazzi				MW	10:00 AM	11:29 AM	08/22/2016	12/10/2016	CENT	ADM	253	
ENG 2330060	3.00 48.00	British Literature I	ENG 2330060									
Courtney Hornof					00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
		Online Course										

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
<u>Fire Fighter</u>													
FFT 2070000	14.00	Firefighter I & II	FFT	2070000									
	224.00												
Thomas Grace					00:00 AM	00:00 AM	08/22/2016	12/10/2016					CENT

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Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Finance											
FIN 2000060	3.00	Principles of Finance			FIN 2000060						
Jane E Lange	48.00		00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
		Online Course									

2016-2017 Fall Semester

Course	Credits	Title	Parent Course				Locatn	Bldg	Room	Comment	
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date					
Geology											
GEL 1050060	4.00	Physical Geology	GEL 1050060								
Anne M Hauser	80.00		00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
Online Course											

2016-2017 Fall Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Geography											
GEO 100060	4.00	World Geography	GEO 100060								
	64.00										
Sinan Toprak			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
		Online Course									

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Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
History											
HIS 2010000	3.00 48.00	United States History to 1865	HIS 2010000								
John R Thiel		M	01:00 PM	03:59 PM	08/22/2016	12/10/2016	CENT	LIB	8		
HIS 2020060	3.00 48.00	United States History Since 1865	HIS 2020060								
John R Thiel			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
Online Course											
HIS 2040000 G	3.00 48.00	The American Civil War	HIS 2040000 G								
John R Thiel		MW	09:00 AM	10:29 AM	08/22/2016	12/10/2016	GRAY	HSC	2024		

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Health Information Techr													
HIT 1060060	3.00 48.00	Intro-Health Information Manager	HIT 1060060										
Deborah A Bebow					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Online Course											
HIT 2000060	3.00 80.00	Intro to Electronic Health Record	HIT 2000060										
Deborah A Bebow					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Online Course											
HIT 2130160	4.00 64.00	Diagnostic Coding	HIT 2130160										
Jennifer Talbot					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Online Course											
HIT 2160160	4.00 64.00	Procedure Coding	HIT 2160160										
Deborah A Bebow					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Online Course											
HIT 2300160	4.00 64.00	Health Statistics & Quality Improv	HIT 2300160										
Jennifer Talbot					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Online Course											
HIT 2310260	4.00 96.00	CANCELED HIM II	HIT 2310260										
Jennifer Talbot					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Online Course											
HIT 2320060	3.00 80.00	Health Data Content & Structure	HIT 2320060										
Shane Talbot					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Online Course											
HIT 2330160	4.00 96.00	Revenue Cycle & Reimbursemen	HIT 2330160										
Jennifer Talbot					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Online Course											
HIT 2990160	4.00 64.00	Practicum-Health Info Technology	HIT 2990160										
Jennifer Talbot					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Independent Study											

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Health Information Techn													
HIT 2990260	4.00	Practicum-Medical Coding & Billi	HIT 2990260										
	64.00												
Deborah A Bebow					00:00 AM	00:00 AM	08/22/2016	12/10/2016		ONLIN			
		Independent Study											

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Humanities													
HUM 2050000 G	3.00 48.00	The Individual and Society	HUM 2050000	G	TR	09:00 AM	10:29 AM	08/22/2016	12/10/2016	GRAY	HSC	2024	
John R Thiel													
HUM 2050000 M	3.00 48.00	CANCELED-The Individual and S	HUM 2050000	M	W	01:00 PM	03:59 PM	08/22/2016	12/10/2016	GAYL	MTEC	105	
John R Thiel													
HUM 2050001 G	3.00 48.00	CANCELED The Individual and S	HUM 2050001	G	T	05:00 PM	08:00 PM	08/22/2016	12/10/2016	GRAY	HSC	2024	
John R Thiel													
HUM 2050050	3.00 48.00	The Individual and Society	HUM 2050050			00:00 AM	00:00 AM	09/06/2016	12/16/2016	IRESA			
John R Thiel													
HUM 2050051	3.00 48.00	The Individual and Society	HUM 2050051			00:00 AM	00:00 AM	09/06/2016	12/16/2016	OSCOD			
John R Thiel													
HUM 2050060	3.00 48.00	The Individual and Society	HUM 2050060			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
John R Thiel													
		Online Course											

2016-2017 Fall Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Heating, Ventilation, & A												
HVC 1110000	M 0.30 7.50	Introduction to HVAC	HVC 1110000									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 1110100	M 0.40 10.00	Trade Mathematics	HVC 1110100									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 1110200	M 0.50 12.50	Basic Electricity	HVC 1110200									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 1110300	M 0.60 15.00	Introduction to Heating	HVC 1110300									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 1110400	M 1.20 30.00	Introduction to Cooling	HVC 1110400									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 1110500	M 0.60 15.00	Intro to Air Distribution Systems	HVC 1110500									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 1110600	M 0.40 10.00	Basic Copper & Plastic Piping Pr	HVC 1110600									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 1110700	M 0.40 10.00	Soldering & Brazing	HVC 1110700									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 1110800	M 0.40 10.00	Basic Carbon Steel Piping Practi	HVC 1110800									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		

2016-2017 Fall Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Heating, Ventilation, & A												
HVC 1120000	M	0.30 7.50	Alternating Current									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 1120100	M	0.70 17.50	Compressors									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 1120200	M	0.50 12.50	Refrigerants & Oils									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 1120300	M	1.20 30.00	Leak Detect/Evac/Recov/Chargin									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 1120400	M	0.30 7.50	Metering Devices									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 1120500	M	0.80 20.00	Heat Pumps									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 1120600	M	0.40 10.00	Basic Maintenance									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 1120700	M	0.20 5.00	Chimneys, Vents & Flues									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 1120800	M	0.40 10.00	Sheet Metal Duct Systems									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		

2016-2017 Fall Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Heating, Ventilation, & A												
HVC 1120900	M	0.30 7.50	Fiberglass & Fabric Duct System:	HVC 1120900	M							
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 1121000	M	0.50 12.50	Commercial Airside Systems	HVC 1121000	M							
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 1121100	M	0.20 5.00	Air Quality Equipment	HVC 1121100	M							
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 1121200	M	0.50 12.50	Introduction to Hydronic Systems	HVC 1121200	M							
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 2130000	M	0.40 10.00	Hardware & Fastening	HVC 2130000	M							
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 2130100	M	1.20 30.00	Control Circuit/Motor Troubleshoc	HVC 2130100	M							
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 2130200	M	0.80 20.00	Troubleshooting Cooling	HVC 2130200	M							
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 2130300	M	0.50 12.50	Troubleshooting Heat Pumps	HVC 2130300	M							
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 2130400	M	0.50 12.50	Troubleshooting Gas Heating	HVC 2130400	M							
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		

2016-2017 Fall Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Heating, Ventilation, & A												
HVC 2130500	M	0.50 12.50	Troubleshooting Oil Heating									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 2130600	M	0.30 7.50	Troubleshooting Accessories									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 2130700	M	0.50 12.50	Ductless Equipment/Zone Contro									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 2130800	M	0.30 7.50	Commercial Hydronic Systems									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 2130900	M	0.40 10.00	Steam Systems									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 2131000	M	0.60 15.00	Retail Refrigeration Systems									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 2131100	M	0.20 5.00	Customer Relations									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 2140000	M	0.50 12.50	Water Treatment									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 2140100	M	0.40 10.00	Indoor Air Quality									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Heating, Ventilation, & A													
HVC 2140200	M	0.30 0.50	Energy Conservation Equipment	HVC 2140200	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 2140300	M	0.50 12.50	Building Management Systems	HVC 2140300	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 2140400	M	0.60 15.00	System Air Balancing	HVC 2140400	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 2140500	M	0.60 15.00	System Startup & Shutdown	HVC 2140500	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 2140600	M	0.50 12.50	Construction Drawings/Specificat	HVC 2140600	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 2140700	M	1.00 25.00	Heating & Cooling System Design	HVC 2140700	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 2140800	M	0.80 20.00	Commercial/Industrial Refrigerati	HVC 2140800	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 2140900	M	0.40 10.00	Alternative/Specialized HVAC Sy	HVC 2140900	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
HVC 2141000	M	0.80 20.00	Fundamentals of Crew Leadershi	HVC 2141000	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		

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2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
<u>Mechatronics</u>													
MEC 1000000	M	3.00 64.00	Basic Electricity & Controls	MEC 1000000	M								
Alan A Mabarak					T	08:00 AM	11:59 AM	08/22/2016	12/10/2016	GAYL	MTEC	109	
MEC 1000001	M	3.00 64.00	Basic Electricity & Controls	MEC 1000001	M								
Alan A Mabarak					R	05:00 PM	09:00 PM	08/22/2016	12/10/2016	GAYL	MTEC	109	
MEC 1000050	M	3.00 64.00	Basic Electricity & Controls	MEC 1000050	M								
Alan A Mabarak						00:00 AM	00:00 AM	09/06/2016	12/16/2016	GAYL	MTEC		
			12:39pm-2:40pm		MTWR								
MEC 1040100	M	2.00 32.00	Intro to Pneumatics	MEC 1040100	M								
Doane N Quick					W	05:00 PM	09:00 PM	08/22/2016	10/05/2016	GAYL	MTEC	109	
MEC 1060080	M	3.40 84.80	Mechanical Drives	MEC 1060080	M								
Alan A Mabarak						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
MEC 1070000	M	2.00 32.00	Pump Systems	MEC 1070000	M								
Clark Allan Dowker					W	05:00 PM	09:00 PM	10/12/2016	12/10/2016	GAYL	MTEC	105	
MEC 1090100	M	2.00 32.00	Precision Measuring Tools	MEC 1090100	M								
Michael J Fessler					T	05:00 PM	07:00 PM	08/22/2016	12/10/2016	GAYL	MTEC	109	
MEC 2030000	M	2.00 48.00	CANCELED Robotic Systems	MEC 2030000	M								
Brad Bertels					W	06:00 PM	09:00 PM	08/22/2016	12/10/2016	GAYL	MTEC	103	

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Course	Credits	Title	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Marketing											
MKT 1100060	3.00 48.00	Prin of Selling									
Erine Kaye Adams				00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
Online Course											
MKT 2000060	3.00 48.00	Principles of Marketing									
Gary A Vetter				00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
Online Course											
MKT 2000061	3.00 48.00	ON HOLD Principles of Marketing									
TBA				00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
Online Course											
MKT 2000080 W	3.00 48.00	CANCELED Principles of Marketi									
Erine Kaye Adams			M	03:30 PM	05:29 PM	08/22/2016	12/10/2016	WB	WBRAN	104	
Erine Kaye Adams				00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
HYBRID Also meets one hour online each week											
MKT 2040060	3.00 48.00	Advertising									
Sarah Lynn Medler				00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
Online Course											

2016-2017 Fall Semester

Course	Professor	Credits	Contact	Title	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Manufacturing Technolo													
MPT 1100000	M	4.00		Machine Theory & Operation I				MPT 1100000	M				
	Michael J Fessler	96.00			T	07:00 PM	09:00 PM	08/22/2016	12/10/2016	GAYL	MTEC	103	
	George Allen Pewinski				W	05:00 PM	09:00 PM	08/22/2016	12/10/2016	GAYL	MTEC		
MPT 1120000	M	3.00		Practical Problems in Machine Tc				MPT 1120000	M				
	Michael J Fessler	64.00				00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
	Independent Study												
MPT 1200000	M	3.00		CNC Machining I				MPT 1200000	M				
	Gary S Sheldon	64.00			R	05:00 PM	09:00 PM	08/22/2016	12/10/2016	GAYL	MTEC	105	
MPT 1220000	M	3.00		Lean Manufacturing				MPT 1220000	M				
	Gary S Sheldon	64.00			M	05:00 PM	09:00 PM	08/22/2016	12/10/2016	GAYL	MTEC	109	

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Mathematics													
MTH 0630000	4.00 64.00	Basic Mathematics	MTH 0630000										
Kevin T Baughn					MW	03:00 PM	04:59 PM	08/22/2016	12/10/2016	CENT	ADM	105	
MTH 0630000 M	4.00 64.00	Basic Mathematics	MTH 0630000 M										
Phillip Benjamin Collins					TR	12:00 PM	01:59 PM	08/22/2016	12/10/2016	GAYL	MTEC	107A	
MTH 0630001	4.00 64.00	ON HOLD Basic Mathematics	MTH 0630001										
TBA					TR	12:00 PM	01:59 PM	08/22/2016	12/10/2016	CENT	ADM	204	
MTH 0630002	4.00 64.00	Basic Mathematics	MTH 0630002										
Marcell Romancky					TR	01:00 PM	02:59 PM	08/22/2016	12/10/2016	CENT	ADM	105	
MTH 0730000	4.00 64.00	Basic Algebra	MTH 0730000										
Douglas W Mace					MW	10:00 AM	11:59 AM	08/22/2016	12/10/2016	CENT	ADM	205	
MTH 0730000 G	4.00 64.00	Basic Algebra	MTH 0730000 G										
Kevin T Baughn					MW	10:00 AM	11:59 AM	08/22/2016	12/10/2016	GRAY	HSC	2018	
MTH 0730000 M	4.00 64.00	Basic Algebra	MTH 0730000 M										
Phillip Benjamin Collins					TR	03:00 PM	04:59 PM	08/22/2016	12/10/2016	GAYL	MTEC	107A	
MTH 0730000 W	4.00 64.00	Basic Algebra	MTH 0730000 W										
Marcell Romancky					MW	01:00 PM	02:59 PM	08/22/2016	12/10/2016	WB	WBRAN	102	
MTH 0730001	4.00 64.00	ON HOLD Basic Algebra	MTH 0730001										
TBA					MW	12:00 PM	01:59 PM	08/22/2016	12/10/2016	CENT	ADM	205	

2016-2017 Fall Semester

Course	Credits	Title	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Mathematics											
MTH 0730001 G	4.00 64.00	Basic Algebra									
Douglas W Mace			MW	06:00 PM	08:00 PM	08/22/2016	12/10/2016	GRAY	HSC	2010	
MTH 0730001 M	4.00 64.00	Basic Algebra									
Michelle Broge			MW	06:00 PM	08:00 PM	08/22/2016	12/10/2016	GAYL	MTEC	107A	
MTH 0730002	4.00 64.00	Basic Algebra									
Kevin T Baughn			TR	08:00 AM	09:59 AM	08/22/2016	12/10/2016	CENT	ADM	207	
MTH 0730002 G	4.00 64.00	Basic Algebra									
Charles Robert Rickard			TR	10:30 AM	12:29 PM	08/22/2016	12/10/2016	GRAY	HSC	2024	
MTH 0730003	4.00 64.00	Basic Algebra									
Marcell Romancky			TR	03:00 PM	04:59 PM	08/22/2016	12/10/2016	CENT	ADM	207	
MTH 1200000	4.00 64.00	ON HOLD Intermediate Algebra									
TBA			MW	12:00 PM	01:59 PM	08/22/2016	12/10/2016	CENT	ADM	207	
MTH 1200000 G	4.00 64.00	Intermediate Algebra									
Kevin T Baughn			MW	08:00 AM	09:59 AM	08/22/2016	12/10/2016	GRAY	HSC	2018	
MTH 1200000 M	4.00 64.00	Intermediate Algebra									
Phillip Benjamin Collins			TR	06:00 PM	08:00 PM	08/22/2016	12/10/2016	GAYL	MTEC	107A	
MTH 1200001	4.00 64.00	Intermediate Algebra									
Kevin T Baughn			TR	12:00 PM	01:59 PM	08/22/2016	12/10/2016	CENT	ADM	207	

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Mathematics													
MTH 1300050	4.00 64.00	College Algebra	MTH 1300050										
Caitlin Rowan						00:00 AM	00:00 AM	09/06/2016	12/16/2016	HLHS			
MTH 1300060													
MTH 1300060	4.00 64.00	College Algebra	MTH 1300060										
Caitlin Rowan						00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
Online Course													
MTH 1300061													
MTH 1300061	4.00 64.00	ON HOLD College Algebra	MTH 1300061										
TBA						00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
Online Course													
MTH 1800100													
MTH 1800100	4.00 64.00	Pre-Calculus	MTH 1800100										
Caitlin Rowan					MW	03:00 PM	04:59 PM	08/22/2016	12/10/2016	CENT	ADM	206	
Independent Study													
MTH 2060000 G													
MTH 2060000 G	4.00 64.00	Application in Statistics	MTH 2060000 G										
Caitlin Rowan					TR	10:00 AM	11:59 AM	08/22/2016	12/10/2016	GRAY	HSC	2018	
MTH 2060060													
MTH 2060060	4.00 64.00	Application in Statistics	MTH 2060060										
Douglas W Mace						00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
Online Course													
MTH 2060061													
MTH 2060061	4.00 64.00	ON HOLD Application in Statistic	MTH 2060061										
TBA						00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
Online Course													
MTH 2060080 G													
MTH 2060080 G	4.00 64.00	Application in Statistics	MTH 2060080 G										
Caitlin Rowan					T	03:00 PM	04:59 PM	08/22/2016	12/10/2016	GRAY	HSC	2010	
Caitlin Rowan						00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
HYBRID Also meets 2 Hours online each week													

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Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Music											
MUS 1010060	3.00 48.00	Music History & Appreciation	MUS 1010060								
Hillary Vermillion			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
Online Course											
MUS 1010061	3.00 48.00	ON HOLD Music History & Appre	MUS 1010061								
Hillary Vermillion			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
Online Course											
MUS 1500050	1.00 48.00	Vocal Ensemble	MUS 1500050								
Kevin E Salsbury		MWF	07:00 AM	08:00 AM	09/06/2016	12/16/2016	FAIRV				

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2016-2017 Fall Semester

Course	Credits	Title	Parent Course				Locatn	Bldg	Room	Comment
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date				
<u>Nursing</u>										
NUR 1051500	G 9.50 200.00	Fundamentals of Nursing Practic	NUR 1051500	G						
Lisa Mary Awrey		M	02:00 PM	04:59 PM	08/22/2016	12/10/2016	GRAY	HSC	2010	
Lisa Mary Awrey		W	01:00 PM	04:59 PM	08/22/2016	12/10/2016	GRAY	HSC	1431	
Lisa Mary Awrey		R	09:00 AM	12:59 PM	08/22/2016	12/10/2016	GRAY	HSC	1431	
NUR 1051501	G 9.50 200.00	Fundamentals of Nursing Practic	NUR 1051501	G						
Lisa Mary Awrey		M	02:00 PM	04:59 PM	08/22/2016	12/10/2016	GRAY	HSC	2010	
Lisa Mary Awrey		W	08:00 AM	11:59 AM	08/22/2016	12/10/2016	GRAY	HSC	1431	
Lisa Mary Awrey		R	09:00 AM	12:59 PM	08/22/2016	12/10/2016	GRAY	HSC	1431	
NUR 1081500	G 8.00 272.00	Nursing Across the Lifespan	NUR 1081500	G						
Stephanie Lee Mansfield		W	01:00 PM	03:59 PM	08/22/2016	12/10/2016	GRAY	HSC	2010	
NUR 1101500	G 2.00 32.00	Critical Thinking in Nursing	NUR 1101500	G						
Amy B Polzin		R	02:00 PM	03:59 PM	08/22/2016	12/10/2016	GRAY	HSC	2018	
NUR 1991500	G 4.00 64.00	Role Transition	NUR 1991500	G						
April Whitaker		T	08:00 AM	11:59 AM	08/22/2016	12/10/2016	GRAY	HSC	2010	
NUR 2141500	G 4.00 64.00	Nursing Pharmacology	NUR 2141500	G						
Julie Ann McClure		M	09:00 AM	12:59 PM	08/22/2016	12/10/2016	GRAY	HSC	2010	
NUR 2221500	G 8.00 288.00	Advanced Medical/Surgical Nursi	NUR 2221500	G						
Stephanie Lee Mansfield		R	09:00 AM	12:59 PM	08/22/2016	12/10/2016	GRAY	HSC	2010	

2016-2017 Fall Semester

Course	Professor	Credits	Contact	Title	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
<u>Nursing</u>													
NUR 2321500	G	5.00	144.00	Advanced Maternal/Pediatrics									
	Lisa Mary Awrey				R	02:00 PM	04:59 PM	08/22/2016	10/06/2016	GRAY	HSC	2010	
	Bethany A Hubbard				R	02:00 PM	04:59 PM	10/07/2016	12/10/2016	GRAY	HSC	2024	
NUR 2321501	G	5.00	144.00	Advanced Maternal/Pediatrics									
	Bethany A Hubbard				R	02:00 PM	04:59 PM	08/22/2016	10/06/2016	GRAY	HSC	2024	
	Lisa Mary Awrey				R	02:00 PM	04:59 PM	10/07/2016	12/10/2016	GRAY	HSC	2010	
NUR 2421500	G	4.00	96.00	Community Mental Health									
	Amy B Polzin				W	09:00 AM	11:59 AM	08/22/2016	12/10/2016	GRAY	HSC	2010	
NUR 2421501	G	4.00	96.00	Community Mental Health Nursin									
	Amy B Polzin				R	09:30 AM	12:30 PM	08/22/2016	12/10/2016	GRAY	HSC	1408	

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Office Information Syste													
OIS 1040060	3.00 48.00	Keyboarding I	OIS 1040060										
Rena Ann Klee					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Independent Study											
OIS 1050060	3.00 48.00	ON HOLD Business Correspondence	OIS 1050060										
TBA					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Online Course											
OIS 1070060	3.00 48.00	Medical Office Transcription	OIS 1070060										
Rena Ann Klee					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Independent Study											
OIS 1120160	3.00 48.00	Business Calculations	OIS 1120160										
Erine Kaye Adams					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Independent Study											
OIS 1700060	3.00 48.00	ON HOLD Legal Term & Transcription	OIS 1700060										
TBA					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Online Course											
OIS 1800060	3.00 48.00	ON HOLD Office Billing	OIS 1800060										
TBA					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Online Course											
OIS 1820060	3.00 48.00	Word Processing I	OIS 1820060										
Rena Ann Klee					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Independent Study											
OIS 2050060	3.00 48.00	ON HOLD Records Management	OIS 2050060										
TBA					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Online Course											
OIS 2100060	3.00 48.00	Office Procedures	OIS 2100060										
Rena Ann Klee					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Independent Study											

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Office Information Syste													
OIS 2150060	3.00 48.00	Desktop Publishing for the Office	OIS 2150060										
Renaë Ann Klee					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Independent Study											
OIS 2220060	3.00 48.00	Word Processing II-Word	OIS 2220060										
Renaë Ann Klee					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Independent Study											
OIS 2990180	3.00 48.00	Internship-Administrative Assista	OIS 2990180										
Erine Kaye Adams					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Independent Study											
OIS 2990380	3.00 48.00	Internship-Medical Secretary	OIS 2990380										
Erine Kaye Adams					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Independent Study											
OIS 2990480	3.00 48.00	Internship-Medical Clerk	OIS 2990480										
Erine Kaye Adams					00:00 AM	00:00 AM	08/22/2016	12/10/2016					ONLIN
		Independent Study											

2016-2017 Fall Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
<u>Phlebotomy</u>											
PHB 1010080 G	6.00 184.00	Phlebotomy Technician			PHB 1010080 G						
Jeffrey Bruce Lavender			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
This is a hybrid course and meets online each week											
Jeffrey Bruce Lavender		T	03:00 PM	07:00 PM	08/22/2016	12/10/2016	GRAY	HSC	1436		
Meet at Grayling HSC Tues 9/12,10/17,10/31 11/7 3-7:00pm											
Jeffrey Bruce Lavender			00:00 AM	00:00 AM	08/22/2016	12/10/2016	TBA				
Clinical Requirement 11/13-12/8 at multiple locations TBA											

2016-2017 Fall Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Philosophy											
PHL 2010000	3.00 48.00	CANCELED Intro to Philosophy	PHL 2010000								
Frederic Giacobazzi		MW	12:00 PM	01:29 PM	08/22/2016	12/10/2016	CENT	ADM	251-2		
PHL 2100000	3.00 48.00	Introduction to Ethics	PHL 2100000								
Frederic Giacobazzi		MW	02:00 PM	03:29 PM	08/22/2016	12/10/2016	CENT	ADM	251-2		

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Pharmacy Technology													
PHM 1100080	G	9.00	Pharmacy Technology I	PHM 1100080	G								
		224.00											
Deborah E Lee			R		10:00 AM	03:59 PM	08/22/2016	12/10/2016	GRAY	HSC	1411		
Deborah E Lee					00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
			HYBRID Also meets 2 Hours online each week										
Deborah E Lee					00:00 AM	00:00 AM	08/22/2016	12/10/2016	TBA				
			6 add'l hours lab, TBA										

2016-2017 Fall Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Physics											
PHY 1100000 G	4.00	CANCELED General Physics	PHY 1100000 G								
	80.00										
Scott E Cochran		TR	02:00 PM	04:29 PM	08/22/2016	12/10/2016	GRAY	HSC	2016		

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Plumbing													
PLB 1030100	M	0.20 5.00	Intro to the Plumbing Profession	PLB 1030100	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
PLB 1030200	M	0.80 20.00	Plumbing Safety	PLB 1030200	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
PLB 1030300	M	0.30 7.50	Plumbing Tools	PLB 1030300	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
PLB 1030400	M	0.30 7.50	Intro to Plumbing Math	PLB 1030400	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
PLB 1030500	M	0.50 12.50	Intro to Plumbing Drawings	PLB 1030500	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
PLB 1030600	M	0.40 10.00	Plastic Pipe and Fittings	PLB 1030600	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
PLB 1030700	M	0.40 10.00	Copper Pipe and Fittings	PLB 1030700	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
PLB 1030800	M	0.50 12.50	Cast Iron Pipe and Fittings	PLB 1030800	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
PLB 1030900	M	0.40 10.00	Carbon Steel Pipe and Fittings	PLB 1030900	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		

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2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Plumbing													
PLB 1031000	M	0.10 2.50	Corrugated Stainless Steel Tubin	PLB 1031000	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
PLB 1031100	M	0.20 5.00	Fixtures and Faucets	PLB 1031100	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
PLB 1031200	M	0.40 10.00	Intro to Drain/Waste/Vent (DWV)	PLB 1031200	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
PLB 1031300	M	0.40 10.00	Intro to Water Distribution System	PLB 1031300	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
PLB 1031400	M	0.60 15.00	Plumbing Math Two	PLB 1031400	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
PLB 1031500	M	0.80 20.00	Reading Commercial Drawings	PLB 1031500	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
PLB 1031600	M	0.40 10.00	Hanger/Support/Struc Pen/Fire S	PLB 1031600	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
PLB 1031700	M	1.00 25.00	Installing & Testing DWV Piping	PLB 1031700	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
PLB 1031800	M	0.20 5.00	Installing Roof/Floor/Area Drains	PLB 1031800	M								
Clark Allan Dowker						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		

2016-2017 Fall Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Plumbing												
PLB 1031900	M	0.20 5.00	Types of Valves									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
PLB 1032000	M	0.80 20.00	Install & Test Water Supply Piping									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
PLB 1032100	M	0.80 20.00	Installing Fixtures/Valves/Faucets									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
PLB 1032200	M	0.60 15.00	Intro to Electricity									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
PLB 1032300	M	0.20 5.00	Installing Water Heaters									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
PLB 1032400	M	0.80 20.00	Fuel Gas Systems									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
PLB 1032500	M	0.20 5.00	Servicing Fixtures/Valves/Faucets									
Clark Allan Dowker					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		

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Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Political Science											
POL 1010050	3.00 48.00	Intro to American Government	POL 1010050								
Margaret MacKenzie		W	08:00 AM	11:00 AM	09/06/2016	12/16/2016	IRESA				
POL 1010051	3.00 48.00	Intro to American Government	POL 1010051								
Margaret MacKenzie		W	12:00 PM	03:00 PM	09/06/2016	12/16/2016	OSCOD				
POL 1010052	3.00 48.00	Intro to American Government	POL 1010052								
Dale Shantz		MTWRF	07:50 AM	08:48 AM	09/06/2016	12/16/2016	RHS				
POL 1010060	3.00 48.00	Intro to American Government	POL 1010060								
Margaret MacKenzie			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
		Online Course									
POL 1010061	3.00 48.00	ON HOLD American Governmen	POL 1010061								
TBA			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
		Online Course									
POL 1010062	3.00 48.00	Intro to American Government	POL 1010062								
Sinan Toprak			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
		Online Course									
POL 2000060	3.00 48.00	CANCELED International Relatio	POL 2000060								
Sinan Toprak			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
		Online Course									

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2016-2017 Fall Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Psychology												
PSY 1010000	3.00 48.00	Intro to Psychology	PSY 1010000									
Michael Peters		TR		10:00 AM	11:29 AM	08/22/2016	12/10/2016	CENT	ADM		251-2	
PSY 1010000 G	3.00 48.00	Intro to Psychology	PSY 1010000 G									
Heather Marie Merchant		MW		12:30 PM	01:59 PM	08/22/2016	12/10/2016	GRAY	HSC		2024	
PSY 1010001 G	3.00 48.00	Intro to Psychology	PSY 1010001 G									
Michael Peters		TR		12:30 PM	01:59 PM	08/22/2016	12/10/2016	GRAY	HSC		2024	
PSY 1010060	3.00 48.00	Intro to Psychology	PSY 1010060									
Heather Marie Merchant				00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
		Online Course										
PSY 1010061	3.00 48.00	Intro to Psychology	PSY 1010061									
James D Backlund				00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
		Online Course										
PSY 1010062	3.00 48.00	Intro to Psychology	PSY 1010062									
James D Backlund				00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
		Online Course										
PSY 1010080 M	3.00 48.00	CANCELED Intro to Psychology	PSY 1010080 M									
TBA		M		06:00 PM	08:00 PM	08/22/2016	12/10/2016	GAYL	MTEC		103	
TBA				00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
		HYBRID Also meets one hour online each week										
PSY 1010080 W	3.00 48.00	Intro to Psychology	PSY 1010080 W									
Anthony Ott		M		06:00 PM	07:30 PM	08/22/2016	12/10/2016	WB	WBRAN		104	
Anthony Ott				00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
		HYBRID Also meets 1.5 hours online each week										

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Psychology													
PSY 1010081	M	3.00 48.00	CANCELED Intro to Psychology	PSY 1010081	M								
TBA					T	06:00 PM	08:00 PM	08/22/2016	12/10/2016	GAYL	MTEC	103	
TBA						00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
HYBRID Also meets one hour online each week													
PSY 2020000	G	3.00 48.00	CANCELED Abnormal Psycholog	PSY 2020000	G								
Heather Marie Merchant					M	05:00 PM	08:00 PM	08/22/2016	12/10/2016	GRAY	HSC	2018	
PSY 2020001	G	3.00 48.00	CANCELED Abnormal Psycholog	PSY 2020001	G								
Heather Marie Merchant					MW	02:00 PM	03:29 PM	08/22/2016	12/10/2016	GRAY	HSC	2024	
PSY 2020060		3.00 48.00	Abnormal Psychology	PSY 2020060									
James D Backlund						00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
Online Course													
PSY 2020061		3.00 48.00	ON HOLD Abnormal Psychology	PSY 2020061									
James D Backlund						00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
Online Course													
PSY 2600100		3.00 48.00	CANCELLED-Human Sexuality	PSY 2600100									
Heather Marie Merchant					MW	10:00 AM	11:29 AM	08/22/2016	12/10/2016	CENT	ADM	251-2	

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Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
<u>Sociology</u>											
SOC 1010060	3.00 48.00	Intro to Sociology	SOC 1010060								
Andrea Thomson			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
Online Course											
SOC 1010061	3.00 48.00	Intro to Sociology	SOC 1010061								
Andrea Thomson			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
Online Course											
SOC 2350060	3.00 48.00	Racial, Cultural & Ethnic Diversity	SOC 2350060								
Andrea Thomson			00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
Online Course											

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Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
<u>Sonography</u>												
SON 1000000	G 2.00 48.00	Intro to Sonography Patient Care	SON 1000000									
Jody M Eastman				T	03:00 PM	05:59 PM	08/22/2016	12/10/2016	GRAY	HSC	1408	
SON 1060000	G 4.00 64.00	Cardiovascular Anatomy & Physi	SON 1060000									
James H Eastman				MW	03:00 PM	04:59 PM	08/22/2016	12/10/2016	GRAY	HSC	1408	
SON 1100000	G 3.00 48.00	Ultrasound Physics	SON 1100000									
James H Eastman				MW	01:00 PM	02:29 PM	08/22/2016	12/10/2016	GRAY	HSC	1408	
SON 1160000	G 3.00 48.00	Basic Sonography	SON 1160000									
James H Eastman				TR	08:00 AM	09:29 AM	08/22/2016	12/10/2016	GRAY	HSC	1408	
SON 1170000	G 4.00 128.00	Basic Sonography Lab	SON 1170000									
James H Eastman				TR	09:30 AM	01:29 PM	08/22/2016	12/10/2016	GRAY	HSC	1403	
SON 1560000	G 3.00 48.00	Advanced Sonography	SON 1560000									
James H Eastman					00:00 AM	00:00 AM	08/22/2016	12/10/2016	TBA			
		Independent Study										
SON 1570000	G 4.00 128.00	Advanced Sonography Lab	SON 1570000									
James H Eastman					00:00 AM	00:00 AM	08/22/2016	12/10/2016	TBA			
		Independent Study										
SON 2990000	G 12.50 200.00	Internship	SON 2990000									
James H Eastman					00:00 AM	00:00 AM	08/22/2016	12/10/2016	TBA			

2016-2017 Fall Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Speech												
SPE 1050000	3.00 48.00	Fund of Speech	SPE 1050000									
Clay Horton		MW		12:00 PM	01:29 PM	08/22/2016	12/10/2016	CENT	ADM	206		
SPE 1050050	3.00 48.00	Fund of Speech	SPE 1050050									
Shawna Warner		F		08:00 AM	11:00 AM	09/06/2016	12/16/2016	IRESA				
SPE 1050051	3.00 48.00	Fund of Speech	SPE 1050051									
Shawna Warner		F		12:00 PM	03:00 PM	09/06/2016	12/16/2016	OSCOD				
SPE 1050060	3.00 48.00	Fund of Speech	SPE 1050060									
Scott McLean				00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
		Online Course										
SPE 1050061	3.00 48.00	Fund of Speech	SPE 1050061									
Scott McLean				00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
		Online Course										
SPE 1140000	3.00 48.00	CANCELED Interpersonal/Public	SPE 1140000									
TBA		MW		04:00 PM	05:29 PM	08/22/2016	12/10/2016	CENT	ADM	204		
SPE 1140000 M	3.00 48.00	ON HOLD Interpersonal/Public C	SPE 1140000 M									
TBA		T		05:00 PM	08:00 PM	08/22/2016	12/10/2016	GAYL	MTEC			
SPE 1140001	3.00 48.00	Intro to Interpersonal/Public Com	SPE 1140001									
Clay Horton		T		03:00 PM	05:59 PM	08/22/2016	12/10/2016	CENT	ADM	253		
SPE 1140060	3.00 48.00	Intro to Interpersonal/Public Com	SPE 1140060									
Amy Poteet				00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN				
		Online Course										

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Speech													
SPE 1140080	G	3.00	CANCELED Intro to Interp/Public	SPE 1140080	G								
TBA		48.00			T	02:00 PM	03:29 PM	08/22/2016	12/10/2016	GRAY	HSC	2024	
TBA						00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
HYBRID Also meets 1.5 hours online each week													
SPE 1140080	M	3.00	CANCELED Interpersonal/Public	SPE 1140080	M								
TBA		48.00			M	03:30 PM	05:29 PM	08/22/2016	12/10/2016	GAYL	MTEC	103	
TBA						00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
HYBRID Also meets one hour online each week													
SPE 1140080	W	3.00	CANCELED Interpersonal/Public	SPE 1140080	W								
TBA		48.00			W	03:30 PM	05:29 PM	08/22/2016	12/10/2016	WB	WBRAN	101	
TBA						00:00 AM	00:00 AM	08/22/2016	12/10/2016	ONLIN			
HYBRID Also meets one hour online each week													

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Surgical Technology													
SUR 1000000	G 3.00 48.00	Fundamentals of Surgical Technc	SUR 1000000	G	T	12:00 PM	02:59 PM	08/22/2016	12/10/2016	GRAY	HSC	1406	
Nicole Claussen													
SUR 1030000	G 2.00 32.00	Surgical Pharmacology	SUR 1030000	G	R	09:00 AM	10:59 AM	08/22/2016	12/10/2016	GRAY	HSC	1406	
Nicole Claussen													
SUR 1040000	G 2.00 32.00	Basic Operative Procedures	SUR 1040000	G	R	12:00 PM	01:59 PM	08/22/2016	12/10/2016	GRAY	HSC	1406	
Nicole Claussen													
SUR 1070000	G 5.00 160.00	Fundamental Surgical Technique:	SUR 1070000	G	MW	09:00 AM	01:59 PM	08/22/2016	12/10/2016	GRAY	HSC	1406	
Nicole Claussen													
SUR 1080000	G 2.00 32.00	Surgical Terminology	SUR 1080000	G	MW	02:00 PM	02:59 PM	08/22/2016	12/10/2016	GRAY	HSC	1406	
Nicole Claussen													
SUR 1090000	G 2.00 32.00	Surgical Pathophysiology	SUR 1090000	G	T	09:00 AM	10:59 AM	08/22/2016	12/10/2016	GRAY	HSC	1406	
Nicole Claussen													

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Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
WorkForce Development											
WFD 1240500	0.00 64.00	Recognition-Prior Train/Experien	WFD 1240500								
Thomas Grace		MFSU	08:00 AM	05:30 PM	08/12/2016	08/15/2016	WB	WBRAN			
WFD 1241600	0.00 4.00	Below 100	WFD 1241600								
Thomas Grace		F	09:00 AM	01:00 PM	10/21/2016	10/21/2016	CENT	ADM	110		
WFD 2506100	0.00 24.00	Speed Measurement Operator	WFD 2506100								
Thomas Grace		MTR	09:00 AM	05:30 PM	10/10/2016	10/14/2016	CENT	ADM	134		

2016-2017 Fall Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Welding											
WLD 1040100	M 4.00 96.00	Material Science	WLD 1040100		M						
Jeffrey William Komondy		TR	02:00 PM	04:59 PM	08/22/2016	12/10/2016	GAYL	MTEC	111		
WLD 1040101	M 4.00 96.00	Material Science	WLD 1040101		M						
Michael Howard O'Neil		MW	12:30 PM	03:29 PM	08/22/2016	12/10/2016	GAYL	MTEC	111		
WLD 1050100	M 3.00 64.00	Welding Fabrication Level 1	WLD 1050100		M						
Jason Gabriel Brigham		MW	03:30 PM	04:29 PM	08/22/2016	12/10/2016	GAYL	MTEC	109		
Michael Howard O'Neil		MW	04:30 PM	05:29 PM	08/22/2016	12/10/2016	GAYL	MTEC			
WLD 1050101	M 3.00 64.00	Welding Fabrication Level 1	WLD 1050101		M						
David L Muladore		TR	05:00 PM	07:00 PM	08/22/2016	12/10/2016	GAYL	MTEC			
WLD 1100000	M 4.00 96.00	Welding Fundamentals	WLD 1100000		M						
Daron F Shimel		MW	09:30 AM	12:29 PM	08/22/2016	12/10/2016	GAYL	MTEC			
WLD 1100001	M 4.00 96.00	Welding Fundamentals	WLD 1100001		M						
David L Muladore		TR	07:00 PM	10:00 PM	08/22/2016	12/10/2016	GAYL	MTEC			
WLD 1100040	4.00 96.00	Welding Fundamentals	WLD 1100040								
Walter Donald Duggar		TR	00:00 AM	00:00 AM	09/06/2016	12/16/2016	CENT	CTC	111		
WLD 1100050	M 4.00 96.00	Welding Fundamentals	WLD 1100050		M						
Daron F Shimel		MTWR	07:30 AM	09:29 AM	09/06/2016	12/16/2016	GAYL	MTEC	105		

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2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
<u>Welding</u>													
WLD 1110100	M	1.00 24.00	GMAW, FCAW & SMAW x-Block	WLD 1110100	M								
Jason Gabriel Brigham						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17	6:30-10:00pm	MW											
WLD 1110101	M	1.00 24.00	GMAW, FCAW & SMAW x-Block	WLD 1110101	M								
Mark McCully						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17	9:30-12:59pm	TR											
WLD 1110102	M	1.00 24.00	GMAW, FCAW & SMAW x-Block	WLD 1110102	M								
Mark McCully						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17	2:30-9:30pm	F											
WLD 1110200	M	1.00 24.00	GMAW, FCAW & SMAW-Horizon	WLD 1110100	M								
Jason Gabriel Brigham						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17	6:30-10:00pm	MW											
WLD 1110201	M	1.00 24.00	GMAW, FCAW & SMAW-Horizon	WLD 1110101	M								
Mark McCully						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17	9:30-12:59pm	TR											
WLD 1110202	M	1.00 24.00	GMAW, FCAW & SMAW-Horizon	WLD 1110102	M								
Mark McCully						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17	2:30-9:30pm	F											
WLD 1110300	M	1.00 24.00	GMAW, FCAW & SMAW-Vertical	WLD 1110100	M								
Jason Gabriel Brigham						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17	6:30-10:00pm	MW											
WLD 1110301	M	1.00 24.00	GMAW, FCAW & SMAW-Vertical	WLD 1110101	M								
Mark McCully						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17	9:30-12:59pm	TR											
WLD 1110302	M	1.00 24.00	GMAW, FCAW & SMAW-Vertical	WLD 1110102	M								
Mark McCully						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17	2:30-9:30pm	F											

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Welding													
WLD 1110400	M 1.00 24.00	GMAW, FCAW & SMAW-Overhe:	WLD 1110100	M									
Jason Gabriel Brigham					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC			
F17	6:30-10:00pm	MW											
WLD 1110401	M 1.00 24.00	GMAW, FCAW & SMAW-Overhe:	WLD 1110101	M									
Mark McCully					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC			
F17	9:30-12:59pm	TR											
WLD 1110402	M 1.00 24.00	GMAW, FCAW & SMAW-Overhe:	WLD 1110102	M									
Mark McCully					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC			
F17	2:30-9:30pm	F											
WLD 1110500	M 1.00 24.00	WPQR Test-SMAW	WLD 1110100	M									
Jason Gabriel Brigham					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC			
F17	6:30-10:00pm	MW											
WLD 1110501	M 1.00 24.00	WPQR Test-SMAW	WLD 1110101	M									
Mark McCully					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC			
F17	9:30-12:59pm	TR											
WLD 1110502	M 1.00 24.00	WPQR Test-SMAW	WLD 1110102	M									
Mark McCully					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC			
F17	2:30-9:30pm	F											
WLD 1120100	M 1.00 24.00	GMAW-Constant Voltage	WLD 1110100	M									
Jason Gabriel Brigham					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC			
F17	6:30-10:00pm	MW											
WLD 1120101	M 1.00 24.00	GMAW-Constant Voltage	WLD 1110101	M									
Mark McCully					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC			
F17	9:30-12:59pm	TR											
WLD 1120102	M 1.00 24.00	GMAW-Constant Voltage	WLD 1110102	M									
Mark McCully					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC			
F17	2:30-9:30pm	F											

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2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Welding													
WLD 1120200	M	1.00	GMAW-Spray	WLD 1110100	M								
		24.00											
Jason Gabriel Brigham					00:00 AM	00:00 AM	08/22/2016	12/10/2016		GAYL	MTEC		
F17	6:30-10:00pm	MW											
WLD 1120201	M	1.00	GMAW-Spray	WLD 1110101	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	08/22/2016	12/10/2016		GAYL	MTEC		
F17	9:30-12:59pm	TR											
WLD 1120202	M	1.00	GMAW-Spray	WLD 1110102	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	08/22/2016	12/10/2016		GAYL	MTEC		
F17	2:30-9:30pm	F											
WLD 1120300	M	1.00	GMAW-Pulse	WLD 1110100	M								
		24.00											
Jason Gabriel Brigham					00:00 AM	00:00 AM	08/22/2016	12/10/2016		GAYL	MTEC		
F17	6:30-10:00pm	MW											
WLD 1120301	M	1.00	GMAW-Pulse	WLD 1110101	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	08/22/2016	12/10/2016		GAYL	MTEC		
F17	9:30-12:59pm	TR											
WLD 1120302	M	1.00	GMAW-Pulse	WLD 1110102	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	08/22/2016	12/10/2016		GAYL	MTEC		
F17	2:30-9:30pm	F											
WLD 1120400	M	1.00	GMAW-Aluminum	WLD 1110100	M								
		24.00											
Jason Gabriel Brigham					00:00 AM	00:00 AM	08/22/2016	12/10/2016		GAYL	MTEC		
F17	6:30-10:00pm	MW											
WLD 1120401	M	1.00	GMAW-Aluminum	WLD 1110101	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	08/22/2016	12/10/2016		GAYL	MTEC		
F17	9:30-12:59pm	TR											
WLD 1120402	M	1.00	GMAW-Aluminum	WLD 1110102	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	08/22/2016	12/10/2016		GAYL	MTEC		
F17	2:30-9:30pm	F											

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2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Welding													
WLD 1120500	M	1.00 24.00	WPQR Test-GMAW	WLD 1110100	M								
Jason Gabriel Brigham						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17		6:30-10:00pm	MW										
WLD 1120501	M	1.00 24.00	WPQR Test-GMAW	WLD 1110101	M								
Mark McCully						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17		9:30-12:59pm	TR										
WLD 1120502	M	1.00 24.00	WPQR Test-GMAW	WLD 1110102	M								
Mark McCully						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17		2:30-9:30pm	F										
WLD 1140000	M	1.00 16.00	Fabrication Blueprint Reading	WLD 1140000	M								
Jeffrey William Komondy					M	01:00 PM	01:59 PM	08/22/2016	12/10/2016	GAYL	MTEC		
WLD 2120100	M	1.00 24.00	GTAW-Flat	WLD 1110100	M								
Jason Gabriel Brigham						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17		6:30-10:00pm	MW										
WLD 2120101	M	1.00 24.00	GTAW-Flat	WLD 1110101	M								
Mark McCully						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17		9:30-12:59pm	TR										
WLD 2120102	M	1.00 24.00	GTAW-Flat	WLD 1110102	M								
Mark McCully						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17		2:30-9:30pm	F										
WLD 2120200	M	1.00 24.00	GTAW-Horizontal	WLD 1110100	M								
Jason Gabriel Brigham						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17		6:30-10:00pm	MW										
WLD 2120201	M	1.00 24.00	GTAW-Horizontal	WLD 1110101	M								
Mark McCully						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17		9:30-12:59pm	TR										

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2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Welding													
WLD 2120202	M	1.00	GTAW-Horizontal	WLD 1110102	M								
Mark McCully	24.00					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
	F17	2:30-9:30pm	F										
WLD 2120300	M	1.00	GTAW-Vertical	WLD 1110100	M								
Jason Gabriel Brigham	24.00					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
	F17	6:30-10:00pm	MW										
WLD 2120301	M	1.00	GTAW-Vertical	WLD 1110101	M								
Mark McCully	24.00					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
	F17	9:30-12:59pm	TR										
WLD 2120302	M	1.00	GTAW-Vertical	WLD 1110102	M								
Mark McCully	24.00					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
	F17	2:30-9:30pm	F										
WLD 2120400	M	1.00	GTAW-Overhead	WLD 1110100	M								
Jason Gabriel Brigham	24.00					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
	F17	6:30-10:00pm	MW										
WLD 2120401	M	1.00	GTAW-Overhead	WLD 1110101	M								
Mark McCully	24.00					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
	F17	9:30-12:59pm	TR										
WLD 2120402	M	1.00	GTAW-Overhead	WLD 1110102	M								
Mark McCully	24.00					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
	F17	2:30-9:30pm	F										
WLD 2120500	M	1.00	WPQR Test-GTAW	WLD 1110100	M								
Jason Gabriel Brigham	24.00					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
	F17	6:30-10:00pm	MW										
WLD 2120501	M	1.00	WPQR Test-GTAW	WLD 1110101	M								
Mark McCully	24.00					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
	F17	9:30-12:59pm	TR										

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2016-2017 Fall Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Welding												
WLD 2120502	M	1.00	WPQR Test-GTAW									
		24.00										
Mark McCully					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
	F17	2:30-9:30pm	F									
WLD 2130100	M	1.00	Flat & Horizontal Pipe Welding									
		24.00										
Jason Gabriel Brigham					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
	F17	6:30-10:00pm	MW									
WLD 2130101	M	1.00	Flat & Horizontal Pipe Welding									
		24.00										
Mark McCully					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
	F17	9:30-12:59pm	TR									
WLD 2130102	M	1.00	Flat & Horizontal Pipe Welding									
		24.00										
Mark McCully					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
	F17	2:30-9:30pm	F									
WLD 2130200	M	1.00	5G-Up Pipe Welding									
		24.00										
Jason Gabriel Brigham					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
	F17	6:30-10:00pm	MW									
WLD 2130201	M	1.00	5G-Up Pipe Welding									
		24.00										
Mark McCully					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
	F17	9:30-12:59pm	TR									
WLD 2130202	M	1.00	5G-Up Pipe Welding									
		24.00										
Mark McCully					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
	F17	2:30-9:30pm	F									
WLD 2130300	M	1.00	5G-Down Pipe Welding									
		24.00										
Jason Gabriel Brigham					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
	F17	6:30-10:00pm	MW									
WLD 2130301	M	1.00	5G-Down Pipe Welding									
		24.00										
Mark McCully					00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
	F17	9:30-12:59pm	TR									

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2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
<u>Welding</u>													
WLD 2130302	M	1.00 24.00	5G-Down Pipe Welding	WLD 1110102	M								
Mark McCully						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17		2:30-9:30pm	F										
WLD 2130400	M	1.00 24.00	6G-Up Pipe Welding	WLD 1110100	M								
Jason Gabriel Brigham						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17		6:30-10:00pm	MW										
WLD 2130401	M	1.00 24.00	6G-Up Pipe Welding	WLD 1110101	M								
Mark McCully						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17		9:30-12:59pm	TR										
WLD 2130402	M	1.00 24.00	6G-Up Pipe Welding	WLD 1110102	M								
Mark McCully						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17		2:30-9:30pm	F										
WLD 2130500	M	1.00 24.00	Pipe Fitting	WLD 1110100	M								
Jason Gabriel Brigham						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17		6:30-10:00pm	MW										
WLD 2130501	M	1.00 24.00	Pipe Fitting	WLD 1110101	M								
Mark McCully						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17		9:30-12:59pm	TR										
WLD 2130502	M	1.00 24.00	Pipe Fitting	WLD 1110102	M								
Mark McCully						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17		2:30-9:30pm	F										
WLD 2140000	M	4.00 96.00	Welder Qualifications & Projects	WLD 1110100	M								
Jason Gabriel Brigham						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17		6:30-10:00pm	MW										
WLD 2140001	M	4.00 96.00	Welder Qualification Testing	WLD 1110101	M								
Mark McCully						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17		9:30-12:59pm	TR										

2016-2017 Fall Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
<u>Welding</u>													
WLD 2140002	M	4.00 96.00	Welder Qualification Testing	WLD 1110102	M								
Mark McCully						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		
F17		2:30-9:30pm	F										
WLD 2150100	M	5.00 112.00	Welding Fabrication Level 2	WLD 2150100	M								
Mark McCully			TF			09:30 AM	12:59 PM	08/22/2016	12/10/2016	GAYL	MTEC		
WLD 2990000	M	3.00 48.00	Welding Internship	WLD 2990000	M								
Mark McCully						00:00 AM	00:00 AM	08/22/2016	12/10/2016	GAYL	MTEC		

CAT Student Enrollment and Profile Report

2016-2017 - Winter Semester

Headcount: 1,501
Online Headcount: 668
Total Credit Hours: 11,922.20
Online Credit hours: 4,101.00
Tuition hours: 14,744.57
Contact hours: 245,144.20

Age Distribution:

24 and under:	876	58.36%
25 to 39:	431	28.71%
40 to 59:	171	11.39%
60 and over:	23	1.53%
Unknown:	0	.00%

Credit Hour Load:

Non-credit	99	6.60%
>0 - 5.99	353	23.52%
6 - 8.99	384	25.58%
9 - 11.99	198	13.19%
>= 12	467	31.11%

Student Status:

FTIAC	63	4.20%
Returning	1270	84.67%
New Transfer	68	4.53%
New Guest	4	.27%
New 8th Grade	0	.00%
New Dual Enrollment	35	2.33%
New Non Credit	60	4.00%
New CJ InService	0	.00%

Gender:

Male:	636	42.37%
Female:	865	57.63%

Breakdown by Subject Area (includes Concurrent):

Subject	Seatcount	Tuition Hours
ACC	49	196.00
ALH	82	281.00
ART	143	530.00
AST	49	142.00
AUT	132	699.00
BIO	251	1225.00
BUS	98	294.00
CAR	8	8.00
CEC	48	0
CHE	21	79.00
CIS	67	218.00
CJS	109	573.00
COR	101	63.06
COS	85	338.00
ECO	33	99.00
EDT	16	64.00
EDU	9	29.00
ELT	165	126.37
EMS	18	59.00
ENG	357	1080.00
GEL	23	115.00
GEO	41	164.00
HIS	73	219.00
HIT	72	317.00
HUM	19	57.00
HVC	104	82.16
MEC	91	352.70
MKT	37	111.00
MPT	18	78.00
MTH	317	1268.00
MUS	37	111.00
NUR	303	2800.50
OIS	6	18.00
PHB	11	126.50
PHL	35	105.00
PHM	22	66.00
PHY	17	43.00
PLB	5	3.28
POL	24	72.00
PSY	184	552.00
SOC	84	252.00
SON	79	401.50
SPE	97	291.00
SUR	52	234.00
WFD	78	0
WLD	326	801.50

Totals: **3996** **14744.57**

Concurrent Enrollment - Section 40 by Subject

Subject	Seatcount	Tuition Hours
ALH	12	90.00
AUT	40	187.00
CJS	28	56.00
COS	14	56.00
ENG	31	93.00
MPT	5	30.00
SPE	17	51.00
WLD	9	27.00

Totals: **156** **590.00**

2016-2017 Winter Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Accounting													
ACC 1210060	4.00 64.00	Accounting Principles I	ACC 1210060										
Jason M Broge					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
Online Course													
ACC 1220060	4.00 64.00	CANCELED Accounting Principle	ACC 1220060										
Jane E Lange					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
Online Course													
ACC 1220061	4.00 64.00	Accounting Principles II	ACC 1220061										
Jason M Broge					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
Online Course													
ACC 1220080 W	4.00 64.00	CANCELED Accounting Principle	ACC 1220080 W										
Jane E Lange				R	03:00 PM	04:59 PM	01/09/2017	04/29/2017		WB	WBRAN	104	
Jane E Lange					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
HYBRID Also meets 2 Hours online each week													
ACC 1250060	4.00 64.00	Accounting with Quickbooks	ACC 1250060										
Erine Kaye Adams					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
Online Course													

2016-2017 Winter Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Allied Health													
ALH 1010160	2.00 32.00	Medical Terminology	ALH 1010160										
Cristina Marie Eames					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
Online Course													
ALH 1010161	2.00 32.00	Medical Terminology	ALH 1010161										
Cristina Marie Eames					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
Online Course													
ALH 1040000 G	6.00 120.00	CANCELED Nursing Assistant	ALH 1040000 G										
Deborah A Worm					MW	05:30 PM	09:00 PM	01/09/2017	04/29/2017	GRAY	HSC	1408	
Deborah A Worm						00:00 AM	00:00 AM	01/09/2017	04/29/2017	TBA			
4 Saturday Clinical Dates - TBA													
ALH 1040001 G	6.00 120.00	Nursing Assistant	ALH 1040001 G										
Ruby Anne Katterman					F	08:00 AM	03:00 PM	01/09/2017	04/29/2017	GRAY	HSC	1408	
Ruby Anne Katterman						00:00 AM	00:00 AM	01/09/2017	04/29/2017	TBA			
4 Saturday Clinical Dates - TBA													
ALH 1040040	6.00 120.00	Nursing Assistant	ALH 1040040										
Colleen Mary Mick						00:00 AM	00:00 AM	01/23/2017	04/29/2017	CENT	CLC		
COOR Tues/Thurs 1:00-6:00pm													
ALH 1080160	3.00 48.00	Pathology w/Pharmacology	ALH 1080160										
Rhonda R Howard						00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
Online Course													
ALH 1130060	3.00 48.00	Medical Ethics & Law	ALH 1130060										
Shane Talbot						00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
Online Course													

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Art													
ART 1010300	3.00 48.00	Art History II	ART 1010300		MW	04:00 PM	05:29 PM	01/09/2017	04/29/2017	CENT	ART	117	
Scott T Rice													
ART 1050000	3.00 64.00	Intro to Design	ART 1050000		MW	10:00 AM	11:59 AM	01/09/2017	04/29/2017	CENT	ART	117	
Scott T Rice													
ART 1060000	3.00 64.00	Fund of Drawing I	ART 1060000		MW	12:00 PM	01:59 PM	01/09/2017	04/29/2017	CENT	ART	121	
Scott T Rice													
ART 1070000	3.00 64.00	Painting I	ART 1070000		TR	08:00 AM	09:59 AM	01/09/2017	04/29/2017	CENT	ART	105	
Scott T Rice													
ART 1140000	3.00 64.00	Sculpture I	ART 1140000		TR	10:00 AM	11:59 AM	01/09/2017	04/29/2017	CENT	ART	114	
Carrie Mae Gregg													
ART 1150000	3.00 64.00	Photography I	ART 1150000		TR	12:00 PM	01:59 PM	01/09/2017	04/29/2017	CENT	ART	117	
Scott T Rice													
ART 1170060	3.00 48.00	Art Appreciation	ART 1170060			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
Carrie Mae Gregg													
		Online Course											
ART 1700060	3.00 64.00	Graphic Studio	ART 1700060			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
Robert J Burger													
		Online Course											
ART 1900060	3.00 64.00	Digital Communications	ART 1900060			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
Michael J Williams													
		Online Course											

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Art													
ART 2060020	3.00 64.00	Drawing II	ART 2060020										
Scott T Rice					00:00 AM	00:00 AM	01/09/2017	04/29/2017		CENT	ART	121	
		Winter Open Studio TR 10-12noon											
ART 2070020	3.00 64.00	Painting II	ART 2070020										
Scott T Rice					00:00 AM	00:00 AM	01/09/2017	04/29/2017		CENT	ART	105	
		Winter Open Studio TR 10-12noon											
ART 2110020	3.00 64.00	3-Dimensional Design	ART 2110020										
Scott T Rice					00:00 AM	00:00 AM	01/09/2017	04/29/2017		CENT	ART	114	
		Winter Open Studio TR 2-4pm											
ART 2500020	3.00 64.00	Illustration I	ART 2500020										
Scott T Rice					00:00 AM	00:00 AM	01/09/2017	04/29/2017		CENT	ART	121	
		Winter Open Studio MW 2-4pm											
ART 2753120	3.00 64.00	Rendering	ART 2753120										
Scott T Rice					00:00 AM	00:00 AM	01/09/2017	04/29/2017		CENT	ART	121	
		Winter Open Studio MW 2-4pm											
ART 2754560	3.00 64.00	Computer Generated Images I	ART 2754560										
Michael J Williams					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
		Online Course											
ART 2755060	3.00 64.00	CANCELED Digital Darkroom	ART 2755060										
TBA					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
		Independent Study											
ART 2755300	3.00 64.00	Adv Black & White Photography	ART 2755300										
Scott T Rice					00:00 AM	00:00 AM	01/09/2017	04/29/2017		CENT	ART		
ART 2757160	3.00 64.00	Computer Animation I	ART 2757160										
Alan O Barnes					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
		Online Course											

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Art													
ART 2760600	3.00	Digital Darkroom II	ART 2760600										
Scott T Rice	64.00					00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	ART		
ART 2800020	3.00	Portfolio I	ART 2800020										
Scott T Rice	64.00					00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	ART	121	
		Winter Open Studio TR 2-4pm											

2016-2017 Winter Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
<u>Astronomy</u>													
AST 1020050	3.00 48.00	Exploration of Astronomy	AST 1020050										
Andrew Vandenheuv					00:00 AM	00:00 AM	01/23/2017	04/29/2017		IRESA			
		Online Course											
AST 1020051	3.00 48.00	Exploration of Astronomy	AST 1020050										
Andrew Vandenheuv					00:00 AM	00:00 AM	01/23/2017	04/29/2017		OSCOD			
		Online Course											
AST 1020060	3.00 48.00	Exploration of Astronomy	AST 1020060										
Andrew Vandenheuv					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
		Online Course											
AST 1020061	3.00 48.00	CANCELED Explo of Astronomy	AST 1020061										
Andrew Vandenheuv					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
		Online Course											
AST 1030060	1.00 32.00	Observational Astronomy	AST 1030060										
Andrew Vandenheuv					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
		Online Course											

2016-2017 Winter Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Automotive												
AUT 1610000	4.00 96.00	Engine Fundamentals & Overhau	AUT 1610000									
Robert E Oakes				MW	08:00 AM	10:59 AM	01/09/2017	04/29/2017	CENT	CTC	100	
AUT 1620100	4.00 96.00	Fuel Systems & Emission Contro	AUT 1620100									
Robert E Oakes				MW	12:00 PM	02:59 PM	01/09/2017	04/29/2017	CENT	CTC	100	
AUT 1640140	3.00 64.00	Basic Electricity	AUT 1640140									
Jeremy Wayne Akin					00:00 AM	00:00 AM	01/23/2017	05/18/2017	CENT	CTC	102	
		COOR Tues/Thurs 1:00-6:00pm										
AUT 1640141	3.00 64.00	Basic Electricity	AUT 1640141									
Casey Swartz				MTWRF	08:00 AM	09:51 AM	01/23/2017	04/29/2017	HL	HS		
AUT 1640142	3.00 64.00	Basic Electricity	AUT 1640142									
Jay Young					00:00 AM	00:00 AM	01/09/2017	04/29/2017	IRESA			
AUT 1680100	4.00 96.00	Automotive Electrical Systems	AUT 1680100									
Jeremy Wayne Akin				MW	03:30 PM	06:30 PM	01/09/2017	04/29/2017	CENT	CTC	100	
AUT 1680140	4.00 96.00	Automotive Electrical Systems	AUT 1680140									
Jeremy Wayne Akin					00:00 AM	00:00 AM	01/23/2017	05/18/2017	CENT	CTC	102	
		COOR Tues/Thurs 1:00-6:00pm										
AUT 1770340	4.00 96.00	Automotive Braking Systems	AUT 1770340									
Jay Young					00:00 AM	00:00 AM	01/09/2017	04/29/2017	IRESA			
AUT 2670000	4.00 96.00	Diesel Eng Performance & Diagn	AUT 2670000									
Robert E Oakes				TR	09:00 AM	11:59 AM	01/09/2017	04/29/2017	CENT	CTC	100	

2016-2017 Winter Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
<u>Automotive</u>											
AUT 2700000	3.00 64.00	Heating & Air Conditioning	AUT 2700000								
Jeremy Wayne Akin		MW	07:00 PM	09:00 PM	01/09/2017	04/29/2017	CENT	CTC	100		
AUT 2790000	4.00 96.00	Manual Trans Drivelines/Rear Axl	AUT 2790000								
Dean Duane VanWormer		TR	01:00 PM	03:59 PM	01/09/2017	04/29/2017	CENT	CTC	100		
AUT 2990000	5.00 80.00	Automotive Internship	AUT 2990000								
Robert E Oakes			00:00 AM	00:00 AM	01/09/2017	04/29/2017	TBA				

2016-2017 Winter Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Biology													
BIO 1010000	G 4.00 80.00	General Biology	BIO 1010000	G									
Amy M Kuczynski		MW	12:00 PM	02:29 PM	01/09/2017	04/29/2017	GRAY	HSC	2019				
BIO 1010001	G 4.00 80.00	General Biology	BIO 1010001	G									
Amy M Kuczynski		TR	02:30 PM	04:59 PM	01/09/2017	04/29/2017	GRAY	HSC	2019				
BIO 1070000	G 4.00 80.00	ON HOLD Essentials of A & P	BIO 1070000	G									
TBA		TR	09:00 AM	11:59 AM	01/09/2017	04/29/2017	GRAY	HSC	2019				
BIO 1070060	4.00 80.00	Essentials of Anatomy & Physiolo	BIO 1070060										
Amy M Kuczynski			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN						
		Online Course											
BIO 2000060	3.00 48.00	Fundamentals of Nutrition	BIO 2000060										
Julie Ann Lavender			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN						
		Online Course											
BIO 2100000	G 4.00 80.00	CANCELED Microbiology	BIO 2100000	G									
Amy M Kuczynski		MW	05:00 PM	07:30 PM	01/09/2017	04/29/2017	GRAY	HSC	2019				
BIO 2100001	G 4.00 80.00	ON HOLD Microbiology	BIO 2100001	G									
TBA			00:00 AM	00:00 AM	01/09/2017	04/29/2017	GRAY	HSC	2019				
BIO 2500000	G 4.00 80.00	Human Anatomy	BIO 2500000	G									
James Alan Krellwitz		MW	03:00 PM	05:29 PM	01/09/2017	04/29/2017	GRAY	HSC	2015				
BIO 2500001	G 4.00 80.00	Human Anatomy	BIO 2500001	G									
Jeff Burke		TR	10:00 AM	12:29 PM	01/09/2017	04/29/2017	GRAY	HSC	2015				

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Biology													
BIO 2500060	4.00 80.00	Human Anatomy	BIO 2500060										
Scott A McAlindon					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
Online Course													
BIO 2500061	4.00 80.00	Human Anatomy	BIO 2500061										
James Alan Krellwitz					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
Online Course													
BIO 2500062	4.00 80.00	ON HOLD Human Anatomy	BIO 2500062										
TBA					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
Online Course													
BIO 2510000 G	4.00 80.00	Human Physiology	BIO 2510000 G										
Jeff Burke		MW			06:00 PM	08:30 PM	01/09/2017	04/29/2017		GRAY	HSC	2015	
BIO 2510001 G	4.00 80.00	Human Physiology	BIO 2510001 G										
David C Green		TR			01:30 PM	03:59 PM	01/09/2017	04/29/2017		GRAY	HSC	2015	
BIO 2510060	4.00 80.00	Human Physiology	BIO 2510060										
David C Green					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
Online Course													
BIO 2510061	4.00 80.00	Human Physiology	BIO 2510061										
David C Green					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
Online Course													

2016-2017 Winter Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Business													
BUS 1010060	3.00 48.00	Intro to Business	BUS 1010060										
Jane E Lange					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
Online Course													
BUS 1010061	3.00 48.00	Intro to Business	BUS 1010061										
Jane E Lange					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
Online Course													
BUS 1010080 W	3.00 48.00	Intro to Business	BUS 1010080 W										
Jane E Lange		R			06:00 PM	08:00 PM	01/09/2017	04/29/2017		WB	WBRAN	101	
Jane E Lange					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
HYBRID Also meets one hour online each week													
BUS 1080060	3.00 48.00	Personal Financial Planning	BUS 1080060										
Jane E Lange					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
Online Course													
BUS 2100060	3.00 48.00	Prin of Management	BUS 2100060										
Jane E Lange					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
Online Course													
BUS 2150060	3.00 48.00	Business Law	BUS 2150060										
Erine Kaye Adams					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
Independent Study													
BUS 2450060	3.00 48.00	Human Resource Management	BUS 2450060										
Jason M Broge					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
Online Course													

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Business													
BUS 2990080	3.00	Internship in Business & Marketir	BUS 2990080										
	48.00												
Erine Kaye Adams					00:00 AM	00:00 AM	01/09/2017	04/29/2017					
		Placement must be determined before semester begins.			00:00 AM	00:00 AM	01/09/2017	04/29/2017					
		This course consists of online work and on-the-job training.			00:00 AM	00:00 AM	01/09/2017	04/29/2017					
		Independent Study											

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Capstone													
CAP 2990100	M	1.00	Internship/Service Learning	CAP 2990100	M								
Alan A Mabarak	24.00					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
CAP 2990200	M	2.00	Internship/Service Learning	CAP 2990200	M								
Alan A Mabarak	48.00					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
CAP 2990300	M	3.00	Internship/Service Learning	CAP 2990300	M								
Alan A Mabarak	72.00					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
CAP 2990400	M	4.00	Internship/Service Learning	CAP 2990400	M								
Alan A Mabarak	96.00					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		

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Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	

Career & Personal Devel

CAR 1060050	1.00	College and Career Exploration			CAR 1060050						
	16.00										
Luann Kay Mabarak		F	12:35 PM	02:05 PM	02/10/2017	05/05/2017	VANDE				

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Cont Education - Non-Cr													
CEC 1112000	0.00 18.00	The Art of Ceramics for Adults	CEC 1112000										
Clay Horton					T	01:00 PM	04:00 PM	03/21/2017	04/25/2017	CENT	ART		
CEC 1171501 G	0.00 3.00	CPR	CEC 1171501 G										
Joseph Rubino					M	06:00 PM	09:00 PM	01/09/2017	01/09/2017	GRAY	HSC	1434	
CEC 1171502 G	0.00 3.00	CPR	CEC 1171502 G										
Joseph Rubino					M	06:00 PM	09:00 PM	02/13/2017	02/13/2017	GRAY	HSC	1434	
CEC 1171503 G	0.00 3.00	CANCELED COURSE - CPR	CEC 1171503 G										
Joseph Rubino					M	06:00 PM	09:00 PM	03/13/2017	03/13/2017	GRAY	HSC	1434	
CEC 1171504 G	0.00 3.00	CPR	CEC 1171504 G										
Joseph Rubino					M	06:00 PM	09:00 PM	04/10/2017	04/10/2017	GRAY	HSC	1434	
CEC 1221600	0.00 9.00	Advanced Excel	CEC 1221600										
Clay Horton					R	01:00 PM	04:00 PM	04/13/2017	04/28/2017	GRAY			
CEC 1223700 G	0.00 18.00	Computers w/Windows 10 for Ad	CEC 1223700 G										
Clay Horton					R	06:00 PM	09:00 PM	03/13/2017	04/17/2017	GRAY	HSC	1408	
CEC 1240000	0.00 12.00	Home Safety Firearms	CEC 1240000										
Thomas Grace						00:00 AM	00:00 AM	03/03/2017	03/04/2017	CENT	ADM		
CEC 1240800 G	0.00 16.00	EMT Continuing Education Week	CEC 1240800 G										
Joseph Rubino					SU	09:00 AM	05:30 PM	02/18/2017	02/19/2017	GRAY	HSC		

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Course	Credits	Title	Parent Course				Locatn	Bldg	Room	Comment
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date				
Cont Education - Non-Cr										
CEC 1240900 G	0.00 8.00	EMT Sunday Training			CEC 1240900 G					
Joseph Rubino		U	09:00 AM	05:30 PM	02/19/2017	02/19/2017	GRAY	HSC		
CEC 1241000 G	0.00 8.00	EMT 8 Hour Saturday			CEC 1241000 G					
Joseph Rubino		S	09:00 AM	05:30 PM	02/18/2017	02/18/2017	GRAY	HSC		

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Course	Credits	Title	Parent Course				Locatn	Bldg	Room	Comment	
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date					
Chemistry											
CHE 1000000	G 4.00 80.00	Chemical Science	CHE 1000000 G								
Anne M Hauser		TR	09:00 AM	10:29 AM	01/09/2017	04/29/2017	GRAY	HSC	2016		
Anne M Hauser		T	11:00 AM	12:59 PM	01/09/2017	04/29/2017	GRAY	HSC	2016		
CHE 1020100	G 4.00 64.00	General Chemistry II	CHE 1020100 G								
Anne M Hauser		MW	01:00 PM	02:59 PM	01/09/2017	04/29/2017	GRAY	HSC	2016		
CHE 1020200	G 1.00 48.00	General Chemistry II Lab	CHE 1020200 G								
Anne M Hauser		M	03:00 PM	05:59 PM	01/09/2017	04/29/2017	GRAY	HSC	2016		
CHE 1040000	G 4.00 80.00	CANCELED Chemistry for Health	CHE 1040000 G								
Anne M Hauser		TR	02:00 PM	03:29 PM	01/09/2017	04/29/2017	GRAY	HSC	2016		
Anne M Hauser		T	04:00 PM	05:59 PM	01/09/2017	04/29/2017	GRAY	HSC	2016		

2016-2017 Winter Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Computer Information S												
CIS 1050000	3.00 48.00	CANCELED Intro to Computers	CIS 1050000									
Donald E Wray				MW	11:00 AM	12:29 PM	01/09/2017	04/29/2017	CENT	ADM	205	
CIS 1050000 G	3.00 48.00	CANCELED Intro to Computers	CIS 1050000 G									
Donald E Wray				TR	08:30 AM	09:59 AM	01/09/2017	04/29/2017	GRAY	HSC	1434	
CIS 1050001	3.00 48.00	ON HOLD Intro to Computers	CIS 1050001									
TBA				TR	01:30 PM	02:59 PM	01/09/2017	04/29/2017	CENT	ADM	205	
CIS 1050060	3.00 48.00	Intro to Computers	CIS 1050060									
Bobbette Ross					00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
		Online Course										
CIS 1050061	3.00 48.00	Intro to Computers	CIS 1050061									
Donald E Wray					00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
		Online Course										
CIS 1050062	3.00 48.00	ON HOLD Intro to Computers	CIS 1050062									
TBA					00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
		Online Course										
CIS 2150060	3.00 48.00	CANCELED Web Anima/Multime	CIS 2150060									
Alan O Barnes					00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
		Independent Study										
CIS 2240060	2.00 32.00	CANCELED UNIX	CIS 2240060									
Denise Marie Farmer					00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
		Independent Study										
CIS 2250060	3.00 48.00	Spreadsheets	CIS 2250060									
Denise Marie Farmer					00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
		Online Course										

2016-2017 Winter Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Computer Information Systems													
CIS 2350160	3.00 64.00	Database Design	CIS 2350160										
Niyamul Haq						00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
Online Course													
CIS 2350161	3.00 64.00	ON HOLD Database Design	CIS 2350161										
TBA						00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
Online Course													
CIS 2710160	4.00 64.00	Programming II	CIS 2710160										
Denise Marie Farmer						00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
Online Course													

2016-2017 Winter Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Criminal Justice												
CJS 1000000	3.00 48.00	Intro to Criminal Justice	CJS 1000000									
Duane Ward Bean		R		06:00 PM	09:00 PM	01/09/2017	04/29/2017	CENT	ADM	204		
CJS 1020000	3.00 64.00	Physical Training I	CJS 1020000									
Lloyd Glenn Gutierrez		TR		05:00 PM	07:00 PM	01/09/2017	04/29/2017	CENT	ADM	114		
CJS 1100000	1.00 16.00	CANCELED Careers in Emerg S	CJS 1100000									
Duane Ward Bean		R		05:00 PM	05:59 PM	01/09/2017	04/29/2017	CENT	ADM	204		
CJS 1100040	1.00 16.00	Careers in Emergency Services	CJS 1100040									
Benjamin Michael Lowe				00:00 AM	00:00 AM	01/23/2017	04/29/2017	CENT	CLC			
		COOR Tues/Thurs 1:00-6:00pm										
CJS 1130000	1.00 32.00	Intro to Fitness Training	CJS 1020000									
Lloyd Glenn Gutierrez		TR		04:00 PM	04:59 PM	01/09/2017	04/29/2017	CENT	ADM	114		
CJS 1140000	3.00 48.00	Juvenile Justice	CJS 1140000									
Jeffrey L Erickson		T		06:00 PM	09:00 PM	01/09/2017	04/29/2017	CENT	ADM	204		
CJS 1140040	3.00 48.00	Juvenile Justice	CJS 1140040									
Benjamin Michael Lowe				00:00 AM	00:00 AM	01/23/2017	04/29/2017	CENT	CLC			
		COOR Tues/Thurs 1:00-6:00pm										
CJS 2400000	3.00 48.00	Criminology	CJS 2400000									
Charles H Hinman		M		12:00 PM	02:59 PM	01/09/2017	04/29/2017	CENT	ADM	251-2		
CJS 2450000	3.00 48.00	Social Deviant Behavior	CJS 2450000									
Charles H Hinman		M		03:00 PM	05:59 PM	01/09/2017	04/29/2017	CENT	ADM	251-2		

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
<u>Criminal Justice</u>											
CJS 2660000	21.00 672.00	Police Academy			CJS 2660000						
Thomas Grace		MTWRF	12:00 PM	09:30 PM	01/09/2017	05/05/2017	CENT	ADM	133		
CJS 2990000	3.00 48.00	Criminal Justice Internship			CJS 2990000						
Thomas Grace		M	11:00 AM	11:59 AM	01/09/2017	04/29/2017	CENT	ADM	105		
		Independent Study									

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Core Construction												
COR 1000100	M 0.50 12.50	Basic Safety	COR 1000100									
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
COR 1000200	M 0.40 10.00	Introduction to Construction Math	COR 1000200									
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
COR 1000300	M 0.40 10.00	Introduction to Hand Tools	COR 1000300									
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
COR 1000400	M 0.40 10.00	Introduction to Power Tools	COR 1000400									
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
COR 1000500	M 0.40 10.00	Intro to Construction Drawings	COR 1000500									
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
COR 1000600	M 0.60 15.00	Basic Rigging	COR 1000600									
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
COR 1000700	M 0.30 7.50	Basic Communication Skills	COR 1000700									
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
COR 1000800	M 0.30 7.50	Basic Employability Skills	COR 1000800									
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
COR 1000900	M 0.20 5.00	Intro to Materials Handling	COR 1000900									
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Cosmetology													
COS 1210000	2.50 64.00	Cosmetology I	COS 1210000										
Shannon Weaver						00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF CTC-107											
COS 1220000	2.50 64.00	Cosmetology II	COS 1220000										
Shannon Weaver						00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF CTC-107											
COS 1220040	2.50 64.00	Cosmetology II	COS 1220040										
Robin Winton						00:00 AM	00:00 AM	01/23/2017	05/18/2017	CENT	CTC	105/6	
		COOR Tues/Thurs 1:00-6:00pm											
COS 1230000	2.50 64.00	Cosmetology III	COS 1230000										
Shannon Weaver						00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF CTC-107											
COS 1230040	2.50 64.00	Cosmetology III	COS 1230040										
Robin Winton						00:00 AM	00:00 AM	01/23/2017	05/18/2017	CENT	CTC	105/6	
		COOR Tues/Thurs 1:00-6:00pm											
COS 1240000	2.50 64.00	Cosmetology IV	COS 1240000										
Shannon Weaver						00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF CTC-107											
COS 1250000	2.50 64.00	Cosmetology V	COS 1250000										
Shannon Weaver						00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF CTC-107											
COS 1260000	2.50 64.00	Cosmetology VI	COS 1260000										
Shannon Weaver						00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF CTC-107											
COS 1270000	2.50 64.00	Cosmetology VII	COS 1270000										
Shannon Weaver						00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF CTC-107											

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Cosmetology													
COS 1280000	2.50 64.00	Cosmetology VIII	COS 1280000										
Shannon Weaver						00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
		CTC-107											
COS 1290000	2.50 64.00	Cosmetology IX	COS 1290000										
Shannon Weaver						00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
		CTC-107											
COS 1300000	2.50 64.00	Cosmetology X	COS 1300000										
Shannon Weaver						00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
		CTC-107											
COS 1310000	2.50 64.00	Cosmetology XI	COS 1310000										
Shannon Weaver						00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
		CTC-107											
COS 1320000	2.50 64.00	Cosmetology XII	COS 1320000										
Shannon Weaver						00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
		CTC-107											
COS 1330000	2.50 64.00	Cosmetology XIII	COS 1330000										
Shannon Weaver						00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
		CTC-107											
COS 1340000	2.50 64.00	Cosmetology XIV	COS 1340000										
Shannon Weaver						00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
		CTC-107											
COS 1350000	2.50 64.00	Cosmetology XV	COS 1350000										
Shannon Weaver						00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
		CTC-107											
COS 1360000	2.50 64.00	Cosmetology XVI	COS 1360000										
Shannon Weaver						00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
		CTC-107											

2016-2017 Winter Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
<u>Cosmetology</u>												
COS 1410000	2.50 80.00	Skin Care I	COS 1410000									
Shannon Weaver					00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF CTC-107										
COS 1420000	2.50 80.00	Skin Care II	COS 1420000									
Shannon Weaver					00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF CTC-107										
COS 1430000	2.50 80.00	Skin Care III	COS 1430000									
Shannon Weaver					00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF CTC-107										
COS 1440000	2.50 80.00	Skin Care IV	COS 1440000									
Shannon Weaver					00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF CTC-107										
COS 1750060	1.00 16.00	Salon Management	COS 1750060									
Shannon Weaver					00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
		Online Course										

2016-2017 Winter Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Economics											
ECO 2020060	3.00 48.00	Prin of Economics-MICRO			ECO 2020060						
James Czarski			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
Online Course											
ECO 2020061	3.00 48.00	Prin of Economics-MICRO			ECO 2020061						
James Czarski			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
Online Course											
ECO 2020080 W	3.00 48.00	CANCELED Prin of Economics-N			ECO 2020080 W						
James Czarski			R	01:00 PM	02:29 PM	01/09/2017	04/29/2017	WB	WBRAN	104	
James Czarski			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
HYBRID Also meets 1.5 hours online each week											

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Engineering Design Tect											
EDT 1300000	M	3.00	Fundamentals of MasterCAM	EDT 1300000	M						
		64.00									
Kyle James Sisco		R	05:00 PM	09:00 PM	01/09/2017	04/29/2017	GAYL	MTEC	107B		
EDT 1400000	M	4.00	Architectural Drafting/CAD	EDT 1400000	M						
		64.00									
Gary B Sidebottom		M	05:00 PM	09:00 PM	01/09/2017	04/29/2017	GAYL	MTEC	107B		

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course				Locatn	Bldg	Room	Comment
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date				
<u>Education</u>										
EDU 1000080 G	3.00 48.00	Intro to Teaching			EDU 1000080 G					
Christopher Robbin Sura		T	04:00 PM	05:59 PM	01/09/2017	04/29/2017	GRAY	HSC	2024	
Christopher Robbin Sura			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
HYBRID Also meets one hour online each week										

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Electrical Technology													
ELT 1010100	M	0.10 2.50	Orientation to the Electrical Trade	ELT 1010100	M								
Alan A Mabarak						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm													
ELT 1010200	M	0.40 10.00	Electrical Safety	ELT 1010200	M								
Alan A Mabarak						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm													
ELT 1010300	M	0.30 7.50	Introduction to Electrical Circuits	ELT 1010300	M								
Alan A Mabarak						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm													
ELT 1010400	M	0.30 7.50	Electrical Theory	ELT 1010400	M								
Alan A Mabarak						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm													
ELT 1010500	M	0.30 7.50	Intro to the NEC	ELT 1010500	M								
Alan A Mabarak						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm													
ELT 1010600	M	0.40 10.00	Device Boxes	ELT 1010600	M								
Alan A Mabarak						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm													
ELT 1010700	M	0.40 10.00	Hand Bending	ELT 1010700	M								
Alan A Mabarak						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm													
ELT 1010800	M	0.80 20.00	Raceways and Fittings	ELT 1010800	M								
Alan A Mabarak						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm													
ELT 1010900	M	0.40 10.00	Conductors and Cables	ELT 1010900	M								
Alan A Mabarak						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm													

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Electrical Technology													
ELT 1011000	M	0.30 7.50	Basic ELT Construction Drawings	ELT 1011000	M								
Alan A Mabarak						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm													
ELT 1011100	M	0.60 15.00	Residential Electric Services	ELT 1011100	M								
Alan A Mabarak						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm													
ELT 1011200	M	0.20 5.00	Electrical Test Equipment	ELT 1011200	M								
Alan A Mabarak						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm													
ELT 1020200	M	0.70 17.50	Alternating Current	ELT 1020200	M								
Alan A Mabarak						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm													
ELT 1020300	M	0.80 20.00	Motors: Theory and Application	ELT 1020300	M								
Alan A Mabarak						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm													
ELT 1020400	M	0.60 15.00	Electrical Lighting	ELT 1020400	M								
Alan A Mabarak						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm													
ELT 1020500	M	0.60 15.00	Conduit Bending	ELT 1020500	M								
Alan A Mabarak						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm													
ELT 1020600	M	0.50 12.50	Pull and Junction Boxes	ELT 1020600	M								
Alan A Mabarak						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm													
ELT 1020700	M	0.40 10.00	Conductor Installations	ELT 1020700	M								
Alan A Mabarak						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm													

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Electrical Technology												
ELT 1020800	M	0.30 7.50	Cable Tray				ELT 1020800	M				
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 1020900	M	0.30 7.50	Conductor Terminations and Splik				ELT 1020900	M				
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 1021000	M	0.60 15.00	Grounding and Bonding				ELT 1021000	M				
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 1021100	M	0.50 12.50	Circuit Breakers and Fuses				ELT 1021100	M				
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 1021200	M	0.50 12.50	Control System and Concepts				ELT 1021200	M				
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 2030300	M	0.70 17.50	Load Calculations - Branch Circu				ELT 2030300	M				
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 2030400	M	0.60 15.00	Conductor Selection and Calcula				ELT 2030400	M				
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 2030500	M	0.50 12.50	Practical Applications of Lighting				ELT 2030500	M				
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 2030600	M	0.60 15.00	Hazardous Locations				ELT 2030600	M				
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Electrical Technology												
ELT 2030700	M	1.00 25.00	Overcurrent Protection									
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 2030800	M	0.50 12.50	Distribution Equipment									
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 2030900	M	0.50 12.50	Transformers									
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 2031000	M	0.40 10.00	Commercial Electrical Services									
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 2031100	M	0.50 12.50	Motor Calculations									
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 2031200	M	0.40 10.00	Voice, Data, and Video									
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 2031300	M	0.50 12.50	Motor Controls									
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 2031350	M	0.50 12.50	Motor Controls									
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
MTWR 12:39 - 2:40PM												
ELT 2040400	M	0.80 20.00	Load Calculations - Feeder and S									
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Electrical Technology												
ELT 2040500	M 0.40	Health Care Facilities	ELT 2040500									
Alan A Mabarak	10.00				00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 2040600	M 0.40	Standby and Emergency System:	ELT 2040600									
Alan A Mabarak	10.00				00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 2040700	M 0.40	Basic Electronic Theory	ELT 2040700									
Alan A Mabarak	10.00				00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 2040800	M 0.60	Fire Alarm Systems	ELT 2040800									
Alan A Mabarak	15.00				00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 2040900	M 0.40	Specialty Transformers	ELT 2040900									
Alan A Mabarak	10.00				00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 2041000	M 0.80	Advanced Motor Controls	ELT 2041000									
Alan A Mabarak	20.00				00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 2041100	M 0.60	HVAC Controls	ELT 2041100									
Alan A Mabarak	15.00				00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 2041200	M 0.40	Heat Tracing and Freeze Protecti	ELT 2041200									
Alan A Mabarak	10.00				00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 2041300	M 0.40	Motor Operation and Maintenanc	ELT 2041300									
Alan A Mabarak	10.00				00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												

2016-2017 Winter Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Electrical Technology												
ELT 2041400	M	0.40 10.00	Medium Voltage Termination/Spli	ELT 2041400	M							
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 2041500	M	0.80 20.00	Special Locations	ELT 2041500	M							
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 2041600	M	0.60 15.00	Introductory Skills for Crew Lead	ELT 2041600	M							
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												
ELT 2041800	M	0.60 15.00	Michigan Laws & Rules	ELT 2041800	M							
Alan A Mabarak					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wed 8-12 noon & Wed/Thurs 5-9:00pm												

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Emergency Medical Serv													
EMS 1010050	M	1.00	Clinical I	EMS 1010050	M								
		48.00											
Michael Czykoski					MTWR	10:00 AM	11:59 AM	01/09/2017	04/29/2017	GAYL	MTEC		
EMS 2000000	G	4.00	Intro to Emergency Medicine	EMS 2000000	G								
		64.00											
Joseph Rubino					MW	09:00 AM	10:59 AM	01/09/2017	04/29/2017	GRAY	HSC	1434	
EMS 2010000	G	3.00	Pharmacology	EMS 2010000	G								
		56.00											
Joseph Rubino					MW	11:00 AM	12:45 AM	01/09/2017	04/29/2017	GRAY	HSC	1434	
EMS 2020000	G	2.50	Patient Assessment	EMS 2020000	G								
		44.00											
Joseph Rubino					MW	01:00 PM	02:22 PM	01/09/2017	04/29/2017	GRAY	HSC	1434	

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
English & Literature													
ENG 0981000	1.00 16.00	Fundamental Reading & Writing	ENG 0981000										
Courtney Hornof					TR	00:00 AM	00:00 AM	01/09/2017	04/29/2017	CENT	ADM	110	
Independent Study													
ENG 0981000 G	1.00 16.00	Fundamental Reading & Writing	ENG 0981000 G										
Courtney Hornof					MW	00:00 AM	00:00 AM	01/09/2017	04/29/2017	GRAY	HSC		
Independent Study													
ENG 0981000 M	1.00 16.00	Fundamental Reading & Writing	ENG 0981000 M										
Barbara R Hunter					MW	00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Independent Study													
ENG 0992000	4.00 64.00	College Reading & Writing	ENG 0992000										
Courtney Hornof					TR	01:00 PM	02:59 PM	01/09/2017	04/29/2017	CENT	ADM	110	
ENG 0992000 G	4.00 64.00	College Reading & Writing	ENG 0992000 G										
Courtney Hornof					MW	12:00 PM	01:59 PM	01/09/2017	04/29/2017	GRAY	HSC	1408	
ENG 0992000 M	4.00 64.00	College Reading & Writing	ENG 0992000 M										
Barbara R Hunter					MW	04:00 PM	05:59 PM	01/09/2017	04/29/2017	GAYL	MTEC	103	
ENG 1030300	3.00 48.00	English Composition I	ENG 1030300										
Courtney Hornof					MW	08:30 AM	09:59 AM	01/09/2017	04/29/2017	CENT	ADM	110	
ENG 1030300 G	3.00 48.00	English Composition I	ENG 1030300 G										
Carol Godfrey Finke					MW	04:00 PM	05:29 PM	01/09/2017	04/29/2017	GRAY	HSC	1406	
ENG 1030300 M	3.00 48.00	English Composition I	ENG 1030300 M										
Carol Godfrey Finke					MW	10:00 AM	11:29 AM	01/09/2017	04/29/2017	GAYL	MTEC	107A	

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
English & Literature												
ENG 1030300	W 3.00 48.00	English Composition I	ENG 1030300 W									
Mary Ann Kost		T		06:00 PM	09:00 PM	01/09/2017	04/29/2017	WB	WBRAN	101		
ENG 1030301	3.00 48.00	English Composition I	ENG 1030301									
Jon F Thompson		TR		01:00 PM	02:29 PM	01/09/2017	04/29/2017	CENT	ADM	253		
ENG 1030301	G 3.00 48.00	English Composition I	ENG 1030301 G									
Carol Godfrey Finke		M		06:00 PM	09:00 PM	01/09/2017	04/29/2017	GRAY	HSC	1406		
ENG 1030360	3.00 48.00	English Composition I	ENG 1030360									
Courtney Hornof				00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
		Online Course										
ENG 1030361	3.00 48.00	English Composition I	ENG 1030361									
Jon F Thompson				00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
		Online Course										
ENG 1030362	3.00 48.00	ON HOLD English Comp I	ENG 1030362									
Courtney Hornof				00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
		Online Course										
ENG 1040300	3.00 48.00	English Composition II	ENG 1040300									
Carol Godfrey Finke		MW		12:30 PM	01:59 PM	01/09/2017	04/29/2017	CENT	ADM	110		
ENG 1040300	G 3.00 48.00	English Composition II	ENG 1040300 G									
Jon F Thompson		MW		08:30 AM	09:59 AM	01/09/2017	04/29/2017	GRAY	HSC	2010		
ENG 1040301	3.00 48.00	English Composition II	ENG 1040301									
Carol Godfrey Finke		TR		02:00 PM	03:29 PM	01/09/2017	04/29/2017	CENT	ADM	105		

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Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
English & Literature												
ENG 1040301	G 3.00 48.00	CANCELED English Comp II	ENG 1040301									
Carol Godfrey Finke		W		06:00 PM	09:00 PM	01/09/2017	04/29/2017	GRAY	HSC	1406		
ENG 1040340	3.00 48.00	English Composition II	ENG 1040340									
Christina Young		MTWRF		08:53 AM	09:51 AM	01/23/2017	04/29/2017	RHS				
ENG 1040350	3.00 48.00	English Composition II	ENG 1040350									
Sarah E Peterson		R		08:30 AM	10:30 AM	01/23/2017	04/29/2017	IRESA				
ENG 1040351	3.00 48.00	English Composition II	ENG 1040351									
Trisha L Winn		R		01:00 PM	03:00 PM	01/23/2017	04/29/2017	OSCOD				
ENG 1040360	3.00 48.00	English Composition II	ENG 1040360									
Jon F Thompson				00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
		Online Course										
ENG 1040361	3.00 48.00	English Composition II	ENG 1040361									
Frederic Giacobazzi				00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
		Online Course										
ENG 1040362	3.00 48.00	English Composition II	ENG 1040362									
Frederic Giacobazzi				00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
		Online Course										
ENG 1040363	3.00 48.00	ON HOLD Eng Composition II	ENG 1040363									
Jon F Thompson				00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
		Online Course										
ENG 1180000	M 3.00 48.00	CANCELED Technical & Prof Wri	ENG 1180000									
Frederic Giacobazzi		R		06:00 PM	09:00 PM	01/09/2017	04/29/2017	GAYL	MTEC	107A		

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Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
English & Literature											
ENG 1180060	3.00 48.00	Intro Technical & Prof Writing	ENG 1180060								
Frederic Giacobazzi			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
Online Course											
ENG 2140060	3.00 48.00	Intro to Literature	ENG 2140060								
Frederic Giacobazzi			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
Online Course											
ENG 2140061	3.00 48.00	ON HOLD Intro to Literature	ENG 2140061								
Frederic Giacobazzi			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
Online Course											

2016-2017 Winter Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
<u>Fire Fighter</u>											
FFT 2070000	14.00 224.00	Firefighter I & II	FFT 2070000								
Thomas Grace		MW	06:00 PM	09:00 PM	01/09/2017	04/29/2017	CENT	ADM	110		
Thomas Grace		S	10:00 AM	01:59 PM	01/09/2017	04/29/2017	CENT	ADM	110		

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Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Geology											
GEL 2300060	4.00	Prehistoric Life	GEL 2300060								
	80.00										
Anne M Hauser			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
Online Course											

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Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Geography											
GEO 1000000	4.00 64.00	World Geography	GEO 1000000								
Dale Shantz		TR	04:00 PM	05:59 PM	01/09/2017	04/29/2017	CENT	ADM	206		
GEO 1000060	4.00 64.00	World Geography	GEO 1000060								
Sinan Toprak			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
		Online Course									
GEO 1000061	4.00 64.00	World Geography	GEO 1000061								
Sinan Toprak			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
		Online Course									

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Course	Credits	Title	Parent Course				Locatn	Bldg	Room	Comment
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date				
History										
HIS 1050000	3.00 48.00	History of World Soc to 1500	HIS 1050000							
John R Thiel		MW	01:00 PM	02:29 PM	01/09/2017	04/29/2017	CENT	ADM	253	
HIS 2010060	3.00 48.00	United States History to 1865	HIS 2010060							
John R Thiel			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
		Online Course								
HIS 2020000	3.00 48.00	CANCELED US History Since 18	HIS 2020000							
John R Thiel		MW	02:30 PM	03:59 PM	01/09/2017	04/29/2017	CENT	ADM	204	
HIS 2040000 G	3.00 48.00	The American Civil War	HIS 2040000 G							
John R Thiel		TR	12:00 PM	01:29 PM	01/09/2017	04/29/2017	GRAY	HSC	2024	
HIS 2040050	3.00 48.00	The American Civil War	HIS 2040050							
John R Thiel		F	08:30 AM	10:30 AM	01/23/2017	04/29/2017	IRESA			
HIS 2040051	3.00 48.00	The American Civil War	HIS 2040051							
John R Thiel		F	01:00 PM	03:00 PM	01/23/2017	04/29/2017	OSCOD			

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Health Information Techr													
HIT 1060060	3.00 48.00	Intro-Health Information Manager	HIT 1060060										
Deborah A Bebow					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
		Online Course											
HIT 2000060	3.00 80.00	Intro to Electronic Health Record	HIT 2000060										
Deborah A Bebow					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
		Online Course											
HIT 2130160	4.00 64.00	Diagnostic Coding	HIT 2130160										
Deborah A Bebow					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
		Online Course											
HIT 2160160	4.00 64.00	Procedure Coding	HIT 2160160										
Deborah A Bebow					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
		Online Course											
HIT 2300160	4.00 64.00	Health Statistics & Quality Improv	HIT 2300160										
Jennifer Talbot					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
		Online Course											
HIT 2310260	4.00 96.00	Health Information Management	HIT 2310260										
Jennifer Talbot					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
		Online Course											
HIT 2320060	3.00 80.00	Health Data Content & Structure	HIT 2320060										
Jennifer Talbot					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
		Online Course											
HIT 2330160	4.00 96.00	Revenue Cycle & Reimbursemen	HIT 2330160										
Jennifer Talbot					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
		Online Course											
HIT 2990160	4.00 64.00	Practicum-Health Info Technology	HIT 2990160										
Jennifer Talbot					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
		Online Course											

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Health Information Techn													
HIT 2990260	4.00	CANCELED Practicum-Med Cod	HIT 2990260										
	64.00												
Deborah A Bebow					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
		Online Course											

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Humanities													
HUM 2050000 G	3.00 48.00	The Individual and Society	HUM 2050000	G	TR	01:30 PM	02:59 PM	01/09/2017	04/29/2017	GRAY	HSC	2024	
John R Thiel													
HUM 2050050	3.00 48.00	CANCELED The Individual and S	HUM 2050050		MTR	07:50 AM	08:48 AM	01/23/2017	04/29/2017	RHS			
John R Thiel													
HUM 2050060	3.00 48.00	ON HOLD The Individual and Soc	HUM 2050060			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
John R Thiel													
		Online Course											
HUM 2050061	3.00 48.00	ON HOLD The Individual and Soc	HUM 2050061			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
TBA													
		Online Course											

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Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Heating, Ventilation, & A												
HVC 1013000	M 1.00 16.00	CANCELED EPA Refrigerant Cer	HVC 1013000									
Clark Allan Dowker				FS	12:00 PM	08:00 PM	03/17/2017	03/18/2017	GAYL	MTEC		
HVC 1110000	M 0.30 7.50	Introduction to HVAC	HVC 1110000									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
		Open Lab Wednesday 5-9:00pm										
HVC 1110100	M 0.40 10.00	Trade Mathematics	HVC 1110100									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
		Open Lab Wednesday 5-9:00pm										
HVC 1110200	M 0.50 12.50	Basic Electricity	HVC 1110200									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
		Open Lab Wednesday 5-9:00pm										
HVC 1110300	M 0.60 15.00	Introduction to Heating	HVC 1110300									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
		Open Lab Wednesday 5-9:00pm										
HVC 1110400	M 1.20 30.00	Introduction to Cooling	HVC 1110400									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
		Open Lab Wednesday 5-9:00pm										
HVC 1110500	M 0.60 15.00	Intro to Air Distribution Systems	HVC 1110500									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
		Open Lab Wednesday 5-9:00pm										
HVC 1110600	M 0.40 10.00	Basic Copper & Plastic Piping Pr	HVC 1110600									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
		Open Lab Wednesday 5-9:00pm										
HVC 1110700	M 0.40 10.00	Soldering & Brazing	HVC 1110700									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
		Open Lab Wednesday 5-9:00pm										

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Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Heating, Ventilation, & A												
HVC 1110800	M	0.40 10.00	Basic Carbon Steel Piping Practic	HVC 1110800	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 1120000	M	0.30 7.50	Alternating Current	HVC 1120000	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 1120100	M	0.70 17.50	Compressors	HVC 1120100	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 1120200	M	0.50 12.50	Refrigerants & Oils	HVC 1120200	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 1120300	M	1.20 30.00	Leak Detect/Evac/Recov/Chargin	HVC 1120300	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 1120400	M	0.30 7.50	Metering Devices	HVC 1120400	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 1120500	M	0.80 20.00	Heat Pumps	HVC 1120500	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 1120600	M	0.40 10.00	Basic Maintenance	HVC 1120600	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 1120700	M	0.20 5.00	Chimneys, Vents & Flues	HVC 1120700	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Heating, Ventilation, & A												
HVC 1120800	M	0.40 10.00	Sheet Metal Duct Systems									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 1120900	M	0.30 7.50	Fiberglass & Fabric Duct System:									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 1121000	M	0.50 12.50	Commercial Airside Systems									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 1121100	M	0.20 5.00	Air Quality Equipment									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 1121200	M	0.50 12.50	Introduction to Hydronic Systems									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 1400000	M	3.00 64.00	CANCELED Geothermal Heat Pl									
Clark Allan Dowker				T	05:00 PM	09:00 PM	01/09/2017	04/29/2017	GAYL	MTEC	109	
HVC 2130000	M	0.40 10.00	Hardware & Fastening									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 2130100	M	1.20 30.00	Control Circuit/Motor Troubleshoc									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 2130200	M	0.80 20.00	Troubleshooting Cooling									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Heating, Ventilation, & A												
HVC 2130300	M	0.50 12.50	Troubleshooting Heat Pumps									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 2130400	M	0.50 12.50	Troubleshooting Gas Heating									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 2130500	M	0.50 12.50	Troubleshooting Oil Heating									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 2130600	M	0.30 7.50	Troubleshooting Accessories									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 2130700	M	0.50 12.50	Ductless Equipment/Zone Contro									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 2130800	M	0.30 7.50	Commercial Hydronic Systems									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 2130900	M	0.40 10.00	Steam Systems									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 2131000	M	0.60 15.00	Retail Refrigeration Systems									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 2131100	M	0.20 5.00	Customer Relations									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												

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Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Heating, Ventilation, & A												
HVC 2140000	M	0.50 12.50	Water Treatment									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 2140100	M	0.40 10.00	Indoor Air Quality									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 2140200	M	0.30 0.50	Energy Conservation Equipment									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 2140300	M	0.50 12.50	Building Management Systems									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 2140400	M	0.50 12.50	System Air Balancing									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 2140500	M	0.60 15.00	System Startup & Shutdown									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 2140600	M	0.50 12.50	Construction Drawings/Specificat									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 2140700	M	1.00 25.00	Heating & Cooling System Design									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
HVC 2140800	M	0.80 20.00	Commercial/Industrial Refrigerati									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												

2016-2017 Winter Semester

Course	Credits	Title	Parent Course			Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact													
Heating, Ventilation, & A														
HVC 2140900	M	0.40	Alternative/Specialized HVAC Sy:	HVC 2140900	M									
		10.00												
Clark Allan Dowker						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC			
			Open Lab Wednesday 5-9:00pm											
HVC 2141000	M	0.80	Fundamentals of Crew Leadershi	HVC 2141000	M									
		20.00												
Clark Allan Dowker						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC			
			Open Lab Wednesday 5-9:00pm											

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
<u>Mechatronics</u>													
MEC 1000080	M	3.00 64.00	Basic Electricity & Controls	MEC 1000080	M								
Alan A Mabarak						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
MEC 1040150	M	2.00 32.00	Pneumatics	MEC 1040150	M								
Alan A Mabarak						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
	MTWR	12:39 - 2:40PM											
MEC 1060000	M	3.40 84.80	Mechanical Drives	MEC 1060000	M								
Alan A Mabarak					M	05:00 PM	10:00 PM	01/09/2017	04/29/2017	GAYL	MTEC	109	
MEC 1080000	M	2.00 48.00	Intro to Hydraulic Systems	MEC 1080000	M								
Doane N Quick					W	05:00 PM	08:00 PM	01/09/2017	04/29/2017	GAYL	MTEC	109	
MEC 2010000	M	3.00 64.00	Programmable Logic Controllers	MEC 2010000	M								
Alan A Mabarak					T	08:00 AM	11:59 AM	01/09/2017	04/29/2017	GAYL	MTEC	109	
MEC 2010001	M	3.00 64.00	Programmable Logic Controllers	MEC 2010001	M								
Alan A Mabarak					R	05:00 PM	09:00 PM	01/09/2017	04/29/2017	GAYL	MTEC	109	
MEC 2010050	M	3.00 64.00	Programmable Logic Controllers	MEC 2010050	M								
Alan A Mabarak						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC	109	
	MTWR	12:39 - 2:40PM											
MEC 2020000	M	3.00 48.00	Adv Controller Applications	MEC 2020000	M								
Kris W Pushman					T	05:00 PM	08:00 PM	01/09/2017	04/29/2017	GAYL	MTEC	110	
MEC 2040000	M	4.00 64.00	Robotics Systems & Applications	MEC 2040000	M								
Brad Bertels					W	06:00 PM	10:00 PM	01/09/2017	04/29/2017	GAYL	MTEC	103	

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Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
<u>Mechatronics</u>											
MEC 2050000 M	3.00	Transfer Line Capstone			MEC 2050000 M						
	64.00										
Kris W Pushman		R	05:00 PM	09:00 PM	01/09/2017	04/29/2017	GAYL	MTEC	110		
		Independent Study									

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Course	Credits	Title	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Marketing											
MKT 1150060	3.00 48.00	Customer Relations									
Jane E Lange				00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
Online Course											
MKT 2000060	3.00 48.00	Principles of Marketing									
Gary A Vetter				00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
Online Course											
MKT 2000080 W	3.00 48.00	CANCELED Principles of Marketi									
Erine Kaye Adams			T	03:00 PM	04:29 PM	01/09/2017	04/29/2017	WB	WBRAN	101	
Erine Kaye Adams				00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
HYBRID Also meets 1.5 hours online each week											
MKT 2020060	3.00 48.00	CANCELED Internet Marketing									
Gary A Vetter				00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
Online Course											

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Manufacturing Technolo													
MPT 1100040	4.00 96.00	Machine Theory & Operation I	MPT 1100040										
Walter Donald Duggar					00:00 AM	00:00 AM	01/23/2017	04/29/2017	CENT	CTC	111		
COOR Tues/Thurs 1:00-6:00pm													
MPT 1110000 M	4.00 96.00	Machine Theory & Operation II	MPT 1110000 M										
Michael J Fessler				T	07:00 PM	09:00 PM	01/09/2017	04/29/2017	GAYL	MTEC	107B		
Michael J Fessler				W	05:00 PM	09:00 PM	01/09/2017	04/29/2017	GAYL	MTEC			
MPT 1210000 M	3.00 64.00	CNC Machining II	MPT 1210000 M										
Gary S Sheldon				M	05:00 PM	09:00 PM	01/09/2017	04/29/2017	GAYL	MTEC	105		
MPT 1230000 M	2.00 32.00	Machinery's Handbook	MPT 1230000 M										
Doane N Quick				T	05:00 PM	06:59 PM	01/09/2017	04/29/2017	GAYL	MTEC	103		

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Mathematics													
MTH 0630000	4.00 64.00	Basic Mathematics	MTH 0630000										
Michelle Broge					TR	10:00 AM	11:59 AM	01/09/2017	04/29/2017	CENT	ADM	105	
MTH 0630000 G	4.00 64.00	Basic Mathematics	MTH 0630000 G										
Marcell Romancky					MW	02:30 PM	04:29 PM	01/09/2017	04/29/2017	GRAY	HSC	1408	
MTH 0630000 M	4.00 64.00	CANCELED Basic Mathematics	MTH 0630000 M										
Phillip Benjamin Collins					MW	07:00 PM	09:00 PM	01/09/2017	04/29/2017	GAYL	MTEC	107A	
MTH 0630001 M	4.00 64.00	ON HOLD Basic Mathematics	MTH 0630001 M										
TBA					TR	02:00 PM	03:59 PM	01/09/2017	04/29/2017	GAYL	MTEC		
MTH 0730000	4.00 64.00	CANCELED Basic Algebra	MTH 0730000										
Kevin T Baughn					TR	08:00 AM	09:59 AM	01/09/2017	04/29/2017	CENT	ADM	204	
MTH 0730000 G	4.00 64.00	Basic Algebra	MTH 0730000 G										
Marcell Romancky					MW	09:30 AM	11:29 AM	01/09/2017	04/29/2017	GRAY	HSC	1408	
MTH 0730000 M	4.00 64.00	Basic Algebra	MTH 0730000 M										
Phillip Benjamin Collins					MW	12:00 PM	01:59 PM	01/09/2017	04/29/2017	GAYL	MTEC	107A	
MTH 0730000 W	4.00 64.00	Basic Algebra	MTH 0730000 W										
Kevin T Baughn					TR	11:00 AM	12:59 PM	01/09/2017	04/29/2017	WB	WBRAN	101	
MTH 0730001	4.00 64.00	Basic Algebra	MTH 0730001										
Erinne K Baughn					TR	03:00 PM	04:59 PM	01/09/2017	04/29/2017	CENT	ADM	204	

2016-2017 Winter Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Mathematics													
MTH 0730001	G	4.00	Basic Algebra	MTH 0730001	G								
Kevin T Baughn	64.00				TR	08:00 AM	09:59 AM	01/09/2017	04/29/2017	GRAY	HSC	1434	
MTH 0730080		4.00	Basic Algebra	MTH 0730080									
Kevin T Baughn	64.00				W	12:00 PM	01:59 PM	01/09/2017	04/29/2017	CENT	ADM	105	
Kevin T Baughn						00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
HYBRID Also meets 2 Hours online each week													
MTH 0730081		4.00	ON HOLD Basic Algebra	MTH 0730081									
TBA	64.00				T	02:00 PM	03:59 PM	01/09/2017	04/29/2017	CENT	ADM	206	
TBA						00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
HYBRID Also meets 2 Hours online each week													
MTH 1200000		4.00	CANCELED Intermediate Algebra	MTH 1200000									
Erinne K Baughn	64.00				MW	04:00 PM	05:59 PM	01/09/2017	04/29/2017	CENT	ADM	204	
MTH 1200000	G	4.00	Intermediate Algebra	MTH 1200000	G								
Marcell Romancky	64.00				MW	12:30 PM	02:29 PM	01/09/2017	04/29/2017	GRAY	HSC	2010	
MTH 1200000	M	4.00	Intermediate Algebra	MTH 1200000	M								
Phillip Benjamin Collins	64.00				MW	03:00 PM	04:59 PM	01/09/2017	04/29/2017	GAYL	MTEC	107A	
MTH 1200000	W	4.00	Intermediate Algebra	MTH 1200000	W								
Kevin T Baughn	64.00				TR	01:00 PM	02:59 PM	01/09/2017	04/29/2017	WB	WBRAN	102	
MTH 1200001		4.00	Intermediate Algebra	MTH 1200001									
Phillip Benjamin Collins	64.00				TR	10:00 AM	11:59 AM	01/09/2017	04/29/2017	CENT	ADM	206	

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Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Mathematics											
MTH 1200060	4.00 64.00	Intermediate Algebra	MTH 1200060								
Marcell Romancky			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
Online Course											
MTH 1200061	4.00 64.00	Intermediate Algebra	MTH 1200061								
Marcell Romancky			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
Online Course											
MTH 1200062	4.00 64.00	ON HOLD Intermediate Algebra	MTH 1200062								
Marcell Romancky			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
Online Course											
MTH 1200063	4.00 64.00	ON HOLD Intermediate Algebra	MTH 1200063								
TBA			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
Online Course											
MTH 1250060	4.00 64.00	CANCELED Quantitative Literacy	MTH 1250060								
TBA			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
Online Course											
MTH 1300000	4.00 64.00	College Algebra	MTH 1300000								
Caitlin Rowan		TR	01:00 PM	02:59 PM	01/09/2017	04/29/2017	CENT	ADM	204		
MTH 1300060	4.00 64.00	College Algebra	MTH 1300060								
Caitlin Rowan			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
Online Course											
MTH 2060000	4.00 64.00	Application in Statistics	MTH 2060000								
Caitlin Rowan		MW	02:00 PM	03:59 PM	01/09/2017	04/29/2017	CENT	ADM	204		
MTH 2060000 G	4.00 64.00	Application in Statistics	MTH 2060000 G								
Caitlin Rowan		MW	10:00 AM	11:59 AM	01/09/2017	04/29/2017	GRAY	HSC	2010		

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Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Mathematics											
MTH 2060060	4.00 64.00	Application in Statistics	MTH 2060060								
Caitlin Rowan			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
Online Course											
MTH 2060061	4.00 64.00	Application in Statistics	MTH 2060061								
Caitlin Rowan			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
Online Course											
MTH 2060080 G	4.00 64.00	CANCELED Application in Statist	MTH 2060080 G								
Caitlin Rowan		TR	11:00 AM	12:29 PM	01/09/2017	04/29/2017	GRAY	HSC	2010		
Caitlin Rowan			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
HYBRID Also meets 1.5 hours online each week											
MTH 2200200	4.00 64.00	Calculus I	MTH 2200200								
Caitlin Rowan		TR	04:00 PM	05:59 PM	01/09/2017	04/29/2017	CENT	ADM	253		

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Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Music											
MUS 1230060	3.00 48.00	Jazz History & Appreciation									
Pamela Jenkins			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
		Online Course									
MUS 1500050	1.00 48.00	Vocal Ensemble									
Kevin E Salsbury		MWF	07:00 AM	08:00 AM	01/23/2017	04/29/2017	FAIRV				

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Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
<u>Nursing</u>												
NUR 1051500	G 9.50 200.00	Fundamentals of Nursing Practic	NUR 1051500									
Bethany A Hubbard				M	12:00 PM	02:59 PM	01/09/2017	04/29/2017	GRAY	HSC	2024	
Julie Ann McClure				W	08:00 AM	11:59 AM	01/09/2017	04/29/2017	GRAY	HSC	1431	
Julie Ann McClure				R	09:00 AM	12:59 PM	01/09/2017	04/29/2017	GRAY	HSC	1431	
NUR 1051501	G 9.50 200.00	Fundamentals of Nursing Practic	NUR 1051501									
Bethany A Hubbard				M	12:00 PM	02:59 PM	01/09/2017	04/29/2017	GRAY	HSC	2024	
Bethany A Hubbard				W	01:00 PM	04:59 PM	01/09/2017	04/29/2017	GRAY	HSC	1431	
Bethany A Hubbard				R	09:00 AM	12:59 PM	01/09/2017	04/29/2017	GRAY	HSC	1431	
NUR 1081500	G 8.00 272.00	Nursing Across the Lifespan	NUR 1081500									
Stephanie Lee Mansfield				W	01:00 PM	03:59 PM	01/09/2017	04/29/2017	GRAY	HSC	2024	
NUR 1090200	G 2.00 32.00	Nursing Pharmacology I	NUR 1090200									
Julie Ann McClure				M	09:00 AM	10:59 AM	01/09/2017	04/29/2017	GRAY	HSC	2024	
NUR 1101500	G 2.00 32.00	Critical Thinking in Nursing	NUR 1101500									
Amy B Polzin				R	02:00 PM	03:59 PM	01/09/2017	04/29/2017	GRAY	HSC	1431	
NUR 1101501	G 2.00 32.00	Critical Thinking in Nursing	NUR 1101501									
Amy B Polzin				W	02:00 PM	03:59 PM	01/09/2017	04/29/2017	GRAY	HSC	1406	
NUR 2141760	3.00 48.00	Nursing Pharmacology	NUR 2141760									
Bethany A Hubbard					00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
<u>Nursing</u>													
NUR 2221500	G 8.00 288.00	Advanced Medical/Surgical I	NUR 2221500	G	R	09:00 AM	12:59 PM	01/09/2017	04/29/2017	GRAY	HSC	2018	
Amy B Polzin													
NUR 2241500	G 9.00 304.00	Advanced Medical/Surgical II	NUR 2241500	G	W	08:00 AM	11:59 AM	01/09/2017	04/29/2017	GRAY	HSC	2024	
Stephanie Lee Mansfield													
NUR 2241501	G 9.00 304.00	Advanced Medical/Surgical II	NUR 2241501	G	R	08:00 AM	11:59 AM	01/09/2017	04/29/2017	GRAY	HSC	2024	
Stephanie Lee Mansfield													
NUR 2321500	G 5.00 144.00	Advanced Maternal/Pediatrics	NUR 2321500	G	R	02:00 PM	04:59 PM	01/09/2017	02/23/2017	GRAY	HSC	2010	
Bethany A Hubbard													
Bethany A Hubbard					R	02:00 PM	04:59 PM	03/03/2017	04/29/2017	GRAY	HSC	2010	
NUR 2421500	G 4.00 96.00	Community Mental Health Nursin	NUR 2421500	G	W	09:00 AM	11:59 AM	01/09/2017	04/29/2017	GRAY	HSC	2018	
Amy B Polzin													
NUR 2521500	G 3.00 48.00	Nursing Leadership	NUR 2521500	G	W	02:00 PM	04:59 PM	01/09/2017	04/29/2017	GRAY	HSC	2018	
Julie Ann McClure													
NUR 2521501	G 3.00 48.00	Nursing Leadership	NUR 2521501	G	R	01:30 PM	04:29 PM	01/09/2017	04/29/2017	GRAY	HSC	1434	
Julie Ann McClure													

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Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Office Information Syste											
OIS 2100060	3.00 48.00	Office Procedures	OIS 2100060								
Rena Ann Klee			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
Independent Study											
OIS 2150060	3.00 48.00	Desktop Publishing for the Office	OIS 2150060								
Rena Ann Klee			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
Independent Study											
OIS 2990180 M	3.00 48.00	Internship-Administrative Assista	OIS 2990180 M								
Erine Kaye Adams			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
Independent Study											

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
<u>Phlebotomy</u>													
PHB 1010080 G	6.00 184.00	Phlebotomy Technician	PHB 1010080	G									
Jeffrey Bruce Lavender					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GRAY	HSC	1434		
		Meets Tues 1/17, 2/21, 3/14, Fri 3/17 3-7pm at HSC											
Jeffrey Bruce Lavender					00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
		This is a hybrid course and meets online each week											
Jeffrey Bruce Lavender					00:00 AM	00:00 AM	01/09/2017	04/29/2017	TBA				
		Clinical Requirement April 3-21 at multiple locations TBA											

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
<u>Philosophy</u>											
PHL 2100000	3.00 48.00	Intro to Ethics									
Frederic Giacobazzi		MW	10:00 AM	11:29 AM	01/09/2017	04/29/2017	CENT	ADM	251-2		
PHL 2100060	3.00 48.00	Introduction to Ethics									
Frederic Giacobazzi			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
		Online Course									

2016-2017 Winter Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Pharmacy Technology											
PHM 1200000	G 3.00 48.00	Pharmacy Technology II		PHM 1200000	G						
Deborah E Lee		R	11:00 AM	01:59 PM	01/09/2017	04/29/2017	GRAY	HSC	1408		
PHM 1990000	G 3.00 48.00	Pharmacy Technology Internship		PHM 1990000	G						
Deborah E Lee			00:00 AM	00:00 AM	01/09/2017	04/29/2017	TBA				

2016-2017 Winter Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Physics											
PHY 1050160	3.00 48.00	Physical Science									
Andrew Vandenneuvel			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
	Online Course										
PHY 1050260	1.00 32.00	Physical Science Lab									
Andrew Vandenneuvel			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
	Online Course										

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Plumbing												
PLB 1030100	M	0.20 5.00	Intro to the Plumbing Profession	PLB 1030100	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
PLB 1030200	M	0.80 20.00	Plumbing Safety	PLB 1030200	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
PLB 1030300	M	0.30 7.50	Plumbing Tools	PLB 1030300	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
PLB 1030400	M	0.30 7.50	Intro to Plumbing Math	PLB 1030400	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
PLB 1030500	M	0.50 12.50	Intro to Plumbing Drawings	PLB 1030500	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
PLB 1030600	M	0.40 10.00	Plastic Pipe and Fittings	PLB 1030600	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
PLB 1030700	M	0.40 10.00	Copper Pipe and Fittings	PLB 1030700	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
PLB 1030800	M	0.50 12.50	Cast Iron Pipe and Fittings	PLB 1030800	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
PLB 1030900	M	0.40 10.00	Carbon Steel Pipe and Fittings	PLB 1030900	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												

2016-2017 Winter Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Plumbing												
PLB 1031000	M	0.10 2.50	Corrugated Stainless Steel Tubin	PLB 1031000	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
PLB 1031100	M	0.20 5.00	Fixtures and Faucets	PLB 1031100	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
PLB 1031200	M	0.40 10.00	Intro to Drain/Waste/Vent (DWV)	PLB 1031200	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
PLB 1031300	M	0.40 10.00	Intro to Water Distribution System	PLB 1031300	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
PLB 1031400	M	0.60 15.00	Plumbing Math Two	PLB 1031400	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
PLB 1031500	M	0.80 20.00	Reading Commercial Drawings	PLB 1031500	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
PLB 1031600	M	0.40 10.00	Hanger/Support/Struc Pen/Fire S	PLB 1031600	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
PLB 1031700	M	1.00 25.00	Installing & Testing DWV Piping	PLB 1031700	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
PLB 1031800	M	0.20 5.00	Installing Roof/Floor/Area Drains	PLB 1031800	M							
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												

2016-2017 Winter Semester

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Plumbing												
PLB 1031900	M	0.20 5.00	Types of Valves									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
PLB 1032000	M	0.80 20.00	Install & Test Water Supply Piping									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
PLB 1032100	M	0.80 20.00	Installing Fixtures/Valves/Faucets									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
PLB 1032200	M	0.60 15.00	Intro to Electricity									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
PLB 1032300	M	0.20 5.00	Installing Water Heaters									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
PLB 1032400	M	0.80 20.00	Fuel Gas Systems									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												
PLB 1032500	M	0.20 5.00	Servicing Fixtures/Valves/Faucets									
Clark Allan Dowker					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
Open Lab Wednesday 5-9:00pm												

2016-2017 Winter Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Political Science											
POL 1010060	3.00 48.00	Intro to American Government	POL 1010060								
Margaret MacKenzie			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
Online Course											
POL 1010080	3.00 48.00	CANCELED American Governme	POL 1010080								
Margaret MacKenzie		TR	10:00 AM	11:29 AM	01/09/2017	04/29/2017	CENT	ADM	204		
Margaret MacKenzie			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
Meets every other week											

2016-2017 Winter Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Psychology													
PSY 1010000	3.00 48.00	Intro to Psychology	PSY 1010000										
Heather Marie Merchant		MW	12:30 PM	01:59 PM	01/09/2017	04/29/2017	CENT	ADM	204				
PSY 1010000 G	3.00 48.00	Intro to Psychology	PSY 1010000 G										
Michael Peters		T	09:30 AM	10:59 AM	01/09/2017	04/29/2017	GRAY	HSC	2024				
Michael Peters		R	09:30 AM	10:59 AM	01/09/2017	04/29/2017	GRAY	HSC	2010				
PSY 1010000 W	3.00 48.00	Intro to Psychology	PSY 1010000 W										
Anthony Ott		T	06:00 PM	09:00 PM	01/09/2017	04/29/2017	WB	WBRAN	104				
PSY 1010050	3.00 48.00	Intro to Psychology	PSY 1010050										
Michael Peters		W	08:30 AM	10:30 AM	01/23/2017	04/29/2017	IRESA						
PSY 1010051	3.00 48.00	Intro to Psychology	PSY 1010051										
Michael Peters		W	01:00 PM	03:00 PM	01/23/2017	04/29/2017	OSCOD						
PSY 1010060	3.00 48.00	Intro to Psychology	PSY 1010060										
Michael Peters			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN						
		Online Course											
PSY 1010061	3.00 48.00	Intro to Psychology	PSY 1010061										
James D Backlund			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN						
		Online Course											
PSY 1010062	3.00 48.00	Intro to Psychology	PSY 1010062										
Heather Marie Merchant			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN						
		Online Course											

2016-2017 Winter Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Psychology													
PSY 2020060	3.00 48.00	Abnormal Psychology	PSY 2020060										
James D Backlund					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
Online Course													
PSY 2020061	3.00 48.00	ON HOLD Abnormal Psychology	PSY 2020061										
TBA					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
Online Course													
PSY 2400000	3.00 48.00	CANCELED Lifespan Dev Psych	PSY 2400000										
Heather Marie Merchant					MW	10:00 AM	11:29 AM	01/09/2017	04/29/2017	CENT	ADM	204	
PSY 2400060	3.00 48.00	Lifespan Developmental Psychol	PSY 2400060										
Heather Marie Merchant					00:00 AM	00:00 AM	01/09/2017	04/29/2017		ONLIN			
Online Course													

2016-2017 Winter Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
<u>Sociology</u>											
SOC 1010050	3.00 48.00	Intro to Sociology	SOC 1010050								
Andrea Thomson			00:00 AM	00:00 AM	01/23/2017	04/29/2017	IRESA				
	Online Course										
SOC 1010051	3.00 48.00	Intro to Sociology	SOC 1010050								
Andrea Thomson			00:00 AM	00:00 AM	01/23/2017	04/29/2017	OSCOD				
	Online Course										
SOC 1010060	3.00 48.00	Intro to Sociology	SOC 1010060								
Andrea Thomson			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
	Online Course										
SOC 1010061	3.00 48.00	Intro to Sociology	SOC 1010061								
Andrea Thomson			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
	Online Course										
SOC 1010062	3.00 48.00	CANCELED Intro to Sociology	SOC 1010062								
Andrea Thomson			00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN				
	Online Course										

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Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Sonography												
SON 1250000	G 3.00 48.00	Valvular Heart Disease	SON 1250000									
James H Eastman		M		09:00 AM	11:59 AM	01/09/2017	04/29/2017	GRAY	HSC		2018	
SON 1310000	G 3.00 48.00	Cardiomyopathies/Congenital De	SON 1310000									
James H Eastman		TR		08:00 AM	09:29 AM	01/09/2017	04/29/2017	GRAY	HSC		1406	
SON 1320000	G 4.00 128.00	Cardiomyopathies/Congenital Lal	SON 1320000									
James H Eastman		TR		09:30 AM	01:29 PM	01/09/2017	04/29/2017	GRAY	HSC		1406	
SON 1350000	G 2.00 96.00	Valvular Heart Disease Clinical L	SON 1350000									
Sierra Michala Patterson		W		08:00 AM	01:59 PM	01/09/2017	04/29/2017	GRAY	HSC		1406	
SON 1500000	G 3.00 48.00	Complete Adult Echocardiogram	SON 1500000									
James H Eastman				00:00 AM	00:00 AM	01/09/2017	04/29/2017	GRAY	HSC			
		Independent Study										
SON 1570000	G 4.00 128.00	CANCELED Adv Sonography Lat	SON 1570000									
TBA				00:00 AM	00:00 AM	01/09/2017	04/29/2017	GRAY	HSC			
		Independent Study										
SON 1600000	G 2.00 96.00	Complete Adult Echocardiogram	SON 1600000									
James H Eastman				00:00 AM	00:00 AM	01/09/2017	04/29/2017	GRAY	HSC			
		Independent Study										
SON 2990000	G 12.50 200.00	Internship	SON 2990000									
James H Eastman				00:00 AM	00:00 AM	01/09/2017	04/29/2017	TBA				
		Independent Study										

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Speech													
SPE 1050040	3.00 48.00	Fund of Speech	SPE 1050040										
Christopher Robbin Sura					MTWRF	08:00 AM	08:53 AM	01/23/2017	04/29/2017	HL	HS		
SPE 1050060	3.00 48.00	Fund of Speech	SPE 1050060										
Scott McLean						00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
		Online Course											
SPE 1050061	3.00 48.00	Fund of Speech	SPE 1050061										
Scott McLean						00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
		Online Course											
SPE 1060060	3.00 48.00	ON HOLD Mediated Communica	SPE 1060060										
TBA						00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
		Online Course											
SPE 1140060	3.00 48.00	Intro to Interpersonal/Public Com	SPE 1140060										
Amy Poteet						00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
		Online Course											
SPE 1140061	3.00 48.00	Interpersonal/Public Comm	SPE 1140061										
Amy Poteet						00:00 AM	00:00 AM	01/09/2017	04/29/2017	ONLIN			
		Online Course											

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Course	Credits	Title	Parent Course		Days		Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Professor	Contact														
Surgical Technology															
SUR 2000100	G 2.00 32.00	Advanced Surgical Procedures	SUR 2000100	G											
Nicole Claussen					M	12:00 PM	01:59 PM	01/09/2017	04/29/2017	GRAY	HSC	1406			
SUR 2030000	G 2.00 32.00	Surgical Professional Practice	SUR 2030000	G											
Nicole Claussen					M	02:00 PM	03:59 PM	01/09/2017	04/29/2017	GRAY	HSC	1406			
SUR 2040000	G 2.00 32.00	Integrated Surgical Sciences	SUR 2040000	G											
Nicole Claussen					M	09:00 AM	10:59 AM	01/09/2017	04/29/2017	GRAY	HSC	1406			
SUR 2990100	G 12.00 192.00	Surgical Technology Internship	SUR 2990100	G											
Nicole Claussen					TWRF	06:30 AM	03:15 PM	01/09/2017	04/29/2017	TBA					
Nicole Claussen					M	08:00 AM	08:59 AM	01/09/2017	04/29/2017	GRAY	HSC	1406			

2016-2017 Winter Semester

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Theatre											
THE 1200000	3.00	CANCELED Intro to Theatre	THE 1200000								
Jomarie Leone	48.00	MW	02:00 PM	03:29 PM	01/09/2017	04/29/2017	CENT	PAC	AUD		

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Course	Credits	Title	Parent Course				Locatn	Bldg	Room	Comment
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date				
WorkForce Development										
WFD 1233200	0.00 9.00	Excel Training 9 Hours			WFD 1233200					
Clay Horton		R	01:00 PM	04:00 PM	02/02/2017	02/16/2017	GRAY			
WFD 1233200 G	0.00 9.00	Excel Training 9 Hours			WFD 1233200 G					
Clay Horton		F	01:00 PM	04:00 PM	03/03/2017	04/14/2017	GRAY	HSC	1406	
WFD 1240500	0.00 64.00	Recognition-Prior Train/Experien			WFD 1240500					
Thomas Grace		MFSU	08:00 AM	05:30 PM	04/21/2017	04/24/2017	WB	WBRAN	101	
Thomas Grace		TWR	09:00 AM	10:00 PM	04/25/2017	04/27/2017	CENT			
Roscommon Range										
Thomas Grace		F	08:00 AM	01:30 PM	04/28/2017	04/28/2017	CENT	ADM	207	
WFD 1241700	0.00 8.00	Winter Weather EVO			WFD 1241700					
Thomas Grace		M	09:00 AM	05:00 PM	02/06/2017	02/06/2017	TBA			

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
<u>Welding</u>													
WLD 1040100	M	4.00 96.00	Material Science	WLD 1040100	M								
David L Muladore			MW	07:00 PM	10:00 PM	01/09/2017	04/29/2017	GAYL	MTEC	111			
WLD 1050100	M	3.00 64.00	Welding Fabrication Level 1	WLD 1050100	M								
Jeffrey William Komondy			MW	01:00 PM	02:59 PM	01/09/2017	04/29/2017	GAYL	MTEC				
WLD 1050140		3.00 64.00	Welding Fabrication Level 1	WLD 1050140									
Walter Donald Duggar				00:00 AM	00:00 AM	01/23/2017	05/18/2017	CENT	CTC	111			
COOR Tues/Thurs 1:00-6:00pm													
WLD 1050150	M	3.00 64.00	Welding Fabrication Level 1	WLD 1050150	M								
Daron F Shimel			MTWR	07:45 AM	09:45 AM	01/09/2017	04/29/2017	GAYL	MTEC	105			
WLD 1100000	M	4.00 96.00	Welding Fundamentals	WLD 1100000	M								
David L Muladore			MW	04:00 PM	06:59 PM	01/09/2017	04/29/2017	GAYL	MTEC				
WLD 1110100	M	1.00 24.00	GMAW, FCAW & SMAW x-Block	WLD 1110100	M								
Mark McCully				00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC				
W17 MW 9:30-1:00pm													
WLD 1110101	M	1.00 24.00	GMAW, FCAW & SMAW x-Block	WLD 1110101	M								
Mark McCully				00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC				
W17 Tues/Thurs 1:00-4:30pm													
WLD 1110102	M	1.00 24.00	GMAW, FCAW & SMAW x-Block	WLD 1110102	M								
Jason Gabriel Brigham				00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC				
W17 Tues/Thurs 6:30-10:00pm													
WLD 1110103	M	1.00 24.00	GMAW, FCAW & SMAW x-Block	WLD 1110103	M								
Morgan Paul Neilson				00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC				
W17 Friday 9:30-4:30pm													

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Welding													
WLD 1110140	1.00 24.00	GMAW, FCAW & SMAW x-Block	WLD 1110140										
Walter Donald Duggar					00:00 AM	00:00 AM	01/23/2017	05/18/2017	CENT	CTC	111		
COOR Tues/Thurs 1:00-6:00pm													
WLD 1110200 M	1.00 24.00	GMAW, FCAW & SMAW-Horizon	WLD 1110100 M										
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC			
W17 MW 9:30-1:00pm													
WLD 1110201 M	1.00 24.00	GMAW, FCAW & SMAW-Horizon	WLD 1110101 M										
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC			
W17 Tues/Thurs 1:00-4:30pm													
WLD 1110202 M	1.00 24.00	GMAW, FCAW & SMAW-Horizon	WLD 1110102 M										
Jason Gabriel Brigham					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC			
W17 Tues/Thurs 6:30-10:00pm													
WLD 1110203 M	1.00 24.00	GMAW, FCAW & SMAW-Horizon	WLD 1110103 M										
Morgan Paul Neilson					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC			
W17 Friday 9:30-4:30pm													
WLD 1110240	1.00 24.00	GMAW, FCAW & SMAW-Horizon	WLD 1110240										
Walter Donald Duggar					00:00 AM	00:00 AM	01/23/2017	05/18/2017	CENT	CTC	111		
COOR Tues/Thurs 1:00-6:00pm													
WLD 1110300 M	1.00 24.00	GMAW, FCAW & SMAW-Vertical	WLD 1110100 M										
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC			
W17 MW 9:30-1:00pm													
WLD 1110301 M	1.00 24.00	GMAW, FCAW & SMAW-Vertical	WLD 1110101 M										
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC			
W17 Tues/Thurs 1:00-4:30pm													
WLD 1110302 M	1.00 24.00	GMAW, FCAW & SMAW-Vertical	WLD 1110102 M										
Jason Gabriel Brigham					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC			
W17 Tues/Thurs 6:30-10:00pm													

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Welding													
WLD 1110303	M	1.00	GMAW, FCAW & SMAW-Vertical	WLD 1110103	M								
		24.00											
Morgan Paul Neilson					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17 Friday 9:30-4:30pm													
WLD 1110340		1.00	GMAW, FCAW & SMAW-Vertical	WLD 1110340									
		24.00											
Walter Donald Duggar					00:00 AM	00:00 AM	01/23/2017	05/18/2017		CENT	CTC	111	
COOR Tues/Thurs 1:00-6:00pm													
WLD 1110400	M	1.00	GMAW, FCAW & SMAW-Overhe:	WLD 1110100	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17 MW 9:30-1:00pm													
WLD 1110401	M	1.00	GMAW, FCAW & SMAW-Overhe:	WLD 1110101	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17 Tues/Thurs 1:00-4:30pm													
WLD 1110402	M	1.00	GMAW, FCAW & SMAW-Overhe:	WLD 1110102	M								
		24.00											
Jason Gabriel Brigham					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17 Tues/Thurs 6:30-10:00pm													
WLD 1110403	M	1.00	GMAW, FCAW & SMAW-Overhe:	WLD 1110103	M								
		24.00											
Morgan Paul Neilson					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17 Friday 9:30-4:30pm													
WLD 1110440		1.00	GMAW, FCAW & SMAW-Overhe:	WLD 1110440									
		24.00											
Walter Donald Duggar					00:00 AM	00:00 AM	01/23/2017	05/18/2017		CENT	CTC	111	
COOR Tues/Thurs 1:00-6:00pm													
WLD 1110500	M	1.00	WPQR Test-SMAW	WLD 1110100	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17 MW 9:30-1:00pm													
WLD 1110501	M	1.00	WPQR Test-SMAW	WLD 1110101	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17 Tues/Thurs 1:00-4:30pm													

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2016-2017 Winter Semester

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Welding													
WLD 1110502	M	1.00	WPQR Test-SMAW	WLD 1110102	M								
		24.00											
Jason Gabriel Brigham					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	Tues/Thurs	6:30-10:00pm											
WLD 1110503	M	1.00	WPQR Test-SMAW	WLD 1110103	M								
		24.00											
Morgan Paul Neilson					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	Friday	9:30-4:30pm											
WLD 1110540		1.00	WPQR Test-SMAW	WLD 1110540									
		24.00											
Walter Donald Duggar					00:00 AM	00:00 AM	01/23/2017	05/18/2017		CENT	CTC	111	
COOR	Tues/Thurs	1:00-6:00pm											
WLD 1120100	M	1.00	GMAW-Constant Voltage	WLD 1110100	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	MW	9:30-1:00pm											
WLD 1120101	M	1.00	GMAW-Constant Voltage	WLD 1110101	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	Tues/Thurs	1:00-4:30pm											
WLD 1120102	M	1.00	GMAW-Constant Voltage	WLD 1110102	M								
		24.00											
Jason Gabriel Brigham					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	Tues/Thurs	6:30-10:00pm											
WLD 1120103	M	1.00	GMAW-Constant Voltage	WLD 1110103	M								
		24.00											
Morgan Paul Neilson					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	Friday	9:30-4:30pm											
WLD 1120200	M	1.00	GMAW-Spray	WLD 1110100	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	MW	9:30-1:00pm											
WLD 1120201	M	1.00	GMAW-Spray	WLD 1110101	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	Tues/Thurs	1:00-4:30pm											

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
<u>Welding</u>													
WLD 1120202	M	1.00	GMAW-Spray	WLD 1110102	M								
		24.00											
Jason Gabriel Brigham					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	Tues/Thurs	6:30-10:00pm											
WLD 1120203	M	1.00	GMAW-Spray	WLD 1110103	M								
		24.00											
Morgan Paul Neilson					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	Friday	9:30-4:30pm											
WLD 1120300	M	1.00	GMAW-Pulse	WLD 1110100	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	MW	9:30-1:00pm											
WLD 1120301	M	1.00	GMAW-Pulse	WLD 1110101	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	Tues/Thurs	1:00-4:30pm											
WLD 1120302	M	1.00	GMAW-Pulse	WLD 1110102	M								
		24.00											
Jason Gabriel Brigham					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	Tues/Thurs	6:30-10:00pm											
WLD 1120303	M	1.00	GMAW-Pulse	WLD 1110103	M								
		24.00											
Morgan Paul Neilson					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	Friday	9:30-4:30pm											
WLD 1120400	M	1.00	GMAW-Aluminum	WLD 1110100	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	MW	9:30-1:00pm											
WLD 1120401	M	1.00	GMAW-Aluminum	WLD 1110101	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	Tues/Thurs	1:00-4:30pm											
WLD 1120402	M	1.00	GMAW-Aluminum	WLD 1110102	M								
		24.00											
Jason Gabriel Brigham					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	Tues/Thurs	6:30-10:00pm											

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Welding													
WLD 1120403	M	1.00	GMAW-Aluminum	WLD 1110103	M								
		24.00											
Morgan Paul Neilson						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
			W17		Friday	9:30-4:30pm							
WLD 1120500	M	1.00	WPQR Test-GMAW	WLD 1110100	M								
		24.00											
Mark McCully						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
			W17		MW	9:30-1:00pm							
WLD 1120501	M	1.00	WPQR Test-GMAW	WLD 1110101	M								
		24.00											
Mark McCully						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
			W17		Tues/Thurs	1:00-4:30pm							
WLD 1120502	M	1.00	WPQR Test-GMAW	WLD 1110102	M								
		24.00											
Jason Gabriel Brigham						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
			W17		Tues/Thurs	6:30-10:00pm							
WLD 1120503	M	1.00	WPQR Test-GMAW	WLD 1110103	M								
		24.00											
Morgan Paul Neilson						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
			W17		Friday	9:30-4:30pm							
WLD 1130000	M	3.00	Non-Destructive Testing	WLD 1130000	M								
		64.00											
Jason Gabriel Brigham						TR	04:30 PM	06:29 PM	01/09/2017	04/29/2017	GAYL	MTEC	111
WLD 1140000	M	1.00	Fabrication Blueprint Reading	WLD 1140000	M								
		16.00											
Jeffrey William Komondy						W	03:00 PM	03:59 PM	01/09/2017	04/29/2017	GAYL	MTEC	
WLD 2120100	M	1.00	GTAW-Flat	WLD 1110100	M								
		24.00											
Mark McCully							00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC	
			W17		MW	9:30-1:00pm							
WLD 2120101	M	1.00	GTAW-Flat	WLD 1110101	M								
		24.00											
Mark McCully							00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC	
			W17		Tues/Thurs	1:00-4:30pm							

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Welding													
WLD 2120102	M	1.00	GTAW-Flat	WLD 1110102	M								
		24.00											
Jason Gabriel Brigham					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	Tues/Thurs	6:30-10:00pm											
WLD 2120103	M	1.00	GTAW-Flat	WLD 1110103	M								
		24.00											
Morgan Paul Neilson					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	Friday	9:30-4:30pm											
WLD 2120200	M	1.00	GTAW-Horizontal	WLD 1110100	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	MW	9:30-1:00pm											
WLD 2120201	M	1.00	GTAW-Horizontal	WLD 1110101	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	Tues/Thurs	1:00-4:30pm											
WLD 2120202	M	1.00	GTAW-Horizontal	WLD 1110102	M								
		24.00											
Jason Gabriel Brigham					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	Tues/Thurs	6:30-10:00pm											
WLD 2120203	M	1.00	GTAW-Horizontal	WLD 1110103	M								
		24.00											
Morgan Paul Neilson					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	Friday	9:30-4:30pm											
WLD 2120300	M	1.00	GTAW-Vertical	WLD 1110100	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	MW	9:30-1:00pm											
WLD 2120301	M	1.00	GTAW-Vertical	WLD 1110101	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	Tues/Thurs	1:00-4:30pm											
WLD 2120302	M	1.00	GTAW-Vertical	WLD 1110102	M								
		24.00											
Jason Gabriel Brigham					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
W17	Tues/Thurs	6:30-10:00pm											

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Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
<u>Welding</u>												
WLD 2120303	M	1.00 24.00	GTAW-Vertical				WLD 1110103	M				
Morgan Paul Neilson					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
				W17 Friday	9:30-4:30pm							
WLD 2120400	M	1.00 24.00	GTAW-Overhead				WLD 1110100	M				
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
				W17 MW	9:30-1:00pm							
WLD 2120401	M	1.00 24.00	GTAW-Overhead				WLD 1110101	M				
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
				W17 Tues/Thurs	1:00-4:30pm							
WLD 2120402	M	1.00 24.00	GTAW-Overhead				WLD 1110102	M				
Jason Gabriel Brigham					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
				W17 Tues/Thurs	6:30-10:00pm							
WLD 2120403	M	1.00 24.00	GTAW-Overhead				WLD 1110103	M				
Morgan Paul Neilson					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
				W17 Friday	9:30-4:30pm							
WLD 2120500	M	1.00 24.00	WPQR Test-GTAW				WLD 1110100	M				
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
				W17 MW	9:30-1:00pm							
WLD 2120501	M	1.00 24.00	WPQR Test-GTAW				WLD 1110101	M				
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
				W17 Tues/Thurs	1:00-4:30pm							
WLD 2120502	M	1.00 24.00	WPQR Test-GTAW				WLD 1110102	M				
Jason Gabriel Brigham					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
				W17 Tues/Thurs	6:30-10:00pm							
WLD 2120503	M	1.00 24.00	WPQR Test-GTAW				WLD 1110103	M				
Morgan Paul Neilson					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
				W17 Friday	9:30-4:30pm							

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
<u>Welding</u>													
WLD 2130100	M	1.00	Flat & Horizontal Pipe Welding	WLD 1110100	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
			W17 MW 9:30-1:00pm										
WLD 2130101	M	1.00	Flat & Horizontal Pipe Welding	WLD 1110101	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
			W17 Tues/Thurs 1:00-4:30pm										
WLD 2130102	M	1.00	Flat & Horizontal Pipe Welding	WLD 1110102	M								
		24.00											
Jason Gabriel Brigham					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
			W17 Tues/Thurs 6:30-10:00pm										
WLD 2130103	M	1.00	Flat & Horizontal Pipe Welding	WLD 1110103	M								
		24.00											
Morgan Paul Neilson					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
			W17 Friday 9:30-4:30pm										
WLD 2130200	M	1.00	5G-Up Pipe Welding	WLD 1110100	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
			W17 MW 9:30-1:00pm										
WLD 2130201	M	1.00	5G-Up Pipe Welding	WLD 1110101	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
			W17 Tues/Thurs 1:00-4:30pm										
WLD 2130202	M	1.00	5G-Up Pipe Welding	WLD 1110102	M								
		24.00											
Jason Gabriel Brigham					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
			W17 Tues/Thurs 6:30-10:00pm										
WLD 2130203	M	1.00	5G-Up Pipe Welding	WLD 1110103	M								
		24.00											
Morgan Paul Neilson					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
			W17 Friday 9:30-4:30pm										
WLD 2130300	M	1.00	5G-Down Pipe Welding	WLD 1110100	M								
		24.00											
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017		GAYL	MTEC		
			W17 MW 9:30-1:00pm										

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Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Welding												
WLD 2130301	M	1.00 24.00	5G-Down Pipe Welding				WLD 1110101	M				
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
				W17	Tues/Thurs	1:00-4:30pm						
WLD 2130302	M	1.00 24.00	5G-Down Pipe Welding				WLD 1110102	M				
Jason Gabriel Brigham					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
				W17	Tues/Thurs	6:30-10:00pm						
WLD 2130303	M	1.00 24.00	5G-Down Pipe Welding				WLD 1110103	M				
Morgan Paul Neilson					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
				W17	Friday	9:30-4:30pm						
WLD 2130400	M	1.00 24.00	6G-Up Pipe Welding				WLD 1110100	M				
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
				W17	MW	9:30-1:00pm						
WLD 2130401	M	1.00 24.00	6G-Up Pipe Welding				WLD 1110101	M				
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
				W17	Tues/Thurs	1:00-4:30pm						
WLD 2130402	M	1.00 24.00	6G-Up Pipe Welding				WLD 1110102	M				
Jason Gabriel Brigham					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
				W17	Tues/Thurs	6:30-10:00pm						
WLD 2130403	M	1.00 24.00	6G-Up Pipe Welding				WLD 1110103	M				
Morgan Paul Neilson					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
				W17	Friday	9:30-4:30pm						
WLD 2130500	M	1.00 24.00	Pipe Fitting				WLD 1110100	M				
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
				W17	MW	9:30-1:00pm						
WLD 2130501	M	1.00 24.00	Pipe Fitting				WLD 1110101	M				
Mark McCully					00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
				W17	Tues/Thurs	1:00-4:30pm						

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
<u>Welding</u>													
WLD 2130502	M	1.00 24.00	Pipe Fitting	WLD 1110102	M								
Jason Gabriel Brigham						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
			W17 Tues/Thurs 6:30-10:00pm										
WLD 2130503	M	1.00 24.00	Pipe Fitting	WLD 1110103	M								
Morgan Paul Neilson						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
			W17 Friday 9:30-4:30pm										
WLD 2140000	M	4.00 96.00	Welder Qualification Testing	WLD 1110100	M								
Mark McCully						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
			W17 MW 9:30-1:00pm										
WLD 2140001	M	4.00 96.00	Welder Qualification Testing	WLD 1110101	M								
Mark McCully						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
			W17 Tues/Thurs 1:00-4:30pm										
WLD 2140002	M	4.00 96.00	Welder Qualification Testing	WLD 1110102	M								
Jason Gabriel Brigham						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
			W17 Tues/Thurs 6:30-10:00pm										
WLD 2140003	M	4.00 96.00	Welder Qualification Testing	WLD 1110103	M								
Morgan Paul Neilson						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		
			W17 Friday 9:30-4:30pm										
WLD 2150100	M	5.00 112.00	Welding Fabrication Level 2	WLD 2150100	M								
Daron F Shimel						TR	09:30 AM	12:59 PM	01/09/2017	04/29/2017	GAYL	MTEC	
WLD 2990000	M	3.00 48.00	Welding Internship	WLD 2990000	M								
Mark McCully						00:00 AM	00:00 AM	01/09/2017	04/29/2017	GAYL	MTEC		

CAT Student Enrollment and Profile Report

2016-2017 - Summer Session

Headcount: 420
Online Headcount: 213
Total Credit Hours: 1,539.80
Online Credit hours: 965.00
Tuition hours: 1,883.62
Contact hours: 33,631.00

Breakdown by Subject Area (includes Concurrent):

Subject	Seatcount	Tuition Hours
ACC	7	28.00
ALH	41	98.00
ART	10	40.00
AST	13	35.00
AUT	1	5.00
BIO	35	175.00
BUS	21	63.00
CEC	65	0
CIS	8	24.00
CJS	3	9.00
COR	38	24.12
COS	26	89.00
ECO	12	36.00
ELT	116	93.47
EMS	6	36.00
ENG	36	111.00
GEO	6	24.00
HIT	6	24.00
HVC	40	32.47
MKT	8	24.00
MPT	6	24.00
MTH	48	192.00
PLB	2	1.56
POL	9	27.00
PSY	32	96.00
SOC	11	33.00
SON	76	380.00
SPE	20	60.00
WFD	64	0
WLD	55	99.00

Totals: **821** **1883.62**

Age Distribution:

24 and under:	173	41.19%
25 to 39:	143	34.05%
40 to 59:	81	19.29%
60 and over:	23	5.48%
Unknown:	0	.00%

Credit Hour Load:

Non-credit	123	29.29%
>0 - 5.99	164	39.05%
6 - 8.99	111	26.43%
9 - 11.99	2	.48%
>= 12	20	4.76%

Student Status:

FTIAC	17	4.05%
Returning	290	69.05%
New Transfer	22	5.24%
New Guest	30	7.14%
New 8th Grade	0	.00%
New Dual Enrollment	2	.48%
New Non Credit	59	14.05%
New CJ InService	0	.00%

Gender:

Male:	169	40.24%
Female:	251	59.76%

Concurrent Enrollment - Section 40 by Subject

2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Accounting													
ACC 1210060	4.00	CANCELED Accounting Principle	ACC 1210060										
	64.00												
Jason M Broge					00:00 AM	00:00 AM	05/30/2017	07/25/2017		ONLIN			
		Online Course											
ACC 1220060	4.00	Accounting Principles II	ACC 1220060										
	64.00												
Jason M Broge					00:00 AM	00:00 AM	05/30/2017	07/25/2017		ONLIN			
		Online Course											
ACC 1250060	4.00	CANCELED Accounting w/Quick	ACC 1250060										
	64.00												
Jenny Marie Maples					00:00 AM	00:00 AM	05/30/2017	07/25/2017		ONLIN			
		Online Course											

2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Allied Health													
ALH 1010160	2.00 32.00	Medical Terminology	ALH 1010160										
Cristina Marie Eames					00:00 AM	00:00 AM	05/30/2017	07/25/2017		ONLIN			
Online Course													
ALH 1010161	2.00 32.00	CANCELED Medical Terminology	ALH 1010161										
Cristina Marie Eames					00:00 AM	00:00 AM	05/30/2017	07/25/2017		ONLIN			
Online Course													
ALH 1040000 G	6.00 120.00	CANCELED Nursing Assistant	ALH 1040000 G										
Ruby Anne Katterman					TW	08:00 AM	02:29 PM	05/30/2017	07/25/2017	GRAY	HSC	2018	
Ruby Anne Katterman					00:00 AM	00:00 AM	05/30/2017	07/25/2017					
4 Clinical Dates - TBA													
ALH 1080160	3.00 48.00	Pathology w/Pharmacology	ALH 1080160										
Nancy Ellen Burke					00:00 AM	00:00 AM	05/30/2017	07/25/2017		ONLIN			
Online Course													
ALH 1130060	3.00 48.00	Medical Ethics & Law	ALH 1130060										
Deborah A Bebow					00:00 AM	00:00 AM	05/30/2017	07/25/2017		ONLIN			
Online Course													

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2016-2017 Summer Session

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Art											
ART 1150000	3.00 64.00	Photography I		ART 1150000							
Scott T Rice		T	09:00 AM	05:29 PM	05/30/2017	07/25/2017	CENT	ART	117		
ART 2754560	3.00 64.00	Computer Generated Images I		ART 2754560							
Michael J Williams			00:00 AM	00:00 AM	05/30/2017	07/25/2017	ONLIN				
	Online Course										

2016-2017 Summer Session

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
<u>Astronomy</u>											
AST 1020060	3.00 48.00	Exploration of Astronomy		AST 1020060							
Andrew Vandenneuvel			00:00 AM	00:00 AM	05/30/2017	07/25/2017	ONLIN				
	Online Course										
AST 1030060	1.00 32.00	Observational Astronomy		AST 1030060							
Andrew Vandenneuvel			00:00 AM	00:00 AM	05/30/2017	07/25/2017	ONLIN				
	Online Course										

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2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
<u>Automotive</u>													
AUT 2990000	5.00	Automotive Internship	AUT 2990000										
	80.00												
Robert E Oakes					00:00 AM	00:00 AM	05/30/2017	07/25/2017				TBA	
		Independent Study											

2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Biology													
BIO 1070060	4.00 80.00	Essentials of Anatomy & Physiolo	BIO 1070060										
Amy M Kuczynski					00:00 AM	00:00 AM	05/30/2017	07/25/2017					ONLIN
		Online Course											
BIO 2500060	4.00 80.00	Human Anatomy	BIO 2500060										
Scott A McAlindon					00:00 AM	00:00 AM	05/30/2017	07/25/2017					ONLIN
		Online Course											
BIO 2510060	4.00 80.00	Human Physiology	BIO 2510060										
David C Green					00:00 AM	00:00 AM	05/30/2017	07/25/2017					ONLIN
		Online Course											

2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Business													
BUS 1010060	3.00 48.00	Intro to Business	BUS 1010060										
Jane E Lange					00:00 AM	00:00 AM	05/30/2017	07/25/2017					ONLIN
Online Course													
BUS 1070060	3.00 48.00	CANCELED Entrepreneurship	BUS 1070060										
Jane E Lange					00:00 AM	00:00 AM	05/30/2017	07/25/2017					ONLIN
Online Course													
BUS 2100060	3.00 48.00	Principles of Management	BUS 2100060										
Jane E Lange					00:00 AM	00:00 AM	05/30/2017	07/25/2017					ONLIN
Online Course													
BUS 2150060	3.00 48.00	Business Law	BUS 2150060										
Sarah Lynn Medler					00:00 AM	00:00 AM	05/30/2017	07/25/2017					ONLIN
Online Course													
BUS 2450060	3.00 48.00	CANCELED Human Resource M	BUS 2450060										
Jason M Broge					00:00 AM	00:00 AM	05/30/2017	07/25/2017					ONLIN
Online Course													
BUS 2990080	3.00 48.00	CANCELED Internship in Bus & I	BUS 2990080										
Erine Kaye Adams					00:00 AM	00:00 AM	05/30/2017	07/25/2017					
Placement must be determined before semester begins.													
Erine Kaye Adams					00:00 AM	00:00 AM	05/30/2017	07/25/2017					
This course consists of online work and on-the-job training.													

2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Capstone													
CAP 2990100 M	1.00 24.00	Internship/Service Learning	CAP 2990100	M									
Alan A Mabarak					00:00 AM	00:00 AM	05/30/2017	07/25/2017		GAYL	MTEC		
CAP 2990200 M	2.00 48.00	Internship/Service Learning	CAP 2990200	M									
Alan A Mabarak					00:00 AM	00:00 AM	05/30/2017	07/25/2017		GAYL	MTEC		
CAP 2990300 M	3.00 72.00	Internship/Service Learning	CAP 2990300	M									
Alan A Mabarak					00:00 AM	00:00 AM	05/30/2017	07/25/2017		GAYL	MTEC		
CAP 2990400 M	4.00 96.00	Internship/Service Learning	CAP 2990400	M									
Alan A Mabarak					00:00 AM	00:00 AM	05/30/2017	07/25/2017		GAYL	MTEC		

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2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Cont Education - Non-Cr													
CEC 1112000	0.00 18.00	The Art of Ceramics for Adults	CEC 1112000										
Carrie Mae Gregg					W	01:00 PM	04:00 PM	06/07/2017	07/12/2017	CENT	ART		
CEC 1112100	0.00 18.00	Watercolors	CEC 1112100										
Scott T Rice					W	01:00 PM	04:00 PM	06/07/2017	07/12/2017	CENT	ART		
CEC 1171505 G	0.00 3.00	CPR	CEC 1171505 G										
Joseph Rubino					M	06:00 PM	09:00 PM	05/15/2017	05/15/2017	GRAY	HSC	1434	
CEC 1171506 G	0.00 3.00	CPR	CEC 1171506 G										
Joseph Rubino					M	06:00 PM	09:00 PM	06/12/2017	06/12/2017	GRAY	HSC	1434	
CEC 1171507 G	0.00 3.00	CPR	CEC 1171507 G										
Joseph Rubino					M	06:00 PM	09:00 PM	07/10/2017	07/10/2017	GRAY	HSC	1434	
CEC 1220700	0.00 9.00	Microsoft Excel	CEC 1220700										
Clay Horton					R	01:00 PM	04:00 PM	05/11/2017	05/25/2017	HL			
CEC 1220701	0.00 9.00	Microsoft Excel	CEC 1220701										
Clay Horton					R	01:00 PM	04:00 PM	06/01/2017	06/22/2017				
CEC 1220702	0.00 9.00	Microsoft Excel	CEC 1220702										
Clay Horton					W	01:00 PM	04:00 PM	05/24/2017	06/07/2017				
CEC 1240000	0.00 12.00	Home Safety Firearms	CEC 1240000										
Thomas Grace						00:00 AM	00:00 AM	06/16/2017	06/17/2017	CENT	ADM	133	

2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Computer Information Systems													
CIS 1050060	3.00	Intro to Computers	CIS 1050060										
	48.00												
Donald E Wray					00:00 AM	00:00 AM	05/30/2017	07/25/2017					ONLIN
		Online Course											
CIS 1050061	3.00	ON HOLD Intro to Computers	CIS 1050061										
	48.00												
TBA					00:00 AM	00:00 AM	05/30/2017	07/25/2017					ONLIN
		Online Course											

2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Criminal Justice													
CJS 1020000	3.00 64.00	CANCELED Physical Training I	CJS 1020000										
Lloyd Glenn Gutierrez					TW	03:00 PM	05:59 PM	05/30/2017	07/25/2017	CENT	ADM	114	
Lloyd Glenn Gutierrez					R	03:00 PM	04:59 PM	05/30/2017	07/25/2017	CENT	ADM	114	
CJS 2050000	2.00 48.00	CANCELED Fitness Training	CJS 1020000										
Lloyd Glenn Gutierrez					TW	03:00 PM	05:59 PM	05/30/2017	07/25/2017	CENT	ADM	114	
CJS 2990000	3.00 48.00	Criminal Justice Internship	CJS 2990000										
Thomas Grace						00:00 AM	00:00 AM	05/30/2017	07/25/2017	CENT	ADM		
		Independent Study											

2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Core Construction													
COR 1000100	M	0.50	Basic Safety	COR 1000100	M								
Alan A Mabarak		12.50				00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
COR 1000200	M	0.40	Introduction to Construction Math	COR 1000200	M								
Alan A Mabarak		10.00				00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
COR 1000300	M	0.40	Introduction to Hand Tools	COR 1000300	M								
Alan A Mabarak		10.00				00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
COR 1000400	M	0.40	Introduction to Power Tools	COR 1000400	M								
Alan A Mabarak		10.00				00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
COR 1000500	M	0.40	Intro to Construction Drawings	COR 1000500	M								
Alan A Mabarak		10.00				00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
COR 1000600	M	0.60	Basic Rigging	COR 1000600	M								
Alan A Mabarak		15.00				00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
COR 1000680	M	0.60	Basic Rigging	COR 1000680	M								
Alan A Mabarak		15.00				00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
Weyerhaeuser Apprentice													
COR 1000700	M	0.30	Basic Communication Skills	COR 1000700	M								
Alan A Mabarak		7.50				00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
COR 1000800	M	0.30	Basic Employability Skills	COR 1000800	M								
Alan A Mabarak		7.50				00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		

2016-2017 Summer Session

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Core Construction											
COR 1000900 M	0.20	Intro to Materials Handling			COR 1000900 M						
	5.00										
Alan A Mabarak			00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC			

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2016-2017 Summer Session

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Cosmetology												
COS 1210000	2.50 64.00	Cosmetology I	COS 1210000									
Shannon Weaver					00:00 AM	00:00 AM	05/16/2017	07/25/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF CTC-107										
COS 1220000	2.50 64.00	Cosmetology II	COS 1220000									
Shannon Weaver					00:00 AM	00:00 AM	05/16/2017	07/25/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF CTC-107										
COS 1230000	2.50 64.00	Cosmetology III	COS 1230000									
Shannon Weaver					00:00 AM	00:00 AM	05/16/2017	07/25/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF CTC-107										
COS 1240000	2.50 64.00	Cosmetology IV	COS 1240000									
Shannon Weaver					00:00 AM	00:00 AM	05/16/2017	07/25/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF CTC-107										
COS 1250000	2.50 64.00	Cosmetology V	COS 1250000									
Shannon Weaver					00:00 AM	00:00 AM	05/16/2017	07/25/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF CTC-107										
COS 1260000	2.50 64.00	Cosmetology VI	COS 1260000									
Shannon Weaver					00:00 AM	00:00 AM	05/16/2017	07/25/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF CTC-107										
COS 1270000	2.50 64.00	Cosmetology VII	COS 1270000									
Shannon Weaver					00:00 AM	00:00 AM	05/16/2017	07/25/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF CTC-107										
COS 1280000	2.50 64.00	Cosmetology VIII	COS 1280000									
Shannon Weaver					00:00 AM	00:00 AM	05/16/2017	07/25/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF CTC-107										
COS 1290000	2.50 64.00	Cosmetology IX	COS 1290000									
Shannon Weaver					00:00 AM	00:00 AM	05/16/2017	07/25/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF CTC-107										

2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Cosmetology													
COS 1300000	2.50 64.00	Cosmetology X	COS 1300000										
Shannon Weaver						00:00 AM	00:00 AM	05/16/2017	07/25/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
<hr/>													
COS 1310000	2.50 64.00	Cosmetology XI	COS 1310000										
Shannon Weaver						00:00 AM	00:00 AM	05/16/2017	07/25/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
<hr/>													
COS 1320000	2.50 64.00	Cosmetology XII	COS 1320000										
Shannon Weaver						00:00 AM	00:00 AM	05/16/2017	07/25/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
<hr/>													
COS 1330000	2.50 64.00	Cosmetology XIII	COS 1330000										
Shannon Weaver						00:00 AM	00:00 AM	05/16/2017	07/25/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
<hr/>													
COS 1340000	2.50 64.00	Cosmetology XIV	COS 1340000										
Shannon Weaver						00:00 AM	00:00 AM	05/16/2017	07/25/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
<hr/>													
COS 1350000	2.50 64.00	Cosmetology XV	COS 1350000										
Shannon Weaver						00:00 AM	00:00 AM	05/16/2017	07/25/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
<hr/>													
COS 1360000	2.50 64.00	Cosmetology XVI	COS 1360000										
Shannon Weaver						00:00 AM	00:00 AM	05/16/2017	07/25/2017	CENT	CTC	107/8	
		8:30-4:00pm MTWRF											
<hr/>													
COS 1750060	1.00 16.00	Salon Management	COS 1750060										
Shannon Weaver						00:00 AM	00:00 AM	05/16/2017	07/25/2017	ONLIN			
		Independent Study											

2016-2017 Summer Session

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Economics											
ECO 2010060	3.00	Prin of Economics-MACRO		ECO 2010060							
	48.00										
Erine Kaye Adams			00:00 AM	00:00 AM	05/30/2017	07/25/2017	ONLIN				
	Online Course										

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2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Electrical Technology													
ELT 1010100	M	0.10 2.50	Orientation to the Electrical Trade	ELT 1010100	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 1010200	M	0.40 10.00	Electrical Safety	ELT 1010200	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 1010280	M	0.40 10.00	Electrical Safety	ELT 1010280	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
			Weyerhaeuser Apprentice										
ELT 1010300	M	0.30 7.50	Introduction to Electrical Circuits	ELT 1010300	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 1010400	M	0.30 7.50	Electrical Theory	ELT 1010400	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 1010500	M	0.30 7.50	Intro to the NEC	ELT 1010500	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 1010600	M	0.40 10.00	Device Boxes	ELT 1010600	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 1010700	M	0.40 10.00	Hand Bending	ELT 1010700	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 1010780	M	0.40 10.00	Hand Bending	ELT 1010780	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
			Weyerhaeuser Apprentice										

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2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Electrical Technology													
ELT 1010800	M	0.80 20.00	Raceways and Fittings	ELT 1010800	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 1010900	M	0.40 10.00	Conductors and Cables	ELT 1010900	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 1010980	M	0.40 10.00	Conductors and Cables	ELT 1010980	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
			Weyerhaeuser Apprentice										
ELT 1011000	M	0.30 7.50	Basic ELT Construction Drawings	ELT 1011000	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 1011100	M	0.60 15.00	Residential Electric Services	ELT 1011100	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 1011200	M	0.20 5.00	Electrical Test Equipment	ELT 1011200	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 1020200	M	0.70 17.50	Alternating Current	ELT 1020200	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 1020280	M	0.70 17.50	Alternating Current	ELT 1020280	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
			Weyerhaeuser Apprentice										
ELT 1020300	M	0.80 20.00	Motors: Theory and Application	ELT 1020300	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		

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2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Electrical Technology													
ELT 1020380	M	0.80 20.00	Motors: Theory and Application	ELT 1020380	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
Weyerhaeuser Apprentice													
ELT 1020400	M	0.60 15.00	Electrical Lighting	ELT 1020400	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 1020500	M	0.60 15.00	Conduit Bending	ELT 1020500	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 1020600	M	0.50 12.50	Pull and Junction Boxes	ELT 1020600	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 1020700	M	0.40 10.00	Conductor Installations	ELT 1020700	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 1020800	M	0.30 7.50	Cable Tray	ELT 1020800	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 1020900	M	0.30 7.50	Conductor Terminations and Splik	ELT 1020900	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 1021000	M	0.60 15.00	Grounding and Bonding	ELT 1021000	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 1021100	M	0.50 12.50	Circuit Breakers and Fuses	ELT 1021100	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		

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2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Electrical Technology													
ELT 1021200	M	0.50 12.50	Control System and Concepts	ELT 1021200	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2030300	M	0.70 17.50	Load Calculations - Branch Circu	ELT 2030300	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2030400	M	0.60 15.00	Conductor Selection and Calcula	ELT 2030400	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2030500	M	0.50 12.50	Practical Applications of Lighting	ELT 2030500	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2030600	M	0.60 15.00	Hazardous Locations	ELT 2030600	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2030700	M	1.00 25.00	Overcurrent Protection	ELT 2030700	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2030800	M	0.50 12.50	Distribution Equipment	ELT 2030800	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2030900	M	0.50 12.50	Transformers	ELT 2030900	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2031000	M	0.40 10.00	Commercial Electrical Services	ELT 2031000	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		

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2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Electrical Technology													
ELT 2031100	M	0.50 12.50	Motor Calculations	ELT 2031100	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2031200	M	0.40 10.00	Voice, Data, and Video	ELT 2031200	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2031300	M	0.50 12.50	Motor Controls	ELT 2031300	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2040400	M	0.80 20.00	Load Calculations - Feeder and S	ELT 2040400	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2040500	M	0.40 10.00	Health Care Facilities	ELT 2040500	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2040600	M	0.40 10.00	Standby and Emergency System:	ELT 2040600	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2040700	M	0.40 10.00	Basic Electronic Theory	ELT 2040700	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2040800	M	0.60 15.00	Fire Alarm Systems	ELT 2040800	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2040900	M	0.40 10.00	Specialty Transformers	ELT 2040900	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		

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2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Electrical Technology													
ELT 2041000	M	0.80 20.00	Advanced Motor Controls	ELT 2041000	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2041100	M	0.60 15.00	HVAC Controls	ELT 2041100	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2041200	M	0.40 10.00	Heat Tracing and Freeze Protecti	ELT 2041200	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2041300	M	0.40 10.00	Motor Operation and Maintenanc	ELT 2041300	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2041400	M	0.40 10.00	Medium Voltage Termination/Spli	ELT 2041400	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2041500	M	0.80 20.00	Special Locations	ELT 2041500	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2041600	M	0.60 15.00	Introductory Skills for Crew Lead	ELT 2041600	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
ELT 2041800	M	0.60 10.00	Michigan Laws & Rules	ELT 2041800	M								
Alan A Mabarak						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		

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Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Emergency Medical Serv											
EMS 2030000	G	5.50	Medical/Surgical	EMS 2030000	G						
Joseph Rubino	96.00	MW	09:00 AM	01:50 PM	05/16/2017	07/25/2017	GRAY	HSC	1434		
EMS 2070000	G	2.00	Clinical III	EMS 2070000	G						
Joseph Rubino	96.00		00:00 AM	00:00 AM	05/16/2017	07/25/2017	TBA				

2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
English & Literature													
ENG 0981000	G 1.00 16.00	Fundamental Reading & Writing	ENG 0981000	G									
Courtney Hornof						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GRAY	HSC		
Independent Study													
ENG 0992000	G 4.00 64.00	College Reading & Writing	ENG 0992000	G									
Courtney Hornof					TWR	01:00 PM	03:40 PM	05/30/2017	07/25/2017	GRAY	HSC	1434	
ENG 1030300	G 3.00 48.00	CANCELED English Compositior	ENG 1030300	G									
Carol Godfrey Finke					TR	11:00 AM	01:59 PM	05/30/2017	07/25/2017	GRAY	HSC	1434	
ENG 1030360	3.00 48.00	English Composition I	ENG 1030360										
Jon F Thompson						00:00 AM	00:00 AM	05/30/2017	07/25/2017	ONLIN			
Online Course													
ENG 1040360	3.00 48.00	English Composition II	ENG 1040360										
Carol Godfrey Finke						00:00 AM	00:00 AM	05/30/2017	07/25/2017	ONLIN			
Online Course													
ENG 2250080	G 3.00 48.00	CANCELED Contemporary Litera	ENG 2250080	G									
Courtney Hornof					R	09:00 AM	11:59 AM	05/30/2017	07/25/2017	GRAY	HSC		
Courtney Hornof						00:00 AM	00:00 AM	05/30/2017	07/25/2017	ONLIN			
HYBRID Also meets 3 hours online each week													

2016-2017 Summer Session

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
<u>Geography</u>											
GEO 100060	4.00	World Geography									
	64.00										
Sinan Toprak			00:00 AM	00:00 AM	05/30/2017	07/25/2017	ONLIN				
		Online Course									

2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Health Information Techn													
HIT 1060060	3.00	Intro-Health Information Manager	HIT 1060060										
	48.00												
Deborah A Bebow					00:00 AM	00:00 AM	05/30/2017	07/25/2017		ONLIN			
		Online Course											
HIT 2000060	3.00	Intro to Electronic Health Record	HIT 2000060										
	80.00												
Deborah A Bebow					00:00 AM	00:00 AM	05/30/2017	07/25/2017		ONLIN			
		Independent Study											

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2016-2017 Summer Session

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Heating, Ventilation, & A												
HVC 1110000	M 0.30 7.50	Introduction to HVAC	HVC 1110000									
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 1110100	M 0.40 10.00	Trade Mathematics	HVC 1110100									
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 1110200	M 0.50 12.50	Basic Electricity	HVC 1110200									
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 1110300	M 0.60 15.00	Introduction to Heating	HVC 1110300									
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 1110400	M 1.20 30.00	Introduction to Cooling	HVC 1110400									
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 1110500	M 0.60 15.00	Intro to Air Distribution Systems	HVC 1110500									
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 1110600	M 0.40 10.00	Basic Copper & Plastic Piping Pr	HVC 1110600									
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 1110700	M 0.40 10.00	Soldering & Brazing	HVC 1110700									
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 1110800	M 0.40 10.00	Basic Carbon Steel Piping Practic	HVC 1110800									
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		

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2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Heating, Ventilation, & A													
HVC 1120000	M	0.30 7.50	Alternating Current	HVC 1120000	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 1120100	M	0.70 17.50	Compressors	HVC 1120100	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 1120200	M	0.50 12.50	Refrigerants & Oils	HVC 1120200	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 1120300	M	1.20 30.00	Leak Detect/Evac/Recov/Chargin	HVC 1120300	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 1120400	M	0.30 7.50	Metering Devices	HVC 1120400	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 1120500	M	0.80 20.00	Heat Pumps	HVC 1120500	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 1120600	M	0.40 10.00	Basic Maintenance	HVC 1120600	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 1120700	M	0.20 5.00	Chimneys, Vents & Flues	HVC 1120700	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 1120800	M	0.40 10.00	Sheet Metal Duct Systems	HVC 1120800	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		

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Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Heating, Ventilation, & A												
HVC 1120900	M	0.30 7.50	Fiberglass & Fabric Duct System:	HVC 1120900	M							
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 1121000	M	0.50 12.50	Commercial Airside Systems	HVC 1121000	M							
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 1121100	M	0.20 5.00	Air Quality Equipment	HVC 1121100	M							
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 1121200	M	0.50 12.50	Introduction to Hydronic Systems	HVC 1121200	M							
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 2130000	M	0.40 10.00	Hardware & Fastening	HVC 2130000	M							
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 2130100	M	1.20 30.00	Control Circuit/Motor Troubleshoc	HVC 2130100	M							
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 2130200	M	0.80 20.00	Troubleshooting Cooling	HVC 2130200	M							
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 2130300	M	0.50 12.50	Troubleshooting Heat Pumps	HVC 2130300	M							
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 2130400	M	0.50 12.50	Troubleshooting Gas Heating	HVC 2130400	M							
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		

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Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Heating, Ventilation, & A												
HVC 2130500	M	0.50 12.50	Troubleshooting Oil Heating									
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 2130600	M	0.30 7.50	Troubleshooting Accessories									
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 2130700	M	0.50 12.50	Ductless Equipment/Zone Contro									
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 2130800	M	0.30 7.50	Commercial Hydronic Systems									
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 2130900	M	0.40 10.00	Steam Systems									
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 2131000	M	0.60 15.00	Retail Refrigeration Systems									
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 2131100	M	0.20 5.00	Customer Relations									
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 2140000	M	0.50 12.50	Water Treatment									
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 2140100	M	0.40 10.00	Indoor Air Quality									
Clark Allan Dowker					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Heating, Ventilation, & A													
HVC 2140200	M 0.30 0.50	Energy Conservation Equipment	HVC 2140200	M									
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 2140300	M 0.50 12.50	Building Management Systems	HVC 2140300	M									
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 2140400	M 0.60 15.00	System Air Balancing	HVC 2140400	M									
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 2140500	M 0.60 15.00	System Startup & Shutdown	HVC 2140500	M									
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 2140600	M 0.50 12.50	Construction Drawings/Specificat	HVC 2140600	M									
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 2140700	M 1.00 25.00	Heating & Cooling System Design	HVC 2140700	M									
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 2140800	M 0.80 20.00	Commercial/Industrial Refrigerati	HVC 2140800	M									
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 2140900	M 0.40 10.00	Alternative/Specialized HVAC Sy	HVC 2140900	M									
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
HVC 2141000	M 0.80 20.00	Fundamentals of Crew Leadershi	HVC 2141000	M									
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		

2016-2017 Summer Session

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
<u>Marketing</u>											
MKT 1100060	3.00 48.00	Principles of Selling			MKT 1100060						
Erine Kaye Adams			00:00 AM	00:00 AM	05/30/2017	07/25/2017	ONLIN				
		Online Course									
MKT 2000060	3.00 48.00	Principles of Marketing			MKT 2000060						
Erine Kaye Adams			00:00 AM	00:00 AM	05/30/2017	07/25/2017	ONLIN				
		Independent Study									

2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Manufacturing Technolo													
MPT 1120000	M	3.00	Practical Problems in Machine Tc	MPT 1120000	M								
		64.00											
Michael J Fessler					TW	05:00 PM	09:00 PM	05/30/2017	07/25/2017	GAYL	MTEC		
MPT 1220000	M	3.00	Lean Manufacturing	MPT 1220000	M								
		64.00											
Gary S Sheldon					MR	05:00 PM	09:00 PM	05/30/2017	07/25/2017	GAYL	MTEC		

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Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Mathematics													
MTH 0630000	G 4.00 64.00	Basic Mathematics	MTH 0630000	G									
Michelle Broge		TWR	08:00 AM	10:40 AM	05/30/2017	07/25/2017	GRAY	HSC	1408				
MTH 0730000	G 4.00 64.00	Basic Algebra	MTH 0730000	G									
Phillip Benjamin Collins		TWR	02:00 PM	04:40 PM	05/30/2017	07/25/2017	GRAY	HSC	1408				
MTH 1200060	4.00 64.00	Intermediate Algebra	MTH 1200060										
Marcell Romancky			00:00 AM	00:00 AM	05/30/2017	07/25/2017	ONLIN						
		Online Course											
MTH 1200061	4.00 64.00	ON HOLD Intermediate Algebra	MTH 1200061										
Marcell Romancky			00:00 AM	00:00 AM	05/30/2017	07/25/2017	ONLIN						
		Online Course											
MTH 1300060	4.00 64.00	CANCELED College Algebra	MTH 1300060										
Greg J Mink			00:00 AM	00:00 AM	05/30/2017	07/25/2017	ONLIN						
		Online Course											
MTH 2060060	4.00 64.00	Application in Statistics	MTH 2060060										
Caitlin Rowan			00:00 AM	00:00 AM	05/30/2017	07/25/2017	ONLIN						
		Online Course											

2016-2017 Summer Session

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Music											
MUS 1250060	3.00	CANCELED World Music									
	48.00										
Pamela Jenkins			00:00 AM	00:00 AM	05/30/2017	07/25/2017	ONLIN				
Online Course											

d_crse_sched_rpt_ws_with_instructors

2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Plumbing													
PLB 1030100	M	0.20 5.00	Intro to the Plumbing Profession	PLB 1030100	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
PLB 1030200	M	0.80 20.00	Plumbing Safety	PLB 1030200	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
PLB 1030300	M	0.30 7.50	Plumbing Tools	PLB 1030300	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
PLB 1030400	M	0.30 7.50	Intro to Plumbing Math	PLB 1030400	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
PLB 1030500	M	0.50 12.50	Intro to Plumbing Drawings	PLB 1030500	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
PLB 1030600	M	0.40 10.00	Plastic Pipe and Fittings	PLB 1030600	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
PLB 1030700	M	0.40 10.00	Copper Pipe and Fittings	PLB 1030700	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
PLB 1030800	M	0.50 12.50	Cast Iron Pipe and Fittings	PLB 1030800	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
PLB 1030900	M	0.40 10.00	Carbon Steel Pipe and Fittings	PLB 1030900	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		

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2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Plumbing													
PLB 1031000	M	0.10 2.50	Corrugated Stainless Steel Tubin	PLB 1031000	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
PLB 1031100	M	0.20 5.00	Fixtures and Faucets	PLB 1031100	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
PLB 1031200	M	0.40 10.00	Intro to Drain/Waste/Vent (DWV)	PLB 1031200	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
PLB 1031300	M	0.40 10.00	Intro to Water Distribution System	PLB 1031300	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
PLB 1031400	M	0.60 15.00	Plumbing Math Two	PLB 1031400	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
PLB 1031500	M	0.80 20.00	Reading Commercial Drawings	PLB 1031500	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
PLB 1031600	M	0.40 10.00	Hanger/Support/Struc Pen/Fire S	PLB 1031600	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
PLB 1031700	M	1.00 25.00	Installing & Testing DWV Piping	PLB 1031700	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
PLB 1031800	M	0.20 5.00	Installing Roof/Floor/Area Drains	PLB 1031800	M								
Clark Allan Dowker						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		

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2016-2017 Summer Session

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Plumbing												
PLB 1031900	M	0.20 5.00	Types of Valves									
Clark Allan Dowker			PLB 1031900				M					
					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL		MTEC	
PLB 1032000	M	0.80 20.00	Install & Test Water Supply Piping									
Clark Allan Dowker			PLB 1032000				M					
					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL		MTEC	
PLB 1032100	M	0.80 20.00	Installing Fixtures/Valves/Faucets									
Clark Allan Dowker			PLB 1032100				M					
					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL		MTEC	
PLB 1032200	M	0.60 15.00	Intro to Electricity									
Clark Allan Dowker			PLB 1032200				M					
					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL		MTEC	
PLB 1032300	M	0.20 5.00	Installing Water Heaters									
Clark Allan Dowker			PLB 1032300				M					
					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL		MTEC	
PLB 1032400	M	0.80 20.00	Fuel Gas Systems									
Clark Allan Dowker			PLB 1032400				M					
					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL		MTEC	
PLB 1032500	M	0.20 5.00	Servicing Fixtures/Valves/Faucets									
Clark Allan Dowker			PLB 1032500				M					
					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL		MTEC	

2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Political Science													
POL 1010060	3.00	Intro to American Government	POL 1010060										
	48.00												
Margaret MacKenzie					00:00 AM	00:00 AM	05/30/2017	07/25/2017		ONLIN			
		Online Course											

2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Psychology													
PSY 1010060	3.00 48.00	Intro to Psychology	PSY 1010060										
Michael Peters						00:00 AM	00:00 AM	05/30/2017	07/25/2017	ONLIN			
Online Course													
PSY 1010061	3.00 48.00	CANCELED Intro to Psychology	PSY 1010061										
Heather Marie Merchant						00:00 AM	00:00 AM	05/30/2017	07/25/2017	ONLIN			
Online Course													
PSY 2020060	3.00 48.00	Abnormal Psychology	PSY 2020060										
James D Backlund						00:00 AM	00:00 AM	05/30/2017	07/25/2017	ONLIN			
Online Course													

2016-2017 Summer Session

Course	Credits	Title	Parent Course								
Professor	Contact	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment	
Sociology											
SOC 1010060	3.00	Intro to Sociology	SOC 1010060								
	48.00										
Andrea Thomson			00:00 AM	00:00 AM	05/30/2017	07/25/2017	ONLIN				
Online Course											

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2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
<u>Sonography</u>													
SON 1500000	G	3.00	Complete Adult Echocardiogram	SON 1500000	G								
James H Eastman		48.00			MW	08:00 AM	10:40 AM	05/16/2017	07/25/2017	GRAY	HSC	1406	
SON 1560000	G	3.00	Advanced Sonography	SON 1560000	G								
James H Eastman		48.00			TR	08:00 AM	10:40 AM	05/16/2017	07/25/2017	GRAY	HSC	1406	
SON 1570000	G	4.00	Advanced Sonography Lab	SON 1570000	G								
James H Eastman		128.00			TR	10:40 AM	05:20 PM	05/16/2017	07/25/2017	GRAY	HSC	1406	
SON 1600000	G	2.00	Complete Adult Echocardiogram	SON 1600000	G								
James H Eastman		96.00			MW	10:40 AM	03:30 PM	05/16/2017	07/25/2017	GRAY	HSC	1406	

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2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Speech													
SPE 1050060	3.00 48.00	Fund of Speech	SPE 1050060										
Scott McLean					00:00 AM	00:00 AM	05/30/2017	07/25/2017					ONLIN
		Online Course											
SPE 1140060	3.00 48.00	Intro to Interpersonal/Public Com	SPE 1140060										
Christine E Bingle					00:00 AM	00:00 AM	05/30/2017	07/25/2017					ONLIN
		Online Course											

2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
WorkForce Development													
WFD 1240500	0.00 64.00	Recognition-Prior Train/Experien	WFD 1240500										
Thomas Grace				MFSU	08:00 AM	05:30 PM	06/02/2017	06/05/2017	CENT	ADM		251-2	
Thomas Grace				TWR	09:00 AM	10:00 PM	06/06/2017	06/08/2017	CENT				
		Roscommon Range											
Thomas Grace				F	08:00 AM	01:30 PM	06/09/2017	06/09/2017	CENT	ADM		207	
WFD 1241800	0.00 4.00	1st Responder Traumatic Stress	WFD 1241800										
Thomas Grace				W	09:00 AM	01:00 PM	05/24/2017	05/24/2017	CENT	ADM		133	
WFD 1410080 G	0.00 32.00	MDOC Assessment	WFD 1410080 G										
Bethany A Hubbard					00:00 AM	00:00 AM	04/12/2017	06/30/2017	ONLIN				
		Online Course											
Bethany A Hubbard					00:00 AM	00:00 AM	05/06/2017	06/28/2017	GRAY	HSC		2010	
		Online w/2 days at Grayling HSC for assessment at finish											
WFD 2506100 G	0.00 24.00	Speed Measurement Operator	WFD 2506100 G										
Thomas Grace				MTW	09:00 AM	05:30 PM	05/08/2017	05/10/2017	GRAY	HSC		1408	
WFD 2603500	0.00 8.00	Use of Force for Decisions	WFD 2603500										
Thomas Grace				W	09:00 AM	05:30 PM	05/17/2017	05/17/2017	CENT	ADM		110	

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2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
<u>Welding</u>													
WLD 1110100	M	1.00	GMAW, FCAW & SMAW x-Block	WLD 1110100	M								
Mark McCully	24.00					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 8:30-3:30pm TR													
WLD 1110101	M	1.00	GMAW, FCAW & SMAW x-Block	WLD 1110101	M								
TBA	24.00					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 12:00-7:00pm MW													
WLD 1110200	M	1.00	GMAW, FCAW & SMAW-Horizon	WLD 1110100	M								
Mark McCully	24.00					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 8:30-3:30pm TR													
WLD 1110201	M	1.00	GMAW, FCAW & SMAW-Horizon	WLD 1110101	M								
TBA	24.00					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 12:00-7:00pm MW													
WLD 1110300	M	1.00	GMAW, FCAW & SMAW-Vertical	WLD 1110100	M								
Mark McCully	24.00					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 8:30-3:30pm TR													
WLD 1110301	M	1.00	GMAW, FCAW & SMAW-Vertical	WLD 1110101	M								
TBA	24.00					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 12:00-7:00pm MW													
WLD 1110400	M	1.00	GMAW, FCAW & SMAW-Overhe:	WLD 1110100	M								
Mark McCully	24.00					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 8:30-3:30pm TR													
WLD 1110401	M	1.00	GMAW, FCAW & SMAW-Overhe:	WLD 1110101	M								
TBA	24.00					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 12:00-7:00pm MW													
WLD 1110500	M	1.00	WPQR Test-SMAW	WLD 1110100	M								
Mark McCully	24.00					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 8:30-3:30pm TR													

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2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Welding													
WLD 1110501	M	1.00	WPQR Test-SMAW	WLD 1110101	M								
		24.00											
TBA						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 12:00-7:00pm MW													
WLD 1120100	M	1.00	GMAW-Constant Voltage	WLD 1110100	M								
		24.00											
Mark McCully						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 8:30-3:30pm TR													
WLD 1120101	M	1.00	GMAW-Constant Voltage	WLD 1110101	M								
		24.00											
TBA						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 12:00-7:00pm MW													
WLD 1120200	M	1.00	GMAW-Spray	WLD 1110100	M								
		24.00											
Mark McCully						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 8:30-3:30pm TR													
WLD 1120201	M	1.00	GMAW-Spray	WLD 1110101	M								
		24.00											
TBA						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 12:00-7:00pm MW													
WLD 1120300	M	1.00	GMAW-Pulse	WLD 1110100	M								
		24.00											
Mark McCully						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 8:30-3:30pm TR													
WLD 1120301	M	1.00	GMAW-Pulse	WLD 1110101	M								
		24.00											
TBA						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 12:00-7:00pm MW													
WLD 1120400	M	1.00	GMAW-Aluminum	WLD 1110100	M								
		24.00											
Mark McCully						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 8:30-3:30pm TR													
WLD 1120401	M	1.00	GMAW-Aluminum	WLD 1110101	M								
		24.00											
TBA						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 12:00-7:00pm MW													

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2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Welding													
WLD 1120500	M	1.00	WPQR Test-GMAW	WLD 1110100	M								
Mark McCully	24.00					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
												S17 8:30-3:30pm TR	
WLD 1120501	M	1.00	WPQR Test-GMAW	WLD 1110101	M								
TBA	24.00					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
												S17 12:00-7:00pm MW	
WLD 2120100	M	1.00	GTAW-Flat	WLD 1110100	M								
Mark McCully	24.00					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
												S17 8:30-3:30pm TR	
WLD 2120101	M	1.00	GTAW-Flat	WLD 1110101	M								
TBA	24.00					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
												S17 12:00-7:00pm MW	
WLD 2120200	M	1.00	GTAW-Horizontal	WLD 1110100	M								
Mark McCully	24.00					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
												S17 8:30-3:30pm TR	
WLD 2120201	M	1.00	GTAW-Horizontal	WLD 1110101	M								
TBA	24.00					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
												S17 12:00-7:00pm MW	
WLD 2120300	M	1.00	GTAW-Vertical	WLD 1110100	M								
Mark McCully	24.00					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
												S17 8:30-3:30pm TR	
WLD 2120301	M	1.00	GTAW-Vertical	WLD 1110101	M								
TBA	24.00					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
												S17 12:00-7:00pm MW	
WLD 2120400	M	1.00	GTAW-Overhead	WLD 1110100	M								
Mark McCully	24.00					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
												S17 8:30-3:30pm TR	

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2016-2017 Summer Session

Course	Credits	Title	Parent Course	Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact											
Welding												
WLD 2120401	M	1.00	GTAW-Overhead									
		24.00										
TBA					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 12:00-7:00pm MW												
WLD 2120500	M	1.00	WPQR Test-GTAW									
		24.00										
Mark McCully					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 8:30-3:30pm TR												
WLD 2120501	M	1.00	WPQR Test-GTAW									
		24.00										
TBA					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 12:00-7:00pm MW												
WLD 2130100	M	1.00	Flat & Horizontal Pipe Welding									
		24.00										
Mark McCully					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 8:30-3:30pm TR												
WLD 2130101	M	1.00	Flat & Horizontal Pipe Welding									
		24.00										
TBA					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 12:00-7:00pm MW												
WLD 2130200	M	1.00	5G-Up Pipe Welding									
		24.00										
Mark McCully					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 8:30-3:30pm TR												
WLD 2130201	M	1.00	5G-Up Pipe Welding									
		24.00										
TBA					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 12:00-7:00pm MW												
WLD 2130300	M	1.00	5G-Down Pipe Welding									
		24.00										
Mark McCully					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 8:30-3:30pm TR												
WLD 2130301	M	1.00	5G-Down Pipe Welding									
		24.00										
TBA					00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 12:00-7:00pm MW												

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2016-2017 Summer Session

Course	Credits	Title	Parent Course		Days	Beg Time	End Time	Beg Date	End Date	Locatn	Bldg	Room	Comment
Professor	Contact												
Welding													
WLD 2130400	M	1.00 24.00	6G-Up Pipe Welding	WLD 1110100	M								
Mark McCully						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 8:30-3:30pm TR													
WLD 2130401	M	1.00 24.00	6G-Up Pipe Welding	WLD 1110101	M								
TBA						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 12:00-7:00pm MW													
WLD 2130500	M	1.00 24.00	Pipe Fitting	WLD 1110100	M								
Mark McCully						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 8:30-3:30pm TR													
WLD 2130501	M	1.00 24.00	Pipe Fitting	WLD 2130501	M								
TBA						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 12:00-7:00pm MW													
WLD 2140000	M	4.00 96.00	Welder Qualification Testing	WLD 1110100	M								
Mark McCully						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 8:30-3:30pm TR													
WLD 2140001	M	4.00 96.00	Welder Qualification Testing	WLD 1110101	M								
Mark McCully						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		
S17 12:00-7:00pm MW													
WLD 2990000	M	3.00 48.00	Welding Internship	WLD 2990000	M								
Mark McCully						00:00 AM	00:00 AM	05/30/2017	07/25/2017	GAYL	MTEC		

Appendix B

Institutional Complaint Policy and Procedure, and Web Address

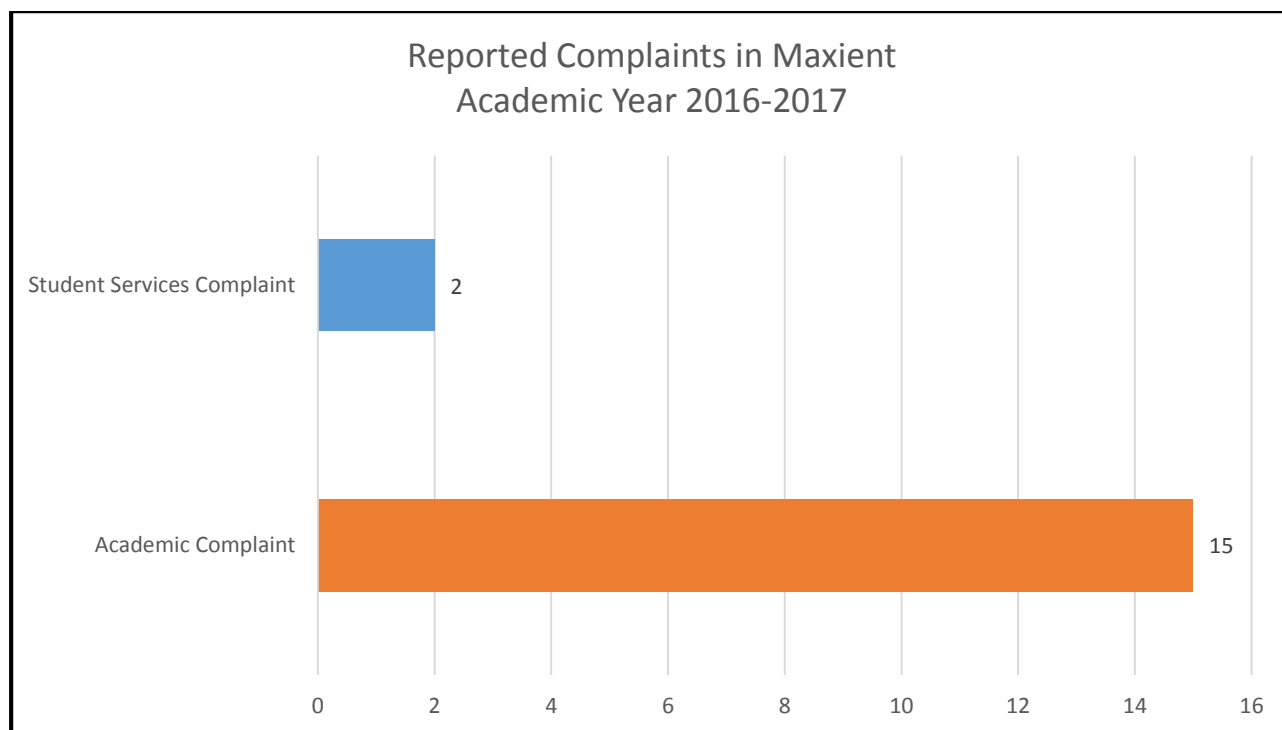


Information is found under Item #5 in the Federal Compliance Document.

Appendix C

Complaints Received Since Last Comprehensive Evaluation and Their Resolution





2016-2017 Complaint Report			
Type	Assigned To	Brief description of complaint	Resolution
Academic Complaint	VP - Instructional Services	Difficulty accessing assignments online. Course not organized. Faculty not responding	VP contacted faculty. Corrections made to course. Student able to complete course.
Academic Complaint	VP - Instructional Services	Difficulty getting started in online course. Can't access third party materials.	Student did not follow directions provided by instructor in the course. The instructor and IT support worked with student to get started and complete course.
Academic Complaint	VP - Instructional Services	Complaint about face-to-face instructor's teaching methods.	VP talked with instructor and developed a plan for improvement with the Director of the CTL. Student passed the class.
Academic Complaint	VP - Instructional Services	Appeal being "expelled" from nursing program for unsafe clinical practice.	Student was not expelled, however she did indeed demonstrate unsafe clinical practice. Student informed about appeal process. Student withdrew from nursing classes Fall 2016, reentered Winter 2017, passed and is registered for Fall 2017.
Academic Complaint	VP - Instructional Services	Expected online class to be "simple". Not enough time for quizzes. Request for extra credit from instructor denied.	Discussed concerns with instructor. Explained to student the expected rigor in online courses and that her expectations were not realistic. The student did pass the course.

Academic Complaint	VP - Instructional Services	Instructor not responding to emails. Assignments not graded.	VP contacted faculty. Corrections made to course. Student passed the course.
Academic Complaint	VP - Instructional Services	Complaint about final grade.	Dean of Occupational Programs reviewed student complaint and met with instructor. Dean supported grade and informed student of appeal process. Student did not pursue appeal. Student also given opportunity to return to program the next semester but did not return.
Academic Complaint	VP - Instructional Services	Complaint about final grade from previous semester.	VP contacted instructor. A review of information supported the final grade that the student achieved. No further appeal pursued. Student passed the class.
Academic Complaint	VP - Instructional Services	Complaint about online instructor not being helpful.	VP reviewed course online and found a series of correspondences between the instructor and the student. Replied with explanation to student. Student did not pass the course.
Academic Complaint	VP - Instructional Services	Complaint that online instructor changed date of exam to time when student would be travelling to Arizona.	VP contacted instructor. Instructor notified students of change due to snow day. Student contacted instructor 2 weeks later to explain situation. Instructor willing to allow student to use a proctor in Arizona. I responded to student with this explanation and request to contact instructor immediately to arrange proctor. Student passed the class.
Complaint	VP - Instructional Services	Complaint about teaching methods and tutoring not being available.	The instructor and tutoring offered support to help this student be successful in the course. Student withdrew from the course.
Complaint	VP - Instructional Services	Student complained that instructor had quiz and exam questions that were not from the required new edition of the book.	VP contacted instructor who stated he would correct all future assignments. However, the student notified me of another quiz a couple of weeks later with the same problem. VP also reviewed course online and found course to be poor quality. Instructor will not be give future contracts to teach this course. Student passed the class.
Complaint	VP - Instructional Services	Complaint about course offerings at Roscommon campus and building closures at Roscommon campus.	Reviewed student transcript and found that she took classes on multiple classes. VP sent email to student explaining in general decisions made by administrative team regarding Roscommon campus. Student did not retrieve letter.
Student Complaint	VP - Instructional Services	Multiple complaints from student about online course assignments not being posted.	VP contacted instructor. Found there to be miscommunication from both instructor and student. Instructor posted remaining assignments. Student passed class.
Student Complaint	VP - Instructional Services	Complaint about final exam and grade.	VP contacted instructor and reviewed exam. Did not find basis for adjusting grade. Student passed the class but repeated in the summer and achieved a higher grade.

Complaint	VP - Student Services	On the fall student survey there were requests for a copier at the Grayling site.	As the result of a number of students requesting access to a copier, the college purchased a copier for student use at the Grayling location.
Complaint	VP - Student Services	On the fall student survey it was identified there was a need for a quiet study room at our newest site in Grayling.	Between the fall and winter semesters the college was able to re-purpose a room to accommodate these requests.

A review of academic complaints did not reveal any particular patterns. However, more than one student complained about one online instructor. The VP of Instructional Services reviewed course and found complaints to be founded. After attempting to work with faculty without appropriate responsiveness the instructor was replaced by a more qualified and higher quality instructor. Of the 15 students with academic complaints, 9 still passed the course, 3 did not pass, 2 withdrew (1 reentered and passed), and a grade was not applicable for the last academic complaint. There was not a pattern of the non-academic complaints either. All complaints were handled timely and appropriately by their respective VPs.

Appendix D

Published Transfer Policies



POL 6.008 Transfer of Credits

 kirtland.edu/policies-and-procedures/student-services-policies/pol-6-008-transfer-of-credits

Regionally accredited colleges and universities

Credit may be given for courses transferred from regionally accredited colleges and universities. Credits only, not grades, are transferred for “C” or better courses. Courses with less than a “C” grade may be accepted at the discretion of the Vice President of Instructional Services provided those courses do not conflict with any other program or institutional policies. Courses on transcripts are evaluated by the Registrar’s Office according to the student’s selected program.

Non-regionally accredited colleges and universities

Credit may be given for courses transferred from non-regionally accredited colleges and universities. The policy is the same as described above for “transfer of credit from regionally accredited colleges and universities” with the following exceptions:

1. The Registrar’s office may choose to request a recommendation of transfer credit for the transcript in question from the academic Dean/Director or his/her designee for the program in which the student has enrolled.
2. The student may be requested to demonstrate knowledge and/or skills commensurate with the performance required for satisfactory completion of existing courses.
3. Credit may or may not be granted.

Prior Learning Options

A student must have a Kirtland application on file, have earned at least one credit hour at Kirtland, be in good academic standing, and be actively seeking a certificate or a degree to be eligible for prior learning credit options. Prior learning credit may be specific course credit or an elective credit in a specific area. Program requirements should be reviewed to determine how prior learning credits will apply towards graduation. These credits cannot be applied toward satisfying minimum residency requirements for graduation. A credit grade (CR) will be awarded for proficiency exams and for portfolios evaluated at a 2.0 or better grade level. ***A maximum number of 15 credits can be awarded through CLEP/DSST, AP, departmental exams, and portfolio options. This does not apply to credit earned by licensure.***

Kirtland Community College recognizes many other opportunities for awarding transfer credits. These opportunities include:

1. Advanced Placement (**AP**): College course credit will be granted to students who participate in AP and pass the advanced placement examination with a score of three, four, or five.
2. College-level examination program (**CLEP**): College course credit will be granted to students who participate in CLEP subject examinations and achieve the minimum passing score as recommended by the American Council on Education (ACE).
3. DANTES subject standardized tests (**DSSTs**): College course credit will be granted to students who participate in the DSSTs and achieve the minimum passing score as recommended by the American Council on Education (ACE).
4. Educational experiences in the **armed services**: Veterans can be awarded college credit for the service schools they attended and their work experience while in the US military. The college awards credit based on recommendations provided by the American Council on Education (ACE).

5. **Articulation:** College course credit will be granted to students who have met the requirements of formal articulation agreements between the college and secondary educational institutions.
6. **Departmental exam** (For occupational programs/classes only): If a nationally recognized standardized test is not available, the student will contact the Dean or Director of his/her program to see if an exam is available.
7. Possession of **licensure or certification**. If licensure of educational attainment is applicable to the student's program of study, the advisor will fill out an Evaluation of Prior Learning form and indicate what course(s) the student is petitioning credit for.
8. **Portfolio assessment** (For occupational programs/classes only). The student will meet with their academic advisor to discuss and provide evidence of their work experience, and the advisor will determine if this is a viable option for the student.
9. Regional accreditation is the education accreditation of schools, colleges, and seven regionally accrediting agencies.

Adopted April 5, 1990

Revised March 19, 1998

Revised April 19, 2016

To view the procedure, go to [PRO 6.008 Transfer of Credits](#)

Kirtland Community College

2017-2018 College Catalog

Admissions

- [Admissions Policy](#)
- [New Student Orientation](#)
- [Transfer of Credits](#)
- [CLEP/DSST](#)
- [Credit for Prior Learning](#)

ADMISSIONS

This office is responsible for admission of all new or transfer students, student recruitment activities, and student orientations.

Admissions Policy

Kirtland Community College adheres to the “open door” policy of granting general admission primarily to all persons above the twelfth-grade age level. Depending upon the applicant’s situation, either “regular” or “special” admission status will be granted. The link to apply at Kirtland: <http://www.kirtland.edu/admissions>.

Regular Admission

Regular admission will be granted to high school graduates and successful completers of the General Education Development (GED) test.

International students may be granted regular admission provided they meet the admissions requirements as determined by the designated school official (DSO). The International student application and requirements are located at: <http://www.kirtland.edu/admissions/admission-process-for-international-students>

Special Admission

Special admission will be granted to anyone who does not qualify for general admission. Persons admitted under this category will be restricted to non-degree/certificate-seeking status. The special admission category includes the following two groups:

1. Dual-Enrolled Student: a K-12 student who is also attending college. Dual-enrolled students are required to submit a Dual Enrollment form for each semester or session of enrollment. All dual-enrolled students must have written authorization to attend Kirtland from their school’s principal or counselor. Dual enrollees must also take Kirtland’s Placement Tests.
2. Non-High-School Completer: is a person who has withdrawn from high school and has not earned a GED certificate.
3. High school Certificate of Completion: is a person who completed high school but did not meet the curriculum requirements to receive a diploma.

Any person who desires either special or regular admission to Kirtland must complete an Application for Admission form and Kirtland’s Placement Tests or submit qualifying ACT or SAT scores. All students under the age of 18 must have parental

or legal guardian consent.

Students being granted regular admission must provide one of the following: (1) a high school transcript (with graduation date indicated), or (2) an official report of GED test results, verified by the college, showing test scores achieved by the applicant.

Admission of Home Schooled Students

Most students attending college have earned a diploma from a public or private high school. Some students, however, have completed their high-school-level studies through a home school program. Parents of home schooled children are encouraged to register their program with the State of Michigan's Department of Education.

When a student attends a public or private high school, an official transcript (list of courses completed and grades earned by a student) is kept by the high school and made available to colleges upon a student's written request. In lieu of an official transcript, home schooled students are expected to provide a list of high-school-level courses completed and the grades earned in each course. If a home school diploma was awarded, a copy should also be sent to Kirtland's Admissions Office.

The Michigan Commission on Law Enforcement Standards (MCOLES) requires that criminal justice students complete a GED or a high school or adult education diploma, in addition to their home school diploma, in order to become certified.

New Student Orientation

New students, both new to the college experience or transferring from another college, as well as returning students prior to May 2011, are required to attend a mandatory orientation. During orientation, students will receive an overview of the many services Kirtland has to offer to ensure their success in college. Please call the Admission Office (989) 275-5000 ext. 284 for more information.

Additional admissions requirements must be met by those students planning to enroll in one of the following programs of study:

- Cardiac Sonography
- Certified Nursing Assistant
- Emergency Medical Services
- Health Information Technology
- Medical Assistant
- Military Police Academy
- Nursing
- Pharmacy Technology
- Phlebotomy
- Police Academy
- Surgical Technology

Additional information about admissions requirements may be requested from an advisor or from the Admissions Office.

This admission policy will also be applied to returning students, regardless of their past admission status.

Transfer of Credits

Students who have attended other colleges must request that an official copy of their academic transcript be sent to Kirtland Community College for evaluation. An official transcript should be mailed directly to Kirtland from each college attended; student copies are not accepted. Credit from regionally accredited colleges and universities is automatically considered for transfer if deemed to be applicable to the student's declared program of study. Credits only, not grades, are transferred for courses in which a "C" or better grade has been earned. Students who were awarded credit by departmental exam may be required to pass a Kirtland examination prior to the awarding of credit. Normally, a "C-" grade will not be accepted for credit, but students may appeal to the vice president of instruction if consideration is sought for a

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for transfer based on the grade received. The vice president will then consider the student's GPA and hours earned at the previous institution as well as the GPA and hours earned at Kirtland (if applicable) when making a determination. Acceptance of the grade is at the instructional vice president's discretion, and his/her decision is final. If elective credits are awarded, it is possible that some may be able to be used to fulfill degree requirements. A student's academic advisor will make that determination and complete the paperwork needed to substitute the elective course for a specific program requirement.

Non-Regionally Accredited Colleges and Universities

Credit may be given for courses transferred from non-regionally accredited colleges and universities. The policy is the same as described above for "Transfer of Credit from Regionally Accredited Colleges and Universities," with the following exceptions:

1. The Registrar's Office may choose to request a recommendation of transfer credit for the transcript in question from the academic advisor for the program in which the student has enrolled.
2. The student may be requested to demonstrate knowledge and/or skills commensurate with the performance required for satisfactory completion of existing courses.
3. Credit may not be granted.

Other Transfer Credits

Kirtland Community College recognizes the following opportunities for awarding transfer credits:

1. College Board Advanced Placement Program (AP)

College course credit will be granted to students who participate in the AP and pass the Advanced Placement examinations with a score of three, four, or five. Students must submit a College Action Report to the Registrar's Office for evaluation.

2017-2018 School Year

Postsecondary Institution: Kirtland Community College **Website:** www.kirtland.edu

Contact Person: Renae Klee, Associate Registrar

Phone: (989) 275-5000 ext.291

AP Test Name	Score Required	Credit Awarded	Course Equivalent
Art, History of	3	3	ART 10000
Art, History of	4, 5	6	ART 10000 , ART 10103
Art, Studio-Drawing	3	3	ART 10600
Art, Studio-Drawing	4, 5	6	ART 10600 , ART 20600
Art, Studio-2-D	3	3	ART Elective
Art, Studio-2-D	4, 5	6	ART Elective
Art, Studio-3-D	3	3	ART Elective
Art, Studio-3-D	4, 5	6	ART Elective
Biology	3, 4, 5	4	BIO 10100
Calculus AB	3	4	MTH 22002
Calculus AB	4, 5	8	MTH 22002 , MTH 22102
Calculus BC	3, 4, 5	8	MTH 22002 , MTH 22102
Chemistry	3	5	CHE 10101 , CHE 10102
Chemistry	4, 5	10	CHE 10101 / CHE 10102 and CHE 10201 / CHE 10202
Chinese Language and Culture	3, 4, 5	4	LNG Elective

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Computer Science A	3	3	CIS Elective
Computer Science Principles	3	3	CIS Elective
Economics-Macroeconomics	3, 4, 5	3	ECO 20100
Economics-Microeconomics	3, 4, 5	3	ECO 20200
English Language & Comp.	3, 4	3	ENG 10303
English Language & Comp.	5	6	ENG 10303 and ENG Elective
English Literature & Comp.	3, 4	3	ENG 10303
English Literature & Comp.	5	6	ENG 10303 and ENG Elective
Environmental Science	3, 4, 5	4	BIO Elective w/Lab
French Language and Culture	3, 4, 5	8	FRE 11000, 12000
German Language and Culture	3, 4, 5	8	GER 11000, 12000
Government & Politics, U.S.	3, 4, 5	3	POL 10100
Gov. & Politics, Comparative	3, 4, 5	3	POL 20100
History, European	3, 4, 5	3	HIS Elective
History, U.S.	3, 4, 5	6	HIS 20100 , HIS 20200
History, World	3, 4, 5	3	HIS Elective
Human Geography	3, 4, 5	3	GEO 10000
Italian Language and Culture	3, 4, 5	8	ITA 10000, ITA 10100
Japanese Language and Culture	3, 4, 5	4	LNG Elective
Latin	3, 4, 5	4	LNG Elective
Music Theory	3, 4, 5	3	MUS Elective
Physics C: Electricity & Magnetism	3, 4, 5	5	PHY 22201/PHY 22202
Physics C: Mechanics	3, 4, 5	5	PHY 22101/PHY 22102
Physics I: Algebra-Based	3, 4, 5	5	PHY 20101/PHY 20102
Physics II: Algebra-Based	3, 4, 5	5	PHY 20201/PHY 20202
Psychology	3, 4, 5	3	PSY 10100
Spanish Language and Culture	3, 4, 5	8	SPN 11000, 12000
Spanish Literature and Culture	3, 4, 5	3	SPN Elective
Statistics	3, 4, 5	4	MTH 20600

2. College-Level Examination Program (CLEP)

College course credit will be granted to students who take a CLEP Examination and achieve the minimum passing score as recommended by the American Council on Education (ACE). Students must submit an official CLEP transcript to the Registrar's Office for evaluation. Additional information regarding CLEP testing is available at www.kirtland.edu/testing-center.

3. DANTES Subject Standardized Tests (DSSTs)

College course credit will be granted to students who participate in the DSSTs and achieve the minimum passing score as recommended by the American Council on Education (ACE). Students must submit an official transcript to the Registrar's Office for evaluation. Additional information regarding DSST testing is available at www.kirtland.edu/testing-center.

4. Educational Experiences in the Armed Services

Veterans may be awarded college credit for the service schools they attended and their work experience while in the U.S. military. The college awards credit based on recommendations provided by the American Council on Education (ACE). Students must have their official transcripts sent to the Admissions Office for evaluation.

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Transcript request forms are available in the Admissions Office.

5. **United States Armed Forces Institute (USAFI) Program**

College course credit will be granted to students who participated in the USAFI Program and achieved the minimum passing score as recommended by the American Council on Education (ACE). Students must submit an official transcript to the Registrar's Office for evaluation.

6. **Articulation**

Secondary articulation provides high school students with an opportunity to earn college credit for work completed in their high school or tech center CTE programs. Through articulation agreements between Kirtland, the Michigan Department of Education, high schools and career centers, students are able to apply for college credit after completing a state approved program.

College policies concerning the transferability of articulated credit vary. Students should check with the college to which they plan to transfer to determine if the articulated credit will be accepted by that college.

Applying for Articulation Credit:

If your school has an articulation agreement with Kirtland, contact your teacher or counselor to assist you with the application process.

- Students have two years from the date of their high school graduation to apply for articulated credit at Kirtland.
- Complete the free application for admission to Kirtland.
- Go to <http://www.kirtland.edu/registrar/high-school-articulation-credit> to access all of the articulation agreements and applications available.
- Complete the Application for Articulation credit and include all of the required documentation, including official high school transcripts, and send it to Kirtland Community College's Registrar's Office.
- The Registrar's Office will send an email to the student's Kirtland email account explaining whether or not credit was awarded.

For further information, students should consult with their high school counselor or contact the Student Services Office.

CLEP/DSST

CLEP and DSST examinations are a great way to earn college credit. Students can learn more about these exams and schedule testing dates by going to <http://www.kirtland.edu/testing-center>. There are links available under the heading entitled "CLEP and DSST Exams". A form with CLEP and DSST exam names, their minimum scores, and Kirtland equivalencies are also available to view.

Kirtland Community College CLEP Credit Information

Exam Name	Minimum Score	Kirtland Equivalent	Credit
Composition/Literature			
American Literature-optional essay required at KCC	50	ENG 23000-American Literature Before 1865	3
Analyzing & Interpreting Literature-option essay required at KCC	50	ENG 21400 Intro to Literature	3
College Composition	50	ENG 10303 English Composition I	3
		ENG 10403 English Composition II	3
College Composition Modular-option essay required at KCC	50	ENG 10303 English Composition I	3

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Exam Name	Minimum Score	Kirtland Equivalent	Credit
English Literature-optional essay required at KCC	50	ENG 23300 British Literature I	3
Humanities	50	HUM elective	3
Science/Mathematics			
College Mathematics		No credit at Kirtland	
College Algebra	50	MTH 13000 College Algebra	4
Biology	50	BIO 10100 General Biology	4
Chemistry	50	CHE 10101 Gen Chemistry I (no lab)	4
Calculus	50	MTH 22002 Calculus I	4
Pre-Calculus	50	MTH 18001 Pre-Calculus	4
Natural Sciences	50	SCI elective (no lab)	3
Foreign Languages			
French, Level I	50	FRE 11000 French I	4
German, Level I	50	GER 11000 German I	4
Spanish, Level I	50	SPN 11000 Spanish I	4
History/Social Sciences			
American Government	50	POL 10100 Intro to American Government	3
Introduction to Educational Psychology	50	No credit at Kirtland	
History of the United States I	50	HIS 20100 United States History to 1865	3
History of the United States II	50	HIS 20200 United States History Since 1865	3
Human Growth and Development	50	PSY 24000 Lifespan Developmental Psychology	3
Principles of Macroeconomics	50	ECO 20100 Prin of Economics-MACRO	3
Principles of Microeconomics	50	ECO 20200 Prin of Economics-MICRO	3
Introductory Psychology	50	PSY 10100 Intro to Psychology	3
Social Sciences and History	50	HUM 20500 The Individual and Society	3
Introductory Sociology	50	SOC 10100 Intro to Sociology	3
Western Civilization I: Ancient Near East to 1648	50	HIS elective	3
Western Civilization II: 1648 to the Present	50	HIS elective	3
Business			
Business Law, Introductory	50	BUS 21500 Business Law	3
Financial Accounting	50	ACC 12100 Accounting Principles I	4
Information Systems	50	CIS 10500 Intro to Computers	3
Principles of Management	50	BUS 21000 Principles of Management	3

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Exam Name	Minimum Score	Kirtland Equivalent	Credit
Principles of Marketing	50	MKT 20000 Principles of Marketing	3
*ACE Credit Guidelines		Revised February 2016	

**Kirtland Community College
DSST Credit Information**

Exam Name	Minimum Score	Kirtland Equivalent	Credit
Mathematics			
Fundamentals of College Algebra	400	MTH 12000 Intermediate Algebra	4
Principles of Statistics	400	MTH 20600 Application in Statistics	4
Math for Liberal Arts	400	MTH 12500 Quantitative Literacy	
Social Science			
Substance Abuse	400	No credit at Kirtland	
Criminal Justice	400	No credit at Kirtland	
Art of the Western World	400	ART Elective	3
Human/Cultural Geography	400	GEO 10000 World Geography	4
Rise and Fall of the Soviet Union	400	HIS elective	3
A History of the Vietnam War	400	HIS elective	3
The Civil War and Reconstruction	400	HIS 20400 The American Civil War	3
Foundations of Education	400	No credit at KCC	
Lifespan Developmental Psychology	400	PSY 24000 Lifespan Developmental Psychology	3
General Anthropology	400	ANT elective	3
Introduction to Law Enforcement	400	No credit at Kirtland	
Fundamentals of Counseling	400	General Elective Credit	3
Humanities			

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Ethics in America-optional essay required at KCC	400	PHL 21000 Introduction to Ethics	3
Introduction to World Religions	400	HUM Elective	3
Principles of Public Speaking-oral testing by KCC Speech Instructor	400	SPE 10500 Fund of Speech	3
Business			
Introduction to Computing	400	CIS 10500 Intro to Computers	3
Personal Finance	400	BUS 10800 Personal Financial Planning	3
Management Information Systems	400	CIS Elective	3
Principles of Finance	400	FIN 20000 Principles of Finance	3
Human Resource Management	400	BUS 24500 Human Resource Management	3
Organizational Behavior	400	BUS 24500 Human Resource Management	3
Principles of Supervision	400	BUS 24500 Human Resource Management	3
Introduction to Business	400	BUS 10100 Intro to Business	3
Money and Banking	400	BUS Elective Credit	3
Business Mathematics	400	OIS 11201 Business Calculations	3
Business Ethics and Society	400	BUS 21000 Principles of Management	3
Physical Science			
Health & Human Development	400	No credit at Kirtland	
Astronomy	400	AST 10200 Exploration of Astronomy (no lab)	3
Environment and Humanity	400	SCI Elective (no lab)	3
Principles of Physical Science I	400	PHY 10501 Physical Science (no lab)	3
Technology			
Technical Writing	400	No credit at Kirtland	
Fundamentals of Cybersecurity	400	No credit at Kirtland	
Composition			
Principles of Advanced English Composition	400	No credit at Kirtland	
*ACE Credit Guidelines		Revised March 2017	

Credit for Prior Learning

Note: Kirtland does not guarantee the credits awarded through Prior Learning Credit will transfer to other institutions. All institutions reserve the right to review credits to determine how awarded credits apply to their own institution.

Criteria: A student must have a Kirtland application on file, have earned at least one credit hour at Kirtland, be in good academic standing, and be actively seeking a certificate or a degree to be eligible for prior learning credit options. Prior learning credit may be specific course credit or an elective credit in a specific area. Program requirements should be

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reviewed to determine how prior learning credits will apply towards graduation. These credits cannot be applied toward satisfying minimum residency requirements for graduation. A credit grade (CR) will be awarded for proficiency exams and for portfolios evaluated at a 2.0 or better grade level. **A maximum number of 15 credits can be awarded through CLEP/DSST, AP, departmental exams, and portfolio options. This does not apply to credit earned by licensure.**

Ways to earn Prior Learning Credit:

CLEP, DSST, and AP are recommended methods for general education courses:

- Credit by examination.
 - **CLEP/DSST:** Students will go to www.kirtland.edu/testing-center and scroll down to the headings CLEP Exams and DSST Exams. Under each section, there is general information about each test and a list of how these exams transfer into Kirtland. There is also an Exam Registration link that lists dates and times when testing is available. There is a \$20 administrative fee for each exam, which will be paid to the Student Financial Services office. **There is also a fee set by CLEP and DSST, which will be paid to them directly via credit card when the student comes in to take the exam.** Students can then request their CLEP or DSST transcripts to be sent to the Kirtland Registrar's office in order to be evaluated for college credit.
 - **Advanced Placement (AP):** Advanced Placement is a program of The College Board through which a secondary student completes college-level courses that are designated as AP in high schools. Students can take AP examinations, which are scored on a 5-point scale. A minimum score of 3 is considered passing and required for transfer of most courses. The student must arrange for an official report of AP examination scores to be sent to the Kirtland Registrar's office in order to be evaluated for college credit.
 - **Departmental exam (For occupational programs/classes only):** If a nationally recognized standardized test is not available, the student will contact the Dean or Director of his/her program to see if an exam is available. If so, the student will complete and submit an Application for Credit by Departmental Exam, return it to the Dean, and the Dean will then contact the appropriate instructor. This instructor will then approve or disapprove the student's request. If approved, a test will be prepared and testing will be scheduled. There is a \$60 fee for each test administered and a flat rate of \$100 for posting credit. This must be paid to the Student Financial Services department. The instructor will grade the test, attach it to the Evaluation of Prior Learning form, and send it to the Registrar's office indicating approval or disapproval of credit. The student will be notified of the final recommendation by the Registrar's office. **(Note: If a student failed, withdrew, or did not meet a placement test requirement, the student will not be allowed to take an exam for that particular class).**

Recommended methods for vocational courses:

- **Possession of licensure.** The student will meet with their academic advisor. If licensure of educational attainment is applicable to the student's program of study, the advisor will fill out an Evaluation of Prior Learning form and indicate what course(s) the student is petitioning credit for. A copy of their **current** state license should be attached. This information will be placed in the student's academic record. There is **not** an administrative or posting fee required for students obtaining credit via licensure (Example: LPN, EMT, and cosmetology licensure).
- **Portfolio assessment (For occupational programs/classes only).** The student will meet with their academic advisor to discuss and provide evidence of their work experience, and the advisor will determine if this is a viable option for the student. If recommended, the student and Dean must sign the Portfolio Assessment Fee and Contract and pay the \$60 assessment fee for each portfolio submitted. The student will then compile a portfolio demonstrating competencies in the course(s) in which they are attempting to obtain credit.

Portfolio contents should be ordered in the following manner:

- Cover page with name, date, program of study, and ID number of the student
- Resume
- Copies of college transcripts from all institutions attended
- Credit requested based on Professional Schools & Training should include the following for each course(s) for which credit is being petitioned:

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- Professional Schools and Training Worksheet
- Essay with examples explaining how previous experiences directly meet learning outcomes for that particular course
- Certificates, copies of licenses, or other relevant documentation

Portfolios should be compiled and placed in a side-bound 8.5 x 11 inch 3-ring binder. Everything should be organized and presented in a professional manner. Because all portfolios become the property of Kirtland Community College, students are encouraged to make a copy of the portfolio for themselves and to only put copies (**not originals**) of certificates into the portfolio which is submitted for evaluation. The student will submit their completed portfolio to the appropriate faculty member for review. The faculty member will then fill out the Evaluation of Prior Learning form indicating approval or disapproval of credit and bring that form with the portfolio to the Registrar's office. The portfolios will be stored in the Registrar's office.

If credit is approved, the student will need to pay a \$100 posting fee to Student Financial Services, and the Registrar's Office will post the recommended credit.

Appendix E

List of Articulation Agreements, and Web Address



Articulation Agreements:

Kirtland has signed articulation agreements, memorandums of understanding, and transfer guides with many four year partners.

In addition to viewing Kirtland's articulation agreements on the college's website, students can also explore how their credit will transfer to many four year colleges by utilizing a transfer resource guide by visiting this webpage:

<https://www.michigantransfernetnetwork.org/default.asp>

Transfer students are strongly encouraged to work closely with their academic advisor to fully utilize credit taken at Kirtland. Advisors will work with students and the university they plan on transferring to in order to provide a seamless transition from Kirtland to a university setting.

Articulations agreements are available on the college's website and catalog. The following link on the Registrar's page outlines all articulation agreements:

<http://www.kirtland.edu/registrar/college-articulation-credit>

Articulations agreements are available on the college's website and catalog. The following link on the Registrar's page outlines all articulation agreements:

<http://www.kirtland.edu/registrar/college-articulation-credit>

Bellevue University:

[Memorandum of Understanding](#)

Central Michigan University:

[Bachelor of Science, Community Development & Public Administration](#)

College for Creative Studies:

[Bachelor of Fine Arts](#)

Davenport University:

[Transfer Guides/All Programs](#)

Ferris State University:

[Bachelor of Science, Allied Health Science](#)

[Bachelor of Science, Nursing](#)

Indiana Wesleyan University:

[Memorandum of Understanding](#)

Kaplan University:

[2+2 Agreement](#): Associate degree graduates transfer into a bachelor's degree program.

Madonna University:

[Bachelor of Social Work](#)

Mid Michigan Community College:

[Associate in Applied Science, Radiography](#)

Northwood University:

3+1 Agreements:

[BBA, Management](#)

[BBA, Marketing](#)

2+2 Agreements:

[BBA, Accounting](#)

[BBA, Aftermarket Management](#)

[BBA, Automotive Marketing Management](#)

[BBA, Entertainment & Sport Promotion Management](#)

[BBA, Management](#)

[BBA, Management Information Systems](#)

[BBA, Marketing](#)

Palmer College of Chiropractic:

[Bachelor of Science & Doctor of Chiropractic](#)

Saginaw Valley State University:
[Bachelor of Arts, Elementary Education](#)
[Bachelor of Science, Nursing](#)

University of Michigan Flint:
[Bachelor of Applied Science](#)
[Bachelor of Business Administration](#)
[Bachelor of Science, Nursing:](#)

Walsh College:
[Bachelor of Business Administration](#)

Appendix F

Evidence That Decisions Regarding Transfer Align With Disclosed Policy



All transfer-in credits posted to a student's transcript from January 1, 2015 to present (August 7, 2017): 1,110 students received transfer credits from 247 institutions that totaled 15,543.17 credit hours.

Student ID Number ---> ~~201224~~ 201224

OFFICE OF RECORDS
TRANSCRIPT OF ACADEMIC RECORD



Record of:
Current Name:

Issued To: Kirtland CC
Admissions
admissions@kirtland.edu

Date issued: 01-AUG-2017

Date of Birth: 26-OCT

Student ID:

Level: Undergraduate

Course Level: Undergraduate				SUBJ NO.	COURSE TITLE	CRED	GRD	R
Current Program Diploma				Institution Information continued:				
Program : Practical Nursing DIPL Major : Practical Nursing				NURS 126	Pharmacology II	2.000	B+	6.60
				NURS 135	Nutrition in Nursing	2.000	B+	6.60
				NURS 144	Nursing of Adults	4.000	A	16.00
				NURS 144C	Nursing of Adults I Clinical	4.000	A	16.00
TRANSFER CREDIT ACCEPTED BY THE INSTITUTION:				Ehrs: 16.000 Qpts: 61.20				
F2010-W2011 CHARLES STEWART MOTT COMM COLL				GPA-Hrs: 16.000 GPA: 3.82				
Ehrs: 11.000 Qpts: 0.00				President's List				
GPA-Hrs: 0.000 GPA: 0.00				Spring/Summer 2017				
INSTITUTION CREDIT:				PSYC 101		Introductory Psychology		3.000 A 12.00
Fall 2016				Ehrs: 3.000 Qpts: 12.00				
BIOL 115 A & P w/Human Disease I				GPA-Hrs: 3.000 GPA: 4.00				
ENGL 109 Composition				16.00 IN PROGRESS WORK				
HLTH 101S Intro to Health Professions				NURS 165 Maternal & Child Nursing		2.000		IN PROGRESS
MATH 125 Intermediate Algebra				NURS 165C Maternal&Child Nursing Clinical		1.000		IN PROGRESS
NURS 101 Fndtns Nursing/Critical Think				NURS 175 Geriatrics & Mental Health		3.000		IN PROGRESS
NURS 101C Fndtns Nursing/Crit Think Clin				NURS 195 PN Leader & Manager Capstone		3.000		IN PROGRESS
NURS 125 Phagmacology I				In Progress Credits		9.000		
Ehrs: 18.000 Qpts: 63.70			 TRANSCRIPT TOTALS				
GPA-Hrs: 18.000 GPA: 3.53				INSTITUTION		Ehrs: 37.000 Qpts: 136.90		
Dean's List				GPA-Hrs: 37.000 GPA: 3.70				
Winter 2017				TRANSFER		Ehrs: 11.000 Qpts: 0.00		
BIOL 116 A & P w/Human Disease II				GPA-Hrs: 0.000 GPA: 0.00				
Ehrs: 4.000 Qpts: 16.00				OVERALL		Ehrs: 48.000 Qpts: 136.90		
CONTINUED ON NEXT COLUMN				GPA-Hrs: 37.000 GPA: 3.70				
			 END OF TRANSCRIPT				

Official confirmation/verification-->
ADMISSIONS
AUG 01 2017
RECEIVED

OFFICIAL
TRANSCRIPT

Program of Study ---> DASAO-NSG

Transfer College Code---> 708802

N <--- N= New Student

SCANNED

RAISED SEAL NOT REQUIRED



Donna Milham

This transcript cannot be released to a third party without the written consent of the student.

This is in accordance with the Family Educational Rights and Privacy Act of 1974.

Translucent globes must be visible from both sides when held toward a light source.

Example of Student Credit Evaluation Report

KIRTLAND COMMUNITY COLLEGE
Office of the Registrar

CREDIT EVALUATION

STUDENT NAME: _____ STUDENT ID: 20 1224

CURRENT PROGRAM: DASA0-Associate in Science & Arts (Nursing)

CREDIT FROM: Davenport University ORGANIZATIONAL CODE: 708802

CREDIT TYPE: AP Advanced Placement MI Military
 CL Clep OX Other Experience
 DT Dantes TR College Transfer semester/term/other

COURSE NUMBER	COURSE TITLE	GRADE	CREDIT
	Courses from Davenport		
BIOL 115	A&P w/Human Disease I	A	4
ENGL 109	Composition	A-	3
MATH 125	Intermediate Algebra	B	3
NURS 125	Pharmacology I	B+	2
BIOL 116	A&P w/Human Disease II	A	4
NURS 126	Pharmacology II	B+	2
PSYC 101	Introductory Psychology	A	3

COURSE NUMBER	COURSE TITLE	CREDIT	✓ when posted
	Transfer to Kirtland as:		
BIO w/lab	A&P w/Human Disease I	4	✓
ENG 10303	English Comp I	3	✓
MTH 12000	Intermediate Algebra	3	✓
NUR 10902	Pharmacology I	2	✓
BIO w/lab	A&P w/Human Disease II	4	✓
NUR 12900	Pharmacology II	2	✓
PSY 10100	Intro to Psychology	3	✓
Note:	BIOL 115 & 116 not equivalent to BIO 23500 and 23600 per A&P instructor. See advisor regarding A&P classes. Provide copy of LPN license to advisor for review, upon licensure completion.		

Total hours in transfer 21

Evaluated by: Renee Klee
 Date: August 2, 2017

Processed by: R. Klee Date: 8/2/2017
 admissions letter to student

Example of Unofficial Transcript with Posted Transfer Credits

Name :

ID Number : 201224

Birth Date :

Course Number	Title	Grade	Ernd	Grd	Hpts	GPA
Credit from : Transfer Credit						
Organization : Davenport University-Midland						
BIO-W/LAB	A&P w/Human Disease I	CR	4.00	0.00	0.00	
BIO-W/LAB	A&P w/Human Disease II	CR	4.00	0.00	0.00	
ENG-10303	English Composition I	CR	3.00	0.00	0.00	
MTH-12000	Intermediate Algebra	CR	3.00	0.00	0.00	
NUR-10902	Nursing Pharmacology I	CR	2.00	0.00	0.00	
NUR-12900	Pharmacology II	CR	2.00	0.00	0.00	
PSY-10100	Intro to Psychology	CR	3.00	0.00	0.00	
Term :			21.00	0.00	0.00	0.000
Career :			21.00	0.00	0.00	0.000

*****End of Official Record*****

Unofficial
Transcript

Printed by Kirtland Community College on 8/14/2017
Provided Solely for:

Appendix G

Disclosures of Additional Costs Related to Verification, and Web Address



Cost of Classes – Fall Semester

kirtland.edu/paying-for-college/cost-of-classes/fall/

NOTE: Tuition & Fees are based on **CONTACT HOUR**. The costs listed below DO NOT include the cost of textbooks. All other fees are included in the cost of each course. For textbook information visit the [Kirtland Community College Online Bookstore](#).

Fall 2017 Costs

Department	Course Number	Course Title	Credit Hours	Contact Hours	In District Cost	Out of District Cost
Accounting	ACC-12100-60	Acctg Prin I (online)	4	4	\$651.00	\$863.00
Accounting	ACC-12100-80	Acctg Prin I (Grayling)	4	4	\$596.00	\$808.00
Accounting	ACC-12100-80	Acctg Prin I (mtec)	4	4	\$596.00	\$808.00
Accounting	ACC-12200-60	Acctg Prin II (online)	4	4	\$651.00	\$863.00
Accounting	ACC-20500-60	Cost Acctg I (online)	3	3	\$517.00	\$676.00
Allied Health	ALH-10101-60	Med Terminology (online)	2	2	\$383.00	\$489.00
Allied Health	ALH-10400-00	Nursing Asst (Grayling)	6	7.5	\$1,205.00	\$1,602.50
Allied Health	ALH-10801-60	Path w/Pharm (online)	3	3	\$517.00	\$676.00
Allied Health	ALH-11300-60	Med Ethics/Law (online)	3	3	\$517.00	\$676.00
Allied Health	ALH-25100-80	MA Bus Pract (Grayling)	3	3	\$552.00	\$711.00
Allied Health	ALH-25201-00	MA Clinic Pro (Grayling)	4	6	\$904.00	\$1,222.00
Allied Health	ALH-25401-00	MA Q/S & PA (Grayling)	2	2	\$368.00	\$474.00
Art	ART-10000-00	Art History I	3	3	\$402.00	\$561.00
Art	ART-10500-00	Intro/Design	3	4	\$661.00	\$873.00
Art	ART-10600-00	Fund/Drawing I	3	4	\$661.00	\$873.00

Department	Course Number	Course Title	Credit Hours	Contact Hours	In District Cost	Out of District Cost
Art	ART-10700-00	Painting I	3	4	\$661.00	\$873.00
Art	ART-11500-00	Photography I	3	4	\$661.00	\$873.00
Art	ART-11700-60	Art Appreciation (online)	3	3	\$517.00	\$676.00
Art	ART-27531-20	Rendering I	3	4	\$661.00	\$873.00
Art	ART-27545-60	Images I (online)	3	4	\$651.00	\$863.00

Showing 1 to 20 of 364 entries

[Previous](#)[Next](#)

Appendix H

Most Recent Program Review or Other Inspection or Audit Reports Since Last Comprehensive Evaluation



No inspections or audits since the last comprehensive evaluation by HLC.

Institutional Annual Financial Statements and A-133 Single Audit reports can be found at:
<http://www.kirtland.edu/business-office#budget-transparency>

Appendix I

Correspondence With the Department and Other Documents Explaining Institution's General Program Responsibilities





FEDERAL STUDENT AID  START HERE. GO FURTHER.™

UNITED STATES DEPARTMENT OF EDUCATION

FEDERAL STUDENT AID SCHOOL ELIGIBILITY CHANNEL

PROGRAM PARTICIPATION AGREEMENT

Effective Date of Approval: The date on which this Agreement is signed on behalf of the Secretary of Education

Approval Expiration Date: **March 31, 2020**

Reapplication Date: **December 31, 2019**

Name of Institution: **Kirtland Community College**

Address of Institution: **10775 North Saint Helen Road
Roscommon, MI 48653-0000**

OPE ID Number: **00717100**

DUNS Number: **079295150**

Taxpayer Identification Number (TIN): **381855318**

The execution of this Agreement by the Institution and the Secretary is a prerequisite to the Institution's initial or continued participation in any Title IV, HEA Program.

The postsecondary educational institution listed above, referred to hereafter as the "Institution," and the United States Secretary of Education, referred to hereafter as the "Secretary," agree that the Institution may participate in those student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Programs) indicated under this Agreement and further agrees that such participation is subject to the terms and conditions set forth in this Agreement. As used in this Agreement, the term "Department" refers to the U.S. Department of Education.

SCOPE OF COVERAGE

This Agreement applies to all locations of the Institution as stated on the most current ELIGIBILITY AND CERTIFICATION APPROVAL REPORT issued by the Department. This Agreement covers the Institution's eligibility to participate in each of the following listed Title IV, HEA programs, and incorporates by reference the regulations cited.

- **FEDERAL PELL GRANT PROGRAM**, 20 U.S.C. §§ 1070a *et seq.*; 34 C.F.R. Part 690.
- **FEDERAL FAMILY EDUCATION LOAN PROGRAM**, 20 U.S.C. §§ 1071 *et seq.*; 34 C.F.R. Part 682.
- **FEDERAL DIRECT STUDENT LOAN PROGRAM**, 20 U.S.C. §§ 1087a *et seq.*; 34 C.F.R. Part 685.
- **FEDERAL PERKINS LOAN PROGRAM**, 20 U.S.C. §§ 1087aa *et seq.*; 34 C.F.R. Part 674.
- **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM**, 20 U.S.C. §§ 1070b *et seq.*; 34 C.F.R. Part 676.
- **FEDERAL WORK-STUDY PROGRAM**, 42 U.S.C. §§ 2751 *et seq.*; 34 C.F.R. Part 675.
- **ACADEMIC COMPETITIVENESS GRANT AND NATIONAL SCIENCE AND MATHEMATICS ACCESS TO RETAIN TALENT GRANT PROGRAMS**, 20 U.S.C. §§ 1070a-1 *et seq.*; 34 C.F.R. Part 691.
- **IRAQ AND AFGHANISTAN SERVICE GRANT**, 20 U.S.C. §§ 1070d *et seq.*

GENERAL TERMS AND CONDITIONS

1. The Institution understands and agrees that it is subject to and will comply with the program statutes and implementing regulations for institutional eligibility as set forth in 34 C.F.R. Part 600 and for each Title IV, HEA program in which it participates, as well as the general provisions set forth in Part F and Part G of Title IV of the HEA, and the Student Assistance General Provisions regulations set forth in 34 C.F.R. Part 668.

The recitation of any portion of the statute or regulations in this Agreement does not limit the Institution's obligation to comply with other applicable statutes and regulations.

2.
 - a. The Institution certifies that on the date it signs this Agreement, it has a drug abuse prevention program in operation that it has determined is accessible to any officer, employee, or student at the Institution.
 - b. The Institution certifies that on the date it signs this Agreement, it is in compliance with the disclosure requirements of Section 485(f) of the HEA (Campus Security Policy and Campus Crime Statistics).

3. The Institution agrees to comply with --

- a. Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations, 34 C.F.R. Parts 100 and 101 (barring discrimination on the basis of race, color or national origin);
- b. Title IX of the Education Amendments of 1972 and the implementing regulations, 34 C.F.R. Part 106 (barring discrimination on the basis of sex);
- c. The Family Educational Rights and Privacy Act of 1974 and the implementing regulations, 34 C.F.R. Part 99;
- d. Section 504 of the Rehabilitation Act of 1973 and the implementing regulations, 34 C.F.R. Part 104 (barring discrimination on the basis of physical handicap); and
- e. The Age Discrimination Act of 1975 and the implementing regulations, 34 C.F.R. Part 110.
- f. The Standards for Safeguarding Customer Information, 16 C.F.R. Part 314, issued by the Federal Trade Commission (FTC), as required by the Gramm-Leach-Bliley (GLB) Act, P.L. 106-102. These Standards are intended to ensure the security and confidentiality of customer records and information. The Secretary considers any breach to the security of

student records and information as a demonstration of a potential lack of administrative capability as stated in 34 C.F.R. 668.16(c). Institutions are strongly encouraged to inform its students and the Department of any such breaches.

4. The Institution acknowledges that 34 C.F.R. Parts 602 and 667 require accrediting agencies, State regulatory bodies, and the Secretary to share information about institutions. The Institution agrees that the Secretary, any accrediting agency recognized by the Secretary, and any State regulatory body may share or report information to one another about the Institution without limitation.
5. The Institution acknowledges that the HEA prohibits the Secretary from recognizing the accreditation of any institution of higher education unless that institution agrees to submit any dispute involving the final denial, withdrawal, or termination of accreditation to initial arbitration prior to any other legal action.

SELECTED PROVISIONS FROM GENERAL PROVISIONS REGULATIONS, 34 C.F.R. PART 668.14

An institution's program participation agreement applies to each branch campus and other location of the institution that meets the applicable requirements of this part unless otherwise specified by the Secretary.

(b) By entering into a program participation agreement, an institution agrees that--

(1) It will comply with all statutory provisions of or applicable to Title IV of the HEA, all applicable regulatory provisions prescribed under that statutory authority, and all applicable special arrangements, agreements, and limitations entered into under the authority of statutes applicable to Title IV of the HEA, including the requirement that the institution will use funds it receives under any Title IV, HEA program and any interest or other earnings thereon, solely for the purposes specified in and in accordance with that program;

(2) As a fiduciary responsible for administering Federal funds, if the institution is permitted to request funds under a Title IV, HEA program advance payment method, the institution will time its requests for funds under the program to meet the institution's immediate Title IV, HEA program needs;

(3) It will not request from or charge any student a fee for processing or handling any application, form, or data required to determine a student's eligibility for, and amount of, Title IV, HEA program assistance;

(4) It will establish and maintain such administrative and fiscal procedures and records as may be necessary to ensure proper and efficient administration of funds received from the Secretary or from students under the Title IV, HEA programs, together with assurances that the institution will provide, upon request and in a timely manner, information relating to the administrative capability and financial responsibility of the institution to--

(i) The Secretary;

(ii) A guaranty agency, as defined in 34 CFR part 682, that guarantees loans made under the Federal Stafford Loan and Federal PLUS programs for attendance at the institution or any of the institution's branch campuses or other locations;

(iii) The nationally recognized accrediting agency that accredits or preaccredits the institution or any of the institution's branch campuses, other locations, or educational programs;

(iv) The State agency that legally authorizes the institution and any branch campus or other location of the institution to provide postsecondary education; and

(v) In the case of a public postsecondary vocational educational institution that is approved by a State agency recognized for the approval of public postsecondary vocational education, that State agency;

- (5) It will comply with the provisions of § 668.15 relating to factors of financial responsibility;
- (6) It will comply with the provisions of § 668.16 relating to standards of administrative capability;
- (7) It will submit reports to the Secretary and, in the case of an institution participating in the Federal Stafford Loan, Federal PLUS, or the Federal Perkins Loan Program, to holders of loans made to the institution's students under that program at such times and containing such information as the Secretary may reasonably require to carry out the purpose of the Title IV, HEA programs;
- (8) It will not provide any statement to any student or certification to any lender in the case of an FFEL Program loan, or origination record to the Secretary in the case of a Direct Loan Program loan that qualifies the student or parent for a loan or loans in excess of the amount that the student or parent is eligible to borrow in accordance with sections 425(a), 428(a)(2), 428(b)(1)(A) and (B), 428B, 428H and 455(a) of the HEA;
- (9) It will comply with the requirements of Subpart D of this part concerning institutional and financial assistance information for students and prospective students;
- (10) In the case of an institution that advertises job placement rates as a means of attracting students to enroll in the institution, it will make available to prospective students, at or before the time that those students apply for enrollment--
- (i) The most recent available data concerning employment statistics, graduation statistics, and any other information necessary to substantiate the truthfulness of the advertisements; and
- (ii) Relevant State licensing requirements of the State in which the institution is located for any job for which an educational program offered by the institution is designed to prepare those prospective students;
- (11) In the case of an institution participating in the FFEL Program, the institution will inform all eligible borrowers, as defined in 34 CFR part 682, enrolled in the institution about the availability and eligibility of those borrowers for State grant assistance from the State in which the institution is located, and will inform borrowers from another State of the source for further information concerning State grant assistance from that State;
- (12) It will provide the certifications described in paragraph (c) of this section;
- (13) In the case of an institution whose students receive financial assistance pursuant to section 484(d) of the HEA, the institution will make available to those students a program proven successful in assisting students in obtaining the recognized equivalent of a high school diploma;
- (14) It will not deny any form of Federal financial aid to any eligible student solely on the grounds that the student is participating in a program of study abroad approved for credit by the institution;
- (15) (i) Except as provided under paragraph (b)(15)(ii) of this section, the institution will use a default management plan approved by the Secretary with regard to its administration of the FFEL or Direct Loan programs, or both for at least the first two years of its participation in those programs, if the institution --
- (A) Is participating in the FFEL or Direct Loan programs for the first time; or
- (B) Is an institution that has undergone a change of ownership that results in a change in control and is participating in the FFEL or Direct Loan programs.
- (ii) The institution does not have to use an approved default management plan if --
- (A) The institution, including its main campus and any branch campus, does not have a cohort default rate in excess of 10 percent; and
- (B) The owner of the institution does not own and has not owned any other institution that had a cohort default rate in excess of 10 percent while that owner owned the institution.
- (16) For a proprietary institution, the institution will derive at least 10 percent of its revenues for each fiscal year from sources other than Title IV, HEA program funds, as provided in § 668.28(a) and (b), or be subject to sanctions described in § 668.28(c);
- (17) The Secretary, guaranty agencies and lenders as defined in 34 CFR part 682, nationally recognized accrediting agencies, the Secretary of Veterans Affairs, State agencies recognized under 34 CFR part 603 for the approval of public postsecondary vocational education, and State agencies

that legally authorize institutions and branch campuses or other locations of institutions to provide postsecondary education, have the authority to share with each other any information pertaining to the institution's eligibility for or participation in the Title IV, HEA programs or any information on fraud and abuse;

(18) It will not knowingly --

- (i) Employ in a capacity that involves the administration of the Title IV, HEA programs or the receipt of funds under those programs, an individual who has been convicted of, or has pled *nolo contendere* or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds, or has been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds;
- (ii) Contract with an institution or third-party servicer that has been terminated under section 432 of the HEA for a reason involving the acquisition, use, or expenditure of Federal, State, or local government funds, or that has been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds; or
- (iii) Contract with or employ any individual, agency, or organization that has been, or whose officers or employees have been--

(A) Convicted of, or pled *nolo contendere* or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds; or

(B) Administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds;

(19) It will complete, in a timely manner and to the satisfaction of the Secretary, surveys conducted as a part of the Integrated Postsecondary Education Data System (IPEDS) or any other Federal collection effort, as designated by the Secretary, regarding data on postsecondary institutions;

(20) In the case of an institution that is co-educational and has an intercollegiate athletic program, it will comply with the provisions of § 668.48;

(21) It will not impose any penalty, including, but not limited to, the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that the student borrow additional funds for which interest or other charges are assessed, on any student because of the student's inability to meet his or her financial obligations to the institution as a result of the delayed disbursement of the proceeds of a Title IV, HEA program loan due to compliance with statutory and regulatory requirements of or applicable to the Title IV, HEA programs, or delays attributable to the institution;

(22)(i) It will not provide any commission, bonus, or other incentive payment based in any part, directly or indirectly, upon success in securing enrollments or the award of financial aid, to any person or entity who is engaged in any student recruitment or admission activity, or in making decisions regarding the award of title IV, HEA program funds.

(A) The restrictions in paragraph (b)(22) of this section do not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.

(B) For the purpose of paragraph (b)(22) of this section, an employee who receives multiple adjustments to compensation in a calendar year and is engaged in any student enrollment or admission activity or in making decisions regarding the award of title IV, HEA program funds is considered to have received such adjustments based upon success in securing enrollments or the award of financial aid if those adjustments create compensation that is based in any part, directly or indirectly, upon success in securing enrollments or the award of financial aid.

(ii) Notwithstanding paragraph (b)(22)(i) of this section, eligible institutions, organizations that are contractors to eligible institutions, and other entities may make--

(A) Merit-based adjustments to employee compensation provided that such adjustments are not based in any part, directly or indirectly, upon success in securing enrollments or the award of financial aid; and

(B) Profit-sharing payments so long as such payments are not provided to any person or entity engaged in student recruitment or admission activity or in making decisions regarding the award of

title IV, HEA program funds.

(iii) As used in paragraph (b)(22) of this section,

(A) *Commission, bonus, or other incentive payment* means a sum of money or something of value, other than a fixed salary or wages, paid to or given to a person or an entity for services rendered.

(B) *Securing enrollments or the award of financial aid* means activities that a person or entity engages in at any point in time through completion of an educational program for the purpose of the admission or matriculation of students for any period of time or the award of financial aid to students.

(1) These activities include contact in any form with a prospective student, such as, but not limited to--contact through preadmission or advising activities, scheduling an appointment to visit the enrollment office or any other office of the institution, attendance at such an appointment, or involvement in a prospective student's signing of an enrollment agreement or financial aid application.

(2) These activities do not include making a payment to a third party for the provision of student contact information for prospective students provided that such payment is not based on--

(i) Any additional conduct or action by the third party or the prospective students, such as participation in preadmission or advising activities, scheduling an appointment to visit the enrollment office or any other office of the institution or attendance at such an appointment, or the signing, or being involved in the signing, of a prospective student's enrollment agreement or financial aid application; or

(ii) The number of students (calculated at any point in time of an educational program) who apply for enrollment, are awarded financial aid, or are enrolled for any period of time, including through completion of an educational program.

(C) *Entity or person engaged in any student recruitment or admission activity or in making decisions about the award of financial aid* means--

(1) With respect to an entity engaged in any student recruitment or admission activity or in making decisions about the award of financial aid, any institution or organization that undertakes the recruiting or the admitting of students or that makes decisions about and awards title IV, HEA program funds; and

(2) With respect to a person engaged in any student recruitment or admission activity or in making decisions about the award of financial aid, any employee who undertakes recruiting or admitting of students or who makes decisions about and awards title IV, HEA program funds, and any higher level employee with responsibility for recruitment or admission of students, or making decisions about awarding title IV, HEA program funds.

(D) *Enrollment* means the admission or matriculation of a student into an eligible institution.

(23) It will meet the requirements established pursuant to Part H of Title IV of the HEA by the Secretary and nationally recognized accrediting agencies;

(24) It will comply with the requirements of § 668.22;

(25) It is liable for all--

(i) Improperly spent or unspent funds received under the Title IV, HEA programs, including any funds administered by a third-party servicer; and

(ii) Returns any title IV, HEA program funds that the institution or its servicer may be required to make;

(26) If the stated objectives of an educational program of the institution are to prepare a student for gainful employment in a recognized occupation, the institution will--

(i) Demonstrate a reasonable relationship between the length of the program and entry level requirements for the recognized occupation for which the program prepares the student. The Secretary considers the relationship to be reasonable if the number of clock hours provided in the program does not exceed by more than 50 percent the minimum number of clock hours required for training in the recognized occupation for which the program prepares the student, as established by

the State in which the program is offered, if the State has established such a requirement, or as established by any Federal agency; and

(ii) Establish the need for the training for the student to obtain employment in the recognized occupation for which the program prepares the student.

(27) In the case of an institution participating in a Title IV, HEA loan program, the institution --

(i) Will develop, publish, administer, and enforce a code of conduct with respect to loans made, insured or guaranteed under the Title IV, HEA loan programs in accordance with 34 CFR 601.21; and

(ii) Must inform its officers, employees, and agents with responsibilities with respect to loans made, insured or guaranteed under the Title IV, HEA loan programs annually of the provisions of the code required under paragraph (b)(27) of this section;

(28) For any year in which the institution has a preferred lender arrangement (as defined in 34 CFR 601.2(b)), it will at least annually compile, maintain, and make available for students attending the institution, and the families of such students, a list in print or other medium, of the specific lenders for loans made, insured, or guaranteed under Title IV, of the HEA or private education loans that the institution recommends, promotes, or endorses in accordance with such preferred lender arrangement. In making such a list, the institution must comply with the requirements in 34 CFR 682.212(h) and 34 CFR 601.10;

(29) (i) It will, upon the request of an enrolled or admitted student who is an applicant for a private education loan (as defined in 34 CFR part 601.2(b)), provide to the applicant the self-certification form required under 34 CFR 601.11(d) and the information required to complete the form, to the extent the institution possesses such information, including --

(A) The applicant's cost of attendance at the institution, as determined by the institution under part F of Title IV, of the HEA;

(B) The applicant's estimated financial assistance, including amounts of financial assistance used to replace the expected family contribution as determined by the institution in accordance with Title IV, for students who have completed the Free Application for Federal Student Aid; and

(C) The difference between the amounts under paragraphs (b)(29)(i)(A) and (29)(i)(B) of this section, as applicable.

(ii) It will, upon the request of the applicant, discuss with the applicant the availability of Federal, State, and institutional student financial aid;

(30) The institution --

(i) Has developed and implemented written plans to effectively combat the unauthorized distribution of copyrighted material by users of the institution's network, without unduly interfering with educational and research use of the network, that include --

(A) The use of one or more technology-based deterrents;

(B) Mechanisms for educating and informing its community about appropriate versus inappropriate use of copyrighted material, including that described in § 668.43(a)(10);

(C) Procedures for handling unauthorized distribution of copyrighted material, including disciplinary procedures; and

(D) Procedures for periodically reviewing the effectiveness of the plans to combat the unauthorized distribution of copyrighted materials by users of the institution's network using relevant assessment criteria. No particular technology measures are favored or required for inclusion in an institution's plans, and each institution retains the authority to determine what its particular plans for compliance with paragraph (b)(30) of this section will be, including those that prohibit content monitoring; and

(ii) Will, in consultation with the chief technology officer or other designated officer of the institution--

(A) Periodically review the legal alternatives for downloading or otherwise acquiring copyrighted material;

(B) Make available the results of the review in paragraph (b)(30)(ii)(A) of this section to its students

through a Web site or other means; and

(C) To the extent practicable, offer legal alternatives for downloading or otherwise acquiring copyrighted material, as determined by the institution; and

(31) The institution will submit a teach-out plan to its accrediting agency in compliance with 34 CFR 602.24(c), and the standards of the institution's accrediting agency upon the occurrence of any of the following events:

(i) The Secretary initiates the limitation, suspension, or termination of the participation of an institution in any Title IV, HEA program under 34 CFR 600.41 or subpart G of this part or initiates an emergency action under § 668.83.

(ii) The institution's accrediting agency acts to withdraw, terminate, or suspend the accreditation or preaccreditation of the institution.

(iii) The institution's State licensing or authorizing agency revokes the institution's license or legal authorization to provide an educational program.

(iv) The institution intends to close a location that provides 100 percent of at least one program.

(v) The institution otherwise intends to cease operations.

(c) In order to participate in any Title IV, HEA program (other than the LEAP and NEISP programs), the institution must certify that it--

(1) Has in operation a drug abuse prevention program that the institution has determined to be accessible to any officer, employee, or student at the institution; and

(2)(i) Has established a campus security policy in accordance with section 485(f) of the HEA; and

(ii) Has complied with the disclosure requirements of § 668.47 as required by section 485(f) of the HEA.

(d)(1) The institution, if located in a State to which section 4(b) of the National Voter Registration Act (42 U.S.C. 1973gg-2(b)) does not apply, will make a good faith effort to distribute a mail voter registration form, requested and received from the State, to each student enrolled in a degree or certificate program and physically in attendance at the institution, and to make those forms widely available to students at the institution.

(2) The institution must request the forms from the State 120 days prior to the deadline for registering to vote within the State. If an institution has not received a sufficient quantity of forms to fulfill this section from the State within 60 days prior to the deadline for registering to vote in the State, the institution is not liable for not meeting the requirements of this section during that election year.

(3) This paragraph applies to elections as defined in Section 301(1) of the Federal Election Campaign Act of 1971 (2 U.S.C. 431(1)), and includes the election for Governor or other chief executive within such State.

(e)(1) A program participation agreement becomes effective on the date that the Secretary signs the agreement.

(2) A new program participation agreement supersedes any prior program participation agreement between the Secretary and the institution.

(f)(1) Except as provided in paragraphs (g) and (h) of this section, the Secretary terminates a program participation agreement through the proceedings in subpart G of this part.

(2) An institution may terminate a program participation agreement.

(3) If the Secretary or the institution terminates a program participation agreement under paragraph (f) of this section, the Secretary establishes the termination date.

(g) An institution's program participation agreement automatically expires on the date that--

(1) The institution changes ownership that results in a change in control as determined by the Secretary under 34 CFR part 600; or

(2) The institution's participation ends under the provisions of § 668.26(a)(1), (2), (4), or (7).

(h) An institution's program participation agreement no longer applies to or covers a location of the

institution as of the date on which that location ceases to be a part of the participating institution.

WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

If an institution participates in the William D. Ford Federal Direct Loan (Direct Loan) Program, the institution and its representatives shall comply with the statute, guidelines, and regulations governing the Title IV, Part D, William D. Ford Federal Direct Loan Program as required by 20 U.S.C. §§ 1087a *et seq.* (Part C) and 34 C.F.R. Part 685.

The institution will:

1. Provide for the establishment and maintenance of a Direct Loan Program at the Institution that will:

Identify eligible students who seek student financial assistance in accordance with Section 484 of the Higher Education Act of 1965, as amended (the HEA).

Estimate the need of students as required under Title IV, Part F of the HEA.

Provide a certification statement of eligibility for students to receive loans that will not exceed the annual or aggregate limits, except the Institution may exercise its authority, under exceptional circumstances identified by the Secretary, to refuse to certify a statement that permits a student to receive a loan, or certify a loan amount that is less than the student's determination of need, if the reason for such action is documented and provided in written form to a student.

Establish a schedule for disbursement of loan proceeds to meet the requirements of Section 428G of the HEA.

Provide timely and accurate information to the Secretary concerning 1) the status of borrowers while students are in attendance, any new information pertaining to the status of student borrowers of which the Institution becomes aware after the student leaves the Institution, and 2) the utilization of Federal funds under Title IV, Part D of the HEA at such times and in such manner as prescribed by the Secretary.

2. Comply with requirements established by the Secretary relating to student loan information with respect to the Direct Loan Program.
3. Provide that students at the Institution and their parents (with respect to such students) will be eligible to participate in the programs under Title IV, Part B of the HEA, Federal Family Education Loan programs, at the discretion of the Secretary for the period during which such Institution participates in the Direct Loan Program, except that a student or parent may not receive loans under both Title IV, Part B and Part D of the HEA for the same period of enrollment.
4. Provide for the implementation of a quality assurance system, as established by the Secretary and developed in consultation with Institutions of higher education, to ensure that the Institution is complying with program requirements and meeting program objectives.
5. Provide that the Institution will not charge any fees of any kind, regardless of how they are described, to student or parent borrowers for loan application, or origination activities (if

applicable), or the provision and processing of any information necessary for a student or parent to receive a loan under Title IV, Part D of the HEA.

6. Provide that the Institution will originate loans to eligible students and parents in accordance with the requirements of Title IV, Part D of the HEA and use funds advanced to it solely for that purpose (Option 2 only).
7. Provide that the note or evidence of obligation of the loan shall be the property of the Secretary (Options 2 and 1 only).
8. Comply with other provisions as the Secretary determines are necessary to protect the interest of the United States and to promote the purposes of Title IV, Part D of the HEA.
9. Accept responsibility and financial liability stemming from its failure to perform its functions under this Program Participation Agreement.

CERTIFICATIONS REQUIRED FROM INSTITUTIONS

The Institution should refer to the regulations cited below. Signature on this Agreement provides for compliance with the certification requirements under 34 C.F.R. Part 82, "New Restrictions on Lobbying," 34 C.F.R. Part 84, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)," 34 C.F.R. Part 85, "Governmentwide Debarment and Suspension (Nonprocurement)," and 34 C.F.R. Part 86, "Drug and Alcohol Abuse Prevention." Breach of any of these certifications constitutes a breach of this Agreement.

PART 1 CERTIFICATION REGARDING LOBBYING; DRUG-FREE WORKPLACE; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG AND ALCOHOL ABUSE PREVENTION

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 C.F.R. Part 82, for persons entering into a Federal contract, grant or cooperative agreement over \$100,000, as defined at 34 C.F.R. Part 82, Sections 82.105, and 82.110, the undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Institution shall require that the language of this certification be included in the award

documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

2a. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 C.F.R. Part 84, Subpart B, for grantees, as defined at 34 C.F.R. Part 84, Sections 84.200 through 84.230 -

The Institution certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a drug-free workplace statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about-
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Institution's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -
 - (1) Abide by the terms of the statement, and
 - (2) Notify the employer in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace no more than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under this subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1972, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

2b. Drug-Free Workplace (Grantees Who Are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 C.F.R. Part 84, Subpart C, for recipients who are individuals, as defined at 34 C.F.R. Part 84, Section 84.300 -

1. As a condition of the grant, the Institution certifies that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity related to the award; and

2. If any officer or owner of the Institution is convicted of a criminal drug offense resulting from a violation occurring during the conduct of any award activity, the Institution will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202. Notice shall include the identification number(s) of each affected grant.

3. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 C.F.R. Part 85, for prospective participants in primary covered transactions as defined at 34 C.F.R. Part 85, Sections 85.105 and 85.110, the Institution certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects their present responsibility.
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

4. Drug and Alcohol Abuse Prevention

As required by the Drug-Free Schools and Communities Act Amendments of 1989, which added section 1213 to the Higher Education Act, and implemented at 34 C.F.R. Part 86, the undersigned Institution certifies that it has adopted and implemented a drug prevention program for its students and employees that, at a minimum, includes--

1. The annual distribution in writing to each employee, and to each student who is taking one or more classes for any kind of academic credit except for continuing education units, regardless of the length of the student's program of study, of:
 - Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
 - A description of the applicable legal sanctions under local, State or Federal law for the unlawful possession or distribution of illicit drugs and alcohol.
 - A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
 - A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.
 - A clear statement that the Institution will impose disciplinary sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violation of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

2. A biennial review by the Institution of its program to:

- Determine its effectiveness and implement changes to the program if they are needed.
- Ensure that its disciplinary sanctions are consistently enforced.

PART 2 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION -- LOWER TIER COVERED TRANSACTIONS

The Institution is to obtain the signatures of Lower Tier Contractors on reproduced copies of the certification below, and retain the signed certification(s) in the Institution's files.

CERTIFICATION BY LOWER TIER CONTRACTOR (Before Completing Certification, Read Instructions for This Part 3, below)	
<p>(1) The prospective lower tier participant certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.</p> <p>(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.</p>	
<hr/> Name of Lower Tier Organization	<hr/> PR/Award Number or Project Name
<hr/> Name of Authorized Representative	<hr/> Title of Authorized Representative
<hr/> Signature of Authorized Representative	<hr/> Date

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and

Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

NOTE: A completed copy of the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions" form must be retained by the Institution. The original blank certification must be returned with the PPA.

IN WITNESS WHEREOF

the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Signature of Institution's
Chief Executive Officer: _____ Date: _____

Print Name and Title: _____

For the Secretary: _____ Date: _____
U.S. Department of Education



UNITED STATES DEPARTMENT OF EDUCATION

SCHOOL PARTICIPATION MANAGEMENT DIVISION

ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 06/26/2017

PAGE A - 1

NAME AND ADDRESS OF INSTITUTION: Kirtland Community College
10775 North Saint Helen Road
Roscommon, MI 48653-0000

TYPE OF INSTITUTION: Public

CONGRESSIONAL DISTRICT: 04

DEPARTMENT REGION: 05

ACTION DATE: 05/30/2014

SCHOOL PARTICIPATION TEAM: 08

ACTION: Reapprove Elig/Full Cert

OPE ID: 00717100
TIN: 381855318
IPEDS ID: 170587
DUNS NBR: 079295150

FEDERAL PELL GRANT ID: 007171
FEDERAL FAMILY EDUCATION LOAN ID: 007171
FEDERAL DIRECT STUDENT LOAN ID: G07171
FEDERAL PERKINS LOAN ID: 002026
FEDERAL SCHOOL CODE: 007171
FEDERAL WORK STUDY ID: 002026
FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT ID: 002026

ACADEMIC CALENDAR: Clock Hours, Semester Hours

EDUCATIONAL PROGRAM LEVELS OFFERED:

Non-Degree (600-899 hours)
Non-Degree 1 Year (900-1799 hours)
Non-Degree 2 Years (1800-2699 hours)
Associate's Degree

ELIGIBLE: Y
INITIAL APPROVAL DATE: 05/12/1982
CERTIFIED: Certified
LOAN DEFERMENT: Y

WAIVER(S):

*** End of Waivers ***

PROGRAM PARTICIPATION AGREEMENT

EFFECTIVE DATE: 06/25/2014

EXPIRATION DATE: 03/31/2020

THE INSTITUTION IS ELIGIBLE TO APPLY FOR PARTICIPATION IN THE FOLLOWING PROGRAMS
AUTHORIZED UNDER THE HIGHER EDUCATION ACT OF 1965, AS AMENDED:

TITLE I: Y	TITLE IV: Y	TITLE VII: Y	TITLE X: Y	TITLE XIII: Y
TITLE II: Y	TITLE V: Y	TITLE VIII: Y	TITLE XI: Y	TITLE XIV: Y
TITLE III: Y	TITLE VI: Y	TITLE XI: Y	TITLE XII: Y	TITLE XV: Y

Program: TEACH GRANT

Certified: DATE:

TITLE IV STUDENT FINANCIAL ASSISTANCE PROGRAMS

PROGRAM	CERTIFIED	APPROVAL DATE	PROGRAM	CERTIFIED	APPROVAL DATE
FWS Com Serv	Y	05/12/1982	FWS Priv Sec Empl	Y	05/12/1982

FWS Job Loc Dev	Y	05/12/1982	FFEL Staff	Y	05/12/1982
FFEL Staff Unsub	Y	05/12/1982	FFEL PLUS	Y	05/12/1982
FPerkins	Y	05/12/1982	FSEOG	Y	05/12/1982
FPell	Y	05/12/1982	FDSL P Staff	Y	07/01/1994
FDSL P Staff Unsub	Y	07/01/1994	FDSL P PLUS	Y	07/01/1994

**** End of Section A ****



UNITED STATES DEPARTMENT OF EDUCATION
SCHOOL PARTICIPATION MANAGEMENT DIVISION
ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 06/26/2017

ACCREDITATION SECTION

PAGE B - 1

INSTITUTION NAME : Kirtland Community College

OPE ID : 007171 00

INSTITUTION TYPE : Public

ACCREDITATION

<u>ACCREDITING AGENCY</u>	<u>DESIGNATION</u>	<u>SCOPE</u>	<u>EFFECTIVE YEAR</u>	<u>NUMBER OF YEARS</u>
North Central Assoc of Colleges and Schools, the Higher Learning Commission	Primary	Institutional	2011	6

**** End of Accreditation Section ****



UNITED STATES DEPARTMENT OF EDUCATION

SCHOOL PARTICIPATION MANAGEMENT DIVISION

ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 06/26/2017

STATE AUTHORIZATION SECTION

PAGE C - 1

INSTITUTION NAME : Kirtland Community College

OPE ID : 007171 00

INSTITUTION TYPE : Public

STATE AUTHORIZATION

STATE AGENCY

MI Board of Nursing State of Michigan Dept of Licensing & Regulation Bureau of Health Services Board

MI Michigan Dept. of Career Development, Office of Postsecondary Services

MI State Board of Education

Michigan Commission on Law Enforcement Standards

Michigan Department of Licensing and Regulatory Affairs

Michigan Dept of Community Health

Workforce Development Agency

**** End of State Authorization Section ****



UNITED STATES DEPARTMENT OF EDUCATION

SCHOOL PARTICIPATION MANAGEMENT DIVISION

ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 06/26/2017

OFFICIALS SECTION

PAGE D - 1

INSTITUTION NAME : Kirtland Community College

OPE ID : 007171 00

INSTITUTION TYPE : Public

OFFICIALS

<u>NAME AND ADDRESS</u>	<u>TITLE</u>	<u>PHONE</u> <u>FAX</u>	<u>E-MAIL</u>
Quinn, Thomas 10775 North Saint Helen Road Roscommon, MI 48653	President	(989) 275-5000 253 (989) 275-6706	tom.quinn@ kirtland.edu
Bates, Christin 10775 North Saint Helen Road Roscommon, MI 48653-0000	Director of Financial Aid	(989) 275-5000 310 (989) 275-6789	christin.bates@ kirtland.edu
Broge, Jason 10775 North Saint Helen Road Roscommon, MI 48653	Chief Financial Officer	(989) 275-5000 240 (989) 275-8210	jason.broge@ kirtland.edu

**** End of Officials Section ****



UNITED STATES DEPARTMENT OF EDUCATION

SCHOOL PARTICIPATION MANAGEMENT DIVISION

ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 06/26/2017

ADDITIONAL LOCATIONS SECTION

PAGE E - 1

INSTITUTION NAME : Kirtland Community College

OPE ID : 007171 00

INSTITUTION TYPE : Public

ADDITIONAL LOCATIONS

<u>OPE ID</u>	<u>NAME AND ADDRESS</u>	<u>APPROVED FOR CERTIFICATION</u>	<u>INITIAL APPROVAL DATE</u>
00717101	Kirtland Community College - Gaylord Michigan Tech Educational Center 30 Livingston Blvd Gaylord, MI 49738-9999	Y	07/12/2001
00717103	Kirtland Community College - West Branch 2479 South M-76 West Branch, MI 48661-9079	Y	10/30/2009
00717104	Kirtland Community College - Grayling 4800 West Four Mile Road Grayling, MI 49738-9704	Y	09/06/2016

**** End of Additional Locations Section ****



UNITED STATES DEPARTMENT OF EDUCATION

SCHOOL PARTICIPATION MANAGEMENT DIVISION

ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 06/26/2017

EDUCATIONAL PROGRAMS SECTION

PAGE F - 1

INSTITUTION NAME : Kirtland Community College

OPE ID : 007171 00

INSTITUTION TYPE : Public

EDUCATIONAL PROGRAMS

CIP	INSTITUTION'S PROGRAM NAME	APPROVED FOR CERTIFICATION	FULL CREDIT TO DEGREE	INITIAL APPROVAL	CREDIT HOURS	TYPE	CLOCK HOURS	DURATION IN WEEKS
11.9999	Computer Technician	N	Y	05/26/1999	33	Semester	960	40
11.9999	Webmaster	N	Y	04/01/2003	45	Semester	960	30
12.0401	Certificate of Completion Cosmetology	Y	Y	06/13/2016	40	Semester	1536	53
12.0401	Cosmetology	Y	Y	04/28/1995	40	Clock	1500	52
15.0303	Electrical Technology	Y	Y	10/15/2001	31	Semester		30
15.0607	Composite Materials Technology	Y	Y	07/22/2013	26	Semester	990	30
43.0107	Advanced Certificate - Police Academy	Y	Y	06/05/2013	21	Semester	680	17
43.0199	Corrections/Correctional Administration	N	Y	04/28/1995	32	Semester	900	30
43.0203	Fire Science	N	Y	04/30/2009	30	Semester		30
46.0201	Carpentry	N	Y	10/15/2001	32	Semester		30
47.0201	Heating, Venting, Air Conditioning & Refrigeration	Y	Y	10/15/2001	30	Semester		30
47.0399	Industrial Maintenance	N	Y	10/15/2001	40	Semester		30
47.0603	Automotive Technology Auto Body Specialist	N	Y	04/28/1995	53	Semester	960	40
47.0604	Auto/Automotive Mechanic/Technician	Y	Y	04/28/1995	53	Semester	1590	64
47.0605	Automotive Technology Diesel Service Specialist	Y	Y	09/16/2008	37	Semester		52
47.0606	Outdoor Power Engines	N	Y	01/26/2007	30	Semester		30
48.0501	CNC Machinist	Y	N	10/05/2015	30	Semester	1125	30

48.0501 Machine Tool Technology	N	Y	10/15/2001	39	Semester		30
48.0503 Machine Tool Operation	N	Y	04/28/1995	32	Semester	960	40
48.0508 Welder/Welding Technologist	N	Y	04/28/1995	30	Semester	900	40
48.0508 Welding and Fabricating	Y	Y	10/15/2001	32	Semester		30
50.0409 Graphic Design- Certificate	Y	Y	08/23/2002	36	Semester		30
51.0705 Medical Clerk	Y	Y	05/26/1999	32	Semester	1050	40
51.0708 Medical Transcription - Certificate	N	Y	08/23/2002	30	Semester		30
51.0712 Medical Receptionist	N	Y	04/28/1995	30	Semester	960	40
51.0714 Medical Billing and Coding	Y	Y	04/28/1995	36	Semester	960	40
51.0801 Medical Assistant	Y	Y	05/19/2017	31	Semester	1162	38
51.0805 Pharmacy Technology	Y	Y	07/23/2010	20	Semester		30
51.0904 Paramedic	N	Y	04/01/2003	52	Semester	960	30
51.0909 Surgical Technology	Y	Y	04/30/2009	48	Semester		30
51.0910 Advanced Certificate - Vascular Sonography	N	N	08/23/2012	12	Semester	450	15
51.3901 Practical Nurse (L.P.N. Training)	Y	Y	04/28/1995	36	Semester	1320	40
52.0201 General Business	N	Y	04/28/1995	32	Semester	960	40
52.0299 Entrepreneurship - Certificate	N	Y	08/23/2002	33	Semester		30
52.0301 Accounting Clerk	Y	Y	04/28/1995	30	Semester	960	40
52.0399 Accounting, Other	N	Y	04/28/1995	32	Semester	960	40
52.0401 Word Processing Specialist	N	Y	04/28/1995	32	Semester	960	40
52.0408 Office Assistant	N	Y	04/28/1995	30	Semester	960	40
52.0701 Small Business Management & Entrepreneurship	Y	Y	09/16/2008	35	Semester		30

**** End of Educational Programs Section ****



UNITED STATES DEPARTMENT OF EDUCATION

SCHOOL PARTICIPATION MANAGEMENT DIVISION

ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 06/26/2017

SERVICER INFORMATION SECTION

PAGE H - 1

INSTITUTION NAME : Kirtland Community College

OPE ID : 007171 00

INSTITUTION TYPE : Public

SERVICER INFORMATION

<u>SERVICER NAME</u>	<u>CONTACT NAME</u>	<u>SERVICES OFFERED</u>
American Student Assistance 100 Cambridge Street Boston, MA 02114	Betsy Mayotte	

**** End of Servicer Information Section ****

Return to the [Application Index](#)

Appendix J

Correspondence With the Department and Other Documents Explaining Institution's Actions in Response to Concerns Regarding Its Financial Responsibility Requirements



Not Applicable

Appendix K

Correspondence With the Department Related To Default Rates and Any Required Default Rate Management Plan



Not Applicable

Appendix L

Samples of Loan Agreements and Disclosure Information



Not Applicable

Appendix M

Disclosures to Students About Campus Crime Information, Athletic Participation and Financial Aid, and Web Address



KCC PELL GRANT TABLE												
\$5815 Maximum									2016/2017			
EFC Index	FULL-TIME (12+up)			3/4 TIME (9-11 credits)			1/2 TIME (6-8 credits)			< 1/2 TIME (1-5 credits)		
	1st	2nd	Total	1st	2nd	Total	1st	2nd	Total	1st	2nd	Total
0	2908	2907	5815	2181	2180	4361	1454	1454	2908	727	727	1454
1-100	2883	2882	5765	2162	2162	4324	1442	1441	2883	721	720	1441
101-200	2833	2832	5665	2125	2124	4249	1417	1416	2833	708	708	1416
201-300	2783	2782	5565	2087	2087	4174	1392	1391	2783	696	695	1391
301-400	2732	2733	5465	2050	2049	4099	1367	1366	2733	683	683	1366
401-500	2683	2682	5365	2012	2012	4024	1342	1341	2683	671	670	1341
501-600	2633	2632	5265	1975	1974	3949	1317	1316	2633	658	658	1316
601-700	2583	2582	5165	1937	1937	3874	1292	1291	2583	646	645	1291
701-800	2533	2532	5065	1900	1899	3799	1267	1266	2533	633	633	1266
801-900	2483	2482	4965	1862	1862	3724	1242	1241	2483	621	620	1241
901-1000	2433	2432	4865	1825	1824	3649	1217	1216	2433	608	608	1216
1001-1100	2383	2382	4765	1787	1787	3574	1192	1191	2383	596	595	1191
1101-1200	2333	2332	4665	1750	1749	3499	1167	1166	2333	583	583	1166
1201-1300	2283	2282	4565	1712	1712	3424	1142	1141	2283	571	570	1141
1301-1400	2233	2232	4465	1675	1674	3349	1117	1116	2233	558	558	1116
1401-1500	2183	2182	4365	1637	1637	3274	1092	1091	2183	546	545	1091
1501-1600	2133	2132	4265	1600	1599	3199	1067	1066	2133	533	533	1066
1601-1700	2083	2082	4165	1562	1562	3124	1042	1041	2083	521	520	1041
1701-1800	2033	2032	4065	1525	1524	3049	1017	1016	2033	508	508	1016
1801-1900	1983	1982	3965	1487	1487	2974	992	991	1983	496	495	991
1901-2000	1933	1932	3865	1450	1449	2899	967	966	1933	483	483	966
2001-2100	1883	1882	3765	1412	1412	2824	942	941	1883	471	470	941
2101-2200	1833	1832	3665	1375	1374	2749	917	916	1833	458	458	916
2201-2300	1783	1782	3565	1337	1337	2674	892	891	1783	446	445	891
2301-2400	1733	1732	3465	1300	1299	2599	867	866	1733	433	433	866
2401-2500	1683	1682	3365	1262	1262	2524	842	841	1683	421	420	841
2501-2600	1633	1632	3265	1225	1224	2449	817	816	1633	408	408	816
2601-2700	1583	1582	3165	1187	1187	2374	792	791	1583	396	395	791
2701-2800	1533	1532	3065	1150	1149	2299	767	766	1533	383	383	766
2801-2900	1483	1482	2965	1112	1112	2224	742	741	1483	371	370	741
2901-3000	1433	1432	2865	1075	1074	2149	717	716	1433	358	358	716
3001-3100	1383	1382	2765	1037	1037	2074	692	691	1383	346	345	691
3101-3200	1333	1332	2665	1000	999	1999	667	666	1333	333	333	666
3201-3300	1283	1282	2565	962	962	1924	642	641	1283	321	320	641
3301-3400	1233	1232	2465	925	924	1849	617	616	1233	308	308	616
3401-3500	1183	1182	2365	887	887	1774	592	591	1183	296	295	591
3501-3600	1133	1132	2265	850	849	1699	567	566	1133			0
3601-3700	1083	1082	2165	812	812	1624	542	541	1083			0
3701-3800	1033	1032	2065	775	774	1549	517	516	1033			0
3801-3900	983	982	1965	737	737	1474	492	491	983			0
3901-4000	933	932	1865	700	699	1399	467	466	933			0
4001-4100	883	882	1765	662	662	1324	442	441	883			0
4101-4200	833	832	1665	625	624	1249	417	416	833			0
4201-4300	783	782	1565	587	587	1174	392	391	783			0
4301-4400	733	732	1465	550	549	1099	367	366	733			0
4401-4500	683	682	1365	512	512	1024	342	341	683			0
4501-4600	633	632	1265	475	474	949	317	316	633			0
4601-4700	583	582	1165	437	437	874	292	291	583			0
4701-4800	533	532	1065	400	399	799			0			0
4801-4900	483	482	965	362	362	724			0			0
4901-5000	433	432	865	325	324	649			0			0
5001-5100	383	382	765			0			0			0
5101-5200	333	332	665			0			0			0
5201-5234	299	299	598			0			0			0
5235-99999			0			0			0			0

Disability Services

kirtland.edu/disability-services

[Request Information](#)

Have a question?

If you would like more information, please fill out this form. We'll do our best to help you.

[How to Contact Us](#)

DISABILITY SERVICES

Phone: 989-275-5000 ext. 426 | Fax: 989-275-6755

Our Staff

Shawn Ott
Disability Services Coordinator
989-275-5000 ext. 426
shawn.ott@kirtland.edu

General Office Hours

Monday-Friday: 8:00 a.m.-4:30 p.m.

If you would like to apply for disability services, please download our [Application for Disability Services](#).

Disability Services at Kirtland

Please review the following information for clarification on Disability Services::

- [process for accessing services](#)
- [student/college responsibilities](#)
- [ADA considerations](#)
- [accommodations checklist](#)
- [other helpful Kirtland services](#)
- [frequently asked questions](#)
- [disability related links](#)
- [informational sheet: disability services for equal access](#)
- [disability services student handbook](#)

Disability Services does not provide testing to determine whether or not you have a disability. We can, however, refer you to places that provide testing.

You must call, e-mail or visit the Disability Services office located in Student Services and disclose your need for help. We can't help you unless you contact us.

Do you require assistance for an Emergency Evacuation?

Do you require assistance in the event of an emergency? [Register for emergency evacuation assistance.](#)

Visitors: If you are here for the day and will require assistance in case of an emergency evacuation, please call Campus Security at extension 355.

Temporary Parking Permit

Do you have a temporary health limitation that would require you to park nearer to your classroom building? Register for a [temporary parking permit.](#)

Medical Issue Registration

Do you have a medical issue that we need to be aware of in the event of an emergency? [Register your medical issue.](#)

----- Forwarded message -----

From: **Kirtland Happenings** <kirtlandhappenings@kirtland.edu>
Date: Wed, Jun 7, 2017 at 3:17 PM
Subject: Consumer Information - Kirtland Community College
To:

Michelle Vyskocil

michelle.vyskocil@kirtland.edu



[Show details](#)

Dear Student:

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended require Kirtland Community College to provide certain consumer information about the college to enrolled students. To view this information, please go to:

[Consumer Information - Kirtland Community College](#)

How to Apply for Financial Aid

 kirtland.edu/paying-for-college/how-to-apply-for-financial-aid

Kirtland's staff will help you with every phase of the financial aid process. If you have questions of any kind relating to financial aid, please call or email us at myfinances@kirtland.edu for a fast response.

To apply for financial aid at Kirtland, you must do each of the following steps:

If you haven't already, complete an [Application for Admission](#) to Kirtland Community College.

File a Free Application for Federal Student Aid (FAFSA).

A new FAFSA must be completed each academic year.

The 2017-2018 FAFSA is available October 1, 2016 through June 30, 2018. This FAFSA determines aid for Fall 2017/Winter 2018/Summer 2018.

You may choose any of these three methods to file a Free Application for Federal Student Aid (FAFSA):

1. Apply online at www.FAFSA.gov (Recommended)

OR

2. Complete a PDF FAFSA (Note: PDF FAFSAs must be mailed for processing)
[2017-2018 FAFSA Application \(PDF\)](#)

OR

3. Request a paper FAFSA by calling the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). If you are hearing impaired, please contact the TTY line at 1-800-730-8913.

Kirtland's Title IV School Code is 007171

Wait for your application to be processed.

Within 30 days after submitting the FAFSA, you will receive a copy of your Student Aid Report (SAR). The Student Aid Report will be used to determine which programs you are eligible for, and how much aid you will receive. The financial aid office will contact you by mail when your results are received.

Transfer Students

Transfer students seeking aid at Kirtland should have the College's **Title IV code (007171)** added to their Student Aid Report. Transfer students should contact Student Financial Services for details on how to transfer their aid.

If you are a transfer student seeking aid at Kirtland, you should have the College's **Title IV code (007171)** added to your Student Aid Report. Please [contact Student Financial Services](#) for details on how to transfer your aid.

STUDENT FINANCIAL SERVICES:

Phone: 989-275-5000 ext. 257 | Fax: 989-275-6789 | Email: myfinances@kirtland.edu

Our Staff

Terri Robson
Student Financial Services Specialist

Christin Bates
Financial Aid Director

Jennifer Gailitis
Student Financial Services Specialist

Audrey Larkin
Financial Aid Advisor

Kim Smith
Student Financial Services Supervisor

Shannon Sirpilla
Financial Aid Advisor

General Office Hours

Monday–Friday: 8 a.m.–4:30 p.m.

Scholarships

 kirtland.edu/paying-for-college/scholarships

Scholarships are constantly updated. Please visit this page often!

last updated on 06/07/2017

Institutional Scholarships

Kirtland Scholarship for 2017 High School Graduates

High School Excellence Award – GPA of 3.5 + and SAT Composite of 1350+

\$1,000 semester/\$2,000 year

Scholarship Requirements: 1. Apply for regular admission to Kirtland by June 15, 2017; 2. Attend Orientation/Advising/Registration (OAR) session and be registered for classes by July 15, 2017; 3. Register for a minimum of 12 college-level (10000 or above) credits per semester. No separate scholarship application needed.

* Renewable for 2nd year upon completion of 24 college-level credits & 3.0 GPA (credits earned prior to the Fall 2017 semester do not count towards total).

High School Merit Award – GPA of 3.25 + and SAT Composite of 1200+

\$500 semester/\$1,000 year

Scholarship Requirements: 1. Apply for regular admission to Kirtland by June 15, 2017; 2. Attend Orientation/Advising/Registration (OAR) session and be registered for classes by July 15, 2017; 3. Register for a minimum of 12 college-level (10000 or above) credits per semester. No separate scholarship application needed.

* Renewable for 2nd year upon completion of 24 college-level credits & 3.0 GPA (credits earned prior to the Fall 2017 semester do not count towards total).

Foundation Scholarships

Foundation scholarships can be found on the [Kirtland Foundation website](#).

Local/Regional External Scholarships

Gerrish-Higgins/Roscommon Alumni Association \$1,000 Scholarship

The Gerrish-Higgins/Roscommon Alumni Association offers Scholarships to Roscommon High School graduates whose parent, grandparent, or legal guardian also attended Gerrish-Higgins/Roscommon High School.

[Gerrish-Higgins/Roscommon Alumni Association Criteria](#)

[Gerrish-Higgins/Roscommon Alumni Association Application](#)

Application Deadline: April 1st go be recognized at Roscommon Senior Awards Night; otherwise, none as applications are accepted throughout the year.

CampusRN \$2,500 Scholarship Program

CampusRN has launched a scholarship program in conjunction with the creation of the CampusRN state edition network. This nationwide scholarship program is the most comprehensive of its kind for nursing programs and nursing students because it features scholarship winners from six different regions across the country in which CampusRN has launched state edition sites. CampusRN awards six \$2,500 scholarships to a needy and deserving nursing student in each region.

Scholarships Nursing

CampusRN has **\$15,000** in Scholarships Available to Nursing & Allied Health Students.

Application Deadline: May 1st Each Year



North Central Michigan Community Foundation Scholarships

Application Deadline: Varies based on scholarships applied for.

Children of Marines and Navy Corpsmen Scholarship

This scholarship is for the children of Marines and Navy Corpsmen pursuing a post-secondary education at any accredited school—whether that be a career training, trade school, community college, or four-year university. This is a financial need scholarship and will be awarded to every eligible applicant.

The scholarship application is open year-round for students pursuing career and technical education programs less than 12 months in length. Students can apply at www.mcsf.org/cte. For programs longer than 12 months, our application is open from January 1 to March 1 each year. [Click here for a digital brochure](#). If you would like print materials or more information about our program, please visit www.mcsf.org or e-mail scholarship@mcsf.org.

| [Veterans Educational Benefits](#)

Transfer Scholarships

Many colleges and universities offer transfer scholarship. Check with the Admissions or Financial Aid Office of the school you are transferring to.

- [FastWeb](#)
- [FinAid](#)
- [Tuition Funding Sources](#)

Paying for College

kirtland.edu/paying-for-college

[Request Information](#)

Have a question about paying for college?

If you would like more information, please fill out this form. We'll do our best to help you.

[How to Contact Us](#)

STUDENT FINANCIAL SERVICES:

Phone: 989-275-5000 ext. 257 | Fax: 989-275-6789 | Email: myfinances@kirtland.edu

Our Staff

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Shannon Sirpilla

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General Office Hours

Monday–Friday: 8 a.m.–4:30 p.m.

We're here to help you apply for grants and scholarships — even if you think you won't qualify. Why? Because you might.

Ask about **financial aid** and get some **free money!** You owe it to yourself to discover as many payment options as possible. Your wallet will thank you!

Get help paying for college — apply for financial aid

Be proactive and complete your **FAFSA** (at FAFSA.gov) every year. FAFSA determines your eligibility for need-based financial aid including **Pell Grants**, **Federal student loans** and **work-study**. Visit our [How to Apply for Financial Aid](#) page for step-by-step guidelines.

[Learn More »](#)

Student Loans

Apply for a **Federal Stafford student loan** to help pay for college.

[Learn More »](#)

Grants

A **Federal Pell Grant**, unlike a loan, does not have to be repaid. View Pell Grant charts.

[Learn More »](#)

Scholarships

You may be eligible for a scholarship. Check out our list of scholarships.

[Learn More »](#)

Student Employment

If you are enrolled in at least 6 credits at Kirtland you may be eligible for work-study employment.

[Learn More »](#)

Veterans Benefits

Find information on how to apply for VA Benefits.

[Learn More »](#)[Learn More »](#)

Calculate the cost

If you're attending college for the first time, you can calculate the cost of attending Kirtland using the [Net Price Calculator](#).

[Learn More »](#)

Registering at the last minute? Your payment may be due before your financial aid has been approved and ready to use. However, you can make a down payment and set up a payment plan to get started in classes today!

Additional Resources

- [Military Spouse Career Advancement](#)
- [College.gov...why go, what to do, how to pay](#)

POL 6.105A Student Financial Assistance

 kirtland.edu/policies-and-procedures/student-services-policies/pol-6-105a-student-financial-assistance

Kirtland Community College shall provide the opportunity for students to participate in a variety of federal, state, and institutional financial aid programs. Selection of participants is based on demonstrated need as determined by federal, state, and institutional financial aid guidelines. Student financial aid includes grants, scholarships, student employment and loans.

Institutional scholarships are the only source of financial aid entirely funded by the college. The President's cabinet, acting upon the recommendations of the scholarship committee, will be responsible for providing an institutional scholarship program which promotes the recruitment and retention of students, as well as assisting students in meeting their demonstrated financial need.

Non-Institutional (external) scholarships are funded by sources outside of the college. Award amounts and student eligibility are determined by the funding source.

The director of financial aid is responsible for authorizing financial assistance to students and is charged with enforcement of all regulations regarding the operation of this student financial aid program.

Adopted March 10, 1988

To view the procedure, go to [PRO 6.105A Student Financial Assistance](#)

POL 6.115A Standards of Satisfactory Academic Progress for Financial Aid Eligibility

kirtland.edu/policies-and-procedures/student-services-policies/pol-6-115a-standards-of-satisfactory-academic-progress-for-financial-aid-eligibility

A financial aid recipient is required to meet satisfactory academic progress as established by Kirtland Community College (Kirtland). The procedure on satisfactory academic progress will apply to every student who receives financial assistance from any financial aid program administered by the college, unless exempted by the program. It is separate from the college's general policy on academic probation, which will apply to a student who does not receive financial aid. Kirtland standards for academic progress will be compliant with federal regulations.

Adopted August 9, 1984

Revised September 12, 1996

Revised December 11, 1997

Revised June 12, 2003

Revised June 16, 2011

Revised October 20, 2011

To view the procedure, go to [PRO 6.115A Standards of Satisfactory Academic Progress for Financial Aid Eligibility](#)

Student Employment

 kirtland.edu/paying-for-college/student-employment

Human Resources is the employment office for all student employees. If you are enrolled in at least 6 credits at the college and are interested in working while attending school, submit an application for employment and a background check form to the Human Resources Office as soon as you have registered for classes.

- [Student Employment Application form \(must be signed into Kmail to access\)](#)
- [Background Check form](#)

For complete information on the Student Employment Process and the Student Employee Handbook which goes over student worker rights and responsibilities, review the documents below:

- [STUDENT EMPLOYEE PROCESS](#)
- [Student Employee Handbook](#)

Visit the Human Resources Student Employment page for information on [current student employment job postings](#).

What is Work-Study? Federal work-study is a self-help program to assist with college expenses. Work-study provides part-time job opportunities on campus and to limited off-campus organizations. Work-study students receive bi-weekly paychecks from the college which can be used at the discretion of the student. A work-study student may work up to 20 hours per week.

Who is eligible for Work-Study? Eligibility for work-study is determined by completing and submitting the FAFSA (Free Application for Federal Student Aid) form. Be sure to list school code **007171** on the FAFSA. To be eligible a student must demonstrate financial need, be enrolled in at least 6 credits, be a citizen or permanent resident, and be meeting satisfactory academic progress standards towards an eligible program of study. If you completed the FAFSA and do not know if you are eligible for work-study, please contact the Student Financial Services Office to speak with a Financial Aid Officer.

Benefits of Student Employment: Student Employment at Kirtland Community College can provide you an opportunity to receive training and/or experience in a diverse work environment, give you an opportunity to gain a sense of work, its responsibilities and expectations, and assist Kirtland departments in carrying out their responsibilities and expectations.

Student Employment Forms

Once you have been offered a student employment job, you are required to contact Human Resources (hr@kirtland.edu or 989-275-5000 ext 239) to complete the required payroll forms before you can start working. Go to [Student Forms Central](#) to download student employment forms.

Student Loans

 kirtland.edu/paying-for-college/student-loans

Federal regulations stipulate that funds from the William D. Ford Direct loan program are to be used for expenses directly relating to your education. At Kirtland we strongly encourage students to monitor their student loan debt throughout their education and to limit borrowing strictly to cover tuition and related educational expenses.

Students interested in applying for a student loan at Kirtland should check their [Net Partner](#) account for access to the online loan request form.

Loan ENTRANCE Counseling

If you are requesting a Federal Stafford loan for the first time at Kirtland Community College, **Entrance Loan Counseling is a requirement** to ensure your understanding of student loans and your rights and responsibilities as a borrower.

Go to: online [Loan ENTRANCE Counseling](#)

Master Promissory Note

To sign your master promissory note [CLICK HERE](#)

SALT Financial Literacy

Students wishing to obtain a Direct Subsidized and/or Direct Unsubsidized Student Loan should enroll for SALT membership. SALT is our financial literacy and default prevention partner.

SALT Overview Video

[Go to: SALT Financial Literacy](#)

Loan EXIT Counseling

If you are graduating or leaving school, **Exit Loan Counseling is required** to help you plan for the repayment of your student loans.

Go to: online LoanEXIT Counseling

Other Loan Information

(click on the links below to read more)

Alternative Educational Loans

Alternative Education Loans are private loans through different lenders to assist with the cost of education. These loans are generally based on income and credit history. Interest rates and fees are set by each individual lender. Some students may be required to have a cosigner. Students who are considering borrowing an Alternative Education Loan should research each individual program to carefully determine which option will best suit their needs.

Repayment Options

When you signed the Stafford Master Promissory Note (MPN), you signed a legal and binding note to repay your lender. As you leave school, it is important that you fulfill this obligation. Consider the following options.

- *Standard Repayment:* Typically this is the least-expensive option in terms of total interest costs. Most federal education-loan borrowers choose this option. This option provides a fixed monthly payment of at least \$50 over a period of up to 10 years. A lender may permit a borrower to make smaller payments than otherwise required if the reduced scheduled monthly payment equals at least the amount of interest due on the loan.
- *Graduated Repayment:* This plan starts off with low payments, which then gradually increase every two years. The loan term varies depending on the total loan amount. Unless you consolidate several federal education loans, the maximum repayment term under this option is 10 years. No single payment will be more than three times greater than any other payment.
- *Income-Sensitive Repayment:* Monthly payments in this plan begin low and increase as the borrower's income increases. Repayment terms can be adjusted annually to adapt to income changes. While this benefits the borrower with smaller initial payments, borrowers should be aware that by reducing early payments, the long-term interest costs will increase.
- *Extended Repayment:* This plan is for borrowers with accumulated loan balances of \$30,000 or more received on or after Oct. 7, 1998. Under this plan, you may reduce the amount of your monthly payment by spreading payments over a period of up to 25 years. You may choose to make payments over this extended period under a level or graduated schedule. Because payments are stretched over a longer term, total interest costs will be significantly higher than under the other repayment plans. Although a borrower's monthly payment will be lower, the total amount of money paid back over the life of the loan will be more than standard repayment.

If you experience trouble repaying your loans, read the section on Defaulting on Student Loans, which describes the consequences of defaulting and suggests other options.

Defaulting on Student Loans

This section provides information to students who are thinking about not paying on their loans. It summarizes the consequences of not paying, gives advice on how to avoid it and, if you're already in default, how to get out of it. You

are responsible for repaying your student loans even if you do not graduate, have trouble finding a job after graduation, or just didn't like your school. If you do not make any payments on your student loans for 270 days and do not make special arrangements with your lender to get a deferment or forbearance, your loans will be in default. Defaulting on your student loans has serious consequences. **Federal Guide to Defaulted Student Loans** The US Department of Education Debt Collection Service publishes a guide called [Guide to Defaulted Student Loans](#) to help students repay their defaulted student loans. For more information on repaying a defaulted loan, call 1-800-4-FED-AID (1-800-433-3243) or 1-800-621-3115. Other helpful web sites include:

- [National Student Loan Data System \(NSLDS\)](#)
- [FSA Ombudsman](#)
- [Closed Schools Student Loan Discharges](#)

Consequences of Default If you default on your student loan:

- Your loans may be turned over to a collection agency.
- You'll be liable for the costs associated with collecting your loan, including court costs and attorney fees.
- You can be sued for the entire amount of your loan.
- Your wages may be garnished. (Federal law limits the amount that may be garnished to 15% of the borrower's take-home pay.)
- Your federal and state income tax refunds may be intercepted.
- The federal government may withhold part of your Social Security benefit payments. (The US Supreme Court upheld the government's ability to collect defaulted student loans in this manner without a statute of limitations in *Lockhart v US* (04-881, December 2005).)
- Your defaulted loans will appear on your credit record, making it difficult for you to obtain an auto loan, mortgage, or even credit cards. A bad credit record can also harm your ability to find a job.
- You won't receive any more federal financial aid until you repay the loan in full or make arrangements to repay what you already owe and make at least six consecutive, on-time, monthly payments. (You will also be ineligible for assistance under most federal benefit programs.)
- You'll be ineligible for deferments.
- Federal interest benefits will be denied.
- You may not be able to renew a professional license you hold.

And of course, you will still owe the full amount of your loan. **Preventing Default**

1. Make sure you understand your options and responsibilities before taking out a loan.
2. Make your payments on time.
3. Notify your lender or servicer promptly of any changes that may affect the repayment of your loan. If you move or change your address, let them know. Likewise tell them about name changes (e.g., because of marriage), graduation or termination of studies, leaves of absence and transfers to another school.
4. If you encounter financial difficulties, consider applying for a deferment or forbearance on your loans. It is better to defer your payments than to go into default. Ask your lender about these options while you are still making payments, before you default on your loan. You won't be able to get a deferment or forbearance after you default.
5. Consider using a consolidation loan to combine all of your educational loans into one big loan. This lets you send your payments to just one lender. You may also be able to extend the term of the loan in order to reduce

the size of your monthly payments.

6. Keep careful records regarding your loan. Put copies of all your letters, canceled checks, promissory notes, notices of disbursement and other forms in a file folder.

Getting Out of Default To get out of default, you need to make arrangements with your servicer or lender to repay the loan. Once you have made six consecutive full voluntary on-time payments, you will be eligible for additional Title IV aid. On-time is defined as within 15 days of the due date. Voluntary excludes payments made by garnishment or other offsets. After you have made 9 of 10 consecutive payments within 20 days of the due date and applied for and received “rehabilitation”, you will no longer be considered in default. At this time record of the default will be removed from the reports to credit reporting bureaus. For loan rehabilitation, the payments must be “reasonable and affordable”. This is determined by the guarantee agency, and will consider the borrower’s (and his/her spouse’s) disposable income and financial circumstances. It can be below the required minimum payment of \$50 or the interest that accrues, whichever is greater, if the guarantee agency determines that a smaller amount is reasonable and affordable based on the borrower’s financial circumstances. Also, if the default is very recent, the lender may not yet have reported the default to a guarantee agency. Lenders do not need to file a default claim until 90 days after the default occurs. If the borrower brings the delinquency under 270 days (the definition of default) within the 90-day period, before the lender has filed a default claim, they can cure the default. It may also be possible to cure the default by consolidating the delinquent loan before the lender has filed for a default claim. Since the consolidation loan is a new loan and it pays off the delinquent loans, it effectively wipes the slate clean. For information about your options, contact the servicer of the loan and/or the original lender. The financial aid office at your school should be able to tell you the name, address and telephone number of your lender and can also provide you with help and advice about repayment problems. You can also talk to the Default Resolution Group at the US Department of Education by calling 1-800-621-3115. **Collection Agencies** If you default on your student loans, the lender or guarantor may use a collection agency to collect the loan. The collection agency’s costs are added to the amount due, and the borrower is required to repay them in addition to the amount due on the loan. Federal regulations state that a borrower who has defaulted on his or her student loans may be required to pay reasonable collection costs in addition to other charges, such as late payment fees. What constitutes reasonable is not very well defined. For loans held by the US Department of Education (e.g., Federal Direct Stafford Loans), the department assesses collection costs at a rate of 25%. When consolidating a defaulted loan, collection costs of up to 18.5% of the outstanding principal and interest may be included in the amount consolidated. So a collection agency might be willing to reduce its fees to 18.5% if the student consolidates his or her loans. But the collection agency is under no obligation to do so. So if the student consolidates his or her loans and the collection agency does not reduce its fees, the student must pay the amount in excess of 18.5%. If you work out a payment schedule within 60 days of default, some collection agencies will waive or reduce the collection fee. Overall, it appears that collection costs can legally be as high as 40%, perhaps even higher.

Postponing Repayment

This section provides information to students who are thinking about not paying on their loans. It summarizes the consequences of not paying, gives advice on how to avoid it and, if you’re already in default, how to get out of it. You are responsible for repaying your student loans even if you do not graduate, have trouble finding a job after graduation, or just didn’t like your school. If you do not make any payments on your student loans for 270 days and do not make special arrangements with your lender to get a deferment or forbearance, your loans will be in default. Defaulting on your student loans has serious consequences. **Federal Guide to Defaulted Student Loans** Two options available for postponing repayment of your student loans are deferments and forbearances. If you are thinking about defaulting on your student loans, ask the lender whether you are eligible for a deferment or forbearance before you default. You cannot receive a deferment or forbearance if your loan is in default. If you default on your loans, you are no longer eligible for deferments and forbearances. For more information about deferments and forbearances, contact the financial aid office at the school that issued the loan and/or the original lender or current servicer of your loan. **Deferments** During deferment, the lender allows you to postpone repaying the principal of your loan for a specific period of time. Most federal loan programs allow students to defer their loans while they are in school at least half time. For Perkins Loans and Subsidized Stafford Loans, no interest accrues

during the deferment period because the federal government pays the interest. For other loan programs, such as the unsubsidized Stafford loan, the interest still accrues during the deferment period. Students can postpone the interest payments on such loans by capitalizing the interest, which increases the size of the loan. (Capitalizing the interest adds it to the loan principle. This increases the amount of the debt, which means you'll be paying interest on interest, in addition to interest on the principal.) [In-School Deferment Request](#) (PDF) Deferments are commonly granted for

- students who are enrolled in undergraduate or graduate school
- disabled students who are participating in a rehabilitation training program
- unemployment
- economic hardship

These deferments are for the FFELP and FDSLPL loans, not the Perkins loan. Other deferments may also be available; contact your lender for details. Note also that there are limits on the length of a deferment. Deferments are not granted automatically. You must submit an application and provide documentation to support your request for a deferment. Do not stop making payments on your student loans until after you are notified that your deferment has been granted. **Forbearances** During forbearance, the lender allows you to postpone or reduce your payments, but the interest charges continue to accrue. The federal government does not pay the interest charges on the loan during the forbearance period. You must continue paying the interest charges during the forbearance period. Note also that there are limits on the length of forbearance. Forbearances are typically granted in 12-month intervals for up to three years. [Forbearance Request](#) (PDF) Forbearances are not granted automatically. You must submit an application and provide documentation to support your request for a deferment. Forbearances are granted at the lender's discretion, usually in cases of extreme financial hardship or other unusual circumstances when the borrower does not qualify for a deferment. Do not stop making payments on your student loans until after you are notified that your forbearance has been granted.

Kirtland Community College Student Employee Handbook

Kirtland Community College
Office of Financial Aid
10775 N. St. Helen Rd.
Roscommon, MI 48653

(989) 275-5000 ext 257

Mission Statement Work Study Program

The Purpose of the Work Study Program at Kirtland Community College is to provide employment opportunities, experience and financial support within a safe working environment to students interested in sharing responsibility for their educational expenses.

STUDENT EMPLOYMENT AT KIRTLAND COMMUNITY COLLEGE

Introduction

Every student employee is an important part of the working team at Kirtland Community College (KCC). Courtesy, confidentiality, respect for others, and compliance with regulations and policies of the college are a must for all employees. The Federal Work Study program is administered by the Financial Aid Office at KCC.

The purpose of this handbook is to inform student employees of the general provisions and regulations of Kirtland's Student Employment Program and to answer any questions or concerns you may have. *It is important that you review and understand this handbook as you will have to sign an employment form verifying that you agree to abide by the terms and conditions of the program as outlined in this handbook.*

The Work Study Program is designed to provide job experience to students and additional funding to help meet the costs of college. Earnings are meant to assist with educational expenses. Students are paid on a bi-weekly basis for the hours worked during that specific period of time. Students may not charge books or tuition against their work study award.

Any questions or concerns you have regarding work study, or any aid programs should be directed toward the Financial Aid Office (989) 275-5000 ext. 257.

Work Study Funding

Federal Work Study (federally funded) is a financial aid program that provides valuable job experience for eligible students. Kirtland Student Employees (funded directly by Kirtland Community College) are students who have applied for federal and are ineligible, or who may have exhausted their eligibility for the federal program.

Who Qualifies for Work Study?

Students who have completed the Free Application for Federal Student Aid (FAFSA), have enrolled in at least 6 credit hours in an approved program of study for the semester they want to work, have completed all the required payroll forms, and have an approved Student Employment Form on file are qualified to work.

The Free Application for Federal Student Aid (FAFSA) web worksheet can be obtained from the financial aid department located in the Administration building to assist with completing the online application at www.fafsa.gov Call (989) 275-5000 ext. 257 with questions.

Students are also required to maintain satisfactory academic progress and current eligibility status to qualify for continued employment. To be eligible for financial aid, which includes student employment, students must be in Good Academic Standing and making Satisfactory Academic Progress. *Good Academic Standing* means maintaining a current (GPA) of 2.00 or better. *Satisfactory Academic Progress* means that the student is making reasonable progress toward the completion of a degree or certificate program. (See college catalog for additional details regarding SAP policy.)

To avoid any unnecessary delays in receiving a paycheck, it is very important that the supervisor and the student are aware that the student who is working has met all the eligibility requirements. ***Compensation for student employment will not be authorized until all required paperwork is fully and accurately completed and signed.*** If there are any questions at all regarding a student's eligibility to work, please check with the Financial Aid Office.

What Do I Do Before Beginning Work?

The last section of this handbook gives a brief description of the steps that need to be followed by all student workers. The most important requirements are to have completed the financial aid process, register for the required credits, attend the mandatory one-time student employee orientation, and have a fully completed Student Employment Form on file for the semester you will be employed.

Who Gets My Money if I Don't Get a Job?

No one. The amount of your award (as determined by the Financial Aid Office) simply indicates an approximate amount that you are eligible to earn.

How do I Get a Job?

Student contacts Human Resources regarding available positions and completes a **KCC Student Employment Application**. Student then gets a **Student Employment Form (SEF)** from the Financial Aid Office. The Financial Aid staff will double check the student eligibility to work before issuing an SEF. Student must have applied for financial aid and be eligible, and be enrolled in at least 6 credit hours.

The student is to sign the Student Employment Form (SEF) and take it with a copy of their employment application to the interview. Once hired, the supervisor will complete Part I: Supervisor Section of the SEF form and the student returns the SEF to Human Resources. The student will at that time complete required payroll forms, etc. The student is NOT eligible to work until this form and all other required paperwork is fully completed, and supervisor has received a certified copy of the SEF.

Human Resources is responsible posting of available positions and student placement for jobs. Help is also provided by the Counseling Office for preparing resumes, interview techniques and other employment skills, if requested.

Treat your work-study job interview as you would for any other job. Dress appropriately, and be prepared to answer any questions a prospective employer may ask.

Begin your search as early as possible. If you have met all the eligibility requirements, you may interview for jobs prior to the semester starting.

Terms and Conditions of Employment in the Work Study Program

1. Employment under Work Study is what is known as “employment-at-will.” This means that you may be legally dismissed at any time for any reason, except illegal discrimination or retaliation (see **Appeal Process** below).
2. Earnings from student employment are to assist with educational expenses. No monies may be deducted or garnished for any other purpose, except as appropriate for taxation.
3. The maximum amount of student employment earnings is subject to change without prior notice should a student’s status change, if adjustments are made in the student’s aid package, or if changes occur with Federal, State, Institutional and/or private funding. When a student’s authorized earnings are depleted, the student and supervisor will be notified by the Financial Aid Office and the student may be required to cease employment if other funds are not available.
4. Students must maintain satisfactory academic progress. No student may work during a scheduled class period unless the *Release from Class Form* is authorized by your instructor. These forms are available in the Financial Aid Office (or online under Important Forms link) and must be turned in with your time sheet.
5. Students are expected to perform their assignments to the satisfaction of their supervisors.
6. Students are expected to give adequate notice should they plan to terminate or be absent.
7. Students are expected to maintain a standard of behavior and dress consistent with their place and type of employment.
8. Violation of confidentiality, drug-free workplace, or other campus policies may result in termination of employment.
9. Students may not work beyond the last day of any semester without authorization from the Financial Aid Office. This will involve completing a new Student Employment Form.
10. No compensation of student employment will be authorized until all required paperwork is fully and accurately completed.

Responsibilities of Supervisors

1. Determine a mutually-satisfactory work schedule with the student, with the understanding that *class attendance* and *class work comes first*.
2. Advise the student as to what is expected of him/her. This includes work performance and adherence to a schedule, standards of dress and behavior, pertinent campus policies, and other such matters as may be considered reasonable and appropriate.
3. Keep a copy of the student's class schedule available for reference. Students are not to work during a scheduled class period without clearance by the instructor of that class (Release from Class form signed by instructor).
4. Insure that the student has adequate training and physical ability to carry out tasks assigned.
5. Be aware of the total number of hours your department is authorized for and plan work accordingly. If you are unsure as to what is available to your department, contact Human Resources.
6. Inform the student if their performance is in any way unsatisfactory and give reasonable opportunity for correction. Please refer to ***Grievance Policy*** in Section XV. If their performance is in any way exceptional, give credit where credit is due.
7. Evaluation forms for supervisors and/or students are available in the Financial Aid Office.
8. Be aware of excessive absences or other problems. Notify the Financial Aid Office if you are unable to resolve the problem.
9. Notify the Financial Aid Office if the student stops working prior to the end of the semester. If you need replacement student employees, please notify Human Resources Office at ext. 239.

How Do I Renew Work Study?

You must file the Free Application for Federal Student Aid (FAFSA) each year, regardless of whether you are eligible for the Pell Grant. Students are also required to maintain satisfactory academic progress, be enrolled in at least six (6) credit hours for the semester they are working, and have an updated Student Employment Form and Direct Deposit Authorization form on file. Preference will be given to early applicants.

What Hours Can I Work?

Your work schedule is to be determined by you and your supervisor, with the maximum being 20 hours per week. You may work for more than one supervisor provided you complete a Student Employment Form for each supervisor and do not exceed 20 hours per week. **No overtime will be authorized.**

Please note that you may not work during a scheduled class period, unless the instructor has certified that:

1. Class was dismissed early.
2. Class was cancelled.
3. You performed class work at an alternative time.
4. Some other legitimate reason detailed by your instructor. (Release From Class form must be submitted with your time sheet.)

The criteria for SUMMER employment is as follows:

Students who will be working Summer Semester are required to follow the same guidelines as those working in Fall and Winter. Students must have their financial aid and employment paperwork up-to-date, be enrolled in at least 6 credit hours, have attended a Student Employee Orientation, and have an updated Student Employment Form on file.

What Do I Need To Do To Get Paid?

Prior to starting employment, you must complete a Student Employment Form* with your prospective supervisor and return it to the Financial Aid Office.

There are several other forms that you will need to complete and turn in **before** you can begin working:

1. Current Student Aid Report (including additional documentation required for verification, if applicable)
2. Kirtland Student Employment Application (Human Resources)
3. I-9 Employment Eligibility Verification
(Must bring one of each: drivers license and social security card or other appropriate documentation listed on the back of the I-9 Employment Eligibility Verification form)
4. State W-4
5. Federal W-4
6. Background check release authorization
7. Direct Deposit Authorization form

*The Student Employment Form is only available through the Financial Aid Office.

When Do I Get Paid?

Students are paid every other Friday provided a completed time sheet signed by both student and supervisor is received in payroll by 12:00 noon on the Monday prior to payday. Please keep in mind that holidays may make it necessary to turn time sheets in early--consult your supervisor or the payroll department about early deadlines. Payroll schedules are available in the Accounting or Financial Aid office and are updated on an annual basis. Direct deposit statements are mailed to the students home address. Funds are deposited to the students account on the specified payroll date.

Community Service

Outside non-profit organizations are encouraged to provide opportunities for students who wish to perform community service. Examples include, but are not limited to: The America Reads Program (where student employees help as reading tutors at local elementary schools), welfare, social services, transportation, public safety, crime prevention and control, recreation, working service opportunities or youth corps, specified services for agencies identified by the National and Community Service Act of 1190, mentoring activities, support services for disabled individuals, health care, child care, literacy training, education, housing and neighborhood improvement, rural development, and community improvement. For further information, please contact the Financial Aid Office at ext. 257.

Drug Free Workplace

It is the policy of the College that the manufacture, distribution, dispensation, possession, sale or use, including being under the influence of controlled substances or illegal drugs by any employee while on duty, reporting to duty, on the college campus or while participating in any college activity, or using college owned or leased equipment on or off the campus is strictly prohibited.

Grievances

If you encounter difficulties in your position, please contact your supervisor immediately. He or she will be unable to help if they are not aware a problem exists. Most situations can be resolved in this manner. If the situation does not change after this, the student can contact the Director of Human Resources at ext. 271. The student may also submit a written grievance to the Director of Human Resources and the director will assist in resolving the problem.

Students should also be aware they are allowed to apply at other work study locations if difficulties or communication problems exist in the department they are working in. Students are allowed to work in more than one location, or switch locations (with notice), as long as they coincide with the eligibility requirements of the program.

Disciplinary Process

Causes for Student's dismissal from the program include, but are not limited to, the following:

1. Failure to attend class during semester of employment.
2. Failure to enroll for classes during semester of employment.
3. Failure to report for work without notifying supervisor.
4. Falsification of time sheet record.
5. Conviction of a criminal offense.

6. Alcohol or drug consumption while on the job.
7. Violation of confidentiality or other campus policies.

Appeal Process

If you feel you have been improperly discharged, due to illegal discrimination or retaliation, you may appeal a dismissal and are encouraged to do so. This appeal must be in writing and filed within two (2) weeks from the date of dismissal. The appeal should be submitted to the Director of Financial Aid. The appeal will be answered within five (5) working days of receipt and will be regarded as the final answer to the appeal.

Resignation

If you are aware of an upcoming voluntary separation from your position, please notify your department supervisor at least two (2) weeks in advance. This will allow your supervisor time to locate another employee and adjust work schedules within that department. It is also suggested that student employees request a letter of recommendation from their supervisor prior to resigning for future employment purposes.

Statement of Compliance

It is the policy of Kirtland Community College that no person shall, on the basis of race, color, religion, national origin or ancestry, age, sex, disability, physical proportions, sexual orientation, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For information, or to register a grievance, contact the Director of Human Resources, Room 226, ADM building, 10775 N. St. Helen Road, Roscommon MI 48653, 989-275-5000 ext 271 or 239.

Rev 8/18/2011

Student Employee Requirements

I. Pre-Employment:

1. KCC Student Employment Application:
New student employees are required to complete a KCC Student Employment Application to be kept on file in Human Resources. Visit <http://www.kirtland.edu/financialaid/studentemployment.htm> for more information on student employment. .
2. Financial Aid:
Student employees are required to have a Free Application for Federal Student Aid (FAFSA) on file and be determined eligible for aid.
3. Registration:
Student employees must be registered for a minimum of 6 credits during the semester they will be working and be enrolled in an eligible program of study.
4. Student Employment Form (SEF):
The Student Employment Form (SEF) is only available through the Financial Aid Office. New student employees are also required to complete an employment application with Human Resources (see step 1). The student will take the SEF and a copy of their employment application to interview for a potential job. When hired, the student completes Part II of the SEF form and the hiring supervisor completes Part I.
5. Complete the Process:
Once hired, the student returns the signed Student Employment Form (SEF) to Human Resources and then completes all required payroll forms. Students *cannot* begin working until all payroll forms and a background authorization form are completed. Effective July 1, 2008 the pay rate is \$7.40 an hour. A new Student Employment Form is required for each semester that a student works, along with a new Direct Deposit Authorization form.
6. Student Employee Payroll Forms:
Completed forms that are required before beginning work (available in Human Resources):
 - ▶ I-9 Employment Eligibility Verification
(must bring *one of each*: drivers license or State ID card **and** original social security card or birth certificate.)
 - ▶ W-4 Federal Employee's Withholding Allowance Certificate
 - ▶ MI W-4 Michigan Employee's Withholding Exemption Certificate
 - ▶ Background Check Authorization Form
 - ▶ Direct Deposit Authorization Form
7. Returning Student Employees:
A new Student Employment Form (SEF) is required for each semester a student works, along with a new Direct Deposit Authorization form. Returning student workers should pick up an SEF from the Financial Aid office. Once the SEF is completed with the hiring supervisor, the SEF is returned to Financial Aid. Students are not permitted to continue working until a valid SEF has been submitted.
8. Student Employee Orientation:
Student employees are required to attend a one-time orientation *no later* than their first semester of employment. Sessions last approximately one hour. Orientation will be scheduled by Human Resources and the schedule will be available in the Financial Aid Office.
9. KCC Student Employee Handbook:
The handbook can be viewed at <http://www.kirtland.edu/financialaid/studentemployment.htm> Upon signing the Student Employment Form each semester students agree to abide by the terms and conditions of the program as outlined in the handbook.

II. Continued Employment Requirements:

- ▶ Maintain enrollment of six (6) credit hours minimum
- ▶ Current SEF for semester
- ▶ FAFSA for current academic year
- ▶ Current background check authorization on file
- ▶ Maintain SAP standards for financial aid eligibility

STUDENT EMPLOYEE PROCESS/REQUIREMENTS

I. Pre-Employment:

1. KCC Student Employment Application:
New student employees are required to complete a KCC Student Employment Application to be kept on file in Human Resources. Visit <http://www.kirtland.edu/financialaid/studentemployment.htm> for more information on student employment. .
2. Financial Aid:
Student employees are required to have a Free Application for Federal Student Aid (FAFSA) on file and be determined eligible for aid.
3. Registration:
Student employees must be registered for a minimum of 6 credits during the semester they will be working and be enrolled in an eligible program of study.
4. Student Employment Form (SEF):
The Student Employment Form (SEF) is only available through the Financial Aid Office. New student employees are also required to complete an employment application with Human Resources (see step 1). The student will take the SEF and a copy of their employment application to interview for a potential job. When hired, the student completes Part II of the SEF form and the hiring supervisor completes Part I.
5. Complete the Process:
Once hired, the student returns the signed Student Employment Form (SEF) to Human Resources and then completes all required payroll forms. Students *cannot* begin working until all payroll forms and a background authorization form are completed. Effective July 1, 2008 the pay rate is \$7.40 an hour. A new Student Employment Form is required for each semester that a student works, along with a new Direct Deposit Authorization form.
6. Student Employee Payroll Forms:
Completed forms that are required before beginning work (available in Human Resources):
 - ▶ I-9 Employment Eligibility Verification
(must bring *one of each*: drivers license or State ID card **and** original social security card or birth certificate.)
 - ▶ W-4 Federal Employee's Withholding Allowance Certificate
 - ▶ MI W-4 Michigan Employee's Withholding Exemption Certificate
 - ▶ Background Check Authorization Form
 - ▶ Direct Deposit Authorization Form
7. Returning Student Employees:
A new Student Employment Form (SEF) is required for each semester a student works, along with a new Direct Deposit Authorization form. Returning student workers should pick up an SEF from the Financial Aid office. Once the SEF is completed with the hiring supervisor, the SEF is returned to Financial Aid. Students are not permitted to continue working until a valid SEF has been submitted.
8. Student Employee Orientation:
Student employees are required to attend a one-time orientation *no later* than their first semester of employment. Sessions last approximately one hour. Orientation will be scheduled by Human Resources and the schedule will be available in the Financial Aid Office.
9. KCC Student Employee Handbook:
The handbook can be viewed at <http://www.kirtland.edu/financialaid/studentemployment.htm> Upon signing the Student Employment Form each semester students agree to abide by the terms and conditions of the program as outlined in the handbook.

II. Continued Employment Requirements:

- ▶ Maintain enrollment of six (6) credit hours minimum
- ▶ Current SEF for semester
- ▶ FAFSA for current academic year
- ▶ Current background check authorization on file
- ▶ Maintain SAP standards for financial aid eligibility

Rev 7/2011

Veterans Educational Benefits

 kirtland.edu/paying-for-college/veterans-educational-benefits

[Veterans Next Steps](#) – Easy to follow steps to utilizing VA benefits at Kirtland.

Federal Educational Benefit Programs

Programs available to veterans, dependents, and selected reservists are:

- Chapter 33, Post 9/11 GI Bill
- Chapter 30, Montgomery GI Bill Active Duty Educational Assistance Program
- Chapter 31, Vocational Rehabilitation Veterans (for service disabled veterans)
- Chapter 1606, Montgomery GI Bill Selected Reserve Educational Assistance Program
- Chapter 35, Dependents' Educational Assistance Program (DEA) for a spouse, son, daughter, stepchild or adopted child of a Veteran who is permanently disabled, or dies of, a service connected disability.

Federal Tuition Assistance (TA)

1. Soldiers must request Tuition Assistance through www.GoArmyEd.com prior to the course start date.
2. Tuition Assistance is requested on a course-by-course basis.
3. GoArmyEd will notify the Soldier whether the TA is approved or not. If the TA request is not approved, GoArmyEd will advise the Soldier of the reason and next steps.
4. All drops/withdrawals must take place through GoArmyEd. Soldiers who do not successfully complete a class will be required to repay the TA. Soldiers who are unable to successfully complete a class due to military reasons must request a Withdrawal for Military Reasons through GoArmyEd and complete all required steps to ensure that they will not be charged.

Military Spouse Career Advancement

Unofficially referred to as Spouse Tuition Assistance, the Department of Defense recently expanded Military Spouse Career Advancement Accounts (MyCAA) program can provide up to \$4,000 of Financial Assistance for military spouses. Visit www.military.com/education for more information and links to apply.

Additional Funding for Veterans/Dependents

Michigan National Guard State Tuition Assistance (MING-STAP)

State Tuition Assistance is available to active Soldiers and Airmen of the Michigan National Guard currently in good standing. **Students must apply no later than the first week of classes.** Payment is sent directly to the College of up to \$6,000 annually for tuition and mandatory fees. It is recommended to utilize this program first and then FTA if tuition/fees exceed \$6,000 for the academic year. A GPA of 2.0 must be maintained. To apply, go to www.michigan.gov/mingstap

Michigan Children of Veterans Tuition Grant (CVTG)

The State of Michigan offers the **CVTG** to children of deceased or disabled members of the armed forces. To be eligible, a student must be the natural or adopted child of a Michigan veteran, be older than 16 and less than 26 years of age who have been Michigan residents for 12 months prior to applying. Stepchildren of the veteran are not

eligible. The veteran must have been a legal resident of Michigan immediately before entering military service and must not have later resided outside of Michigan for more than two years; or the veteran must have established legal residency in Michigan after entering military service. Full-time students can receive up to a maximum of \$2,800 per academic year. Click [here](#) for the application.

Michigan Veterans Trust Fund Emergency Grants

Temporary assistance granted by the Michigan Veterans Trust Fund (MVTF) for emergencies or hardships is available to eligible wartime veterans and their families, residing in the State. For more information contact the State at (517)284-5299 or go to [Michigan Veterans Trust Fund Emergency Grants](#) online.

National Guard Grant

Kirtland awards a small grant based on fees for eligible Michigan Air and Army National Guard members if the student owes after using all the MING-STAP benefit. The application is listed on the [Important Forms](#) page.

Children of Marines and Navy Corpsmen

This scholarship is for the children of Marines and Navy Corpsmen pursuing a post-secondary education at any accredited school—whether that be a career training, trade school, community college, or four-year university. This is a financial need scholarship and will be awarded to every eligible applicant.

The scholarship application is open year-round for students pursuing career and technical education programs less than 12 months in length. Students can apply at www.mcsf.org/cte. For programs longer than 12 months, the application is open from January 1 to March 1 each year. [Click here for a digital brochure](#). If you would like print materials or more information about the program, please visit www.mcsf.org or e-mail scholarship@mcsf.org.

VA Application Process

The VA encourages all applicants to apply online at <https://www.vets.gov/education/> This is the quickest way to have your eligibility determined. The application process can take 8 to 12 weeks so students should apply a full semester before they intend to enroll in college. For questions on how to apply for [benefits](#) or what benefits each program offers, call the VA at 1-888-442-4551.

Certification of Enrollment

After registering for classes, a [Kirtland Veteran's Certification Request form](#) should be completed and given to your academic advisor. The advisor confirms all courses pertain to the student's declared program of study and forwards the form to the Student Financial Services Office. Enrollment and tuition is generally reported to the VA no later than the third week of the semester.

Paying for Classes

[Chapters 30, 35 & 1606](#) pay a monthly stipend directly to the student. Students utilizing these programs are solely responsible for payment by the due date. A [FAFSA](#) application should be completed to determine eligibility for grants & loans. A monthly payment plan is also available but payments to the College need to begin prior to receiving the VA stipends.

Other programs such as Chapter 33, MING-STAP, CVTG will pay tuition directly to the College. If eligible for grants & loans, they can be used in addition to a VA benefit to help cover other educational expenses.

Contact Us

Student Financial Services Office

Kirtland Community College
10775 N. St. Helen Rd.
Roscommon, MI 48653 USA

989-275-5000 ext. 257

Fax: 989-275-6789

myfinances@kirtland.edu

Service Members Opportunity College (SOC)

Kirtland Community College is designated as an [Service Members Opportunity College \(SOC\)](#). The designation means the college understands service members' special needs and is receptive to working with them. The college also participates in the [Concurrent Admissions Program \(ConAP\)](#) as future students enlist in the U.S. Army.

Web address to access Gainful Employment information;
<http://www.kirtland.edu/gainful-employment-regulations>

Kirtland Community College

Undergraduate certificate in Automotive Technology Diesel Service Specialist

Program Length: 12 months

[Print \(47.0605-GedtPrint.html\)](#)

Students graduating on time

83% of Title IV students complete the program within 12 months 

Program Costs*

\$8,560 for in-state tuition and fees

\$11,010 for out-of-state tuition and fees

\$1,600 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/automotive-technology-degrees/automotive-technology-diesel-service-specialist-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

64% of students who attend this program borrow money to pay for it

The typical graduate leaves with

\$9,000 in debt

The typical monthly loan payment

\$103 per month in student loans with **6.8%** interest rate.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

NA* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Bus and Truck Mechanics and Diesel Engine Specialists (<http://online.onetcenter.org/link/summary/49-3031.00>)

Licensure Requirements

This program meets licensure requirements in
Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Automotive Technology Master Certification

Program Length: 24 months

[Print \(47.0604-GedtPrint.html\)](#)

Students graduating on time

67% of Title IV students complete the program within 24 months 

Program Costs*

\$12,560 for in-state tuition and fees

\$16,210 for out-of-state tuition and fees

\$2,165 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/automotive-technology-degrees/automotive-technology-master-certification-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

55% of students who attend this program borrow money to pay for it

The typical graduate leaves with

\$7,710 in debt

The typical monthly loan payment

\$88 per month in student loans with 6.8% interest rate.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Automotive Master Mechanics (<http://online.onetcenter.org/link/summary/49-3023.01>)

Licensure Requirements

This program meets licensure requirements in

Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Accounting Clerk Specialist

Program Length: 12 months

[Print \(52,0302-Ged\(Print.html\)\)](#)

Students graduating on time

N/A* of Title IV students complete the program within 12 months 

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$4,230 for in-state tuition and fees

\$5,680 for out-of-state tuition and fees

\$2,000 for books and supplies

\$4,550 for off-campus room and board

Other Costs

[Visit website for more program cost information \(http://www.kirtland.edu/programs-we-offer/business-and-office-management-degrees/accounting-clerk-cc-cost\)](http://www.kirtland.edu/programs-we-offer/business-and-office-management-degrees/accounting-clerk-cc-cost)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

N/A* of students who attend this program borrow money to pay for it

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Bookkeeping, Accounting, and Auditing Clerks \(http://online.onetcenter.org/link/summary/43-3031.00\)](http://online.onetcenter.org/link/summary/43-3031.00)

Licensure Requirements

There are no licensure requirements for this profession in:

Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in CNC Machinist

Program Length: 12 months

[Print \(48.0501-GedlPrint.html\)](#)

Students graduating on time

N/A* of Title IV students complete the program within 12 months 

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$6,835 for in-state tuition and fees

\$8,885 for out-of-state tuition and fees

\$1,000 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/cnc-machinist-degrees/cnc-machinist-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

N/A* of students who attend this program borrow money to pay for it

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Machinists (<http://online.onetcenter.org/link/summary/51-4041.00>)

Licensure Requirements

There are no licensure requirements for this profession in:

Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Composite Materials Technology

Program Length: 12 months

[Print \(15.0607-Ged\)Print.html](#)

Students graduating on time

N/A* of Title IV students complete the program within 12 months 

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$5,760 for in-state tuition and fees

\$7,610 for out-of-state tuition and fees

\$70 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/composite-materials-technology-degrees/composite-materials-technology-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

N/A* of students who attend this program borrow money to pay for it

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Manufacturing Engineering Technologists (<http://online.onetcenter.org/link/summary/17-3029.06>)

Licensure Requirements

There are no licensure requirements for this profession in:

Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College
Undergraduate certificate in Cosmetology
Program Length: 18 months

[Print \(12,0401-GediPrint.html\)](#)

Students graduating on time

55% of Title IV students complete the program within 18 months 

Program Costs*

\$9,225 for in-state tuition and fees

\$12,175 for out-of-state tuition and fees

\$400 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/cosmetology-degrees/cosmetology-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

52% of students who attend this program borrow money to pay for it

The typical graduate leaves with

\$3,250 in debt

The typical monthly loan payment

\$37 per month in student loans with **6.8%** interest rate.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Hairdressers, Hairstylists, and Cosmetologists](http://online.onetcenter.org/link/summary/39-5012.00) (<http://online.onetcenter.org/link/summary/39-5012.00>)

Licensure Requirements 

This program meets licensure requirements in

Michigan*

*State requires students to sit for licensure exam

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Electrical Technology

Program Length: 12 months

[Print \(15.0303-GedlPrint.html\)](#)

Students graduating on time

N/A* of Title IV students complete the program within 12 months 

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$9,684 for in-state tuition and fees

\$11,984 for out-of-state tuition and fees

\$1,000 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/electrical-technology-degrees/electrical-technology-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

27% of students who attend this program borrow money to pay for it

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Electrical Engineering Technicians (<http://online.onetcenter.org/link/summary/17-3023.03>)

Licensure Requirements

This program meets licensure requirements in
Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Graphic Design

Program Length: 12 months

[Print \(50.0409-GedtPrint.html\)](#)

Students graduating on time

N/A* of Title IV students complete the program within 12 months 

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$7,280 for in-state tuition and fees

\$9,530 for out-of-state tuition and fees

\$570 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/art-degrees/graphic-design-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

N/A* of students who attend this program borrow money to pay for it

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Artists and Related Workers, All Other (<http://online.onetcenter.org/link/summary/27-1019.00>)

Graphic Designers (<http://online.onetcenter.org/link/summary/27-1024.00>)

Licensure Requirements

There are no licensure requirements for this profession in:

Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Heating/Ventilation/AC/Refrigeration

Program Length: 12 months

[Print \(47.0201-Ged\)Print.html](#)

Students graduating on time

N/A* of Title IV students complete the program within 12 months 

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$9,677 for in-state tuition and fees

\$11,777 for out-of-state tuition and fees

\$1,150 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/hvacr-degrees/hvacr-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

41% of students who attend this program borrow money to pay for it

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Heating and Air Conditioning Mechanics and Installers (<http://online.onetcenter.org/link/summary/49-9021.01>)

Refrigeration Mechanics and Installers (<http://online.onetcenter.org/link/summary/49-9021.02>)

Licensure Requirements

There are no licensure requirements for this profession in:

Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Certificate of Completion - Medical Assistant

Program Length: 18 months

[Print \(51.0801-Ged\)Print.html](#)

Students graduating on time

N/A* of Title IV students complete the program within 18 months 

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$6,653 for in-state tuition and fees

\$8,482 for out-of-state tuition and fees

\$1,305 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/medical-assistant-degrees/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

N/A* of students who attend this program borrow money to pay for it

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Medical Assistants (<http://online.onetcenter.org/link/summary/31-9092.00>)

Licensure Requirements

There are no licensure requirements for this profession in:

Michigan

Additional Information

Date Created 4/10/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Medical Billing and Coding

Program Length: 12 months

[Print \(51.0714-GedtPrint.html\)](#)

Students graduating on time

44% of Title IV students complete the program within 12 months 

Program Costs*

\$6,200 for in-state tuition and fees

\$7,836 for out-of-state tuition and fees

\$2,300 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/health-information-technology-degrees/medical-billing-coding-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

43% of students who attend this program borrow money to pay for it

The typical graduate leaves with

*N/A** in debt

The typical monthly loan payment

*N/A** per month in student loans with *N/A** interest rate.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

*N/A** of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Medical Secretaries (<http://online.onetcenter.org/link/summary/43-6013.00>)

Licensure Requirements

There are no licensure requirements for this profession in:

Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Pharmacy Technology

Program Length: 12 months

[Print \(51_0805-GedtPrint.html\)](#)

Students graduating on time

N/A* of Title IV students complete the program within 12 months 

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$4,056 for in-state tuition and fees

\$5,286 for out-of-state tuition and fees

\$522 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/pharmacy-technology-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

44% of students who attend this program borrow money to pay for it

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Pharmacy Technicians (<http://online.onetcenter.org/link/summary/29-2052.00>)

Licensure Requirements

This program meets licensure requirements in

Michigan*

*State requires students to sit for licensure exam

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College
Undergraduate certificate in Police Academy
Program Length: 6 months

[Print \(43.0107-GedtPrint.html\)](#)

Students graduating on time

100% of Title IV students complete the program within 6 months 

Program Costs*

\$6,960 for in-state tuition and fees

\$9,018 for out-of-state tuition and fees

\$61 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/kirtland-regional-police-academy/police-academy-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

35% of students who attend this program borrow money to pay for it

The typical graduate leaves with

\$4,550 in debt

The typical monthly loan payment

\$52 per month in student loans with 6.8% interest rate.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

NA* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Police Patrol Officers (<http://online.onetcenter.org/link/summary/33-3051.01>)

Sheriffs and Deputy Sheriffs (<http://online.onetcenter.org/link/summary/33-3051.03>)

Licensure Requirements 

This program meets licensure requirements in

Michigan*

*State requires students to sit for licensure exam

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Practical Nursing

Program Length: 18 months

[Print \(51.3901-Ged1Print.html\)](#)

Students graduating on time

N/A* of Title IV students complete the program within 18 months 

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$9,028 for in-state tuition and fees

\$11,663 for out-of-state tuition and fees

\$1,946 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/nursing-degrees/practical-nursing-pn-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.
Note that this information is subject to change.

Students Borrowing Money

21% of students who attend this program borrow money to pay for it

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

\$34,403 per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Licensed Practical and Licensed Vocational Nurses (<http://online.onetcenter.org/link/summary/29-2061.00>)

Licensure Requirements

This program meets licensure requirements in
Michigan*

*State requires students to sit for licensure exam

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Small Business Management and Entrepreneurship

Program Length: 12 months

[Print \(52,0701-GedPrint.html\)](#)

Students graduating on time

17% of Title IV students complete the program within 12 months 

Program Costs*

\$5,720 for in-state tuition and fees

\$7,420 for out-of-state tuition and fees

\$1,430 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/business-and-office-management-degrees/small-business-management-entrepreneurship-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

27% of students who attend this program borrow money to pay for it

The typical graduate leaves with

*N/A** in debt

The typical monthly loan payment

*N/A** per month in student loans with *N/A** interest rate.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

*N/A** of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Chief Executives (<http://online.onetcenter.org/link/summary/11-1011.00>)

General and Operations Managers (<http://online.onetcenter.org/link/summary/11-1021.00>)

Licensure Requirements

There are no licensure requirements for this profession in:

Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Surgical Technology

Program Length: 18 months

[Print \(51.0909-GedtPrint.html\)](#)

Students graduating on time

47% of Title IV students complete the program within 18 months 

Program Costs*

\$2,893 for in-state tuition and fees

\$3,873 for out-of-state tuition and fees

\$882 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/surgical-technology-degrees/surgical-technology-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

53% of students who attend this program borrow money to pay for it

The typical graduate leaves with

*N/A** in debt

The typical monthly loan payment

*N/A** per month in student loans with *N/A** interest rate.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

100% of program graduates got jobs according to the [accreditor job placement rate](#)

Program graduates are employed in the following fields:

[Surgical Technologists \(http://online.onetcenter.org/link/summary/29-2055.00\)](http://online.onetcenter.org/link/summary/29-2055.00)

Licensure Requirements

There are no licensure requirements for this profession in:

Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Welding and Fabricating

Program Length: 12 months

[Print \(48.0508-GedPrint.html\)](#)

Students graduating on time

53% of Title IV students complete the program within 12 months 

Program Costs*

\$10,628 for in-state tuition and fees

\$12,928 for out-of-state tuition and fees

\$550 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/welding-and-fabricating-degrees/welding-and-fabricating-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

39% of students who attend this program borrow money to pay for it

The typical graduate leaves with

\$2,750 in debt

The typical monthly loan payment

\$31 per month in student loans with 6.8% interest rate.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Welders, Cutters, and Welder Fitters (<http://online.onetcenter.org/link/summary/51-4121.06>)

Solderers and Brazers (<http://online.onetcenter.org/link/summary/51-4121.07>)

Licensure Requirements ⓘ

There are no licensure requirements for this profession in:

Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College



Annual Security Report

2016

Clery Act Annual Security Report

Each year the Kirtland Community College Public Safety Department prepares an Annual Security Report of crime statistics, for each of the three most recent years of crimes, that were committed on our campuses, in or on a non-campus building or property, or on public property within or immediately adjacent to and accessible from the campus. This report is compiled from all of the incidents reported to the college by any one of the following sources: Victims, witnesses, third party, perpetrator, and local law enforcement agencies.

This report includes policies, procedures, programs, and statistics on criminal murder; non negligent and negligent manslaughter; forcible and non forcible sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes; as well as arrests and disciplinary referrals for illegal weapons possession and drug or liquor law violations. This annual statement will be collected, reported and disseminated to the campus community as well as to the U.S. Department of Education.

The Annual Security Report will be retained by the Public Safety Department for a period of three years following publication of the last report.

The Annual Security Report will be made available online each year by October 1st at **www.kirtland.edu/publicsafety**

Each year, an email notification will be sent to all enrolled students and employees of Kirtland College via the provided email account announcing publication of the Annual Security Report and provide the web site URL to access this information.

In addition, under the student's right to know disclosure, Kirtland Student Services Department will mail notification announcing publication of the report to all enrolled students, provide the web site and the opportunity to request a paper copy.

Prospective students and prospective employees will be provided with a notice containing a statement of the report's availability, and a description of its contents, the exact address of the internet site at which the report is posted and the opportunity to request a paper copy. Additionally, any

person interviewed as a result of an advertisement shall be provided a notice of the availability of the Annual Security Report.

Anyone may obtain a paper copy of the Annual Security Report through the Public Safety Department office or by calling 989 275-5000 extension 322. There is no fee charged for this report.

This Annual Security Report is in compliance with the Jeanne Clery Act and is prepared in cooperation with the Kirtland Public Safety authorities, Roscommon County Sheriff Department, Otsego County Sheriff Department, Michigan State Police, students, employees, witnesses and third party information.

Kirtland Community College

10775 N. St. Helen Road, Roscommon, MI 48653



POL 2.220 EMERGENCY PROCEDURES

The safety and well-being of Kirtland Community College students, faculty, staff and visitors is of primary importance to the college. The president shall direct appropriate staff to prepare and maintain emergency procedures for the protection of life and health in accordance with law and board policy

August 11, 1983
Revised September 18, 2008

PRO 2.200 EMERGENCY PROCEDURES

I. Reporting of crimes and other life-threatening emergencies

A. Timely Warning

In the event that a situation arises on or off any Kirtland facility, that in the judgment of the Director of Public Safety, or the Public Safety Officer in charge, constitutes a serious or continuing threat, a "timely warning" will be issued to the college community. The warning will be issued through the most efficacious means currently available, including as appropriate but not limited to e-mail, siren, or other warning systems, backed up and replicated by such other means (telephone, direct verbal) as may be necessary to alert and inform students, faculty, staff and visitors. The timely warning shall include information that promotes safety, allows individuals to take appropriate steps for self-protection, and in the event of a criminal act, identifies the time, location, and alleged type of crime.

B. Disclosure of Crime Statistics

The Kirtland Department of Public Safety tracks and reports annual crime statistics in accordance with the Federal Clery Act and such other federal, state, and board mandates as are applicable. The full text of the annual security report is made available in electronic format readily

accessible to interested current and prospective students and employees. A paper copy shall be made available upon request at no charge. Annual notification of where to find this report shall be made to all enrolled students and current employees. All prospective employees shall be notified via the medium in which they submit their application for employment, as part of the acknowledgment of receipt of their application.

C. Reporting of Criminal Offenses

Criminal offenses at any Kirtland College facility are to be reported to the Kirtland Department of Public Safety at 989-275-5000 **ext. 355**, or in person at Room 127 in the lower level of the Administration Center on the Roscommon campus, or by email to **policedepartment@kirtland.edu**. Students and visitors at any Kirtland campus may report a crime to any staff member, who shall promptly relay the information to the Kirtland Department of Public Safety. Individuals may also file the college's Behavioral Intervention Team (BIT) Form available at <http://www.kirtland.edu/bit>

The college urges any individual to report in a timely manner any act which results, or threatens to result in harm to a person or damage to property.

Individuals who are victims of a crime yet do not wish to pursue action may speak confidentially to the college's licensed counseling staff, with the understanding that threats of violence must be reported, and acted upon by the appropriate authorities. Counseling offices are located in the student services area of the administration building on the Roscommon campus, 989-275-5000, ext. 280. As above, individuals may file the college's BIT Form at <http://www.kirtland.edu/bit>

II. Security of and Access to Campus Facilities

During normal business hours, the public areas of college facilities will be open and accessible to students, faculty, staff, and visitors. Non-public and restricted areas shall be accessible by keys issued to authorized individuals only. When the college is closed, access shall be by keys issued to authorized individuals only. Emergencies may necessitate changes or alterations to any posted schedules. Buildings may be secured in the event of lockdown or evacuation, and restricted to authorized personnel only.

III. **Campus Law Enforcement Authority**

Per authorization of the Board of Trustees on December 12, 2002, certified officers of the Kirtland Community College Department of Public Safety have all the powers and authority of a law enforcement officer. Under the laws of the state of Michigan, this includes the complete authority to apprehend and arrest anyone involved in illegal acts on any Kirtland campus, and areas immediately adjacent to any Kirtland campus, operating under the authority of the college board of trustees, as well as in conjunction with other law enforcement authorities. Offenses in violation of Kirtland policies and rules will be referred under the code of student conduct or the college disciplinary procedure to the appropriate college authorities.

College Public Safety personnel work closely with local, state, and federal law enforcement agencies, and have direct radio contact with Roscommon County Central Dispatch. Violations of state and federal laws are reported to collaborating law enforcement agencies, and joint investigations may be undertaken. The prosecution of all serious crimes is referred to the appropriate court venue, and may also be addressed under the code of student conduct or the college disciplinary procedure.

By mutual agreement with state and federal agencies, and as provided by law, the Kirtland Department of Public Safety maintains access to the National Crime Information Computer System as well as the Michigan Law Enforcement Information System, for the purpose of accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information.

IV. **Security Awareness Programs**

Information is disseminated to students and employees through crime prevention awareness brochures, security alert posters, articles and notices in the student newspaper, notices posted on the college website, and seminars and training sessions on campus safety procedures

When time is of the essence, information shall be disseminated to students, employees, and guests via campus e-mail, the phone system, employee radios, the college website, and if necessary by oral messages related by designated college staff.

V. **Crime Prevention Programs**

Crime prevention programs on personal safety shall be offered to

students, faculty, staff and guests at conveniently accessible times throughout the year.

VI. **Drug and Alcohol Policy**

It is the policy of the board of trustees of Kirtland Community College to maintain drug-free workplace for all employees. It is further the policy of the board of trustees of Kirtland Community College to prohibit the unlawful manufacture, sale, possession, use, distribution or being under the influence of any illicit substance by all employees, or any other individual, on college premises or as part of any college business, activity or function. College policies are located on the college website at <http://kirtland.edu/bo/policies/pol5215.htm> and in the Code of Student Conduct at: <http://kirtland.edu/bo/policies/pol6125.htm>. Paper copies may be obtained from student services or the college business office.

Confidential alcohol and substance abuse counseling and referrals are available for students and employees on the Roscommon campus in the office of student services in the administration building, or call 989-275-5000, ext. 280 for an appointment.

VII. **Sexual Offense**

A sexual offense is any sexual act directed against another person, forcibly and/or against that person's will, or a sexual act in which the victim is incapable of giving consent, or is otherwise contrary to law. The Kirtland Department of Public Safety shall offer periodic sexual assault information and education programs to students and employees, and upon request at a reasonable time and place. Information on date rape education, risk reduction, and the college's response to an offense is available from student services and shall be maintained on the college website.

Should a sexual offense take place, the victim is advised to:

- Get to a place of safety
- If on the Roscommon campus, dial 355; otherwise dial 911
- Obtain necessary medical treatment

The college strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report shall not subject the victim to scrutiny or judgmental opinions from college officials. Filing a report ensures that: 1) a victim of sexual assault on college property or

at any college function shall receive the necessary medical attention and tests, at no expense to the victim; 2) there is an opportunity for collection of evidence helpful in prosecution (victims are requested to not wash, douche, use the toilet, or change clothing prior to a medical exam), and; 3) assure the victim has access to confidential professional counseling at no charge. College personnel shall assist the victim in notifying the authorities, if the victim so requests.

Professional counseling services are available on the Roscommon campus in the office of student services in the administration building, or call 989-275-5000, ext. 280 for an appointment. Information on off-campus counseling is available from this same office.

College disciplinary proceedings applicable to students are detailed in the Code of Student Conduct, available from Student Services and on the college website at <http://kirtland.edu/bo/policies/pol6.125.htm>, and for employees under the board policy at <http://kirtland.edu/bo/policies/pol5055.htm>. Procedures for disciplinary action in cases of an alleged sex offense include in part that:

- The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
- A. Both the accuser and the accused must be informed of the outcome of any disciplinary proceeding that is brought alleging a sexual offense. Compliance with this section does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). For the purpose of this section, the outcome of a disciplinary proceeding involving a student means only the institution's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused.

Per federal law, disclosure concerning the outcome of the proceedings is unconditional; a victim cannot be required to sign a nondisclosure agreement or to otherwise agree to a prohibition from discussing the case.

A student found responsible for sexual misconduct will be subject to the measures stipulated in the code of student conduct depending upon the severity of misconduct up to and including expulsion, and may be subject to criminal proceedings in state court.

An employee of the college found responsible for sexual misconduct will

be subject to the measures stipulated in the college's disciplinary policy depending upon the severity of misconduct up to and including termination of employment, and may be subject to criminal proceedings in state court.

Remedies and protective measures for alleged victims, while providing all due consideration for the due process rights of the alleged perpetrator(s), and depending in part on the nature and severity of the alleged violation, include, but are not limited, to: prohibition of any but "business necessity" communications; prohibition of any and all communications; campus escort; physical separation, with alternative class or work space or schedules offered the alleged perpetrator; temporary suspension, administrative leave, or barring of the alleged perpetrator from college grounds and activities. The college will provide prompt assistance by the provision of contact information for trained individuals who can provide an immediate response in a crisis situation, (e.g. obtain needed resources, explain reporting options, and help navigate the reporting process), provide contact information for security personnel, law enforcement, and responsible college officials (e.g. the Title IX Coordinator), and identify health care options, ensuring the victim is aware of options for treatment of injuries, preventative treatment for sexually transmitted diseases, and preservation of evidence. The complainant will be notified of the right to file a criminal complaint. Professional counselling is available to all students and employees involved. An explanation of the college's procedures is available to all participants, and may be found online at <http://www.kirtland.edu/policies-and-procedures/personnel-procedures/pro-5-440-sexual-misconduct>. Retaliation by any party against another is prohibited and will be investigated and addressed as a separate violation.

VIII. Sex Offender Registry

Federal law provides for the registration of convicted sex offenders, and Kirtland Community College is required to inform the campus community that a registration list of convicted sex offenders enrolled at, or employed by the college is available for review. information concerning convicted sex offenders enrolled at, or employed by the college may be obtained from the college public safety office, located on the lower level of the Administration Building on the Roscommon campus, telephone 989-275-5000, ext. 322 or at the office of the M-TEC campus in Gaylord, 989-705-3600.

In addition, the Michigan Sex Offender Registry is available on-line at <http://www.mipsor.state.mi.us>. The Campus Sex Crimes Prevention Act of 2000 (CSPCA) amends the Family Educational Rights and Privacy Act (FERPA) to clarify that nothing in FERPA can prohibit an educational institution from disclosing information provided to the institution regarding an individual's status as a convicted sex offender. However, the Michigan State Police caution that "extreme care should be exercised in using any information obtained" from these registrations lest misidentification occur, and federal law prohibits use of the information for purposes of intimidation or harassment.

This information is provided in compliance with the Federal Campus Sex Crimes Compliance act and the Michigan Sex Offenders Registration Act 295 of 1994.

IX. Daily Crime Log

Kirtland Community College maintains a Daily Crime Log at the central campus location. This report includes all crimes and calls for assistance, not just Clery Act crimes. Information is recorded on the log when the crime is reported to the Public Safety Department regardless of how much time has passed since the crime was committed.

The Daily Crime log includes the nature of the crime, date and time reported or occurred, general location of the crime and disposition of the complaint, if known.

The Daily Crime Log for the most recent sixty day period is kept in the Public Safety Department office at the Roscommon campus. The log is available for inspection upon request during the operational hours of Kirtland Community College. Any person may ask to see the log, whether or not they are associated with the college, including the media. Requests for information from the log that are older than sixty days will be made available within two business days of the request for public inspection.

The Daily Crime Log will be retained by the Public Safety Department for three years following publication of the last report.

X. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act amendment

The new subsection 304b of the Violence against Women Act provides as follows:

The amendments made in this section shall take effect with respect to the annual security report under section 485(f)(1) if the Higher Education Act of 1965 (20 USC. 1092(f)(1) prepared by this institution of higher education one calendar year after the date Of enactment of this Act, and each subsequent calendar year.

The college's policy on Sexual Misconduct may be found on the college's website at: <http://www.kirtland.edu/policies-and-procedures/personnel-policies/pol-5-440-sexual-misconduct>

For purposes of inquiry, in the year of 2015, Kirtland Community College recorded no domestic violence, dating violence or stalking incidents from campus security authorities or local police agencies.

XI. Annual Crime Statistics

Kirtland Community College provides an annual summary of crime statistics for the most recent three years committed on both campuses. The table below includes statistics on murder, forcible sex offenses of rape and fondling and non-forcible sex offenses of incest and statutory rape, robbery, aggravated assault, burglary, auto theft and arson. It also includes the number of arrests for alcohol, drug and/or weapons violations. In regards to the new Violence Against Women Act, you will see for the first time that the crimes of domestic violence, dating violence and stalking are included with the annual statistics. Finally, the unfounded reported crimes are collected and relayed in this annual report.

In regards to crime reporting, Kirtland has no off campus organizations or public property within its jurisdiction so the crime statistics strictly relate to on campus or directly adjacent to campus.

Criminal Offenses- On campus	2013	2014	2015
a. Murder/ Non – negligent	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses- Forcible	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offenses- Non- forcible	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	1	1	1
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0

Criminal offenses- Public Property	2013	2014	2015
a. Murder/ Non – negligent	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses- Forcible	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offenses- Non- forcible	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0

Hate Offenses

The following criminal offenses that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability, or ethnicity and can be classified as Hate Crimes as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534) occurred.

Hate Offenses- On- Campus	2013	2014	2015
a. Murder/ Non – negligent	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses- Forcible	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offenses- Non- forcible	0	0	0

g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0
n. Simple assault	0	0	0
o. Larceny-theft	0	0	0
p. Intimidation	0	0	0
q. Destruction/damage/ vandalism of property	0	0	0

VAWA Offenses – On Campus

Crime	2013	2014	2015
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	1	0

VAWA Offenses – Public Property

Crime	2013	2014	2015
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Number of Arrest- On-Campus

Crime	2013	2014	2015
a. Weapons: carrying possessing etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Number of persons referred for Disciplinary Action –On- Campus

Crime	2013	2014	2015
a. Weapons: carrying possessing etc.	1	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Number of Arrest-Public Property

Crime	2013	2014	2015
a. Weapons: carrying possessing etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Number of persons referred for Disciplinary Action- Public Property

Crime	2013	2014	2015
a. Weapons: carrying, possessing etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Unfounded Crimes

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

	2013	2014	2015
a. Total unfounded crimes	0	2	0

Consumer/Student Right-to-know Disclosure Information

kirtland.edu/consumer-student-right-to-know-disclosure-information

It is the policy of Kirtland Community College that no person shall, on the basis of race, color, religion, national origin or ancestry, age, sex, disability, physical proportions, sexual orientation, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For information, or to register a grievance, contact the Director of Human Resources, Room 226 ADM Building, 10775 N St Helen Rd, Roscommon, MI 48653, 989-275-5000 x 271 or 239, or hr@kirtland.edu. A grievance may also be initiated by completing the **BIT Form**, located on the college's website at <http://www.kirtland.edu/bit>.

Student Rights and Responsibilities

- [Academic Concern/Complaint](#)
- [Complaint or Concern Form](#)
- [Student Records – Rights and Privacy \(POL 6.090\)](#)
- [Student Rights and Responsibilities](#)

Security

- [Kirtland Community College 2016 Security Report \(pdf\)](#)

Financial Assistance Available to Students

- [Need and non-need-based federal financial aid available to students](#)
- Need and non-need-based state and local aid programs, school aid programs available to students:
 - [Grants](#)
 - [Scholarships](#)
 - [Loans](#)
 - [Veterans educational benefits](#)
- [Student employment](#)
- [Disability Services](#)
- [How to apply for financial aid](#)
- [How eligibility is determined](#)
- [How Kirtland distributes aid among students](#)
- Student loan rights and responsibility information:
 - [Disbursement of loan funds](#)
 - [Repayment obligations and options](#)
 - [Loan deferment](#)
 - [Required loan exit counseling](#)
 - [Student Financial Assistance policy \(POL 6.105A\)](#)
- [Student employment process and requirements](#)
- [Student employment handbook](#)
- [Standards of Satisfactory Academic Progress for Financial Aid Eligibility \(POL 6.115A\)](#)

- [Financial aid department website](#)

Gainful Employment

[Disclosure for Gainful Employment Employment Programs](#)

About Kirtland Community College

- [General overview of Kirtland Community College](#)
- [Associations, agencies and/or governmental bodies that accredit, approve or license Kirtland and its program](#)
- [Special facilities and services available to disabled students](#)
- Cost of attending Kirtland:
 - [Tuition and fees](#)
 - [Additional miscellaneous costs](#)
 - [Cost of classes](#)
 - [Cost of textbooks](#)
 - [Tuition and Fees policy \(POL 6.055\)](#)
- Withdrawing from college:
 - [Refund policy](#)
 - [Officially withdrawing from college \(POL 6.050A\)](#)
- Degree programs, training and other education offered:
 - [Academic programs](#)
 - [Transfer of Credits](#)
 - [Community Education](#)
- Availability of GED programs — Kirtland does not currently offer a GED program or GED testing. Information on where to find a GED program within our district will be posted soon.
- Instructional, laboratory, and other physical plant facilities associated with academic programs:
 - [Campus Map](#)
 - [List of Kirtland Faculty and Academic Advisors](#)
 - [Student financial assistance contact information](#)
 - [General department and office contact information](#)
 - [Terms and conditions under which students receiving federal education loans may obtain deferments](#)
 - [Kirtland graduation and transfer-out rates](#)
 - [Kirtland athletics graduation and transfer-out rates](#)
 - [Athletic program participation rates and financial support](#)

Drug and Alcohol Abuse

- [Drug and alcohol abuse prevention](#)

Appendix N

Disclosures to Students Required by Student Right to Know/Equity in Athletics Responsibilities, and Web Address



----- Forwarded message -----

From: **Kirtland Happenings** <kirtlandhappenings@kirtland.edu>
Date: Wed, Jun 7, 2017 at 3:17 PM
Subject: Consumer Information - Kirtland Community College
To:

Michelle Vyskocil

michelle.vyskocil@kirtland.edu



[Show details](#)

Dear Student:

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended require Kirtland Community College to provide certain consumer information about the college to enrolled students. To view this information, please go to:

[Consumer Information - Kirtland Community College](#)

Kirtland Community College

OPE ID: 00717100

GENERAL INFORMATION

Location: 10775 N Saint Helen
Road Roscommon, MI 48653
Phone: (989) 275-5000
Number of Full-time Undergraduates: 518
Men: 202
Women: 316

ATHLETIC DEPARTMENT INFORMATION

Director: Jason Broge
Address:
10775 N ST HELEN RD ROSCOMMON, MI 48653
Reporting Year: 07/01/2015 - 06/30/2016
Reporting Official: Jason Broge
Title: Athletic Director
Phone: (989) 275-5000 ext. 385
Sanction Body: NJCAA Division II

Participants

Athletics Participation

<u>Varsity Teams</u>	<u>Number of participants as of the day of the first scheduled contest</u>	
	Men's Teams	Women's Teams
Bowling	6	6
Golf	6	
Track and Field, X-Country	5	5
Total Participants Men's and Women's Teams	17	11
Unduplicated Count of Participants (Number of individuals who participated on at least one varsity team.)	15	9

CAVEAT

We had 2 females that participated in both cross country and bowling. We had one male athlete who participated in all 3 sports.

Coaching Staff and Salaries

Head Coaches - Men's Teams

<u>Varsity Men's Teams</u>	<u>Male Head Coaches</u>				<u>Female Head Coaches</u>				<u>Total Head Coaches</u>
	<u>Assigned to Team on a Full-Time Basis</u>	<u>Assigned to Team on a Part-Time Basis</u>	<u>Full-Time Institution Employee</u>	<u>Part-Time Institution Employee or Volunteer</u>	<u>Assigned to Team on a Full-Time Basis</u>	<u>Assigned to Team on a Part-Time Basis</u>	<u>Full-Time Institution Employee</u>	<u>Part-Time Institution Employee or Volunteer</u>	
Bowling		1		1					1
Golf		1	1						1
Track and Field, X-Country						1		1	1
Coaching Position Totals	0	2	1	1	0	1	0	1	3

CAVEAT

We changed cross country coaches during the season. They are the same coaches for men's teams and women's teams.

Head Coaches - Women's Teams

<u>Varsity Women's Teams</u>	<u>Male Head Coaches</u>				<u>Female Head Coaches</u>				<u>Total Head Coaches</u>
	<u>Assigned to Team on a Full-Time Basis</u>	<u>Assigned to Team on a Part-Time Basis</u>	<u>Full-Time Institution Employee</u>	<u>Part-Time Institution Employee or Volunteer</u>	<u>Assigned to Team on a Full-Time Basis</u>	<u>Assigned to Team on a Part-Time Basis</u>	<u>Full-Time Institution Employee</u>	<u>Part-Time Institution Employee or Volunteer</u>	
Bowling		1		1					1
Track and Field, X-Country						1		1	1
Coaching Position Totals	0	1	0	1	0	1	0	1	2

CAVEAT

We changed cross country coaches during the season. They are the same coaches for men's teams and women's teams.

Head Coaches' Salaries

	<u>Men's Teams</u>	<u>Women's Teams</u>
Average Annual Institutional Salary per Head Coach	\$4,000	\$3,000
Number of Head Coaches Included in Average	3	2
Average Annual Institutional Salary per FTE	\$30,769	\$18,182

Number of FTEs Included in Average

0.39

0.33

CAVEAT

We had a change in coach for the women's and men's cross country teams, but it was again the same coach doing both teams. We have 3 head coaches. They each get paid \$6000. The cross country and bowling coaches coach both men and women in one season. The Golf coach coaches only 1 gender but has both Fall and Spring seasons.

Revenues and Expenses

Athletically Related Student Aid

	Men's Teams	Women's Teams	Total
Total	\$25,500	\$10,000	\$35,500
Ratio (percent)	72	28	100%

CAVEAT

The female athletes had academic scholarships/grants that paid for most of their tuition. The athletic scholarships were lower because it was added after the other scholarships were applied. Our scholarships are the same for both genders in each sport. Cross country and golf first year athletes get \$1000 per semester. Bowling athletes get \$1000 for Winter semester. If an athlete does more than one sport they get \$1000 during the semester of that sport.

Recruiting Expenses

	Men's Teams	Women's Teams	Total
Total	\$131	\$74	\$205

CAVEAT

There was \$74 for women's XC, \$58 for men's XC, \$73 for golf and \$0 for bowling.

Operating (Game-Day) Expenses by Team

<u>Varsity Teams</u>	<u>Men's Teams</u>			<u>Women's Teams</u>			<u>Total Operating Expenses</u>
	<u>Participants</u>	<u>Operating Expenses per Participant</u>	<u>By Team</u>	<u>Participants</u>	<u>Operating Expenses per Participant</u>	<u>By Team</u>	
Bowling	6	\$385	\$2,310	6	\$385	\$2,310	\$4,620
Golf	6	\$1,914	\$11,484				\$11,484
Track and Field,X-Country	5	\$368	\$1,839	5	\$380	\$1,900	\$3,739
Total Operating Expenses Men's and Women's Teams	17	N/A	\$15,633	11	N/A	\$4,210	\$19,843

Total Expenses by Team

	Varsity Teams	Men's Teams	Women's Teams	Total
Total Expenses of all Sports, Except Football and Basketball, Combined		\$53,264	\$20,284	\$73,548
Total Expenses Men's and Women's Teams		\$53,264	\$20,284	\$73,548
Not Allocated by Gender/Sport		N/A	N/A	\$20,347
Grand Total Expenses		N/A	N/A	\$93,895

Total Revenues by Team

Varsity Teams	Men's Teams	Women's Teams	Total
Total Revenues of all Sports, Except Football and Basketball, Combined	\$53,264	\$20,284	\$73,548
Total Revenues Men's and Women's Teams	\$53,264	\$20,284	\$73,548
Not Allocated by Gender/Sport	N/A	N/A	\$20,347
Grand Total for all Teams (includes by team and not allocated by gender/sport)	N/A	N/A	\$93,895

CAVEAT

None of the teams have revenue outside of the college's support.

Revenues & Expenses Summary

Revenues and Expenses Summary	Men's Teams	Women's Teams	Total
1 Total of Head Coaches' Salaries	\$12,000	\$6,000	\$18,000
2 Total of Assistant Coaches' Salaries	\$0	\$0	\$0
3 Total Salaries (Lines 1+2)	\$12,000	\$6,000	\$18,000
4 Athletically Related Student Aid	\$25,500	\$10,000	\$35,500
5 Recruiting Expenses	\$131	\$74	\$205
6 Operating (Game-Day) Expenses	\$15,633	\$4,210	\$19,843
7 Summary of Subset Expenses (Lines 3+4+5+6)	\$53,264	\$20,284	\$73,548
8 Total Expenses for Teams	\$53,264	\$20,284	\$73,548
9 Total Expenses for Teams Minus Subset Expenses (Line 8 - Line 7)	\$0	\$0	\$0
10 Not Allocated Expenses			\$20,347
11 Grand Total Expenses (Lines 8+10)			\$93,895
12 Total Revenues for Teams	\$53,264	\$20,284	\$73,548
13 Not Allocated Revenues			\$20,347
14 Grand Total Revenues (Lines 12+13)			\$93,895
15 Total Revenues for Teams minus Total Expenses for Teams (Line 12-Line 8)	\$0	\$0	\$0
16 Grand Total Revenues Minus Grand Total Expenses (Line 14- Line 11)			\$0

Supplemental Info

Supplemental Information

Kirtland is a community college located in rural northern Michigan. As an institution, it is dedicated to providing athletic opportunities to all full time students. Kirtland offers athletic scholarships in all sports for both genders. Competing athletically at this level is yet another opportunity for Kirtland students to experience college life.

**Kirtland Community College
Graduation Rates - basketball**

Calculation of 4-year average rates: Cohort adjustment - basketball

	2010	2011	2012	2013	4 year Total
Men					
Revised Cohort (VI,60)	9	8	2	7	26
Total Exclusions (VI,95)	0	0	0	0	0
Adjusted Cohort	9	8	2	7	26
Women					
Revised Cohort (VI,60)	5	5	2	6	18
Total Exclusions (VI,95)	0	0	0	0	0
Adjusted Cohort	5	5	2	6	18
Total (Men and Women)					
Revised Cohort (VI,60)	14	13	4	13	44
Total Exclusions (VI,95)	0	0	0	0	0
Adjusted Cohort	14	13	4	13	44

**Kirtland Community College
Graduation Rates - basketball**

Calculation of 4-year average rates: Completers within 150% of normal time - basketball

	2010	2011	2012	2013	4 year Total
Men					
<2 year completers (VI,61)	0	0	0	0	0
2<4 year completers (VI,62)	1	1	0	2	4
Total Completers within 150%	1	1	0	2	4
Women					
<2 year completers (VI,61)	0	0	0	0	0
2<4 year completers (VI,62)	0	1	0	2	3
Total Completers within 150%	0	1	0	2	3
Total (Men and Women)					
<2 year completers (VI,61)	0	0	0	0	0
2<4 year completers (VI,62)	1	2	0	4	7
Total Completers within 150%	1	2	0	4	7

**Kirtland Community College
Graduation Rates - basketball**

Calculation of 4-year average rates: Transfer-out students and rate calculations - basketball

	2010	2011	2012	2013	4 year Total
Men					
Transfer Out Students (VI,80)	5	3	2	2	12
Women					
Transfer Out Students (VI,80)	3	4	2	2	11
Total (Men and Women)					
Transfer Out Students (VI,80)	8	7	4	4	23

**4 year average Student-Right-to-Know completion or graduation rate calculation
(Total Completers within 150% / Adjusted Cohort) 16%**

**4 year average Student-Right-to-Know transfer-out rate calculation
(Total Transfer-out Students / Adjusted Cohort) 52%**

**Kirtland Community College
Graduation Rates - Other Sports**

Calculation of 4-year average rates: Cohort adjustment - Other Sports

	2010	2011	2012	2013	4 year Total
Men					
Revised Cohort (VI,60)	6	6	2	3	17
Total Exclusions (VI,95)	0	0	0	0	0
Adjusted Cohort	6	6	2	3	17
Women					
Revised Cohort (VI,60)	2	6	3	5	16
Total Exclusions (VI,95)	0	0	0	0	0
Adjusted Cohort	2	6	3	5	16
Total (Men and Women)					
Revised Cohort (VI,60)	8	12	5	8	33
Total Exclusions (VI,95)	0	0	0	0	0
Adjusted Cohort	8	12	5	8	33

Kirtland Community College

Graduation Rates - Other Sports

Calculation of 4-year average rates: Completers within 150% of normal time - Other Sports

	2010	2011	2012	2013	4 year Total
Men					
<2 year completers (VI,61)	0	0	0	1	1
2<4 year completers (VI,62)	0	0	0	0	0
Total Completers within 150%	0	0	0	1	1
Women					
<2 year completers (VI,61)	0	0	1	2	3
2<4 year completers (VI,62)	0	1	0	0	1
Total Completers within 150%	0	1	1	2	4
Total (Men and Women)					
<2 year completers (VI,61)	0	0	1	3	4
2<4 year completers (VI,62)	0	1	0	0	1
Total Completers within 150%	0	1	1	3	5

Kirtland Community College

Graduation Rates - Other Sports

Calculation of 4-year average rates: Transfer-out students and rate calculations - Other Sports

	2010	2011	2012	2013	4 year Total
Men					
Transfer Out Students (VI,80)	3	2	2	1	8
Women					
Transfer Out Students (VI,80)	2	4	1	3	10
Total (Men and Women)					
Transfer Out Students (VI,80)	5	6	3	4	18

**4 year average Student-Right-to-Know completion or graduation rate calculation
(Total Completers within 150% / Adjusted Cohort) 15%**

**4 year average Student-Right-to-Know transfer-out rate calculation
(Total Transfer-out Students / Adjusted Cohort) 53%**

Web address to access Gainful Employment information;
<http://www.kirtland.edu/gainful-employment-regulations>

Kirtland Community College

Undergraduate certificate in Automotive Technology Diesel Service Specialist

Program Length: 12 months

[Print \(47.0605-GedtPrint.html\)](#)

Students graduating on time

83% of Title IV students complete the program within 12 months 

Program Costs*

\$8,560 for in-state tuition and fees

\$11,010 for out-of-state tuition and fees

\$1,600 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/automotive-technology-degrees/automotive-technology-diesel-service-specialist-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

64% of students who attend this program borrow money to pay for it

The typical graduate leaves with

\$9,000 in debt

The typical monthly loan payment

\$103 per month in student loans with **6.8%** interest rate.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

NA* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Bus and Truck Mechanics and Diesel Engine Specialists (<http://online.onetcenter.org/link/summary/49-3031.00>)

Licensure Requirements

This program meets licensure requirements in

Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Automotive Technology Master Certification

Program Length: 24 months

[Print \(47.0604-GedtPrint.html\)](#)

Students graduating on time

67% of Title IV students complete the program within 24 months 

Program Costs*

\$12,560 for in-state tuition and fees

\$16,210 for out-of-state tuition and fees

\$2,165 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/automotive-technology-degrees/automotive-technology-master-certification-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

55% of students who attend this program borrow money to pay for it

The typical graduate leaves with

\$7,710 in debt

The typical monthly loan payment

\$88 per month in student loans with 6.8% interest rate.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Automotive Master Mechanics \(http://online.onetcenter.org/link/summary/49-3023.01\)](http://online.onetcenter.org/link/summary/49-3023.01)

Licensure Requirements

This program meets licensure requirements in

Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Accounting Clerk Specialist

Program Length: 12 months

[Print \(52,0302-Ged\(Print.html\)\)](#)

Students graduating on time

N/A* of Title IV students complete the program within 12 months 

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$4,230 for in-state tuition and fees

\$5,680 for out-of-state tuition and fees

\$2,000 for books and supplies

\$4,550 for off-campus room and board

Other Costs

[Visit website for more program cost information \(http://www.kirtland.edu/programs-we-offer/business-and-office-management-degrees/accounting-clerk-cc-cost\)](http://www.kirtland.edu/programs-we-offer/business-and-office-management-degrees/accounting-clerk-cc-cost)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

N/A* of students who attend this program borrow money to pay for it

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Bookkeeping, Accounting, and Auditing Clerks \(http://online.onetcenter.org/link/summary/43-3031.00\)](http://online.onetcenter.org/link/summary/43-3031.00)

Licensure Requirements

There are no licensure requirements for this profession in:

Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in CNC Machinist

Program Length: 12 months

[Print \(48.0501-GedlPrint.html\)](#)

Students graduating on time

N/A* of Title IV students complete the program within 12 months 

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$6,835 for in-state tuition and fees

\$8,885 for out-of-state tuition and fees

\$1,000 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/cnc-machinist-degrees/cnc-machinist-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

N/A* of students who attend this program borrow money to pay for it

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Machinists (<http://online.onetcenter.org/link/summary/51-4041.00>)

Licensure Requirements

There are no licensure requirements for this profession in:

Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Composite Materials Technology

Program Length: 12 months

[Print \(15.0607-Ged\)Print.html](#)

Students graduating on time

N/A* of Title IV students complete the program within 12 months 

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$5,760 for in-state tuition and fees

\$7,610 for out-of-state tuition and fees

\$70 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/composite-materials-technology-degrees/composite-materials-technology-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

N/A* of students who attend this program borrow money to pay for it

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Manufacturing Engineering Technologists (<http://online.onetcenter.org/link/summary/17-3029.06>)

Licensure Requirements

There are no licensure requirements for this profession in:

Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College
Undergraduate certificate in Cosmetology
Program Length: 18 months

[Print \(12,0401-GedPrint.html\)](#)

Students graduating on time

55% of Title IV students complete the program within 18 months 

Program Costs*

\$9,225 for in-state tuition and fees

\$12,175 for out-of-state tuition and fees

\$400 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/cosmetology-degrees/cosmetology-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

52% of students who attend this program borrow money to pay for it

The typical graduate leaves with

\$3,250 in debt

The typical monthly loan payment

\$37 per month in student loans with **6.8%** interest rate.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Hairdressers, Hairstylists, and Cosmetologists (<http://online.onetcenter.org/link/summary/39-5012.00>)

Licensure Requirements 

This program meets licensure requirements in

Michigan*

*State requires students to sit for licensure exam

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Electrical Technology

Program Length: 12 months

[Print \(15.0303-GedlPrint.html\)](#)

Students graduating on time

N/A* of Title IV students complete the program within 12 months 

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$9,684 for in-state tuition and fees

\$11,984 for out-of-state tuition and fees

\$1,000 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/electrical-technology-degrees/electrical-technology-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

27% of students who attend this program borrow money to pay for it

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Electrical Engineering Technicians (<http://online.onetcenter.org/link/summary/17-3023.03>)

Licensure Requirements

This program meets licensure requirements in
Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Graphic Design

Program Length: 12 months

[Print \(50.0409-GedtPrint.html\)](#)

Students graduating on time

N/A* of Title IV students complete the program within 12 months

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$7,280 for in-state tuition and fees

\$9,530 for out-of-state tuition and fees

\$570 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/art-degrees/graphic-design-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

N/A* of students who attend this program borrow money to pay for it

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Artists and Related Workers, All Other (<http://online.onetcenter.org/link/summary/27-1019.00>)

Graphic Designers (<http://online.onetcenter.org/link/summary/27-1024.00>)

Licensure Requirements ⓘ

There are no licensure requirements for this profession in:

Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Heating/Ventilation/AC/Refrigeration

Program Length: 12 months

[Print \(47.0201-Ged\)Print.html](#)

Students graduating on time

N/A* of Title IV students complete the program within 12 months 

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$9,677 for in-state tuition and fees

\$11,777 for out-of-state tuition and fees

\$1,150 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/hvacr-degrees/hvacr-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

41% of students who attend this program borrow money to pay for it

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Heating and Air Conditioning Mechanics and Installers (<http://online.onetcenter.org/link/summary/49-9021.01>)

Refrigeration Mechanics and Installers (<http://online.onetcenter.org/link/summary/49-9021.02>)

Licensure Requirements

There are no licensure requirements for this profession in:

Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Certificate of Completion - Medical Assistant

Program Length: 18 months

[Print \(51.0801-Ged\)Print.html](#)

Students graduating on time

N/A* of Title IV students complete the program within 18 months 

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$6,653 for in-state tuition and fees

\$8,482 for out-of-state tuition and fees

\$1,305 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/medical-assistant-degrees/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

N/A* of students who attend this program borrow money to pay for it

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Medical Assistants (<http://online.onetcenter.org/link/summary/31-9092.00>)

Licensure Requirements

There are no licensure requirements for this profession in:

Michigan

Additional Information

Date Created 4/10/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Medical Billing and Coding

Program Length: 12 months

[Print \(51.0714-GedtPrint.html\)](#)

Students graduating on time

44% of Title IV students complete the program within 12 months 

Program Costs*

\$6,200 for in-state tuition and fees

\$7,836 for out-of-state tuition and fees

\$2,300 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/health-information-technology-degrees/medical-billing-coding-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

43% of students who attend this program borrow money to pay for it

The typical graduate leaves with

*N/A** in debt

The typical monthly loan payment

*N/A** per month in student loans with *N/A** interest rate.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

*N/A** of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Medical Secretaries (<http://online.onetcenter.org/link/summary/43-6013.00>)

Licensure Requirements

There are no licensure requirements for this profession in:

Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Pharmacy Technology

Program Length: 12 months

[Print \(51_0805-GedtPrint.html\)](#)

Students graduating on time

N/A* of Title IV students complete the program within 12 months

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$4,056 for in-state tuition and fees

\$5,286 for out-of-state tuition and fees

\$522 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/pharmacy-technology-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

44% of students who attend this program borrow money to pay for it

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Pharmacy Technicians (<http://online.onetcenter.org/link/summary/29-2052.00>)

Licensure Requirements

This program meets licensure requirements in

Michigan*

*State requires students to sit for licensure exam

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College
Undergraduate certificate in Police Academy
Program Length: 6 months

[Print \(43.0107-GedtPrint.html\)](#)

Students graduating on time

100% of Title IV students complete the program within 6 months 

Program Costs*

\$6,960 for in-state tuition and fees

\$9,018 for out-of-state tuition and fees

\$61 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/kirtland-regional-police-academy/police-academy-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

35% of students who attend this program borrow money to pay for it

The typical graduate leaves with

\$4,550 in debt

The typical monthly loan payment

\$52 per month in student loans with 6.8% interest rate.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

NA* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Police Patrol Officers (<http://online.onetcenter.org/link/summary/33-3051.01>)

Sheriffs and Deputy Sheriffs (<http://online.onetcenter.org/link/summary/33-3051.03>)

Licensure Requirements 

This program meets licensure requirements in

Michigan*

*State requires students to sit for licensure exam

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Practical Nursing

Program Length: 18 months

[Print \(51.3901-Ged1Print.html\)](#)

Students graduating on time

N/A* of Title IV students complete the program within 18 months 

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$9,028 for in-state tuition and fees

\$11,663 for out-of-state tuition and fees

\$1,946 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/nursing-degrees/practical-nursing-pn-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.
Note that this information is subject to change.

Students Borrowing Money

21% of students who attend this program borrow money to pay for it

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

\$34,403 per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Licensed Practical and Licensed Vocational Nurses (<http://online.onetcenter.org/link/summary/29-2061.00>)

Licensure Requirements

This program meets licensure requirements in
Michigan*

*State requires students to sit for licensure exam

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Small Business Management and Entrepreneurship

Program Length: 12 months

[Print \(52,0701-GedPrint.html\)](#)

Students graduating on time

17% of Title IV students complete the program within 12 months 

Program Costs*

\$5,720 for in-state tuition and fees

\$7,420 for out-of-state tuition and fees

\$1,430 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/business-and-office-management-degrees/small-business-management-entrepreneurship-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

27% of students who attend this program borrow money to pay for it

The typical graduate leaves with

*N/A** in debt

The typical monthly loan payment

*N/A** per month in student loans with *N/A** interest rate.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

*N/A** of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Chief Executives (<http://online.onetcenter.org/link/summary/11-1011.00>)

General and Operations Managers (<http://online.onetcenter.org/link/summary/11-1021.00>)

Licensure Requirements

There are no licensure requirements for this profession in:

Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College
Undergraduate certificate in Surgical Technology
Program Length: 18 months

[Print \(51.0909-GedtPrint.html\)](#)

Students graduating on time

47% of Title IV students complete the program within 18 months 

Program Costs*

\$2,893 for in-state tuition and fees

\$3,873 for out-of-state tuition and fees

\$882 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/surgical-technology-degrees/surgical-technology-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

53% of students who attend this program borrow money to pay for it

The typical graduate leaves with

*N/A** in debt

The typical monthly loan payment

*N/A** per month in student loans with *N/A** interest rate.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

100% of program graduates got jobs according to the [accreditor job placement rate](#)

Program graduates are employed in the following fields:

[Surgical Technologists \(http://online.onetcenter.org/link/summary/29-2055.00\)](http://online.onetcenter.org/link/summary/29-2055.00)

Licensure Requirements 

There are no licensure requirements for this profession in:

Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Kirtland Community College

Undergraduate certificate in Welding and Fabricating

Program Length: 12 months

[Print \(48.0508-GedPrint.html\)](#)

Students graduating on time

53% of Title IV students complete the program within 12 months 

Program Costs*

\$10,628 for in-state tuition and fees

\$12,928 for out-of-state tuition and fees

\$550 for books and supplies

\$4,550 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.kirtland.edu/programs-we-offer/welding-and-fabricating-degrees/welding-and-fabricating-cc-cost>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

39% of students who attend this program borrow money to pay for it

The typical graduate leaves with

\$2,750 in debt

The typical monthly loan payment

\$31 per month in student loans with **6.8%** interest rate.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Welders, Cutters, and Welder Fitters \(http://online.onetcenter.org/link/summary/51-4121.06\)](http://online.onetcenter.org/link/summary/51-4121.06)

[Solderers and Brazers \(http://online.onetcenter.org/link/summary/51-4121.07\)](http://online.onetcenter.org/link/summary/51-4121.07)

Licensure Requirements

There are no licensure requirements for this profession in:

Michigan

Additional Information

Date Created 3/7/2017

These disclosures are required by the U.S. Department of Education

Appendix O

Disclosure to Students About Satisfactory Academic Progress and Attendance Policies, and Web Address



Financial Aid Policies

 kirtland.edu/paying-for-college/financial-aid-policies

Financial Aid Withdrawals

A student who withdraws, ceases attendance, or is expelled may have charges and financial aid adjusted according to the time and circumstances of cessation of enrollment. Students should refer to the refund schedules online at www.kirtland.edu/paying-for-college/student-refunds. Failure to attend class without officially withdrawing may void financial aid, leaving the student responsible for all charges. Students must advise the Student Services Office in writing in order to withdraw by the last day to withdraw for the semester.

Federal Return of Funds/Repayment Policy (Federal Regulation 668.22)

Under changes made by the Higher Education Act of 1998, this policy focuses on the amount of Title IV program funds to be returned when a student withdraws from all classes and does not complete the semester. This [Federal Return of Funds/Repayment Policy](#) applies only to students receiving Title IV aid (federal Pell Grants, federal SEOG, and federal subsidized and unsubsidized Stafford loans).

During the first 60% of the enrollment period, a student “earns” Title IV funds in direct proportion to the length of time s/he remains enrolled. If a student withdraws totally from the College without completing 60% of the enrollment period, he or she will be required to repay a portion of the aid received within 45 days. *Federal law requires that all or part of the Federal Financial Aid has to be paid back if the student withdraws from ALL classes before attending at least 60% of the semester. This is about 9.5 weeks after the start of a 15 week semester.

For example, a student who withdraws after completing 10% of the enrollment period may need to repay up to 90% of the federal funds that were awarded to them. Please refer to the [College Catalog](#) or contact our office with questions concerning cessation of attendance and impact on other sources of financial aid.

Repeated Coursework

Students may receive federal financial aid to pay for a repeated course if the student has not previously passed the course. A student may receive financial aid for the repeat of a previously passed course one time only to improve the prior grade. The rule applies whether or not the student received aid for the earlier enrollments in the course. If the student passed the course then subsequently failed or withdrew, the student cannot receive financial aid for the course a third time.

Standards of Satisfactory Academic Performance

Failure to maintain Satisfactory Academic Progress may result in the suspension of aid. To maintain satisfactory academic progress, a student must comply with all three standards. Standard One: Maintain a career grade point average (GPA) of 2.00 or higher. Standard Two: Complete 67% (percent) of all attempted credits. Standard Three: Not exceed 150% (percent) of the attempted credit hours for certificate or degree. Please refer to the [College Catalog](#) for the complete policy.

Financial Aid Office Code of Conduct

The Office of Financial Aid follows [Kirtland’s Employee Code of Conduct](#) (POL 5.005) which prohibits conflicts of interest. In addition, as a member of the National Association for Student Financial Aid Administrators (NASFAA) we follow the [NASFAA Statement of Ethical Principles and Code of Conduct for Institutional Financial Aid Professionals](#) .

POL 6.115A Standards of Satisfactory Academic Progress for Financial Aid Eligibility

 kirtland.edu/policies-and-procedures/student-services-policies/pol-6-115a-standards-of-satisfactory-academic-progress-for-financial-aid-eligibility

A financial aid recipient is required to meet satisfactory academic progress as established by Kirtland Community College (Kirtland). The procedure on satisfactory academic progress will apply to every student who receives financial assistance from any financial aid program administered by the college, unless exempted by the program. It is separate from the college's general policy on academic probation, which will apply to a student who does not receive financial aid. Kirtland standards for academic progress will be compliant with federal regulations.

Adopted August 9, 1984

Revised September 12, 1996

Revised December 11, 1997

Revised June 12, 2003

Revised June 16, 2011

Revised October 20, 2011

To view the procedure, go to [PRO 6.115A Standards of Satisfactory Academic Progress for Financial Aid Eligibility](#)

PRO 6.115A Standards of Satisfactory Academic Progress for Financial Aid Eligibility

kirtland.edu/policies-and-procedures/student-services-procedures/pro-6-115a-standards-of-satisfactory-academic-progress-for-financial-aid-eligibility

To maintain satisfactory academic progress, a student must comply with **all three** standards of this procedure:

- **Standard One:** Maintain a career grade point average (GPA) of 2.00 or higher.
The student must maintain a career 2.0 or higher grade point average calculated at the end of each semester.
- **Standard Two:** Complete 67 percent of the credits attempted.
The student must complete, with a passing grade, 67 percent of all credit hours attempted at Kirtland Community College, whether or not financial aid was received for those attempted credits.
- **Standard Three:** Not exceed 150 percent of attempted credit hours.
Federal regulations state that a student cannot receive Title IV financial aid funds for more than one and one-half times (150 percent) the required credits needed to complete a specific certificate or degree. For example, if an Associate in Arts degree requires 60 credits to complete, a student cannot attempt more than 90 credit hours toward that degree and still receive aid ($60 \times 1.50 = 90$). The student should review the Kirtland Community College catalog or consult with an academic advisor/counselor to find the number of credits required for his/her program. The student will be denied financial aid when he/she has attempted more than 150 percent of the credit hours required for his/her program. Grades of W, I, U, R, AU and E (grade definitions are found in the college catalog) are not considered passing but are considered as attempted credits. Remedial coursework and transfer credits are included in the number of attempted credits. The student may receive financial aid for the repeat of a previously passed course once.

Establishing Eligibility for a First Time Financial Aid Applicant

Satisfactory academic progress will be reviewed prior to the awarding of any federal financial aid. A student who applies for financial aid for the first time and has credits already accumulated at Kirtland must have successfully completed, with a 2.0 career grade point average or above, 67 percent of all credit hours attempted. The student cannot have attempted more than 150 percent of the credit hours required for his/her current program. The student with transfer credits from other institutions will have the total number of transfer credits counted in the total number of attempted credits. All credits, even if paid for from the student's own funds, will be counted as attempted credits. When the student does not complete 67 percent of all career credit hours attempted with a 2.0 career GPA or above, he/she will be placed on warning status. The student can receive financial aid while on warning.

Consequences of Failing to Meet One or More of the Progress Standards

Warning Status

A student who fails to meet Standards One or Two (previously described in this procedure) in a semester will be placed on a warning status for their next semester of enrollment and receive one subsequent term of financial aid. A student remains eligible to receive financial aid while on warning status. If both Standard One and Two are met at the end of the warning semester, the student will be removed from warning status.

Denial Status

A student who does not meet the requirements for maintaining eligibility at the end of the warning semester will have eligibility for financial aid programs denied. A student who reaches the upper limit of attempted credits for their program of study will have their aid eligibility denied.

Reinstatement After Ineligibility

With the exception of the 150 percent rule, a student may be reinstated (after being denied) after meeting one of the

following conditions:

- The student has taken, without funding from the financial aid office, at least six credit hours and has passed those six credit hours with a grade of “C” or better. Classes taken at institutions other than Kirtland are not considered for reinstatement purposes. The student will be given financial aid on a warning status during the next semester the student attends Kirtland, or
- The student has taken, without funding from the financial aid office, enough credits to meet the GPA and completion rate requirements of Standard Three. The student will be reinstated without warning status.

To view the policy, go to [POL 6.115A Standards of Satisfactory Academic Progress for Financial Aid Eligibility](#)

Kirtland Community College

2017-2018 College Catalog

Student Financial Services

- [Grants](#)
 - [Scholarships](#)
 - [Scholarships/Grants Offered by Kirtland Community College](#)
 - [Scholarship Sponsored by the Kirtland Foundation](#)
 - [Scholarships Sponsored by Outside Agency](#)
 - [Student Loans](#)
 - [Other Programs Available at Kirtland](#)
-

STUDENT FINANCIAL SERVICES

This office provides guidance to apply for grants, loans, scholarships, veteran benefits and student employment. The staff can assist with necessary documentation in order to finalize your financial aid package. This is where tuition payments are accepted, billing questions can be answered, and student refunds are processed.

Tuition

For current tuition and fee rates please refer to our website at www.kirtland.edu/paying-for-college.

NOTE: Tuition and fees are subject to change without notice.

Payment For Classes

Upon registration, it is the ultimate responsibility of the student to pay tuition, fees, and other debts incurred at Kirtland by the appropriate due date listed online at: www.kirtland.edu/paying-for-college/payment-due-dates-and-options. When registering in person, each student will be given a statement of account, with his/her class schedule. For students registering via myKirtland, it is the student's responsibility to view and print their charges from the "Account Detail" window on the Student Tab at MyKirtland. Statements will only be mailed upon request. Students with questions concerning their accounts are encouraged to contact the Student Financial Services Office.

Students are encouraged to regularly check their Kirtland email account since this is the official method of relaying information such as payment reminders, financial aid processes and refund notices. **If the Student Financial Services Office does not receive payment or your financial aid package is not ready, your registration may be canceled.** An account detail showing the net balance is always available on the Student Tab at <https://my.kirtland.edu/ics>. Billing errors do not absolve a student from their financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations as a result of registering for classes at Kirtland.

Methods of Payment

CASH – Payment may be made in person at the Student Financial Services Office located in the administration building on central campus, in the front office at the MTEC-Gaylord or in the Student Services office at the Grayling site. Cash should not be sent through the mail.

CHECK OR MONEY ORDER – Payments can also be mailed to Kirtland Community College, Student Financial Services Office, 10775 N. St. Helen Road, Roscommon, Michigan 48653. The student ID number needs to be included with the payment. A \$25.00 charge will be assessed for all NSF checks returned by the bank.

VISA, MASTERCARD, DISCOVER - Students have the option of paying by telephone by calling 989-275-5000, extension 257, or online via myKirtland at: my.kirtland.edu. After logging in, click on the student tab. Then go to the account detail window, verify the semester, click submit and follow the payment instructions.

EMPLOYER TUITION ASSISTANCE -If an employer wishes to pay for a student's training, Kirtland can invoice the employer for tuition, fees, and textbooks. Please complete Kirtland's Employer Tuition Assistance form. The form should be submitted prior to the payment due date or at the time of registration. This form stays on file until the student graduates or employment is terminated.

SPONSORING AGENCY - The Student Financial Services Office can invoice various state and federal agencies if a signed authorization is submitted prior to the payment due date or at the time of registration. Authorization must be provided each semester.

FINANCIAL AID/LOANS/SCHOLARSHIPS - If a student is eligible to receive financial aid, the student will be notified either by Kmail or letter to accept the terms, conditions, and awards which are displayed in Net Partner. The amount will be credited as an "anticipated award" against the tuition/fee charges. If the award does not cover the balance in full, the student is responsible for paying the difference by the due date. Also, if a student applies late for financial aid and the award has not been determined by the payment due date, the student must be prepared to pay out-of-pocket. The student could be reimbursed if an award is granted for the entire tuition/fee balance once the award is "disbursed" to the student account later in the semester.

e-Cashier Payment Plan

Students with a tuition and fee balance of \$100.00 or more may be eligible for the e-Cashier Payment Plan offered through Nelnet Business Solutions. This plan enables students to make interest-free payments for tuition and fees via automatic transactions from a checking, savings, or credit/debit card account. The cost to enroll is \$30.00 per semester. Tuition and fees may be budgeted for up to five months per semester. The earlier a student registers, the smaller the monthly payments can be. **If a student plans to make payments through Nelnet, an online application must be submitted by the payment due date or on the day of registration. Otherwise, the student's classes may be canceled.**

After registering for classes, students can apply online by logging into myKirtland at: my.kirtland.edu. Once you are logged in, click on the student tab. Go to the Account Detail window, verify the semester, and click submit. Then, click the e-Cashier icon at the very bottom of the page and follow the on screen instructions. Once the application is submitted, the student will receive an email notification verifying the agreement. More information is available online at: www.kirtland.edu/paying-for-college/e-cashier-automaticpayment-plan.

Students on a payment plan or receiving financial aid that drop, withdraw from or fail to attend any of their classes, will be responsible for paying the balance of tuition, fees, books and incidentals in accordance with the published tuition refund schedule at <http://www.kirtland.edu/paying-for-college/student-refunds>.

Payment of Delinquent Account/Collections

A student's registration constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Kirtland is providing educational services, deferring some or all of the financial obligation for those services, and as part of the registration process accepts financial responsibility to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.) Students are obligated to keep contact information current with the Admissions Office and not receiving a bill does not absolve the student of their financial responsibility to the college.

When payment is not received by the due date, a financial hold is placed on the student's file, preventing the student from registering for future classes or obtaining academic transcripts.

Failure to make consistent monthly payments in order to keep the account current, will result in the college referring the delinquent account to a collection agency. The student will be responsible for paying the collection agency fee and all costs and expenses, including reasonable attorney's fees, necessary for the collection of the delinquent account. Such accounts are reported to one or more of the national credit bureaus. If a student chooses to enroll and has be

Search this site

more than once, the college may require payment in full at the time of registration, regardless of any financial aid awarded or payment plan options available to the general student population.

Residency

The burden of proof of residency is the student's responsibility and acceptable documentation must be provided to the Admissions Office prior to the first day of the semester in which the residency status is to be applied, otherwise out-of-district tuition will be assessed. Retroactive residency adjustments will not be considered.

Acceptable proof: driver's license, verifiable rent receipts (if rent receipts are not available, a notarized letter from the landlord will be accepted), a dated lease agreement, voter's registration card, place of residence property tax receipt, Secretary of State identification card. Verifiable rent receipts must contain all the following information: the address of the property being rented; the date of payment; signature, address and phone number of the landlord.

Kirtland Community College will perform ongoing verification of residency information. Students who have misrepresented information or have falsified documents may have to repay tuition, verify back records, or may be subject to disciplinary action by the College. If a student has mail returned to the college, a hold will be placed on his/her record and the student must verify his/her residency at the Admissions Office.

IN-DISTRICT RESIDENCY

A new student will be classified as in-district if (s)he can prove that (s)he resides in the Kirtland Community College district prior to the first day of the semester of attendance at Kirtland. New students planning to attend the MTEC-Gaylord site must provide proof that (s)he resided in Otsego County or the Kirtland district prior to the first day of the semester.

Otsego County is not part of the college district, therefore, Otsego County residents are considered out-of-district when attending the Roscommon, West Branch or Grayling campuses or enrolled in online courses.

A returning in-district student will continue to be considered in-district if (s)he can prove (s)he continues to reside in the district.

OTSEGO COUNTY RESIDENTS

Otsego County residents taking courses at the M-TEC Gaylord extension site will be assessed in-district tuition rates. All eligible courses will have a course number ending with "M". Classes taken at the Roscommon Campus or on-line will be charged at the out-of-district rate.

OUT-OF-DISTRICT RESIDENCY

A new student will be considered out-of-district if (s)he can prove residency within Michigan prior to the first day of the semester of attendance at Kirtland, but cannot prove in-district residency.

A student who resides outside the district can be assessed an in-district tuition rate if (s)he provides the college with tax receipts showing tax payments to the college, as long as the property is owned by the student or the student is a dependent of the person who owns the property.

A returning out-of-district student will continue to be considered out-of-district unless (s)he can prove in-district residency prior to the first day of the semester of attendance.

Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill® – Active Duty Program), Chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311 (b)(9)) who lives in the State of Michigan while attending Kirtland Community College (regardless of his/her formal state of residence) will be considered out-of-district.

OUT-OF-STATE RESIDENCY

A student who cannot prove in-district or out-of-district residency will be considered out-of-state if

[Search this site](#)

if (s)he is a registered alien (has a green card) who resides in the U.S. or if (s)he resides outside of the U.S. An out-of-state student can change his/her classification to in-district in the same way that is described for out-of-district students.

INTERNATIONAL STUDENT STATUS

A student who is not a U.S. citizen and who is attending Kirtland Community College under an F-1, J-1, or J-2 visa will be considered an international student and assessed the international rate. Please visit: <http://www.kirtland.edu/admissions/admission-process-for-international-students> for requirements.

MICHIGAN COLLEGES ONLINE

Students residing in ANY Michigan community college district will be assessed at the MCO in-district rate. Michigan resident not living within a community college district will be considered out-of-district. Students who cannot prove in-district or out-of-district residency will be considered out-of-state. Proof of residency will be determined according to the policies of the Michigan community college the student has claimed as their home school. Questions about MCO residency can be clarified by the home school. Kirtland's due dates and accepted forms of payment can be located at <https://www.micollegesonline.org/help.html#/accounting>.

1098-T Statement

The student or the person who can claim the student as a dependent may be eligible for an education tax credit. Students that have out-of-pocket expenses for tuition, fees and textbooks over and above financial aid assistance may qualify for the American Opportunity Credit or Lifetime Learning Credit. The College will need a valid Social Security Number on file in order to provide a 1098-T statement. Prior to January 31st, the 1098-T statement will be made available to be viewed and printed from the Student Tab after logging on to <https://my.kirtland.edu/ics>. This form reports tuition charges (not payments) and/or financial aid totals for the previous calendar year. In order to verify proof of payments, please print a statement of account. For further assistance regarding your 1098-T form, please contact your tax advisor or refer to Publication 970, Form 8863, and the Form 1040 or 1040A instructions at www.irs.gov.

Refunds

Tuition and fee refunds are based on the following schedule:

Full-semester Courses

- 100 percent refund through and including the census date for the semester.
- Fall and Winter semester – 9th business day after semester start date. (Start date is Monday, refund date is 2nd Friday)
- Summer semester – 4th business day after semester start date. (Start date is Tuesday, refund is 1st Monday for 8-week classes)

All Other Courses

- 100 percent refund through and including the census date specific to the course. Contact Registrar's Office for the census date.

The college will follow any federally mandated refund schedules. Contact the Student Financial Services Office for more information. Exceptions to the refund policy due to hardship may be reviewed by the vice president of student services. Refund requests must be received in the semester in which the withdraw occurred, or the semester immediately following. Students must submit the [Tuition Refund Appeal](#) form located in myKirtland under student form central to the Vice President of Student Service's office.

Cancelled Classes

Search this site

Students registered for a course cancelled by the college will be refunded ALL tuition and fees for the cancelled course.

Financial Aid

Kirtland Community College endorses the philosophy that the primary source of support for a student should come from his/her own family. However, to the extent funding will allow, Kirtland will try to assist a student with financial aid when the family is unable to meet college expenses. Approximately two out of three students receive financial assistance through scholarships, grants, loans, and/or student employment.

Financial aid is a privilege, not a right. Therefore, it is the student's responsibility to: (1) obtain and file the appropriate forms; (2) maintain the correct address on file; (3) respond promptly and fully to all requests for information; and (4) understand and comply with the rules governing the aid received.

Sources of Financial Aid

There are many different types of student financial aid. Almost all, including state and federal grants, student loans, work-study, and even many scholarships, require the filing of the Free Application for Federal Student Aid form (FAFSA) for a determination of "financial need." Financial aid is classified in the following manner:

Grants - do not have to be repaid; awarded on the basis of demonstrated financial need.

Scholarships - do not have to be repaid; based upon academic performance and/or special circumstance. Demonstrated financial need may be considered.

Student Loans - must be repaid. Interest rates and repayment options are regulated by federal law and may change year to year.

Work-Study - is part-time work during the school year and vacation periods. Demonstrated financial need is typically considered.

How to Apply for Financial Aid

All students wishing to be considered for federal financial assistance (including student loans and work study) must complete and file the Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.gov. FAFSA's are also available by calling 1-800-4FED-AID. This is not an application for any particular form of aid; rather, it is an application **for needs analysis**, on which many federal and state aid programs are based.

Within 8-10 days after submitting the FAFSA online, the student will receive his/her copy of the Student Aid Report (SAR). If there are any problems, errors, or questions, the student should contact the Student Financial Services Office. The SAR will be used to determine which programs the student is eligible for and how much can be awarded. The student may need to provide supporting documentation for information provided on the FAFSA.

A student's application for aid at Kirtland will not be considered finalized until the following items are completed:

1. Applicant has been officially admitted to Kirtland Community College.
2. The Student Financial Services Office has on file the following documents: Student Aid Report (SAR) from the federal processor.

If you are selected for verification, you may be asked to submit:

- Verification Worksheet
 - Income documentation: federal income tax transcripts, other sources of income, proof of non-filing.
 - Other information as requested such as proof of high school or G.E.D. completion, prior college transcripts or Statement of Educational Purpose.
3. Applicant has been reviewed for aid and notified by the Student Financial Services Office listing the award(s) offered

Search this site

4. If awarded Direct Stafford loans, a Master Promissory Note and Student Loan Entrance Counseling must be completed.

How the Financial Aid Formula Works

Most federal and state financial aid is awarded on the basis of demonstrated financial need. The formula used to determine who has need and who does not is actually quite simple. The following equation is used:

Student Budget - Expected Family Contribution = Financial Need

Student Budget is the cost of attending college (tuition, fees, room and board, transportation, books, supplies, etc.).

Expected Family Contribution is taken from the student's Student Aid Report.

Financial Need is the maximum dollar amount of need-based aid from the various sources for which the student is eligible.

A student will not necessarily receive financial assistance up to the maximum dollar amount for which he/she may be eligible. The various sources of aid have maximum award amounts and may be further affected by limitations in the availability of funds. Loans may be available if grant aid is insufficient. Inquire at the Student Financial Services Office if additional funding is needed.

Applicants' answers to certain questions will determine whether they are considered "dependent" (still part of a parent's family unit) or whether they are "independent" (has formed their own family unit). Students are classified according to family unit because federal student aid programs are based on the idea that students and their parents or spouses (if applicable), have the primary responsibility for paying for their postsecondary education. To be considered "independent," at least one of the following must apply to the student:

- turns 24 before January 1 of the academic year for which aid is sought.
- is a veteran of the U.S. Armed Forces.
- is an orphan or ward of the court until age 18.
- is married.
- financially support dependent children.
- emancipated minor
- unaccompanied youth/homeless
- legal guardianship until age 18

How do students pay for classes if they have Financial Aid?

At time of registration, and if and only if all financial aid paperwork has been received and processed by the Student Financial Services Office, a student may charge college costs (tuition, books, supplies, and certain fees) up to the amount the student has been awarded in aid. If a student does not have all paperwork completed at time of registration, the student will be obligated to make other arrangements for payment and may be required to pay in full. Students must be aware that financial aid is always subject to change without prior notice if changes occur in the student's enrollment status, class attendance, personal circumstances, or in federal or state guidelines.

The student is responsible for all college bills not covered by financial aid. All charges incurred during a semester that are not covered by financial aid must be paid by the student before the student will again be allowed to register.

Financial Aid and Withdrawals

A student who withdraws, ceases attendance, or is expelled may have charges and financial aid adjusted according to the time and circumstances of cessation of enrollment. Students should refer to the refund schedules online at: www.kirtland.edu/paying-forcollege/student-refunds. Failure to attend class without officially withdrawing may void financial aid, leaving the student responsible for all charges. Students must advise the Registrar's Office in writing in order to withdraw by the last day to withdraw for the semester.

Search this site

Overages and Refunds

Overages, or payments due the students from their awards after charges have been deducted, will start to be made available approximately the fifth week of class. Refunds of Pell Grants, Student Loans and other credit balances can be directly deposited into an account of your choice! Signing up is easy. Simply log into our secure site at: <https://my.kirtland.edu/ics>. Once you are logged in, click on the Student tab. On the right-hand side in the Account Detail pane, click on the red link [Direct Deposit for Student Refunds](#). From this page, you may also view the dates of when the Student Financial Services Office processes refunds.

Federal Return of Funds/Repayment Policy

Under changes made by the Higher Education Reconciliation Act of 2005 (HERA), this policy focuses on the amount of Title IV program funds to be returned when a student withdraws from college prior to completing the semester. This policy applies only to students receiving Title IV aid (federal PELL grants, federal SEOG, and federal subsidized and unsubsidized Direct Stafford Loans).

During the first 60% of the enrollment period, a student “earns” Title IV funds in direct proportion to the length of time he or she remains enrolled. Students who withdraw totally from the college without completing 60% of the enrollment period will be required to repay a portion of the aid received. For example, a student withdrawing after completing 10% of the enrollment period may need to repay up to 90% of the federal funds that were awarded.

A student’s withdrawal date is:

- The date the student began the institution’s withdrawal process, or
- The midpoint of the period for a student who leaves without notifying the school.

The institution has the option of using the student’s last date of attendance at a documented academically-related activity in lieu of any other withdrawal date.

The responsibility to repay unearned aid is shared by the school and the student in proportion to the aid each is assumed to possess.

The institution’s share is the lesser of:

- The total amount of unearned aid, or
- Institutional charges multiplied by the percentage of aid that was unearned.

The student’s share is:

- The difference between the total unearned amount and the institution’s share.

Under the HERA, the amount of a grant overpayment due from a student is limited to the amount which the original grant overpayment exceeds half of the total Title IV grant funds received. Students do not have to repay a grant overpayment of less than \$50 to the U.S. Department of Education.

NOTE: Kirtland will bill students for any balance owed due to the College’s return of funds. A student who withdraws may have charges not covered by financial aid, such as non-classroom-related items charged at the bookstore, which must be paid by the student.

Standards of Satisfactory Academic Progress for Financial Aid Eligibility

To maintain satisfactory academic progress, a student must comply with all three standards of this procedure:

- Standard One: Maintain a career grade point average (GPA) of 2.00 or higher.

The student must maintain a career 2.0 or higher grade point average calculated at the end of each semester.

- Standard Two: Complete 67 percent of the credits attempted.

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The student must complete, with a passing grade, 67 percent of all credit hours attempted at Kirtland Community College, whether or not financial aid was received for those attempted credits.

- **Standard Three: Not exceed 150 percent of attempted credit hours.**

Federal regulations state that a student cannot receive Title IV financial aid funds for more than one and one-half times (150 percent) the required credits needed to complete a specific certificate or degree. For example, if an Associate in Arts degree requires 60 credits to complete, a student cannot attempt more than 90 credit hours toward that degree and still receive aid ($60 \times 1.50 = 90$). The student should review the Kirtland Community College catalog or consult with an academic advisor to find the number of credits required for his/her program. The student will be denied financial aid when he/she has attempted more than 150 percent of the credit hours required for his/her program. Grades of W, I, U, R, AU and E (grade definitions are found in the college catalog) are not considered passing but are considered as attempted credits. Remedial coursework and transfer credits are included in the number of attempted credits. The student may receive financial aid for the repeat of a previously passed course one time.

Satisfactory academic progress will be reviewed prior to the awarding of any federal financial aid. A student who applies for financial aid for the first time and has credits already accumulated at Kirtland must have successfully completed, with a 2.0 career grade point average or above, 67 percent of all credit hours attempted. The student cannot have attempted more than 150 percent of the credit hours required for his/her current program. The student with transfer credits from other institutions will have the total number of transfer credits counted in the total number of attempted credits. All credits, even if paid for from the student's own funds, will be counted as attempted credits. When the student does not complete 67 percent of all career credit hours attempted with a 2.0 career GPA or above, he/she will be placed on warning status. The student can receive financial aid while on warning.

Consequences of failing to meet one or more of the Progress Standards

Warning Status

A student who fails to meet Standards One or Two (previously described in this procedure) in a semester will be placed on a warning status for their next semester of enrollment and receive one subsequent term of financial aid. A student remains eligible to receive financial aid while on warning status. If both Standard One and Two are met at the end of the warning semester, the student will be removed from warning status.

Denial Status

A student who does not meet the requirements for maintaining eligibility at the end of the warning semester will have eligibility for financial aid programs denied. A student who reaches the upper limit of attempted credits for their program of study will have their aid eligibility denied.

Reinstatement after Ineligibility

With the exception of the 150 percent rule, a student may request to be reinstated (after being denied) after meeting one of the following conditions:

- The student has taken, without funding from financial aid, at least six credit hours and has passed those six credit hours with a grade of "C" or better. Classes taken at institutions other than Kirtland are not considered for reinstatement purposes. The student will be given financial aid on a probation status during the next semester the student attends Kirtland, or
- The student has taken, without funding from financial aid enough credits to meet the GPA and completion rate requirements of Standard Three. The student will be reinstated without warning status.

Appeal Process

Pursuant to federal regulations, a student denied federal financial aid due to unsatisfactory academic progress may appeal for reconsideration of aid eligibility. The student must explain his/her failure to meet satisfactory academic progress, what has changed to allow him/her to gain satisfactory academic progress and must submit doc

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academic advisor indicating the courses the student still must take to complete their program of study. Other appropriate documentation should be submitted if relevant, such as physician's letter, divorce decree, obituary, or academic records. The submission of an appeal does not guarantee a change in eligibility. If the student files a successful appeal, the status will be changed to financial aid probation. The student will be notified in writing of the appeal committee's decision. The decision of the committee is final.

Confidentiality of Records

Information contained in the financial aid file is strictly confidential and will not be released without the prior written approval of the student. However, departments within the college may be provided information on a "need-to-know" basis. Files are generally destroyed after five years.

Statement of Compliance

Financial aid is awarded in compliance with all pertinent federal and state laws and regulations, without regard to race, creed, color, religion, national origin, sex, age, or handicap, except as provided under federal and state laws and regulations.

Student Employment

Part-time student employment is offered both on and off campus. The federal government and Kirtland Community College provide work-study dollars which fund the student employee program. Off-campus employers may be obligated to contribute matching funds. The goals of the program are to provide employment experience, the opportunity for community service, and additional financial assistance to students. Students are paid an hourly rate for the work they perform. A copy of the student employment handbook is available online.

Students must file the Free Application for Federal Student Aid form (FAFSA) before consideration for student employment and attend a student employee orientation.

Student Employment Handbook

The purpose of the Student Employee Handbook is to inform students of the general provisions and regulations of work study, a financial aid program that provides valuable job experience through student employment. This booklet includes responsibilities of student employees and their supervisors, how to complete a time sheet, office conduct, student employee evaluation process, and forms. A copy is available online.

Grants

Children of Veterans Tuition Grant

Children of Michigan veterans whose death or total disability is connected with wartime service should also inquire about the Michigan Veterans Trust Fund. If they are Michigan residents and not over 25 years of age, they may be eligible for full or partial coverage of tuition and fee charges. Contact the Student Scholarships and Grants at 1-888-447-2687 for details.

Bureau of Indian Affairs (BIA)

The student must be a registered member of a federally recognized American Indian tribe, be enrolled in a public college or university, and demonstrate financial need. For more information, contact Bureau of Indian Affairs, Federal Square Office Plaza, Box 884, Sault Ste Marie, MI 49783. Phone: 906-732-6809.

Federal Pell Grant

The Federal Pell Grant is awarded to undergraduate students demonstrating financial need. Students must complete the FAFSA. For the 2017-2018 academic year an annual award of up to \$5920 is possible. Awards are pro-rated based on the actual enrollment level of the student each semester. Federal lifetime limit for Pell Grants is 12 1

Search this site 3

equivalent.

Michigan Tuition Incentive Program (TIP)

The student must be from a low-income family and must have graduated from high school or completed a GED prior to age 20. If the student is eligible, the state will pay tuition and mandatory fees at Michigan community colleges and some universities. TIP does not cover course fees and coverage is limited to 24 credits per academic year. Applications should be submitted to the state no later than the senior year in high school, although eligibility may be established as early as grade seven.

Federal Supplemental Educational Opportunity Grant (SEOG)

This grant is awarded as a supplement to the PELL Grant to students showing exceptional need. Priority is given to students with the lowest expected family contribution as determined by the FAFSA. The typical award at Kirtland Community College is \$100 - \$500 a year.

Michigan Indian Tuition Waiver

The student must have been a Michigan resident for at least 12 months and be certified by his/her tribal association as not having less than 1/4 blood quantum. Contact Michigan Department of Civil Rights at 517-241-7748 for application and questions.

Michigan National Guard State Tuition Assistance Program

Tuition assistance for members of the Michigan National Guard who are attending any public or private college. For more information about the program, please call (517)481-7640 or email MINGSTAP@michigan.gov.

Scholarships

Michigan Competitive Scholarship

This is a state scholarship awarded to eligible Michigan high school graduates. Applicants must have a qualifying score from the SAT and have financial need as determined by the FAFSA. The award amount is based on state funding. Contact Student Scholarships and Grants at 1-888-447-2687 for details.

Scholarships/Grants Offered by Kirtland Community College

Academic Excellence Scholarship

For 2017 high school graduates with a 3.5 GPA and SAT score of 1350+. Registration by July 15 and students must maintain full time enrollment. Renewable for a second year with completion of 24 college level credits and 3.00 GPA.

Academic Merit Scholarship

For 2017 high school graduates with a minimum 3.25 GPA and SAT score of 1200+. Registration by July 15 and students must maintain full time enrolment. Renewable for a second year with completion of 24 college level credits and 3.00 GPA.

Athletic Scholarship

This scholarship is awarded to select students participating in Kirtland's athletic programs. Contact the athletic director for details.

Kirtland Honors Scholarship– Contact Honors Program Depart

Search this site

Students must have been accepted into the Kirtland Honors Program.

Michigan Army and Air National Guard Grant

A pro-rated grant is available to eligible members of the Michigan Army or Air National Guard.

Senior Citizen Scholarship

Student must be a resident of the Kirtland district, age 60 or over. For more details, go to: www.kirtland.edu/paying-for-college.

Scholarships Sponsored by the Kirtland Foundation

Students may obtain Kirtland Foundation Scholarship information at: <http://www.kirtland.edu/foundation>

Anna Biernat Scholarship

This scholarship is limited to students residing in Lovells Township. Student must have a cumulative GPA of 2.5 or higher and must be a full or part-time student.

Robert Bovee Scholarship for Health Sciences

In-district residency is required with a minimum GPA of 2.8.

Anne and Lawson Chambers Scholarship

This scholarship is limited to students who are residents of Rose City and Lupton.

Carl J. Darling Jr. Memorial Scholarship

This scholarship is limited to criminal justice pre-service students entering the Police Academy. Students must have a GPA of 2.5 or better.

Robert (Bob) Doan Scholarship

First preference will be given to any student who attended the Crooked Tree Center Alternative Education Program in Harbor Springs, MI with a minimum GPA of 3.0 demonstrating financial need. This scholarship is open to students seeking any professional, technical or certificate program of study. Second preference will be given to students who attended Harbor Springs High School. Third preference will be given to Bay City/Auburn Public Schools. If no students apply meeting above criterion, financial need, GPA minimum 2.00 is applicable.

Submit completed application, (may complete online application and uplink supporting documentation) reference letters, transcripts and documentation the applicant believes supports their application and proof of residence.

Donald N. Fenton Memorial Scholarship

This scholarship is limited to sophomore level students planning to transfer to a university/college to study environmental science, teaching of environmental sciences or teaching of science. Minimum GPA of 2.5.

Dr. Carl Fernelius Memorial

This scholarship is open to all in-district Kirtland students enrolled in the Liberal Arts program. Student must be full time and have cumulative GPA of 3.0 or higher and demonstrate financial need.

Search this site

F.O.P. Ausable Lodge #189

This scholarship is limited to 2nd year criminal justice students. Student must have a cumulative G.P.A. of 2.0 or higher and be enrolled full-time. Preference will be given to students residing in Crawford County and also to those demonstrating financial need.

James D. Fryfogle Memorial

This scholarship is limited to Kirtland Level II Associate Degree Nursing students who maintain a minimum 3.00 GPA in their core courses and a minimum 2.50 GPA for all other courses. They must also be residents of the college district.

Marguerite Gahagen Scholarship

Students applying for this scholarship must be majoring in journalism at Kirtland. They must have earned a 3.00 GPA. Preference is given to those who reside in Roscommon County and/or show financial need.

Patricia Hill Nursing Scholarship

This scholarship is limited to Kirtland Level II RN program enrolled students. Minimum 3.25 GPA. Preference may be given to Crawford County residents. Student must be enrolled part-time or full-time.

Jean King Memorial

This scholarship is limited to students majoring in fine arts or commercial arts at Kirtland. They must be residents of the college district. First preference will be given to residents of Ogemaw County.

Otto and Martha Krauss Honors Scholarship

Students must be a member of the Kirtland Honors Program.

Ron & Melanie Marino Memorial Scholarship

Students must be seeking a degree or certificate on at least a half-time basis. An instructor's recommendation and an evaluation of financial need will be reviewed. Employees or immediate family members of Weyerhaeuser Company shall receive first consideration.

Herbert and Evelyn Miller Scholarship

This scholarship is limited to Level I LPN students with a minimum GPA of 3.0 in their core courses and a minimum of 2.5 GPA for all other courses. Residency must be in the college district with preference given to Oscoda County students.

The Keith Rich Trust

This scholarship is limited to students enrolled in nursing or other medically related programs at Kirtland. Applicants or their parents/guardians must be residents of Lyon Township, Roscommon County, Michigan.

Phylis J. Thompson Memorial

This scholarship is open to all Kirtland students enrolled in any program of study.

Patrick J. Trahan Memorial

This scholarship is awarded in recognition of academic performance in chemical science, with preferential treatment given to those students pursuing a career in conservation or natural resources. Students must have a 2.8 GPA or higher.

[Search this site](#)

Marguerite D. Wiltse Memorial Scholarship

This scholarship is limited to students from Crawford, Ogemaw, Oscoda and Roscommon Counties pursuing health careers. Preference is given to those students with financial need.

Student Leader Scholarship

Must be a current Kirtland student (full or part-time) and maintain at least a 2.0 grade point average. Must currently be a leader on campus or in the community. Scholarship is offered in the winter semester only. Students will be notified via Kirtland email with details when scholarship is posted.

Home Schooled/Dual-Enrolled Student Scholarship

This scholarship is limited to in-district students dual-enrolled into any program of study. Student must maintain a high school G.P.A. of 3.0.

Veterans Helping Veterans at Kirtland

This scholarship is open to all veterans at Kirtland enrolled in any program of study. Student must have cumulative G.P.A. of 2.5 or higher and demonstrate financial need.

General Scholarship

This scholarship is open to all Kirtland students in any program of study

Scholarships Sponsored by Outside Agency

Janet Sieb Memorial Scholarship

This scholarship is limited to full-time students in a business or office information systems program. Applicants must be residents of the college district and demonstrate financial need.

Other Scholarship

Many other particular and unique scholarships may be available from corporations, associations, agencies, clubs, churches, and foundations. It is recommended that interested students make inquiries of their high school counselor, their local Chamber of Commerce, their place of employment (or their parent's), any organizations to which they or their parents may belong, and the Student Financial Services Office.

Student Loans

NOTE: Loan eligibility criteria are subject to revision. Contact the Student Financial Services Office for current procedures.


Federal Direct Stafford Loan Program

Subsidized Stafford Loan

This loan is for students enrolled at least half-time who demonstrate financial need beyond what is met by other financial aid. The federal government covers interest payments during periods of deferment. Students must file the FAFSA to have financial need determined.

Unsubsidized Stafford Loan

This is identical to the subsidized loan, except that the federal government does not pay the interest

[Search this site](#) 

classes.

Parent Loan Program (PLUS)

This loan is for parents of dependent students who have obtained the maximum financial assistance from other sources, including the PELL Grant and Stafford Loan.

Other Programs Available at Kirtland

VA Educational Benefits

Entitlement and Eligibility

Veterans, dependents, and selected reservists should contact Student Financial Services Office in the administration building to obtain accurate, complete, and current information concerning educational benefits.

Educational Benefit Programs available are the following:

1. Chapter 30, Montgomery GI Bill
Active Duty Educational Assistance Program
2. Chapter 31, Vocational Rehabilitation
Veterans with a compensatory service-connected disability that impairs employability
3. Chapter 33, Montgomery GI Bill Post 9/11
4. Chapter 35, Educational Assistance for Veterans' Dependents
Children and spouses of veterans who died of a service-connected disability or who are totally and permanently disabled from a service-connected disability
5. Chapter 1606, Montgomery GI Bill Selected Reserve Educational Assistance Program

VA Application Process

VA application forms are available online at www.vets.gov, or from the Student Financial Services Office located in the administration building. The application may be submitted online to the VA or by the Student Financial Services Office.

If the student has previously drawn educational benefits elsewhere, the student needs to complete a Request for a Change of Place and/or Program form and have transcripts from other colleges sent to Kirtland for evaluation as soon as possible. Benefits can be suspended if credit evaluations are not reported to the VA before the student completes two semesters.

Certification of Enrollment

Students must request certification of enrollment each semester. The Kirtland Veterans Certification Request form must be fully completed and submitted to the Student Financial Services Office along with a class schedule.

Pay Rate

Monthly rates vary according to which VA program is providing the assistance, the student's course load status and length of semester enrollment.

Advance Pay

Students eligible for Chapter 30, 35 & 1606 benefits may request an advance payment if they carry at least a half-time course load and the VA receives the enrollment certification at least 30 days before classes start. The advance check covers the initial month or partial month of the semester, plus the following month. This check is sent to the cr

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are mailed to the student's mailing address or can be directly deposited to the student's financial institution. Chapter 33 students cannot receive advance pay.

Guidelines and Responsibilities

1. Generally, classes certified must fulfill graduation requirements.
2. VA payment is not ordinarily allowed for repeating a previously passed course.
3. Any changes in program of study, course load, address, etc., must be reported to the Student Financial Services Office.
4. If any eligible student certified for benefits fails to enter a course or withdraws officially or unofficially from classes, the VA will be notified.
5. Students having problems with receiving their education benefits should contact the VA at their toll-free number: 1-888-442-4551.
6. Certain VA programs require monthly verification. Attendance may be verified by calling 1-877-823-2378 at any time on the last day of the month or later, or use WAVE Internet access: www.gibill.va.gov

Consequences of Dropping Classes

If a student receiving VA benefits drops a class and it changes the course load, the drop will be reported to the VA. If a student fails a course, the last date of attendance in the course will be reported. Students are responsible for any overpayment due to their withdrawal (unofficial or official), or class failure.

Satisfactory Progress

A student receiving VA benefits needs to understand the college's policy regarding academic probation. When this policy allows, a VA student placed on probation may have a maximum of two consecutive semesters to raise the cumulative grade point average to a 2.0. Failure to do so will make the student ineligible for recertification, and unsatisfactory progress will be reported to the VA in writing.

ServiceMembers Opportunity Colleges (SOC)

Kirtland Community College is designated as an SOC. SOC is a network of more than 1,400 colleges and universities whose policies and programs are designed especially to help meet the higher education needs of service-members. Contact the Student Services Office for more information.

Appendix P

List of Contractual Relationships



Not Applicable

Appendix Q

List of Consortial Relationships



Not Applicable

Appendix R

Course Catalogs and Student Handbooks



College Catalog

 kirtland.edu/college-catalog

The College Catalog & Student Handbook contains information on the certificates, degrees and courses we offer. This catalog is published once each year during the spring.

2016-2017 College Catalog & Student Handbook

[2016 – 2017 College Catalog](#) (searchable, interactive online)

Previous College Catalogs

- [2016 – 2017 Catalog](#)
- [2015 – 2016 Catalog](#)
- [2014 – 2015 Catalog](#)
- [2013 – 2014 Catalog](#)
- [2012 – 2013 Catalog](#)
- [2011 – 2012 Catalog](#)
- [2010 – 2011 Catalog](#)
- [2009 – 2010 Catalog](#)
- [2008 – 2009 Catalog](#)
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- [2001 – 2002 Catalog](#)
- [2000 – 2001 Catalog](#)
- [1999 – 2000 Catalog](#)
- [1997 – 1999 Catalog](#)

Introduction

College Catalog

The college catalog is the official publication issued by the college, and is available online at: www.kirtland.edu/college-catalog. The catalog includes detailed information concerning programs of study, course descriptions, admission and graduation requirements, and services for students. The contents of the college catalog are subject to change. The catalog is not to be considered as a contract or agreement between the student and the college.

College Email Statement

Kirtland Community College has established email as a primary vehicle for official communication with students, faculty and staff. Each registered student and active faculty and staff member is assigned an official Kirtland Community College email address. All official college email communications will be sent to the assigned Kirtland.edu address, including but not limited to communications from faculty to students registered in their classes and from departments on campus to students.

The college expects that students will receive and read email in a timely manner. Failure to receive and read college communications delivered to official email address in a timely manner does not absolve recipients from knowing and complying with the content of such communications.

This policy is motivated by the speed, cost-effectiveness, convenience and environmental awareness.

Vision, Mission, and Guiding Principles

Kirtland Community College Vision

Kirtland will be the first choice for learner-centered education guiding students and communities toward success.

Kirtland Community College Mission

To provide innovative educational opportunities to enhance student lives and build stronger communities.

Kirtland Community College Values

- **Excellence:** Expectation that all college activities are conducted with attention to quality and the highest levels of academic and professional standards.
- **Inclusiveness:** Conducting the activities of the college in a manner that inspires tolerance and welcomes diversity of people and thought.
- **Innovation:** Addressing challenges and issues from multiple perspectives to solve problems and advance college processes and knowledge. Supporting progressive and meaningful research, creative activity and teaching.
- **Reflection:** Evaluating processes and assessing success through honest conversation and the use of data.

- **Character:** Steadfast adherence to the principles of integrity, honesty, reliability, transparency and accountability.
- **Respect:** Respect for the rights, differences and dignity of others and their contribution to the overall success of the college.

Kirtland Community College Purposes

TO ACCOMPLISH THE MISSION, KIRTLAND:

1. Provides occupational programs that educate learners for the workforce of the future.
2. Provides transfer courses and programs that encourage learners to continue education at other colleges and universities.
3. Offers non-credit community and cultural education that enhance the lives of citizens.
4. Offers education to the incumbent workforce thereby supporting community economic development.
5. Provides supportive services that mentor learners to become successful while enrolled in courses.
6. Provides student activities that encourage the development of community service and leadership skills.
7. Facilitates collaborations with other colleges and schools that enhance the educational services in Kirtland's service area leading to a better educated citizenry.
8. Encourages innovation among employees and community members for the benefit of Kirtland and its communities.

General Education

Kirtland Community College is committed to the belief that all graduates should possess the skills and breadth of knowledge necessary to realize their potential to live full and productive lives. This belief forms the foundation of Kirtland's commitment to the process and goals of general education.

General education is the heart of the educational experience at Kirtland. General education seeks to make people intellectually wellrounded, whole, and complete. It comprises that core of knowledge and skills that educated people need regardless of what career or vocation they enter.

The pursuit of general education provides learners with the broad intellectual foundation necessary for continuing growth to achieve their potential and become successful lifelong learners in a changing world. General education provides the common knowledge and skills that enable us to understand one another, interact, collaborate to solve problems, and build an effective community.

Kirtland Community College seeks to achieve the aims of general education in three ways:

1. The Core Competencies

Every degree-seeking student masters core competencies that nurture foundations in communication, citizenship, information literacy, problem solving, and other areas.

- **Communication** – read, write, speak, listen and use nonverbal skills to clearly, concisely, and intelligibly communicate with different audiences in a variety of social and professional settings.
- **Personal Growth and Responsible Citizenship** – act purposefully, effectively, and responsibly to function in social and professional environments as a productive citizen in the community.
- **Technology, Research, and Information Literacy** – recognize how to acquire and use information through responsible use of technology to understand, evaluate, and synthesize information and data.
- **Problem Solving** – think critically and creatively to analyze, synthesize, and evaluate to solve real world problems.
- **Work Productively** – use reasoned judgments and responsible commitments in social and professional settings to contribute to group success.
- **Systems/Processes** – apply quantitative and qualitative reasoning skills, problem solving, and interpersonal skills to manage systems and processes to adapt to changes in the workplace and global community.

2. General Education Across the Curriculum

All of Kirtland's degree courses, regardless of discipline, are designed to build upon, apply, and continue to nurture the development of the knowledge and skills acquired in the general education core.

3. Extracurricular Programs and Events

Kirtland seeks to extend, foster, and enrich the general education experience for its students through a variety of extracurricular programs and events, such as those listed below:

Performing Artists Series, Center for the Performing Arts, Student Writing and Art Competitions, Community Education Programs, and Kirtland Youth Theatre.

These and other cultural activities and programs at Kirtland help to foster intellectual curiosity, cultural enrichment, communication, critical thinking, diversity, lifelong learning, social and cultural awareness, and other general education goals.

College Overview

Establishment of the College

On March 17, 1966, in accordance with provisions of Public Act 188 of the Michigan Public Acts of 1955, Kirtland Community College was created by a vote of the electorate from six local K-12 school districts (Crawford-AuSable, Fairview Area, Roscommon Area, Houghton Lake, Mio-AuSable and West Branch-Rose City). With this approval, the largest Michigan community college district was formed. The college's district totals 2,500 square miles and consists of all or part of nine counties. Approximately 67,000 people reside within the college's district.

Accreditation

Kirtland Community College is accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools at 30 North LaSalle Street, Suite 2400, Chicago, IL 60602 (800-621-7440). The college also holds membership in the Michigan Community College Association and the American Association of Community and Junior Colleges.

The Higher Learning Commission of the North Central Association of Colleges and Schools granted Kirtland Community College status as candidate for accreditation in 1972, and the college has been accredited as an associate degree-granting institution since 1975.

Students wishing to view documents pertaining to the accreditation and licensing of Kirtland Community College should submit their request in writing to the President's Office. The request will be processed within five (5) business days of receipt. Any request requiring the copying of more than 50 pages will be assessed a copy fee of .10 cents per page.

Calendar

Kirtland operates on a semester calendar. There are two 15-week semesters, starting in late August and mid-January. A shorter session is offered during the summer and begins after Memorial Day.

Degrees and Certificates

Kirtland offers over thirty-six occupational (technical career oriented) certificate and degree programs and three transfer degree programs. Transfer programs are designed for students planning to complete up to half of a bachelor's degree prior to enrollment at a university.

Intercollegiate Athletics

The mission of the athletic program is to provide men and women with the opportunity to learn and grow as a result of participating in a high-quality intercollegiate program. The program also attempts to improve student life and, in turn, improve the recruitment and retention of students. The athletic program also seeks to increase community involvement with Kirtland by providing sports entertainment at a level that previously has not been offered in the Kirtland region.

Kirtland competes in intercollegiate athletics as a member of the Eastern Conference of the Michigan Community College Athletic Association. Kirtland also competes in the National Junior College Athletic Association as a member of Region XII (Michigan, Ohio, and Indiana). Kirtland competes in men's and women's bowling, men's and women's golf, and men's and women's cross-country. For more information, call the Athletic Director's Office at 989- 275-5000, ext 385.

Workforce Development

Workforce development programs serve employers in the region and their current employees who are seeking job skill upgrades and/or personal growth. These educational opportunities are specifically designed to upgrade and enhance the job skills necessary to compete in a local, state, national and global economy. Workforce development courses are custom designed to fill a specific need and include but are not limited to: welding, manufacturing, construction, and information technology; human resources; leadership and supervisory skills; and MIOSHA safety training and business practices. For additional information about workforce development educational opportunities, please call 989-275-5000, ext. 313.

President/Board of Trustees

President

Dr. Thomas Quinn

Board of Trustees

Maryann Ferrigan, Chair

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Amy Knepp, Trustee

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2016-2017 College Calendar

Approved by Board of Trustees.

Fall 2016 Semester

Fall 2016 Semester Begins	Monday	August 22, 2016
Last Day to Drop (100% refund)	Friday	September 2, 2016
Labor Day Break	Saturday - Tuesday	September 3 – September 6, 2016
Last Day to Withdraw	Friday	November 11, 2016
Thanksgiving Break	Wednesday - Sunday	November 23 – November 27, 2016
Fall 2016 Semester Ends	Saturday	December 10, 2016

Winter 2017 Semester

Winter 2017 Semester Begins	Monday	January 9, 2017
Last Day to Drop (100% refund)	Friday	January 20, 2017
Spring Break	Monday - Sunday	March 6 – March 12, 2017
Last Day to Withdraw	Friday	April 7, 2017
Easter Break	Friday - Sunday	April 14 – April 16, 2017
Commencement	Friday	April 28, 2017
Winter 2017 Semester Ends	Saturday	April 29, 2017

Summer 2017 Semester

Memorial Day Break	Saturday - Monday	May 27 – May 29, 2017
Summer 2017 Semester Begins	Tuesday	May 30, 2017
July 4 th Break	Saturday - Monday	July 1 - July 4, 2017
Last Day to Withdraw	Friday	July 7, 2017
Summer 2017 Semester Ends	Tuesday	July 25, 2017

NOTE: Dates are subject to change.

Catalog Home

Admissions

ADMISSIONS

This office is responsible for admission of all new or transfer students, student recruitment activities, and student orientations.

Admissions Policy

Kirtland Community College adheres to the "open door" policy of granting general admission primarily to all persons above the twelfth-grade age level. Depending upon the applicant's situation, either "regular" or "special" admission status will be granted. The link to apply at Kirtland: <http://www.kirtland.edu/admissions>.

Regular Admission

Regular admission will be granted to high school graduates and successful completers of the General Education Development (GED) test.

International students may be granted regular admission provided they meet the admissions requirements as determined by the designated school official (DSO). The International student application and requirements are located at:
<http://www.kirtland.edu/admissions/admission-process-for-international-students>

Special Admission

Special admission will be granted to anyone who does not qualify for general admission. Persons admitted under this category will be restricted to non-degree/certificate-seeking status. The special admission category includes the following two groups:

1. **Dual-Enrolled Student:** a K-12 student who is also attending college. Dual-enrolled students are required to submit a Dual Enrollment form for each semester or session of enrollment. All dual-enrolled students must have written authorization to attend Kirtland from their school's principal or counselor. Dual enrollees must also take Kirtland's Placement Tests.
2. **Non-High-School Completer:** is a person who has withdrawn from high school and has not earned a GED certificate.
3. **High school Certificate of Completion:** is a person who completed high school but did not meet the curriculum requirements to receive a diploma.

Any person who desires either special or regular admission to Kirtland must complete an Application for Admission form and Kirtland's Placement Tests or submit qualifying ACT or SAT scores. All students under the age of 18 must have parental or legal guardian consent.

Students being granted regular admission must provide one of the following: (1) a high school transcript (with graduation date indicated), or (2) an official report of GED test results, verified by the college, showing test scores achieved by the applicant.

Admission of Home Schooled Students

Most students attending college have earned a diploma from a public or private high school. Some students, however, have completed their high-school-level studies through a home school program. Parents of home schooled children are encouraged to register their program with the State of Michigan's Department of Education.

When a student attends a public or private high school, an official transcript (list of courses completed and grades earned by a student) is kept by the high school and made available to colleges upon a student's written request. In lieu of an official transcript, home schooled students are expected to provide a list of high-school-level courses completed and the grades earned in each course. If a home school diploma was awarded, a copy should also be sent to Kirtland's Admissions Office.

The Michigan Commission on Law Enforcement Standards (MCOLES) requires that criminal justice students complete a GED or a high school or adult education diploma, in addition to their home school diploma, in order to become certified.

New Student Orientation

New students, both new to the college experience or transferring from another college, as well as returning students prior to May 2011, are required to attend a mandatory orientation. During orientation, students will receive an overview of the many services Kirtland has to offer to ensure their success in college. Please call the Admission Office (989) 275-5000 ext. 284 for more information.

Additional admissions requirements must be met by those students planning to enroll in one of the following programs of study:

- Cardiac Sonography
- Certified Nursing Assistant
- Emergency Medical Services
- Health Information Technology

- Military Police Academy
- Nursing
- Pharmacy Technology
- Phlebotomy
- Police Academy
- Surgical Technology

Additional information about admissions requirements may be requested from an advisor or from the Admissions Office.

This admission policy will also be applied to returning students, regardless of their past admission status.

Transfer of Credits

Students who have attended other colleges must request that an official copy of their academic transcript be sent to Kirtland Community College for evaluation. An official transcript should be mailed directly to Kirtland from each college attended; student copies are not accepted. Credit from regionally accredited colleges and universities is automatically considered for transfer if deemed to be applicable to the student's declared program of study. Credits only, not grades, are transferred for courses in which a "C" or better grade has been earned. Students who were awarded credit by departmental exam may be required to pass a Kirtland examination prior to the awarding of credit. Normally, a "C-" grade will not be accepted for credit, but students may appeal to the vice president of instruction if consideration is sought for a course previously denied for transfer based on the grade received. The vice president will then consider the student's GPA and hours earned at the previous institution as well as the GPA and hours earned at Kirtland (if applicable) when making a determination. Acceptance of the grade is at the instructional vice president's discretion, and his/her decision is final. If elective credits are awarded, it is possible that some may be able to be used to fulfill degree requirements. A student's academic advisor will make that determination and complete the paperwork needed to substitute the elective course for a specific program requirement.

Non-Regionally Accredited Colleges and Universities

Credit may be given for courses transferred from non-regionally accredited colleges and universities. The policy is the same as described above for "Transfer of Credit from Regionally Accredited Colleges and Universities," with the following exceptions:

1. The Registrar's Office may choose to request a recommendation of transfer credit for the transcript in question from the academic advisor for the program in which the student has enrolled.
2. The student may be requested to demonstrate knowledge and/or skills commensurate with the performance required for satisfactory completion of existing courses.
3. Credit may not be granted.

Other Transfer Credits

Kirtland Community College recognizes the following opportunities for awarding transfer credits:

1. **College Board Advanced Placement Program (AP)**
College course credit will be granted to students who participate in the AP and pass the Advanced Placement examinations with a score of three, four, or five. Students must submit a College Action Report to the Registrar's Office for evaluation.

2016-2017 School Year

Postsecondary Institution: Kirtland Community College

Website:
www.kirtland.edu

Contact Person: Renae Klee, Associate Registrar

Phone: (989)
275-5000 ext.291

AP Test Name	Score Required	Credit Awarded	Course Equivalent
Art, History of	3	3	ART 10000
Art, History of	4, 5	6	ART 10000, ART 10103
Art, Studio-Drawing	3	3	ART 10600
Art, Studio-Drawing	4, 5	6	ART 10600, ART 20600
Art, Studio-2-D	3	3	ART Elective
Art, Studio-2-D	4, 5	6	ART Elective
Art, Studio-3-D	3	3	ART Elective
Art, Studio-3-D	4, 5	6	ART Elective
Biology	3, 4, 5	4	BIO 10100
Calculus AB	3	4	MTH 22002
Calculus AB	4, 5	8	MTH 22002, MTH 22102
Calculus BC	3, 4, 5	8	MTH 22002, MTH 22102
Chemistry	3	4	CHE 10101, CHE 10102
Chemistry	4, 5	8	CHE 10101/CHE 10102 and CHE 10201/CHE 10202
Chinese Language and Culture	3, 4, 5	8	LNG Elective, LNG Elective
Computer Science A	3	3	CIS Elective
Computer Science Principles	3	3	CIS Elective
Economics-Macroeconomics	3, 4, 5	3	ECO 20100
Economics-Microeconomics	3, 4, 5	3	ECO 20200
English Language & Comp.	3, 4	3	ENG 10303
English Language & Comp.	5	6	ENG 10303 and ENG Elective

English Literature & Comp.	3, 4	3	ENG 10303
English Literature & Comp.	5	6	ENG 10303 and ENG Elective
Environmental Science	3, 4, 5	4	BIO Elective w/Lab
French Language and Culture	3, 4, 5	8	FRE 11000, 12000
German Language and Culture	3, 4, 5	8	GER 11000, 12000
Government & Politics, U.S.	3, 4, 5	3	POL 10100
Gov. & Politics, Comparative	3, 4, 5	3	POL 20100
History, European	3, 4, 5	3	HIS Elective
History, U.S.	3, 4, 5	6	HIS 20100, HIS 20200
History, World	3, 4, 5	3	HIS Elective
Human Geography	3, 4, 5	3	GEO 10000
Italian Language and Culture	3, 4, 5	8	ITA 10000, ITA 10100
Japanese Language and Culture	3, 4, 5	8	LNG Elective, LNG Elective
Latin	3, 4, 5	3	LNG Elective
Music Theory	3, 4, 5	3	MUS Elective
Physics C: Electricity & Magnetism	3, 4, 5	5	PHY 22201/PHY 22202
Physics C: Mechanics	3, 4, 5	5	PHY 22101/PHY 22102
Physics I: Algebra-Based	3, 4, 5	5	PHY 20101/PHY 20102
Physics II: Algebra-Based	3, 4, 5	5	PHY 20201/PHY 20202
Psychology	3, 4, 5	3	PSY 10100
Spanish Language and Culture	3, 4, 5	8	SPN 11000, 12000
Spanish Literature and Culture	3, 4, 5	3	SPN Elective
Statistics	3, 4, 5	3	MTH 20600

2. **College-Level Examination Program (CLEP)**

College course credit will be granted to students who take a CLEP Examination and achieve the minimum passing score as recommended by the American Council on Education (ACE). Students must submit an official CLEP

transcript to the Registrar's Office for evaluation. Additional information regarding CLEP testing is available at www.kirtland.edu/testing-center.

3. **DANTES Subject Standardized Tests (DSSTs)**

College course credit will be granted to students who participate in the DSSTs and achieve the minimum passing score as recommended by the American Council on Education (ACE). Students must submit an official transcript to the Registrar's Office for evaluation. Additional information regarding DSST testing is available at www.kirtland.edu/testing-center.

4. **Educational Experiences in the Armed Services**

Veterans may be awarded college credit for the service schools they attended and their work experience while in the U.S. military. The college awards credit based on recommendations provided by the American Council on Education (ACE). Students must have their official transcripts sent to the Admissions Office for evaluation of military credit. Transcript request forms are available in the Admissions Office.

5. **United States Armed Forces Institute (USAFI) Program**

College course credit will be granted to students who participated in the USAFI Program and achieved the minimum passing score as recommended by the American Council on Education (ACE). Students must submit an official transcript to the Registrar's Office for evaluation.

6. **Articulation**

Secondary articulation provides high school students with an opportunity to earn college credit for work completed in their high school or tech center CTE programs. Through articulation agreements between Kirtland, the Michigan Department of Education, high schools and career centers, students are able to apply for college credit after completing a state approved program.

College policies concerning the transferability of articulated credit vary. Students should check with the college to which they plan to transfer to determine if the articulated credit will be accepted by that college.

Applying for Credit:

If your school has an articulation agreement with Kirtland, contact your teacher or counselor to assist you with the application process.

- Students have two years from the date of their high school graduation to apply for articulated credit at Kirtland.
- Complete the free application for admission to Kirtland.
- Go to <http://www.kirtland.edu/registrar/high-school-articulation-credit> to access all of the articulation agreements and applications available.
- Complete the Application for Articulation credit and include all of the required documentation, including official high school transcripts, and send it to Kirtland Community College's Registrar's Office.
- The Registrar's Office will send an email to the student's Kirtland email account explaining whether or not credit was awarded.

For further information, students should consult with their high school counselor or contact the Student Services Office.

CLEP/DSST

CLEP and DSST examinations are a great way to earn college credit. Students can learn more about these exams and schedule testing dates by going to <http://www.kirtland.edu/testing-center>. There are links available under the heading entitled "CLEP and DSST Exams". A form with CLEP and DSST exam names, their minimum scores, and Kirtland equivalencies are also available to view.

**Kirtland Community College
CLEP Credit Information**

Exam Name	Minimum Score	Kirtland Equivalent	Credit
Composition/Literature			
American Literature-optional essay required at KCC	50	ENG 23000-American Literature Before 1865	3
Analyzing & Interpreting Literature-option essay required at KCC	50	ENG 21400 Intro to Literature	3
College Composition	50	ENG 10303 English Composition I	3
		ENG 10403 English Composition II	3
College Composition Modular-option essay required at KCC	50	ENG 10303 English Composition I	3
English Literature-optional essay required at KCC	50	ENG 23300 British Literature I	3
Humanities	50	HUM elective	3
Science/Mathematics			
College Mathematics		No credit at KCC	
College Algebra	50	MTH 13000 College Algebra	4
Biology	50	BIO 10100 General Biology	4
Chemistry	50	CHE 10101 Gen Chemistry I (no lab)	4
Calculus	50	MTH 22002 Calculus I	4
Pre-Calculus	50	MTH 18001 Pre-Calculus	4
Natural Sciences	50	SCI elective (no lab)	3
Foreign Languages			
French, Level I	50	FRE 11000 French I	4
German, Level I	50	GER 11000 German I	4
Spanish, Level I	50	SPN 11000 Spanish I	4

History/Social Sciences			
American Government	50	POL 10100 Intro to American Government	3
Introduction to Educational Psychology	50	No credit at KCC	
History of the United States I	50	HIS 20100 United States History to 1865	3
History of the United States II	50	HIS 20200 United States History Since 1865	3
Human Growth and Development	50	PSY 24000 Lifespan Developmental Psychology	3
Principles of Macroeconomics	50	ECO 20100 Prin of Economics-MACRO	3
Principles of Microeconomics	50	ECO 20200 Prin of Economics-MICRO	3
Introductory Psychology	50	PSY 10100 Intro to Psychology	3
Social Sciences and History	50	HUM 20500 The Individual and Society	3
Introductory Sociology	50	SOC 10100 Intro to Sociology	3
Western Civilization I: Ancient Near East to 1648	50	HIS elective	3
Western Civilization II: 1648 to the Present	50	HIS elective	3
Business			
Business Law, Introductory	50	BUS 21500 Business Law	3
Financial Accounting	50	ACC 12100 Accounting Principles I	4
Information Systems	50	CIS 10500 Intro to Computers	3
Principles of Management	50	BUS 21000 Principles of Management	3
Principles of Marketing	50	MKT 20000 Principles of Marketing	3
*ACE Credit Guidelines		Revised February 2016	

**Kirtland Community College
DSST Credit Information**

Exam Name	Minimum Score	Kirtland Equivalent	Credit
Mathematics			
Fundamentals of College Algebra	400	MTH 12000 Intermediate Algebra	4
Principles of Statistics	400	MTH 20600 Application in Statistics	4
Social Science			
Substance Abuse	400	No credit at KCC	
Criminal Justice	400	No credit at KCC	
Art of the Western World	400	ART Elective	3
Human/Cultural Geography	400	GEO 10000 World Geography	4
Rise and Fall of the Soviet Union	400	HIS elective	3
A History of the Vietnam War	400	HIS elective	3
The Civil War and Reconstruction	400	HIS 20400 The American Civil War	3
Foundations of Education	400	No credit at KCC	
Lifespan Developmental Psychology	400	PSY 24000 Lifespan Developmental Psychology	3
General Anthropology	400	ANT elective	3

Introduction to Law Enforcement	400	No credit at KCC	
Fundamentals of Counseling	400	General Elective Credit	3
Humanities			
Ethics in America-optional essay required at KCC	400	PHL 21000 Introduction to Ethics	3
Introduction to World Religions	400	HUM Elective	3
Principles of Public Speaking-oral testing by KCC Speech Instructor	400	SPE 10500 Fund of Speech	3
Business			
Introduction to Computing	400	CIS 10500 Intro to Computers	3
Personal Finance	400	BUS 10800 Personal Financial Planning	3
Management Information Systems	400	CIS Elective	3
Principles of Finance	400	FIN 20000 Principles of Finance	3
Human Resource Management	400	BUS 24500 Human Resource Management	3
Organizational Behavior	400	BUS 24500 Human Resource Management	3
Principles of Supervision	400	BUS 24500 Human Resource Management	3
Introduction to Business	400	BUS 10100 Intro to Business	3
Money and Banking	400	BUS Elective Credit	3
Business Mathematics	400	OIS 11201 Business Calculations	3
Business Ethics and Society	400	BUS 21000 Principles of Management	3
Physical Science			
Here's to Your Health	400	No credit at KCC	

Astronomy	400	AST 10200 Exploration of Astronomy (no lab)	3
Environment and Humanity	400	SCI Elective (no lab)	3
Principles of Physical Science I	400	PHY 10501 Physical Science (no lab)	3
Technology			
Technical Writing	400	No credit at KCC	
Fundamentals of Cybersecurity	400	No credit at KCC	
*ACE Credit Guidelines		Revised February 2016	

Locations

Kirtland Gaylord M-TECSM

Michigan Technical Education Center

The mission of the M-TECSM is to provide educational programs and services to individuals in preparation for employment. In addition, through workforce development, business and industry partners in the Northern Michigan region and their employees are provided with educational opportunities specifically designed to upgrade and/or enhance job skills necessary to compete in a local, state, national, and global economy.

Programs and Services

Programs and services have been developed in response to locally and regionally defined needs as determined by representatives of business and industry. Emphasis is placed on providing programs that lead to preparation for employment. To ensure that graduates are well prepared for entry into the workforce, special emphasis is placed on the ongoing assessment of student learning as each individual progresses through the various courses within each program.

Core Curricula

The M-TECSM serves postsecondary students who are interested in apprenticeship training, postsecondary degree programs, and job skills development. The specific programs at the M-TECSM include the following:

Certificate of Completion

Associate in Applied Science

CNC Machinist

Electrical Technology

Electrical Technology

Heating/Ventilation/AC/Refrigeration

Heating/Ventilation/AC/Refrigeration

Mechatronics - Industrial of Facilities Technician

Welding and Fabricating

Welding and Fabricating

The M-TECSM Facility

Construction of this facility began in July 2000 and was completed in time to begin offering a full complement of programs and services beginning in January 2002. The M-TECSM facility has been designed *by* business and industry *for* business and industry. Using the expertise and input of local and regional manufacturing, building trades, and technology professionals, architects and engineers have created a 28,000 square-foot facility capable of supporting the current and future workforce development training needs of the region.

The M-TECSM facility contains both a precision tool and general manufacturing lab, a construction technology lab, a welding lab, a computer-aided drafting and manufacturing design lab, a nursing lab, and a sonography lab as well as classrooms that support general and computerized instruction. A Learning Resource Center is available to students enrolled at the M-TECSM as a result of the partnership with the University Center at Gaylord. For information, contact the Kirtland Gaylord M-TECSM at 989-705-3600.

Residency Rules

Please see Residency for more information.

Kirtland Grayling

Opening in Fall 2016, our newest site in Grayling will house all of Kirtland's top-rated health sciences programs. This expansion was made possible, in part, by two very important events. Our local communities supported a millage in 2014 which generated critical funds to make this facility a reality. In addition, the DNR provided the 180-acre land parcel to Kirtland at no charge.

Starting this fall, students will be training at one of the most cutting-edge health education centers in Michigan. The new 58,000 square-foot facility is conveniently located on I-75 and is easily accessible from Hwy 127. Kirtland Grayling's Health Sciences Center provides the newest equipment, simulation trainers and expert instructors. Over 1 million dollars in new equipment will be housed at the Grayling site, including the most industry-current simulation trainers to prepare students to become top quality health care providers.

Programs offered will include:

Cardiac Sonography

Certified Nursing Assistant

EMT

Health Information Technology

Medical Assistant

Nursing: LPN, RN and RN to BSN

Paramedic

Pharmacy Technology

Phlebotomy
Surgical Technology

In addition, the Grayling site will offer a full-range of general education courses and all of the pre-requisites need for health science, business, transfer degrees and more.

Kirtland West Branch

Our West Branch location is an extension of Kirtland Community College and offers nearly everything available at the main campus. The West Branch site is now the flagship location for our Business degree programs. In addition to Business, our West Branch location also offers a wide range of general education courses including accounting, English, history, government and math. In fact, at the West Branch site, students are able to complete a majority of courses to satisfy the Michigan Transfer Agreement (MTA), an agreement designed to facilitate transfer from community colleges to four-year colleges and universities. The MTA Transfer agreement provides for transferability of up to 30 semester credits to meet many (and in some cases all) of the General Education requirements at participating four-year colleges and universities.

Kirtland Community College in West Branch is located for easy access by students traveling from Iosco County, including the areas of Tawas, Whittemore Prescott and Oscoda and is just a short thirty minute drive from our central campus near Roscommon. Whether you're going after a certificate or associates degree to secure better employment, or gearing up to transfer to a four-year college, completing general education courses in West Branch makes it possible to save money by cutting down on travel expenses because we're bringing access to education closer to where you live.

Kirtland's West Branch extension site is located at 2479 South M-76 between the I-75 Business Loop and M-55. Our goal is to provide higher education designed to meet the changing needs of business and industry while preparing you for a career and personal success.

Student Profile (2015 Fall Semester)

Total Enrollment: 1,643

Student Gender:

Males	43%
Females	57%

Student Age Distribution:

24 and under	58%
25 to 39	29%
40 to 59	12%
60 and older	1%

County of Residence:

Crawford	10%
Ogemaw	13%
Oscoda	8%
Roscommon	23%
Other	46%

Student Credit Hour Load:

Personal Interest	6%
Part-Time: 1-11.99 credit hours	61%
Full-Time: 12 & over credit hours	33%

Student Status:

FTIAC (first time in any college)	11%
Returning to Kirtland	71%
First-time Transfer	8%
Guest	<1%
Dual Enrollment/Direct Credit	10%

Student Program Areas:

Art	2%
Automotive	2%
Business	4%
Computer/Office Information Systems	7%
Construction/Industrial Technologies	5%
Cosmetology	2%
Emergency Services	4%
Health Careers	18%
Transfer	54%
Other	2%

Campus Resources

Bookstore

Located at the Kirtland@Grayling campus, it is open Monday through Friday, 8:00am to 4:30pm.

The Kirtland Community College Bookstore provides new and used textbooks that are only required for your class, so you won't get the wrong edition or miss out on a required access code. At the end of each semester the Bookstore purchases used textbooks for cash.

To save gas and time, shop ON-LINE at Kirtland.edu/bookstore. The on-line bookstore carries everything the store sells, including all the class supplies you need, along with Kirtland gift items. Apple products are available as well as other tablets and laptops. We have many electronic accessories to go with your new gear also the backpacks and bags to carry it all in style.

The Kirtland Bookstore is the only place to get Kirtland Swag including Under Armour and Nike. Need something for your home office? We carry office supplies. Can't find what you want in the bookstore? Ask us. We are more than happy to place special orders.

Financial Aid use is easy and welcome. To contact the Kirtland Bookstore, please call 275-5000, ext. 273 or email: bookstore@kirtland.edu

Cafeteria (Kirtland Grill)

Located at the Kirtland@Grayling campus.

The Grill has soups, salads and pizza slices along with sandwiches, wraps, pretzel breads and ciabattas. Many pre-packaged "to go" items are available along with snacks and drinks. There are daily specials. Most menu items can be made into your own combo meal to save money. To save even more money, you can purchase a Grill Punch Card for \$45 and get \$50 worth of food and drinks. You can use your financial aid to purchase the Grill Cards in the Kirtland Bookstore and in the Student Financial Services Office.

Class Cancellations and College Closings

Individual Class Cancellation

When an instructor cancels a class it is immediately posted on the website in the Urgent Announcements section. You can view this at www.kirtland.edu and click on "Urgent Announcements + Class Cancellations". Cancellations are also posted on Facebook, Twitter and through RAVE.

Emergency Notifications (Rave) For All Campuses

Kirtland Community College has an emergency notification system called Rave. This system is used to inform students of major emergencies, snow day school cancellations, school opening delays, and class cancellations. Students and staff can receive these notifications through email, text message, voice calling (robo-call), Kirtland's web site, Twitter, and Kirtland's Facebook page.

Registered students are automatically enrolled in Rave to receive emails the week before the semester starts and the following weeks. If you would like to receive text messages or voice calls, you will have to choose into opting in. Instructions on enrolling in these services can be found by going to this website: <http://kirtland.edu/rave-setup/>. If you decide to sign up for texting and do not have an unlimited texting plan, understand that Kirtland is not responsible for any extra fees from your cell phone provider. For help setting up Rave you can contact ITS (989-275-5000 x499 or its@kirtland.edu).

When it is necessary to cancel classes due to inclement weather or other unusual circumstance, please **DO NOT CALL THE COLLEGE**. Announcements of college closings will be made on TV stations and through RAVE. Visit the Kirtland website for urgent announcements such as class or event cancellations, room changes, or anything that is different than expected at: www.kirtland.edu. Closings will also be posted on Facebook and Twitter.

LOCAL SCHOOL CLOSINGS: If local schools which are sites of off-campus classes are closed due to inclement weather, Kirtland classes will also be cancelled at that site.

Health Sciences Clinical:

- Students having classes on campus should check Kirtland's home page at: <http://www.kirtland.edu> for campus closing announcements.
- The instructor of the clinical site will decide the cancellation of a class and students will receive word by means of a predetermined clinical phone tree. (For more information, refer to the nursing student handbook.)

The Center for Teaching and Learning

The Center for Teaching and Learning's primary responsibilities include support for distance education and technology in online, hybrid and traditional face-to-face courses. If you have questions, you can email online@kirtland.edu or call 989-275-5000 ext. 500 Monday-Friday, 8 a.m.-4:30 p.m. You can also submit requests to the Center for Teaching and Learning by accessing Kirtland's home page and looking under the Quick Links tab on the top of the page or you can go directly to: <http://ctl.kirtland.edu>.

The Center for Teaching and Learning (CTL) explores, promotes, and supports excellence in teaching, with diverse technologies, at Kirtland. Our purpose is to promote excellence in teaching and excellence in student learning inside and outside the classroom. Our goal is to see teaching equally valued with research as a professional commitment of faculty and to provide the training and resources to make excellent teaching possible. Effective teaching encompasses more than just the transmission of subject matter, however. Excellent teaching, first of all, gains the students' attention and convinces them of the importance of what is being taught and learned.

Library and Tutoring Services

Library

The Library serves the information needs of the students and staff of Kirtland as well as the public who reside within its service area. These needs are met by a professional staff who are able to help patrons find information in a variety of formats, including print and electronic. Reference services are available in-house, by phone, or email. In-depth reference assistance for research papers, speeches, and business plans, along with library instruction for classes and individuals, is available by appointment. For more information, call 989-275-5000, extension 246 or email the Library at library@kirtland.edu.

Resources available in the Library:

- a print collection of 34,500 volumes including books and reference materials
- over 170,000 e-books
- 1,400 audio books
- over 550 DVDs
- over 90 print magazines, journals, and newspapers
- access to more than 65 electronic databases
- Foundation Center Cooperating Collection & Databases

Information about the Library's holdings may be viewed on the Library's website at www.kirtland.edu/library. Materials not available in the Library may be obtained through interlibrary loan. Internet and Wi-Fi connections and a variety of programs are available on computers located in the Library.

HOURS FOR MAIN CAMPUS LIBRARY - ROSCOMMON

Fall, Winter, Summer & Breaks

8 a.m. to 4:30 p.m., Monday through Friday

Closed Saturday & Sunday

HOURS FOR THE GRAYLING SITE

Will be posted on the Library's website.

Tutoring

Tutoring is free for any Kirtland Community College student. Individual appointments are scheduled at a time convenient to both tutor and tutee.

In addition, the following services are offered:

Drop-In Math Tutoring

Math help is available in the Math Drop-In Lab located in the Library on the Roscommon campus. It is one-on-one personal assistance from a part-time math instructor. Students do homework there so help is available when needed. Math Drop-In Labs may be available at the M-TEC (Gaylord), West Branch, and the Grayling sites. Check the Tutoring webpage for hours open at each site as they vary semester to semester.

Writing Center, the OWL, and the Virtual Writing Center

Writing help is available through The Writing Center, the OWL, and the Virtual Writing Center. The Writing Center tutors help with brainstorming, drafting and polishing papers and projects. All current Kirtland students, faculty and staff are invited to make use of either service.

The Writing Center is one-on-one, in-person writing assistance with a part-time English instructor. Located in the Library on the Roscommon campus, this service is available by appointment or on a drop-in basis during Fall and Winter semesters. The focus is on helping students with papers and writing projects.

Writing Centers may be available at the M-TEC (Gaylord) and Grayling sites.

Check the Tutoring webpage for hours open at each site as they vary semester to semester.

The **OWL** provides online writing assistance with a 24-48 hour response time. If unable to make it to The Writing Center, the OWL is an alternative option for obtaining writing assistance. OWL information and submission guidelines are located at: www.kirtland.edu/tutoring/online-writing-lab. This service is available during Fall, Winter, and Summer semesters.

The **Virtual Writing Center (VWC)** provides live, online writing help for students wanting face-to-face writing help but are unable to come to The Writing Center. After completing a short, mandatory VWC orientation in Canvas, the student can email the OWL to set up a ½ hour appointment to meet online with a Writing Center tutor. This service is available during Fall, Winter, and Summer semesters.

Online Learning

Forward your education without going anywhere! Online courses at Kirtland make it possible. Get an online degree or certificate from Kirtland! Our online students love the flexibility and the freedom of doing their coursework after work and after the kids have gone to bed.

Currently we offer the following complete online degrees and online certificates. Please note that we are rapidly expanding our online degree and online certificate offerings, so please check the following link for the most current list: <http://www.kirtland.edu/onlinelearning/online-degrees-and-certificates>

Associate & Associate in Applied Science Degrees:

- Associate in Accounting
- Associate in Science and Arts
- Associate in Business Administration
- Business Management
- Health Information Technology

Certificates:

- Accounting Clerk Specialist
- Entrepreneurship
- Medical Billing and Coding

Hybrid Certificates:

- Pharmacy Technology

NOTE: Online degree programs may be completed by taking a combination of classes through Kirtland Community College and the Michigan Colleges Online, allowing students to get their degree completely online from Kirtland Community College while paying Kirtland's very affordable tuition rates.

All students are required to complete the MANDATORY Introduction to Canvas course.

The Introduction to Canvas course is "free" and you are automatically enrolled in the course once you register. You must complete the course prior to the start of your online/hybrid academic courses(s). The Online Orientation courses takes about 2-3 days to complete.

Student Food Pantry

Students are finding it harder and harder to concentrate on getting an education when working on empty stomachs. Sometimes it comes down to feeding their families or buying gas to get out to campus. We are here to help. Kirtland established its Student Food Pantry in the Winter 2012 semester. We cannot solve every problem, but we might make it a just a little bit easier for students to continue their education. Without a degree, there is no escape from these tough economic problems.

To apply for food pantry assistance, students must be currently enrolled at Kirtland and must show a Kirtland ID card at every visit. There will be no exceptions. Students will be required to fill out a brief intake form with basic information on the first visit to the pantry; however, all visits to the pantry are tracked only by Student ID and anonymity is always protected. Students are

able take advantage of the pantry once a month to obtain various non-perishable food items. The food selection is dependent on what has been donated at any given time. For more detailed information and to apply online: <http://www.kirtland.edu/food-pantry>.

Student Services

COUNSELING AND CAREER SERVICES

The Counseling and Career Office is located in the Student Services Office. College is a time of many changes and decisions and at times students may feel the need for help in coping with those changes and making those decisions. Kirtland's licensed professional counselor is trained to help students deal with the college experience.

Services provided include the following:

- Personal, career, and academic counseling
- Administering and interpreting interest and personality test instruments for students seeking career and educational information (no charge)
- Administering standardized tests for college credit (proctor fee and test publisher fee charged)
- Referral information for other available counseling services

Personal counseling is helpful in situations where problems are persistent and bothersome to the point that discussion with another person is needed. Personal counseling on campus is available through the Counseling Office. Long-term counseling is available through referral to community agencies that provide this service. The college maintains a referral list of local crisis centers and mental health clinics qualified and available for personal counseling.

This office also offers a wide variety of services to individuals who desire assistance with career planning and preparation. Help is available with career exploration, job search strategies, résumé/cover letter writing, interviewing techniques, and employability skills. For individuals seeking employment, numerous job search resources are located on the Internet at www.kirtland.edu/career-counseling. The Job Bulletin Board contains positions that employers have listed with the college. Links to area newspapers and popular job search sites are available. Students may also check the career and employment services bulletin board in the administration building for other job opportunities.

Preparing to Transfer

(From Kirtland to the senior institution)

Transfer students need to be aware of all deadlines, such as payment for tuition and fees, residence hall reservations, financial aid and scholarships, placement testing, etc.

Campus Visit

Before transferring, students should visit the institution to which they plan to transfer, preferably during daytime campus hours. When visiting the campus, it is important that students talk to an advisor in their program of study.

Transferring Credit

Students must submit a written request for an official copy of their Kirtland transcript from the Registrar's Office. This copy must be sent directly from the Registrar's Office to the college or university of their choice. Upon the student's admission, the senior institution will perform a credit evaluation of his/her transcript.

When students transfer to a senior institution that operates on terms or quarters rather than semesters, they need to be aware of possible credit hour differences. For example, two (2) semester credits = three (3) term or quarter credits.

STUDENT SUPPORT SERVICES

Special Populations

The college, with partial funding from the Michigan Department of Labor and Economic Growth, provides support services to meet the needs of certain populations. Members of special populations include students who are economically or academically disadvantaged, students with disabilities, those with limited English proficiency, single parents (including single pregnant women), displaced homemakers, and students who are pursuing careers that are nontraditional for their gender. Support services and assistance to help them reach their career goals include the following:

- Education Development Plan (EDP)
- Referrals to other departments or community agencies
- Attendance costs
- Services for students with disabilities

Disability Services

Students who qualify for services are identified under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students must provide the Coordinator of Student Support Services with documentation of disability from an appropriate licensed professional, such as a medical doctor, psychologist, or psychiatrist. Verification of disability forms and a request form for auxiliary aids or services, academic adjustment or other accommodations are available in the Student Support Services Office. Some examples of services and accommodations follow:

- Instructional accommodations—scribes, readers, sign language interpreters
- Testing adaptations—extended time, oral examinations
- Technological assistance—wireless amplification devices, a reading machine
- Liaison with Michigan Rehabilitation Services and Michigan Commission for the Blind.

Student Assistance Program

Kirtland Community College's Student Assistance Program has been developed in response to U.S. Department of Education directives and through the cooperation of local health care agencies. The program is designed to provide Kirtland students with help in dealing with emotional, medical, social, family, alcohol and/or drug abuse problems. Since such problems are considered treatable, students are urged to seek help before personal problems seriously damage academic performance or the future quality of their life.

The Student Assistance Program can help by:

- Providing the opportunity to discuss a personal situation with a caring professional

- Offering referral information on local agencies or specialized treatment services
- Suggesting a local support group sharing the same concern
- Providing information on the use and abuse of drugs including alcohol
- Providing information on how to deal with emotional, medical, social, or family problems

Information about this program is available in the Student Services Office or by calling 275-5000, ext. 280.

REGISTRAR'S OFFICE

The responsibilities of this office include course registrations, schedule adjustments, program changes, enrollment and graduation verifications, grade reporting, official graduation audits, maintain permanent academic records, issue academic transcripts upon student request, course substitutions, high school articulation, and transfer credit evaluations.

Academic Amnesty

Kirtland Community College understands that a student may "get off to a bad start" due to circumstances beyond his/her own control. Also, a student may enroll in a program that he/she later finds does not suit his/her needs. Both situations may result in a student experiencing poor academic performance. Academic amnesty is an action of forgiveness provided to certain students who have experienced poor academic performance at Kirtland Community College. Through academic amnesty, a student will be awarded a "second opportunity" to achieve success at Kirtland by removing the negative effect of less-than-C grade courses on the student's academic transcript.

To be eligible to apply for academic amnesty, a student must meet the following criteria:

1. Have a cumulative grade point average (GPA) of less than 2.00.
2. Complete at least six credit hours or more toward a new program of study while maintaining a 2.00 GPA or higher since beginning the new program.
3. Allowed one year to elapse between the poor academic performance period and requirement #2.

Once eligible, a student may petition the academic amnesty committee by requesting an Application for Academic Amnesty form from the Student Services Office, completing it, and returning it to that office. The applicant must meet with the college counselor and agree to the conditions of academic amnesty.

The academic amnesty committee will review all requests for academic amnesty. Academic amnesty will only be granted for one continuous period of enrollment in a program at Kirtland Community College, as indicated by courses taken by the student that are directly attributable to that program.

Once amnesty has been approved by the committee and applied by the registrar to the student's (petitionee's) transcript, the student will not be permitted to rescind the application of amnesty on his/her academic record. Other conditions include the following:

1. No course work will be removed from a transcript.
2. A special notation explaining amnesty approval will be placed on the student's transcript.
3. Honor points and credit hours attempted during the amnesty period will be subtracted from the current cumulative honor points and credit hours attempted. A new cumulative grade point average will then be established.
4. Courses successfully completed with a grade of C or better during the amnesty period can be used toward the student's certificate or degree requirements but do not count toward the student's GPA.
5. A student receiving academic amnesty will not be allowed to graduate with honors.
6. Academic amnesty, when granted, applies only to Kirtland Community College courses. There is no guarantee, expressed or implied, that academic amnesty will be recognized by any other college or university.
7. Academic amnesty can be granted only once to any student.

The Registrar has the responsibility of implementing amnesty, as stated in the academic amnesty policy, when it is granted to a student.

Academic Probation and Academic Dismissal

Good academic standing is a status achieved by students who have earned a cumulative/career grade point average (GPA) of 2.0 and above. Cumulative/career credit hours attempted/graded and cumulative/career GPA will determine a student's good academic standing, probation, and dismissal status. The following schedule reflects probation and dismissal status:

0-5 Cumulative/Career Credit Hours
Graded
Probation Status: None
Dismissal Status: None

6-11 Cumulative/Career Credit Hours
Graded
Probation Status: 0.00-1.99
Dismissal Status: None

12-17 Cumulative/Career Credit Hours
Graded
Probation Status: 1.00-1.99
Dismissal Status: 0.99 or less

18-23 Cumulative/Career Credit Hours
Graded
Probation Status: 1.26-1.99
Dismissal Status: 1.25 or less

24-29 Cumulative/Career Credit Hours
Graded
Probation Status: 1.53-1.99
Dismissal Status: 1.52 or less

30-Plus Cumulative/Career Credit
Hours Graded
Probation Status: 1.80-1.99*
Dismissal Status: 1.79 or less

NOTE: *Should the student not show academic progress (increasing cumulative/career GPA toward a 2.00) after completion of the next enrolled semester/session, he/she will be dismissed.

If a student is dismissed from the college and wishes to re-enter, he/she must submit an "Academic Reinstatement Request" form to the Student Services Office for permission to re-enter as a **limited probationary student**. If permission is granted, the student will be allowed to reenter with enrollment restrictions as stated in a signed contract between the student and the college counselor. Any adjustments to the limited probationary student's schedule must be approved by the counselor.

A limited probationary student will be dismissed again from the college if he/she is not showing academic progress (increasing the cumulative/career grade point average toward a 2.00), or if he/she does not meet all requirements as listed in the contract. Students being dismissed for a second time will automatically be required to sit out at least one semester.

Students being placed on academic probation or academic dismissal will be notified of their status by the vice president of student services via their Kirtland email account.

Auditing of Courses

A student who wants to attend a course regularly, but does not wish to receive a grade or credit may register to audit the course. A student who audits a course is required to officially register, indicate the class is for audit on the registration form, and pay all tuition and fees.

A change from audit to credit or credit to audit must be approved by the instructor of the course. A Change in Audit Status form must be properly completed, signed by the instructor, and submitted to the Registrar's Office for processing by the census date.

Financial aid is not available for a course taken for audit. Students receiving financial assistance should check with the Student Financial Services Office to determine what effect the audit may have on their financial aid package.

Credit by Examination

Students who believe they have achieved the equivalent knowledge and/or skills of a particular Kirtland Community College course may choose to take a competency credit examination.

A Kirtland student may request credit by examination by using the following procedure:

1. Contact the Student Services Office for a list of nationally recognized standardized tests that are equivalent to the Kirtland course the student desires. Information regarding testing fees and date, time, and location of the testing will also be provided to the student.
2. If a nationally recognized standardized test is not available, the student may contact the dean of his/her program for an Institutional Credit by Examination Request form and the cost for the testing. The student will complete and submit the form to the senior instructor in the subject area of the examination requested. The instructor will review the request and submit his/her recommendation back to the vice president or dean, who may approve or disapprove the request. If approved, a test will be developed, and testing will be scheduled.
3. Credit by examination scores will be handled in the following manner: If a passing score is achieved, credit will be noted on the student's Kirtland transcript. Cumulative grade point average, credit hours attempted, and honor points will not be affected.

Credit Hour Limit

Students enrolling for more than 18 credit hours for the fall or winter semester, or more than eight credit hours for the summer session, must receive permission from the vice president of instructional services or designee. In the instance where the college catalog lists more than 18 hours as a suggested semester load, students may register without additional permission.

Course Adjustments (Add, Drop & Withdrawal)

Add/Drop/Withdrawal forms for adding and dropping courses can be secured from the Registrar's Office or in myKirtland in student form central. Withdraws cannot be done online.

Adding a Class

Students are expected to complete their registration during the registration period. However, if a student must add a course, it should be done before the end of the first week of the semester. No student will be allowed to add a class after the class has met more than two times without written authorization from the instructor of the course.

Dropping a Class

Exact dates of the drop period are posted online at: www.kirtland.edu/paying-for-college/student-refunds. Students are permitted to drop online any class in which they are enrolled through the 100% drop refund date.

Withdrawing From a Class

Students may withdraw from courses for which they are registered. Withdraw dates are published on the Kirtland Website. Withdrawals cannot be done online. An Add/Drop/Withdraw form must be submitted to the Registrar's Office on or before the last date to withdraw.

Full Semester Courses

If a drop is made before or on the census date for the semester, no grade will be recorded. However, for withdrawals made after the census date and through the twelfth week of the semester or through the eighth week of the summer semester, a grade of "W" will automatically be issued.

Short Courses

(Courses that are scheduled for less than a full semester)

A withdrawal must be made before the final exam is issued for the course. If a withdrawal is made on or before the census date for the course, no grade will be recorded. However, for withdrawals made after the census date of the course, a grade of "W" will automatically be issued.

Flex Courses

A withdrawal must be made before the final exam is issued or before the coursework is completed for the course. If a withdrawal is made before the course begins, no grade will be recorded. However, for withdrawals made after the course begins, a grade of "W" will automatically be issued.

Generally, a withdrawal from a course is the student's option. However, students who are enrolled in a program that has additional requirements may be required to withdraw from a course by their program advisor. As part of a disciplinary action, following due process, an "administrative withdrawal" may be authorized by the vice president of student services.

Course Repetition

A student may repeat any course previously taken or an equivalent at Kirtland Community College to improve his/her grade. Only the higher grade is credited when computing the grade point average, although both grades appear on the transcript.

If the student has achieved a C grade or better on the first repeat of a course, a second repeat will not be permitted. A student may not repeat a course more than twice. Exceptions to this policy may occur when a student desires reentry or progression within a particular program that requires current competency. These exceptions may be authorized by the program advisor. Other exceptions may only be authorized by the vice president of instructional services or a dean.

Course Substitution

Certificate and degree program requirements are listed in the college catalog. These requirements include all courses needed for completion. Any alteration to a degree or certificate (substitution of one course for another) must be made in the following manner:

1. To initiate a course substitution, a student must meet with his/her advisor. During the meeting, a Course Substitution Request form must be completed by the student and the advisor. The student's advisor will forward the form to the vice president of instruction or dean for possible approval. If approved, the form will be sent to the Registrar's Office and placed in the student's file.
2. Course substitutions should be submitted and approved before the student's registration for the semester in which the course substitution is to be made. If a student has received credit for courses transferred from another institution and desires a course substitution of the transfer credit for a required course, approval should be gained during the student's first semester at Kirtland.

Grade Reporting System

Grades are issued at the end of each semester or session and become a permanent part of the student's record. Kirtland operates on two 15-week semesters and an 8 or 11-week summer session.

Students must go online to view or print grades each semester, grade reports are not mailed. Students should log into myKirtland at www.kirtland.edu, click on the student tab, and select "Course History" link. Students can select specific semester grades, or by selecting "All Divisions, All Terms" students can view or print a complete unofficial transcript showing all grades earned, and prerequisites met by placement testing. Students who do not have access to a computer or the Internet can use the computers on the Kirtland campus, or they may request unofficial or official transcripts (see "Transcripts" for ordering information).

The following grades are computed in the semester/term and cumulative/career grade point average (GPA): A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and E. While the current semester is in session, an WIP designation may appear on the transcript to denote that the course is currently in progress.

Academic achievement is recorded as follows:

Grade	Definition	Honor Point Value
A	Excellent performance	4.0
A-	Excellent performance	3.7
B+	Above average performance	3.3
B	Above average performance	3.0
B-	Above average performance	2.7
C+	Above average performance	2.3
C	Average performance	2.0

C-	Below average performance	1.7
D+	Below average performance	1.3
D	Below average performance	1.0
D-	Below average performance	0.7
E	Failure	0.0
I	Incomplete	N/A
W	Withdrawal	N/A
AU	Audit	N/A
CR	Transfer Credit	N/A
R	Registrar Grade	N/A
S	Satisfactory	N/A
SA	Satisfactory - Grade A	N/A
SB	Satisfactory - Grade B	N/A
SC	Satisfactory - Grade C	N/A
SD	Satisfactory - Grade D	N/A
U	Unsatisfactory	N/A

The number of **honor points** received for a course is determined by multiplying the honor point value of the course by the number of credit hours. Therefore, a grade of B in a 4 credit-hour course is 12 honor points (3 x 4).

A **grade point average** is obtained by dividing the total number of honor points by the total number of credit hours graded. For example, a total of 32 honor points earned in a semester by a student enrolled for 16 credit hours equals a grade point average (GPA) of 2.00 for that semester.

Graduation Honors

Students may graduate with honors from Kirtland Community College providing they have met the following criteria:

- Completed all the requirements needed for a certificate or an associate degree
- Earned at least 15 credit hours at Kirtland if receiving a certificate or associate degree
- Achieved the cumulative grade point average (determined by the last completed semester) required for one of the following honors:

3.800-4.000	cumulative	GPA	Summa	Cum	Laude
3.600-3.799	cumulative	GPA	Magna	Cum	Laude
3.400-3.599	cumulative GPA Cum Laude				

The Registrar will review transcripts of all candidates for graduation. Authorization to wear honor cords will be given by the Registrar to candidates who have achieved a minimum cumulative grade point average of 3.40 prior to the semester in which

commencement ceremonies are held. The commencement program will list candidates who have been authorized to receive the honors. Final grades will determine the honors appearing on the student's transcript and diploma.

Graduation Requirements

Each candidate for graduation must fulfill the following requirements for an associate degree or certificate of completion:

1. Be granted admission to Kirtland Community College
2. Have completed a minimum of 15 semester hours of credit (100-level or above) at Kirtland
3. Have earned a minimum cumulative grade point average of 2.00 at Kirtland
4. Have completed all program requirements as listed in Kirtland's college catalog

NOTE: The date of the catalog by which a student's credits are audited for graduation may not be more than four years earlier than the date of the issuance of the degree or certificate. Student records may not be audited by a catalog dated earlier than the time of entrance. Exceptions may be authorized by the vice president of instructional services or dean of the student's program.

5. Have filed a Request to Graduate form with the Registrar's Office at the beginning of the semester in which they plan to finish their required course work. Students should also check with their advisor when they register for that semester to be sure that all requirements have been met.

Graduation (commencement) ceremonies for students completing associate degree and certificate programs are held once a year on the last Friday of the winter semester. Participation in the graduation ceremonies is strongly encouraged, but not required. Cap and gown for graduation must be ordered in the Kirtland Bookstore before March 1. For more information about graduation fees, contact the Registrar's Office.

Honor Lists

Each fall and winter semester, a President's honor list and Dean's honor list will be issued. The President's and Dean's honor lists shall consist of names of full-time (12 or more credit hours earned, excluding below 100-level departmental courses) students whose current/term grade point averages are 3.800 to 4.000 (President's list) , 3.400 to 3.799 (Dean's list) and (part-time student honor list), 3.500 to 4.000 (6 to 11.99 credit hours earned, excluding below 100-level departmental courses) at the time grade reports (see "Grade Reporting System") are processed.

Credits earned in transitional courses will not be used when determining a student's full-time status. In addition, students receiving an incomplete grade ("I") for the semester will not be considered for either list. (However, honors notations will be posted to transcripts when completion of "I" grades results in grade point averages that meet honor list criteria.)

Honors Program

The Kirtland Community College Honors Program provides enhanced educational opportunities for academically talented students in both general education and occupational programs. Membership in the Kirtland Honors Program brings the honors student significant benefits:

Educational Benefits

Honors students at Kirtland pursue an enhanced honors curriculum distinguished, on the whole, from the regular curriculum by an emphasis on the following features:

- Highly qualified students.
- Stimulating course design and course work.

- Emphasis on participatory classroom styles.
- Challenging work than in comparable classes within the regular curriculum.
- Team or group teaching.
- Emphasis on primary, as opposed to secondary, source materials.
- An interdisciplinary focus.
- An element of independent study.
- Transcript recognition of completed honors course work.
- Honors degree upon completion of requirements.
- Recognition at graduation ceremonies, including a medallion.
- Scholarships: Eligible to apply for one 3-credit in-district scholarship per semester, up to 9-credit hours career total.
- Eligible to apply for the Otto and Martha Krauss Scholarship.

Membership is based on academic achievement. Student must have a cumulative grade point average of 3.5 to apply.

Applications are accepted throughout the year, but students are admitted only at the beginning of the fall and winter semesters. For more information contact the Honors Program Office at 989-275-5000, ext. 359

Incomplete Grades – more under "Grade Reporting System"

A student may request an incomplete (I) grade when he/she has found it impossible for reasons beyond his/her control to complete all required course work by the close of the semester. Upon the instructor's discretion, an incomplete grade may be granted.

If granting an incomplete grade, the instructor shall submit an Incomplete Grade Request form to the Registrar's Office. If the course work is completed within the period prescribed by the instructor, the incomplete grade will be changed to the letter grade the student has then earned. If course work is not completed within the prescribed period, the incomplete grade will be changed to a failing grade.

Michigan Transfer Agreement

The Michigan Transfer Agreement facilitates the transfer of students from community colleges to four-year colleges and universities in Michigan. By carefully choosing courses, students can earn an associate degree from Kirtland and complete the Michigan Transfer Agreement; however, students do not need to obtain a degree in order to earn the MTA designation. If students want to request the "MTA Satisfied" on their transcript, they should fill out the MTA application form and send it to the Registrar's Office for review.

Requirements for the Michigan Transfer Agreement

- Minimum of 30 credits.
- A grade of "C" or higher is required for each course.
- One course in English composition.
- A second course in English composition or one course in communications.
- One course in mathematics.
- Two courses in social sciences (from two disciplines).
- Two courses in humanities and fine arts (from two disciplines excluding studio and performance classes).
- Two courses in natural science (from two disciplines) including one laboratory experience.

English Composition and Communications (Two courses, one must be Composition).

ENG 10303	English Composition I	3 credits
ENG 10403	English Composition II	3 credits
SPE 10500	Fundamentals of Speech	3 credits
SPE 11400	Interpersonal Communication	3 credits

Quantitative Reasoning (One course).

MTH 12500	Quantitative Literacy	4 credits
MTH 13000	College Algebra	4 credits
MTH 18001	Pre-Calculus	4 credits
MTH 20600	Application in Statistics	4 credits
MTH 22002	Calculus I	4 credits
MTH 22102	Calculus II	4 credits

Natural Science (Two courses from two different disciplines. One must be a laboratory science).

**Note: All of Kirtland's science courses have a lab component except BIO 20000. Courses that have a partnering lab are noted separately on the transcript.*

AST 10200/ AST 10300	Exploration of Astronomy (Lecture) Observational Astronomy (Lab)	4 credits
BIO 10100	General Biology	4 credits
BIO 10700	Essentials of A&P	4 credits
BIO 20000	Fundamentals of Nutrition	3 credits
BIO 20100	General Zoology	4 credits
BIO 21000	Microbiology	4 credits
BIO 23500	Anatomy & Physiology I	4 credits
BIO 23600	Anatomy & Physiology II	4 credits

BIO 25000	Human Anatomy	4 credits
BIO 25100	Human Physiology	4 credits
CHE 10000	Chemical Science	4 credits
CHE 10101/CHE 10102	General Chemistry I Lecture/Lab	5 credits
CHE 10201/CHE 10202	General Chemistry II Lecture/Lab	5 credits
CHE 10400	Chemistry for Health Science	4 credits
GEL 10500	Physical Geology	4 credits
GEL 23000	Prehistoric Life	4 credits
PHY 11000	General Physics	4 credits
PHY 10501/PHY 10502	Physical Science Lecture/Lab	4 credits
PHY 20101/PHY 20102	Physics I w/Trig Lecture/Lab	5 credits
PHY 20201/PHY 20202	Physics II w/Trig Lecture/Lab	5 credits
PHY 22101/PHY 22102	Physics I w/Calculus Lecture/Lab	5 credits
PHY 22201/PHY 22202	Physics II w/Calculus Lecture/Lab	5 credits

Social Science (Two courses from two different disciplines).

ECO 20100	Prin. of Economics-MACRO	3 credits
ECO 20200	Prin. of Economics-MICRO	3 credits
GEO 10000	World Geography	4 credits
POL 10100	Intro to American Government	3 credits
POL 20000	International Relations	3 credits
PSY 10100	Intro to Psychology	3 credits
PSY 20200	Abnormal Psychology	3 credits
PSY 24000	Lifespan Develop Psychology	3 credits
PSY 26001	Human Sexuality	3 credits
SOC 10100	Intro to Sociology	3 credits
SOC 23500	Racial, Cultural, Ethnic Diversity	3 credits

Humanities (Two courses from two different disciplines).

ART 10000	Art History I	3 credits
ART 10103	Art History II	3 credits
ART 11700	Art Appreciation	3 credits
ENG 21400	Intro to Literature	3 credits
ENG 22500	Contemporary Literature	3 credits
ENG 22800	Mythology	3 credits
ENG 23300	British Literature I	3 credits
HIS 10500	History of World Society to 1500	3 credits
HIS 10600	History of World Since 1500	3 credits
HIS 20100	U.S. History to 1865	3 credits
HIS 20200	U.S. History Since 1865	3 credits
HIS 20300	Michigan History	3 credits
HIS 20400	American Civil War	3 credits
HUM 20500	Individual and Society	3 credits
MUS 10100	Music History & Appreciation	3 credits
MUS 12300	Jazz History & Appreciation	3 credits
PHL 20100	Intro to Philosophy	3 credits
PHL 21000	Intro to Ethics	3 credits
THE 12000	Intro to Theatre	3 credits

Progress Reports

A progress report is initiated by an instructor to notify a student of poor academic performance or lack of attendance in the instructor's course. Students will receive their progress report via their Kirtland email account. The progress report is forwarded to the appropriate Student Services offices. An electronic copy will be kept in Student Services.

Registration Procedures

All students are required to complete admissions requirements and procedures before registration for classes. Students may register online at specified times by using myKirtland at the following web site: www.kirtland.edu.

A **registered student** is one who has completed the registration process, including arranging for payment of all financial commitments. A student must be registered for a class before he/she may attend the class. Questions concerning these procedures should be directed to the Registrar's Office.

Student Attendance Policy

Students are expected to attend every class and laboratory period for which they have registered. Regular class attendance is necessary for students to receive maximum benefits from their classes. Excused absences for participation in authorized campus activities shall in no way lessen student responsibilities for meeting the requirements of the class. Excessive absence may affect financial aid awards.

Regular attendance is expected of each student in each course. Instructors are required to determine reasonable attendance and satisfactory academic progress during the semester. Progress reports will be filed for students with poor attendance records. Financial assistance, whether Veterans Administration, federal and state grants and scholarships, student loans, work-study, or private funding, may be cancelled or reduced if attendance is unsatisfactory.

Since attendance is a legitimate basis for grading by instructors, students will receive progress reports for lack of attendance (see "Progress Reports"). If absent from class, students should explain the reason for their absence to their instructors.

Student Records

In addition to academic transcripts, students' records are maintained by the Registrar's Office. A student record may include the application for admission, high school transcript, other college transcripts and the transfer credit evaluation, correspondence, student progress reports, and other student information. Students may review their own student record any time during office hours with proper identification.

Student's Right to Know

Kirtland Community College recognizes the importance of maintaining records for all students in attendance. While a student's educational interests require the collection, retention, and use of information about the student, the student's right to privacy requires careful custodianship and limitations on access to education records. The maintenance and disclosure of student records by this institution are governed by state and federal law, particularly the Family Educational Rights and Privacy Act ("FERPA"), 20 USC 1232g, and its implementing regulations, 34 CFR 99.1 et seq. It is the purpose of this policy to protect the educational and privacy rights of students and to establish procedures for the disclosure of student records in compliance with the law.

The President of Kirtland Community College is responsible for implementing this policy. The President's duties include, but are not limited to: informing students of their rights under this policy, utilizing administrative resources to implement and enforce this policy, developing procedural guidelines for the proper collection, storage and disclosure of student records and informing employees of this policy and the procedures relative to student records.

Definitions

For the purposes of this policy, Kirtland Community College employs the following definitions:

Educational Records

Any record (whether in print, handwriting, tape, film, computer, electronic, or other medium) maintained by the college, a college employee or agent, or a party acting on the college's behalf, which is directly related to a student. The term does not include the following:

1. Records (including notes and observations) kept by a staff member that are in his/her possession and are not available to another person, except a substitute.
2. Records created and maintained by Kirtland Community College law enforcement and security personnel for law enforcement purposes only.
3. Employment records which are made and used only in relation to a student's employment at Kirtland Community College.
4. Records made and maintained by a physician, psychiatrist, psychologist, or paraprofessional acting in his/her professional capacity, which are made, maintained, or used in connection with treatment of the student (which does not include remedial education) and are disclosed only to individuals providing treatment.
5. Records that only contain information about a student after he/she is no longer in attendance.

Student

Any person who attends or has attended a program of instruction sponsored by Kirtland Community College.

Student Rights

FERPA affords students enrolled in postsecondary institutions certain rights with respect to education records. Those rights include the following:

1. **Right to Inspect:** A student has the right to inspect and review his/her education records maintained by Kirtland Community College within 45 days of the school's receipt of a written request for access.
2. **Right to Request Amendment:** A student has the right to request the amendment of his/her education record(s) that are believed to be inaccurate or misleading. This right includes the right to a hearing to present evidence that the record should be revised. If a requested amendment is denied after a hearing, a student also has the right to place a statement in his/her educational record commenting on the challenged information.
3. **Right to Consent to Disclosure:** A student has the right to consent to disclosures of personally identifiable information contained in his/her education record, except to the extent that FERPA authorizes disclosure without consent.
4. **Right to Complain:** A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Kirtland Community College to comply with FERPA requirements.
5. **Right to Obtain Copies of this Policy:** A student has the right to obtain copies of this policy upon request.

Disclosure

Kirtland Community College will disclose information from a student's education record only with the written consent of the student, except that disclosures without consent may be made:

1. To school officials who have legitimate educational interest in the records. A school official is a person employed by Kirtland Community College in an administrative, supervisory, academic or research, or support staff position, including law enforcement unit personnel and health staff; a person or company with whom Kirtland Community College has contracted, such as an attorney, auditor, or collection agent; a person serving on the board of trustees, who is empowered by the board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if he/she needs to review an education record to fulfill his/her professional responsibilities.
2. To officials of other schools where a student seeks or intends to enroll. (A student may obtain copies of records transferred).

3. To federal and state officials in connection with their duties to audit or enforce legal conditions relative to federal or state supported programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility for aid, the amount or conditions of the aid, or to enforce the terms and conditions of aid.
5. To state juvenile justice system officials as permitted by state law.
6. To organizations conducting certain studies for or on behalf of the college for the purposes of predictive testing, student aid, and instructional improvements.
7. To accrediting organizations to carry out their function.
8. To parents who claim the student as a dependent for income tax purposes.
9. To comply with a court order or lawfully-issued subpoena. The college shall make reasonable attempts to notify the student of such disclosure prior to disclosure.
10. To appropriate parties in connection with a health or safety emergency that threatens the health or safety of the student or other individuals. Additionally, Kirtland Community College has the right to include information concerning disciplinary action taken against a student for conduct that poses a significant risk to the safety or well-being of the student, other students, or school community members in the student's education record. Kirtland Community College may also disclose such information to school officials at the college and at other schools who have legitimate educational interests in the behavior of the student.
11. For designated directory information.
12. To the student.
13. To the alleged victim of a crime of violence (as defined by federal law), records of school disciplinary proceedings may be disclosed regarding the particular crime perpetrated against the victim.

Solomon Amendment

In addition to FERPA, the Solomon Amendment requires that schools, upon request, provide the military with information on currently enrolled students for military recruiting purposes. For such requests, the following information can be released on students 17 years of age or older: name, address, telephone listing, date and place of birth, level of education, academic program, degrees received and the educational institution in which the student was most recently enrolled. Any future changes to the Family Educational Rights and Privacy Act of 1974 or the Solomon Amendment will be complied with by Kirtland Community College.

Student Notification

In order to comply with FERPA, Kirtland Community College shall publish a notice to students explaining their rights under FERPA and designating directory information which may be disclosed without consent. A statement regarding this notice will be published in the college catalog. If a student has a primary language other than English, Kirtland Community College shall endeavor to notify the student of his/her rights in the student's native language.

Inspection of Student Records

A student may inspect and review his/her own education records upon written request submitted to the registrar. This request should precisely as possible identify the education record(s) the student wishes to inspect. If the records are not maintained by the Registrar's Office, the Registrar shall advise the student of the correct official to whom the request should be addressed. The registrar or other school official will make arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within 45 days from receipt of the request by the appropriate school official.

When a record contains information about students other than the requesting student, the student may not inspect the portion of the record that pertains to other students. In addition, a student does not have the right to inspect or review the following education records: financial records, including any information those records contain of his/her parents, and confidential letters/statements of recommendation as long as the statements are only used for their intended purposes, the student has waived his/her right to review

those materials, and the materials relate to the student's admission to an educational institution, application for employment, or receipt of an honor or honorary recognition.

Amendment of Student Records

If a student, upon review of his/her record, would like to request or amend a record believed to be inaccurate or misleading, a written request should be submitted to the school official responsible for the record. This request should clearly identify the part of the record that the student wants changed and specify why it is inaccurate, misleading or in violation of the student's privacy rights. The school official may or may not comply with the request. If the record is not amended as requested by the student, Kirtland Community College shall arrange a hearing and shall provide the student with reasonable notice of the date, time and place of the hearing. The hearing will be conducted by a disinterested hearing officer; however, the hearing officer may be a school official. The student shall have the opportunity to offer evidence in support of his/her request for amendment. The student also has the right to be represented at the hearing. The hearing officer will prepare a written decision based solely upon the evidence presented at the hearing, which shall be distributed to the parties. The decision will include a summary of the evidence and a reason for the decision. If Kirtland Community College determines that the student's education record should not be amended, the student must be notified that he/she has the right to place a written statement in his/her education record setting forth objections to the challenged information and/or disagreements with the decision not to amend this record. This statement shall be maintained with the challenged portion of the student's education record and be disclosed with that record. If Kirtland Community College determines that the student's education record must be amended, it shall amend the record and notify the student that the record has been amended.

Release of Information

Kirtland Community College may release information from a student's education record to a third party if the student gives prior written consent for the disclosure. All requests for release of such information shall be made in writing. The written consent must include the following information: a specification of the record(s) to be released, the reason for disclosure, the person(s) or organization(s) to whom the disclosure will be made, the student's signature and the date of consent and, if appropriate, the date upon which consent terminates. Kirtland Community College will not disclose personally identifiable information in a student's education record to a third party unless that party agrees to redisclose the information only with the student's prior written consent.

Record of Disclosure

Kirtland Community College shall maintain an accurate record of all requests for access to, and disclosures of, a student's education record and a record of any access or disclosure permitted. The following procedures shall apply: this record will be kept with, but will not be part of, each student's educational record. This record will only be available to the student, college officials, and federal, state or local officials. This record will include the name of the requesting party, additional parties to whom the information may be disclosed, the party's interest in the information, the date of the request, whether the request was granted or denied, and the date of any access or disclosure permitted. This record will be maintained as long as Kirtland Community College maintains the student's education record. This record keeping requirement does not apply to requests by or disclosure to the student, school officials, a party with written consent from the student, a party seeking directory information, or a party seeking information pursuant to a confidential court order or lawfully-issued subpoena.

Directory Information

Under FERPA, Kirtland Community College is authorized to designate certain personally identifiable information contained in education records as "directory" information and may disclose such information without prior written consent unless a student objects to such disclosure.

Kirtland Community College designates the following personally identifiable information contained in a student's education record as directory information: student name, address, telephone number, electronic email address, ID number, part-time/full-time status, freshman/sophomore status, program of study, weight and height of athletes, most recent educational institution attended, photographs, date of birth, participation in officially recognized activities and sports including positions held, dates of attendance, date of graduation, and degrees and awards received.

The following procedures apply to the notification and designation of directory information:

1. Kirtland Community College will publish in the college catalog the list of items of personally identifiable information that it designates as directory information.
2. A student may submit a Notification of Non-Disclosure form to the Registrar's Office to indicate that he/she does not want this designated directory information released.
3. School officials shall mark the student's education record indicating that directory information may not be disclosed pursuant to the student's objection.
4. Absent written objection by a student, Kirtland Community College may release designated directory information without prior written consent.
5. The Notification of Non-Disclosure remains in effect only for the current semester and also applies to requests for information as defined under the Solomon Amendment.

In order to comply with the Solomon Amendment, Kirtland Community College will provide the available directory information of currently enrolled students to the military, for which a request should be submitted to the Registrar's Office at least two weeks prior to the end of the requested semester. A fee will be charged for this list and this fee will need to be collected prior to any information being disclosed.

Disclosure Information

FFEL/Direct Loan Deferments for Peace Corps or Volunteer Service

- Terms and conditions of deferments for service in the Peace Corps, service under the Domestic Volunteer Service Act of 1973, or comparable volunteer service for a tax-exempt organization of demonstrated effectiveness in the field of community service

Available Financial Assistance

- Description of all available federal, state, local, private, and institutional financial need-based and non-need-based assistance programs and, for each program, a description of application form and procedures, student eligibility requirements, selection criteria, and criteria for determining the amount of a student's award
- Rights and responsibilities of students receiving Title IV and other financial aid

Institutional Information

- Cost of attending the school
- Any applicable refund policy
- Requirements for officially withdrawing from the school
- Summary of requirements for the return of Title IV grant or loan assistance by withdrawn students
- Information regarding school's academic programs
- Entities that accredit, license, or approve the school and its programs, and procedures for reviewing school's accreditation, licensing, or approval documentation
- Description of any special services and facilities for disabled students
- Title and availability of employee(s) responsible for dissemination of institutional and financial assistance disclosure information and how to contact designated employees
- Statement that enrollment in a study abroad program approved for credit may be considered enrollment at the school for the purpose of applying for Title IV assistance

Completion/Graduation Rates

- Completion or graduation rate of cohort of certificate or degree-seeking, full-time undergraduates who graduated or completed their program within 150% of the standard time for graduation or completion.

Campus Security Report

- Statistics for three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of certain offenses reported to campus security authority or local police.

Athletic Program Participation Rates and Financial Support Data

- Number of male and female full-time undergraduates
- Varsity teams that compete in intercollegiate athletic competitions
- Unduplicated number of students, by gender, who participated on at least one varsity team as of the date of the first scheduled contest
- Institutional revenues
- Total spent on athletically related student aid awarded to men and to women
- Aggregate total recruiting expenses for men's teams and for women's teams
- Average annual institutional salary of non-volunteer coaches of all men's teams and of all women's teams on a per person and per full-time basis
- Average annual institutional salary of non-volunteer assistant coaches of all men's teams and of women's teams on a per person and a per full-time basis

NOTE: While much of this information can be found in the college catalog, a full report of disclosure information may be obtained at the following web site: www.kirtland.edu. (Kirtland Community College will also provide, upon request, a paper copy of the disclosure information.)

Transcripts

Unofficial transcripts are available online via myKirtland at www.kirtland.edu. Students can print an unofficial transcript by logging into myKirtland, then selecting the blue student tab on the top of the page, then "Course History" link on the left side of the page.

Official transcripts are available from the Registrar's Office at no charge. Official transcripts include the college seal and are sent directly from Kirtland to the college, employer, or other location the student indicates. Unofficial transcripts do not have the college seal and can be given to the student. Students may also print their own unofficial transcript via myKirtland: Student tab, course history on the left side of the page, view/print unofficial transcript.

A student requesting a transcript must do so in writing, include his/her student identification number and/or date of birth, signature, and to whom and where (including address) the transcript is to be sent. Transcript requests can be sent by fax to (989-275-6727) and, if a FAX number is provided by the student, an unofficial copy may be faxed to another location.

NOTE: No transcripts will be issued to any student who has not met all of his/her financial obligations to Kirtland.

Withdrawal From College

Students withdrawing from all classes (withdrawal from college) shall follow the same procedure as withdrawal from courses.

Testing Center

Proficiency in Basic Academic Skills and Placement Testing

Kirtland Community College recognizes the importance of students possessing basic academic skills in English, reading and mathematics in order to successfully complete college-level courses. Therefore, all entry-level students are required to demonstrate their proficiency in basic academic skills, as these courses are the foundation for success in all programs. The student's advisor will indicate courses which need to be taken based on ACT, SAT, COMPASS or ACCUPLACER scores. If testing reveals a need for a transitional course, students should take the recommended course during the first semester in order to prepare for the road ahead and to satisfy prerequisites needed for more advanced courses. Acceptable ways a student may demonstrate proficiency in one or more of the basic academic skills include the following:

1. Submitting ACT or SAT test results. The tests must have been taken within four years of enrollment at the college. Test results can be presented in person or mailed to the Admissions Office.
2. Submitting test results from the Advanced Placement Program, CLEP, or DANTEs. Official transcripts must be sent to the Admissions Office. An Application for Admission must be on file for a credit evaluation to be completed.
3. Transferring credit for courses taken in English and mathematics at another college or university. Courses must be completed with a "C" grade or better. Official transcripts must be sent to the Admissions Office. An Application for Admission must be on file for a credit evaluation to be completed.
4. Enrolling as a "Personal Interest" student. A student is permitted to take one occupational-technical course, preparatory, business seminar(s), and studio art course(s) without being required to test for such placements.
5. Taking developmental courses offered by the college in the basic academic skills of English, reading, and mathematics.
6. Taking the Placement Test within four years of enrollment at the college. The Placement Test may consist of tests in English, reading, and mathematics.

Further exceptions to the Proficiency in Basic Academic Skills and Placement Testing policy may be granted by the vice president of instruction.

Test Proctoring

The Testing Center provides reliable test administration in a secure environment that facilitates academic success. The Testing Center administers Computer based, Make-up, Competency, and Alternative classroom exams. Guest proctoring services are available for students from other accredited colleges, businesses or companies. The fee for guest proctoring services is \$20.00 per exam.

Regional Testing Services

We offer a variety of tests from **CLEP** and **DSST** exams for college credit, to professional certification exams through **Pearson VUE**, and **Prometric**. These exams are offered for Kirtland courses and for the surrounding communities. For more information regarding regional testing services at Kirtland please go to: <http://www.kirtland.edu/testing-center>.

Placement Testing

Placement testing evaluates the student's basic skill levels in areas such as: Mathematics, Reading, and Writing. Results are used to make recommendations concerning course placement. A student may retake any portion of the placement assessment no more than twice within a four year period. There is a \$5.00 fee to retake any portion of the placement assessment. Information regarding placement testing dates and times is located at: <http://www.kirtland.edu/testing-center/placement-testing>

Testing Center Guidelines for Students

- **Picture ID is required.** A Kirtland student ID, passport and/or driver's license are acceptable forms of pictured ID. Proctors cannot issue exams without proper ID.
- **Personal Items.** All personal items not intended to be used for test taking, must be securely stored out of the reach of students while in the examination room. Lockers are provided to secure personal items.
- **Missed Exams.** Students must first contact their instructor prior to coming to the Testing Center to ensure the test will be available.
- **Placement Testing.** Students should report directly to the Testing Center with photo ID.
- **Unattended Children.** Children are not allowed to accompany individuals into the examination room; nor are unattended children allowed to remain alone in the service area.
- **Electronic Devices.** All electronic communication devices such as: Cell phones, pagers, and iPods must be stored in a locker. For further information regarding the Testing Center, visit our Web site at: <http://www.kirtland.edu/testing-center>

Hours of Operation

Monday – Thursday

8:30 a.m. – 4:00 p.m.

Closed Fridays **except** on O.A.R. registration days and finals week.

Closed weekends

Contact Us: testingcenter@kirtland.edu

Student Financial Services

STUDENT FINANCIAL SERVICES

This office provides guidance to apply for grants, loans, scholarships, veteran benefits and student employment. The staff can assist with necessary documentation in order to finalize your financial aid package. This is where tuition payments are accepted, billing questions can be answered, and student refunds are processed.

Tuition

For current tuition and fee rates please refer to our website at www.kirtland.edu/paying-for-college.

NOTE: Tuition and fees are subject to change without notice.

Payment For Classes

Upon registration, it is the ultimate responsibility of the student to pay tuition, fees, and other debts incurred at Kirtland by the appropriate due date listed online at: www.kirtland.edu/paying-for-college/payment-due-dates-and-options. When registering in person, each student will be given a statement of account, with his/her class schedule. For students registering via myKirtland, it is the student's responsibility to view and print their charges from the "Account Detail" window on the Student Tab at MyKirtland. Statements will only be mailed upon request. Students with questions concerning their accounts are encouraged to contact the Student Financial Services Office.

Students are encouraged to regularly check their Kirtland email account since this is the official method of relaying information such as payment reminders, financial aid processes and refund notices. **If the Student Financial Services Office does not receive payment or your financial aid package is not ready, your registration may be canceled.** An account detail showing the net

balance is always available on the Student Tab at <https://my.kirtland.edu/ics>. Billing errors do not absolve a student from their financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations as a result of registering for classes at Kirtland.

Methods of Payment

CASH – Payment may be made in person at the Student Financial Services Office located in the administration building on central campus, in the front office at the MTEC-Gaylord or in the Student Services office at the Grayling site. Cash should not be sent through the mail.

CHECK OR MONEY ORDER – Payments can also be mailed to Kirtland Community College, Student Financial Services Office, 10775 N. St. Helen Road, Roscommon, Michigan 48653. The student ID number needs to be included with the payment. A \$25.00 charge will be assessed for all NSF checks returned by the bank.

VISA, MASTERCARD, DISCOVER - Students have the option of paying by telephone by calling 989-275-5000, extension 257, or online via myKirtland at: my.kirtland.edu. After logging in, click on the student tab. Then go to the account detail window, verify the semester, click submit and follow the payment instructions.

EMPLOYER TUITION ASSISTANCE -If an employer wishes to pay for a student's training, Kirtland can invoice the employer for tuition, fees, and textbooks. Please complete Kirtland's Employer Tuition Assistance form. The form should be submitted prior to the payment due date or at the time of registration. This form stays on file until the student graduates or employment is terminated.

SPONSORING AGENCY - The Student Financial Services Office can invoice various state and federal agencies if a signed authorization is submitted prior to the payment due date or at the time of registration. Authorization must be provided each semester.

FINANCIAL AID/LOANS/SCHOLARSHIPS - If a student is eligible to receive financial aid, the student will be notified either by Kmail or letter to accept the terms, conditions, and awards which are displayed in Net Partner. The amount will be credited as an "anticipated award" against the tuition/fee charges. If the award does not cover the balance in full, the student is responsible for paying the difference by the due date. Also, if a student applies late for financial aid and the award has not been determined by the payment due date, the student must be prepared to pay out-of-pocket. The student could be reimbursed if an award is granted for the entire tuition/fee balance once the award is "disbursed" to the student account later in the semester.

e-Cashier Payment Plan

Students with a tuition and fee balance of \$100.00 or more may be eligible for the e-Cashier Payment Plan offered through Nelnet Business Solutions. This plan enables students to make interest-free payments for tuition and fees via automatic transactions from a checking, savings, or credit/debit card account. The cost to enroll is \$30.00 per semester. Tuition and fees may be budgeted for up to five months per semester. The earlier a student registers, the smaller the monthly payments can be. **If a student plans to make payments through Nelnet, an online application must be submitted by the payment due date or on the day of registration. Otherwise, the student's classes may be canceled.**

After registering for classes, students can apply online by logging into myKirtland at: my.kirtland.edu. Once you are logged in, click on the student tab. Go to the Account Detail window, verify the semester, and click submit. Then, click the e-Cashier icon at the very bottom of the page and follow the on screen instructions. Once the application is submitted, the student will receive an email notification verifying the agreement. More information is available online at: www.kirtland.edu/paying-for-college/e-cashier-automaticpayment-plan.

Students on a payment plan or receiving financial aid that drop, withdraw from or fail to attend any of their classes, will be responsible for paying the balance of tuition, fees, books and incidentals in accordance with the published tuition refund schedule at <http://www.kirtland.edu/paying-for-college/student-refunds>.

Payment of Delinquent Account/Collections

A student's registration constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Kirtland is providing educational services, deferring some or all of the financial obligation for those services, and as part of the registration process accepts financial responsibility to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.) Students are obligated to keep contact information current with the Admissions Office and not receiving a bill does not absolve the student of their financial responsibility to the college.

When payment is not received by the due date, a financial hold is placed on the student's file, preventing the student from registering for future classes or obtaining academic transcripts.

Failure to make consistent monthly payments in order to keep the account current, will result in the college referring the delinquent account to a collection agency. The student will be responsible for paying the collection agency fee and all costs and expenses, including reasonable attorney's fees, necessary for the collection of the delinquent account. Such accounts are reported to one or more of the national credit bureaus. If a student chooses to enroll and has been reported to collections more than once, the college may require payment in full at the time of registration, regardless of any financial aid awarded or payment plan options available to the general student population.

Residency

The burden of proof of residency is the student's responsibility and acceptable documentation must be provided to the Admissions Office prior to the first day of the semester in which the residency status is to be applied, otherwise out-of-district tuition will be accessed. Retroactive residency adjustments will not be considered.

Acceptable proof: driver's license, verifiable rent receipts (if rent receipts are not available, a notarized letter from the landlord will be accepted), a dated lease agreement, voter's registration card, place of residence property tax receipt, Secretary of State identification card. Verifiable rent receipts must contain all the following information: the address of the property being rented; the date of payment; signature, address and phone number of the landlord.

Kirtland Community College will perform ongoing verification of residency information. Students who have misrepresented information or have falsified documents may have to repay tuition, verify back records, or may be subject to disciplinary action by the College. If a student has mail returned to the college, a hold will be placed on his/her record and the student must verify his/her residency at the Admissions Office.

IN-DISTRICT RESIDENCY

A new student will be classified as in-district if (s)he can prove that (s)he resides in the Kirtland Community College district prior to the first day of the semester of attendance at Kirtland. New students planning to attend the MTEC-Gaylord site must provide proof that (s)he resided in Otsego County or the Kirtland district prior to the first day of the semester.

Otsego County is not part of the college district, therefore, Otsego County residents are considered out-of-district when attending the Roscommon, West Branch or Grayling campuses or enrolled in online courses.

A returning in-district student will continue to be considered in-district if (s)he can prove (s)he continues to reside in the district.

OTSEGO COUNTY RESIDENTS

Otsego County residents taking courses at the M-TEC Gaylord extension site will be assessed in-district tuition rates. All eligible courses will have a course number ending with "M". Classes taken at the Roscommon Campus or on-line will be charged at the out-of-district rate.

OUT-OF-DISTRICT RESIDENCY

A new student will be considered out-of-district if (s)he can prove residency within Michigan prior to the first day of the semester of attendance at Kirtland, but cannot prove in-district residency.

A student who resides outside the district can be assessed an in-district tuition rate if (s)he provides the college with tax receipts showing tax payments to the college, as long as the property is owned by the student or the student is a dependent of the person who owns the property.

A returning out-of-district student will continue to be considered out-of-district unless (s)he can prove in-district residency prior to the first day of the semester of attendance.

Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill® – Active Duty Program), Chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311 (b)(9)) who lives in the State of Michigan while attending Kirtland Community College (regardless of his/her formal state of residence) will be considered out-of-district.

OUT-OF-STATE RESIDENCY

A student who cannot prove in-district or out-of-district residency will be considered out-of-state if (s)he is a U.S. citizen, or if (s)he is a registered alien (has a green card) who resides in the U.S. or if (s)he resides outside of the U.S. An out-of state student can change his/her classification to in-district in the same way that is described for out-of-district students.

INTERNATIONAL STUDENT STATUS

A student who is not a U.S. citizen and who is attending Kirtland Community College under an F-1, J-1, or J-2 visa will be considered an international student and assessed the international rate. Please visit: <http://www.kirtland.edu/admissions/admission-process-for-international-students> for requirements.

MICHIGAN COLLEGES ONLINE

Students residing in ANY Michigan community college district will be assessed at the MCO in-district rate. Michigan resident not living within a community college district will be considered out-of-district. Students who cannot prove in-district or out-of-district residency will be considered out-of-state. Proof of residency will be determined according to the policies of the Michigan community college the student has claimed as their home school. Questions about MCO residency can be clarified by the home school. Kirtland's due dates and accepted forms of payment can be located at <https://www.micollegesonline.org/help.html#/accounting>.

1098-T Statement

The student or the person who can claim the student as a dependent may be eligible for an education tax credit. Students that have out-of-pocket expenses for tuition, fees and textbooks over and above financial aid assistance may qualify for the American Opportunity Credit or Lifetime Learning Credit. The College will need a valid Social Security Number on file in order to provide a 1098-T statement. Prior to January 31st, the 1098-T statement will be made available to be viewed and printed from the Student Tab after logging on to <https://my.kirtland.edu/ics>. This form reports tuition charges (not payments) and/or financial aid totals for

the previous calendar year. In order to verify proof of payments, please print a statement of account. For further assistance regarding your 1098-T form, please contact your tax advisor or refer to Publication 970, Form 8863, and the Form 1040 or 1040A instructions at www.irs.gov.

Refunds

Tuition and fee refunds are based on the following schedule:

Full-semester/Flex and Modular Courses

- 100 percent refund through and including the census date for the semester.
- Fall and Winter semester – 9th business day after semester start date. (Start date is Monday, refund date is 2nd Friday)
- Summer semester – 4th business day after semester start date. (Start date is Tuesday, refund is 1st Monday for 8-week classes)

All Other Courses

- 100 percent refund through and including the census date specific to the course. Contact Registrar's Office for the census date.

The college will follow any federally mandated refund schedules. Contact the Student Financial Services Office for more information. Exceptions to the refund policy due to hardship may be reviewed by the vice president of student services. Refund requests must be received in the semester in which the withdraw occurred, or the semester immediately following. Students must submit the Tuition Refund Appeal form located in myKirtland under student form central to the Vice President of Student Service's office.

Cancelled Classes

Students registered for a course cancelled by the college will be refunded ALL tuition and fees for the cancelled course.

Financial Aid

Kirtland Community College endorses the philosophy that the primary source of support for a student should come from his/her own family. However, to the extent funding will allow, Kirtland will try to assist a student with financial aid when the family is unable to meet college expenses. Approximately two out of three students receive financial assistance through scholarships, grants, loans, and/or student employment.

Financial aid is a privilege, not a right. Therefore, it is the student's responsibility to: (1) obtain and file the appropriate forms; (2) maintain the correct address on file; (3) respond promptly and fully to all requests for information; and (4) understand and comply with the rules governing the aid received.

Sources of Financial Aid

There are many different types of student financial aid. Almost all, including state and federal grants, student loans, work-study, and even many scholarships, require the filing of the Free Application for Federal Student Aid form (FAFSA) for a determination of "financial need." Financial aid is classified in the following manner:

Grants - do not have to be repaid; awarded on the basis of demonstrated financial need.

Scholarships - do not have to be repaid; based upon academic performance and/or special circumstance. Demonstrated financial need may be considered.

Student Loans - must be repaid. Interest rates and repayment options are regulated by federal law and may change year to year.

Work-Study - is part-time work during the school year and vacation periods. Demonstrated financial need is typically considered.

How to Apply For Financial Aid

All students wishing to be considered for federal financial assistance (including student loans and work study) must complete and file the Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.gov. FAFSA's are also available by calling 1-800-4FED-AID. This is not an application for any particular form of aid; rather, it is an application **for needs analysis**, on which many federal and state aid programs are based.

Within 8-10 days after submitting the FAFSA online, the student will receive his/her copy of the Student Aid Report (SAR). If there are any problems, errors, or questions, the student should contact the Student Financial Services Office. The SAR will be used to determine which programs the student is eligible for and how much can be awarded. The student may need to provide supporting documentation for information provided on the FAFSA.

A student's application for aid at Kirtland will not be considered finalized until the following items are completed:

1. Applicant has been officially admitted to Kirtland Community College.
2. The Student Financial Services Office has on file the following documents: Student Aid Report (SAR) from the federal processor.

If you are selected for verification, you must submit:

- Verification Worksheet
 - Income documentation: federal income tax transcripts and/or other sources of income
 - Other information as requested such as proof of high school or G.E.D. completion, prior college transcripts or Statement of Educational Purpose.
3. Applicant has been reviewed for aid and notified by the Student Financial Services Office listing the award(s) offered.
 4. If awarded Direct Stafford loans, a Master Promissory Note and Student Loan Entrance Counseling must be completed.

How the Financial Aid Formula Works

Most federal and state financial aid is awarded on the basis of demonstrated financial need. The formula used to determine who has need and who does not is actually quite simple. The following equation is used:

Student Budget - Expected Family Contribution = Financial Need

Student Budget is the cost of attending college (tuition, fees, room and board, transportation, books, supplies, etc.).

Expected Family Contribution is taken from the student's Student Aid Report.

Financial Need is the maximum dollar amount of need-based aid from the various sources for which the student is eligible.

A student will not necessarily receive financial assistance up to the maximum dollar amount for which he/she may be eligible. The various sources of aid have maximum award amounts and may be further affected by limitations in the availability of funds. Loans may be available if grant aid is insufficient. Inquire at the Student Financial Services Office if additional funding is needed.

Applicants' answers to certain questions will determine whether they are considered "dependent" (still part of a parent's family unit) or whether they are "independent" (has formed their own family unit). Students are classified according to family unit because federal student aid programs are based on the idea that students and their parents or spouses (if applicable), have the primary responsibility for paying for their postsecondary education. To be considered "independent," at least one of the following must apply to the student:

- turns 24 before January 1 of the academic year for which aid is sought.
- is a veteran of the U.S. Armed Forces.
- is an orphan or ward of the court until age 18.
- is married.
- financially support dependent children.
- emancipated minor
- unaccompanied youth/homeless
- legal guardianship until age 18

How do Students Pay for Classes if They Have Financial Aid?

At time of registration, and if and only if all financial aid paperwork has been received and processed by the Student Financial Services Office, a student may charge college costs (tuition, books, supplies, and certain fees) up to the amount the student has been awarded in aid. If a student does not have all paperwork completed at time of registration, the student will be obligated to make other arrangements for payment and may be required to pay in full. Students must be aware that financial aid is always subject to change without prior notice if changes occur in the student's enrollment status, class attendance, personal circumstances, or in federal or state guidelines.

The student is responsible for all college bills not covered by financial aid. All charges incurred during a semester that are not covered by financial aid must be paid by the student before the student will again be allowed to register.

Financial Aid and Withdrawals

A student who withdraws, ceases attendance, or is expelled may have charges and financial aid adjusted according to the time and circumstances of cessation of enrollment. Students should refer to the refund schedules online at: www.kirtland.edu/paying-forcollege/student-refunds. Failure to attend class without officially withdrawing may void financial aid, leaving the student responsible for all charges. Students must advise the Registrar's Office in writing in order to withdraw by the last day to withdraw for the semester.

Overages and Refunds

Overages, or payments due the students from their awards after charges have been deducted, will start to be made available approximately the fifth week of class. Refunds of Pell Grants, Student Loans and other credit balances can be directly deposited into an account of your choice! Signing up is easy. Simply log into our secure site at: <https://my.kirtland.edu/ics>. Once you are logged in, click on the Student Tab. On the right-hand side in the Account Detail pane, click on the red link [Direct Deposit for Student Refunds](#). From this page, you may also view the dates of when the Student Financial Services Office processes refunds.

Federal Return of Funds/Repayment Policy

Under changes made by the Higher Education Reconciliation Act of 2005 (HERA), this policy focuses on the amount of Title IV program funds to be returned when a student withdraws from college prior to completing the semester. This policy applies only to students receiving Title IV aid (federal PELL grants, federal SEOG, and federal subsidized and unsubsidized Direct Stafford Loans).

During the first 60% of the enrollment period, a student "earns" Title IV funds in direct proportion to the length of time he or she remains enrolled. Students who withdraw totally from the college without completing 60% of the enrollment period will be required to repay a portion of the aid received. For example, a student withdrawing after completing 10% of the enrollment period may need to repay up to 90% of the federal funds that were awarded.

A student's withdrawal date is:

- The date the student began the institution's withdrawal process, or
- The midpoint of the period for a student who leaves without notifying the school.

The institution has the option of using the student's last date of attendance at a documented academically-related activity in lieu of any other withdrawal date.

The responsibility to repay unearned aid is shared by the school and the student in proportion to the aid each is assumed to possess.

The institution's share is the lesser of:

- The total amount of unearned aid, or
- Institutional charges multiplied by the percentage of aid that was unearned.

The student's share is:

- The difference between the total unearned amount and the institution's share.

Under the HERA, the amount of a grant overpayment due from a student is limited to the amount which the original grant overpayment exceeds half of the total Title IV grant funds received. Students do not have to repay a grant overpayment of less than \$50 to the U.S. Department of Education.

NOTE: Kirtland will bill students for any balance owed due to the College's return of funds. A student who withdraws may have charges not covered by financial aid, such as non-classroom-related items charged at the bookstore, which must be paid by the student.

Standards of Satisfactory Academic Progress For Financial Aid Eligibility

To maintain satisfactory academic progress, a student must comply with all three standards of this procedure:

- Standard One: Maintain a career grade point average (GPA) of 2.00 or higher.
The student must maintain a career 2.0 or higher grade point average calculated at the end of each semester.
- Standard Two: Complete 67 percent of the credits attempted.
The student must complete, with a passing grade, 67 percent of all credit hours attempted at Kirtland Community College, whether or not financial aid was received for those attempted credits.
- Standard Three: Not exceed 150 percent of attempted credit hours.
Federal regulations state that a student cannot receive Title IV financial aid funds for more than one and one-half times (150 percent) the required credits needed to complete a specific certificate or degree. For example, if an Associate in Arts degree requires 60 credits to complete, a student cannot attempt more than 90 credit hours toward that degree and still receive aid ($60 \times 1.50 = 90$). The student should review the Kirtland Community College catalog or consult with an academic advisor to find the number of credits required for his/her program. The student will be denied financial aid when

he/she has attempted more than 150 percent of the credit hours required for his/her program. Grades of W, I, U, R, AU and E (grade definitions are found in the college catalog) are not considered passing but are considered as attempted credits. Remedial coursework and transfer credits are included in the number of attempted credits. The student may receive financial aid for the repeat of a previously passed course one time.

Satisfactory academic progress will be reviewed prior to the awarding of any federal financial aid. A student who applies for financial aid for the first time and has credits already accumulated at Kirtland must have successfully completed, with a 2.0 career grade point average or above, 67 percent of all credit hours attempted. The student cannot have attempted more than 150 percent of the credit hours required for his/her current program. The student with transfer credits from other institutions will have the total number of transfer credits counted in the total number of attempted credits. All credits, even if paid for from the student's own funds, will be counted as attempted credits. When the student does not complete 67 percent of all career credit hours attempted with a 2.0 career GPA or above, he/she will be placed on warning status. The student can receive financial aid while on warning.

Consequences of Failing to Meet One or More of The Progress Standards

Warning Status

A student who fails to meet Standards One or Two (previously described in this procedure) in a semester will be placed on a warning status for their next semester of enrollment and receive one subsequent term of financial aid. A student remains eligible to receive financial aid while on warning status. If both Standard One and Two are met at the end of the warning semester, the student will be removed from warning status.

Denial Status

A student who does not meet the requirements for maintaining eligibility at the end of the warning semester will have eligibility for financial aid programs denied. A student who reaches the upper limit of attempted credits for their program of study will have their aid eligibility denied.

Reinstatement After Ineligibility

With the exception of the 150 percent rule, a student may request to be reinstated (after being denied) after meeting one of the following conditions:

- The student has taken, without funding from financial aid, at least six credit hours and has passed those six credit hours with a grade of "C" or better. Classes taken at institutions other than Kirtland are not considered for reinstatement purposes. The student will be given financial aid on a probation status during the next semester the student attends Kirtland, or
- The student has taken, without funding from financial aid enough credits to meet the GPA and completion rate requirements of Standard Three. The student will be reinstated without warning status.

Appeal Process

Pursuant to federal regulations, a student denied federal financial aid due to unsatisfactory academic progress may appeal for reconsideration of aid eligibility. The student must explain his/her failure to meet satisfactory academic progress, what has changed to allow him/her to regain satisfactory academic progress and must submit documentation from his/her academic advisor indicating the courses the student still must take to complete their program of study. Other appropriate documentation should be submitted if relevant, such as physician's letter, divorce decree, obituary, or academic records. The submission of an appeal does not guarantee a change in eligibility. If the student files a successful appeal, the status will be changed to financial aid probation. The student will be notified in writing of the appeal committee's decision. The decision of the committee is final.

Confidentiality of Records

Information contained in the financial aid file is strictly confidential and will not be released without the prior written approval of the student. However, departments within the college may be provided information on a "need-to-know" basis. Files are generally destroyed after five years.

Statement of Compliance

Financial aid is awarded in compliance with all pertinent federal and state laws and regulations, without regard to race, creed, color, religion, national origin, sex, age, or handicap, except as provided under federal and state laws and regulations.

Student Employment

Part-time student employment is offered both on and off campus. The federal government and Kirtland Community College provide work-study dollars which fund the student employee program. Off-campus employers may be obligated to contribute matching funds. The goals of the program are to provide employment experience, the opportunity for community service, and additional financial assistance to students. Students are paid an hourly rate for the work they perform. A copy of the student employment handbook is available online.

Students must file the Free Application for Federal Student Aid form (FAFSA) before consideration for student employment and attend a student employee orientation.

Student Employment Handbook

The purpose of the Student Employee Handbook is to inform students of the general provisions and regulations of work study, a financial aid program that provides valuable job experience through student employment. This booklet includes responsibilities of student employees and their supervisors, how to complete a time sheet, office conduct, student employee evaluation process, and forms. A copy is available online.

Grants

Children of Veterans Tuition Grant

Children of Michigan veterans whose death or total disability is connected with wartime service should also inquire about the Michigan Veterans Trust Fund. If they are Michigan residents and not over 25 years of age, they may be eligible for full or partial coverage of tuition and fee charges. Contact the Student Scholarships and Grants at 1-888-447-2687 for details.

Bureau of Indian Affairs (BIA)

The student must be a registered member of a federally recognized American Indian tribe, be enrolled in a public college or university, and demonstrate financial need. For more information, contact Bureau of Indian Affairs, Federal Square Office Plaza, Box 884, Sault Ste Marie, MI 49783. Phone: 906-732-6809.

Federal Pell Grant

The Federal Pell Grant is awarded to undergraduate students demonstrating financial need. Students must complete the FAFSA. For the 2016-2017 academic year an annual award of up to \$5815 is possible. Awards are pro-rated based on the actual enrollment level of the student each semester. Federal lifetime limit for Pell Grants is 12 full-time semesters or the equivalent.

Michigan Tuition Incentive Program (TIP)

The student must be from a low-income family and must have graduated from high school or completed a GED prior to age 20. If the student is eligible, the state will pay tuition and mandatory fees at Michigan community colleges and some universities. TIP does not cover course fees and coverage is limited to 24 credits per academic year. Applications should be submitted to the state no later than the senior year in high school, although eligibility may be established as early as grade seven.

Federal Supplemental Educational Opportunity Grant (SEOG)

This grant is awarded as a supplement to the PELL Grant to students showing exceptional need. Priority is given to students with the lowest expected family contribution as determined by the FAFSA. The typical award at Kirtland Community College is \$100 - \$500 a year.

Michigan Indian Tuition Waiver

The student must have been a Michigan resident for at least 12 months and be certified by his/her tribal association as not having less than 1/4 blood quantum. Contact Michigan Department of Civil Rights at 517-241-7748 for application and questions.

Scholarships

Michigan Competitive Scholarship

This is a state scholarship awarded to eligible Michigan high school graduates. Applicants must have a qualifying score from the ACT and have financial need as determined by the FAFSA. The award amount is based on state funding. Contact Student Scholarships and Grants at 1-888-447-2687 for details.

Scholarships/Grants Offered by Kirtland Community College

Academic Excellence Scholarship

For 2016 high school graduates with a 3.5 GPA. or higher. Registration by July 16 and students must maintain full time enrollment. Renewable for a second year with completion of 24 college level credits and 3.00 GPA.

Academic Merit Scholarship

For 2016 high school graduates with a minimum 3.25 GPA. Registration by July 16 and students must maintain full time enrolment. Renewable for a second year with completion of 24 college level credits and 3.00 GPA.

Athletic Scholarship

This scholarship is awarded to select students participating in Kirtland's athletic programs. Contact the athletic director for details.

Kirtland Honors Scholarship– Contact Honors Program Department at ext. 359.

Students must have been accepted into the Kirtland Honors Program.

Michigan Army and Air National Guard Grant

A pro-rated grant is available to eligible members of the Michigan Army or Air National Guard.

Senior Citizen Scholarship

Student must be a resident of the Kirtland district, age 60 or over. For more details, go to: www.kirtland.edu/paying-for-college.

Scholarships Sponsored By The Kirtland Foundation

Students may obtain Kirtland Foundation Scholarship information at: <http://www.kirtland.edu/foundation>

Anna Biernat Scholarship

This scholarship is limited to students residing in Lovells Township. Student must have a cumulative GPA of 2.5 or higher and must be a full or part-time student.

Robert Bovee Scholarship For Health Sciences

In-district residency is required with a minimum GPA of 2.8.

Anne and Lawson Chambers Scholarship

This scholarship is limited to students who are residents of Rose City and Lupton.

Carl J. Darling Jr. Memorial Scholarship

This scholarship is limited to criminal justice pre-service students entering the Police Academy. Students must have a GPA of 2.5 or better.

Robert (Bob) Doan Scholarship

First preference will be given to any student who attended the Crooked Tree Center Alternative Education Program in Harbor Springs, MI with a minimum GPA of 3.0 demonstrating financial need. This scholarship is open to students seeking any professional, technical or certificate program of study. Second preference will be given to students who attended Harbor Springs High School. Third preference will be given to Bay City/Auburn Public Schools. If no students apply meeting above criterion, financial need, GPA minimum 2.00 is applicable.

Submit completed application, (may complete online application and upload supporting documentation) reference letters, transcripts and documentation the applicant believes supports their application and proof of residence.

Donald N. Fenton Memorial Scholarship

This scholarship is limited to sophomore level students planning to transfer to a university/college to study environmental science, teaching of environmental sciences or teaching of science. Minimum GPA of 2.5.

Carl Fernelius Memorial

This scholarship is open to all in-district Kirtland students enrolled in the Liberal Arts program. Student must be full time and have cumulative GPA of 3.0 or higher and demonstrate financial need.

F.O.P. Ausable Lodge #189

This scholarship is limited to 2nd year criminal justice students. Student must have a cumulative G.P.A. of 2.0 or higher and be enrolled full-time. Preference will be given to students residing in Crawford County and also to those demonstrating financial need.

James D. Fryfogle Memorial

This scholarship is limited to Kirtland Level II Associate Degree Nursing students who maintain a minimum 3.00 GPA in their core courses and a minimum 2.50 GPA for all other courses. They must also be residents of the college district.

Marguerite Gahagen Scholarship

Students applying for this scholarship must be majoring in journalism at Kirtland. They must have earned a 3.00 GPA. Preference is given to those who reside in Roscommon County and/or show financial need.

Patricia Hill Nursing Scholarship

This scholarship is limited to Kirtland Level II RN program enrolled students. Minimum 3.25 GPA. Preference may be given to Crawford County residents. Student must be enrolled part-time or full-time.

Jean King Memorial

This scholarship is limited to students majoring in fine arts or commercial arts at Kirtland. They must be residents of the college district. First preference will be given to residents of Ogemaw County.

Otto and Martha Krauss Honors Scholarship

Students must be a member of the Kirtland Honors Program.

Ron & Melanie Marino Memorial Scholarship

Students must be seeking a degree or certificate on at least a half-time basis. An instructor's recommendation and an evaluation of financial need will be reviewed. Employees or immediate family members of Weyerhaeuser Company shall receive first consideration.

Herbert and Evelyn Miller Scholarship

This scholarship is limited to Level I LPN students with a minimum GPA of 3.0 in their core courses and a minimum of 2.5 GPA for all other courses. Residency must be in the college district with preference given to Oscoda County students.

The Keith Rich Trust

This scholarship is limited to students enrolled in nursing or other medically related programs at Kirtland. Applicants or their parents/guardians must be residents of Lyon Township, Roscommon County, Michigan.

Phylis J. Thompson Memorial

This scholarship is open to all Kirtland students enrolled in any program of study.

Patrick J. Trahan Memorial

This scholarship is awarded in recognition of academic performance in chemical science, with preferential treatment given to those students pursuing a career in conservation or natural resources. Students must have a 2.8 G.P.A. or higher.

Marguerite D. Wiltse Memorial Scholarship

This scholarship is limited to students from Crawford, Ogemaw, Oscoda and Roscommon Counties pursuing health careers. Preference is given to those students with financial need.

Student Leader Scholarship

Must be a current Kirtland student (full or part-time) and maintain at least a 2.0 grade point average. Must currently be a leader on campus or in the community. Scholarship is offered in the winter semester only. Students will be notified via Kirtland email with details when scholarship is posted.

Home Schooled/Dual-enrolled Student Scholarship

This scholarship is limited to in-district students dual-enrolled into any program of study. Student must maintain a high school G.P.A. of 3.0.

Veterans Helping Veterans at Kirtland

This scholarship is open to all veterans at Kirtland enrolled in any program of study. Student must have cumulative G.P.A. of 2.5 or higher and demonstrate financial need.

General Scholarship

This scholarship is open to all Kirtland students in any program of study

Scholarships Sponsored by Outside Agency

Janet Sieb Memorial Scholarship

This scholarship is limited to full-time students in a business or office information systems program. Applicants must be residents of the college district and demonstrate financial need.

Other Scholarship

Many other particular and unique scholarships may be available from corporations, associations, agencies, clubs, churches, and foundations. It is recommended that interested students make inquiries of their high school counselor, their local Chamber of Commerce, their place of employment (or their parent's), any organizations to which they or their parents may belong, and the Student Financial Services Office.

Student Loans

NOTE: Loan eligibility criteria are subject to revision. Contact the Student Financial Services Office for current procedures.

Federal Direct Stafford Loan Program

Subsidized Stafford Loan

This loan is for students enrolled at least half-time who demonstrate financial need beyond what is met by other financial aid. The federal government covers interest payments during periods of deferment. Students must file the FAFSA to have financial need determined.

Unsubsidized Stafford Loan

This is identical to the subsidized loan, except that the federal government does not pay the interest while a student attends classes.

Parent Loan Program (PLUS)

This loan is for parents of dependent students who have obtained the maximum financial assistance from other sources, including the PELL Grant and Stafford Loan.

Alternative Student Loan Programs

Students showing need over and above all other sources of financial aid for which they have been determined eligible may apply for an alternative loan.

Other Programs Available at Kirtland

VA Educational Benefits

Entitlement and Eligibility

Veterans, dependents, and selected reservists should contact Student Financial Services Office in the administration building to obtain accurate, complete, and current information concerning educational benefits.

Educational Benefit Programs available are the following:

1. Chapter 30, Montgomery GI Bill
Active Duty Educational Assistance Program
2. Chapter 31, Vocational Rehabilitation
Veterans with a compensatory service-connected disability that impairs employability
3. Chapter 33, Montgomery GI Bill Post 9/11
4. Chapter 35, Educational Assistance for Veterans' Dependents
Children and spouses of veterans who died of a service-connected disability or who are totally and permanently disabled from a service-connected disability
5. Chapter 1606, Montgomery GI Bill Selected Reserve Educational Assistance Program

VA Application Process

VA application forms are available online at www.gibill.va.gov, or from the Student Financial Services Office located in the administration building. The application may be submitted online to the VA or by the Student Financial Services Office.

If the student has previously drawn educational benefits elsewhere, the student needs to complete a Request for a Change of Place and/or Program form and have transcripts from other colleges sent to Kirtland for evaluation as soon as possible. Benefits can be suspended if credit evaluations are not reported to the VA before the student completes two semesters.

Certification of Enrollment

Students must request certification of enrollment each semester. The Kirtland Veterans Certification Request form must be fully completed and submitted to the Student Financial Services Office along with a class schedule.

Pay Rate

Monthly rates vary according to which VA program is providing the assistance, the student's course load status and length of semester enrollment.

Advance Pay

Students eligible for VA benefits may request an advance payment if they carry at least a half-time course load and the VA receives the enrollment certification at least 30 days before classes start. The advance check covers the initial month or partial month of the semester, plus the following month. This check is sent to the college. Subsequent checks are mailed to the student's mailing address or can be directly deposited to the student's financial institution. Chapter 33 students cannot receive advance pay.

Guidelines and Responsibilities

1. Generally, classes certified must fulfill graduation requirements.
2. VA payment is not ordinarily allowed for repeating a previously passed course.
3. Any changes in program of study, course load, address, etc., must be reported to the Student Financial Services Office.
4. If any eligible student certified for benefits fails to enter a course or withdraws officially or unofficially from classes, the VA will be notified.
5. Students having problems with receiving their education benefits should contact the VA at their toll-free number: 1-888-442-4551.
6. Certain VA programs require monthly verification. Attendance may be verified by calling 1-877-823-2378 at any time on the last day of the month or later, or use WAVE Internet access: www.gibill.va.gov

Consequences of Dropping Classes

If a student receiving VA benefits drops a class and it changes the course load, the drop will be reported to the VA. If a student fails a course, the last date of attendance in the course will be reported. Students are responsible for any overpayment due to their withdrawal (unofficial or official), or class failure.

Satisfactory Progress

A student receiving VA benefits needs to understand the college's policy regarding academic probation. When this policy allows, a VA student placed on probation may have a maximum of two consecutive semesters to raise the cumulative grade point average to a 2.0. Failure to do so will make the student ineligible for recertification, and unsatisfactory progress will be reported to the VA in writing.

ServiceMembers Opportunity Colleges (SOC)

Kirtland Community College is designated as an SOC. SOC is a network of more than 1,400 colleges and universities whose policies and programs are designed especially to help meet the higher education needs of service-members. Contact the Student Services Office for more information.

Safety, Security, and Emergencies

Accident Reporting

Students having an accident or needing medical assistance while on campus should call Public Safety Office at ext 355.

BIT (Behavioral Intervention Team)

Kirtland Community College strives to maintain a healthy and safe environment of all students, staff and faculty. The mission of the Behavioral Intervention Team (BIT) is to coordinate the support services of Kirtland Community College in order to assist persons who have reportedly displayed troublesome or concerning behaviors on campus to increase student success and campus safety.

BIT works directly with students, faculty, and staff to respond to student behaviors and to identify students that may pose a danger to self, others or the college community. To learn more about BIT or to submit a referral visit <http://www.kirtland.edu/bit>.

Campus Crime Occurrence Statistics

The Crime Awareness and Campus Security Act of 1990 requires colleges to collect and share occurrence statistics for certain crimes reported as occurring on the college campus. Kirtland's on-campus occurrence statistics (reported offenses; does not infer alleged offenders were convicted) are listed below:

Criminal Offenses – On Campus

	2012	2013	2014
Murder – Non-negligent	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses-Forcible	0	0	0
Rape			0
Fondling			0
Sex Offenses-Non-forcible	0	0	0
Incest			0
Statutory rape			0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglar	0	1	1
Motor Vehicle Theft	0	0	0

Arson	0	0	0
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Criminal Offenses – Public Property

Murder – Non-negligent	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Rape			0
Fondling	0	0	0
Sex Offenses – Non-forcible	0	0	0
Incest			0
Statutory rape			0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson			

Hate Offenses – On Campus

Murder – Non negligent	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Rape			0
Fondling			0
Sex Offenses – Non-forcible	0	0	0
Incest			0
Statutory Rape			0
Robbery	0	0	0
Aggravated Assault	0	0	0

Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple assault			0
Larceny-theft			0
Intimidation			0
Destruction/damage/vandalism of property			0

VAWA Offenses - On campus

Domestic violence			0
Dating violence			0
Stalking			1

VAWA Offenses - Public Property

Domestic violence			0
Dating violence			0
Stalking			0

Number of Arrests Crime – On Campus

Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Number of Persons Referred for Disciplinary Action Crime – On Campus

Illegal Weapons possession	0	1	0
Drug Law Violations	1	0	0
Liquor Law Violations	0	0	0

Number of Arrest Crime – Public Property

Illegal Weapons possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Number of Persons Referred for Disciplinary Action Crime – Public Property

Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Unfounded Crimes

Total unfounded crimes 2

NOTE: For more information regarding the college's compliance with the Crime Awareness and Campus Security Act of 1990, contact the director of public safety.

Crime Reporting

If anyone witnesses a crime or is a victim of any criminal activity, he or she should take immediate action by contacting the Public Safety Office at extension 355 or by contacting Central Dispatch at 911.

NOTE: Upon request, data can be obtained from the Department of Public Safety or the Student Service Office regarding incidents reported.

Campus Safety and Security

Kirtland is a relatively safe place to be, it is certainly not exempt from many of the same crime problems that exist in the surrounding communities. Kirtland has implemented measures to promote safety awareness and strives to ensure that the campus is a safe environment for the campus community. Please contact the Department of Public Safety for more information about the ways Kirtland works toward this goal.

Department of Public Safety

The personal safety and security of those on campus are the primary concerns of the Department of Public Safety. The goal is to ensure a safe environment in which all of the campus community members can work and learn. In order to attain this goal, cooperation is needed. Members of the campus community must take responsibility for the safety and security of themselves, their neighbors, and their belongings.

Emergencies

Sometimes emergencies arise on campus that requires the services of the fire department, county sheriff's office, Michigan State Police, or an ambulance. The services can be reached by calling extension 355. The public safety department can assist with these situations and refer them to the proper authorities. Battery jumps and assistance in unlocking car doors are performed by the Public Safety officers and campus security.

Fire Safety and Fire Alarms

Students and employees of the college are encouraged to know where fire alarms, fire extinguishers, and emergency exits are located in each building.

If a fire alarm sounds, get **out of the building!** Treat all fire alarms as real, even if there is reason to believe the alarm is a false alarm. Do not reenter the building until given permission to do so by college officials.

NOTE: A false alarm is dangerous and a felony. Anyone sounding a false alarm will receive the minimum sanction of suspension from college.

Parking and Traffic on Campus

Through enforcement of parking and traffic policies, it is Kirtland's desire to provide a safe means for entry and departure from campus lots. It is also hoped that fire, safety, and maintenance vehicle access lanes, handicap spaces, and loading/unloading opportunities can be provided with the least amount of inconvenience.

Parking on campus is free and allowed in approved areas only. Parking is not allowed in fire lanes, on or besides walking paths, on grass, or next to buildings.

Parking spaces for service vehicles and the handicapped are posted. A permanent or temporary handicapped sticker from the Secretary of State's Office is needed to park in the handicapped areas.

Parking and traffic violators on campus will be ticketed by Kirtland's Public Safety officers. The following fines are imposed on violators:

\$40.00 Parked in handicap space	\$25.00 Parked within 15 feet of fire hydrant	\$25.00 Blocking emergency exit
\$25.00 Parking in fire lane	\$10.00 All other parking violations	

Policy on Use of Alcohol/Drugs

Unauthorized possession or use of alcoholic beverages on the college campus or at a college-sponsored event, and use, possession, or distribution of narcotic or other dangerous drugs (including look-alike drugs) are strictly prohibited. Violation of these regulations could lead to removal from college property, suspension, or dismissal from the college, and/or liability for legal prosecution.

Policy on Weapons (Firearms, Knives, Explosives)

Possession or use of knives (blade in excess of 3-1/8 inches), firearms, firecrackers, explosives, other lethal weapons, and/or toxic or dangerous chemicals on campus or at any college- sponsored events, unless specifically authorized in writing by a college administrator for educational/safety purposes, is prohibited. However, possession in a locked vehicle may be permitted according to state laws. Law enforcement officers are exempt from this policy.

Public Safety Services

The Public Safety Department maintains staff during the normal operation of the College to ensure the safety of students, staff and visitors. Public Safety services include:

- After-dark escort service from the buildings to students' vehicles
- Response to criminal behavior complaints
- Preventative workshops/seminars on drug/alcohol awareness, rape awareness, use of weapons, etc.
- The addressing of parking and traffic violations
- Provision of vehicle emergency assistance (keys locked inside of vehicle, jump-starting vehicle, etc.)
- Confidential evaluation of threatening statements or behavior.

Policies

Nondiscrimination

It is the policy of Kirtland Community College that no person shall, on the basis of race, color, religion, national origin or ancestry, age, sex, disability, physical proportions, sexual orientation, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For information, or to register a grievance, contact the Director of Human Resources, Room 226 ADM Building, 10775 N St Helen Rd, Roscommon, MI 48653, 989-275-5000 x 271 or 239., or hr@kirtland.edu.

A grievance may also be initiated by completing the BIT Form, located on the college's website at: <https://publicdocs.maxient.com/incidentreport.php?KirtlandCC>

Harassment

It is the policy of Kirtland Community College, consistent with its efforts to foster an environment of respect for the dignity and worth of all members of the college community, that harassment, in any form, of students, employees, or other individuals at Kirtland Community College is unacceptable and impermissible conduct which will not be tolerated. Harassment is any statement or conduct which constitutes an illegal quid pro quo (an unwelcome demand for an exchange of favors), or otherwise creates or fosters an intimidating, hostile, or offensive campus environment. Anyone facing an immediate physical threat should contact the Department of Public Safety at extension 283 (emergency extension, 355). For more information, or to file a harassment complaint, please contact the Office of Human Resources, Room 226, ADM Building, 10775 N. St. Helen Road, Roscommon, MI 48653, (989)275-5000, ext. 271 or 239, or hr@kirtland.edu. A grievance may also be initiated by completing the BIT Form, located on the college's website at: <https://publicdocs.maxient.com/incidentreport.php?KirtlandCC>.

Kirtland's policies on nondiscrimination and harassment are consistent with federal and state statutes that prohibit discrimination against employees and require fair and equal treatment of students, including Titles VII and IX of Civil Rights Act of 1964 and the Michigan Elliot-Larsen Civil Rights Act, 1976, which prohibit discrimination because of race, color, religion, sex, disability,

marital status, age, height, weight, national origin or ancestry, Vietnam-era veteran status, or other protected category under Michigan and federal law.

Procedure for Reporting Discrimination

Option 1: Informal

The College encourages informal resolution of complaints. If appropriate, you may first discuss the complaint directly with the individual against whom the complaint is made. If the alleged discrimination involves a department or unit rather than an individual, you may discuss the complaint with a representative of that department/unit. If the complaint is not resolved as a result of this discussion, or if you do not wish to proceed informally, you should proceed to Option 2.

Option 2: Formal

File a complaint with Kirtland Community College's Office of Human Resources. If this office includes the person alleged to have discriminated, the complaint may be filed directly with the president of the college. The complaint must be in writing and include your name and address, the nature of the alleged violation, names of persons responsible for the alleged violation (where known), requested relief or corrective action, and any background information you believe to be relevant (e.g. witnesses to the alleged violation, name or groups of other persons who may be affected, etc.).

A complaint should be filed in a timely manner following an alleged violation. The college will take affirmative steps to comply with non-discrimination policies at any time a violation becomes known, but may not be able to address a specific instance of alleged violation if the passage of time has rendered memories unclear and relevant documentation is lacking. If you believe you have been improperly discriminated against, you are urged to initiate either option within a week. Upon receipt of the complaint, the college will immediately conduct an investigation. All parties related to the complaint will be afforded the opportunity to submit evidence (including statements from witnesses) relevant to the complaint. The investigation will be completed within 20 working days and a statement of findings will be issued to you and to the individual or department/unit against whom the complaint is made.

If the college determines that the allegations of discrimination have merit, a proposed resolution according to law and college policy will be submitted to the parties involved. If the proposed recommendations are acceptable to you and the solutions are implemented, the complaint is considered resolved.

You may request a reconsideration of the case (an appeal) in instances where you are dissatisfied with the resolution. The request for consideration should be filed in the President's Office within 10 working days of receipt of the resolution, or as soon as possible following evidence the accepted solution has not been implemented. The president will review the request and issue a final resolution in a timely manner. The decision of the president is final.

Anyone at any time may contact the following:

Office for Civil Rights
United States Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-1100
(202) 245-6800

Or

Office for Civil Rights
United States Department of Education
600 Superior Avenue East
Cleveland, OH 44114-2614
(216) 522-4970

Complaints of discrimination will be treated as confidentially as possible, recognizing the potential need to notify the alleged perpetrator of the facts relative to the alleged violation, contact and interview witnesses and other knowledgeable parties, inform key staff of issues required for compliance, and reply to any state or federal agencies who may have been informed of the alleged violation.

Tobacco-free Policy

In compliance with state and federal law, and to promote a healthy learning and work environment, Kirtland Community College will reduce student, guest and employee exposure to tobacco products.

- Smoking, distribution, or use of any tobacco products is prohibited in all leased or owned college facilities.
- Smoking or use of any tobacco products is prohibited in college vehicles.
- Smoking or use of any tobacco products on leased or owned college grounds may occur only in personal vehicles.
- The sale of tobacco products is prohibited in and on all leased or owned college facilities and grounds.

This policy applies to the smoking of electronic cigarettes (e-cigarettes), electronic vaping devices, inhaled nicotine delivery systems, and other similar devices which involve or simulate the smoking of tobacco products.

Drug-free Learning Environment

Kirtland Community College recognizes that the use of illicit substances is wrong and harmful to the physical, social, and emotional well-being of its students and directly affects their ability to learn, function, and be successful in school. Therefore, the college has adopted and implemented policies which promote drug prevention and education, and which prohibit the unlawful possession, use, distribution, or being under the influence of illicit substances by all students on school premises or as part of any school business, activity, or function. Specific information on standards of conduct, disciplinary sanctions, and other aspects of this policy are available in other sections of this catalog (please refer to the "Student Code of Conduct"), other appropriate publications, and from the Student Success Center Office. Please contact this office for more detailed information about drug and alcohol counseling, rehabilitation, and/or re-entry programs.

Privacy of Student Records

The college complies fully with the Family Educational Rights and Privacy Act of 1974, also known as FERPA, which is designed to protect the privacy of student educational records. For more information regarding the confidentiality of records or release of student information contact the Registrar's Office located in the Student Service Office in the administration building, or call 989-275-5000, extension 291. For details of the rights, please refer to "Student's Right to Know".

Social Security Number

The college asks for the student's Social Security number at time of admission to verify identification. The college shall obtain social security numbers from individuals for a valid business purpose only, and shall ensure to the extent practicable the confidentiality of social security numbers in its possession. The college prohibits unlawful disclosure of social security numbers and prescribes limits on who has access to information or documents that contain social security numbers. Documents containing social security numbers shall be properly disposed of, and the college provides penalties for violation of the privacy policy.

For identification purposes, a college-wide unique identification number (UIN) will be individually assigned to all students, employees, and other associated individuals, such as contractors or consultants. The UIN will be considered a public piece of information. This UIN will be assigned at the earliest possible point of contact between the individual and the college. The UIN will be used in all electronic and paper data systems to identify, track, and service individuals associated with the college. It will be permanently and uniquely associated with the individual to whom it is originally assigned.

Rights and Responsibilities of Students

Kirtland Community College recognizes those enrolled in a course or program of study as being students and, therefore, members of the academic community. As members of this community, they are subject to the obligations which accrue to them by virtue of this membership. While enjoying freedoms of speech, peaceful assembly, right of petition, and the right of due process, all students are expected to conduct themselves in a manner that will reflect favorably on them, the community and Kirtland Community College.

Academic Freedom

The student in the classroom and in conference should enjoy free discussion, inquiry and expression. Student performance shall be evaluated on an academic basis, as defined in the syllabus for each course.

- A. Protection of Freedom of Expression:
Students shall be free, and be encouraged to offer opinions and insights in any course of study and be allowed to reserve judgment about matters of opinion expressed by the instructor or other students. Also, students are responsible for learning the content of any course of study for which they are enrolled.
- B. Protection Against Improper Academic Evaluation:
Students shall have protection through due process against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Students may use the procedures outlined under "Procedure for Academic Due Process" when a dispute over grades occurs.

Freedom of Assembly

No person or persons shall assemble in a manner which obstructs the free movements of persons about the college or the free normal use of the college buildings and facilities, or prevent or obstruct the normal operations of the college.

Right to Due Process

An individual charged with a violation of the student code of conduct has the right to due process. A student who is dissatisfied with an academic decision also has the right to due process. Due process at Kirtland Community College means that a student is assured that his/her rights as a student will be protected. Further, and specifically, a student has the right:

- A. To be informed in writing of the specific charges and the grounds for such charges.
- B. To have a chosen advisor, counselor or lawyer (at the student's own expense) present for advice before, during and/or after the hearing. The role of this individual is limited to an advisory capacity with no right of cross-examination.
- C. To be present at the hearing, if desired.
- D. To exercise the privilege against self-incrimination.
- E. To hear or examine evidence presented to the committee reviewing the case and to present evidence by witnesses or affidavit of any defense the student desires. Further, the student shall be given the opportunity to cross-examine witnesses.
- F. To be informed in writing of the Committee's recommendation to the appropriate vice president.
- G. To appeal the Committee's decision to the President.
- H. To waive the right of a formal hearing before the Committee and to have the case heard by the appropriate vice president.

Laws, Regulations and College Policy

Students shall obey the laws enacted by federal, state and local governments, as well as the policies and regulations of Kirtland Community College. If a student is charged with a misdemeanor or felony, the college will fully cooperate with civil authorities while recognizing the student's rights under the Family Educational Rights to Privacy Act ("FERPA")

Note: Under FERPA, an educational institution, including a community college, may not disclose personally identifiable information found in a student's education record to law enforcement officials, unless such disclosure is "to comply with a judicial order or lawfully issued subpoena." In such a situation, the college must make a reasonable effort to notify the parent or student of the order or subpoena in advance of compliance.

Student Code of Conduct

College student conduct expectations are essential to the establishment of an environment conducive to learning, to the protection of Kirtland Community College's educational purpose and to the maintenance of a reasonable level of order on the campus. The college strives to maintain these standards through educational programs, services to the students and the promotion of student conduct standards.

Enrollment as a student at Kirtland Community College carries with it behavioral obligations inside and outside the classroom. Students are responsible for obeying municipal, state and federal laws which govern the community, as well as for the rules and regulations of the college. If a student participates individually or as a member of a group in any of the "Forms of Misconduct" (listed below), he or she can be subject to disciplinary action. Further, sanctions may be imposed upon student groups or organizations, including the sanction of deactivation which entails the loss of all the privileges and/or college recognition for a specified period of time. Generally, college jurisdiction and discipline shall be limited to conduct which occurs on college premises or which adversely affects the college community and/or the pursuit of its objectives. The student code of conduct is in effect for students while they are on any campus property, as well as other property in the possession of or owned, used or controlled by the college.

The code of conduct also applies to off-campus activities, such as field trips, off-campus classes and college-sponsored events, and federal or state law may mandate the interest of the college in other instances. On a case-by-case basis, the vice president of student services or the appropriate instructional vice president will determine whether jurisdiction should be asserted to address the adverse effects of an off-campus activity.

A. Disciplinary Actions

Violations of the student code of conduct are subject to disciplinary action and will be given immediate attention by the college. The appropriate vice president may impose any of the following disciplinary actions:

1. **Warning:** A "WARNING" is an official reprimand which expresses college dissatisfaction with the student's conduct and which clarifies expected behavior in the future. Such action is in effect for the duration of the semester in which the warning was issued. Normally, a warning does not include any restrictions. If the same offense is repeated after a warning is given, probation will be the minimum sanction awarded.
2. **Probation:** "PROBATION" status indicates that any violation of the code of conduct within the probationary period shall result in more severe disciplinary action against the student that could include suspension or dismissal from the institution. Usually, the probationary period extends for a specified period of time or until completion of a specific requirement. Probation in itself does not carry with it any restrictions; but, in addition to probation, it is possible for a student to be expected to complete a work assignment, pay a fine or be prohibited from holding an office or representing the college in any activity.
3. **Removal from a Course:** If "REMOVAL FROM A COURSE" occurs, a student may continue to attend other classes, but may not resume attendance in the course from which he or she has been removed for the remainder of the semester in which the removal occurs. In the event a student is removed from a course, he or she will be given either a withdrawal or a failure in accordance with the college's "Withdrawal From Classes" policy.
4. **Suspension:** "SUSPENSION" is an action that separates the student from the institution for a definite period of time (days, weeks, semesters, etc.) and is to be appropriate with the circumstances of the violation. Such action will specify the conditions required for readmission, as well as the date the student will be eligible to return.
5. **Expulsion:** "EXPULSION" is an action that permanently separates the student from the institution.
6. **Specific Orders:** "SPECIFIC ORDERS" is an action which may stand alone or be issued with another sanction. Specific orders may include, but are not limited to, performance or non-performance of specific acts, loss of certain privileges, payment of fines, restitution and work assignments.

Any disciplinary action imposed on a student will be recorded in the student's confidential file in the Student Service Office. A disciplinary action cannot be recorded on a student's transcript.

- B. **Forms of Non-Academic Misconduct:** The following forms of misconduct will not be tolerated by the college. Minimum sanctions, disciplinary actions, normally taken by the college are indicated in parenthesis following each violation. Note: This list is not inclusive of all possible forms of misconduct. The college's administration may add to this list if needed.

College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of the student code of conduct, i.e., if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Such proceedings under this student code of conduct may be carried out prior to, simultaneously with or following civil or criminal proceedings off-campus.

1. Arrest for or conviction of any civil or criminal laws committed while on campus or at college sponsored events. (Probation)
2. Threatening, attempting, or using physical force or intimidation (including stalking) against any person on the college properties or at any off-campus college sponsored events. This includes the interference with the freedom of movement of any person. (Suspension)
3. Deliberate interference with academic freedom or freedom of speech, including disruption of a class, or interference with the freedom of any speaker invited by the college to express his/her views. (Warning)
4. Discrimination on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap. (Probation)
5. Sexual harassment in the educational environment, as defined by the Elliott-Larsen Civil Rights Act. (Suspension)

Note: The Elliott-Larsen Civil Rights Act defines sexual harassment in the educational environment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications of a sexual nature when...such conduct or communication has the purpose or effect of substantially interfering with an individual's education...or creating an intimidating, hostile or offensive...educational...environment."

6. Kirtland Community College prohibits sexual misconduct by students, employees, or any persons, regardless of sexual orientation or gender identity, engaged or present under the care, authority, and jurisdiction of the college. The action of sexual misconduct includes, but is not limited to, sexual assault, attempted sexual assault, non-consensual sexual intercourse or contact, sexual or sex-based harassment, sexual coercion, dating or domestic violence, voyeurism, or stalking. (Suspension)
7. Conduct or expression which is disorderly, lewd, indecent or obscene on college property or at a college sponsored event. (Warning)

Note: To determine conduct or expression which is disorderly, lewd, indecent or obscene, the U.S. Supreme Court has set forth the following three-prong test to determine obscenity:

The basic guidelines for the trier of fact must be: (a) whether the average person applying contemporary community standards would find that the work/action, taken as a whole, appeals to the prurient interest; (b) whether the work/action depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and (c) whether the work/action, taken as a whole, lacks serious literary, artistic, political, or scientific value.

8. Engaging in any kind of hazing action on or off campus that endangers the mental health, physical health or safety of a student or which destroys or removes public or private property for purpose of initiation or admission into, affiliation with, or participation in any student organization. (Suspension)
9. Bullying, defined as repeated and/or severe aggressive behavior which a reasonable person would infer as likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally, and which is not speech or conduct otherwise protected by the 1st Amendment. (Suspension)
10. Retaliation – Taking action that substantially harms, whether personally, socially, or professionally, or what a reasonable person would interpret as deliberately creating significant emotional distress in another individual, for the purpose of punishing for, and/or having the effect of inhibiting further, the exercise of their right to complain or to seek grievance. (Suspension)
11. Failure to comply with reasonable requests and orders by authorized college officials or representatives acting in behalf of the college. (This requirement includes reasonable requests for students to meet appointments in administrative or faculty offices and at investigative/disciplinary hearings.) (Warning)
12. Initiate false alarms which endanger the health and safety of any person on college properties or at any off-campus college sponsored events. (Suspension)
13. Possession or use of knives (blade in excess of 3 1/8"), firearms, firecrackers, explosives, other lethal weapons, and/or toxic or dangerous chemicals on campus or at any college sponsored events, except when specifically authorized in writing by a college administrator for educational/safety purposes. Further, possession in a locked vehicle may be permitted according to State laws. Law enforcement officers are exempt from this policy. (Suspension)

14. Unauthorized distribution or sale of items on campus. (To be eligible for authorization, students must follow the steps outlined in Board policy/procedures 3.015, Community Use of College Facilities.) (Warning)
15. Manufacture, possession, control, sale, transmission or use:
 - a. Any controlled substance (illegal drugs) in violation of state or federal laws; or
 - b. Substances purported to be illegal, abusive or performance enhancing, i.e., look-alike drugs.

The college has the policy of full cooperation with law enforcement agencies in such cases. (Suspension)

16. Possession (outside of State laws), distribution, consumption or abuse (including intoxication) of any alcoholic beverages on any college owned or rented facility. (Suspension)
 17. Consumption of food or beverages in unauthorized areas on campus. (Warning)
 18. Smoking in classrooms or other designated non-smoking areas. First offense (Warning), second offense (Suspension)
 19. Gambling with money or anything else of value on campus or any college sponsored event. (Probation)
 20. Dress that fails to meet established safety or health standards in specific on or off-campus classes or at college sponsored events. (Warning)
 21. Parking of vehicles in unauthorized areas. (Warning)
 22. Unauthorized presence of pets on campus. (Animals who assist students with disabilities are permitted on campus.) (Warning)
 23. Misrepresentation, alteration, forging or misuse of college documents, records, or identification cards. (Students are required to present identification when requested by authorized college officials.) (Expulsion)
 24. Unauthorized representation or contracting in the name of Kirtland Community College. (A student may not claim to be an official representative of the college for any commercial purpose.) (Suspension)
 25. Use and/or misuse of the college computer system, facilities, hardware, software and all computerized information is prohibited in the following circumstances, including, but not to be limited to:
 - a. Unauthorized entry into a file, whether to use, read, change or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or college official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the college's computing system.
 - g. Use of computing facilities in a manner which violates state or federal copyright laws, e.g., unauthorized duplication of copyrighted or licensed software. (Suspension)
 26. Unauthorized entry to and/or use of college facilities and equipment. Also, the possession of keys or duplication of the college's keys without proper authorization. (Suspension)
 27. Attempted or actual theft from, damage to or the defacing of college property or to the property of other students, faculty or staff while on the campus or at any college sponsored event. (Expulsion)
 28. Littering of college facilities and grounds. (This includes the disposal of cigarette butts in locations other than ashtrays or trash receptacles.) (Warning)
 29. Dishonesty, including knowingly furnishing false information to the college or a college officer, whether verbally, in writing, or completing required forms. (Probation)
 30. Violation of college policies and regulations not already addressed in the previously listed forms of misconduct. (Warning)
- C. Academic Misconduct
1. Kirtland Community College considers academic dishonesty to be a serious offense. It is the policy of the college that determination of and appropriate action in respect to academic dishonesty by a student shall be a matter of individual judgment by the instructor, with departmental guidelines.
 2. Cheating, plagiarism or other forms of academic dishonesty including the unauthorized acquisition of tests or other academic materials. This includes students who aid and abet, as well as those who attempt such behavior. (An instructor may administer a penalty up to and including failure in a particular course. In some cases, such as in nursing and criminal justice programs, the student handbook outlines the appropriate action. If a student fails two classes as a result of academic dishonesty, he or she is dismissed from the college for the remainder of the semester in which the second violation occurs and the following academic semester that is required for that student's program of study, i.e. some programs require students to take classes during the summer semester, most programs do not.)

Note: Cheating includes, but is not limited to:

- a. The use of any unauthorized assistance in taking quizzes, tests or examinations;
- b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- c. The acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

Plagiarism is representing the work of other persons as one's own, including but not limited to the use of work by others and information downloaded from the Internet. The use of another person's words, ideas, or information without proper acknowledgement, whether done intentionally or through carelessness, is also plagiarism. The student should seek guidance from the instructor about acceptable methods to be used to acknowledge the work and ideas of others.

3. Deliberate interference with academic freedom or freedom of speech, including disruption of a class, or interference with the freedom of any speaker invited by the college to express his/her views. (Warning)

The vice presidents will decide whether the conduct will be considered academic (section C) or non-academic (section B) and will follow the appropriate procedure.

Disclosure of Student Rights and Responsibilities:

Both policy and procedure for "Student Rights and Responsibilities" will be made available to all students and employees. To ensure this occurs, any college catalog, student handbook or faculty handbook printed after December 31, 1990, must include this information.

Rights and Responsibilities of Students

At Kirtland Community College, two procedural forms of due process exist; Academic Due Process and Non-Academic Due Process. As conditions permit, either form of due process is provided to the student within a reasonable amount of time. In certain circumstances, the vice president, or his/her designee, may impose a suspension prior to the hearing before the committee.

- A. Separation means the specified individual(s) may participate in class and other college activities, but shall avoid contact of any sort with other designated individuals. Separation may involve interim suspension from specified classes, college locations, and activities, if deemed necessary.
- B. Interim suspension may be imposed only:
 1. To ensure the safety and well-being of members of the college community or preservation of college property;
 2. To ensure the student's own physical or emotional safety and well-being;
 3. If the student poses a definite threat of disruption or interference to the normal conduct of operations of the college.
- C. During the period of interim suspension, the student shall be denied access to the campus (including being barred from classes) and/or all other college activities or privileges for which s/he might otherwise be eligible as the vice president of student services may determine to be appropriate.
- D. The interim suspension shall continue until the student's due process procedures are complete. The hearing for this matter should follow the vice president's actions as soon as practicable.

Procedure for Non-Academic Due Process:

Any member of the college community may file charges against a student for an alleged violation of the student code of conduct. There are two means of doing so.

- A. Immediately inform a responsible employee of the college. A responsible employee of the college is any regular employee directly hired by the college, and would include any full-time instructor or full or regular part-time staff person. If the responsible employee is not in a position to act on the complaint, they are charged with informing those who are. Please provide sufficient detail, in writing if possible, so that the office the responsible employee refers the complaint to can act effectively on the complaint. **IF THERE IS IMMEDIATE RISK TO LIFE OR PROPERTY CALL EXTENSION 355 or dial 911**

- B. File a Behavioral Intervention Team (BIT) Referral Form. To do so, access the Kirtland Website at <http://www.kirtland.edu/bit> and click on the BIT Referral Form, or go directly to <https://publicdocs.maxient.com/incidentreport.php?KirtlandCC>. This form is recommended if there is a concern for health or safety, if there is a problem with accessibility, if there is a belief that harassment or retaliation has taken place, if a breach of confidentiality has occurred, or other related matter. **IF THERE IS IMMEDIATE RISK TO LIFE OR PROPERTY CALL EXTENSION 355 or dial 911**

The college is committed to providing an educational environment free of serious misconduct, will investigate reported allegations of such misconduct, will address known violations, and will act to prevent recurrence and to remedy effects.

Any person who believes they are a victim of sexual misconduct, or who observes what they believe to be an act of sexual misconduct, within the jurisdiction of Kirtland Community College, is urged to immediately make a report, and, if possible, take appropriate steps to preserve evidence. The college will conduct a prompt, fair, and impartial investigation, and act on the basis of the facts determined, according to college policy and applicable law. Individuals should be aware that the college exercises civil authority, not criminal, and may work both in collaboration with, and proceed separately and apart from, the criminal justice system.

Once charges have been formally filed, the following procedure for Non-Academic Due Process shall be observed:

- A. An official of the college shall meet with the person (complainant) who has filed a charge against another person or student organization. If the complainant requests confidentiality or asks that the complaint not be pursued, the college will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the complainant must be aware that the college's ability to respond may be limited. If the complainant reports a violation which threatens the safety of others, the college may not be able to guarantee confidentiality.
- B. The vice president of student services will notify the accused student (in writing) of the charges filed against him/her and the college's policy regarding due process.
- C. If the accused student does not waive their rights, then the vice president of student services will appoint a student judiciary committee composed of not less than three, nor more than five, college employees. Alternatively, for peer consideration, up to two students may be appointed in lieu of employees, so long as at least three members are employees in good standing. All committee members shall be informed of the requirements of confidentiality, and of the potential sanctions for breach of confidentiality. An employee knowledgeable in hearing procedure will be appointed to chair the hearing. The members of this committee must have no vested interest in the matter. The vice president of student services cannot serve on this committee.
- D. The person filing the complaint and the person or student organization charged with violating the student code of conduct are responsible for providing statements from witnesses and other evidence to investigating officials. Witness statements can be provided verbally during the hearing or in written (signed and dated) form. Both parties may have other individuals at the hearing. These individuals are limited to an advisory capacity with no right of intervention or cross-examination. Investigating officials may present evidence prior to the hearing, to be made available to both parties, and may be called on to testify at the hearing, subject to cross-examination by the accused party.
- E. The student judiciary committee has the responsibility of hearing the charges against the accused student and reviewing the evidence. The hearing will take place within ten working days following the accused student's receipt of the written charges. A verbatim record will be made of all hearings. This record remains the property of the college and shall be maintained for a period of two years. Within one working day following the hearing, the committee will submit (in writing) its recommendation to the vice president of student services.
- F. The vice president of student services will render a decision on the case, which may include sanctions imposed on the student. The vice president will then inform (in writing) all parties involved of his/her decision within three working days of the receipt of the student judiciary committee's recommendation.
- G. If the student wishes to contest the vice president of student services' decision, s/he may appeal to the President within three working days following notification of the vice president's decision (refer to "Appeal Process"). The President's decision will be final.

Note: A student who commits a drug or alcohol related infraction (Forms of Misconduct #15 or #16), will be immediately referred to the vice president of student services. The vice president may provide the student with a choice of the following options:

Option #1: Referral to the Kirtland's student assistance program and/or to a substance professional for a substance abuse intake interview and assessment. The vice president will also give a formal "warning" to the student.

Option #2: Referral to the student judiciary committee for a hearing. If found in violation by the committee, the student may be suspended for the remaining portion of the current semester with no refund of tuition and fees. Further, if suspended, the student must show evidence of an intake interview and assessment with a substance abuse professional in order to return to Kirtland.

Procedure for Academic Due Process:

- A. If an instructor fails a student in a course for academic dishonesty, the instructor must immediately notify, in writing (Academic Student Conduct Complaint Form), the student and the vice president of instruction. The vice president of instruction shall maintain a record of all such notifications.
- B. If a student wishes to appeal a grade or academic decision, s/he must first meet with the faculty member to discuss his/her grievance. This meeting should take place within 3 working days.
- C. If the student and faculty member do not come to a satisfactory agreement, or if charged with academic misconduct, the student may appeal to the appropriate dean within 3 working days. If the problem is not resolved at this level, the student may appeal to the vice president of instruction.
- D. If the student chooses to appeal to the vice president of instruction, a written request (which includes a brief summary of the grievance) must be submitted within 3 working days. The vice president will review the appeal. Within three working days after receiving the appeal, the vice president shall render a decision.
- E. Should the student wish to pursue the matter further, the vice president will refer the complaint to the academic appeals committee. The instructional vice president will appoint an academic appeals committee composed of three full-time faculty members and two students. The vice president will appoint one of the faculty members to chair the hearing. The members of this committee must have no vested interest in the matter. The vice president cannot serve on this committee.
- F. The academic appeals committee has the responsibility of hearing the grievance and reviewing the evidence. The hearing will take place within ten working days following the student's request for a hearing. A verbatim record, such as an audio recording, will be made of all hearings. This record remains the property of the college and must be maintained for a period of two years. Within one working day following the hearing, the committee will submit (in writing) its recommendation to the vice president.
- G. The vice president will render a decision on the case. The vice president will then inform (in writing) all parties involved of his/her decision within three working days of the receipt to the academic appeals committee's recommendation.
- H. If the student wishes to contest the vice president's decision, he/she may appeal to the President within three working days following notification of the vice president's decision (refer to "Appeal Process"). The President's decision will be final.

Appeal Process(es):

An appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes, except as required to explain the basis of new evidence:

- A. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the student code of conduct was violated and giving the accused student a reasonable opportunity to prepare and to present his or her rebuttal of those allegations.
- B. To determine whether the decision reached regarding the accused student was based on substantial evidence, i.e., were the facts in the case sufficient to establish whether there was, or was not, a violation of the student code of conduct?
- C. To determine whether the sanction(s) imposed was appropriate to the violation of the student code of conduct which the student was found to have committed.
- D. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

Substance Abuse Information on Alcohol and Drugs

Information regarding the misuse and abuse of alcohol and drugs can be found by contacting the Counseling Office located in the Student Success Center.

Statement/Guidelines Regarding Aids

In response to the epidemic of infection with Human Immunodeficiency Virus (HIV), which causes the Acquired Immunodeficiency Syndrome (AIDS), Kirtland Community College has adopted these guidelines based upon the recommendation of the American College Health Association.

AIDS is a serious illness, a public health problem, and an immediate concern to the college community. AIDS is characterized as a defect in natural immunity against disease. People who have AIDS are vulnerable to critical illnesses that are not a threat to anyone whose immune system is functioning in a standard and typical fashion.

AIDS is caused by a virus commonly called HIV. Presently, there is no known cure or effective vaccine. However, the consensus of authoritative medical opinion, as reflected by the Center for Disease Control and Public Health Service, is that AIDS is not a readily communicable disease.

There are no known cases of AIDS transmission by food, water, insects, or casual social contact, and no spread of the virus has been found within family groups in which one or more persons have been diagnosed with AIDS, except from sexual and/or intravenous transmission. The current scientific understanding is that the AIDS virus is transmitted only through an exchange of infected body fluids, blood, or blood products. Such exchanges may occur when the needle of an infected person (in most cases, a drug addict) is used by someone else, through a blood transfusion from an infected person, or through intimate contact involving the transfer of semen and vaginal fluids.

NOTE: The use of condoms can significantly reduce spread of this virus. AIDS has not been shown to be transmitted by saliva, tears, nasal secretions, vomitus, urine, or feces. Considering current authoritative medical opinion, there is no basis for routinely excluding or dismissing employees or students because they have AIDS, ARC (AIDS-Related Complex), or AIDS virus antibodies. Since these conditions have been designated as handicaps and are treated as such by the Elliott-Larson Civil Rights Act, it is also against the law to dismiss someone on this basis. Depending on the medical circumstances of each situation, the college may require the monitoring of the medical condition of an infected person, which includes the counseling of that person on the nature of the disease and the importance of not engaging in behavior that could transmit it, if that is appropriate. No broad blood screening test will be required.

The right to privacy of all individuals will be respected and protected, and the confidentiality of any required records that may be required will be maintained. Because the virus is not transmitted by ordinary contact, it is neither necessary nor appropriate for the protection of roommates, classmates, or employees to share with them any information regarding a student or employee with AIDS and AIDS-related conditions.

Kirtland Community College will comply with all federal and state laws and regulations, including those of the United States Public Health Service and the guidelines from the Center for Disease Control and the American Health Association, which bear on the welfare of persons within the college community who test positively to that antibody. It has also adopted the safety guidelines as proposed by the United States Public Health Service "for the handling of blood and body fluids of all persons.... " All appropriate college personnel will be trained in and will follow these procedures.

The college will continue to provide information programs designed to acquaint the community with current information about AIDS and how to avoid or minimize the risks of transmission of the virus.

In addition, any student who is concerned or has questions about AIDS or HIV may contact the Grand Traverse, Leelanau, Benzie District Health Department (Tri-County) in Traverse City, P.O. Box 905, Traverse City, MI 49685-0905, 616-922-4381 or the District Health Department #1 in Cadillac for free counseling and/or HIV testing.

Getting Involved

Kirtland Center for the Performing Arts

Kirtland Center for the Performing Arts exists as the cultural and entertainment establishment at Kirtland Community College.

Performing Artists Series present a variety of performing arts events catering to the diversity of interests among the members of the Kirtland Community College service district and beyond. The Performing Artists series annually brings world-class entertainment to the campus of Kirtland Community College.

Kirtland Youth Theatre presents an annual youth theater series that introduces the students of the area to live performing arts including Theatre, Music and Dance in a theatre setting.

Kirtland Community Theatre annually produces plays/dinner theatres using Kirtland Community College area citizens. Performances are taken into the communities and/or performed in the Performing Arts Center.

The Kirtland Center for the Performing Arts Offices including Ticket Office is located in the Career Technical Center (CTC) building on campus, room 110.

For more information on scheduled events, tickets and/or becoming a Kirtland Center volunteer, please call 989-275-6777.

Phi Theta Kappa, Alpha Omicron Gamma Chapter

Phi Theta Kappa is the oldest, largest and official honor society for the two-year college.

Membership recognizes your academic success. Notation of membership on your college transcript; official seal of Phi Theta Kappa on your college diploma; membership certificate and pin; Phi Theta Kappa commencement regalia.

Benefits: \$37 million in scholarship opportunities, including transfer scholarships; personalized letters of recommendation for scholarship; and employment letter of recommendations for employment or scholarship.

Eligibility for membership: 12 credit hours, college level or above with a minimum grade point average of 3.5

For more information contact Terry Geary at terry.geary@kirtland.edu. Additional information about Phi Theta Kappa can be obtained at the following web site address www.ptk.org.

Student Clubs and Organizations

There are special interest clubs and organizations that offer opportunities for students to broaden the scope of their educational experiences. Students are encouraged to participate in the activities sponsored by the clubs and organizations. Membership in all organizations is open to any interested student.

No student club or organization may be established, conduct business, solicit funds, or sponsor activities unless the organization has been approved by Student Services. Students who wish to form a student organization should contact Student Services.

Student I.D. Card

Identification cards are required for all registered Kirtland students. The identification cards are nontransferable and are valid for one college year. The card permits the student's entry to many college or student-senate-sponsored functions at no charge or at a reduced rate.

Veterans Helping Veterans

The mission of the *Veterans Helping Veterans at Kirtland Community College* is to assist veterans from all eras of the military to more easily adjust from military to civilian life and to be a successful student at Kirtland Community College. Our mission includes serving those veterans (men and women) who are currently serving or who have ever served in the United States military to establish a network of lifelong friendships and to help them be aware of all related benefits and services for which he or she may qualify.

Programs of Study

Kirtland Community College reserves the right to change or correct any information contained in this document at any time without notification. Students alone are responsible for the successful completion of the requirements for the degree selected. While advisors are available to assist with course selection, it remains the student's responsibility to ensure that all degree and grade requirements are met for graduation.

Key: AAS=Associate in Applied Science; CC=Certificate of Completion; SC=Special Certificate; TR=Degree design to facilitate transfer to another college.

Art

Art Degree Partnerships

There has never been a better time to be an art school graduate. There are a remarkable number of occupations that require people with artistic talents. Many of the things that lead to improving our quality of life have input from artists. The physical things in our lives—the art that inspires us, the products that we use, the things we see on our screen, the materials we read—all of these affect our sense of what it is to be a complete human being, and all of them are touched by artists. You know it...there are artists all around us. Many of them are called designers. Their influence may be invisible to the typical person, but it's there and it's real and it's growing all the time.

Students in Kirtland Community College's art programs now have some of the best opportunities to continue to further their education once they build their portfolios while attending Kirtland. Working with the College for Creative Studies (CCS) and Kendall College of Art and Design, past Kirtland Art students have won significant tuition awards at these colleges based on their portfolios in the annual student merit scholarship competitions, with some even receiving full-ride scholarships.

Kirtland art students have experienced excellent transferability of credits to both colleges. Students should contact those listed for specific program information. Students wanting additional information on the various Bachelor of Fine Art programs should contact the respective institutions at the addresses listed below.

The curriculum for each of the following programs is based upon solid studio art courses focusing on conceptual, practical, and technical skills. The major core curriculum for each is based upon traditional practices and in-depth use of technology.

Certificate of Completion

Graphic Design, CC

(CGRA0)

Minimum Credits: 36

Contact Hours: 46

Introduction

The certificate in Graphic Design provides the student with the advanced training that is necessary for entry and continuing success in the graphic design and visual communication industry. The curriculum is based upon solid studio art courses focusing on conceptual, practical and technical skills. The major core curriculum is based upon traditional practices and in-depth use of technology.

Program Requirements: 36 credits

- ART 10500 Intro to Design 3 cr.
- ART 10600 Fund of Drawing I 3 cr.
- ART 11500 Photography I 3 cr.
- ART 17000 Graphic Studio 3 cr.
- ART 19000 Digital Communications 3 cr.
- ART 20600 Drawing II 3 cr.
- ART 21100 3-Dimensional Design 3 cr.
- ART 25000 Illustration I 3 cr.
- ART 27545 Computer Generated Images I 3 cr.
- ART 28000 Portfolio I 3 cr.
- CIS 10500 Intro to Computers 3 cr.
- CIS 21000 Internet & Web Page Development 3 cr.

Suggested sequencing of courses

Year 1 (Fall) 12 credits

- ART 10500 Intro to Design 3 cr.
- ART 10600 Fund of Drawing I 3 cr.
- ART 27545 Computer Generated Images I 3 cr.
- CIS 10500 Intro to Computers 3 cr.

Year 1 (Winter) 12 credits

- ART 17000 Graphic Studio 3 cr.
- ART 19000 Digital Communications 3 cr.

- ART 20600 Drawing II 3 cr.
- ART 21100 3-Dimensional Design 3 cr.

Year 2 (Fall) 12 credits

- ART 11500 Photography I 3 cr.
- ART 25000 Illustration I 3 cr.
- ART 28000 Portfolio I 3 cr.
- CIS 21000 Internet & Web Page Development 3 cr.

Associate in Applied Science

Foundations in Art & Design, AAS

(DFAD0)

Minimum Credits: 60

Contact Hours: 70-78

Introduction

The mission of the AAS degree with an emphasis in Art and Design is to graduate problem solving, critical thinking innovators and creative communicators skilled in the core principles of visual literacy as well as experience with a variety of media and art forms and the development of a strong portfolio of artwork necessary for today's artists. Kirtland's Art Department offers three tracks of emphasis within the AAS for students to build a portfolio concentrating in their area of expertise to use to transfer onto a 4-year program or begin a career in the art world. Students within the various tracks will be able to develop portfolios in one or more of these media markets or Bachelor of Fine Arts programs.

Animation and Game Design: Digital Imaging, 2D Animation, 3D Animation, Game Design and Interactive Design.

Fine Art and Illustration: Freelance Artist, Photographer, Concept Illustrator, Medical Illustrator, Jewelry Design and Gallery Artist in Drawing, Painting, Photography or Sculpture.

Graphic Design and Digital Media: Graphic Design, Furniture Design, Interior Design, Product Design and Transportation Design

Students should seek additional information and/or advising from their academic advisor.

General Education Requirements: 16-19 credits

- CIS 10500 Intro to Computers 3 cr.
- ENG 10303 English Composition I 3 cr.
- Select Intermediate Algebra (MTH-12000) *or higher* or any lab science course from AST, BIO, CHE, GEL or PHY: 4-5 cr.
- Select one social science course from ECO, GEO, POL, PSY or SOC: 3-4 cr.
- Select any speech course: 3 cr.

Fundamental Art Courses: 27 credits

- ART 10000 Art History I 3 cr.
- ART 10103 Art History II 3 cr.
- ART 10500 Intro to Design 3 cr.
- ART 10600 Fund of Drawing I 3 cr.
- ART 20600 Drawing II 3 cr.
- ART 21100 3-Dimensional Design 3 cr.
- ART 25000 Illustration I 3 cr.
- ART 27545 Computer Generated Images I 3 cr.
- ART 28000 Portfolio I 3 cr. (*Final semester or with instructor's permission*)

Choose one concentration:

Choose either **Animation & Game Design** or **Fine Art & Illustration** or **Graphic Design & Digital Media**

Animation and Game Design: 19 credits

- ART 27531 Rendering I 3 cr.
- ART 27571 Computer Animation I 3 cr.
- CIS 21000 Internet & Web Page Development 3 cr.
- CIS 21500 Web Animation & Multimedia 3 cr.
- CIS 27001 Programming I 3 cr.
- CIS 27101 Programming II 4 cr.

Suggested sequencing of courses for Animation and Game Design

Year 1 (Fall) 15 credits

- ART 10000 Art History I 3 cr.
- ART 10500 Intro to Design 3 cr.
- ART 10600 Fund of Drawing I 3 cr.
- ART 27545 Computer Generated Images I 3 cr.
- ENG 10303 English Composition I 3 cr.

Year 1 (Winter) 15 credits

- ART 10103 Art History II 3 cr.
- ART 20600 Drawing II 3 cr.
- ART 21100 3-Dimensional Design 3 cr.
- ART 25000 Illustration I 3 cr.
- CIS 10500 Intro to Computers 3 cr.

Year 2 (Fall) 15-16 credits

- ART 27531 Rendering I 3 cr.
- ART 27571 Computer Animation I 3 cr.
- CIS 21000 Internet & Web Page Development 3 cr.
- CIS 27001 Programming I 3 cr.
- General Education (1 course) 3-4 cr.

Year 2 (Winter) 16-17 credits

- ART 28000 Portfolio I 3 cr.
- CIS 21500 Web Animation & Multimedia 3 cr.
- CIS 27101 Programming II 4 cr.
- General Education (2 courses) 6-8 cr.

Fine Art and Illustration: 18 credits

- ART 10700 Painting I 3 cr.
- ART 11400 Sculpture I 3 cr.
- ART 11500 Photography I 3 cr.
- ART 19000 Digital Communications 3 cr.
- ART 20700 Painting II 3 cr.
- ART 27531 Rendering I 3 cr.

Suggested sequencing of courses for Fine Art and Illustration

Year 1 (Fall) 15 credits

- ART 10000 Art History I 3 cr.
- ART 10500 Intro to Design 3 cr.
- ART 10600 Fund of Drawing I 3 cr.
- ART 27545 Computer Generated Images I 3 cr.
- ENG 10303 English Composition I 3 cr.

Year 1 (Winter) 15 credits

- ART 10103 Art History II 3 cr.
- ART 20600 Drawing II 3 cr.
- ART 21100 3-Dimensional Design 3 cr.
- ART 25000 Illustration I 3 cr.
- CIS 10500 Intro to Computers 3 cr.

Year 2 (Fall) 15-17 credits

- ART 10700 Painting I 3 cr.
- ART 11500 Photography I 3 cr.
- ART 27531 Rendering I 3 cr.
- General Education (2 courses) 6-8 cr.

Year 2 (Winter) 15-16 credits

- ART 20700 Painting II 3 cr.
- ART 11400 Sculpture I 3 cr.
- ART 19000 Digital Communications 3 cr.
- ART 28000 Portfolio I 3 cr.
- General Education (1 course) 3-4 cr.

Graphic Design and Digital Media: 18 credits

- ART 11500 Photography I 3 cr.
- ART 17000 Graphic Studio 3 cr.
- ART 19000 Digital Communications 3 cr.
- ART 27531 Rendering I 3 cr.
- ART 27571 Computer Animation I 3 cr.
- CIS 21000 Internet & Web Page Development 3 cr.

Suggested sequencing of courses for Graphic Design and Digital Media

Year 1 (Fall) 15 credits

- ART 10000 Art History I 3 cr.
- ART 10500 Intro to Design 3 cr.
- ART 10600 Fund of Drawing I 3 cr.
- ART 27545 Computer Generated Images I 3 cr.
- ENG 10303 English Composition I 3 cr.

Year 1 (Winter) 15 credits

- ART 10103 Art History II 3 cr.
- ART 20600 Drawing II 3 cr.
- ART 21100 3-Dimensional Design 3 cr.
- ART 25000 Illustration I 3 cr.
- CIS 10500 Intro to Computers 3 cr.

Year 2 (Fall) 15-17 credits

- ART 11500 Photography I 3 cr.
- ART 27531 Rendering I 3 cr.
- ART 27571 Computer Animation I 3 cr.
- CIS 21000 Internet & Web Page Development 3 cr.
- General Education (1 course) 3-4 cr.

Year 2 (Winter) 15-17 credits

- ART 17000 Graphic Studio 3 cr.
- ART 19000 Digital Communications 3 cr.
- ART 28000 Portfolio I 3 cr.
- General Education (2 courses) 6-8 cr.

Minimum credits required for degree (with concentration): 60

Partnership

Art Degree Partnerships

There has never been a better time to be an art school graduate. There are a remarkable number of occupations that require people with artistic talents. Many of the things that lead to improving our quality of life have input from artists. The physical things in our lives—the art that inspires us, the products that we use, the things we see on our screen, the materials we read—all of these affect our sense of what it is to be a complete human being, and all of them are touched by artists. You know it...there are artists all around us. Many of them are called designers. Their influence may be invisible to the typical person, but it's there and it's real and it's growing all the time.

Students in Kirtland Community College's art programs now have some of the best opportunities to continue to further their education once they build their portfolios while attending Kirtland. Working with the College for Creative Studies (CCS) and Kendall College of Art and Design, past Kirtland Art students have won significant tuition awards at these colleges based on their portfolios in the annual student merit scholarship competitions, with some even receiving full-ride scholarships.

Kirtland art students have experienced excellent transferability of credits to both colleges. Students should contact those listed for specific program information. Students wanting additional information on the various Bachelor of Fine Art programs should contact the respective institutions at the addresses listed below.

The curriculum for each of the following programs is based upon solid studio art courses focusing on conceptual, practical, and technical skills. The major core curriculum for each is based upon traditional practices and in-depth use of technology.

See information on our partnership programs on the web at <http://www.kirtland.edu/transferring-from-kirtland>

Automotive

The Automotive programs at Kirtland are NATEF certified.

Certificate of Completion

Automotive Technology (Master Certification), CC

(CAUT1)

Minimum Credits: 53

Contact Hours: 74

Kirtland's Automotive Technology Master Certification program is designed to provide instruction in manipulative skills and technical knowledge required for employment as an automotive technician. This program is certified by the National Automotive Technicians Education Foundation (NATEF). Graduates of this program will be prepared for the Michigan Bureau of Automotive Regulation Mechanic Certification and the National Institute for Automotive Service Excellence (ASE) Technician Certification tests. Graduates will demonstrate competence in all eight of the following areas: 1) engine repair, 2) automatic transmission and transaxle, 3) manual drivetrain, 4) suspension and steering, 5) brakes, 6) electrical/electronic systems, 7) heating and air conditioning, and 8) gasoline & diesel engine performance. Students wanting to continue in this program may pursue the Associate in Applied Science – Automotive Technology.

Automotive Course Requirements: 53 credits

- AUT 16100 Engine Fundamentals & Overhaul 4 cr.
- AUT 16201 Fuel Systems & Emission Control 4 cr.
- AUT 16302 Automotive Fundamentals 4 cr.
- AUT 16401 Basic Electricity 3 cr.
- AUT 16801 Automotive Electrical Systems 4 cr.
- AUT 17703 Automotive Braking Systems 4 cr.
- AUT 20402 Intro to Auto Service Management 2 cr.
- AUT 21800 Automatic Transmissions 4 cr.
- AUT 26500 Steering Suspension & Alignment 4 cr.
- AUT 26601 Gas Engine Performance/Diagnostics 4 cr.
- AUT 26700 Diesel Eng Performance & Diagnostic 4 cr.
- AUT 27000 Heating & Air Conditioning 3 cr.
- AUT 27900 Manual Trans Drivelines/Rear Axles 4 cr.

- AUT 29900 Automotive Internship 5 cr.

Suggested sequencing of courses:

Year 1 (Fall) 13 credits

- AUT 16302 Automotive Fundamentals 4 cr.
- AUT 16401 Basic Electricity 3 cr.
- AUT 17703 Automotive Braking Systems 4 cr.
- AUT 20402 Intro to Auto Service Management 2 cr.

Year 1 (Winter) 15 credits

- AUT 16100 Engine Fundamentals & Overhaul 4 cr.
- AUT 16201 Fuel Systems & Emission Control 4 cr.
- AUT 16801 Automotive Electrical Systems 4 cr.
- AUT 27000 Heating & Air Conditioning 3 cr.

Year 2 (Fall) 12 credits

- AUT 21800 Automatic Transmissions 4 cr.
- AUT 26500 Steering Suspension & Alignment 4 cr.
- AUT 26601 Gas Engine Performance/Diagnostics 4 cr.

Year 2 (Winter) 13 credits

- AUT 26700 Diesel Eng Performance & Diagnostic 4 cr.
- AUT 27900 Manual Trans Drivelines/Rear Axles 4 cr.
- AUT 29900 Automotive Internship 5 cr.

Note:

Students should seek additional information and/or advising from their academic advisor.

Automotive Technology Diesel Service Specialist, CC

(CDSS0)

Minimum Credits: 37

Contact Hours: 50

Kirtland's Automotive Technology Diesel Service Specialist program is designed to provide instruction in manipulative skills and technical knowledge required for employment as a diesel service specialist. Graduates of this program will be prepared for the Michigan Bureau of Automotive Regulation Mechanic Certification and the National Institute for Automotive Service Excellence (ASE) Technician Certification tests. Graduates will demonstrate competence in the following areas: 1) electrical & electronic systems, 2) fundamentals of diesel technology, diesel engine performance & diagnostics, and 3) one semester of automotive internship.

Students wanting to continue in this program may pursue the Associate in Applied Science--Automotive Technology.

Automotive Course Requirements: 37 credits

- AUT 16100 Engine Fundamentals & Overhaul 4 cr.
- AUT 16201 Fuel Systems & Emission Control 4 cr.
- AUT 16302 Automotive Fundamentals 4 cr.
- AUT 16401 Basic Electricity 3 cr.
- AUT 16801 Automotive Electrical Systems 4 cr.
- AUT 20402 Intro to Auto Service Management 2 cr.
- AUT 26601 Gas Engine Performance/Diagnostics 4 cr.
- AUT 26700 Diesel Eng Performance & Diagnostic 4 cr.
- AUT 27000 Heating & Air Conditioning 3 cr.
- AUT 29900 Automotive Internship 5 cr.

Suggested sequencing of courses:

Year 1 (Fall) 9 credits

- AUT 16302 Automotive Fundamentals 4 cr.
- AUT 16401 Basic Electricity 3 cr.
- AUT 20402 Intro to Auto Service Management 2 cr.

Year 1 (Winter) 15 credits

- AUT 16100 Engine Fundamentals & Overhaul 4 cr.
- AUT 16201 Fuel Systems & Emission Control 4 cr.
- AUT 16801 Automotive Electrical Systems 4 cr.
- AUT 27000 Heating & Air Conditioning 3 cr.

Year 2 (Fall) 4-9 credits

- AUT 26601 Gas Engine Performance/Diagnostics 4 cr.
- AUT 29900 Automotive Internship 5 cr. (option)**

Year 2 (Winter) 4-9 credits

- AUT 26700 Diesel Eng Performance & Diagnostic 4 cr.
- AUT 29900 Automotive Internship 5 cr. (option)**

Note:

** Internship must be completed after successful completion of two semesters and before conclusion of the certificate.

Students should seek additional information and/or advising from their academic advisor.

Associate in Applied Science

Automotive Technology Management, AAS

(DATM0)

Minimum Credits: 65

Contact Hours: 76-79

The Automotive Technology Management degree is specifically designed for students who want to combine their automotive skills with business courses in order to work in and/or manage a small repair business. It will also transfer smoothly to Northwood University in order to complete a Bachelor of Business Administration degree in Automotive Marketing & Management or in Automotive Aftermarket Management--degrees which provide outstanding employment opportunities in automotive supply chain management, aftermarket field sales management, aftermarket manufacturing management, or automotive wholesale/retail management. Students who wish to meet MTA transfer guidelines should plan to complete an additional science course from a second discipline.

General Education Requirements: 35-39

Communication

- CIS 10500 Intro to Computers 3 cr.
- ENG 10303 English Composition I 3 cr.
- ENG 10403 English Composition II 3 cr.
- SPE 10500 Fund of Speech 3 cr. **or** SPE 11400 Intro to Interpersonal/Public Comm 3 cr.

Humanities

- Choose any history class.
- PHL 21000 Introduction to Ethics 3 cr.
- Choose one additional humanities course from ART, ENG 21400 or higher, HIS, HUM, MUS, PHL, or THE.

Mathematics

- MTH 13000 College Algebra 4 cr. **or**
- MTH 20600 Application in Statistics 4 cr.

Science

- Choose any lab-science course from AST, BIO, CHE, GEL or PHY.

Social Science

- ECO 20100 Prin of Economics-MACRO 3 cr.
- ECO 20200 Prin of Economics-MICRO 3 cr.
- POL 10100 Intro to American Government 3 cr.

Business Core Requirements: 15-17 credits

- ACC 12100 Accounting Principles I 4 cr.
- ACC 12200 Accounting Principles II 4 cr.
- BUS 21000 Principles of Management 3 cr.
- BUS 21500 Business Law 3 cr.
- MKT 20000 Principles of Marketing 3 cr.

Automotive Requirements: 15 credits

- AUT 16302 Automotive Fundamentals 4 cr.
- AUT 16401 Basic Electricity 3 cr.

Choose at least eight credits from below:

- AUT 16100 Engine Fundamentals & Overhaul 4 cr.
- AUT 16201 Fuel Systems & Emission Control 4 cr.
- AUT 16801 Automotive Electrical Systems 4 cr.
- AUT 17703 Automotive Braking Systems 4 cr.
- AUT 21800 Automatic Transmissions 4 cr.
- AUT 26500 Steering Suspension & Alignment 4 cr.
- AUT 27000 Heating & Air Conditioning 3 cr.
- AUT 27900 Manual Trans Drivelines/Rear Axles 4 cr.
- AUT 29900 Automotive Internship 5 cr.

Minimum Program Credits: 65-71

Students should seek additional information and/or advising from their academic advisor.

Suggested Sequence of courses:

Year 1 (Fall) 14 credits

- ACC 12100 Accounting Principles I 4 cr.
- AUT 16302 Automotive Fundamentals 4 cr.
- AUT 16401 Basic Electricity 3 cr.
- CIS 10500 Intro to Computers 3 cr.

Year 1 (Winter) 14 credits

- ACC 12200 Accounting Principles II 4 cr.
- BUS 21500 Business Law 3 cr.
- ENG 10303 English Composition I 3 cr.
- MTH 13000 College Algebra 4 cr.
- **or** MTH 20600 Application in Statistics 4 cr.

Year 2 (Fall) 16 credits

- ECO 20100 Prin of Economics-MACRO 3 cr.
- ENG 10403 English Composition II 3 cr.
- MKT 20000 Principles of Marketing 3 cr.
- Automotive elective
- History elective

Year 2 (Winter) 17-18 credits

- ECO 20200 Prin of Economics-MICRO 3 cr.
- POL 10100 Intro to American Government 3 cr.
- Automotive elective
- Humanities elective
- Science elective (with lab)

Year 3 (Fall) 9 credits

- BUS 21000 Principles of Management 3 cr.
- PHL 21000 Introduction to Ethics 3 cr.
- SPE 10500 Fund of Speech 3 cr.
- **or** SPE 11400 Intro to Interpersonal/Public Comm 3 cr.

Automotive Technology, AAS

(DAUT0)

Minimum Credits: 67

Contact Hours: 89-91

Kirtland's AAS in Automotive Technology is designed to provide instruction in manipulative skills, technical knowledge and related trade information. Students are given the opportunity to prepare for employment in the automotive industry as certified technicians, service salesmen, or service managers.

This program is certified by the National Automotive Technicians Education Foundation (NATEF). Graduates of this program will be prepared for the Michigan Bureau of Automotive Regulation Mechanic Certification and the National Institute for Automotive Service Excellence (ASE) Technician Certification tests. Graduates will demonstrate competence in all eight of the following areas: 1) engine repair, 2) automatic transmission and transaxle, 3) manual drivetrain, 4) suspension and steering, 5) brakes, 6) electrical/electronic systems, 7) heating and air conditioning, and 8) gasoline and diesel engine performance.

Automotive Course Requirements: 53 credits

- AUT 16100 Engine Fundamentals & Overhaul 4 cr.
- AUT 16201 Fuel Systems & Emission Control 4 cr.
- AUT 16302 Automotive Fundamentals 4 cr.
- AUT 16401 Basic Electricity 3 cr.
- AUT 16801 Automotive Electrical Systems 4 cr.
- AUT 17703 Automotive Braking Systems 4 cr.
- AUT 20402 Intro to Auto Service Management 2 cr.
- AUT 21800 Automatic Transmissions 4 cr.
- AUT 26500 Steering Suspension & Alignment 4 cr.
- AUT 26601 Gas Engine Performance/Diagnostics 4 cr.
- AUT 26700 Diesel Eng Performance & Diagnostic 4 cr.
- AUT 27000 Heating & Air Conditioning 3 cr.
- AUT 27900 Manual Trans Drivelines/Rear Axles 4 cr.
- AUT 29900 Automotive Internship 5 cr.

General Education Requirements: 16 credits

- ENG 10303 English Composition I 3 cr. *or* ENG 11800 Intro Technical & Prof Writing 3 cr.
- MTH 12000 Intermediate Algebra 4 cr. *or higher*
- POL 10100 Intro to American Government 3 cr.
- Select one humanities course from ART, ENG-21400 or higher, HIS, HUM, MUS, PHL, or THE. 2-3 cr.
- Select one speech course. 3 cr.

Minimum Program Credits: 67

Suggested sequencing of automotive courses:

Year 1 (Fall) 13 credits + Gen Ed

- AUT 16302 Automotive Fundamentals 4 cr.
- AUT 16401 Basic Electricity 3 cr.
- AUT 17703 Automotive Braking Systems 4 cr.
- AUT 20402 Intro to Auto Service Management 2 cr.
- General Education course(s)

Year 1 (Winter) 15 credits + Gen Ed

- AUT 16100 Engine Fundamentals & Overhaul 4 cr.
- AUT 16201 Fuel Systems & Emission Control 4 cr.
- AUT 16801 Automotive Electrical Systems 4 cr.
- AUT 27000 Heating & Air Conditioning 3 cr.
- General Education course(s)

Year 2 (Fall) 12 credits + Gen Ed

- AUT 21800 Automatic Transmissions 4 cr.
- AUT 26500 Steering Suspension & Alignment 4 cr.
- AUT 26601 Gas Engine Performance/Diagnostics 4 cr.
- General Education course(s)

Year 2 (Winter) 13 credits + Gen Ed

- AUT 26700 Diesel Eng Performance & Diagnostic 4 cr.
- AUT 27900 Manual Trans Drivelines/Rear Axles 4 cr.
- AUT 29900 Automotive Internship 5 cr.
- General Education course(s)

Note:

Students should seek additional information and/or advising from their academic advisor.

Business & Office Management

It is an exciting time to be a business major at Kirtland! These programs will set the stage for a successful career track. Do you like freedom and unlimited earning potential? Start with the Entrepreneurship Certificate and customize it to your business

goals. Want to become an Office Manager? Work through our newly updated Business Management AAS. No matter what your goal in business is, we have what you need. Transfer to a four-year college to become a CPA or go on to law school. Make the Kirtland Business Program the place to get the foundation for your success. Our instructors pride themselves in being the best in industry as well as the best in the class.

Certificate of Completion

Accounting Clerk Specialist, CC

(CACLO)

Minimum Credits: 30

Contact Hours: 30

Kirtland's Accounting Clerk Specialist certificate is a program of study that will prepare a student to be a financial record keeper for a business as well as well as test for select Microsoft Certifications. It will prepare students for entry-level positions in accounts receivable and accounts payable departments, payroll units, income tax firms, and financial service organizations. Students learn the theory of double-entry bookkeeping, the practice of journals and ledgers, preparing payroll documents, and reconciling banking statements. With a certificate as an Accounting Clerk Specialist, jobs are available in just about every small to medium size business and non-profit organization, including government services, business and consulting firms, retail and wholesale trade, health and social services, finance, insurance, real estate and the service industry. This certificate provides basic training and practical applications needed to analyze and prepare financial documents and handle recordkeeping functions for businesses. This is an ideal certificate for someone who wants to manage the accounting books and functions of their own business. This program is ideal for self-motivated individuals who are comfortable working with numbers and detailed information in an office setting.

Program Courses: 30 credits

- ACC 12100 Accounting Principles I 4 cr.
- ACC 12200 Accounting Principles II 4 cr.
- ACC 12500 Computer Accounting w/QuickBooks 4 cr.
- BUS 10100 Intro to Business 3 cr.
- or BUS 10700 Entrepreneurship 3 cr.
- BUS 21000 Principles of Management 3 cr.
- BUS 21500 Business Law 3 cr.
- BUS 29900 Internship in Business & Marketing 3 cr.
- CIS 10500 Intro to Computers 3 cr.
- ENG 11800 Intro Technical & Prof Writing 3 cr.

Suggested sequencing of courses:

Year 1 (Fall) 13 credits

- ACC 12100 Accounting Principles I 4 cr.
- BUS 10100 Intro to Business 3 cr.
- or BUS 10700 Entrepreneurship 3 cr.

- CIS 10500 Intro to Computers 3 cr.
- ENG 11800 Intro Technical & Prof Writing 3 cr.

Year 1 (Winter) 14 credits

- ACC 12200 Accounting Principles II 4 cr.
- ACC 12500 Computer Accounting w/QuickBooks 4 cr.
- BUS 21000 Principles of Management 3 cr.
- BUS 21500 Business Law 3 cr.

Year 1 (Summer) 3 credits

- BUS 29900 Internship in Business & Marketing 3 cr.

Students should seek additional information and/or advising from their academic advisor.

Entrepreneurship, CC

(CENT1)

Minimum Credits: 35

Contact Hours: 35

Kirtland's unique program in Entrepreneurship is designed to offer discipline-specific course work from multiple vocational departments (e.g. Art, Automotive, Computers, Cosmetology and Manufacturing) along with business and accounting course work designed to provide a background in running or managing a business. This program is ideal for the small business owner, manager, or those opting to get into small business for the first time. It also works well for those who want courses in art or technical areas and want to incorporate knowledge of business with their technical expertise. Students may also elect to pursue the Associate of Applied Science—Business Management or the Associate in Applied Science—Technology Management degrees at any point in this program.

Core Program Requirements: 23 credits

- ACC 12100 Accounting Principles I 4 cr.
- ACC 12500 Computer Accounting w/QuickBooks 4 cr.
- BUS 10700 Entrepreneurship 3 cr.
- BUS 10800 Personal Financial Planning 3 cr.
- BUS 21500 Business Law 3 cr.
- ENG 11800 Intro Technical & Prof Writing 3 cr.
- MKT 11500 Customer Relations 3 cr.

Choose 12-12.5 Credits from a technical field

- **Contact the occupational dean for approval of a technical program core.**

Minimum Program Credits: 35

Suggested sequence of courses:

Semester 1 (Summer) 7 credits

- ACC 12500 Computer Accounting w/QuickBooks 4 cr.
- BUS 10700 Entrepreneurship 3 cr.

Semester 2 (Fall) 16 credits

- ACC 12100 Accounting Principles I 4 cr.
- BUS 21500 Business Law 3 cr.
- ENG 11800 Intro Technical & Prof Writing 3 cr.
- Technical program courses (6 cr.)

Semester 3 (Winter) 12 credits

- BUS 10800 Personal Financial Planning 3 cr.
- MKT 11500 Customer Relations 3 cr.
- Technical program courses (6 cr.)

Note

Students should seek additional information and/or advising from their academic advisor.

Associate in Applied Science

Business Management, AAS

(DBSM0)

Minimum Credits: 60

Contact Hours: 60-62

Kirtland's program in Business Management is designed to provide an overall background of training that is necessary for entry and success in the business world. The program is intended to lay a foundation for a great variety of positions that may ultimately lead to mid-management positions in business or industry. Students are given the opportunity to enhance decision-making, problem-solving, and creative abilities. Emphasis is placed on management, marketing, and business communications. Any Business Management major who plans to eventually acquire a bachelor's degree after completion of the associate degree is encouraged to follow the Associate in Business Administration or Associate in Accounting degree.

General Education Core: 13-14 credits

- ENG 10303 English Composition I 3 cr.
- MTH 12000 Intermediate Algebra 4 cr. *or higher*
- **Select one social science course from GEO, POL, PSY or SOC.** 3-4 cr.
- **Choose one speech course:**
- SPE 10500 Fund of Speech 3 cr.
- *or* SPE 10600 Mediated Communication 3 cr.
- *or* SPE 11400 Intro to Interpersonal/Public Comm 3 cr.

Business Core: 32 credits

- ACC 12100 Accounting Principles I 4 cr.
- ACC 12200 Accounting Principles II 4 cr.
- BUS 10100 Intro to Business 3 cr.
- BUS 21000 Principles of Management 3 cr.
- BUS 21500 Business Law 3 cr.
- BUS 24500 Human Resource Management 3 cr.
- ECO 20100 Prin of Economics-MACRO 3 cr.
- ECO 20200 Prin of Economics-MICRO 3 cr.
- FIN 20000 Principles of Finance 3 cr.
- MKT 20000 Principles of Marketing 3 cr.

Approved Electives: 15-16 credits

Select five (5) courses from the following list or until 60 credits are earned:

- ACC 12500 Computer Accounting w/QuickBooks 4 cr.
- ACC 20500 Cost Accounting 3 cr.
- BUS 10700 Entrepreneurship 3 cr.
- BUS 10800 Personal Financial Planning 3 cr.
- BUS 29900 Internship in Business & Marketing 3 cr.
- CIS 10500 Intro to Computers 3 cr.
- MKT 11000 Principles of Selling 3 cr.
- MKT 11500 Customer Relations 3 cr.
- MKT 20200 Internet Marketing 3 cr.
- MKT 20400 Advertising 3 cr.

Minimum Program Credits: 60

Suggested sequencing of courses:

Year 1 (Fall) 17 credits

- ACC 12100 Accounting Principles I 4 cr.
- BUS 10100 Intro to Business 3 cr.
- ENG 10303 English Composition I 3 cr.
- MTH 07300 Basic Algebra 4 cr. *(if needed)*
- *or* MTH 12000 Intermediate Algebra 4 cr. *or higher*
- **Choose one Speech Course:**
- SPE 10500 Fund of Speech 3 cr.
- *or* SPE 10600 Mediated Communication 3 cr.
- *or* SPE 11400 Intro to Interpersonal/Public Comm 3 cr.

Year 1 (Winter) 16-17 credits

- BUS 21000 Principles of Management 3 cr.
- BUS 21500 Business Law 3 cr.
- MTH 12000 Intermediate Algebra 4 cr. *or higher (if not previously taken)*
- **Select a Social science course from GEO, POL, PSY or SOC.** 3-4 cr.
- **Select one course from the list of approved electives.** 3 cr.

Year 2 (Fall) 15-16 credits

- BUS 24500 Human Resource Management 3 cr.
- ECO 20100 Prin of Economics-MACRO 3 cr.
- MKT 20000 Principles of Marketing 3 cr.
- **Choose two courses from the list of approved electives.** 6-7 cr.

Year 2 (Winter) 16 credits

- ACC 12200 Accounting Principles II 4 cr.
- ECO 20200 Prin of Economics-MICRO 3 cr.
- FIN 20000 Principles of Finance 3 cr.
- **Choose two courses from the list of approved electives.** 6cr.

Note:

Students should seek additional information and/or advising from their academic advisor.

Associate in Accounting

Associate in Accounting, AA

(DACC0)

Minimum Credits: 60

Contact Hours: 65-69

Begin a career in accounting while meeting the coursework necessary to complete the Michigan Transfer Agreement. Continue on for completion of a Bachelor's Degree.

DACC0 Degree Requirements

General Education Requirements: 35 credits

Communication

- ENG 10303 English Composition I 3 cr.
- ENG 10403 English Composition II 3 cr.
- **Choose one speech course:**
- SPE 10500 Fund of Speech 3 cr.
- *or* SPE 11400 Intro to Interpersonal/Public Comm 3 cr.

Humanities

Select two courses from two different subject disciplines:

Art courses:

- ART 10000 Art History I 3 cr.
- ART 10103 Art History II 3 cr.
- ART 11700 Art Appreciation 3 cr.

English courses:

- ENG 21400 Intro to Literature 3 cr.
- ENG 22500 Contemporary Literature 3 cr.
- ENG 22800 Mythology 3 cr.
- ENG 23300 British Literature I 3 cr.

History courses:

- HIS 10500 History of World Societies to 1500 3 cr.
- HIS 10600 Hist of World Societies Since 1500 3 cr.
- HIS 20100 United States History to 1865 3 cr.
- HIS 20200 United States History Since 1865 3 cr.
- HIS 20300 Michigan History 3 cr.
- HIS 20400 The American Civil War 3 cr.

Humanities courses:

- HUM 20500 The Individual and Society 3 cr.

- **Language courses** (e.g. French, Spanish, Sign Language)--Not currently offered, but count toward humanities requirement in degree.
- **Music courses:**
- MUS 10100 Music History & Appreciation 3 cr.
- MUS 12300 Jazz History & Appreciation 3 cr.
- **Philosophy courses:**
- PHL 20100 Intro to Philosophy 3 cr.
- PHL 21000 Introduction to Ethics 3 cr.
- **Theatre courses:**
- THE 12000 Intro to Theatre 3 cr.

Mathematics

- MTH 20600 Application in Statistics 4 cr.

Science

Choose two courses from two different subject disciplines. (*A course and its corresponding lab count as one course.*)

At least one course must include a lab.

Astronomy courses:

- AST 10200 Exploration of Astronomy 3 cr.
- AST 10300 Observational Astronomy 1 cr.

Biology courses:

- BIO 10100 General Biology 4 cr.
- BIO 10700 Essentials of Anatomy & Physiology 4 cr.
- BIO 20000 Fundamentals of Nutrition 3 cr. (*Not a lab-science course.*)
- BIO 20100 General Zoology 4 cr.
- BIO 21000 Microbiology 4 cr.
- BIO 23500 Anatomy & Physiology I 4 cr.
- BIO 23600 Anatomy & Physiology II 4 cr.
- BIO 25000 Human Anatomy 4 cr.
- BIO 25100 Human Physiology 4 cr.

Chemistry courses:

- CHE 10000 Chemical Science 4 cr.
- CHE 10101 Gen Chemistry I 4 cr. *and* CHE 10102 (Lab) 1 cr.
- CHE 10201 General Chemistry II 4 cr. *and* CHE 10202 (Lab) 1 cr.
- CHE 10400 Chemistry for Health Sciences 4 cr.

Geology courses:

- GEL 10500 Physical Geology 4 cr.
- GEL 23000 Prehistoric Life 4 cr.

Physical Science/Physics courses:

- PHY 10501 Physical Science 3 cr. *and* PHY 10502 (Lab) 1 cr.
- PHY 11000 General Physics 4 cr.
- PHY 20101 Physics I with Trigonometry 4 cr. *and* PHY 20102 (Lab) 1 cr.
- PHY 20201 Physics II with Trigonometry 4 cr. *and* PHY 20202 (Lab) 1 cr.

- PHY 22101 Physics I with Calculus 4 cr. *and* PHY 22102 (Lab) 1 cr.
- PHY 22201 Physics II with Calculus 4 cr. *and* PHY 22202 (Lab) 1 cr.

Social Science

- ECO 20100 Prin of Economics-MACRO 3 cr.
- ECO 20200 Prin of Economics-MICRO 3 cr.
- PSY 10100 Intro to Psychology 3 cr.

DACC0 Program Requirements: 26 credits

- ACC 12100 Accounting Principles I 4 cr.
- ACC 12200 Accounting Principles II 4 cr.
- ACC 20500 Cost Accounting 3 cr.
- BUS 10100 Intro to Business 3 cr.
- BUS 21000 Principles of Management 3 cr.
- BUS 21500 Business Law 3 cr.
- FIN 20000 Principles of Finance 3 cr.
- MKT 20000 Principles of Marketing 3 cr.

Suggested sequencing of courses:

Year 1 (Fall) 16 credits

- ACC 12100 Accounting Principles I 4 cr.
- BUS 10100 Intro to Business 3 cr.
- ENG 10303 English Composition I 3 cr.
- PSY 10100 Intro to Psychology 3 cr.
- Humanities course

Year 1 (Winter) 13-15 credits

- ACC 12200 Accounting Principles II 4 cr.
- BUS 21000 Principles of Management 3 cr.
- ENG 10403 English Composition II 3 cr.
- Science course

Year 2 (Fall) 16 credits

- ECO 20100 Prin of Economics-MACRO 3 cr.
- MKT 20000 Principles of Marketing 3 cr.

- MTH 20600 Application in Statistics 4 cr.
- Humanities course
- Speech course

Year 2 (Winter) 15-17 credits

- ACC 20500 Cost Accounting 3 cr.
- BUS 21500 Business Law 3 cr.
- ECO 20200 Prin of Economics-MICRO 3 cr.
- FIN 20000 Principles of Finance 3 cr.
- Science course

Note

Students should seek additional information and/or advising from their academic advisor.

Associate in Business Administration

Associate in Business Administration, ABA

(DABA1)

Minimum Credits: 60

Contact Hours: 63-70

The Associate in Business Administration degree is designed for students who plan to eventually complete a bachelor's degree in a business-related field. Some of the majors pursued by students following this program include Accounting, Advertising, Economics, Finance, General Business, Marketing, Personnel/Industrial Relations, and Public Administration. Students planning to transfer to a four-year college or university must consult with their advisor and carefully study the requirements of the four-year institution from which they intend to secure a bachelor's degree. Appropriate course substitutions may be made upon the recommendation of a student's advisor and with approval of the appropriate dean. Substitutions are only made in accordance with the specific requirements of the baccalaureate degree-granting institution to which the student intends to transfer.

DABA1 General Education Requirements: 33-37 credits

Communication

- ENG 10303 English Composition I 3 cr.
- ENG 10403 English Composition II 3 cr.
- SPE 10500 Fund of Speech 3 cr. **or** SPE 11400 Intro to Interpersonal/Public Comm 3 cr.

Humanities

Select two humanities courses from the following list. Courses must come from two different disciplines.

Art Courses:

- ART 10000 Art History I 3 cr.
- ART 10103 Art History II 3 cr.
- ART 11700 Art Appreciation 3 cr.

English courses:

- ENG 21400 Intro to Literature 3 cr.
- ENG 22500 Contemporary Literature 3 cr.
- ENG 22800 Mythology 3 cr.
- ENG 23300 British Literature I 3 cr.
- ENG 25112 Science Fiction and Fantasy 3 cr.

History courses:

- HIS 10500 History of World Societies to 1500 3 cr.
- HIS 10600 Hist of World Societies Since 1500 3 cr.
- HIS 20100 United States History to 1865 3 cr.
- HIS 20200 United States History Since 1865 3 cr.
- HIS 20300 Michigan History 3 cr.
- HIS 20400 The American Civil War 3 cr.

Humanities courses:

- HUM 20500 The Individual and Society 3 cr.

Language Courses, e.g. French, Sign Language, Spanish (not current offered, but accepted)

Music classes:

- MUS 10100 Music History & Appreciation 3 cr.
- MUS 12300 Jazz History & Appreciation 3 cr.

Philosophy classes:

- PHL 20100 Intro to Philosophy 3 cr.
- PHL 21000 Introduction to Ethics 3 cr.
- THE 12000 Intro to Theatre 3 cr.

Mathematics

Complete two courses:

- MTH 12500 Quantitative Literacy 4 cr. *or higher*
- **and** MTH 20600 Application in Statistics 4 cr.

Science

Choose two courses from two different disciplines. (A course and its corresponding lab count as one course.)

At least one course must include a lab.

Astronomy courses:

- AST 10200 Exploration of Astronomy 3 cr. *This course may be taken with or without the corresponding lab* (AST 10300 Observational Astronomy).
- AST 10300 Observational Astronomy 1 cr.

Biology courses:

- BIO 10100 General Biology 4 cr.

- BIO 10700 Essentials of Anatomy & Physiology 4 cr.
- BIO 20000 Fundamentals of Nutrition 3 cr. *This course does not have a lab component.*
- BIO 20100 General Zoology 4 cr.
- BIO 21000 Microbiology 4 cr.
- BIO 23500 Anatomy & Physiology I 4 cr.
- BIO 23600 Anatomy & Physiology II 4 cr.
- BIO 25000 Human Anatomy 4 cr.
- BIO 25100 Human Physiology 4 cr.

Chemistry courses:

- CHE 10000 Chemical Science 4 cr.
- CHE 10101 Gen Chemistry I 4 cr. & CHE 10102 Gen Chemistry Lab I 1 cr.
- CHE 10201 General Chemistry II 4 cr. & CHE 10202 General Chemistry II Lab 1 cr.
- CHE 10400 Chemistry for Health Sciences 4 cr.
- GEL 10500 Physical Geology 4 cr.

Geology courses:

- GEL 23000 Prehistoric Life 4 cr.

Physical Science/Physics courses:

- PHY 10501 Physical Science 3 cr. & PHY 10502 Physical Science Lab 1 cr.
- PHY 11000 General Physics 4 cr.
- PHY 20101 Physics I with Trigonometry 4 cr. & PHY 20102 Physics I with Trigonometry Lab 1 cr.
- PHY 20201 Physics II with Trigonometry 4 cr. & PHY 20202 Physics II with Trigonometry Lab 1 cr.
- PHY 22101 Physics I with Calculus 4 cr. & PHY 22102 Physics I with Calculus Lab 1 cr.
- PHY 22201 Physics II with Calculus 4 cr. & PHY 22202 Physics II with Calculus Lab 1 cr.

Social Science Elective

Select one course from the following list:

Geography courses:

- GEO 10000 World Geography 4 cr.

Political Science courses:

- POL 10100 Intro to American Government 3 cr.
- POL 20000 International Relations 3 cr.

Psychology courses:

- PSY 10100 Intro to Psychology 3 cr.
- PSY 20200 Abnormal Psychology 3 cr.
- PSY 24000 Lifespan Developmental Psychology 3 cr.
- PSY 26001 Human Sexuality 3 cr.

Sociology courses:

- SOC 10100 Intro to Sociology 3 cr.
- SOC 23500 Racial, Cultural & Ethnic Diversity 3 cr.
- SOC 24000 Criminology 3 cr.
- SOC 24500 Social Deviant Behavior 3 cr.

DABA1 Program Requirements: 29 credits

- ACC 12100 Accounting Principles I 4 cr.
- ACC 12200 Accounting Principles II 4 cr.
- BUS 10100 Intro to Business 3 cr.
- BUS 21000 Principles of Management 3 cr.
- BUS 21500 Business Law 3 cr.
- BUS 24500 Human Resource Management 3 cr.
- ECO 20100 Prin of Economics-MACRO 3 cr.
- ECO 20200 Prin of Economics-MICRO 3 cr.
- MKT 20000 Principles of Marketing 3 cr.

Minimum Total Credits: 60

Suggested sequencing of courses:

Year 1 (Fall) 16 credits

- ACC 12100 Accounting Principles I 4 cr.
- BUS 10100 Intro to Business 3 cr.
- ENG 10303 English Composition I 3 cr.
- Humanities course 3 cr.
- Speech course 3 cr.

Year 1 (Winter) 16-18 credits

- ACC 12200 Accounting Principles II 4 cr.
- BUS 21000 Principles of Management 3 cr.
- ENG 10403 English Composition II 3 cr.
- Humanities course 3 cr.
- Science course 3-5 cr.

Year 2 (Fall) 16-17 credits

- BUS 24500 Human Resource Management 3 cr.
- ECO 20100 Prin of Economics-MACRO 3 cr.
- MKT 20000 Principles of Marketing 3 cr.
- MTH 12500 Quantitative Literacy 4 cr.
- Social science course 3-4 cr.

Year 2 (Winter) 14-15 credits

- BUS 21500 Business Law 3 cr.
- ECO 20200 Prin of Economics-MICRO 3 cr.
- MTH 20600 Application in Statistics 4 cr.
- Science course 4-5 cr.

Students should seek additional information and/or advising from their academic advisor.

Construction Technologies

For more information or advising, please contact the M-TECSM.

989-705-3600

mtec.kirtland.edu

Certificate of Completion

Electrical Technology, CC

(CELC2)

Minimum Credits: 30

Contact Hours: 46.88

Core Courses: 3.5 credits (87.5 class hours)

- COR 10001 Basic Safety 0.5 cr.
- COR 10002 Introduction to Construction Math 0.4 cr.
- COR 10003 Introduction to Hand Tools 0.4 cr.
- COR 10004 Introduction to Power Tools 0.4 cr.
- COR 10005 Intro to Construction Drawings 0.4 cr.
- COR 10006 Basic Rigging 0.6 cr.
- COR 10007 Basic Communication Skills 0.3 cr.
- COR 10008 Basic Employability Skills 0.3 cr.
- COR 10009 Intro to Materials Handling 0.2 cr.

Electrical Level 1: 4.5 credits (112.5 class hours)

- ELT 10101 Orientation to the Electrical Trade 0.1 cr.
- ELT 10102 Electrical Safety 0.4 cr.
- ELT 10103 Introduction to Electrical Circuits 0.3 cr.

- ELT 10104 Electrical Theory 0.3 cr.
- ELT 10105 Intro to the NEC 0.3 cr.
- ELT 10106 Device Boxes 0.4 cr.
- ELT 10107 Hand Bending 0.4 cr.
- ELT 10108 Raceways and Fittings 0.8 cr.
- ELT 10109 Conductors and Cables 0.4 cr.
- ELT 10110 Basic ELT Construction Drawings 0.3 cr.
- ELT 10111 Residential Electric Services 0.6 cr.
- ELT 10112 Electrical Test Equipment 0.2 cr.

Electrical Level 2: 5.8 credits (145 class hours)

- ELT 10202 Alternating Current 0.7 cr.
- ELT 10203 Motors: Theory and Application 0.8 cr.
- ELT 10204 Electrical Lighting 0.6 cr.
- ELT 10205 Conduit Bending 0.6 cr.
- ELT 10206 Pull and Junction Boxes 0.5 cr.
- ELT 10207 Conductor Installations 0.4 cr.
- ELT 10208 Cable Tray 0.3 cr.
- ELT 10209 Conductor Terminations and Splices 0.3 cr.
- ELT 10210 Grounding and Bonding 0.6 cr.
- ELT 10211 Circuit Breakers and Fuses 0.5 cr.
- ELT 10212 Control System and Concepts 0.5 cr.

Electrical Level 3: 6.2 credits (155 class hours)

- ELT 20303 Load Calculations - Branch Circuits 0.7 cr.
- ELT 20304 Conductor Selection and Calculation 0.6 cr.
- ELT 20305 Practical Applications of Lighting 0.5 cr.
- ELT 20306 Hazardous Locations 0.6 cr.
- ELT 20307 Overcurrent Protection 1 cr.
- ELT 20308 Distribution Equipment 0.5 cr.
- ELT 20309 Transformers 0.5 cr.
- ELT 20310 Commercial Electrical Services 0.4 cr.
- ELT 20311 Motor Calculations 0.5 cr.
- ELT 20312 Voice, Data, and Video 0.4 cr.
- ELT 20313 Motor Controls 0.5 cr.

Electrical Level 4: 7 credits (175 class hours)

- ELT 20404 Load Calculations - Feeder and Serv 0.8 cr.
- ELT 20405 Health Care Facilities 0.4 cr.
- ELT 20406 Standby and Emergency Systems 0.4 cr.
- ELT 20407 Basic Electronic Theory 0.4 cr.

- ELT 20408 Fire Alarm Systems 0.6 cr.
- ELT 20409 Specialty Transformers 0.4 cr.
- ELT 20410 Advanced Motor Controls 0.8 cr.
- ELT 20411 HVAC Controls 0.6 cr.
- ELT 20412 Heat Tracing and Freeze Protection 0.4 cr.
- ELT 20413 Motor Operation and Maintenance 0.4 cr.
- ELT 20414 Medium Voltage Termination/Splices 0.4 cr.
- ELT 20415 Special Locations 0.8 cr.
- ELT 20416 Introductory Skills for Crew Leader 0.6 cr.

Technical Electives: 3 credits (64-72 class hours)

Choose from the following options. 3 credits required.

- CAP 29901 Internship/Service Learning 1 cr.
- CAP 29902 Internship/Service Learning 2 cr.
- CAP 29903 Internship/Service Learning 3 cr.
- CAP 29904 Internship/Service Learning 4 cr.
- ELT 14000 Solar/Wind Energy Systems 3 cr.
- ELT 20418 Michigan Laws & Rules 0.6 cr.
- MEC 20100 Programmable Logic Controllers 3 cr.
- Or select up to 3 hours of technical electives from CPT, ELT, HVC, IND, MEC, MPT, PLB, WLD or other advisor-approved technical elective(s): 0-3 cr.

Minimum Program Credits: 30

Suggested sequence of courses:

Year 1 (Fall) 12 credits

- COR 10001 - COR 10009 (3.5 cr.)
- ELT 10101 - ELT 10112 (4.5 cr.)
- ELT 10202 - ELT 10206 (3.2 cr.)
- ELT 10208 - ELT 10211 (0.8 cr.)

Year 1 (Winter) 12 credits

- ELT 10207 and ELT 10209 (0.7 cr.)
- ELT 10210 and ELT 10212 (1.1 cr.)
- ELT 20303 - ELT 20313 (6.2 cr.)
- ELT 20405 and ELT 20416 (1.0 cr.)
- MEC 20100 (3.0 cr.)

Year 1 (Summer) 6 credits

- ELT 20404 (0.8 cr.)
- ELT 20406 - ELT 20415 (5.2 cr.)

Note:

Students should seek additional information and/or advising from their academic advisor.

Heating/Ventilation/AC/Refrigeration, CC

(CHVC3)

Minimum Credits: 30

Contact Hours: 46.88

Note: To assist students and advisors in identifying equivalent classes, course numbers from the 2014-15 catalog are listed in parentheses following the course title.

Core Courses: 3.5 credits (87.5 class hours)

- COR 10001 Basic Safety 0.5 cr.
- COR 10002 Introduction to Construction Math 0.4 cr.
- COR 10003 Introduction to Hand Tools 0.4 cr.
- COR 10004 Introduction to Power Tools 0.4 cr.
- COR 10005 Intro to Construction Drawings 0.4 cr.
- COR 10006 Basic Rigging 0.6 cr.
- COR 10007 Basic Communication Skills 0.3 cr.
- COR 10008 Basic Employability Skills 0.3 cr.
- COR 10009 Intro to Materials Handling 0.2 cr.

HVAC Level 1: 4.7 credits (120 class hours)

- HVC 11100 Introduction to HVAC 0.3 cr. (11000)
- HVC 11101 Trade Mathematics 0.4 cr. (11001)
- HVC 11102 Basic Electricity 0.5 cr. (11005)
- HVC 11103 Introduction to Heating 0.6 cr. (11007)
- HVC 11104 Introduction to Cooling 1.2 cr. (11006)
- HVC 11105 Intro to Air Distribution Systems 0.6 cr. (11008)
- HVC 11106 Basic Copper & Plastic Piping Pract 0.4 cr. (11002)
- HVC 11107 Soldering & Brazing 0.4 cr. (11003)
- HVC 11108 Basic Carbon Steel Piping Practices 0.4 cr. (11004)

HVAC Level 2: 6.3 credits (157.5 class hours)

- HVC 11200 Alternating Current 0.3 cr. (10205)
- HVC 11201 Compressors 0.7 cr. (20301)
- HVC 11202 Refrigerants & Oils 0.5 cr. (20300)
- HVC 11203 Leak Detect/Evac/Recov/Charging 1.2 cr. (10204)
- HVC 11204 Metering Devices 0.3 cr. (20302)
- HVC 11205 Heat Pumps 0.8 cr. (10210)
- HVC 11206 Basic Maintenance 0.4 cr. (10211)
- HVC 11207 Chimneys, Vents & Flues 0.2 cr. (10201)
- HVC 11208 Sheet Metal Duct Systems 0.4 cr. (10212)
- HVC 11209 Fiberglass & Fabric Duct Systems 0.3 cr. (10213)
- HVC 11210 Commercial Airside Systems 0.5 cr. (10200)
- HVC 11211 Air Quality Equipment 0.2 cr. (10203)
- HVC 11212 Introduction to Hydronic Systems 0.5 cr. (10202)

HVAC Level 3: 6.3 credits (157.4 class hours)

- HVC 21300 Hardware & Fastening 0.4 cr.
- HVC 21301 Control Circuit/Motor Troubleshoot 1.2 cr. (10207)
- HVC 21302 Troubleshooting Cooling 0.8 cr. (10209)
- HVC 21303 Troubleshooting Heat Pumps 0.5 cr. (20310)
- HVC 21304 Troubleshooting Gas Heating 0.5 cr. (10208)
- HVC 21305 Troubleshooting Oil Heating 0.5 cr. (20309)
- HVC 21306 Troubleshooting Accessories 0.3 cr. (20311)
- HVC 21307 Ductless Equipment/Zone Control Sys 0.5 cr.
- HVC 21308 Commercial Hydronic Systems 0.3 cr. (20304)
- HVC 21309 Steam Systems 0.4 cr. (20305)
- HVC 21310 Retail Refrigeration Systems 0.6 cr. (20303)
- HVC 21311 Customer Relations 0.2 cr.

HVAC Level 4: 6.4 credits (160 class hours)

- HVC 21400 Water Treatment 0.5 cr. (20307)
- HVC 21401 Indoor Air Quality 0.4 cr. (20402)
- HVC 21402 Energy Conservation Equipment 0.3 cr. (20403)
- HVC 21403 Building Management Systems 0.5 cr. (20404)
- HVC 21404 System Air Balancing 0.5 cr. (20401)
- HVC 21405 System Startup & Shutdown 0.6 cr. (20405)
- HVC 21406 Construction Drawings/Specification 0.5 cr. (20400)
- HVC 21407 Heating & Cooling System Design 1 cr. (20406)
- HVC 21408 Commercial/Industrial Refrigeration 0.8 cr. (20407)
- HVC 21409 Alternative/Specialized HVAC System 0.4 cr. (20408)
- HVC 21410 Fundamentals of Crew Leadership 0.8 cr. (20409)

Technical Electives: 2.8-3 credits (64-67.5 class hours)

Choose from the following options (minimum of 2.8 credits required).

- HVC 10130 EPA Refrigerant Certification 1 cr.
- HVC 14000 Geothermal Heat Pump Systems 3 cr.
- *Or select technical electives from CAP 29901 through CAP 29904, ELT, HVC, IND, MEC, MPT, PLB, WLD or technical electives approved by advisor:*

Minimum Total Certificate Credits: 30

Suggested Sequencing of Courses

Year 1 (Fall) 12.1 credits

- COR 10001 - COR 10009 (3.5 cr.)
- HVC 11100 - HVC 11108 (4.8 cr.)
- HVC 11200 - HVC 11205 (3.8 cr.)

Year 1 (Winter) 12.1 credits

- HVC 11206 - HVC 11212 (2.5 cr.)
- HVC 14000 (3 cr.)
- HVC 21300 - HVC 21311 (6.3 cr.)
- HVC 21402 (0.3 cr.)

Year 1 (Summer) 6.1 credits

- HVC 21400 - HVC 21401
- HVC 21403 - HVC 21410

Note:

Students should seek additional information and/or advising from their academic advisor.

Associate in Applied Science

Electrical Technology, AAS

(DEL2)

Minimum Credits: 60

Contact Hours: 81.38-84.38

General Education Requirements: 14-15 credits

- ENG 11800 Intro Technical & Prof Writing 3 cr. **or** ENG 10303 English Composition I 3 cr.
- Select Intermediate Algebra (MTH 12000) *or higher*, excluding Statistics (MTH-20600). 4 cr.
- Select any lab science course from AST, BIO, CHE, GEL or PHY 4-5 cr.
- Select one speech course. 3 cr.

Core Courses: 3.5 credits (87.5 class hours)

- COR 10001 Basic Safety 0.5 cr.
- COR 10002 Introduction to Construction Math 0.4 cr.
- COR 10003 Introduction to Hand Tools 0.4 cr.
- COR 10004 Introduction to Power Tools 0.4 cr.
- COR 10005 Intro to Construction Drawings 0.4 cr.
- COR 10006 Basic Rigging 0.6 cr.
- COR 10007 Basic Communication Skills 0.3 cr.
- COR 10008 Basic Employability Skills 0.3 cr.
- COR 10009 Intro to Materials Handling 0.2 cr.

Electrical Level 1: 4.5 credits (112.5 class hours)

- ELT 10101 Orientation to the Electrical Trade 0.1 cr.
- ELT 10102 Electrical Safety 0.4 cr.
- ELT 10103 Introduction to Electrical Circuits 0.3 cr.
- ELT 10104 Electrical Theory 0.3 cr.
- ELT 10105 Intro to the NEC 0.3 cr.
- ELT 10106 Device Boxes 0.4 cr.
- ELT 10107 Hand Bending 0.4 cr.
- ELT 10108 Raceways and Fittings 0.8 cr.
- ELT 10109 Conductors and Cables 0.4 cr.
- ELT 10110 Basic ELT Construction Drawings 0.3 cr.
- ELT 10111 Residential Electric Services 0.6 cr.
- ELT 10112 Electrical Test Equipment 0.2 cr.

Electrical Level 2: 5.8 credits (145 class hours)

- ELT 10202 Alternating Current 0.7 cr.
- ELT 10203 Motors: Theory and Application 0.8 cr.
- ELT 10204 Electrical Lighting 0.6 cr.
- ELT 10205 Conduit Bending 0.6 cr.
- ELT 10206 Pull and Junction Boxes 0.5 cr.
- ELT 10207 Conductor Installations 0.4 cr.
- ELT 10208 Cable Tray 0.3 cr.
- ELT 10209 Conductor Terminations and Splices 0.3 cr.

- ELT 10210 Grounding and Bonding 0.6 cr.
- ELT 10211 Circuit Breakers and Fuses 0.5 cr.
- ELT 10212 Control System and Concepts 0.5 cr.

Electrical Level 3: 6.2 credits (155 class hours)

- ELT 20303 Load Calculations - Branch Circuits 0.7 cr.
- ELT 20304 Conductor Selection and Calculation 0.6 cr.
- ELT 20305 Practical Applications of Lighting 0.5 cr.
- ELT 20306 Hazardous Locations 0.6 cr.
- ELT 20307 Overcurrent Protection 1 cr.
- ELT 20308 Distribution Equipment 0.5 cr.
- ELT 20309 Transformers 0.5 cr.
- ELT 20310 Commercial Electrical Services 0.4 cr.
- ELT 20311 Motor Calculations 0.5 cr.
- ELT 20312 Voice, Data, and Video 0.4 cr.
- ELT 20313 Motor Controls 0.5 cr.

Electrical Level 4: 7 credits (175 class hours)

- ELT 20404 Load Calculations - Feeder and Serv 0.8 cr.
- ELT 20405 Health Care Facilities 0.4 cr.
- ELT 20406 Standby and Emergency Systems 0.4 cr.
- ELT 20407 Basic Electronic Theory 0.4 cr.
- ELT 20408 Fire Alarm Systems 0.6 cr.
- ELT 20409 Specialty Transformers 0.4 cr.
- ELT 20410 Advanced Motor Controls 0.8 cr.
- ELT 20411 HVAC Controls 0.6 cr.
- ELT 20412 Heat Tracing and Freeze Protection 0.4 cr.
- ELT 20413 Motor Operation and Maintenance 0.4 cr.
- ELT 20414 Medium Voltage Termination/Splices 0.4 cr.
- ELT 20415 Special Locations 0.8 cr.
- ELT 20416 Introductory Skills for Crew Leader 0.6 cr.

Engineering Design Technologies: 7 credits (128 class hours)

- EDT 11000 Detailing w/AutoCAD 3 cr.
- EDT 14000 Architectural Drafting/CAD 4 cr.

Technical Education: 11-14 credits (232-296 class hours)

Select technical electives from list below and/or from HVC, MEC, MPT or WLD until 60 credits are earned.

- CAP 29903 Internship/Service Learning 3 cr.
- ELT 14000 Solar/Wind Energy Systems 3 cr.
- MEC 20100 Programmable Logic Controllers 3 cr.

Minimum Program Credits: 60

Suggested sequence of courses:

Year 1 (Fall) ~15 credits

- EDT 11000 Detailing with AutoCAD
- ENG 11800 Intro to Technical & Professional Writing **or** ENG 10303 English Composition I
- Core and Electrical Modules

Year 1 (Winter) ~ 15 credits

- EDT 14000 Architectural Drawing/CAD 4 cr.
- MTH 12000 Intermediate Algebra (or higher, excluding Statistics) 4 cr.
- Electrical Modules

Year 2 (Fall) ~ 15 credits

- ELT 14000 Solar/Wind Energy Systems 3 cr.
- Electrical Modules
- Lab science course 4-5 cr.

Year 2 (Winter) ~ 15 credits

- CAP 29903 Internship/Service Learning 3 cr.
- MEC 20100 Programmable Logic Controllers 3 cr.
- Electrical Modules
- Speech course 3 cr.

Note:

Students should seek additional information and/or advising from their academic advisor.

Heating/Ventilation/AC/Refrigeration, AAS

(DHVC3)

Minimum Credits: 60

Contact Hours: 82-85

General Education: 14 credits (240 class hours)

- ENG 11800 Intro Technical & Prof Writing 3 cr. *or* ENG 10303 English Composition I 3 cr.
- Select Intermediate Algebra (MTH-12000) *or higher*, excluding Statistics (MTH-20600). 4 cr.
- Select any lab science course from AST, BIO, CHE, GEL or PHY. 4 cr.
- Select one speech course. 3 cr.

Core Classes: 3.5 credits (87.5 class hours)

- COR 10001 Basic Safety 0.5 cr.
- COR 10002 Introduction to Construction Math 0.4 cr.
- COR 10003 Introduction to Hand Tools 0.4 cr.
- COR 10004 Introduction to Power Tools 0.4 cr.
- COR 10005 Intro to Construction Drawings 0.4 cr.
- COR 10006 Basic Rigging 0.6 cr.
- COR 10007 Basic Communication Skills 0.3 cr.
- COR 10008 Basic Employability Skills 0.3 cr.
- COR 10009 Intro to Materials Handling 0.2 cr.

HVAC Level 1: 4.7 credits (120 class hours)

(Numbers in parentheses are numbers from previous years & will be treated as equivalent courses.)

- HVC 11100 Introduction to HVAC 0.3 cr. (11100)
- HVC 11101 Trade Mathematics 0.4 cr. (11001)
- HVC 11102 Basic Electricity 0.5 cr. (11005)
- HVC 11103 Introduction to Heating 0.6 cr. (11007)
- HVC 11104 Introduction to Cooling 1.2 cr. (11006)
- HVC 11105 Intro to Air Distribution Systems 0.6 cr. (11008)
- HVC 11106 Basic Copper & Plastic Piping Pract 0.4 cr. (11002)
- HVC 11107 Soldering & Brazing 0.4 cr. (11003)
- HVC 11108 Basic Carbon Steel Piping Practices 0.4 cr. (11004)

HVAC Level 2: 6.3 credits (157.5 class hours)

(Numbers in parentheses are numbers from previous years & will be treated as equivalent courses.)

- HVC 11200 Alternating Current 0.3 cr. (10205)
- HVC 11201 Compressors 0.7 cr. (20301)
- HVC 11202 Refrigerants & Oils 0.5 cr. (20300)

- HVC 11203 Leak Detect/Evac/Recov/Charging 1.2 cr. (10204)
- HVC 11204 Metering Devices 0.3 cr. (20302)
- HVC 11205 Heat Pumps 0.8 cr. (10210)
- HVC 11206 Basic Maintenance 0.4 cr. (10211)
- HVC 11207 Chimneys, Vents & Flues 0.2 cr. (10201)
- HVC 11208 Sheet Metal Duct Systems 0.4 cr. (10212)
- HVC 11209 Fiberglass & Fabric Duct Systems 0.3 cr. (10213)
- HVC 11210 Commercial Airside Systems 0.5 cr. (10200)
- HVC 11211 Air Quality Equipment 0.2 cr. (10203)
- HVC 11212 Introduction to Hydronic Systems 0.5 cr. (10202)

HVAC Level 3: 6.3 credits (157.5 class hours)

(Numbers in parentheses are numbers from previous years & will be treated as equivalent courses.)

- HVC 21300 Hardware & Fastening 0.4 cr.
- HVC 21301 Control Circuit/Motor Troubleshoot 1.2 cr. (10207)
- HVC 21302 Troubleshooting Cooling 0.8 cr. (10209)
- HVC 21303 Troubleshooting Heat Pumps 0.5 cr. (20310)
- HVC 21304 Troubleshooting Gas Heating 0.5 cr. (10208)
- HVC 21305 Troubleshooting Oil Heating 0.5 cr. (20309)
- HVC 21306 Troubleshooting Accessories 0.3 cr. (20311)
- HVC 21307 Ductless Equipment/Zone Control Sys 0.5 cr.
- HVC 21308 Commercial Hydronic Systems 0.3 cr. (20304)
- HVC 21309 Steam Systems 0.4 cr. (20305)
- HVC 21310 Retail Refrigeration Systems 0.6 cr. (20303)
- HVC 21311 Customer Relations 0.2 cr.

HVAC Level 4: 6.4 credits (160 class hours)

(Numbers in parentheses are numbers from previous years & will be treated as equivalent courses.)

- HVC 21400 Water Treatment 0.5 cr. (20307)
- HVC 21401 Indoor Air Quality 0.4 cr. (20402)
- HVC 21402 Energy Conservation Equipment 0.3 cr. (20403)
- HVC 21403 Building Management Systems 0.5 cr. (20404)
- HVC 21404 System Air Balancing 0.5 cr. (20401)
- HVC 21405 System Startup & Shutdown 0.6 cr. (20405)
- HVC 21406 Construction Drawings/Specification 0.5 cr. (20400)
- HVC 21407 Heating & Cooling System Design 1 cr. (20406)
- HVC 21408 Commercial/Industrial Refrigeration 0.8 cr. (20407)
- HVC 21409 Alternative/Specialized HVAC System 0.4 cr. (20408)
- HVC 21410 Fundamentals of Crew Leadership 0.8 cr. (20409)

Engineering Design Technologies: 7 credits (128 class hours)

- EDT 11000 Detailing w/AutoCAD 3 cr.
- EDT 14000 Architectural Drafting/CAD 4 cr.

Technical Education Electives: 11.7 credits (250.5 class hours)

Select from the following or choose technical electives from ELT, MEC, MPT, PLB or WLD until a minimum of 11.7 credits are earned.

- CAP 29904 Internship/Service Learning 4 cr.
- HVC 10130 EPA Refrigerant Certification 1 cr.
- HVC 14000 Geothermal Heat Pump Systems 3 cr.

Total AAS-Credits: 60

Suggested sequence of courses:

Year 1 (Fall) ~ 15 credits

- EDT 11000 Detailing with AutoCAD 3 cr.
- ENG 11800 Intro to Technical and Professional Writing **or** ENG 10303 English Composition I 3 cr.
- Core and HVC Modules

Year 1 (Winter) ~ 15 credits

- EDT 14000 Architectural Drawing/CAD 4 cr.
- MTH 12000 Intermediate Algebra (or higher) 4 cr.
- HVC modules 2 cr.

Year 2 (Fall) ~ 15 credits

- HVC 14000 Geothermal Heat Pump Systems 3 cr.
- HVC modules
- Lab science course (4-5 cr.)

Year 2 (Winter) ~ 15 credits

- CAP 29904 Internship/Service Learning 4 cr.
- HVC modules
- Speech course 3 cr.

Note:

Students should seek additional information and/or advising from their academic advisor.

Cosmetology

We welcome high school students into cosmetology programs.

**For more information, please contact the Cosmetology Department.
Shannon Weaver 989-275-5000, extension 274**

Certificate of Completion

Cosmetology, CC

(CCOS2)

Minimum Credits: 40

Contact Hours: 64

Kirtland's certificate program in cosmetology is designed to provide specialized instruction and practical application for employment in beauty salons of Cosmetology. To obtain the required 1500 clock hours required to take the Cosmetology State Board Exam, students will have to take 16 sections, where each section required a completion of 96 clock hours. During COS 13600, qualifying students will receive a State Board Exam application and will be required to do 36 hours of a job shadow experience. This program prepares students to successfully pass the Michigan State Board Exam, which is required by law to practice cosmetology in Michigan. Job placement for this program is excellent. The courses are taught in modern facilities utilizing cutting-edge equipment. Students wanting to continue in this program may pursue an Associate in Applied Science – Cosmetology degree after obtaining a license.

We welcome high school students into cosmetology programs.

Cosmetology Program Requirements: 40 credits

- COS 12100 Cosmetology I 2.5 cr.
- COS 12200 Cosmetology II 2.5 cr.
- COS 12300 Cosmetology III 2.5 cr.
- COS 12400 Cosmetology IV 2.5 cr.
- COS 12500 Cosmetology V 2.5 cr.
- COS 12600 Cosmetology VI 2.5 cr.
- COS 12700 Cosmetology VII 2.5 cr.
- COS 12800 Cosmetology VIII 2.5 cr.
- COS 12900 Cosmetology IX 2.5 cr.
- COS 13000 Cosmetology X 2.5 cr.
- COS 13100 Cosmetology XI 2.5 cr.
- COS 13200 Cosmetology XII 2.5 cr.
- COS 13300 Cosmetology XIII 2.5 cr.

- COS 13400 Cosmetology XIV 2.5 cr.
- COS 13500 Cosmetology XV 2.5 cr.
- COS 13600 Cosmetology XVI 2.5 cr.

Suggested Sequence of courses:

Year 1 (Fall) 12.5 credits

- COS 12100 Cosmetology I 2.5 cr.
- COS 12200 Cosmetology II 2.5 cr.
- COS 12300 Cosmetology III 2.5 cr.
- COS 12400 Cosmetology IV 2.5 cr.
- COS 12500 Cosmetology V 2.5 cr.

Year 1 (Winter) 12.5 credits

- COS 12600 Cosmetology VI 2.5 cr.
- COS 12700 Cosmetology VII 2.5 cr.
- COS 12800 Cosmetology VIII 2.5 cr.
- COS 12900 Cosmetology IX 2.5 cr.
- COS 13000 Cosmetology X 2.5 cr.

Year 1 (Summer) 7.5 credits

- COS 13100 Cosmetology XI 2.5 cr.
- COS 13200 Cosmetology XII 2.5 cr.
- COS 13300 Cosmetology XIII 2.5 cr.

Year 2 (Fall) 7.5 credits

- COS 13400 Cosmetology XIV 2.5 cr.
- COS 13500 Cosmetology XV 2.5 cr.
- COS 13600 Cosmetology XVI 2.5 cr.

Special Certificate

Esthetician, SC

(SCES0)

Minimum Credits: 10

Contact Hours: 16

Kirtland's special certificate in Esthetics is designed to provide specialized instruction and practical application for employment in spa settings. This program leads to a Special Certificate of Completion in Esthetics, preparing students to successfully pass the Michigan State Board of Cosmetology exam, which is required by law to practice cosmetology in Michigan. Students must earn a minimum of 10 credit hours (400 clock hours) to qualify for graduation. Job placement in this program is excellent, with opportunities at spa salons, plastic surgeon and dermatology offices.

Esthetician Program Requirements: 10 credits

- COS 14100 Skin Care I 2.5 cr.
- COS 14200 Skin Care II 2.5 cr.
- COS 14300 Skin Care III 2.5 cr.
- COS 14400 Skin Care IV 2.5 cr.

Sequence of courses

Fall Semester Start--10 credits

- COS 14100 Skin Care I 2.5 cr.
- COS 14200 Skin Care II 2.5 cr.
- COS 14300 Skin Care III 2.5 cr.
- COS 14400 Skin Care IV 2.5 cr.

or a Winter Semester start--10 credits

- COS 14100 Skin Care I 2.5 cr.
- COS 14200 Skin Care II 2.5 cr.
- COS 14300 Skin Care III 2.5 cr.
- COS 14400 Skin Care IV 2.5 cr.

Students should seek additional information and/or advising from their academic advisor.

Associate in Applied Science

Cosmetology, AAS

(DSMN4)

Minimum Credits: 63

Contact Hours: 88

The Associate in Applied Science program in Cosmetology is designed to provide specialized instruction in practical application, communication skills, and general knowledge for employment as a licensed cosmetologist. The cosmetology courses in the program prepare students to successfully pass the Michigan State Board of Cosmetology Exam, which is required by law to practice cosmetology in Michigan. To obtain the required 1500 clock hours required to take the exam, students will complete 16 sections, as each section requires a completion of 96 clock hours. During COS-13600, qualifying students will receive an application to take the Michigan State Board of Cosmetology Exam and will be required to complete 36 hours in a job shadow experience. Job placement in this program is excellent. Transfer students must submit a copy of a current cosmetology license prior to completing this program.

We welcome high school students into cosmetology programs.

Core Courses: 8 credits

- **Any accounting course** 4 cr.
- **Any business course** 3 cr.
- COS 17500 Salon Management 1 cr.

Cosmetology Sequence or Michigan Cosmetology License: 40 credits

- COS 12100 Cosmetology I 2.5 cr.
 - COS 12200 Cosmetology II 2.5 cr.
 - COS 12300 Cosmetology III 2.5 cr.
 - COS 12400 Cosmetology IV 2.5 cr.
 - COS 12500 Cosmetology V 2.5 cr.
 - COS 12600 Cosmetology VI 2.5 cr.
 - COS 12700 Cosmetology VII 2.5 cr.
 - COS 12800 Cosmetology VIII 2.5 cr.
 - COS 12900 Cosmetology IX 2.5 cr.
 - COS 13000 Cosmetology X 2.5 cr.
 - COS 13100 Cosmetology XI 2.5 cr.
 - COS 13200 Cosmetology XII 2.5 cr.
 - COS 13300 Cosmetology XIII 2.5 cr.
 - COS 13400 Cosmetology XIV 2.5 cr.
 - COS 13500 Cosmetology XV 2.5 cr.
 - COS 13600 Cosmetology XVI 2.5 cr.
- or Michigan Cosmetology License**

General Education: 16-17 credits

- ENG 10303 English Composition I 3 cr.
- MTH 12000 Intermediate Algebra 4 cr. *or higher or any science course*
- POL 10100 Intro to American Government 3 cr.
- **Select one social science course from ECO, GEO, POL, PSY or SOC.** 3-4 cr.
- **Select one speech course (SPE).** 3 cr.

Minimum Credits: 63

Suggested sequence of courses:

Year 1 (Fall) 12.5 credits

- COS 12100 Cosmetology I 2.5 cr.
- COS 12200 Cosmetology II 2.5 cr.
- COS 12300 Cosmetology III 2.5 cr.
- COS 12400 Cosmetology IV 2.5 cr.
- COS 12500 Cosmetology V 2.5 cr.

Year 1 (Winter) 12.5 credits

- COS 12600 Cosmetology VI 2.5 cr.
- COS 12700 Cosmetology VII 2.5 cr.
- COS 12800 Cosmetology VIII 2.5 cr.
- COS 12900 Cosmetology IX 2.5 cr.
- COS 13000 Cosmetology X 2.5 cr.

Year 1 (Summer) 7.5 credits

- COS 13100 Cosmetology XI 2.5 cr.
- COS 13200 Cosmetology XII 2.5 cr.
- COS 13300 Cosmetology XIII 2.5 cr.

Year 2 (Fall) 16.5 credits

- **Business course** 3 cr.
- COS 13400 Cosmetology XIV 2.5 cr.
- COS 13500 Cosmetology XV 2.5 cr.
- COS 13600 Cosmetology XVI 2.5 cr.
- ENG 10303 English Composition I 3 cr.
- POL 10100 Intro to American Government 3 cr.

Year 2 (Winter) 15-16 credits

- **Any accounting course** 4 cr.
- COS 17500 Salon Management 1 cr.

- MTH 12000 Intermediate Algebra 4 cr. *or* higher
- **Select one social science course from ECO, GEO, POL, PSY or SOC** 3-4 cr.
- **Select one speech class (SPE)** 3 cr.

Students should seek additional information and/or advising from their academic advisor.

Health Science

For more information, please contact your advisor.

Certificate of Completion

Medical Billing & Coding, CC

(CMBC0)

Minimum Credits: 37

Contact Hours: 40

The Medical Billing and Coding program provides the career education necessary to be proficient in completing insurance claims. Students learn billing and collection techniques and become proficient in assigning procedural and diagnostic codes.

Notes

- In order to graduate, students must have a program GPA of 2.3 or better.
- All HIT and OIS courses require a minimum grade of C+ (2.3) to progress in the program.

Program Requirements: 37 Credits

- ALH 10101 Medical Terminology 2 cr.
- ALH 10801 Pathology w/Pharmacology 3 cr.
- ALH 11300 Medical Ethics & Law 3 cr.
- BIO 10700 Essentials of Anatomy & Physiology 4 cr.
or BIO 23500 and BIO 23600 **OR** BIO 25000 and BIO 25100 if previously completed.
- CIS 10500 Intro to Computers 3 cr.
- ENG 10303 English Composition I 3 cr.
- HIT 10600 Intro-Health Information Management 3 cr.
- HIT 21301 Diagnostic Coding 4 cr.
- HIT 21601 Procedure Coding 4 cr.
- HIT 23301 Revenue Cycle & Reimbursement 4 cr.
- HIT 29902 Practicum - Medical Billing & Coding 4 cr.

Suggested sequencing of courses:

Year 1 (Fall) 15 credits

- ALH 10101 Medical Terminology 2 cr.
- BIO 10700 Essentials of Anatomy & Physiology 4 cr.
- CIS 10500 Intro to Computers 3 cr.
- ENG 10303 English Composition I 3 cr.
- HIT 10600 Intro-Health Information Management 3 cr.

Year 1 (Winter) 11 credits

- ALH 10801 Pathology w/Pharmacology 3 cr.
- HIT 21301 Diagnostic Coding 4 cr.
- HIT 21601 Procedure Coding 4 cr.

Year 1 (Summer) 3 credits

- ALH 11300 Medical Ethics & Law 3 cr.

Year 2 (Fall) 8 credits

- HIT 23301 Revenue Cycle & Reimbursement 4 cr.
- HIT 29902 Practicum - Medical Billing & Coding 4 cr.

Notes:

**Prerequisite for Practicum: Completion of all courses required for the program except HIT 23301, consent of advisor, and a program GPA of 2.3 or better.*

Students should seek additional information and/or advising from their academic advisor.

Pharmacy Technology, CC

(CPHM0)

Minimum Credits: 20

Contact Hours: 25

The Pharmacy Technology program is a 2-semester certificate program that prepares the student for entry-level pharmacy technician positions in hospitals, retail stores and other special areas of pharmacy practice where he/she will work under the supervision of a registered pharmacist. During the final semester of the program, the student will develop additional skills and knowledge necessary for the entry-level pharmacy technician by spending 140 hours in hospital, retail settings, and specialty areas in an internship under the direct supervision of a pharmacist. Upon completion of this program the student will be prepared to take the Pharmacy Technician Certification Exam (PTCB) to become nationally certified.

Prerequisites

Placement testing may be used to determine reading, writing & math levels.

- ENG 09920 College Reading and Writing 4 cr. (*or ENG 09000 and ENG 09601 or prerequisites met*)
- MTH 07300 Basic Algebra 4 cr. (*or prerequisite met*)

Pharmacy Technology Program: 20 credits

Program admission is required before the following courses can be taken:

- ALH 10101 Medical Terminology 2 cr.
A minimum grade of "C+" is required.
- PHM 11000 Pharmacy Technology I 9 cr.
A minimum grade of "C+" is required.
- PHM 12000 Pharmacy Technology II 3 cr.
A minimum grade of "C+" is required.
- PHM 19900 Pharmacy Technology Internship 3 cr.
A minimum grade of "S" is required.
- SPE 11400 Intro to Interpersonal/Public Comm 3 cr.
A minimum grade of "C" is required.

Sequence of courses

Semester I (Fall) 11 credits

- ALH 10101 Medical Terminology 2 cr.
- PHM 11000 Pharmacy Technology I 9 cr.

Semester II (Winter) 9 credits

- PHM 12000 Pharmacy Technology II 3 cr.
- PHM 19900 Pharmacy Technology Internship 3 cr.
- SPE 11400 Intro to Interpersonal/Public Comm 3 cr.

Notes:

- A high school diploma or GED is required for program acceptance.
- Conviction for some criminal offenses and any drug or substance related offense will render a candidate ineligible for writing the certification examination. Felony convictions and misdemeanor convictions involving abuse or neglect of vulnerable populations or any drug or related substance offense will prohibit admission to clinical agencies (a requirement of the program). For more information, please check with the Health Sciences Office at healthsciences@kirtland.edu.
- Drug testing of all students will be required prior to the internship.

- There are abilities (with or without accommodation) that a student in this program must have. Please visit "Required Program Performance Standards" on the pharmacy technology website..
- A minimum grade of "C+" is required in all Pharmacy Technology (PHM) program courses.
- This information is applicable for students entering the program in the 2016-2017 school year. Students entering the program in future years will be subject to the requirements outlined in the applicable catalog.

Students should seek additional information and/or advising from their academic advisor.

Practical Nursing, CC

(CLPN1)

Minimum Credits: 35.5

Contact Hours: 49.5-53.5

The PN program at Kirtland is designed to prepare students for entry-level positions as practical nurses. Following successful completion of this program, graduates are eligible to take the licensure exam to practice as a Licensed Practical Nurse (LPN). The program is also designed to provide career mobility and a foundation for continued learning by serving as the first year of the associate degree nursing program. Each class of nursing students is considered a cohort (group) and courses/schedules are assigned.

Prerequisites and General Education Requirements: 11-15 credits

All prerequisites and general education course work must be completed prior to admission to the Practical Nursing program.

Choose one Anatomy & Physiology sequence.

A minimum grade of "B" is required in each course.

- BIO 23500 Anatomy & Physiology I 4 cr. *and*
- BIO 23600 Anatomy & Physiology II 4 cr.
- or*
- BIO 25000 Human Anatomy 4 cr. *and*
- BIO 25100 Human Physiology 4 cr.
- ENG 10303 English Composition I 3 cr. *A minimum grade of "C" is required.*
- MTH 12000 Intermediate Algebra 4 cr. *or waived based on test scores. A minimum grade of "C" is required.*

Nursing Requirements: 24.5 credits

Each course in the program must be passed with a minimum grade of "C+".

- NUR 10515 Fundamentals of Nursing Practice 9.5 cr.
- NUR 10701 Mental Health Concepts 1 cr.
- NUR 10815 Nursing Across the Lifespan 8 cr.
- NUR 11015 Critical Thinking in Nursing 2 cr.
- NUR 21415 Nursing Pharmacology 4 cr.

Minimum Program Requirements: 35.5-39.5 credits

Sequence of Nursing courses

Successful completion of all Nursing courses with a "C+" or higher grade is required each semester in order to continue in the Nursing Program.

Semester 1 (Fall) 15.5 credits

- NUR 10515 Fundamentals of Nursing Practice 9.5 cr.
- NUR 11015 Critical Thinking in Nursing 2 cr.
- NUR 21415 Nursing Pharmacology 4 cr.

Semester 2 (Winter) 9 credits

- NUR 10701 Mental Health Concepts 1 cr.
- NUR 10815 Nursing Across the Lifespan 8 cr.

Notes:

- All nursing programs are subject to change. Program requirements apply to students accepted into the nursing program in the 2016-2017 academic year.
- Prerequisite courses may be repeated one time only to obtain the required grade.
- Entrance exam with required score will be necessary to be accepted into the program.
- Felony convictions and certain misdemeanor convictions will prohibit admission to the nursing program. For more information, please check with the Health Sciences Office at healthsciences@kirtland.edu.
- Drug testing of all students will be required prior to final program acceptance.
- Applications are accepted annually. Students need to meet with their academic advisor to begin the application process.
- Immunization records are required for final admission.
- Students are ranked for acceptance into the program based on grades, GPA and knowledge exam.
- Program coursework must be completed within two years.
- Nursing programs may have cohort groups in the fall and winter semesters.
- Reentry into the Nursing Program is allowed one time per program and is determined by a committee of nursing faculty.
- Please note that the Nursing Program is a full-time program that may require attendance in lecture or lab Monday through Sunday at any time.
- Clinical may be assigned during day or evening hours. This will require the ability to maintain a flexible schedule from any applicant.
- Accommodations for work or personal schedules cannot be guaranteed.

Students should seek additional information and/or advising from their academic advisor.

Surgical Technology, CC

(CSRG0)

Minimum Credits: 48

Contact Hours: 55-59

The Surgical Technology program at Kirtland is designed to prepare students for entry-level positions as surgical technologists. Following successful completion of this program, graduates are eligible to take the national certification exam.

Prerequisites and General Education Requirements: 14-18 credits

Prerequisite courses must be completed with the required grades for admission to the surgical technology program.

Choose one Anatomy & Physiology sequence.

A minimum grade of "C+" is required in each course.

- BIO 23500 Anatomy & Physiology I 4 cr. *and*
 - BIO 23600 Anatomy & Physiology II 4 cr.
- or*
- BIO 25000 Human Anatomy 4 cr. *and*
 - BIO 25100 Human Physiology 4 cr.
-
- ENG 10303 English Composition I 3 cr. *A minimum grade of "C" is required.*
 - MTH 12000 Intermediate Algebra 4 cr. *or* MTH-120PR based on test scores. *A minimum grade of "C" is required.*
 - PSY 10100 Intro to Psychology 3 cr. *A minimum grade of "C" is required.*

Surgical Technology Program Requirements: 34 credits

Program admission is required before the following courses may be taken. A minimum grade of "C+" is required in each course in order to continue in the program.

- SUR 10000 Fundamentals of Surgical Technology 3 cr.
- SUR 10300 Surgical Pharmacology 2 cr.
- SUR 10400 Basic Operative Procedures 2 cr.
- SUR 10700 Fundamental Surgical Techniques 5 cr.
- SUR 10800 Surgical Terminology 2 cr.
- SUR 10900 Surgical Pathophysiology 2 cr.
- SUR 20001 Advanced Surgical Procedures 2 cr.
- SUR 20300 Surgical Professional Practice 2 cr.
- SUR 20400 Integrated Surgical Sciences 2 cr.
- SUR 29901 Surgical Technology Internship 12 cr.

Minimum Program Credits: 48

Sequence of Surgical Technology Courses

Semester 1 (Fall) 16 credits

- SUR 10000 Fundamentals of Surgical Technology 3 cr.
- SUR 10300 Surgical Pharmacology 2 cr.
- SUR 10400 Basic Operative Procedures 2 cr.
- SUR 10700 Fundamental Surgical Techniques 5 cr.
- SUR 10800 Surgical Terminology 2 cr.
- SUR 10900 Surgical Pathophysiology 2 cr.

Semester 2 (Winter) 18 credits

- SUR 20001 Advanced Surgical Procedures 2 cr.
- SUR 20300 Surgical Professional Practice 2 cr.
- SUR 20400 Integrated Surgical Sciences 2 cr.
- SUR 29901 Surgical Technology Internship 12 cr.

Notes:

- Prerequisite courses may be repeated one time only to obtain the required grade.
- Felony convictions and certain misdemeanor convictions will prohibit admission to the surgical technology program. For more information, please check with the Health Sciences Office at healthsciences@kirtland.edu.
- Drug testing of all students will be required prior to final program acceptance.
- Students requesting admission to the program must submit a "Request for Admission to the Surgical Technology Program" application packet (available online) to the Health Sciences Office by May 1 of the calendar year in which the student is requesting admission to the Surgical Technology program. Late applications will be accepted if seats are available after all on-time applicants have been evaluated. Acceptance notifications will be emailed to students via their Kirtland email account in June. **Note:** *If applicants exceed the number of available seats in the program, students will be ranked.*
- Students are ranked for acceptance into the program based on: (1) anticipated date of completion of prerequisite course work; (2) date of college application declaring surgical technology as program of study; (3) G.P.A. of required prerequisite courses.
- Immunization records are required for final admission. Refer to the Surgical Technology website for details.
- Each class of Surgical Technology students is considered a cohort (group) and courses/schedules are assigned. Students are expected to complete the program specific sequence of courses within the two stated semesters. All others would be required to follow the program reentry policy as stated in the program handbook.

Students should seek additional information and/or advising from their academic advisor.

Associate in Applied Science

ADN (Nursing), AAS

(DDRN2)

Minimum Credits: 66.5

Contact Hours: 106.5-110.5

The Associate in Applied Science in nursing program is designed to prepare students for entry-level positions as registered nurses. Following successful completion of the ADN program, graduates are eligible to take the license exam to practice as a Registered Nurse (RN). Each class of nursing students is considered a cohort (group) and courses/schedules are assigned. Graduates of the ADN program are qualified to enter the many BSN completion programs available.

Prerequisites and General Education Requirements: 14-18 Credits

Choose one Anatomy & Physiology sequence.

A minimum grade of "B" is required in each course.

- BIO 23500 Anatomy & Physiology I 4 cr. *and*
 - BIO 23600 Anatomy & Physiology II 4 cr.
- or*
- BIO 25000 Human Anatomy 4 cr. *and*
 - BIO 25100 Human Physiology 4 cr.

A minimum grade of "C" is required in each of the following courses:

- ENG 10303 English Composition I 3 cr.
- MTH 12000 Intermediate Algebra 4 cr. **or** MTH120PR *or* MTH 20600 Application in Statistics 4 cr.
- PSY 10100 Intro to Psychology 3 cr.

Nursing Requirements: 52.5 credits

Each course in the program must be passed with a minimum grade of "C+".

- NUR 10515 Fundamentals of Nursing Practice 9.5 cr.
- NUR 10815 Nursing Across the Lifespan 8 cr.
- NUR 11015 Critical Thinking in Nursing 2 cr.
- NUR 21415 Nursing Pharmacology 4 cr.
- NUR 22215 Advanced Medical/Surgical Nursing I 8 cr.
- NUR 22415 Advanced Medical/Surgical II 9 cr.
- NUR 23215 Advanced Maternal/Pediatrics 5 cr.
- NUR 24215 Community Mental Health Nursing 4 cr.
- NUR 25215 Nursing Leadership 3 cr.

Minimum Total Program Requirements: 66.5

Sequence of courses:

Satisfactory completion of all Nursing courses ("C+" or higher grade) is required each semester in order to continue in the Nursing Program.

Year 1 (Fall) 15.5 credits

- NUR 10515 Fundamentals of Nursing Practice 9.5 cr.
- NUR 11015 Critical Thinking in Nursing 2 cr.

- NUR 21415 Nursing Pharmacology 4 cr.

Year 1 (Winter) 12 credits

- NUR 10815 Nursing Across the Lifespan 8 cr.
- NUR 24215 Community Mental Health Nursing 4 cr.

Year 2 (Fall) 13 credits

- NUR 22215 Advanced Medical/Surgical Nursing I 8 cr.
- NUR 23215 Advanced Maternal/Pediatrics 5 cr.

Year 2 (Winter) 12 credits

- NUR 22415 Advanced Medical/Surgical II 9 cr.
- NUR 25215 Nursing Leadership 3 cr.

Notes:

- All nursing programs are subject to change. Program requirements apply to students accepted into the nursing program in the 2016-2017 academic year.
- Prerequisite courses may be repeated one time only to obtain the required grade.
- Entrance exam with required score will be necessary to be accepted into the program. Students are ranked for acceptance into the program based on grades, GPA and knowledge exam.
- Felony convictions and certain misdemeanor convictions will prohibit admission to the nursing program. For more information, please check with the Health Sciences Office at healthsciences@kirtland.edu.
- Drug testing of all students will be required prior to final program acceptance.
- Applications are accepted annually. Students need to meet with their academic advisor to begin the application process.
- Immunization records are required for final admission.
- Program course work must be completed within two years.
- Reentry into the Nursing Program is allowed one time per program and is determined by a committee of nursing faculty.
- Nursing programs may have cohort groups in the fall and winter semesters. Please note that the Nursing Program is a full-time program that may require attendance in lecture or lab Monday through Sunday at any time. Clinical may be assigned during day or evening hours. This will require the ability to maintain a flexible schedule from any applicant. Accommodations for work or personal schedules cannot be guaranteed.

Students should seek additional information and/or advising from their academic advisor.

Cardiac Sonography, AAS

(DSON1)

Minimum Credits: 66.5
Contact Hours: 89.5-93.5

A Cardiac Sonographer (Echo cardiographer) is a health care professional who uses high frequency sound waves to obtain diagnostic recordings and measurements from the ultrasound image of the heart; this data is used by a physician to diagnose and treat various health care problems. A thorough understanding of cardiac anatomy, physiology, hemodynamics, and pathophysiology is required. This program leads to an Associate in Applied Science – Cardiac Sonography degree, and prepares the students to be eligible for the Cardiovascular Credentialing Institute (CCI) exam to obtain their registry. There are special admission requirements to the Sonography program; it is the student's responsibility to understand the requirements and to adhere to them as listed below.

Admission Requirements:

To be admitted to the Cardiac Sonography program a separate application is required. Applications can be obtained online and are accepted by the Health Sciences office between February 1 and April 1. *All prerequisite and general education courses must be completed with a grade of C or better, except for Anatomy & Physiology which requires a grade of C+ or better.* Students eligible for admission will be ranked by the date in which Cardiac Sonography was declared to be their program of study (either on original application or by the program of study update form). Students will be admitted in cohort groups. Students who are admitted to the program must plan to take the courses in sequence and include summer semester. No waiting list is maintained for this program. Students must reapply each semester if not accepted into the program for the semester requested. The College reserves the right to extend the application period when warranted.

Prerequisite and General Education Requirements: 14-18 credits

The following courses are required for program eligibility:

Choose one Anatomy & Physiology Sequence.

A minimum grade of "C+" is required in each course.

- BIO 23500 Anatomy & Physiology I 4 cr. *and*
- BIO 23600 Anatomy & Physiology II 4 cr.
- or*
- BIO 25000 Human Anatomy 4 cr. *and*
- BIO 25100 Human Physiology 4 cr.

- ENG 10303 English Composition I 3 cr. *A minimum grade of "C" is required.*
- MTH 12000 Intermediate Algebra 4 cr. *or* MTH 120PR based on test scores. *A minimum grade of "C" is required.*
- PSY 10100 Intro to Psychology 3 cr. *A minimum grade of "C" is required.*

Cardiac Sonography Program Courses: 52.5 credits

Program admission required. A minimum grade of "C+" or "S" is required for all program courses.

- SON 10000 Intro to Sonography Patient Care 2 cr.
- SON 10600 Cardiovascular Anatomy & Physiology 4 cr.
- SON 11000 Ultrasound Physics 3 cr.
- SON 11600 Basic Sonography 3 cr.
- SON 11700 Basic Sonography Lab 4 cr.
- SON 12500 Valvular Heart Disease 3 cr.
- SON 13100 Cardiomyopathies/Congenital Defects 3 cr.
- SON 13200 Cardiomyopathies/Congenital Lab 4 cr.

- SON 13500 Valvular Heart Disease Clinical Lab 2 cr.
- SON 15000 Complete Adult Echocardiogram 3 cr.
- SON 15600 Advanced Sonography 3 cr.
- SON 15700 Advanced Sonography Lab 4 cr.
- SON 16000 Complete Adult Echocardiogram Lab 2 cr.
- SON 29900 Internship 12.5 cr. (Locations vary; may be located out of state)

Minimum Program Credits: 66.5-70.5

Sequence of Cardiac Sonography courses

Program admission required. Courses must be taken as outlined in the sequence below.

Semester 1 (Fall) 16 credits

- SON 10000 Intro to Sonography Patient Care 2 cr.
- SON 10600 Cardiovascular Anatomy & Physiology 4 cr.
- SON 11000 Ultrasound Physics 3 cr.
- SON 11600 Basic Sonography 3 cr.
- SON 11700 Basic Sonography Lab 4 cr.

Semester 2 (Winter) 12 credits

- SON 12500 Valvular Heart Disease 3 cr.
- SON 13100 Cardiomyopathies/Congenital Defects 3 cr.
- SON 13200 Cardiomyopathies/Congenital Lab 4 cr.
- SON 13500 Valvular Heart Disease Clinical Lab 2 cr.

Semester 3 (Summer) 12 credits

- SON 15000 Complete Adult Echocardiogram 3 cr.
- SON 15600 Advanced Sonography 3 cr.
- SON 15700 Advanced Sonography Lab 4 cr.
- SON 16000 Complete Adult Echocardiogram Lab 2 cr.

Semester 4 (Fall) 12.5 credits

- SON 29900 Internship 12.5 cr.
Locations vary and may be out of state.

Notes:

- A minimum grade of "C+" is required in all Cardiac Sonography (SON) courses.
- Students accepted to the Cardiac Sonography program will be required to submit to a complete criminal background fingerprinting review. A fee for this may be required. Felony convictions and certain misdemeanor convictions may prohibit admission to the Cardiac Sonography program due to the inability to place students with certain convictions in clinical facilities.
- There are abilities (with or without accommodation) that a student in this program must have. Please visit the "Required Program Performance Standards" on the Cardiac Sonography website. Forms are provided upon application to the program.
- Prerequisite courses may be repeated one time only in order to obtain the required minimum grade.
- The preceding information is applicable for students entering the program in the 2016-2017 school year. Students entering the program in future years will be subject to the requirements outlined in the applicable catalog.
- Students must maintain current Professional Provider CPR certification.

Students should seek additional information and/or advising from their academic advisor.

Health Information Technology, AAS

(DHIT0)

Minimum Credits: 64

Contact Hours: 73-74

The Health Information Technology program's mission is to prepare graduates for entry-level positions as health information technicians in a variety of health care settings. Graduates will meet or exceed the competencies outlines in the domains, subdomains, and tasks of the accreditation agency.

General Education Courses: 17-18 credits

Choose an Anatomy & Physiology course or sequence.

- BIO 10700 Essentials of Anatomy & Physiology 4 cr. *
- ENG 10303 English Composition I 3 cr.
- MTH 12000 Intermediate Algebra 4 cr.
- **or** MTH 20600 Application in Statistics 4 cr.
- Select one social science course from ECO, GEO, POL, PSY or SOC. (FWS) 3-4 cr.
- Select any speech course. 3 cr.

Occupational Requirements: 47 credits

- ALH 10101 Medical Terminology 2 cr.
- ALH 10801 Pathology w/Pharmacology 3 cr.
- ALH 11300 Medical Ethics & Law 3 cr.
- CIS 10500 Intro to Computers 3 cr.
- CIS 23501 Database Design 3 cr.

HIT requirements

A minimum grade of "C+" is required in all HIT classes.

- HIT 10600 Intro-Health Information Management 3 cr.
- HIT 20000 Intro to Electronic Health Records 3 cr.
- HIT 21301 Diagnostic Coding 4 cr.
- HIT 21601 Procedure Coding 4 cr.
- HIT 23001 Health Statistics & Quality Improvement 4 cr.
- HIT 23102 Health Information Management II 4 cr.
- HIT 23200 Health Data Content & Structure 3 cr.
- HIT 23301 Revenue Cycle & Reimbursement 4 cr.
- HIT 29901 Practicum-Health Information Technology 4 cr. **

Minimum Program Credits: 64

Suggested sequencing of courses:

Year 1 (Fall) 15 credits

To stay on track for the remainder of the program, the courses listed for the first semester must be taken as noted.

- ALH 10101 Medical Terminology 2 cr.
- BIO 10700 Essentials of Anatomy & Physiology 4 cr.
- CIS 10500 Intro to Computers 3 cr.
- ENG 10303 English Composition I 3 cr.
- HIT 10600 Intro-Health Information Management 3 cr.

Year 1 (Winter) 18 credits

- ALH 10801 Pathology w/Pharmacology 3 cr.
- HIT 20000 Intro to Electronic Health Records 3 cr.
- HIT 21301 Diagnostic Coding 4 cr.
- HIT 21601 Procedure Coding 4 cr.
- MTH 12000 Intermediate Algebra 4 cr. or MTH 20600 Application in Statistics

Year 2 (Fall) 14 credits

- ALH 11300 Medical Ethics & Law 3 cr.
- HIT 23001 Health Statistics & Quality Improvement 4 cr.
- HIT 23200 Health Data Content & Structure 3 cr.

- HIT 23301 Revenue Cycle & Reimbursement 4 cr.

Year 2 (Winter) 17-18 credits

- CIS 23501 Database Design 3 cr.
- HIT 23102 Health Information Management II 4 cr.
- HIT 29901 Practicum-Health Information Technology 4 cr. **
- Social science course
- Speech course

Notes:

- The first semester must be taken as noted in order to stay on track for the remainder of the program.
- All HIT courses (and OIS courses if taken to satisfy program requirements) require a minimum grade of C+ (2.3) to progress in the program.
- In order to graduate, students must have a program GPA of 2.3 or better.
- AHIMA Student Membership is required throughout the HIT core of courses (HIT-10600, HIT-20000, HIT-21301, HIT-21601, HIT-23001, HIT-23200, HIT-23300 & HIT-29901).
- See your Academic Advisor for a HIT Practicum Checklist to prepare for graduation.
- *BIO 23500 and BIO 23600 **or** BIO 25000 and BIO 25100 are accepted in lieu of BIO 10700 if previously taken.
- **Prerequisite for Practicum—Completion of all courses required for the program (except HIT-23102), consent of advisor, and a program GPA of 2.3 or better. Practicum applications must be submitted the semester prior to practicum registration.

Students should seek additional information and/or advising from their academic advisor.

LPN to ADN, AAS

(DADN2)

LPN + ADN Minimum Credits: 62

LPN + ADN Contact Hours: 92.5-104

The Associate in Applied Science in Nursing is designed to prepare students for entry-level positions as registered nurses and to provide continued learning and career mobility in nursing for licensed practical nurses. This Associate in Applied Science in Nursing Program is designed for prior-year graduates of Kirtland's LPN programs. Applicants must possess an LPN license when applying to the program and must have earned a 3.0 or higher G.P.A. in specific PN courses to be considered for admission into the LPN to ADN program. Following successful completion of the LPN to ADN program, graduates are eligible to take the license exam to practice as a Registered Nurse (RN). Each class of nursing students is considered a cohort (group) and courses/schedules are assigned. Graduates of the LPN to ADN Program are qualified to enter the many BSN completion programs available.

Prerequisites and General Education Requirements: 37-42.5 credits

Students must satisfy these requirements regardless of LPN licensure.

- Prior CLPN0 Certificate or LPN License 20-21.5 cr.

Choose one Anatomy & Physiology sequence.

A minimum grade of "B" is required in each course.

- BIO 23500 Anatomy & Physiology I 4 cr. *and*
 - BIO 23600 Anatomy & Physiology II 4 cr.
- or*
- BIO 25000 Human Anatomy 4 cr. *and*
 - BIO 25100 Human Physiology 4 cr.
-
- ENG 10303 English Composition I 3 cr. *A minimum grade of "C" is required.*
 - MTH 12000 Intermediate Algebra 4 cr. *or* MTH 120PR *or* MTH 20600 Application in Statistics 4 cr. *A minimum grade of "C" is required.*
 - NUR 21415 Nursing Pharmacology 4 cr. *or* NUR 21417 *or* NUR 10902 *and* NUR 12900 *or* equivalent coursework based on departmental evaluation and approval. *A minimum grade of "C+" is required.*
 - PSY 10100 Intro to Psychology 3 cr.
A minimum grade of "C" is required.

Nursing Requirements: 25 credits

Each course in the program must be passed with a minimum grade of "C+".

- NUR 19915 Role Transition 4 cr.
- NUR 22415 Advanced Medical/Surgical II 9 cr.
- NUR 23215 Advanced Maternal/Pediatrics 5 cr.
- NUR 24215 Community Mental Health Nursing 4 cr.
- NUR 25215 Nursing Leadership 3 cr.

Total credits: 62-67.5

Sequence of classes

Successful completion of each course with a "C+" or higher grade is required in order to continue in the Nursing Program.

Year 1 (Fall) 13 credits

- NUR 19915 Role Transition 4 cr.
- NUR 23215 Advanced Maternal/Pediatrics 5 cr.
- NUR 24215 Community Mental Health Nursing 4 cr.

Year 1 (Winter) 12 credits

- NUR 22415 Advanced Medical/Surgical II 9 cr.
- NUR 25215 Nursing Leadership 3 cr.

Notes:

- A current PN license is required.
- All nursing programs are subject to change. Program requirements apply to students accepted into the nursing program in the 2016-2017 academic year. Program coursework must be completed within two years.
- Prerequisite courses may be repeated one time only to obtain the required grade.
- Applications are accepted annually. Students need to meet with their academic advisor to begin the application process. An entrance exam with required score will be necessary to be accepted into the program. Students are ranked for acceptance into the program based on grades, GPA and knowledge exam.
- RN Pharmacology is required as a prerequisite (NUR-21415 or NUR-10902 and NUR-12900 or equivalent coursework).
- Felony convictions and certain misdemeanor convictions will prohibit admission to the nursing program. For more information, please check with the Health Sciences Office at healthsciences@kirtland.edu.
- Drug testing of all students will be required prior to final program acceptance.
- Immunization records are required for final admission.
- Nursing programs may have cohort groups in the fall and winter semesters. Please note that the Nursing Program is a Full-Time Program that may require attendance in lecture or lab Monday through Sunday at any time. Clinical may be assigned during day or evening hours. This will require the ability to maintain a flexible schedule from any applicant. Accommodations for work or personal schedules cannot be guaranteed.
- Reentry into the Nursing Program is allowed one time per program and is determined by a committee of nursing faculty.

Students should seek additional information and/or advising from their academic advisor.

Medical Assistant, AAS

(DMED1)

Minimum Credits: 62

Contact Hours: 69-74

The medical assistant program prepares students to perform a variety of administrative and clinical skills in ambulatory care settings. Kirtland's Medical Assistant program provides classroom, skills laboratory and internship instruction to prepare students to take the AMT RMA and RPT certification examinations upon successful course completion.

Pre-Program Admission: 46-50 credits

Courses marked with an asterisk (*) may be taken prior to or in the program.

Minimum grades for each course are in parentheses following the course titles.

- ALH 10101 Medical Terminology 2 cr. (C+)
 - ALH 10801 Pathology w/Pharmacology 3 cr. (C+)
 - ALH 11300 Medical Ethics & Law 3 cr. (C+)
- Select either BIO 10700 or an A & P sequence.**
- BIO 10700 Essentials of Anatomy & Physiology 4 cr. (C+)
 - **or**
 - BIO 23500 Anatomy & Physiology I 4 cr. (C+) **and**
 - BIO 23600 Anatomy & Physiology II 4 cr. (C+)

or

- BIO 25000 Human Anatomy 4 cr. (C+) **and**
- BIO 25100 Human Physiology 4 cr. (C+)

- BIO 20000 Fundamentals of Nutrition 3 cr. (C+)
- CIS 10500 Intro to Computers 3 cr. (C)
- ENG 10303 English Composition I 3 cr. (C)
- HIT 10600 Intro-Health Information Management 3 cr. (C+)
- HIT 20000 Intro to Electronic Health Records 3 cr. (C+) *
- HIT 21301 Diagnostic Coding 4 cr. (C+)
- HIT 21601 Procedure Coding 4 cr. (C+)
- HIT 23301 Revenue Cycle & Reimbursement 4 cr. (C+)
- MTH 12000 Intermediate Algebra 4 cr. *or higher.* (C)
- PSY 10100 Intro to Psychology 3 cr. (C)

Program Requirements: 16 credits

Program admission is required in order to take the following courses:

- ALH 25100 MA Business Practices 3 cr.
- ALH 25200 MA Clinical Procedures 3 cr.
- ALH 25300 Diagnostic Testing 3 cr.
- ALH 25400 Quality, Safety & Patient Advocacy 3 cr.
- ALH 25500 Prof Issues in MA & Internship 4 cr.

Total Medical Assistant Program Credits: 62-66

Sequence of courses:

Year 1 (Fall) 15 credits

- ALH 10101 Medical Terminology 2 cr.
- BIO 10700 Essentials of Anatomy & Physiology 4 cr.
- CIS 10500 Intro to Computers 3 cr.
- ENG 10303 English Composition I 3 cr.
- HIT 10600 Intro-Health Information Management 3 cr.

Year 1 (Winter) 15 credits

- ALH 10801 Pathology w/Pharmacology 3 cr.
- HIT 21301 Diagnostic Coding 4 cr.
- HIT 21601 Procedure Coding 4 cr.

- MTH 12000 Intermediate Algebra 4 cr. *or* MTH 07300 (*if needed*).

Year 2 (Fall) 13-17 credits

- ALH 11300 Medical Ethics & Law 3 cr.
- BIO 20000 Fundamentals of Nutrition 3 cr.
- HIT 23301 Revenue Cycle & Reimbursement 4 cr.
- MTH 12000 Intermediate Algebra 4 cr. (*if not previously completed*)
- PSY 10100 Intro to Psychology 3 cr.

Year 2 (Winter) 15 credits

- ALH 25100 MA Business Practices 3 cr.
- ALH 25200 MA Clinical Procedures 3 cr.
- ALH 25300 Diagnostic Testing 3 cr.
- ALH 25400 Quality, Safety & Patient Advocacy 3 cr.
- HIT 20000 Intro to Electronic Health Records 3 cr.

Year 2 (Summer) 4 credits

- ALH 25500 Prof Issues in MA & Internship 4 cr.

Students should seek additional information and/or advising from their academic advisor.

Non-Degree

Nursing Assistant Course

Kirtland Community College offers a nursing assistant course each semester to prepare students to take the state examination to be certified as a Nursing Assistant. The course is offered at the Grayling campus. *The student is responsible for paying the fee to take the certification exam.*

Prerequisites

Required

- ALH 10400 Nursing Assistant 6 cr. /7.5 contact hours

Notes:

- Conviction for some criminal offenses may render a candidate ineligible for taking course and/or the certification examination. A criminal background check is required at the student's expense. Information regarding this and required documentation is available on the Nursing Assistant website.
- Students are required to complete the course with a grade of "C" or better.
- A student must be at least 18 years of age by the time of course completion.
- There are abilities (with or without accommodation) that a student in this program must have. A list of these abilities can be obtained from the Certified Nursing Assistant website.

Students should seek additional information and/or advising from their academic advisor.

Phlebotomy Course

The Phlebotomy curriculum is designed to prepare a person to function as a phlebotomy technician. This course will provide the knowledge, skills, and externship experience that is necessary to safely and skillfully obtain a blood specimen from a patient. A phlebotomist may work in a variety of settings such as hospitals, outpatient labs, physicians' offices or clinics, or may travel to different locations such as convalescent hospitals. Kirtland Community College's phlebotomy course prepares students for the American Medical Technologists Registered Phlebotomy Technician (RPT) exam.

Prerequisites: ENG 09920 (or ENG 09601 College Reading Skills). Placement testing may be required to determine reading level.

Required

- PHB 10100 Phlebotomy Technician 6 cr. /11.5 contact hours

Notes:

- A high school diploma or G.E.D. is required for program acceptance.
- Conviction for some criminal offenses and any drug or substance related offense will render a candidate ineligible for writing the certification examination. Felony convictions and misdemeanor convictions involving abuse or neglect of vulnerable populations or any drug or related substance offense will prohibit admission to clinical agencies (a requirement of the program). For more information, please check with the Health Sciences Office at healthsciences@kirtland.edu.
- Drug testing of all students will be required prior to the internship.
- Students are required to complete the course with a grade of "C" or better.
- A student must be at least 18 years of age by the beginning of the semester.
- There are abilities (with or without accommodation) that a student in this program must have. A list of these abilities can be obtained from the Phlebotomy website.

Students should seek additional information and/or advising from their academic advisor.

Partnership

ADN Concurrent Program with SVSU

Students planning to enter the concurrent program with SVSU should first declare the Associate in Science and Arts degree, then work closely with their advisor to choose appropriate courses for transfer. Once accepted into both programs (KCC and SVSU), students will officially declare the concurrent program as their program of study.

Prerequisites and General Education Requirements

Select one Anatomy & Physiology sequence. *A minimum grade of "B" is required in all Anatomy and Physiology classes.*

- BIO 23500 Anatomy & Physiology I 4 cr. *and*
- BIO 23600 Anatomy & Physiology II 4 cr.
- or*
- BIO 25000 Human Anatomy 4 cr. *and*
- BIO 25100 Human Physiology 4 cr.

A minimum grade of "C" is required in each of the following courses:

- ENG 10303 English Composition I 3 cr.
- ENG 10403 English Composition II 3 cr.
- MTH 20600 Application in Statistics 4 cr.
- PSY 10100 Intro to Psychology 3 cr.
- Select a Social Science course. 3-4 cr.
- Select a Speech course. 3 cr.

Total Prerequisite & General Education Credits: 27-28

Program Requirements

Successful completion of all Kirtland Nursing courses (with a "C+" or higher grade) is required each semester in order to continue in the Nursing Program.

- NUR 10515 Fundamentals of Nursing Practice 9.5 cr.
- NUR 10815 Nursing Across the Lifespan 8 cr.
- NUR 11015 Critical Thinking in Nursing 2 cr.
- NUR 21415 Nursing Pharmacology 4 cr.
- NUR 22215 Advanced Medical/Surgical Nursing I 8 cr.
- NUR 22415 Advanced Medical/Surgical II 9 cr.
- NUR 23215 Advanced Maternal/Pediatrics 5 cr.
- NUR 24215 Community Mental Health Nursing 4 cr.
- NUR 25215 Nursing Leadership 3 cr.

Total Kirtland Credits: 52.5

SVSU Courses

- NUR-301 SVSU Nursing Care Designer I 4 cr.

- NUR-302 SVSU Intro to Baccalaureate Nursing 1 cr.
- NUR-377 SVSU Nurse Provider Concepts 3 cr.
- NUR-379 Nurse Provider Clinical I 4 cr.
- NUR-401 SVSU Nursing Care Designer 2 3 cr.
- NUR-411 SVSU Professional Integration 2 cr.
- NUR-421 SVSU Professional Integration 2 2 cr.
- NUR-431 Nursing Care Designer 3 3 cr.
- NUR-479 SVSU Nursing Care Provider 2 (must be licensed) 3 cr.
- Cat 1 SVSU Category 1 course (General Education) 3 cr.
- Cat 2 SVSU Category 2 course (General Education) 3 cr.
- Cat 5 SVSU Category 5 course 3 cr.
- Cat 8 Category 8 course (International Perspectives) 3 cr.
- Upper Div SVSU Upper Division Electives 6 cr.

Total SVSU Credits (up to 12 may be taken at KCC) 31-43

Sequence of courses:

Year 1 (Fall) 15.5 credits +1 cr@SVSU

- NUR 10515 Fundamentals of Nursing Practice 9.5 cr.
- NUR 11015 Critical Thinking in Nursing 2 cr.
- NUR 21415 Nursing Pharmacology 4 cr.
- *SVSU NUR 302 Intro to Baccalaureate Nursing*

Year 1 (Winter) 12 credits + 4 cr@SVSU

- NUR 10815 Nursing Across the Lifespan 8 cr.
- NUR 24215 Community Mental Health Nursing 4 cr.
- *SVSU NUR 301 Nursing Care Designer 1*

Year 1 (Summer) 13 cr@SVSU

- *SVSU NUR 377 Nurse Provider Concepts*
- *SVSU NUR 379 Nurse Provider Clinical I*
- *SVSU Category 1 course (possibly taken at Kirtland)*
- *SVSU Category 2 course (possibly taken at Kirtland)*

Year 2 (Fall) 13 credits +2 cr@SVSU

- NUR 22215 Advanced Medical/Surgical Nursing I 8 cr.

- NUR 23215 Advanced Maternal/Pediatrics 5 cr.
- SVSU NUR 411 Professional Integration

Year 2 (Winter) 12 credits +3 cr@SVSU

- NUR 22415 Advanced Medical/Surgical II 9 cr.
- NUR 25215 Nursing Leadership 3 cr.
- SVSU NUR 401 Nursing Care Designer 2

Year 2 (Summer) SVSU courses

- SVSU NUR 431 Nursing Care Designer 3
- SVSU Upper division elective

Year 3 (Fall) SVSU courses

- SVSU Category 8 Course (*International Perspectives*)
- SVSU Upper Division elective

Year 3 (Winter) SVSU courses

- SVSU Category 5 course
- SVSU NUR 479 Nursing Care Provider 2 (*must be licensed*)
- SVSU NUR 421 Professional Integration 2
- SVSU Upper Division elective

Notes:

- All nursing programs are subject to change. Program requirements apply to students accepted into the nursing program in the 2016-2017 academic year.
- Prerequisite courses may be repeated one time only to obtain the required grade
- Entrance exam with required score will be necessary to be accepted into the program.
- Students should seek advising from their academic advisor.
- Felony convictions and certain misdemeanor convictions will prohibit admission to the nursing program. For more information, please check with the Health Sciences Office at healthsciences@kirtland.edu.
- Drug testing of all students will be required prior to final program acceptance.
- Applications are accepted annually. Students need to meet with their academic advisor to begin the application process.
- Immunization records are required for final admission.
- Students are ranked for acceptance into the program based on grades, GPA and knowledge exam.
- Program course work must be completed within two years.
- Nursing programs may have cohort groups in the fall and winter semesters.
- Reentry into the Nursing Program is allowed one time per program and is determined by a committee of nursing faculty.
- Please note that the Nursing Program is a Full-Time Program that may require attendance in lecture or lab Monday through Sunday at any time. Clinical may be assigned during day or evening hours. This will require the ability to maintain a flexible schedule from any applicant. Accommodations for work or personal schedules cannot be guaranteed.

- For more detailed information, please contact your academic advisor.

Radiography (Partnership with Mid Michigan Community College)

The Radiography program is a collaborative program offered by an agreement between Kirtland Community College and Mid Michigan Community College. The program is designed to prepare graduates to function as members of the health team in hospitals, clinics, government and military installations, industry, and public health. In addition to classroom instruction and experience in the laboratory, the student will receive on-the-job practical education in radiology departments of local hospitals participating in the program.

The prerequisite and general education courses are taken at Kirtland Community College and can be completed in one year. The second year will be taken at Mid Michigan Community College. The third year will be a clinical internship at area hospitals. Program graduates are eligible to take the American Registry of Radiologic Technologists certification examination. Mid Michigan Community College confers the associate degree.

The collaborative program has many benefits for students at Kirtland including the following:

- Most general education and prerequisite courses can be taken at Kirtland. HUM-200 must be taken at Mid Michigan Community College.
- MMCC has a limited number of reserved seats for qualified Kirtland students ready to be admitted into the program.
- Kirtland students who are in the program and ready for their clinical internship in a hospital will be assigned to an in-district hospital.
- Contact your Health Sciences advisor for more information and advising.

Honors Program

Other Degrees

Honors Program

Introduction

The Honors Program provides enhanced educational opportunities for academically talented students in both general education and occupational programs. Students pursue honors studies in parallel with their regular academic programs, and, if they complete the requirements, will receive an honors associate degree. Admission to the Honors Program offers significant benefits such as a tuition scholarship and opportunity for the Otto and Martha Krauss Honors Scholarship, a competitive award that will provide one honors student up to \$2,000 per academic year for two years. (The amount is determined by credit hours per semester.)

A minimum of 12 credits in honors courses is required to earn an Honors associate degree. An additional three credits in honors courses is required for each subsequent honors degree.

Honors degrees may be earned in all of the following degree areas:

Honors Associate in Accounting
Honors Associate in Arts
Honors Associate in Applied Science
Honors Associate in Business Administration
Honors Associate in Science

Honors Program Requirements

Candidates for admission to the Honors Program must:

1. Be enrolled at Kirtland.
2. Submit a completed application and transcript release form.
3. Submit two letters of recommendation from either college faculty or high school teachers.
4. Submit an original essay.
5. Have completed twelve (12) college-level credit hours (at Kirtland or elsewhere) with a cumulative grade point average of at least 3.50 or be a high school graduate with a minimum high school grade point average of 3.50.
6. Transcripts must be submitted.

Applications are accepted throughout the year, but students are admitted only twice each academic year. Upon completion, honors courses and the honors associate degree will be noted on the student's transcript. The student will also receive academic regalia at graduation.

Students interested in earning an honors degree should contact the Honors Program Office at 989-275-5000, ext. 359.

Honors Classes

ACC 12599	Computer Accounting w/QuickBooks
ART 10599	Intro to Design
ART 10899	Ceramics I
ART 27931	Rendering I
ART 28099	Portfolio I
BIO 10199	General Biology
BIO 23699	Anatomy & Physiology II
BUS 10199	Intro to Business
CHE 10191/92	General Chemistry I & Lab
CHE 10291/92	General Chemistry II & Lab
COS 15500 - 16600	Cosmetology V - XVI
ENG 10399	English Composition I
ENG 10499	English Composition II

ENG 21499	Intro to Literature
ENG 22899	Mythology
GEL 10599	Physical Geology
HIS 10599	History of World Societies to 1500
HIS 10699	History of World Societies since 1500
HIS 20199	US History to 1865
HIS 20299	US History since 1865
HIS 20399	Michigan History
MKT 20099	Principles of Marketing
MTH 12099	Intermediate Algebra
MTH 13099	College Algebra
MTH 18099	Pre-Calculus
MTH 22099	Calculus I
MTH 22199	Calculus II
NUR 24299	Community Mental Health Nursing
PHL 20199	Intro to Philosophy
PHL 21099	Intro to Ethics
PHY 22191/92	Physics I w/Calculus Lecture & Lab
POL 10199	Intro to American Government
PSY 10199	Intro to Psychology
PSY 20299	Abnormal Psychology
SPE 10599	Fundamentals of Speech
SPE 11499	Interpersonal & Public Communication

**Other classes may be available upon request*

Industrial Technologies

For more information and advising, please contact the M-TECSM.

989-705-3600

mtec.kirtland.edu

Certificate of Completion

CNC Machinist

(CCNC0)

Minimum Credits: 30

Contact Hours: 40 Class Hours: 640

The Computer Numerical Controls (CNC) Machinist Certificate teaches the skills needed to enter the workforce and be successful in today's manufacturing industry. Skills include proficiency in manual metal working machines including vertical mills, lathes, surface grinders and drill presses. The CNC portion of the curriculum gives students fundamental and advanced knowledge of programming skills on milling machines and turning centers. Students also learn about precision measuring tools, the Machinery's Handbook, lean manufacturing concepts and computer aided drafting. Graduates will be qualified to seek gainful employment as a Machinist, CNC Machinist/Programmer or Toolmaker.

Computer Numeric Control Programming - 9 credits

- MPT 12000 CNC Programming I 3 cr.
- MPT 12100 CNC Programming II 3 cr.
- MPT 12200 Lean Manufacturing 3 cr.

Engineering Design Technology - 6 credits

- EDT 11000 Detailing w/AutoCAD 3 cr.
- EDT 13000 Fundamentals of MasterCAM 3 cr.

Mechatronics - 2 credits

- MEC 10901 Precision Measuring Tools 2 cr.

Metal Machining - 13 credits

- MPT 11000 Machine Theory and Operation I 4 cr.
- MPT 11100 Machine Theory and Operation II 4 cr.
- MPT 11200 Practical Problems in Machine Tools 3 cr.
- MPT 12300 Machinery's Handbook 2 cr.

Program Credits: 30

Suggested Sequencing of Courses

Semester 1 (Fall) 12 credits

- EDT 11000 Detailing w/AutoCAD 3 cr.
- MEC 10901 Precision Measuring Tools 2 cr.
- MPT 11000 Machine Theory and Operation I 4 cr.
- MPT 12000 CNC Programming I 3 cr.

Semester 2 (Winter) 12 credits

- EDT 13000 Fundamentals of MasterCAM 3 cr.
- MPT 11100 Machine Theory and Operation II 4 cr.
- MPT 12100 CNC Programming II 3 cr.
- MPT 12300 Machinery's Handbook 2 cr.

Semester 3 (Summer) 6 credits

- MPT 11200 Practical Problems in Machine Tools 3 cr.
- MPT 12200 Lean Manufacturing 3 cr.

Composite Materials Technology, CC

(CCMT1)

Minimum Credits: 26

Contact Hours: 37

Program

The Composite Materials Technology Certificate will provide the student with the necessary skill set to enter into a composites manufacturing position. The course work will provide a comprehensive understanding of composite materials, their structure, application, fabrication, quality and reparability. It provides training in the composite materials manufacturing operation producing composite structures from raw material to the finishing stage, through training lab exercises with the most common machinery and process steps.

description:

Program Classes - 26 credits

- CMT 10100 Composite Materials Introduction 3 cr.
- CMT 10200 Composite Materials Health & Safety 3 cr.

- CMT 10300 Composite Materials Structures 3 cr.
- CMT 10400 Design and Molding Methods 4 cr.
- CMT 10500 Tooling & Systems Applications 2 cr.
- CMT 10600 Inspection and Test Methods 4 cr.
- CMT 10700 Composite Fastening Systems 4 cr.
- CMT 10800 Composite Structure Repair 3 cr.

Sequence of courses:

Year 1 (Fall) 13 credits

- CMT 10100 Composite Materials Introduction 3 cr.
- CMT 10200 Composite Materials Health & Safety 3 cr.
- CMT 10300 Composite Materials Structures 3 cr.
- CMT 10400 Design and Molding Methods 4 cr.

Year 1 (Winter) 13 credits

- CMT 10500 Tooling & Systems Applications 2 cr.
- CMT 10600 Inspection and Test Methods 4 cr.
- CMT 10700 Composite Fastening Systems 4 cr.
- CMT 10800 Composite Structure Repair 3 cr.

Students should seek additional information and/or advising from their academic advisor.

Welding & Fabricating, CC

(CWAF3)

Minimum Credits: 28-32

Contact Hours: 46.5

Kirtland's Certificate of Completion—Welding and Fabricating—is designed to provide specialized instruction that is necessary for entry and success in the welding fabricating industry. The curriculum is based upon solid theory and hand-on intensive technical skills. The major core curriculum is based upon current manufacturing practices and use of state-of-the-art technology.

Occupational Requirements - 28-32 credits

- WLD 10401 Material Science 4 cr.
- WLD 10501 Welding Fabrication Level 1 3 cr.
- WLD 11000 Welding Fundamentals 4 cr.
- WLD 11101 GMAW, FCAW & SMAW x-Block 1 cr.
- WLD 11102 GMAW, FCAW & SMAW-Horizontal 1 cr.

- WLD 11103 GMAW, FCAW & SMAW-Vertical 1 cr.
 - WLD 11104 GMAW, FCAW & SMAW-Overhead 1 cr.
 - WLD 11105 WPQR Test-SMAW 1 cr.
- Note: WLD-11100 may be used in place of modules 1-5 if previously completed. (4 cr)*
- WLD 11201 GMAW-Constant Voltage 1 cr.
 - WLD 11202 GMAW-Spray 1 cr.
 - WLD 11203 GMAW-Pulse 1 cr.
 - WLD 11204 GMAW-Aluminum 1 cr.
 - WLD 11205 WPQR Test-GMAW 1 cr.
- Note: WLD-11200 may be used in place of modules 1-5 if previously completed. (4 cr)*
- WLD 11400 Fabrication Blueprint Reading 1 cr.
- WLD 21201 GTAW-Flat 1 cr.
 - WLD 21202 GTAW-Horizontal 1 cr.
 - WLD 21203 GTAW-Vertical 1 cr.
 - WLD 21204 GTAW-Overhead 1 cr.
 - WLD 21205 WPQR Test-GTAW 1 cr.
- Note: WLD-21200 may be used in place of modules 1-5 if previously completed.(4 cr)*
- WLD 21501 Welding Fabrication Level 2 5 cr.
- Note: WLD-21500 may be used in place of WLD-21501 if previously completed. (4 cr)*

Suggested sequencing of courses—Fall start:

Year 1 (Fall) - 12 credits

- WLD 10401 Material Science 4 cr.
- WLD 10501 Welding Fabrication Level 1 3 cr.
- WLD 11000 Welding Fundamentals 4 cr.
- WLD 11400 Fabrication Blueprint Reading 1 cr.

Year 1 (Winter) - 12 credits

- WLD 11101 GMAW, FCAW & SMAW x-Block 1 cr.
- WLD 11102 GMAW, FCAW & SMAW-Horizontal 1 cr.
- WLD 11103 GMAW, FCAW & SMAW-Vertical 1 cr.
- WLD 11104 GMAW, FCAW & SMAW-Overhead 1 cr.
- WLD 11105 WPQR Test-SMAW 1 cr.
- WLD 11201 GMAW-Constant Voltage 1 cr.
- WLD 11202 GMAW-Spray 1 cr.
- WLD 21501 Welding Fabrication Level 2 5 cr.

Year 1 (Summer) - 8 credits

- WLD 11203 GMAW-Pulse 1 cr.
- WLD 11204 GMAW-Aluminum 1 cr.
- WLD 11205 WPQR Test-GMAW 1 cr.
- WLD 21201 GTAW-Flat 1 cr.
- WLD 21202 GTAW-Horizontal 1 cr.
- WLD 21203 GTAW-Vertical 1 cr.
- WLD 21204 GTAW-Overhead 1 cr.
- WLD 21205 WPQR Test-GTAW 1 cr.

Suggested sequencing of courses—Winter start:

Year 1 (Winter) - 12 credits

- WLD 10401 Material Science 4 cr.
- WLD 10501 Welding Fabrication Level 1 3 cr.
- WLD 11000 Welding Fundamentals 4 cr.
- WLD 11400 Fabrication Blueprint Reading 1 cr.

Year 1 (Summer) - 7 credits

- WLD 11101 GMAW, FCAW & SMAW x-Block 1 cr.
- WLD 11102 GMAW, FCAW & SMAW-Horizontal 1 cr.
- WLD 11103 GMAW, FCAW & SMAW-Vertical 1 cr.
- WLD 11104 GMAW, FCAW & SMAW-Overhead 1 cr.
- WLD 11105 WPQR Test-SMAW 1 cr.
- WLD 11201 GMAW-Constant Voltage 1 cr.
- WLD 11202 GMAW-Spray 1 cr.

Year 1 (Fall) - 13 credits

- WLD 11203 GMAW-Pulse 1 cr.
- WLD 11204 GMAW-Aluminum 1 cr.
- WLD 11205 WPQR Test-GMAW 1 cr.
- WLD 21201 GTAW-Flat 1 cr.
- WLD 21202 GTAW-Horizontal 1 cr.
- WLD 21203 GTAW-Vertical 1 cr.
- WLD 21204 GTAW-Overhead 1 cr.
- WLD 21205 WPQR Test-GTAW 1 cr.
- WLD 21501 Welding Fabrication Level 2 5 cr.

Students should seek additional information and/or advising from their academic advisor.

Associate in Applied Science

Mechatronics Facilities Technician, AAS

(DMFT0)

Minimum Credits: 61.3

Contact Hours: 84.84

A Mechatronics Facilities Technician degree prepares students to operate and maintain the systems and equipment that keep hospitals and schools running smoothly. Training covers the essentials of HVAC, mechanical, electrical and computer-driven systems and teaches students to read, analyze, program and correct all of the critical operating systems within a facility.

Core Courses - 2.7 credits

- COR 10001 Basic Safety 0.5 cr.
- COR 10003 Introduction to Hand Tools 0.4 cr.
- COR 10004 Introduction to Power Tools 0.4 cr.
- COR 10006 Basic Rigging 0.6 cr.
- COR 10007 Basic Communication Skills 0.3 cr.
- COR 10008 Basic Employability Skills 0.3 cr.
- COR 10009 Intro to Materials Handling 0.2 cr.

Electrical - 6.5 credits

- ELT 10105 Intro to the NEC 0.3 cr.
- ELT 10109 Conductors and Cables 0.4 cr.
- ELT 10203 Motors: Theory and Application 0.8 cr.
- ELT 10209 Conductor Terminations and Splices 0.3 cr.
- ELT 10210 Grounding and Bonding 0.6 cr.
- ELT 10211 Circuit Breakers and Fuses 0.5 cr.
- ELT 20308 Distribution Equipment 0.5 cr.
- ELT 20309 Transformers 0.5 cr.
- ELT 20311 Motor Calculations 0.5 cr.
- ELT 20313 Motor Controls 0.5 cr.
- ELT 20407 Basic Electronic Theory 0.4 cr.
- ELT 20410 Advanced Motor Controls 0.8 cr.
- ELT 20413 Motor Operation and Maintenance 0.4 cr.

Engineering Design Technology - 3 credits

- EDT 11000 Detailing w/AutoCAD 3 cr.

HVAC/Piping Systems - 1.2 credits

- HVC 11106 Basic Copper & Plastic Piping Pract 0.4 cr. (previously HVC-11002; 0.2 cr)
- HVC 11107 Soldering & Brazing 0.4 cr. (previously HVC-11003; 0.3 cr)
- HVC 11108 Basic Carbon Steel Piping Practices 0.4 cr. (previously HVC-11004; 0.2 cr)

Mechatronics - 17.4 credits

- MEC 10000 Basic Electricity & Controls 3 cr.
- MEC 10401 Intro to Pneumatics 2 cr.
- MEC 10600 Mechanical Drives 3.4 cr.
- MEC 10700 Pump Systems 2 cr.
- MEC 10800 Intro to Hydraulic Systems 2 cr.
- MEC 10901 Precision Measuring Tools 2 cr.
- MEC 20100 Programmable Logic Controllers 3 cr.

HVC & ELT Electives - 16.5 credits

- With advisor approval, select a minimum of 16.5 ELT and HVC credits.

General Education - 14 credits

- CHE 10000 Chemical Science 4 cr.
- *or* PHY 10501 Physical Science 3 cr. **and** PHY 10502 (Lab) 1 cr.
- ENG 10303 English Composition I 3 cr.
- **or** ENG 11800 Intro Technical & Prof Writing 3 cr.
- MTH 12000 Intermediate Algebra 4 cr. *or* higher, *excluding Statistics* (MTH-20600). 4 cr.
- Select any speech course. 3cr.

Total AAS Program Credits: 61.3

Suggested Sequence of courses - Fall start:

Year 1 (Fall) - 12 credits

- EDT 11000 Detailing w/AutoCAD 3 cr.

- MEC 10000 Basic Electricity & Controls 3 cr.
- MEC 10401 Intro to Pneumatics 2 cr.
- MEC 10700 Pump Systems 2 cr.
- MEC 10901 Precision Measuring Tools 2 cr.

Year 1 (Winter) ~ 12.5 credits

- MEC 10600 Mechanical Drives 3.4 cr.
- MEC 10800 Intro to Hydraulic Systems 2 cr.
- MEC 20100 Programmable Logic Controllers 3 cr.
- General Education course (3-4 cr.) and/or COR Modules

Year 1 (Summer) ~ 6 credits

- COR/HVC/ELT Modules

Year 2 (Fall) ~ 12.4 credits

- HVC/ELT Modules
- General Education course(s)

Year 2 (Winter) ~ 12.4 credits

- HVC/ELT Modules
- General Education course(s)

Year 2 (Summer) ~ 6 credits

- HVC/ELT Modules

Students should seek additional information and/or advising from their academic advisor.

Suggested Sequence of classes - Winter start:

Year 1 (Winter) ~ 12 credits

- COR 10001 Basic Safety 0.5 cr.
- COR 10003 Introduction to Hand Tools 0.4 cr.
- COR 10004 Introduction to Power Tools 0.4 cr.
- COR 10006 Basic Rigging 0.6 cr.
- COR 10007 Basic Communication Skills 0.3 cr.
- COR 10008 Basic Employability Skills 0.3 cr.
- COR 10009 Intro to Materials Handling 0.2 cr.

- MEC 10600 Mechanical Drives 3.4 cr.
- MEC 10800 Intro to Hydraulic Systems 2 cr.
- General Education course(s)

Year 1 (Summer) ~ 6 credits

- COR/HVC/ELT Modules

Year 1 (Fall) ~ 12 credits

- EDT 11000 Detailing w/AutoCAD 3 cr.
- MEC 10000 Basic Electricity & Controls 3 cr.
- MEC 10401 Intro to Pneumatics 2 cr.
- MEC 10700 Pump Systems 2 cr.
- MEC 10901 Precision Measuring Tools 2 cr.

Year 2 (Winter) ~ 12.4 credits

- MEC 20100 Programmable Logic Controllers 3 cr.
- HVC/ELT Modules
- General Education course(s)

Year 2 (Summer) ~ 6 credits

- HVC/ELT Modules

Year 2 (Fall) ~ 13 credits

- HVC/ELT Modules
- General Education course(s)

Mechatronics Industrial Technician, AAS

(DMIT0)

Minimum Credits: 62.8

Contact Hours: 80.56

The Mechatronics Industrial Technician program teaches the skills for entry-level positions in automation-related jobs including robot installations maintenance, automation equipment installation, troubleshooting, maintenance and PLC programming. Students learn to install, maintain and repair the mechanical, controls, fluid power systems, electrical and electronic equipment in a wide variety of fields and industrial settings.

Core Classes: 2.7 credits

- COR 10001 Basic Safety 0.5 cr.
- COR 10003 Introduction to Hand Tools 0.4 cr.
- COR 10004 Introduction to Power Tools 0.4 cr.
- COR 10006 Basic Rigging 0.6 cr.
- COR 10007 Basic Communication Skills 0.3 cr.
- COR 10008 Basic Employability Skills 0.3 cr.
- COR 10009 Intro to Materials Handling 0.2 cr.

Electrical requirements: 6.5 credits

- ELT 10105 Intro to the NEC 0.3 cr.
- ELT 10109 Conductors and Cables 0.4 cr.
- ELT 10203 Motors: Theory and Application 0.8 cr.
- ELT 10209 Conductor Terminations and Splices 0.3 cr.
- ELT 10210 Grounding and Bonding 0.6 cr.
- ELT 10211 Circuit Breakers and Fuses 0.5 cr.
- ELT 20308 Distribution Equipment 0.5 cr.
- ELT 20309 Transformers 0.5 cr.
- ELT 20311 Motor Calculations 0.5 cr.
- ELT 20313 Motor Controls 0.5 cr.
- ELT 20407 Basic Electronic Theory 0.4 cr.
- ELT 20410 Advanced Motor Controls 0.8 cr.
- ELT 20413 Motor Operation and Maintenance 0.4 cr.

Engineering Design Technology: 3 credits

- EDT 11000 Detailing w/AutoCAD 3 cr.

HVAC/Piping Systems: 1.2 credits

- HVC 11106 Basic Copper & Plastic Piping Pract 0.4 cr. (previously HVC-11002; 0.2 cr)
- HVC 11107 Soldering & Brazing 0.4 cr. (previously HVC-11003; 0.3 cr)
- HVC 11108 Basic Carbon Steel Piping Practices 0.4 cr. (previously HVC-11004; 0.2 cr)

Mechatronics: 27.4 credits

- MEC 10000 Basic Electricity & Controls 3 cr.
- MEC 10401 Intro to Pneumatics 2 cr.
- MEC 10600 Mechanical Drives 3.4 cr.
- MEC 10700 Pump Systems 2 cr.
- MEC 10800 Intro to Hydraulic Systems 2 cr.
- MEC 10901 Precision Measuring Tools 2 cr.
- MEC 20100 Programmable Logic Controllers 3 cr.

- MEC 20200 Adv Controller Applications 3 cr.
- MEC 20400 Robotics Systems & Applications 4 cr.
- MEC 20500 Transfer Line Capstone 3 cr.

Metal Machining: 4 credits

- MPT 11000 Machine Theory and Operation I 4 cr.

Welding: 4 credits

- WLD 11000 Welding Fundamentals 4 cr.

General Education: 14 credits

- CHE 10000 Chemical Science 4 cr.
- *or* PHY 10501 Physical Science 3 cr. *and* PHY 10502 (Lab) 1 cr.
- ENG 10303 English Composition I 3 cr.
- **or** ENG 11800 Intro Technical & Prof Writing 3 cr.
- MTH 12000 Intermediate Algebra 4 cr. *or* higher, excluding Statistics (MTH 20600) 4 cr.
- Select any speech course. 3 cr.

AAS Program Credits: 62.8

Sequence of Classes

Following is a recommended course sequence for students who start in the fall semester.

Students may start in the winter semester but should work with an advisor to select classes.

Year 1 (Fall) - 13 credits

- MEC 10000 Basic Electricity & Controls 3 cr.
- MEC 10401 Intro to Pneumatics 2 cr.
- MEC 10700 Pump Systems 2 cr.
- MEC 10901 Precision Measuring Tools 2 cr.
- MPT 11000 Machine Theory and Operation I 4 cr.

Year 1 (Winter) ~ 12.4 credits

- MEC 10600 Mechanical Drives 3.4 cr.
- MEC 10800 Intro to Hydraulic Systems 2 cr.
- MEC 20100 Programmable Logic Controllers 3 cr.
- Choose General Education and/or COR modules

Year 1 (Summer) ~ 6 credits

- COR/HVC/ELT Modules

Year 2 (Fall) ~ 13 credits

- EDT 11000 Detailing w/AutoCAD 3 cr.
- HVC/ELT modules
- General Education course(s)

Year 2 (Winter) ~ 12.4 credits

- MEC 20200 Adv Controller Applications 3 cr.
- MEC 20400 Robotics Systems & Applications 4 cr.
- HVC/ELT modules
- General Education course(s)

Year 2 (Summer) ~ 6 credits

- HVC/ELT Modules

Students should seek additional information and/or advising from their academic advisor.

Welding & Fabricating Technology, AAS

(DWAF3)

Minimum Credits: 60

Contact Hours: 86-88

Kirtland's Associate in Applied Science—Welding and Fabricating—is designed to provide specialized instruction that is necessary for entry and success in the welding fabricating industry. The curriculum is based upon solid theory and hands-on intensive technical skills. The major core curriculum is based upon current manufacturing practices and use of state-of-the-"arc" technology.

General Education Requirements - 9-15 credits

- ENG 10303 English Composition I 3 cr.
- or ENG 11800 Intro Technical & Prof Writing 3 cr.

- MTH 07300 Basic Algebra 4 cr. **or** prerequisite met by placement testing. (0-4)
- Select any science course. 3-5 cr.
- Select any speech course. 3 cr.

Occupational Requirements - 50 credits

- EDT 11000 Detailing w/AutoCAD 3 cr.
- WLD 10401 Material Science 4 cr.
- WLD 10501 Welding Fabrication Level 1 3 cr.
- WLD 11000 Welding Fundamentals 4 cr.

- WLD 11101 GMAW, FCAW & SMAW x-Block 1 cr. *and*
- WLD 11102 GMAW, FCAW & SMAW-Horizontal 1 cr. *and*
- WLD 11103 GMAW, FCAW & SMAW-Vertical 1 cr. *and*
- WLD 11104 GMAW, FCAW & SMAW-Overhead 1 cr. *and*
- WLD 11105 WPQR Test-SMAW 1 cr.
- Note: WLD-11100 may be used in place of modules 1-5 if previously completed. (4 cr)*

- WLD 11201 GMAW-Constant Voltage 1 cr. *and*
- WLD 11202 GMAW-Spray 1 cr. *and*
- WLD 11203 GMAW-Pulse 1 cr. *and*
- WLD 11204 GMAW-Aluminum 1 cr. *and*
- WLD 11205 WPQR Test-GMAW 1 cr.
- Note: WLD-11200 may be used in place of modules 1-5 if previously completed. (4 cr)*

- WLD 11300 Non-Destructive Testing 3 cr.
- WLD 11400 Fabrication Blueprint Reading 1 cr.

- WLD 21201 GTAW-Flat 1 cr. *and*
- WLD 21202 GTAW-Horizontal 1 cr. *and*
- WLD 21203 GTAW-Vertical 1 cr. *and*
- WLD 21204 GTAW-Overhead 1 cr. *and*
- WLD 21205 WPQR Test-GTAW 1 cr.
- Note: WLD-21200 may be used in place of modules 1-5 if previously completed. (4 cr)*

- WLD 21301 Flat & Horizontal Pipe Welding 1 cr. *and*
- WLD 21302 5G-Up Pipe Welding 1 cr. *and*
- WLD 21303 5G-Down Pipe Welding 1 cr. *and*
- WLD 21304 6G-Up Pipe Welding 1 cr. *and*
- WLD 21305 Pipe Fitting 1 cr.
- Note: WLD-21300 may be used in place of modules 1-5 if previously completed. (4 cr)*

- WLD 21400 Welder Qualification Testing 4 cr.
- WLD 21501 Welding Fabrication Level 2 5 cr.
- Note: WLD-21500 may be used in place of WLD-21500 if previously completed (4 cr)*
- WLD 29900 Welding Internship 3 cr.
- Electives if needed for total hours: 0-4 cr.

AAS Program Credits: 64

Suggested sequencing of courses—Fall start:

Year 1 (Fall) ~ 12 credits

- WLD 10501 Welding Fabrication Level 1 3 cr.
- WLD 11000 Welding Fundamentals 4 cr.
- WLD 11400 Fabrication Blueprint Reading 1 cr.
- General Education Course 4 cr.

Year 1 (Winter) ~ 14 credits

- WLD 10401 Material Science 4 cr.
- WLD 11101 GMAW, FCAW & SMAW x-Block 1 cr.
- WLD 11102 GMAW, FCAW & SMAW-Horizontal 1 cr.
- WLD 11103 GMAW, FCAW & SMAW-Vertical 1 cr.
- WLD 11104 GMAW, FCAW & SMAW-Overhead 1 cr.
- WLD 11105 WPQR Test-SMAW 1 cr.
- WLD 11201 GMAW-Constant Voltage 1 cr.
- WLD 11202 GMAW-Spray 1 cr.
- General Education course 3 cr.

Year 1 (Summer) ~ 8 credits

- WLD 11203 GMAW-Pulse 1 cr.
- WLD 11204 GMAW-Aluminum 1 cr.
- WLD 11205 WPQR Test-GMAW 1 cr.
- WLD 21201 GTAW-Flat 1 cr.
- WLD 21202 GTAW-Horizontal 1 cr.
- WLD 21203 GTAW-Vertical 1 cr.
- WLD 21204 GTAW-Overhead 1 cr.
- WLD 21205 WPQR Test-GTAW 1 cr.

Year 2 (Fall) ~ 13 credits

- EDT 11000 Detailing w/AutoCAD 3 cr.
- WLD 21301 Flat & Horizontal Pipe Welding 1 cr.
- WLD 21302 5G-Up Pipe Welding 1 cr.
- WLD 21303 5G-Down Pipe Welding 1 cr.

- WLD 21304 6G-Up Pipe Welding 1 cr.
- WLD 21305 Pipe Fitting 1 cr.
- WLD 21501 Welding Fabrication Level 2 5 cr.
- General Education course 0-4 cr.

Year 2 (Winter) ~ 10 credits

- WLD 11300 Non-Destructive Testing 3 cr.
- 2 General Education courses 7 cr.

Year 2 (Summer) ~ 7 credits

- WLD 21400 Welder Qualification Testing 4 cr.
- WLD 29900 Welding Internship 3 cr.
- General Education course (if needed)

Suggested sequencing of courses—Winter start:

Year 1 (Winter) ~ 12 credits

- WLD 10501 Welding Fabrication Level 1 3 cr.
- WLD 11000 Welding Fundamentals 4 cr.
- WLD 11400 Fabrication Blueprint Reading 1 cr.
- General Education course 4 cr.

Year 1 (Summer) ~ 6 credits

- WLD 11101 GMAW, FCAW & SMAW x-Block 1 cr.
- WLD 11102 GMAW, FCAW & SMAW-Horizontal 1 cr.
- WLD 11103 GMAW, FCAW & SMAW-Vertical 1 cr.
- WLD 11104 GMAW, FCAW & SMAW-Overhead 1 cr.
- WLD 11105 WPQR Test-SMAW 1 cr.
- WLD 11201 GMAW-Constant Voltage 1 cr.

Year 1 (Fall) ~ 12 credits

- WLD 10401 Material Science 4 cr.
- WLD 11202 GMAW-Spray 1 cr.
- WLD 11203 GMAW-Pulse 1 cr.
- WLD 11204 GMAW-Aluminum 1 cr.
- WLD 11205 WPQR Test-GMAW 1 cr.

- WLD 21201 GTAW-Flat 1 cr.
- General Education course 3 cr.

Year 2 (Winter) ~ 12 credits

- WLD 11300 Non-Destructive Testing 3 cr.
- WLD 21202 GTAW-Horizontal 1 cr.
- WLD 21203 GTAW-Vertical 1 cr.
- WLD 21204 GTAW-Overhead 1 cr.
- WLD 21205 WPQR Test-GTAW 1 cr.
- WLD 21301 Flat & Horizontal Pipe Welding 1 cr.
- General Education course 4 cr.

Year 2 (Summer) ~ 7 credits

- WLD 21302 5G-Up Pipe Welding 1 cr.
- WLD 21303 5G-Down Pipe Welding 1 cr.
- WLD 21304 6G-Up Pipe Welding 1 cr.
- WLD 21305 Pipe Fitting 1 cr.
- WLD 29900 Welding Internship 3 cr.

Year 2 (Fall) ~ 15 credits

- EDT 11000 Detailing w/AutoCAD 3 cr.
- WLD 21400 Welder Qualification Testing 4 cr.
- WLD 21501 Welding Fabrication Level 2 5 cr.
- General Education course 3 cr.

Students should seek additional information and/or advising from their academic advisor.

Public Safety

For more information, contact the Careers in Public Safety Advisor.

Advanced Certificate

Police Academy, CC

(CPAC0)

Minimum Credits: 21

Contact Hours: 42

The Academy is a 17-week, 40-hour per week, **MCOLES** (Michigan Commission on Law Enforcement Standards) certified program that covers the following: **Investigation** - Introduction to investigation, substantive criminal law, criminal procedure, investigation, court functions and civil law, crime scene process, special investigation, and investigation of domestic violence; **Patrol Procedures** - Patrol operations, interpersonal relations and conflict mediation, patrol techniques, report writing, and juveniles; **Detention and Prosecution** - Receiving and booking process, case prosecution, and civil process; **Police Skills** - First aid, firearms, police physical skills, and emergency vehicle operation; **Traffic** - Motor vehicle law, vehicle stops, traffic control and enforcement, operating under the influence of liquor, and motor vehicle traffic crash investigation; **Special Operations** - Emergency preparedness/disaster control, civil disorders, and tactical operations.

Required

- CJS 26600 Police Academy 21 cr.

Notes:

- Candidates for this program must possess an Associate Degree or higher or meet the MCOLES Military Police entrance requirements.
- Conviction for some criminal offenses and any drug or substance related offense will render a candidate ineligible for entry into the Police Academy.
- Felony convictions and misdemeanor convictions involving domestic violence or drug/alcohol related offenses will prohibit admission to the program.
- There are abilities that a student must have. A list of these abilities can be obtained from the MCOLES website. Based on history and physical examination findings, lacking one or more of these required abilities may prevent program admission.
- Candidates in this program must maintain a GPA of 2.0 or better; a "C" or better is required to pass this course.

Students should seek additional information and/or advising from their academic advisor.

Special Certificate

Military Police Academy, SC

(SMPA0)

Minimum Credits: 7.5

Contact Hours: 17.5

This is a 7-week, Michigan Commission on Law Enforcement Standards (MCOLES) approved regional police academy. This course is specifically designed to complete training for military personnel leaving the service. Students will complete Michigan Commission on Law Enforcement Standards (MCOLES) and successfully pass a mastery exam administered by MCOLES. It will cover investigation, patrol procedures, detention and prosecution, police skills, traffic, tactical operation, EVO (emergency vehicle operation), defensive tactics/forced continuum, firearms and evidence collection. Prerequisite: must meet MCOLES Military Police requirements.

Required

- CJS 26601 Military Police Academy 7.5 cr.

Notes:

- Conviction for some criminal offenses and any drug or substance related offense will render a candidate ineligible for entry into the Police Academy.
- Felony convictions and misdemeanor convictions involving domestic violence or drug/alcohol related offenses will prohibit admission to the program.
- There are abilities and requirements that a student must have/meet. A list of these abilities can be obtained from the MCOLES website. Based on history and physical examination findings, lacking one or more of these required abilities may prevent program admission.
- A "C" or better is required to pass this course.

Students should seek additional information and/or advising from their academic advisor.

Associate in Applied Science

Criminal Justice Pre-Service, AAS

(DCJP0)

Minimum Credits: 63

Contact Hours: 88-92

Criminal Justice Pre-Service is a program that prepares students for a career in Law Enforcement.

Occupational Requirements 51 credits

A minimum grade of "C" is required in all CJS courses.

- CJS 10000 Intro to Criminal Justice 3 cr.
- CJS 11000 Careers in Emergency Services 1 cr.
- CJS 11300 Intro to Fitness Training 1 cr.
- CJS 11400 Juvenile Justice 3 cr.
- CJS 20500 Fitness Training 2 cr.
- CJS 20600 Decision Making in Law Enforcement 3 cr.
- CJS 20700 Law Enforcement Communication Fundamentals 3 cr.
- CJS 21000 Criminal Evidence Procedure 4 cr.
- CJS 21100 Narcotics Investigation 3 cr.
- CJS 24000 Criminology 3 cr.
- CJS 24500 Social Deviant Behavior 3 cr.
- CJS 26600 Police Academy 21 cr.
- CJS 29901 Criminal Justice Internship 1 cr.

General Education - 12-16 credits

- ENG 10303 English Composition I 3 cr.
- MTH 07300 Basic Algebra 4 cr. *or demonstrated competency*
- PSY 10100 Intro to Psychology 3 cr.
- SOC 10100 Intro to Sociology 3 cr.
- SOC 23500 Racial, Cultural & Ethnic Diversity 3 cr.

Total Program Requirements: 63 credits

Suggested sequencing of courses:

Year 1 (Fall) 11-15 credits

- CJS 10000 Intro to Criminal Justice 3 cr.
- CJS 11000 Careers in Emergency Services 1 cr.
- CJS 11300 Intro to Fitness Training 1 cr.
- ENG 10303 English Composition I 3 cr.
- MTH 07300 Basic Algebra 4 cr.
- SOC 10100 Intro to Sociology 3 cr.

Year 1 (Winter) 15 credits

- CJS 11400 Juvenile Justice 3 cr.
- CJS 24000 Criminology 3 cr.
- CJS 24500 Social Deviant Behavior 3 cr.
- PSY 10100 Intro to Psychology 3 cr.
- SOC 23500 Racial, Cultural & Ethnic Diversity 3 cr.

Year 2 (Fall) 16 credits

- CJS 20500 Fitness Training 2 cr.
- CJS 20600 Decision Making in Law Enforcement 3 cr.
- CJS 20700 Law Enforcement Communication Fundamentals 3 cr.
- CJS 21000 Criminal Evidence Procedure 4 cr.
- CJS 21100 Narcotics Investigation 3 cr.
- CJS 29901 Criminal Justice Internship 1 cr.

Year 2 (Winter) 21 credits

- CJS 26600 Police Academy 21 cr. **

**Special Admission Requirements for the Police Academy

Applicants must be granted regular admission to Kirtland and meet the following requirements to be considered for admission to the Police Academy:

- The candidate must meet the MCOLES Employment Standards demonstrated through successful completion of the MCOLES pre-Academy screening process including the reading and writing test, physical fitness test, medical exams (physical, mental, hearing, color vision, corrected vision & visual functions), criminal history, no felony convictions, possession of good moral character as determined by a comprehensive background investigation, proof of US Citizenship, proof of valid motor vehicle operator's or chauffeur's license, and proof of professional rescuer (AED and CPR) certification.
- Academy screen is conducted within 180 days of the start of the Academy.
- Acceptance to the POLICE ACADEMY requires Director's and MCOLES approval.

Emergency Medical Services, AAS

(DEMS1)

Minimum Credits: 64

Contact Hours: 81.65

This AAS degree prepares the individual for a career in Emergency Medical Services. Imbedded in this curriculum are Basic EMT and Paramedic courses as well as general education requirements. EMS courses are approved by the Michigan Department of Community Health. The entire Emergency Medical Services program is in the process of being accredited by the Commission on Accreditation of Allied Health Education Programs in conjunction with the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professionals. Following successful completion of this program, students are eligible to take the state licensure examination for EMT and Paramedic. Not all courses in this program transfer to all colleges. Students planning to transfer should see an advisor before enrolling in any course.

Requirements

- Must possess a high school diploma or GED.
- Conviction for some criminal offenses may render a candidate ineligible to take the national certification examination.
- Must have a felony-free criminal record.
- Students are required to complete all required courses with a "C" or better.
- A student must be at least 18 years of age and possess a Michigan driver's license.
- Hepatitis vaccination and current TB test are required
- Students must sign and abide by the Careers in Public Safety Code of Conduct, which includes a mandatory dress code.
- Students entering the Paramedic portion of the program (EMS 20000 and higher) must possess and provide proof of a valid EMT license.

Prerequisite Requirements

Students must successfully complete or otherwise demonstrate competency in each of the following courses before being admitted to the Emergency Medical Services program.

- MTH 06300 Basic Mathematics 4 cr. *or higher placement based on test scores.*

- ENG 09920 College Reading and Writing 4 cr.
or ENG 09000 and ENG 09601 or higher placements based on test scores.

General Education Requirements: 13-14 credits

- BIO 10700 Essentials of Anatomy & Physiology 4 cr.
or BIO 23500 and BIO 23600 or BIO 25000 and BIO 25100 if previously taken.
- ENG 10303 English Composition I 3 cr.
- MTH 12000 Intermediate Algebra 4 cr. *or higher*
- PSY 10100 Intro to Psychology 3 cr.

EMS Course Requirements: 51 credits

- EMS 10000 Basic Emergency Medical Technician 10 cr.
- EMS 10100 Clinical I 1 cr.
Prior to admittance to the following classes, students must possess and provide proof of a valid EMT license and have completed MTH 07300 or otherwise be eligible to take MTH 12000.
- EMS 20000 Intro to Emergency Medicine 4 cr.
- EMS 20100 Pharmacology 3 cr.
- EMS 20200 Patient Assessment 2.5 cr.
- EMS 20300 Medical/Surgical 5.5 cr.
- EMS 20400 Special Considerations 3 cr.
- EMS 20500 Clinical II 3 cr.
- EMS 20600 Trauma 5.5 cr.
- EMS 20700 Clinical III 2 cr.
- EMS 20800 EMS Capstone 6.25 cr.
- EMS 29900 Internship 5.25 cr.

Program Credits: 64

EMS Suggested Sequencing of Courses:

Year 1 (Fall) Minimum 11 credits

- EMS 10000 Basic Emergency Medical Technician 10 cr.
- EMS 10100 Clinical I 1 cr.
- General Education course if needed (3-4)

Year 1 (Winter) 14 credits

- BIO 10700 Essentials of Anatomy & Physiology 4 cr.

- ENG 10303 English Composition I 3 cr.
- MTH 12000 Intermediate Algebra 4 cr.
- PSY 10100 Intro to Psychology 3 cr.

Year 2 (Fall) Minimum 9.5 credits

- EMS 20000 Intro to Emergency Medicine 4 cr.
- EMS 20100 Pharmacology 3 cr.
- EMS 20200 Patient Assessment 2.5 cr.
- General Education course if not taken Year 1 Winter Semester

Year 2 (Winter) Minimum 11.5 credits

- EMS 20300 Medical/Surgical 5.5 cr.
- EMS 20400 Special Considerations 3 cr.
- EMS 20500 Clinical II 3 cr.
- General Education course if not taken Year 1 Winter Semester

Year 2 (Summer) 7.5 credits

- EMS 20600 Trauma 5.5 cr.
- EMS 20700 Clinical III 2 cr.

Year 3 (Fall) Minimum 11.5 credits

- EMS 20800 EMS Capstone 6.25 cr.
- EMS 29900 Internship 5.25 cr.
- General Education course if not taken Year 1 Winter Semester

Students should seek additional information and/or advising from their academic advisor.

Non-Degree

Firefighter I & II

The Firefighter I & II is a course leading to certification by the Michigan Office of Firefighter Training (OFFT). Upon completion of Firefighter I & II and successfully passing a written and practical mastery exam administered by OFFT, students will be eligible for employment as certified firefighter in most fire department agencies in Michigan. Students have the opportunity to plan to transfer to a four-year college or university, and credits may also be used toward the Technology Management degree or the Associate in Arts degree.

Admission Requirements: Applicants must be granted regular admission to Kirtland and meet the following requirements to be considered for enrollment in the Firefighter I & II course:

- COMPASS testing to determine competency in math, English and reading.
- Students desiring to take the course must meet with the academic advisor for the Careers in Public Safety programs to complete the required application packet.

Prerequisites

Applicants admitted to the Firefighter I & II course must be qualified according to the rules and regulations of OFFT and follow their policies and procedures. This course has special entrance requirements: 1) be 18 years of age or older; 2) possess a valid Michigan motor vehicle operator's or chauffeur's license; 3) have no felony convictions; 4) have a high school diploma or GED; 5) interview by appointment with an advisor before enrolling in the course; 6) provide personal background information and sign a release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the course); 7) sign and abide by the Careers in Public Safety Code of Conduct, which includes a mandatory dress code; and 8) have a physical examination if required).

- FFT 20700 Firefighter I & II 14 cr. /14 contact hours

Technology Management

Associate in Applied Science

Technology Management, AAS

(DTECO)

Minimum Credits: 60

Contact hours: 60+

The Technology Management degree is designed for students who want to apply their prior and current technical training and/or education toward the completion of an associate degree. This degree is an appealing choice for students who are former military, current military, or noncompleters of a technical education program.

General Education: 15-18 credits

- ENG 10303 English Composition I 3 cr.
- Select one humanities course. Choose from ART, ENG (Creative Writing, Journalism, Literature), HIS, HUM, MUS, Languages, PHL or THE. 3 cr.
- Select MTH 12000 Intermediate Algebra **or** higher *or* any science course. 3-4 cr.
- Select one social science course from ECO, GEO, POL, PSY or SOC. 3-4 cr.
- Select any speech course. 3 cr.

Occupational Requirements: 9 credits

- BUS 10100 Intro to Business 3 cr.
- CIS 10500 Intro to Computers 3 cr.

- BUS 21000 Principles of Management 3 cr.
- *or* BUS 24500 Human Resource Management 3 cr.
- *or* Military Credit for Supervision, Management or Leadership 3 cr.

Technical Elective Requirements: 25 credits

Twenty-five (25) credits of college courses or military equivalent credit from the following list of career/technical programs must be taken to fulfill this requirement. Students must earn a minimum of eighteen (18) credits from one technical area. The balance of the technical credits may be from other technical areas.

- Primary Technical Area (18 credits minimum)
- Secondary Technical Area (0-7 credits)

General Elective Courses: 9-10 credits

- Choose any 10000-level or higher course until the minimum program requirements are met. A maximum of three credits in Physical Education courses can be applied toward degree requirements.

Minimum AAS Degree Credits: 60

Notes:

Choose technical electives from the following subjects: Accounting, Allied Health, Automotive Technology, Aviation, Business, Carpentry, Computer Aided Drafting, Composite Materials Technology, Computer Information Systems, Cardiac Sonography, Cosmetology, Criminal Justice, Electrical Technology, Emergency Medical Services, Engineering Design Technologies, Fire Fighter Training, Health Information Technology, Heating/Ventilation/AC/Refrigeration, Hospitality Management, Industrial Maintenance, Machine Tool Technology, Manufacturing Processes Technology, Marketing, Massage Therapy, Mechatronics, Nursing, Office Information Systems, Outdoor Power Engines, Pharmacy Technology, Phlebotomy, Plumbing, Surgical Technology, Vascular Sonography, Welding or other Technical elective transferred to Kirtland as ZZZ.

Transfer Degrees

What is the MTA?

MTA refers to the **Michigan Transfer Agreement**. This endorsement on a transfer degree assures that the student has satisfied the requirements of the agreement by completing **30 credits with at least a "C" in each course:**

--English Composition I and either English Composition II or a Communications course

--Two humanities classes from two disciplines* (Studio classes are not allowed.)

--Two social science classes from two disciplines**

--Quantitative Literacy or higher***

--Two science classes from two disciplines. At least one must include a lab. ****

Kirtland Community College has determined that the following courses meet the requirements:

*Humanities—ART-10000, ART-10103 & ART-11700, ENG-21400 or higher, any HIS, HUM-20500, MUS-10100 & MUS-12300, any PHL or THE-12000

**Social Science—any ECO, GEO, POL, PSY or SOC

***Math—MTH-12500, MTH-13000, MTH-18001, MTH-20600, MTH-22002 or MTH-22102

****Science –any AST, BIO, CHE, GEL or PHY course

See transfer information on the web at
<http://www.kirtland.edu/transferring-from-kirtland>

Remember! When thinking about transferring the question is not

"Will my class transfer?" BUT...

"HOW will my class transfer?"

Will this class satisfy a requirement or elective for my desired degree?"

Associate in Accounting

Associate in Accounting, AA

(DACC0)

Minimum Credits: 60

Contact Hours: 65-69

Begin a career in accounting while meeting the coursework necessary to complete the Michigan Transfer Agreement. Continue on for completion of a Bachelor's Degree.

DACC0 Degree Requirements

General Education Requirements: 35 credits

Communication

- ENG 10303 English Composition I 3 cr.
- ENG 10403 English Composition II 3 cr.
- **Choose one speech course:**
- SPE 10500 Fund of Speech 3 cr.
- *or* SPE 11400 Intro to Interpersonal/Public Comm 3 cr.

Humanities

Select two courses from two different subject disciplines:

Art courses:

- ART 10000 Art History I 3 cr.
- ART 10103 Art History II 3 cr.
- ART 11700 Art Appreciation 3 cr.

English courses:

- ENG 21400 Intro to Literature 3 cr.
- ENG 22500 Contemporary Literature 3 cr.
- ENG 22800 Mythology 3 cr.
- ENG 23300 British Literature I 3 cr.

History courses:

- HIS 10500 History of World Societies to 1500 3 cr.
- HIS 10600 Hist of World Societies Since 1500 3 cr.
- HIS 20100 United States History to 1865 3 cr.
- HIS 20200 United States History Since 1865 3 cr.
- HIS 20300 Michigan History 3 cr.
- HIS 20400 The American Civil War 3 cr.

Humanities courses:

- HUM 20500 The Individual and Society 3 cr.
- **Language courses** (e.g. French, Spanish, Sign Language)--Not currently offered, but count toward humanities requirement in degree.

Music courses:

- MUS 10100 Music History & Appreciation 3 cr.
- MUS 12300 Jazz History & Appreciation 3 cr.

Philosophy courses:

- PHL 20100 Intro to Philosophy 3 cr.
- PHL 21000 Introduction to Ethics 3 cr.

Theatre courses:

- THE 12000 Intro to Theatre 3 cr.

Mathematics

- MTH 20600 Application in Statistics 4 cr.

Science

Choose two courses from two different subject disciplines. *(A course and its corresponding lab count as one course.)*

At least one course must include a lab.

Astronomy courses:

- AST 10200 Exploration of Astronomy 3 cr.
- AST 10300 Observational Astronomy 1 cr.

Biology courses:

- BIO 10100 General Biology 4 cr.
- BIO 10700 Essentials of Anatomy & Physiology 4 cr.
- BIO 20000 Fundamentals of Nutrition 3 cr. (*Not a lab-science course.*)
- BIO 20100 General Zoology 4 cr.
- BIO 21000 Microbiology 4 cr.
- BIO 23500 Anatomy & Physiology I 4 cr.
- BIO 23600 Anatomy & Physiology II 4 cr.
- BIO 25000 Human Anatomy 4 cr.
- BIO 25100 Human Physiology 4 cr.

Chemistry courses:

- CHE 10000 Chemical Science 4 cr.
- CHE 10101 Gen Chemistry I 4 cr. *and* CHE 10102 (Lab) 1 cr.
- CHE 10201 General Chemistry II 4 cr. *and* CHE 10202 (Lab) 1 cr.
- CHE 10400 Chemistry for Health Sciences 4 cr.

Geology courses:

- GEL 10500 Physical Geology 4 cr.
- GEL 23000 Prehistoric Life 4 cr.

Physical Science/Physics courses:

- PHY 10501 Physical Science 3 cr. *and* PHY 10502 (Lab) 1 cr.
- PHY 11000 General Physics 4 cr.
- PHY 20101 Physics I with Trigonometry 4 cr. *and* PHY 20102 (Lab) 1 cr.
- PHY 20201 Physics II with Trigonometry 4 cr. *and* PHY 20202 (Lab) 1 cr.
- PHY 22101 Physics I with Calculus 4 cr. *and* PHY 22102 (Lab) 1 cr.
- PHY 22201 Physics II with Calculus 4 cr. *and* PHY 22202 (Lab) 1 cr.

Social Science

- ECO 20100 Prin of Economics-MACRO 3 cr.
- ECO 20200 Prin of Economics-MICRO 3 cr.
- PSY 10100 Intro to Psychology 3 cr.

DACC0 Program Requirements: 26 credits

- ACC 12100 Accounting Principles I 4 cr.
- ACC 12200 Accounting Principles II 4 cr.
- ACC 20500 Cost Accounting 3 cr.
- BUS 10100 Intro to Business 3 cr.
- BUS 21000 Principles of Management 3 cr.
- BUS 21500 Business Law 3 cr.
- FIN 20000 Principles of Finance 3 cr.

- MKT 20000 Principles of Marketing 3 cr.

Suggested sequencing of courses:

Year 1 (Fall) 16 credits

- ACC 12100 Accounting Principles I 4 cr.
- BUS 10100 Intro to Business 3 cr.
- ENG 10303 English Composition I 3 cr.
- PSY 10100 Intro to Psychology 3 cr.
- Humanities course

Year 1 (Winter) 13-15 credits

- ACC 12200 Accounting Principles II 4 cr.
- BUS 21000 Principles of Management 3 cr.
- ENG 10403 English Composition II 3 cr.
- Science course

Year 2 (Fall) 16 credits

- ECO 20100 Prin of Economics-MACRO 3 cr.
- MKT 20000 Principles of Marketing 3 cr.
- MTH 20600 Application in Statistics 4 cr.
- Humanities course
- Speech course

Year 2 (Winter) 15-17 credits

- ACC 20500 Cost Accounting 3 cr.
- BUS 21500 Business Law 3 cr.
- ECO 20200 Prin of Economics-MICRO 3 cr.
- FIN 20000 Principles of Finance 3 cr.
- Science course

Note

Students should seek additional information and/or advising from their academic advisor.

Associate in Business Administration

Associate in Business Administration, ABA

The Associate in Business Administration degree is designed for students who plan to eventually complete a bachelor's degree in a business-related field. Some of the majors pursued by students following this program include Accounting, Advertising, Economics, Finance, General Business, Marketing, Personnel/Industrial Relations, and Public Administration. Students planning to transfer to a four-year college or university must consult with their advisor and carefully study the requirements of the four-year institution from which they intend to secure a bachelor's degree. Appropriate course substitutions may be made upon the recommendation of a student's advisor and with approval of the appropriate dean. Substitutions are only made in accordance with the specific requirements of the baccalaureate degree-granting institution to which the student intends to transfer.

DABA1 General Education Requirements: 33-37 credits

Communication

- ENG 10303 English Composition I 3 cr.
- ENG 10403 English Composition II 3 cr.
- SPE 10500 Fund of Speech 3 cr. **or** SPE 11400 Intro to Interpersonal/Public Comm 3 cr.

Humanities

Select two humanities courses from the following list. Courses must come from two different disciplines.

Art Courses:

- ART 10000 Art History I 3 cr.
- ART 10103 Art History II 3 cr.
- ART 11700 Art Appreciation 3 cr.

English courses:

- ENG 21400 Intro to Literature 3 cr.
- ENG 22500 Contemporary Literature 3 cr.
- ENG 22800 Mythology 3 cr.
- ENG 23300 British Literature I 3 cr.
- ENG 25112 Science Fiction and Fantasy 3 cr.

History courses:

- HIS 10500 History of World Societies to 1500 3 cr.
- HIS 10600 Hist of World Societies Since 1500 3 cr.
- HIS 20100 United States History to 1865 3 cr.
- HIS 20200 United States History Since 1865 3 cr.
- HIS 20300 Michigan History 3 cr.
- HIS 20400 The American Civil War 3 cr.

Humanities courses:

- HUM 20500 The Individual and Society 3 cr.

Language Courses, e.g. French, Sign Language, Spanish (not current offered, but accepted)

Music classes:

- MUS 10100 Music History & Appreciation 3 cr.
- MUS 12300 Jazz History & Appreciation 3 cr.

Philosophy classes:

- PHL 20100 Intro to Philosophy 3 cr.
- PHL 21000 Introduction to Ethics 3 cr.
- THE 12000 Intro to Theatre 3 cr.

Mathematics

Complete two courses:

- MTH 12500 Quantitative Literacy 4 cr. *or higher*
- **and** MTH 20600 Application in Statistics 4 cr.

Science

Choose two courses from two different disciplines. (A course and its corresponding lab count as one course.)

At least one course must include a lab.

Astronomy courses:

- AST 10200 Exploration of Astronomy 3 cr. *This course may be taken with or without the corresponding lab* (AST 10300 Observational Astronomy).
- AST 10300 Observational Astronomy 1 cr.

Biology courses:

- BIO 10100 General Biology 4 cr.
- BIO 10700 Essentials of Anatomy & Physiology 4 cr.
- BIO 20000 Fundamentals of Nutrition 3 cr. *This course does not have a lab component.*
- BIO 20100 General Zoology 4 cr.
- BIO 21000 Microbiology 4 cr.
- BIO 23500 Anatomy & Physiology I 4 cr.
- BIO 23600 Anatomy & Physiology II 4 cr.
- BIO 25000 Human Anatomy 4 cr.
- BIO 25100 Human Physiology 4 cr.

Chemistry courses:

- CHE 10000 Chemical Science 4 cr.
- CHE 10101 Gen Chemistry I 4 cr. & CHE 10102 Gen Chemistry Lab I 1 cr.
- CHE 10201 General Chemistry II 4 cr. & CHE 10202 General Chemistry II Lab 1 cr.
- CHE 10400 Chemistry for Health Sciences 4 cr.
- GEL 10500 Physical Geology 4 cr.

Geology courses:

- GEL 23000 Prehistoric Life 4 cr.

Physical Science/Physics courses:

- PHY 10501 Physical Science 3 cr. & PHY 10502 Physical Science Lab 1 cr.
- PHY 11000 General Physics 4 cr.
- PHY 20101 Physics I with Trigonometry 4 cr. & PHY 20102 Physics I with Trigonometry Lab 1 cr.
- PHY 20201 Physics II with Trigonometry 4 cr. & PHY 20202 Physics II with Trigonometry Lab 1 cr.
- PHY 22101 Physics I with Calculus 4 cr. & PHY 22102 Physics I with Calculus Lab 1 cr.
- PHY 22201 Physics II with Calculus 4 cr. & PHY 22202 Physics II with Calculus Lab 1 cr.

Social Science Elective

Select one course from the following list:

Geography courses:

- GEO 10000 World Geography 4 cr.

Political Science courses:

- POL 10100 Intro to American Government 3 cr.
- POL 20000 International Relations 3 cr.

Psychology courses:

- PSY 10100 Intro to Psychology 3 cr.
- PSY 20200 Abnormal Psychology 3 cr.
- PSY 24000 Lifespan Developmental Psychology 3 cr.
- PSY 26001 Human Sexuality 3 cr.

Sociology courses:

- SOC 10100 Intro to Sociology 3 cr.
- SOC 23500 Racial, Cultural & Ethnic Diversity 3 cr.
- SOC 24000 Criminology 3 cr.
- SOC 24500 Social Deviant Behavior 3 cr.

DABA1 Program Requirements: 29 credits

- ACC 12100 Accounting Principles I 4 cr.
- ACC 12200 Accounting Principles II 4 cr.
- BUS 10100 Intro to Business 3 cr.
- BUS 21000 Principles of Management 3 cr.
- BUS 21500 Business Law 3 cr.
- BUS 24500 Human Resource Management 3 cr.
- ECO 20100 Prin of Economics-MACRO 3 cr.
- ECO 20200 Prin of Economics-MICRO 3 cr.
- MKT 20000 Principles of Marketing 3 cr.

Minimum Total Credits: 60

Suggested sequencing of courses:

Year 1 (Fall) 16 credits

- ACC 12100 Accounting Principles I 4 cr.
- BUS 10100 Intro to Business 3 cr.
- CIS 10500 Intro to Computers 3 cr.
- ENG 10303 English Composition I 3 cr.

- Humanities course 3 cr.
- Speech course 3 cr.

Year 1 (Winter) 16-18 credits

- ACC 12200 Accounting Principles II 4 cr.
- BUS 21000 Principles of Management 3 cr.
- ENG 10403 English Composition II 3 cr.
- Humanities course 3 cr.
- Science course 3-5 cr.

Year 2 (Fall) 16-17 credits

- BUS 24500 Human Resource Management 3 cr.
- ECO 20100 Prin of Economics-MACRO 3 cr.
- MKT 20000 Principles of Marketing 3 cr.
- MTH 12500 Quantitative Literacy 4 cr.
- Social science course 3-4 cr.

Year 2 (Winter) 14-15 credits

- BUS 21500 Business Law 3 cr.
- ECO 20200 Prin of Economics-MICRO 3 cr.
- MTH 20600 Application in Statistics 4 cr.
- Science course 4-5 cr.

Students should seek additional information and/or advising from their academic advisor.

Associate in Science and Arts

ASA Associate in Science and Arts

(DASA0)

Minimum Credits: 60

Contact Hours: 61-69

The Associate in Science and Arts degree program is designed for students who plan to eventually complete a bachelor's degree in the field of education, liberal arts, humanities, or social sciences. Listed below are some of the majors pursued by students following this program.

Archaeology

Biology

Chemistry

Computers

Education	Engineering	English	Geography
History	Humanities	Music	Nursing
Physics	Pre-Law	Pre-Med	Pre-Physical Therapy
Political Science	Psychology	Social Work	Sociology
Speech	Theatre		

Since it is not possible to list all recommendations and requirements for all senior colleges, it is imperative that the student who expects to transfer continues to work closely with an academic advisor at both the senior institution and at Kirtland to plan a successful program.

This degree satisfies the requirements of the Michigan Transfer Agreement (MTA) as defined in the college catalog.

Students seeking the MTA (Michigan Transfer Agreement) endorsement must earn a minimum of a "C" in all General Education courses.

General Education: 30 minimum credits

Communication

- ENG 10303 English Composition I 3 cr.
- ENG 10403 English Composition II 3 cr.
- **or choose one Speech class:**
- SPE 10500 Fund of Speech 3 cr.
- SPE 10600 Mediated Communication 3 cr.
- SPE 11400 Intro to Interpersonal/Public Comm 3 cr.

Humanities

Choose two courses from different subject prefixes:

Art courses:

- ART 10000 Art History I 3 cr.
- ART 10103 Art History II 3 cr.
- ART 11700 Art Appreciation 3 cr.

English courses:

- ENG 21400 Intro to Literature 3 cr.
- ENG 22500 Contemporary Literature 3 cr.
- ENG 22800 Mythology 3 cr.
- ENG 23300 British Literature I 3 cr.
- ENG 25112 Science Fiction and Fantasy 3 cr.

History courses:

- HIS 10500 History of World Societies to 1500 3 cr.
- HIS 10600 Hist of World Societies Since 1500 3 cr.
- HIS 20100 United States History to 1865 3 cr.

- HIS 20200 United States History Since 1865 3 cr.
- HIS 20300 Michigan History 3 cr.
- HIS 20400 The American Civil War 3 cr.
- **Humanities courses:**
- HUM 20500 The Individual and Society 3 cr.
- **Language courses** (e.g. FRE, SGN, SPA) *Not currently offered, but accepted as Humanities credit.*
- **Music courses:**
- MUS 10100 Music History & Appreciation 3 cr.
- MUS 12300 Jazz History & Appreciation 3 cr.
- **Philosophy courses:**
- PHL 20100 Intro to Philosophy 3 cr.
- PHL 21000 Introduction to Ethics 3 cr.
- **Theatre courses:**
- THE 12000 Intro to Theatre 3 cr.

Math

Choose one math course from the following list:

- MTH 12500 Quantitative Literacy 4 cr.
- MTH 13000 College Algebra 4 cr.
- MTH 18001 Pre-Calculus 4 cr.
- MTH 20600 Application in Statistics 4 cr.
- MTH 22002 Calculus I 4 cr.
- MTH 22102 Calculus II 4 cr.

Science

Choose two science courses from different subject prefixes. At least one course must include a lab.

Astronomy courses:

- AST 10200 Exploration of Astronomy 3 cr. *This course can be taken with or without the corresponding lab (AST 10300).*
- AST 10300 Observational Astronomy 1 cr.

Biology courses:

- BIO 10100 General Biology 4 cr.
- BIO 10700 Essentials of Anatomy & Physiology 4 cr.
- BIO 20100 General Zoology 4 cr.
- BIO 20000 Fundamentals of Nutrition 3 cr. *This course does not have a lab component.*
- BIO 21000 Microbiology 4 cr.
- BIO 23500 Anatomy & Physiology I 4 cr.
- BIO 23600 Anatomy & Physiology II 4 cr.
- BIO 25000 Human Anatomy 4 cr.
- BIO 25100 Human Physiology 4 cr.

Chemistry courses:

- CHE 10000 Chemical Science 4 cr.
- CHE 10101 Gen Chemistry I 4 cr. *and* CHE 10102 (Lab) 1 cr.

- CHE 10201 General Chemistry II 4 cr. *and* CHE 10202 (Lab) 1 cr.
- CHE 10400 Chemistry for Health Sciences 4 cr.
- **Geology courses:**
- GEL 10500 Physical Geology 4 cr.
- GEL 23000 Prehistoric Life 4 cr.
- **Physical Science/Physics courses:**
- PHY 10501 Physical Science 3 cr. *and* PHY 10502 (Lab) 1 cr.
- PHY 11000 General Physics 4 cr.
- PHY 20101 Physics I with Trigonometry 4 cr. *and* PHY 20102 (Lab) 1 cr.
- PHY 20201 Physics II with Trigonometry 4 cr. *and* PHY 20202 (Lab) 1 cr.
- PHY 22101 Physics I with Calculus 4 cr. *and* PHY 22102 (Lab) 1 cr.
- PHY 22201 Physics II with Calculus 4 cr. **and** PHY 22202 (Lab) 1 cr.

Social Science

Choose two social science from different subject prefixes:

- **Economics courses:**
- ECO 20100 Prin of Economics-MACRO 3 cr.
- ECO 20200 Prin of Economics-MICRO 3 cr.
- **Geography courses:**
- GEO 10000 World Geography 4 cr.
- **Political Science courses:**
- POL 10100 Intro to American Government 3 cr.
- POL 20000 International Relations 3 cr.
- **Psychology courses:**
- PSY 10100 Intro to Psychology 3 cr.
- PSY 20200 Abnormal Psychology 3 cr.
- PSY 24000 Lifespan Developmental Psychology 3 cr.
- PSY 26001 Human Sexuality 3 cr.
- **Sociology courses:**
- SOC 10100 Intro to Sociology 3 cr.
- SOC 23500 Racial, Cultural & Ethnic Diversity 3 cr.
- SOC 24000 Criminology 3 cr.
- SOC 24500 Social Deviant Behavior 3 cr.

Electives: 30 credits

Working with your advisor and the college/university to which you wish to transfer, select 30 credits of 10000-level or higher courses. Before enrolling in courses, you should consult with your advisor to ensure that your selections match the transfer requirements of your chosen institution.

Total Program Credits: 60

Course Descriptions

Accounting

ACC 12100 Accounting Principles I

ACC 12200 Accounting Principles II

ACC 12500 Computer Accounting w/QuickBooks

ACC 20500 Cost Accounting

Allied Health

ALH 10101 Medical Terminology

ALH 10400 Nursing Assistant

ALH 10801 Pathology w/Pharmacology

ALH 11300 Medical Ethics & Law

ALH 25100 MA Business Practices

ALH 25200 MA Clinical Procedures

ALH 25300 Diagnostic Testing

ALH 25400 Quality, Safety & Patient Advocacy

ALH 25500 Prof Issues in MA & Internship

Art

ART 10000 Art History I

ART 10103 Art History II

ART 10500 Intro to Design

ART 10600 Fund of Drawing I

ART 10700 Painting I

ART 10800 Ceramics I

ART 11400 Sculpture I

ART 11500 Photography I

ART 11700 Art Appreciation

ART 17000 Graphic Studio

ART 19000 Digital Communications

ART 20600 Drawing II

ART 20700 Painting II

ART 21100 3-Dimensional Design

ART 25000 Illustration I

ART 27531 Rendering I

ART 27545 Computer Generated Images I

ART 27550 Digital Darkroom

ART 27571 Computer Animation I

ART 28000 Portfolio I

Astronomy

AST 10200 Exploration of Astronomy

AST 10300 Observational Astronomy

Automotive

AUT 16100 Engine Fundamentals & Overhaul

AUT 16201 Fuel Systems & Emission Control

AUT 16302 Automotive Fundamentals

AUT 16401 Basic Electricity

AUT 16801 Automotive Electrical Systems

AUT 17703 Automotive Braking Systems

AUT 20402 Intro to Auto Service Management

AUT 21800 Automatic Transmissions

AUT 26500 Steering Suspension & Alignment

AUT 26601 Gas Engine Performance/Diagnostics

AUT 26700 Diesel Eng Performance & Diagnostic

AUT 27000 Heating & Air Conditioning

AUT 27900 Manual Trans Drivelines/Rear Axles

AUT 29900 Automotive Internship

Biology

BIO 10100 General Biology

BIO 10700 Essentials of Anatomy & Physiology

BIO 20000 Fundamentals of Nutrition

BIO 20100 General Zoology

BIO 21000 Microbiology

BIO 23500 Anatomy & Physiology I

BIO 23600 Anatomy & Physiology II

BIO 25000 Human Anatomy

BIO 25100 Human Physiology

Business & Marketing

BUS 10100 Intro to Business

BUS 10700 Entrepreneurship

BUS 10800 Personal Financial Planning

BUS 21000 Principles of Management

BUS 21500 Business Law

BUS 24500 Human Resource Management

BUS 29900 Internship in Business & Marketing

Internship/Service Learning

CAP 29901 Internship/Service Learning

CAP 29902 Internship/Service Learning

CAP 29903 Internship/Service Learning

CAP 29904 Internship/Service Learning

Career & Personal Development

CAR 200-- Service Learning Project

CAR 09300 Study Skills

CAR 10201 College Survival and Success I

CAR 10401 College Research in the Digital Age

CAR 12600 Service Learning Lab

Chemistry

CHE 10000 Chemical Science

CHE 10101 Gen Chemistry I

CHE 10102 Gen Chemistry Lab I

CHE 10201 General Chemistry II

CHE 10202 General Chemistry II Lab

CHE 10400 Chemistry for Health Sciences

Computer Information Systems

CIS 10500 Intro to Computers

CIS 21000 Internet & Web Page Development

CIS 21500 Web Animation & Multimedia

CIS 22400 UNIX

CIS 22500 Spreadsheets

CIS 23501 Database Design

CIS 27001 Programming I

CIS 27101 Programming II

Criminal Justice

CJS 10000 Intro to Criminal Justice

CJS 10900 Intro to Corrections

CJS 11000 Careers in Emergency Services

CJS 11100 Legal Issues in Corrections

CJS 11200 Client Growth & Development

CJS 11300 Intro to Fitness Training

CJS 11400 Juvenile Justice

CJS 17000 Correctional Institution/Facilities

CJS 17200 Client Relations in Corrections

CJS 20500 Fitness Training

CJS 20600 Decision Making in Law Enforcement

CJS 20700 Law Enforcement Communication Fundamentals

CJS 21000 Criminal Evidence Procedure

CJS 21100 Narcotics Investigation

CJS 24000 Criminology

CJS 24500 Social Deviant Behavior

CJS 26007 Corrections Academy

CJS 26600 Police Academy

CJS 26601 Military Police Academy

CJS 29901 Criminal Justice Internship

Composite Materials Technology

CMT 10100 Composite Materials Introduction

CMT 10200 Composite Materials Health & Safety

CMT 10300 Composite Materials Structures

CMT 10400 Design and Molding Methods

CMT 10500 Tooling & Systems Applications

CMT 10600 Inspection and Test Methods

CMT 10700 Composite Fastening Systems

CMT 10800 Composite Structure Repair

Core Construction

COR 10001 Basic Safety

COR 10002 Introduction to Construction Math

COR 10003 Introduction to Hand Tools

COR 10004 Introduction to Power Tools

COR 10005 Intro to Construction Drawings

COR 10006 Basic Rigging

COR 10007 Basic Communication Skills

COR 10008 Basic Employability Skills

COR 10009 Intro to Materials Handling

Cosmetology

COS 12100 Cosmetology I

COS 12200 Cosmetology II

COS 12300 Cosmetology III

COS 12400 Cosmetology IV

COS 12500 Cosmetology V

COS 12600 Cosmetology VI

COS 12700 Cosmetology VII

COS 12800 Cosmetology VIII

COS 12900 Cosmetology IX

COS 13000 Cosmetology X

COS 13100 Cosmetology XI

COS 13200 Cosmetology XII

COS 13300 Cosmetology XIII

COS 13400 Cosmetology XIV

COS 13500 Cosmetology XV

COS 13600 Cosmetology XVI

COS 14100 Skin Care I

COS 14200 Skin Care II

COS 14300 Skin Care III

COS 14400 Skin Care IV

COS 17500 Salon Management

COS 21100 Cosmetology Seminar

COS 21300 Cosmetology Seminar

Economics

ECO 20100 Prin of Economics-MACRO

ECO 20200 Prin of Economics-MICRO

Engineering Design Technology

EDT 11000 Detailing w/AutoCAD

EDT 13000 Fundamentals of MasterCAM

EDT 14000 Architectural Drafting/CAD

Education

EDU 10000 Intro to Teaching

Electrical Technology

ELT 10101 Orientation to the Electrical Trade

ELT 10102 Electrical Safety

ELT 10103 Introduction to Electrical Circuits

ELT 10104 Electrical Theory

ELT 10105 Intro to the NEC

ELT 10106 Device Boxes

ELT 10107 Hand Bending

ELT 10108 Raceways and Fittings

ELT 10109 Conductors and Cables

ELT 10110 Basic ELT Construction Drawings

ELT 10111 Residential Electric Services

ELT 10112 Electrical Test Equipment

ELT 10202 Alternating Current

ELT 10203 Motors: Theory and Application

ELT 10204 Electrical Lighting

ELT 10205 Conduit Bending

ELT 10206 Pull and Junction Boxes

ELT 10207 Conductor Installations

ELT 10208 Cable Tray

ELT 10209 Conductor Terminations and Splices

ELT 10210 Grounding and Bonding

ELT 10211 Circuit Breakers and Fuses

ELT 10212 Control System and Concepts

ELT 14000 Solar/Wind Energy Systems

ELT 20303 Load Calculations - Branch Circuits

ELT 20304 Conductor Selection and Calculation

ELT 20305 Practical Applications of Lighting

ELT 20306 Hazardous Locations

ELT 20307 Overcurrent Protection

ELT 20308 Distribution Equipment

ELT 20309 Transformers

ELT 20310 Commercial Electrical Services

ELT 20311 Motor Calculations

ELT 20312 Voice, Data, and Video

ELT 20313 Motor Controls

ELT 20404 Load Calculations - Feeder and Serv

ELT 20405 Health Care Facilities

ELT 20406 Standby and Emergency Systems

ELT 20407 Basic Electronic Theory

ELT 20408 Fire Alarm Systems

ELT 20409 Specialty Transformers

ELT 20410 Advanced Motor Controls

ELT 20411 HVAC Controls

ELT 20412 Heat Tracing and Freeze Protection

ELT 20413 Motor Operation and Maintenance

ELT 20414 Medium Voltage Termination/Splices

ELT 20415 Special Locations

ELT 20416 Introductory Skills for Crew Leader

ELT 20418 Michigan Laws & Rules

Emergency Medical Services

EMS 10000 Basic Emergency Medical Technician

EMS 10100 Clinical I

EMS 11000 Emergency First Responder

EMS 20000 Intro to Emergency Medicine

EMS 20100 Pharmacology

EMS 20200 Patient Assessment

EMS 20300 Medical/Surgical

EMS 20400 Special Considerations

EMS 20500 Clinical II

EMS 20600 Trauma

EMS 20700 Clinical III

EMS 20800 EMS Capstone

EMS 29900 Internship

English & Literature

ENG 09810 Fundamental Reading and Writing

ENG 09920 College Reading and Writing

ENG 10303 English Composition I

ENG 10403 English Composition II

ENG 11800 Intro Technical & Prof Writing

ENG 21400 Intro to Literature

ENG 22500 Contemporary Literature

ENG 22800 Mythology

ENG 23300 British Literature I

ENG 25112 Science Fiction and Fantasy

English as a Second Language

ESL 01000 Eng as a 2nd Lang/Beginning

ESL 05000 Eng as a 2nd Lang/Intermediate

ESL 06000 Eng as a 2nd Lang/High Intermediate

Fire Fighter Training

FFT 20700 Firefighter I & II

Finance

FIN 20000 Principles of Finance

Geology

GEL 10500 Physical Geology

GEL 23000 Prehistoric Life

Geography

GEO 10000 World Geography

History

HIS 10500 History of World Societies to 1500

HIS 10600 Hist of World Societies Since 1500

HIS 20100 United States History to 1865

HIS 20200 United States History Since 1865

HIS 20300 Michigan History

HIS 20400 The American Civil War

Health Information Technology

HIT 10600 Intro-Health Information Management

HIT 20000 Intro to Electronic Health Records

HIT 21301 Diagnostic Coding

HIT 21601 Procedure Coding

HIT 23001 Health Statistics & Quality Improvement

HIT 23102 Health Information Management II

HIT 23200 Health Data Content & Structure

HIT 23301 Revenue Cycle & Reimbursement

HIT 29901 Practicum-Health Information Technology

HIT 29902 Practicum - Medical Billing & Coding

Humanities

HUM 20500 The Individual and Society

Heating/Ventilation/Ac/Refrigeration

HVC 10130 EPA Refrigerant Certification

HVC 11100 Introduction to HVAC

HVC 11101 Trade Mathematics

HVC 11102 Basic Electricity

HVC 11103 Introduction to Heating

HVC 11104 Introduction to Cooling

HVC 11105 Intro to Air Distribution Systems

HVC 11106 Basic Copper & Plastic Piping Pract

HVC 11107 Soldering & Brazing

HVC 11108 Basic Carbon Steel Piping Practices

HVC 11200 Alternating Current

HVC 11201 Compressors

HVC 11202 Refrigerants & Oils

HVC 11203 Leak Detect/Evac/Recov/Charging

HVC 11204 Metering Devices

HVC 11205 Heat Pumps

HVC 11206 Basic Maintenance

HVC 11207 Chimneys, Vents & Flues

HVC 11208 Sheet Metal Duct Systems

HVC 11209 Fiberglass & Fabric Duct Systems

HVC 11210 Commercial Airside Systems

HVC 11211 Air Quality Equipment

HVC 11212 Introduction to Hydronic Systems

HVC 14000 Geothermal Heat Pump Systems

HVC 21300 Hardware & Fastening

HVC 21301 Control Circuit/Motor Troubleshoot

HVC 21302 Troubleshooting Cooling

HVC 21303 Troubleshooting Heat Pumps

HVC 21304 Troubleshooting Gas Heating

HVC 21305 Troubleshooting Oil Heating

HVC 21306 Troubleshooting Accessories

HVC 21307 Ductless Equipment/Zone Control Sys

HVC 21308 Commercial Hydronic Systems

HVC 21309 Steam Systems

HVC 21310 Retail Refrigeration Systems

HVC 21311 Customer Relations

HVC 21400 Water Treatment

HVC 21401 Indoor Air Quality

HVC 21402 Energy Conservation Equipment

HVC 21403 Building Management Systems

HVC 21404 System Air Balancing

HVC 21405 System Startup & Shutdown

HVC 21406 Construction Drawings/Specification

HVC 21407 Heating & Cooling System Design

HVC 21408 Commercial/Industrial Refrigeration

HVC 21409 Alternative/Specialized HVAC System

HVC 21410 Fundamentals of Crew Leadership

Mechatronics

MEC 10000 Basic Electricity & Controls

MEC 10401 Intro to Pneumatics

MEC 10600 Mechanical Drives

MEC 10700 Pump Systems

MEC 10800 Intro to Hydraulic Systems

MEC 10901 Precision Measuring Tools

MEC 20100 Programmable Logic Controllers

MEC 20200 Adv Controller Applications

MEC 20400 Robotics Systems & Applications

MEC 20500 Transfer Line Capstone

Marketing

MKT 11000 Principles of Selling

MKT 11500 Customer Relations

MKT 20000 Principles of Marketing

MKT 20200 Internet Marketing

MKT 20400 Advertising

Manufacturing Technology

MPT 11000 Machine Theory and Operation I

MPT 11100 Machine Theory and Operation II

MPT 11200 Practical Problems in Machine Tools

MPT 12000 CNC Programming I

MPT 12100 CNC Programming II

MPT 12200 Lean Manufacturing

MPT 12300 Machinery's Handbook

Mathematics

MTH 06300 Basic Mathematics

MTH 07300 Basic Algebra

MTH 12000 Intermediate Algebra

MTH 12500 Quantitative Literacy

MTH 13000 College Algebra

MTH 18001 Pre-Calculus

MTH 20600 Application in Statistics

MTH 22002 Calculus I

MTH 22102 Calculus II

Music

MUS 10100 Music History & Appreciation

MUS 12300 Jazz History & Appreciation

MUS 15000 Vocal Ensemble

Nursing

NUR 10515 Fundamentals of Nursing Practice

NUR 10701 Mental Health Concepts

NUR 10815 Nursing Across the Lifespan

NUR 11015 Critical Thinking in Nursing

NUR 19915 Role Transition

NUR 21415 Nursing Pharmacology

NUR 22215 Advanced Medical/Surgical Nursing I

NUR 22415 Advanced Medical/Surgical II

NUR 23215 Advanced Maternal/Pediatrics

NUR 24215 Community Mental Health Nursing

NUR 25215 Nursing Leadership

Phlebotomy

PHB 10100 Phlebotomy Technician

Philosophy

PHL 20100 Intro to Philosophy

PHL 21000 Introduction to Ethics

Pharmacy Technology

PHM 11000 Pharmacy Technology I

PHM 12000 Pharmacy Technology II

PHM 19900 Pharmacy Technology Internship

Physics

PHY 10501 Physical Science

PHY 10502 Physical Science Lab

PHY 11000 General Physics

PHY 20101 Physics I with Trigonometry

PHY 20102 Physics I with Trigonometry Lab

PHY 20201 Physics II with Trigonometry

PHY 20202 Physics II with Trigonometry Lab

PHY 22101 Physics I with Calculus

PHY 22102 Physics I with Calculus Lab

PHY 22201 Physics II with Calculus

PHY 22202 Physics II with Calculus Lab

Plumbing

PLB 10301 Intro to the Plumbing Profession

PLB 10302 Plumbing Safety

PLB 10303 Plumbing Tools

PLB 10304 Intro to Plumbing Math

PLB 10305 Intro to Plumbing Drawings

PLB 10306 Plastic Pipe and Fittings

PLB 10307 Copper Pipe and Fittings

PLB 10308 Cast Iron Pipe and Fittings

PLB 10309 Carbon Steel Pipe and Fittings

PLB 10310 Corrugated Stainless Steel Tubing

PLB 10311 Fixtures and Faucets

PLB 10312 Intro to Drain/Waste/Vent (DWV) Sys

PLB 10313 Intro to Water Distribution Systems

PLB 10314 Plumbing Math Two

PLB 10315 Reading Commercial Drawings

PLB 10316 Hanger/Support/Struc Pen/Fire Stop

PLB 10317 Installing & Testing DWV Piping

PLB 10318 Installing Roof/Floor/Area Drains

PLB 10319 Types of Valves

PLB 10320 Install & Test Water Supply Piping

PLB 10321 Installing Fixtures/Valves/Faucets

PLB 10322 Intro to Electricity

PLB 10323 Installing Water Heaters

PLB 10324 Fuel Gas Systems

PLB 10325 Servicing Fixtures/Valves/Faucets

Political Science

POL 10100 Intro to American Government

POL 20000 International Relations

Psychology

PSY 10100 Intro to Psychology

PSY 20200 Abnormal Psychology

PSY 24000 Lifespan Developmental Psychology

PSY 26001 Human Sexuality

Sociology

SOC 10100 Intro to Sociology

SOC 23500 Racial, Cultural & Ethnic Diversity

SOC 24000 Criminology

SOC 24500 Social Deviant Behavior

Cardiac Sonography

SON 10000 Intro to Sonography Patient Care

SON 10600 Cardiovascular Anatomy & Physiology

SON 11000 Ultrasound Physics

SON 11600 Basic Sonography

SON 11700 Basic Sonography Lab

SON 12500 Valvular Heart Disease

SON 13100 Cardiomyopathies/Congenital Defects

SON 13200 Cardiomyopathies/Congenital Lab

SON 13500 Valvular Heart Disease Clinical Lab

SON 15000 Complete Adult Echocardiogram

SON 15600 Advanced Sonography

SON 15700 Advanced Sonography Lab

SON 16000 Complete Adult Echocardiogram Lab

SON 29900 Internship

Speech

SPE 10500 Fund of Speech

SPE 10600 Mediated Communication

SPE 11400 Intro to Interpersonal/Public Comm

Surgical Technology

SUR 10000 Fundamentals of Surgical Technology

SUR 10300 Surgical Pharmacology

SUR 10400 Basic Operative Procedures

SUR 10700 Fundamental Surgical Techniques

SUR 10800 Surgical Terminology

SUR 10900 Surgical Pathophysiology

SUR 20001 Advanced Surgical Procedures

SUR 20300 Surgical Professional Practice

SUR 20400 Integrated Surgical Sciences

SUR 29901 Surgical Technology Internship

Theatre

THE 12000 Intro to Theatre

Welding

WLD 10401 Material Science

WLD 10501 Welding Fabrication Level 1

WLD 11000 Welding Fundamentals

WLD 11101 GMAW, FCAW & SMAW x-Block

WLD 11102 GMAW, FCAW & SMAW-Horizontal

WLD 11103 GMAW, FCAW & SMAW-Vertical

WLD 11104 GMAW, FCAW & SMAW-Overhead

WLD 11105 WPQR Test-SMAW

WLD 11201 GMAW-Constant Voltage

WLD 11202 GMAW-Spray

WLD 11203 GMAW-Pulse

WLD 11204 GMAW-Aluminum

WLD 11205 WPQR Test-GMAW

WLD 11300 Non-Destructive Testing

WLD 11400 Fabrication Blueprint Reading

WLD 21201 GTAW-Flat

WLD 21202 GTAW-Horizontal

WLD 21203 GTAW-Vertical

WLD 21204 GTAW-Overhead

WLD 21205 WPQR Test-GTAW

WLD 21301 Flat & Horizontal Pipe Welding

WLD 21302 5G-Up Pipe Welding

WLD 21303 5G-Down Pipe Welding

WLD 21304 6G-Up Pipe Welding

WLD 21305 Pipe Fitting

WLD 21400 Welder Qualification Testing

WLD 21501 Welding Fabrication Level 2

WLD 29900 Welding Internship

Glossary of College Terms

Associate Degree - The degree given for completing college programs of at least two but less than four years of study (60 credit hours or more), usually in a two-year institution such as a junior college or community college.

Certificate - An award for completing a particular program or course of study of 30 or more credit hours, sometimes awarded by two-year colleges instead of the associate degree.

Contact Hours - The total hours of lecture and laboratory instruction for each class. (Fifty instructional minutes equal one contact hour.) Tuition is charged per contact hour.

Co-requisite - A required course which, if not taken ahead of time, must be taken at the same time as another class.

Elective - A subject or course which is open to choice, i.e., a subject which is optional and not required.

Freshman - Class level for students with less than 30 completed credit hours in their program of study.

Full-Time Students - A student who is enrolled for 12 or more credit hours during fall or winter semesters, or six or more credit hours during summer session.

Humanities Elective - A course from the following subject areas: art, creative writing, history, humanities, literature, music, philosophy, and theatre.

Hybrid Course: A hybrid class combines classroom learning with online learning. In a hybrid course, a significant portion of the class learning activities are online, which reduces the amount of time spent in a traditional, face-to-face classroom. The class meets online and on campus

Online Course: An online course is defined as one for which all regularly scheduled classroom time is replaced by required activities completed at distance and managed online. An online class meets fully online with the exception of some test/exams where students may be required to go to an approved proctored site to take the test/exam.

Part-Time Student - A student who is enrolled for 11 or fewer credit hours during the fall or winter semester or five or fewer credit hours during the summer session.

Pre-requisite - A requirement for registration in a particular course. For example, Calculus I is a prerequisite for Calculus II.

Science Elective - A course from the following subject areas: astronomy, biology, chemistry, geology, or physics.

Social Science Elective - A course from the following subject areas: anthropology, economics, geography, political science, psychology, and sociology.

Sophomore - Class level for students with 30 or more completed credit hours in their program of study.

Personnel

Kirtland Community College Administration

Thomas Quinn, President

B.A. University of Minnesota
M.A. University of Northern Iowa
Ed.S Winona State University
Ed.D. University of South Dakota

Jason Broge, Vice President of Business Services

B.S. Central Michigan University
M.A. Siena Heights University

Julie Lavender, Vice President of Instructional Services

B.S.N. University of Texas
M.S. University of Oklahoma
Ed.D. Northcentral University

Laura Percival, Dean of Occupational Programs

B.S. Western Michigan University
M.A. Michigan State University

Evelyn Schenk, Director: Facilities Management

A.A.S. Kirtland Community College
B.S. Ferris State University
M.S. Ferris State University

Timothy Scherer, Chief Information Officer & Title III Project Director

A.A.S. Community College of the Air Force
B.S. Park College

Dale Shantz, Director of Human Resources and Talent Development

B.A. University of Michigan
M.A. Michigan State University

Debra Shumaker, Director of Library and Tutoring Services

B.A. Central Michigan University
M.S. Drexel University

Michelle Vyskocil, Vice President of Student Services/Registrar

B.B.A. Western Michigan University
M.A. Central Michigan University

Full-Time Faculty and Counselor

Lisa Awrey, Instructor: Nursing

A.D.N. Kirtland Community College
M.S.N. Walden University

Kevin Baughn, Instructor: Mathematics

A.A.S. Sinclair Community College
B.S. Wright State University
M.A. Wright State University

Deborah Bebow, Health Information Technology

A.A.S. Delta College
B.S. Central Michigan University

Nichole Claussen, Program Director of Surgical Technology

A.A.S. Baker College
B.S. Baker College
M.S. University of Central Missouri

James Eastman, Instructor: Sonography

A.A.S. Edison Community College
A.A.S. Lake Superior State University
B.S. Lake Superior State University

Carol Finke, Instructor: English

B.A. University of Michigan
M.A. Iowa State University

Frederic Giacobazzi, Instructor: English

B.A. Wayne State University
M.A. Wayne State University

David Green, Instructor: Science

B.S. University of Glasgow
M.S. University of Aberdeen
Ph.D. University of Edinburgh
M.D. University of Glasgow

Anne Hauser, Instructor: Science

A.A.S. Cayuga Community College
B.S. State Univ. of NY College at Cortland
M.S.E. State Univ. of NY College at Cortland

Courtney Hornof, Instructor: Developmental Education

B.A. Governors State University
M.A. Ashford University

Mary Kehoe, Counselor

B.S. University of Wisconsin-Milwaukee
M.A. Central Michigan University

Amy Kuczynski, Biology, Anatomy & Physiology

B.S. Michigan State University
Ph. D. Texas Tech University

Jane Lange, Instructor: Business

B.S. Ferris State University
M.B.A. Baker College

Alan Mabarak, Instructor: Construction Technology, M-TEC

A.A.S. Macomb Community College
B.S. Central Michigan University
M.A. Spring Arbor University

Doug Mace, Instructor: Math

B.A. Spring Arbor College
M.S. University of Vermont

Stephanie Mansfield, Instructor: Nursing

A.D.N. Kirtland Community College
B.S.N. Ferris State University

Julie McClure, Instructor: Nursing

A.D.N. Kirtland Community College
B.S.N. Spring Arbor University
M.S.N. Michigan State University

Mark McCully, Instructor: Welding, M-TEC

A.A.S. Kirtland Community College
B.S. Ferris State University
M.A. Spring Arbor University

Robert Oakes, Instructor: Automotive Technology

A.A.S. Kirtland Community College
B.A. Spring Arbor University
M.B.A. Plymouth State University

Amy Polzin, Instructor: Nursing

B.S. Saginaw Valley State University
B.S.N. Saginaw Valley State University
M.S.N. Saginaw Valley State University

Scott Rice, Instructor: Art

B.F.A. Ferris State University
M.F.A. Central Michigan University

Marcell Romancky, Instructor: Developmental Mathematics

A.A.S. Kirtland Community College
B.S. Central Michigan University
M.A. Central Michigan University

Caitlin Rowan, Mathematics

A.A. Craven Community College
B.S. East Carolina University
M.A. Central Michigan University

Jennifer Talbot, Instructor: Health Information Technology

A.A.S. Davenport University
B.S. University of Cincinnati
M.S. Kaplan University

John Thiel, Instructor: History

B.A. Michigan State University
M.A. Michigan State University

Jon Thompson, Instructor: English

B.A. Alma College
M.A. Central Michigan University
Ph.D. Central Michigan University

Shannon Weaver, Instructor: Cosmetology

A.A.S. Kirtland Community College
B.A. Davenport University

M.B.A. Davenport University

Full-Time Classified Staff

Erine Adams, Director: Business and Workforce Development

A.A.S. Kirtland Community College
B.S. Spring Arbor University
M.A. Spring Arbor University

Mark Allen, Director: Auxiliary Services/Purchasing

A.A.S. Northwood University
B.S. Northwood University

Susanne Allen, Academic Advisor

A.A. Kirtland Community College
B.A. Spring Arbor University

Nick Baker, Director: Institutional Research

B.S. Lake Superior State University

Kristin Barnhart, Assistant Director of Human Resources

B.B.A. Western Michigan University

Christin Bates, Director: Financial Aid

A.A.S. Kirtland Community College
B.B.A. Baker College
M.A. Central Michigan University

Matthew Biermann, System Administrator

Melanie Blayer, Accounting Services Specialist

A.A.S. Kirtland Community College
B.A. Central Michigan University

Irene Borak, Admissions Support Specialist

B.S. Michigan Technological University
M.S. Michigan State University

Victoria Borchers, Bookstore Assistant

Sharon Brady, Coordinator Careers in Public Safety

B.S. Central Michigan University

David Cable, Director of Center for Teaching and Learning

B.A. Spring Arbor University
M.A. Michigan State University

Jeff Cherryhomes, Maintenance I

A.B.A. Baker College

Rick Daugherty, Lead Information Technology Technician

A.A.S. Kirtland Community College

Brian Downing, Printing Technician

Cristina Eames, Coordinator Simulation & Skills Lab

A.A.S. Kirtland Community College
M.S.N. Walden University

Marjorie Esch, Director of Web Services

B.A. Goshen College

Anne Essmaker, Academic Advisor

A.A.S. Macomb Community College
B.A. Spring Arbor College

Terry Fasbender, Printshop Director

A.A.S. Ferris State University

Ken Forst, Director: Kirtland Department of Public Safety

A.A.S. Kirtland Community College
A.A.S. Macomb Community College
B.S. Ferris State University

Jennifer Gailitis, Student Financial Services Specialist,

A.A. Lansing Community College

Jo Ann Gave, Student Services Specialist

A.A.S. Kirtland Community College

Thomas Grace, Director of Police Academy and CJ Training

A.A.S. Kirtland Community College

Kathy Graham, Registration Support Specialist

C.C. Kirtland Community College
A.A.S. Kirtland Community College

Jo Halbert, Health Science Program Support Specialist

A.A.S. Kirtland Community College

Jake Haulotte, Information Technology Technician

A.A.S. Kirtland Community College

Sarah Holecheck, Director of Public Information

B.S. Ferris State University

Bethany Hubbard, Director of Nursing

A.D.N. Kirtland Community College

B.S.N. University of Michigan

M.S.N. Michigan State University

Renae Klee, Associate Registrar

A.A.S. Kirtland Community College

A.A.S. Davenport University

B.A. Baker College

M.S. Walden University

Audrey Larkin, Financial Aid Advisor

A.A.S. Kirtland Community College

B.B.A. Baker College

Luann Mabarak, Director and Academic Advisor, M-TEC

B.S.W. Ferris State University

M.A. Spring Arbor University

Tony Madaj, Network Administrator

A.A.S. Kirtland Community College

Ryan Madis, Admissions Recruitment Specialist

B.A. University of Michigan

Dan McWilliams, Maintenance I

A.A.S. Kirtland Community College

Tammy Mendyk, Admissions Coordinator

B.S. James Madison University

Sarah Nelson, Accountant and Payroll Coordinator

A.A. Baker College

Pam Nuttall, Paraprofessional, Science Department

A.A.S. Kirtland Community College

B.S. Central Michigan University

Shawn Ott, Academic Advisor

A.A.S. Kirtland Community College
B.S. Saginaw Valley State University
M.B.A. Baker College

Jennifer Page, Director of Resource Development

B.S. Central Michigan University

Thomas Pavelek, Maintenance I

Dawn Reynolds, Coordinator: Instructional Services

Terri Robson, Student Financial Services Specialist

Ilene Scherer, Director of Finance

Marcia Schick, Teaching and Learning Liaison

A.A. Kirtland Community College
B.S. Central Michigan University

Ron Sharpe, Maintenance II Lead

Winifred Sharpe, Systems Analyst

Shannon Sirpilla, Financial Aid Advisor

B.S. Eastern Michigan University

Kimberly Smith, Student Financial Services Supervisor

A.A.S. Kirtland Community College

Nathan Sutton, Health Science Clinical Support Specialist

A.A.S. Kirtland Community College
B.S. Central Michigan University

Heidi VanWagner, Administrative Assistant to the President

B.S. Grand Valley State University

Kirtland Community College Foundation

The Kirtland Community College Foundation was established in 1972 for the purposes of soliciting funds to augment and extend the financial base of the college. The Foundation is a tax-exempt nonprofit corporation. Funds are used for capital construction, scholarships, library acquisitions, fellowships, faculty improvement grants, and the equipping and staffing of existing programs with modern tools of technology.

The Foundation officers and members work closely with the college board of trustees and the administration. A member of the college board of trustees serves as a liaison of the Foundation and the President of the college serves as secretary of the Foundation.

Members as of May, 2016

Executive Director: Jennifer Page

William Curnalia, President	Sandy Woods, Vice President	Mike Wahl, Treasurer	Thomas Quinn, Secretary
Pauline Courmyer	Sheryl Coyne	Ed Harris	Eric Hart
Nick Holton	Dr. Timothy Jenks	Lynnette Lahahn	Rich Vlasic

Kirtland Community College Advisory Committees

Advisory committees for individual occupational programs at Kirtland provide information concerning competencies needed by employees, physical facilities and types of equipment used in the business or industry, technical curriculum content, and recruitment opportunities. Members also assist with promotion of the programs, evaluation of programs, job placement, and work experience. At times advisory members are instrumental in acquiring donations of equipment and supplies for occupational programs.

Automotive

Rodney Adams	Ed Krause	Greg Smith
Jeremy Akin	Scott McAuley	Ken Snider
Dan Beltz	Bernnie Milnes	Casey Swartz
Smoke Bonk	Neal Morgan	Brent Thompson
Dustin Fallis	Bob Oakes	James Witt
Chuck Huber	Derek Pastell	Jay Young
Matt Jernigan	Laura Percival	
Wayne Johns	Ron Sheffield	
Chris Kalthoff	Frank Schultz	

Cosmetology

Dan Beltz	Carmen Miller	Shannon Weaver
Marie Brandt	Laura Percival	Robin Winton
Linda Jagiels	Mary-Jo Rondo	Kirtland Student
Kris McNally	Sara Kay Rondo	COOR Student

Marketing/Business

Erine Adams	Heather Grace	Rod Mason
Brenda Bachelder	Kathy Graham	Cliff Miller
Grange Bell	Julie Hock	Rosalie Myers
Jason Broge	Heather Johnson	Cheryl O'Rourke
Alan Bruder	Renaee Klee	Shawn Ott
Lorri Brunner	Jane Lange	Ron Phillips
Greg Gaylor, Jr.	Thomas Long	Elizabeth Steinhurt
		Adele Woskobojnik

Mechatronics, CNC Machining & Construction

Lindsey Bielby	Jim Lilak	Jason Scott
Trevor Blamer	John Metts	Gary Sheldon
Russell Davis	Eric Moore	Jeff Veryser
Scott Henderson	Lisa Patishnock	Jim Weaver
Joel Kato	Kris Pushman	Bruce Westerman - Weyerhaeuser
Justin Kowatch	Steve Pyke	

Nursing

Lisa Awrey	Nicole Gillette	Stephanie Mansfield
Judy Baker	Betty Jo Halbert	Julie McClure
Robin Begick	Holly Halstead	John Payne
Andrew Brookes	Marilyn Heard	Amy Polzin
Cristina Eames	Beth Hubbard	Verlynda Ramirez
Tammy Elif	Tina Johnson	Nathan Sutton
Ben Elliot	Jessica Kent	Pam Swantek
Jacque Farrand	Lorelei King	
Carla Gardner	Cynde Kochensparger	

Police Academy Advisory Board

Duane Bean	Kevin Grace	Ben Lowe
Ralph Boudreau	Brian Hill	

Special Populations

Courtney Hornoff	Luann Mabarak	MRS Rep
Mary Kehoe	Shawn Ott	Student Rep
Julie Lavender	Dale Shantz	

Welding & Fabricating (M-TEC)

Jason Brigham	Jim Donajakowski	Tony Nash
Dan Brown	Scott Hamlin	Morgan Neilson
Sharon Reagan Brown	Ryan Hanes	Cheryl O'Rourke
Dan Buckingham	Ron Hanna	Roger Schwartz
Mark Busby	Casey House	Jamie Sheppard
Mike Campbell	Jim Izzard	Dave Starkey
Jessica Carr	Kevin Jaskowski	Rich Vlasic
William Cartwright	Mike Lacost	Jeff Veryser
Brian Crawford	Josette Lory	Terry Wilkins
David Dekett	Tom Moran	
Kevin Dennis	Dave Muladore	

Disclaimer

Information in the catalog can change at any time without notification. The catalog cannot be considered as a contract or agreement between the individual student and Kirtland Community College or its administrators.

It is the policy of Kirtland Community College that no person shall, on the basis of race, color, religion, national origin or ancestry, age, sex, disability, physical proportions, sexual orientation, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For information, or to register a grievance, contact the Director of Human Resources, Room 226, ADM Building, 10775 N. St. Helen Rd., Roscommon, MI 48653, 989-275-5000, ext. 271 or 239.

Appendix S

Policies and Procedures to Ensure Required Information is Accurate, Timely and Appropriate



All changes to courses and programs must be approved by the Curriculum and Instruction Committee no later than its early March meeting. The college catalog (<http://catalog.kirtland.edu/>) is then updated and published online (end of March) by the Assistant Registrar for the upcoming year.

The Student Financial Services Supervisor updates the cost of classes (<http://www.kirtland.edu/paying-for-college/cost-of-classes>) each spring to reflect current tuition and fees as approved by the BOT for the upcoming fiscal year.

Gainful employment disclosures are updated annually by the offices of Financial Aid and Institutional Research.

The Public Information Officer and the Vice President of Student Services/Registrar review program flyers and update annually.

Each semester, all current students are emailed a link to the college catalog on the web as well as a link to the Student/Consumer Right-to-Know Disclosure Information (<http://www.kirtland.edu/consumer-student-right-to-know-disclosure-information>) which includes policies and procedures regarding tuition/fees, security, refunds, financial assistance, student rights and responsibilities, withdrawals and gainful employment.

All new students attending an orientation (OAR) also receive information on programs, fees, policies, and related required information.

POL 3.010 Informational Materials

 kirtland.edu/policies-and-procedures/community-service-policies/pol-3-010-instructional-printed-material

The administration of the college will develop and distribute materials designed to inform the public about the academic programs, student services, community services, and workforce development programs available to the public and the instructions for enrollment in programs.

The administration will publish materials required by governing agencies.

August 11, 1983

Revised April 10, 2014

Appendix T

Advertising and Recruiting Materials



PUBLIC SAFETY KIRTLAND REGIONAL POLICE ACADEMY



JUMPSTART YOUR FUTURE

- ▼ envision the career of your dreams
- ▼ let the possibilities sink in
- ▼ choose your path and register

CAREER OPTIONS

- ▼ police department
- ▼ sheriff's department

STEP UP

If you envision yourself as a police officer or sheriff's deputy, Kirtland's a perfect place to start. Programs are designed specifically for future police officers. The 17-week Kirtland Regional Police Academy represents the last step in achieving that goal.

Successful completion of the academy will make you eligible for employment as a law enforcement officer in most police agencies in Michigan and some other states in the country. Kirtland academy graduates enjoy consistently high placement rates in Law Enforcement positions.

The academy will give you the physical and mental training you'll need to succeed as a professional. You'll develop the self-discipline, respect for authority, and attention to detail necessary for extraordinary standards and safety on the job.

You'll get basic training and real-world skills through classroom lectures and hands-on experience delivered by a wide range of faculty members who represent decades of combined professional experience. Each one is a specialist in their area of training.

WHO DOES WELL IN IT?

People who are:

- disciplined
- committed
- respectful

WHAT WOULD YOU DO?

- respond to crimes
- arrest and book criminals
- file incident and crime reports
- enforce traffic violations

U.S. BUREAU OF LABOR STATISTICS

POLICE & DETECTIVES

\$56,980/YEAR **5% GROWTH**
\$27.40/hour 2012 – 2022
 Kirtland Community College



PUBLIC SAFETY KIRTLAND REGIONAL POLICE ACADEMY



PASS THE TEST

The academy uses the most up-to-date resources available including Kirtland’s on-campus multi-screen interactive simulator and remote controlled live fire target system. The state-required core curriculum will prepare you for the Michigan Commission on Law Enforcement Standards (MCOLES) state licensing exam. Over the past decade, Kirtland graduates have achieved a 100% pass rate for the state exam!

The 21-credit academy completes the curriculum necessary for Kirtland’s Criminal Justice Pre-Service associate degree or those of our partnering colleges. It can also be taken after completing an associate’s degree or higher through another accredited college or university.

As a candidate, you will have to maintain a 2.0 cumulative GPA or better, with a grade of C or better in all emergency services courses. You’ll have to follow a mandatory dress code in effect for all academy cadets.

Kirtland’s curriculum will help you even if you are transferring in from another college or plan to eventually complete a bachelor’s degree in criminal justice or a related field.

WHY CHOOSE KIRTLAND?

DREAM IT...

Because you

- can envision yourself there
- feel what it will be like
- have the freedom to choose

IT FITS...

Because we offer

- on campus
- online
- or a little bit of both

YOU’LL SAVE...

Because Kirtland means

- little or no travel
- seamless transfer
- college fits into your life

CONTACT

ADMISSIONS

989 ▾ 275 ▾ 5000 x284
admissions@kirtland.edu

PAYING FOR COLLEGE

989 ▾ 275 ▾ 5000 x257
myfinances@kirtland.edu



HEALTH SCIENCES PHARMACY TECHNOLOGY



JUMPSTART YOUR FUTURE

- ▼ envision the career of your dreams
- ▼ let the possibilities sink in
- ▼ choose your path and register

CAREER OPTIONS

- ▼ hospitals
- ▼ retail pharmacies
- ▼ nursing homes
- ▼ long-term care facilities
- ▼ mail-order or online pharmaceutical service companies

FILL THE DOCTOR'S ORDERS

Where does almost everybody go after a visit to the doc? The pharmacy. They need whatever the doctor ordered. It needs to be done right. It needs to be filled fast. If you think you have what it takes to keep your composure while helping a busy pharmacist, becoming a pharmacy tech is a great way to go.

America's aging population combined with the onslaught of new meds have put the squeeze on pharmacies and pharmaceutical companies across the country. You'll be needed, wanted—and working in a growing field. You can be ready in a matter of months.

WHO DOES WELL IN IT?

People who are:

- able to focus under pressure
- pleasant while multitasking
- great team players

WHAT WOULD YOU DO?

You will be qualified to work under the supervision of a registered pharmacist to:

- order
- stock and
- package medications.

U.S. BUREAU OF LABOR STATISTICS

PHARMACY TECHNICIAN

\$29,320/YEAR 20% **GROWTH**

\$14.10/hour 2012 – 2022

Kirtland Community College



HEALTH SCIENCES PHARMACY TECHNOLOGY



ALMOST ALL ONLINE

The Pharmacy Technology program at Kirtland is a two-semester certificate program that will prepare you for several entry-level pharmacy technician positions. During the second semester of the program, you will spend 288 hours in an internship under the direct supervision of a pharmacist.

Once you complete our online 25-credit-hour program and clinical experience in the second semester, you'll be certified, completing job applications with confidence, and securing a steady job in no time.

WHY CHOOSE KIRTLAND?

DREAM IT...

Because you

- can envision yourself there
- feel what it will be like
- have the freedom to choose

IT FITS...

Because we offer

- on campus
- online
- or a little bit of both

YOU'LL SAVE...

Because Kirtland means

- little or no travel
- seamless transfer
- college fits into your life

CONTACT

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admissions@kirtland.edu

PAYING FOR COLLEGE

989 ▾ 275 ▾ 5000 x257
myfinances@kirtland.edu



HEALTH SCIENCES PHLEBOTOMY



JUMPSTART YOUR FUTURE

- ▼ envision the career of your dreams
- ▼ let the possibilities sink in
- ▼ choose your path and register

CAREER OPTIONS

- ▼ hospitals
- ▼ physician's office
- ▼ lab

JUST A LITTLE POKE—AND A JOB!

There are lots of job vacancies waiting to be filled. Some employers now are hiring three shifts of technicians!

Phlebotomy Technicians (Phlebotomists) are an integral member of the medical laboratory team. Their primary function is the collection of blood samples from patients.

Phlebotomy Technicians sometimes are the only person a patient will interact with at the lab, so they must be able to be patient with patients—and be able to calm patients.

WHO DOES WELL IN IT?

People who:

- like challenges
- work well under pressure
- communicate effectively

WHAT WOULD YOU DO?

- facilitate the collection and transportation of laboratory specimens

U.S. BUREAU OF LABOR STATISTICS

PHLEBOTOMIST

\$29,730/YEAR 27% **GROWTH**

\$14.29/hour 2012 – 2022

Kirtland Community College



HEALTH SCIENCES PHLEBOTOMY



CERTIFIABLY READY

Kirtland's Phlebotomy Technician course provides online, hands-on and clinical instruction to prepare you to take the AMT certification examination upon successful course completion.

The 15-week hybrid course is held online and in the lab on our Roscommon Campus. You'll earn 6 credit hours and gain 120 hours of vital clinical experience during weeks 12 – 14. Online coursework spans weeks 1 – 11; on-campus lab work takes place weeks 8 and 11. You'll be prepared for certification during week 15.

WHY CHOOSE KIRTLAND?

DREAM IT...

Because you

- can envision yourself there
- feel what it will be like
- have the freedom to choose

IT FITS...

Because we offer

- on campus
- online
- or a little bit of both

YOU'LL SAVE...

Because Kirtland means

- little or no travel
- seamless transfer
- college fits into your life

CONTACT

ADMISSIONS

989 ▾ 275 ▾ 5000 x284
admissions@kirtland.edu

PAYING FOR COLLEGE

989 ▾ 275 ▾ 5000 x257
myfinances@kirtland.edu



HEALTH SCIENCES SURGICAL TECHNOLOGY



JUMPSTART YOUR FUTURE

- ▼ envision the career of your dreams
- ▼ let the possibilities sink in
- ▼ choose your path and register

CAREER OPTIONS

- ▼ hospitals
- ▼ outpatient surgical centers
- ▼ physician's office

MAKE SURGERY SAFE

Interested in being part of team that creates a safe surgical environment? In about a year, you could be ready to support the health and safety of patients with a certificate in surgical technology.

You could help maximize every patient's well-being during invasive and diagnostic procedures.

If you want to work in this specialized segment of the healthcare field, Kirtland is the place for you to prepare for entry-level employment as a surgical technologist. You'll be taught, coached and mentored by people who care. You won't just find a job, you'll have a career.

WHO DOES WELL IN IT?

People who are:

- patient
- detail-oriented
- conscientious

WHAT WOULD YOU DO?

- be a part of a surgical team
- monitor equipment
- create a safe surgical environment

U.S. BUREAU OF LABOR STATISTICS

SURGICAL TECHNOLOGIST

\$41,790/YEAR 30% GROWTH

\$20.09/hour 2012 – 2022

Kirtland Community College



HEALTH SCIENCES SURGICAL TECHNOLOGY



BE ONE OF THE BEST OF THE BEST

We promise you'll be one of the best in your field and at the top of potential employers' lists. For four years in a row, all of Kirtland's surgical tech grads passed their statewide certification exams—that's the entire duration of the program at Kirtland.

It's really unusual for a college to have this high of a certification exam pass rate. The fact that we've sustained successful graduation rates in such a rigorous field for this length of time speaks to the quality of our program and our instructors.

WHY CHOOSE KIRTLAND?

DREAM IT...

Because you

- can envision yourself there
- feel what it will be like
- have the freedom to choose

IT FITS...

Because we offer

- on campus
- online
- or a little bit of both

YOU'LL SAVE...

Because Kirtland means

- little or no travel
- seamless transfer
- college fits into your life

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PAYING FOR COLLEGE

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HVAC/R

HEATING • VENTILATION •
AIR CONDITIONING • REFRIGERATION



JUMPSTART YOUR FUTURE

- ▼ envision the career of your dreams
- ▼ let the possibilities sink in
- ▼ choose your path and register

CAREER OPTIONS

- ▼ for a contractor
- ▼ in a large building
- ▼ on a campus (business or government) with multiple buildings

A HOT CAREER IN A COOL FIELD

Environmental awareness, advancements in technology and concentrated consumer demand have made the HVAC/R industry extremely specialized. The field is expanding every day.

You could become an expert in HVAC/ R with an associate's degree or a certificate through Kirtland Community College's M-TEC in Gaylord.

Instructors at the M-TEC are experienced, industry-trained experts. They will share their experience and deliver an individual training program that will allow you to thrive in your career.

WHO DOES WELL IN IT?

People who are:

- critical thinkers
- trouble shooters
- not afraid to get dirty

WHAT WOULD YOU DO?

- operate
- maintain
- troubleshoot and
- service heating and cooling systems

U.S. BUREAU OF LABOR STATISTICS

HVAC/R MECHANIC & INSTALLER

\$43,640/YEAR **21% GROWTH**

\$20.98/hour 2012 – 2022

Kirtland Community College



HVAC/R

HEATING • VENTILATION •
AIR CONDITIONING • REFRIGERATION



BE AN EXPERT IN HVAC/R

Airtight building practices make the understanding of air movement and air system balancing more important than ever. Kirtland's specialized HVAC/R lab has modern equipment so you'll be ready for whatever you may encounter in the field.

Your specialized air and exhaust skills will make you a valuable employee or in-demand contractor. In the classroom and then in the lab you will learn everything necessary to have you ready to tackle:

- operation, maintenance and service of heating and cooling systems
- blowers, purifiers, humidifiers, and air system balancing
- exhaust methods such as chimneys, vents and flues
- supply and make-up air

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AUTOMOTIVE TECHNOLOGY



JUMPSTART YOUR FUTURE

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- ▼ let the possibilities sink in
- ▼ choose your path and register

CAREER OPTIONS

Automotive Service Technicians work for:

- ▼ auto dealers
- ▼ independent repair shops
- ▼ service stations
- ▼ facilities owned by department, automotive or home supply stores
- ▼ independent leasing and rental companies
- ▼ governmental agencies
- ▼ a race team pit crew or
- ▼ themselves!

U.S. BUREAU OF LABOR STATISTICS

SERVICE TECHNICIAN
& MECHANIC

\$36,610/YEAR **9% GROWTH**
 \$17.60/hour 2012-2022

TUNE UP YOUR CAREER

You don't have to wait years to start your career or move up the chain of command.

Earning a certificate or associate's degree in Kirtland's auto tech training program will make you more attractive to potential employers — or ready to go after a promotion.

If you want to survive in the field, it is time to transition from auto mechanic to auto technician.

WHO DOES WELL IN IT?

People who are:

- great at troubleshooting
- good with their hands
- eager to embrace technology

WHAT WOULD YOU DO?

- supervise a shop
- manage a service or parts department
- work in customer service
- be a warranty administrator
- be a teacher

AUTOMOTIVE TECHNOLOGY

KEEP UP WITH TECHNOLOGY

Kirtland's automotive technology instructors are ASE Master Certified Technicians with a ton of industry experience. They use updated curriculum and state-of-the-art equipment to keep pace with changing technology.

The auto tech program is ASE/NATEF certified in eight major areas of training, including diesel automotive engines. Your Automotive Technology credits will seamlessly transfer to four-year colleges and universities.

Kirtland's solid relationships with other institutions will make a difference if you want to have a career in auto parts management or own a dealership.

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BUSINESS & OFFICE MANAGEMENT

ASSOCIATE IN BUSINESS ADMINISTRATION
TRANSFER DEGREE



JUMPSTART YOUR FUTURE

- ▼ envision the career of your dreams
- ▼ let the possibilities sink in
- ▼ choose your path and register

CAREER OPTIONS

- ▼ any businesses
- ▼ marketing companies
- ▼ corporate management
- ▼ your own business
- ▼ accounting, advertising, finance or marketing firms
- ▼ public administration organizations

KNOW IT. GROW IT.

**Develop your business skills. Get practical knowledge.
Start your own—or make someone else's better.**

Kirtland's online classes will prepare you for a career that could begin in an entry-level position and lead to a mid-management or leadership role in any business or industry.

WHO DOES WELL IN IT?

People who are:

- Interested in starting their own business
- Looking for skills to better manage a business
- Game for becoming a business leader

WHAT WOULD YOU DO?

- manage
- market
- communicate
- keep the books
- make decisions
- solve problems

U.S. BUREAU OF LABOR STATISTICS

ACCOUNTANT

\$63,550/YEAR **13% GROWTH**
\$30.55/hour 2012 - 2022

ADMINISTRATIVE ASSISTANT

\$35,330/YEAR **12% GROWTH**
\$16.99/hour 2012 - 2022



BUSINESS & OFFICE MANAGEMENT

ASSOCIATE IN BUSINESS ADMINISTRATION
TRANSFER DEGREE

BE AN ASSET. OWN IT.

Manage it better. Creatively grow it. Lead it. Work it.

Our partnerships with UM-Flint and Northwood University will have you ready to learn and work at a higher level. You'll be a better decision maker and problem solver in your own business or one you work for now.

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 **KIRTLAND**
Be the future

COMPOSITE MATERIALS



JUMPSTART YOUR FUTURE

- ▼ envision the career of your dreams
- ▼ let the possibilities sink in
- ▼ choose your path and register

CAREER OPTIONS

Any place making the next generation of products in:

- ▼ automotive
- ▼ marine
- ▼ aerospace
- ▼ medical
- ▼ military
- ▼ and sports

COMPOSITES ARE COOL

The concept is a materials blending process that started in the 50s. They are a mix of plastic and other materials to make a product stronger. They provide flexibility, low mass and high strength...and make wood, plastic, foam, ceramic and metal products that are:

- safer
- stronger
- lighter
- more durable
- used in aerospace and automotive applications
- 5x stronger than steel at a fraction of the weight

This is a flagship program. There are no others like it in the state. You will be in the first composites class here at Kirtland. You will be prepared to work in industries that fabricate lightweight, structurally strong, composite assemblies for a variety of applications. Our brand new training will teach you:

- the significance of composites
- new product development to methods for different molding techniques
- pre- and post-manufacturing processing and finishing
- inspection and test methods

Complete our Composites certificate program and you're guaranteed an interview. Composites manufacturers want to talk to you—they've already been asking.

COMPOSITES STATISTICS

- ▼ **48** companies in Michigan are working with composites
- ▼ **What they do with composite-based products:**
 - manufacture
 - engineer
 - design & Build
 - mtold
 - repair
 - measure
 - analyze

Kirtland Community College

WHO DOES WELL IN IT?

People who are:

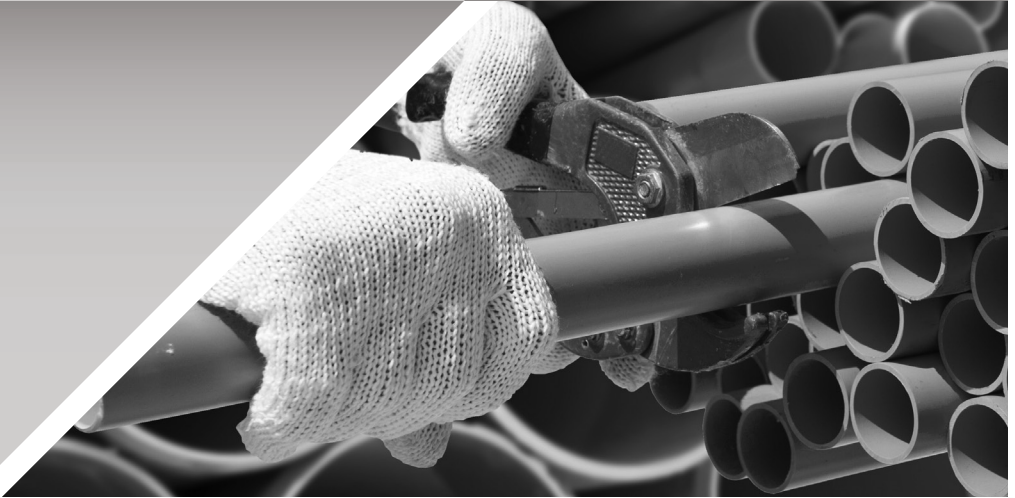
- creative
- trouble shooters
- problem solvers
- analytical
- practical
- particular

WHAT WOULD YOU DO?

- design
- mold
- tool
- test
- bond
- finish
- fix and
- inspect



COMPOSITE MATERIALS



WHY TAKE IT?

Kirtland's administration and staff members are convinced that composite materials will become more abundant in use and that future job opportunities will increase, particularly in Michigan. Here's some current evidence:

Earlier this year, in this very state, the following announcement came via mlive.com/business:

"WALKER, MI – Plasan North America announced it will move its military armaments business and corporate headquarters to West Michigan from Bennington, Vermont, creating 120 new jobs and investing \$12.3 million. ..."

Graduates of the certificate program that are interested in pursuing a bachelor's degree in the composites industry will have the option of enrolling in materials engineering programs currently available at several four-year institutions. As with all other transfers from Kirtland, we promise a seamless process.

WHY CHOOSE KIRTLAND?

DREAM IT...

Because you

- can envision yourself there
- feel what it will be like
- have the freedom to choose

IT FITS...

Because we offer

- on campus
- online
- or a little bit of both

YOU'LL SAVE...

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COSMETOLOGY



JUMPSTART YOUR FUTURE

- ▼ envision the career of your dreams
- ▼ let the possibilities sink in
- ▼ choose your path and register

CAREER OPTIONS

- ▼ hairdresser
- ▼ hair colorist
- ▼ esthetician (*skin care specialist*)
- ▼ makeup artist
- ▼ nail technician
- ▼ salon manager or owner
- ▼ cosmetology instructor
- ▼ product sales representative
- ▼ creator of new products or
- ▼ a position with a beauty magazine

ARE YOU A NATURAL?

Career experts say that finding a job you love means you'll never work another day in your life. If people tell you you're a natural, or you just love all things beauty, this program is for you.

Cosmetology is a part of the larger beauty industry. Regardless of the area of specialty you choose, you'll be able to help people look their best. More and more customers are relying on a cosmetologists' expertise to find styles and products that fit their unique characteristics.

You will be ready to thrive in one of the 10 most profitable businesses in the world if you choose Kirtland Community College's Cosmetology program. Your expertise will always be in demand.

WHO DOES WELL IN IT?

People who are:

- creative
- have lots of energy
- love to be around people

WHAT WOULD YOU DO?

One or a few of these:

- hairdresser
- hair colorist
- skin care specialist
- makeup artist
- nail technician
- salon manager or owner
- cosmetology instructor

U.S. BUREAU OF LABOR STATISTICS

HAIR STYLIST

\$22,770/YEAR **13% GROWTH**
 \$10.95/hour 2012 - 2022

ESTHETICIAN

\$28,640/YEAR **40% GROWTH**
 \$13.77/hour 2012 - 2022

COSMETOLOGY

GIVE YOUR CREATIVITY CREDIBILITY

If you choose to be a full-time cosmetology student, you can obtain your certificate in just 13 months. You'll earn the credibility you need to make a career out of cosmetology.

Our state-of-the-art facilities will allow you to sharpen the skills you'll need with hands-on training in one of the best cosmetology programs in Michigan. We'll prepare you to pass the state exam and earn the license that will allow you to practice your craft.

You can take advantage of Kirtland's flexible enrollment dates, including a double semester in the summer, and complete your cosmetology studies quickly.

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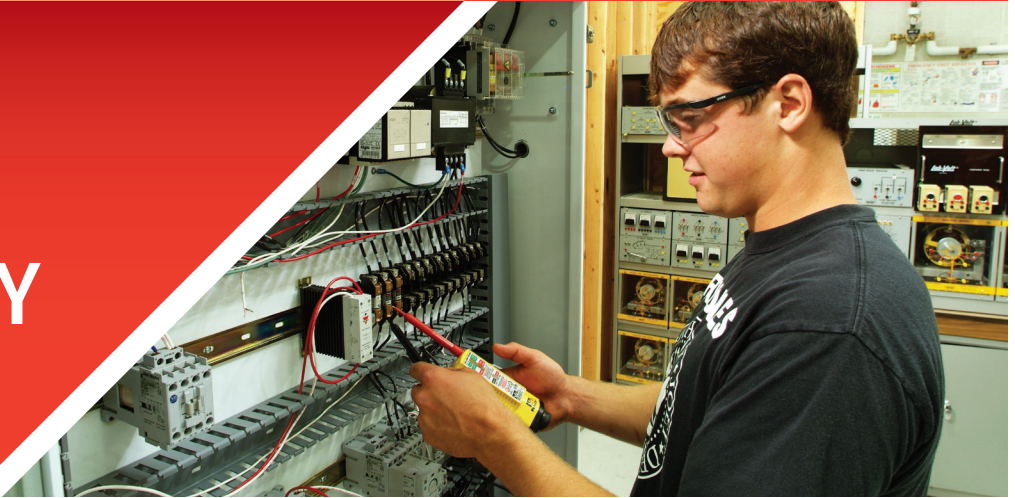
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ELECTRICAL TECHNOLOGY



JUMPSTART YOUR FUTURE

- ▼ envision the career of your dreams
- ▼ let the possibilities sink in
- ▼ choose your path and register

CAREER OPTIONS

Apply your knowledge and skills in a residential, commercial or industrial setting anywhere in the world!

- ▼ electrician
- ▼ engineer
- ▼ project manager

PLUG IN

People need electricians every day. Electrical trades influence the quality of life around the globe. Today's homes and businesses have more equipment using electricity than ever before. There seems to be no end in sight.

Skilled, well-trained electricians are needed in every neighborhood, town and city in the world. You could use your skills in a residential, commercial or industrial setting or on a service project in a foreign country.

Business and industry hire people in the electrical trades to install, maintain and repair electrical systems—including high-tech computerized and robotic equipment, as well as motors and lighting systems.

WHO DOES WELL IN IT?

People who are:

- inclined to be analytical
- able to see the big picture
- motivated by fixing problems

WHAT WOULD YOU DO?

- install,
- maintain and
- repair electrical systems

U.S. BUREAU OF LABOR STATISTICS

ELECTRICIAN

\$49,840/YEAR 20% **GROWTH**

\$23.96/hour 2012 – 2022
Kirtland Community College



ELECTRICAL TECHNOLOGY



LEARN FROM THE MASTERS

When you choose Kirtland's Electrical Technology program, you will study from the National Center for Construction Education and Research curriculum.

Instructors at the M-TEC in Gaylord are experienced, industry-trained electrical engineers or master electricians with experience in all applications. You can choose elective courses in green technologies with geothermal heating/cooling systems and wind/solar power systems.

Plus, you'll have the chance to hone your skills doing valuable internships and service-learning projects with local contractors by practicing your future trade on important projects including wiring Habitat for Humanity homes.

WHY CHOOSE KIRTLAND?

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HEALTH SCIENCES CARDIAC SONOGRAPHY



JUMPSTART YOUR FUTURE

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- ▼ choose your path and register

CAREER OPTIONS

- ▼ hospital
- ▼ physician's office
- ▼ lab
- ▼ educational institution

SUCCESS STARTS HERE

Your future will be secure. This industry is evolving. You'll be on the cutting edge of noninvasive procedures. The field of sonography is quickly becoming a viable alternative to catheterization labs and other imaging technologies.

If you want to make a world of difference by peering into hearts, you can do that and make great money at the same time. Being a registered sonographer will give you a competitive edge.

WHO DOES WELL IN IT?

People who are:

- comfortable with technology
- good at science
- committed to caring

WHAT WOULD YOU DO?

- be part of a team
- improve the lives of thousands of people and
- likely save hundreds—by being the one that does the test

U.S. BUREAU OF LABOR STATISTICS

CARDIAC SONOGRAPHER

\$60,350/YEAR 39% **GROWTH**

\$29.02/hour 2012 – 2022

Kirtland Community College



HEALTH SCIENCES CARDIAC SONOGRAPHY



HAVE AN EDGE

You will be ready to apply for the Cardiovascular Credentialing International (CCI) exam after graduating from this program. Our three-year average for successful graduation from the Cardiac Sonography programs is 84 percent! We have had a nearly 100 percent pass rate for students attempting national registry exams since 2012.

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MECHATRONICS

FACILITIES & INDUSTRIAL TECHNICIAN



JUMPSTART YOUR FUTURE

- ▼ envision the career of your dreams
- ▼ let the possibilities sink in
- ▼ choose your path and register

CAREER OPTIONS

- ▼ in a school
- ▼ hospital
- ▼ manufacturing or production facility

MECHA- WHAT?

**Mechatronics—like machine + electronics.
It combines mechanical and electrical skills.**

Mechatronics is one of the 10 emerging technologies slated to transform the world. The US Department of Labor lists mechatronics as an emerging “green jobs” growth area.

It’s part of an industry cluster specializing in the repair and maintenance of manufacturing equipment, operation systems, and related computer programming components that keep businesses operating efficiently.

There’s a pretty loud buzz around the field of mechatronics. Mike Rowe of TV’s Dirty Jobs show testified to the US Senate about it. Tom Brokaw did a piece on it.

WHO DOES WELL IN IT?

People who are:

- mechanically inclined
- cool with computers
- great at solving problems

WHAT WOULD YOU DO?

- install
- maintain
- troubleshoot and
- repair equipment and systems

U.S. BUREAU OF LABOR STATISTICS

FACILITIES TECHNICIAN

\$34,460/YEAR **6% GROWTH**
\$16.57/hour 2012 – 2022

INDUSTRIAL TECHNICIAN

\$51,820/YEAR **4% GROWTH**
\$24.91/hour 2012 – 2022



MECHATRONICS

FACILITIES & INDUSTRIAL TECHNICIAN



OPEN, GOOD PAYING JOBS

You'll be able to land an entry-level job wherever there is automation, including robot installation and maintenance, automation equipment installation, troubleshooting, and maintenance and PLC programming.

We'll train you to read, analyze, program and correct all critical operating systems in any building. You're going to be ready to fill an open, in-demand job.

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TRANSFER DEGREES ASSOCIATE IN ART



JUMPSTART YOUR FUTURE

- ▼ envision the career of your dreams
- ▼ let the possibilities sink in
- ▼ choose your path and register

CAREER OPTIONS

- ▼ producers & directors
- ▼ craft & fine artists
- ▼ mental health counselors & marriage and family therapists
- ▼ archivists, curators & museum workers
- ▼ reporters, correspondents & broadcast news analysts
- ▼ lawyers
- ▼ musicians & singers
- ▼ psychologists
- ▼ public relations specialists
- ▼ social workers
- ▼ career/technical education teachers
- ▼ kindergarten, elementary, middle & high school teachers

SO MANY OPTIONS!

Kirtland's Associate in Arts is one of five associate degree transfer programs you can use as the foundation for a wide range of higher degrees.

The first two years of most bachelor's degree programs are essentially the same no matter where you go: entry-level courses in math, science, English, social sciences and the humanities, as well as some higher-level courses in your field of interest.

The quality of Kirtland's courses is unparalleled. Instructors with decades of combined experience deliver programs in an engaging environment. The average class size at Kirtland is 17 students. You'll get the individual attention you want, need and deserve.

All you need to do now is take charge of making your dreams come true.

WHO DOES WELL IN IT?

People who are:

- creative
- passionate
- fun
- preparing for the future

WHAT WOULD YOU DO?

Choose from these professional fields:

- journalism
- public relations
- social work
- acting/producing
- writing/editing
- law
- music

TRANSFER DEGREES ASSOCIATES IN ART



DREAM BIG

You're in the right place if you want to:

- have options
- save big money
- transform your future

Your online degree program(s) may be completed by taking a combination of classes through Kirtland Community College and the Michigan Community College Virtual Learning Collaborative, allowing you to get your degree completely online from Kirtland while paying ridiculously affordable tuition rates.

Dream big and start creating your future—right now. Your general education classes will be complete and easily transfer almost anywhere you'd like to go to continue your college career.

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TRANSFER DEGREES ASSOCIATE IN COMPUTERS



JUMPSTART YOUR FUTURE

- ▼ envision the career of your dreams
- ▼ let the possibilities sink in
- ▼ choose your path and register

CAREER OPTIONS

COMPUTER INFORMATION SYSTEMS *(business-oriented)*

- ▼ computer programmer
- ▼ systems analyst
- ▼ network administrator
- ▼ microcomputer specialist

COMPUTER SCIENCE

(mathematical & engineering-oriented)

- ▼ applications programmer
- ▼ systems programmer
- ▼ software engineer
- ▼ systems analyst

TECHNOLOGY STILL NEEDS HUMANS

If you're considering working on or in computers, a lucrative career is in your future. You'll be ready to lend your expertise in any business setting. You might even decide to start your own computer repair business.

If you plug into a career as a computer expert, you could make a lot of money in a field that just keeps growing.

If you're business oriented, Kirtland's Computer Information Systems is the right way to go. If you're math oriented and more interested in being a software engineer, systems analyst, network administrator or computer programmer, Kirtland's Computer Science program could be a conduit for you.

WHO DOES WELL IN IT?

People who are:

- analytical
- comfortable troubleshooting
- able to create solutions and
- evaluate results

WHAT WOULD YOU DO?

- program computers
- administrator databases
- program systems or
- develop Web sites

U.S. BUREAU OF LABOR STATISTICS

COMPUTER PROGRAMMER

\$74,280/YEAR **8% GROWTH**
\$35.71/hour 2012 - 2022

WEB DEVELOPER

\$62,500/YEAR **10% GROWTH**
\$30.05/hour 2012 - 2022



TRANSFER DEGREES ASSOCIATE IN COMPUTERS



IT'S YOUR CHOICE

We give you several paths to choose from so you can thrive in a computer-related career.

You could work

- in business offices
- as a subcontractor
- and with your own clients

Kirtland will allow you to transfer your credits without a glitch to most four-year colleges or universities. If you plan to transfer to a four-year college or university, you must consult with an advisor and study the requirements of the four-year institution from which you intend to earn a bachelor's degree.

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TRANSFER DEGREES ASSOCIATE IN SCIENCE



JUMPSTART YOUR FUTURE

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- ▼ choose your path and register

CAREER OPTIONS

- ▼ agricultural & food scientists
- ▼ audiologists
- ▼ chemists & materials scientists
- ▼ conservation scientists & foresters
- ▼ dentists
- ▼ mathematicians
- ▼ mechanical engineering technicians
- ▼ medical & clinical laboratory technologists and technicians
- ▼ microbiologists
- ▼ middle & high school teachers
- ▼ occupational health & safety technicians
- ▼ pharmacists
- ▼ physical therapists
- ▼ physicians & surgeons
- ▼ physicists & astronomers
- ▼ statisticians
- ▼ surveyors
- ▼ veterinarians

Kirtland Community College

ADJUST YOUR FOCUS

Not everyone has the brains for science. If you enjoy science and want to incorporate it into a career, you really should. You can have a successful career in science if you're into it.

We make it convenient. Kirtland is one of the few colleges in the country that has completely online science courses, including online labs.

We make it affordable. If you don't want to spend big money at a university, you'll save thousands of dollars because Kirtland's tuition rates are about one-third of most public four-year colleges and universities.

We make it special. The average class size at Kirtland is 17 students. You'll get the individual attention you want, need and deserve.

WHO DOES WELL IN IT?

People who are:

- critical thinkers
- troubleshooters
- able to see the big picture

WHAT WOULD YOU DO?

Choose between Health Science, Life Science or Physical Science and be ready for a job in:

- healthcare
- education
- agriculture
- forensic science



TRANSFER DEGREES ASSOCIATE IN SCIENCE



SEE YOUR FUTURE

Kirtland's Associate in Science degree is one of five associate transfer degree programs you can use as a foundation for a wide range of higher degrees.

The first two years of most bachelor's degree programs are essentially the same no matter where you go: entry-level courses in math, science, English, social sciences and the humanities, as well as some higher-level courses in your field of interest.

Whether you think you might eventually earn a four-year degree or a Ph.D., consider starting at Kirtland. You'll complete standard requirements in a relaxed, professional setting and earn a fully accredited associate's degree that can stand alone or transfer seamlessly to just about any college or university in Michigan.

WHY CHOOSE KIRTLAND?

DREAM IT...

Because you

- can envision yourself there
- feel what it will be like
- have the freedom to choose

IT FITS...

Because we offer

- on campus
- online
- or a little bit of both

YOU'LL SAVE...

Because Kirtland means

- little or no travel
- seamless transfer
- college fits into your life

CONTACT

ADMISSIONS

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admissions@kirtland.edu

PAYING FOR COLLEGE

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Your Future is Calling.

What are you waiting for?



Get down to business at Kirtland Community College

Our programs will prepare you for your future...**FASTER**

Certificates

Accounting Clerk

\$35,170/year \$16.91/hour*

Small Business Management & Entrepreneurship (entirely online!)

Sample Job: Floral Designer
\$23,810/year \$11.45/hour*

Associate in Applied Science (AAS)

Business Management

Sample Job: Administrative Assistant
\$27,740/year \$13.21/hour 6% job growth*

Associate Transfer Degrees

Accounting

Sample Job: CPA
\$63,550/year \$30.55/hour 13% job growth*

Business Administration

Sample Job: Office Manager
\$35,330/year \$16.99/hour 12% job growth*

Plus! 4-year partnership programs with Northwood University & UM-Flint



With your degree from Kirtland, you could be out of that minimum wage job and into your exciting new future...**faster!**

Connect with your future faster.



Call Erine at
989-275-5000 EXT 313



Visit
kirtland.edu



Like
facebook.com/kirtlandcc



Follow
[@kirtlandcc](https://twitter.com/kirtlandcc)

Associate Degrees & Transfer Degrees

Art

- › Foundations in Art & Design
- Concentrations in
 - Graphic Design & Digital Media
 - Fine Art & Illustration

Automotive

- › Automotive Technology

Business & Office Management

- › Business Management
- › Accounting & Business Administration

Construction Technologies

- › Electrical Technology
- › Heating/Ventilation/AC/Refrigeration

Cosmetology

- › Cosmetology

Health Sciences

- › Cardiac Sonography
- › Health Information Technology
- › Medical Assistant
- › Nursing
 - LPN to ADN
 - ADN
 - ADN to BSN
- › Surgical Technology

Industrial Technologies

- › Mechatronics
- Facility Technician
- Industrial Technician
- › Welding & Fabricating

Public Safety

- › Criminal Justice
- › Emergency Medical Services

Technology Management

- › Technology Management

Transfer

- › Associate in Accounting
- › Associate in Business Administration
- › Associate in Science and Arts

Students planning to transfer will select a transfer degree that best meets the requirements of the four-year institution.

Our Credits Transfer!

The Michigan Transfer Agreement (MTA) was created to improve and increase the transferability of college course credits between Michigan's community and four-year colleges and universities.

- › The MTA facilitates the transfer of general education requirements from one institution to another.
- › Students may complete the MTA as part of an associate degree or as a stand-alone package at a Michigan community college.
- › Students must successfully complete at least 30 credits of coursework in six defined areas with at least a grade of 2.0 in each course.

To find out more about the MTA and learn which courses transfer, talk to your Kirtland advisor or visit <https://www.macrao.org/Publications/MTA.asp>

PUBLIC SAFETY CRIMINAL JUSTICE



JUMPSTART YOUR FUTURE

- ▼ envision the career of your dreams
- ▼ let the possibilities sink in
- ▼ choose your path and register

CAREER OPTIONS

- ▼ police department
- ▼ sheriff's department
- ▼ correctional facility

BORN TO SERVE

It takes a special person—and some training.

If you'd like to pursue a career in criminal justice, Kirtland can deliver what you need to land a job in crime prevention, the detection and apprehension of criminals, deterrence of delinquency, corrections, probation, parole, and many other facets of law enforcement.

You'll get basic training and real-world skills at Kirtland Community College, through classroom lectures and hands-on experience delivered by a wide range of faculty members who represent decades of combined professional experience. Each one is a specialist in his or her area of training.

WHO DOES WELL IN IT?

People who are:

- naturals at keeping the peace
- committed to reducing crime
- able to remain calm under pressure

WHAT WOULD YOU DO?

- respond to crimes
- arrest and book criminals
- file incident and crime reports
- enforcing traffic violations

U.S. BUREAU OF LABOR STATISTICS

POLICE & DETECTIVES

\$56,980/YEAR **5% GROWTH**
\$27.40/hour 2012 – 2022
 Kirtland Community College



PUBLIC SAFETY CRIMINAL JUSTICE



BE READY

Kirtland's curriculum will help you regardless of whether you are:

- planning to transfer in order to complete a bachelor's degree at a four-year school or
- continuing at Kirtland's Regional Police Academy to receive advanced training to be a law enforcement officer or practice criminal justice in a related field

If you are planning to transfer to a four-year college or university, you must consult with an advisor and carefully study the requirements of the four-year institution from which you intend to secure a bachelor's degree. You will have the opportunity to plan for transfer to a four-year college or university.

Prepare yourself with Kirtland's Criminal Justice degree.

WHY CHOOSE KIRTLAND?

DREAM IT...

Because you

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- feel what it will be like
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IT FITS...

Because we offer

- on campus
- online
- or a little bit of both

YOU'LL SAVE...

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WELDING & FABRICATING



JUMPSTART YOUR FUTURE

- ▼ envision the career of your dreams
- ▼ let the possibilities sink in
- ▼ choose your path and register

CAREER OPTIONS

- ▼ welder
- ▼ millwright
- ▼ pipe-fitter
- ▼ plastics fabricator
- ▼ research & development

NOT YOUR DAD'S SHOP

Welding and fabricating now demands abilities beyond those once thought of as traditional. The trade has evolved to include the latest in plasma and laser technology. This program will expose you to new technologies and the challenges they bring. You'll even get graphics and computer-aided drafting training in lecture and lab environments.

Welders and fabricators are now involved in developing new materials as industrial research expands to anticipate and meet demand.

Industrial Technologies Welding and Fabricating courses are taught by Certified Welding Instructors, and held at Kirtland's state-of-the-art M-TEC facility in Gaylord.

WHO DOES WELL IN IT?

People who are:

- good with their hands
- comfortable with technology
- able to create on-the-fly

WHERE WOULD YOU WORK?

- automotive shops
- tool shops
- construction
- R&D labs

U.S. BUREAU OF LABOR STATISTICS

WELDER

\$36,300/YEAR **6% GROWTH**
\$17.45/hour 2012 – 2022
 Kirtland Community College



WELDING & FABRICATING



EARN YOUR EDGE

You'll have an edge in the job market—and skills that will always be in demand. You could begin your career by completing a certificate in about a year and then continuing on to earn your associate's degree.

Welding credentials are available in both the welding and fabricating programs. You can earn up to nine industry certificates with an associate's degree. A certification will get you four or five industry certificates.

Employers will put your resume on the top of the pile because you will have performed at a mastery level. These courses were made for you if you have been wishing you had some state-of-the-art skills.

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PUBLIC SAFETY EMERGENCY MEDICAL SERVICES



JUMPSTART YOUR FUTURE

- ▼ envision the career of your dreams
- ▼ let the possibilities sink in
- ▼ choose your path and register

CAREER OPTIONS

- ▼ at the scene of accidents, fires and other emergencies
- ▼ in people's homes
- ▼ in the ambulance during transport

READY TO RESPOND?

Paramedics and emergency medical technicians are often the first on the scene of accidents and the last line of defense against tragedy when lives are on the line.

EMTs and paramedics work side-by-side with police officers and firefighters to provide care in emergency situations. If you can imagine yourself being one of those people, Kirtland will prepare you to be a first-responder.

Kirtland now offers an Associate in Applied Science (AAS) Emergency Medical Services (EMS) degree. Our instructors will share decades of combined real-world experience with you.

Embedded in the EMS degree are the Basic EMT and Paramedic courses, including general education requirements. With Kirtland's AAS degree in Emergency Medical Services, you'll learn the skills you need to succeed in a rewarding career as a critical public servant.

WHO DOES WELL IN IT?

People who are:

- compassionate
- team players
- able to perform under stress

WHAT WOULD YOU DO?

- provide lifesaving on-scene care
- give pre-hospital or during-transport care
- operate complex medical and safety equipment

U.S. BUREAU OF LABOR STATISTICS

EMTs & PARAMEDICS

\$31,020/YEAR 23% **GROWTH**

\$14.91/hour 2012 – 2022
Kirtland Community College



PUBLIC SAFETY EMERGENCY MEDICAL SERVICES



MAKE A CAREER OF IT

Upon successful completion of the program, you will be eligible to take the state licensure exam for EMT and Paramedic.

Regardless of the program you choose, Kirtland will provide you with the skills you'll need to have a rewarding, lifelong career.

If you are planning to transfer to a four-year college or university, you will need to consult with an advisor and study the requirements of the four-year institution from which you intend to secure a bachelor's degree.

The entire EMS program has the approval of the Commission on Accreditation of Allied Health Education Programs in conjunction with the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professionals. Kirtland's Paramedic and EMT training courses have been approved by the Michigan Department of Community Health.

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HEALTH SCIENCES CERTIFIED NURSING ASSISTANT COURSE



JUMPSTART YOUR FUTURE

- ▼ envision the career of your dreams
- ▼ let the possibilities sink in
- ▼ choose your path and register

CAREER OPTIONS

- ▼ nursing homes
- ▼ residential care facilities
- ▼ hospitals

GRATIFYING WORK AND GREAT PAY?

If you want to care for people and be in demand, becoming a Certified Nursing Assistant will make it happen. Employers are waiting for you. Healthcare is growing. Our population is aging. Nursing homes are hiring. You will be working.

You could successfully complete just one class, pass your Certified Nursing Assistant certification exam and be ready for employment. Kirtland offers a six-credit-hour certified nursing assistant course each semester at the Roscommon central campus, the M-TEC site in Gaylord and the IRESA Center in Tawas. You'll be ready to take the state certification examination for the CNA.

WHO DOES WELL IN IT?

People who are:

- caring
- kind
- patient—and
- have time to invest in a 6-credit-hour course

WHAT WOULD YOU DO?

- take vital signs
- help patients out of bed and to walk
- make beds and neaten rooms
- answer calls for help serve meals

U.S. BUREAU OF LABOR STATISTICS

CERTIFIED NURSING ASSISTANT

\$24,400/YEAR **21% GROWTH**

\$11.73/hour 2012 – 2022

Kirtland Community College



HEALTH SCIENCES CERTIFIED NURSING ASSISTANT COURSE



CERTIFIED TO CARE

Because many nursing care residents may stay in a facility for months or even years, you will develop a close relationship with your patients.

You likely will help other medical staff set up equipment, store supplies and assist with some procedures. You also might be required to observe your patients' physical, mental and emotional conditions and report changes to the nursing or medical staff. Your role will be critical to the quality of care they receive.

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HEALTH SCIENCES HEALTH INFORMATION TECHNICIAN



JUMPSTART YOUR FUTURE

- ▼ envision the career of your dreams
- ▼ let the possibilities sink in
- ▼ choose your path and register

CAREER OPTIONS

- ▼ medical offices
- ▼ hospitals and labs
- ▼ health department
- ▼ government
- ▼ insurance carrier
- ▼ specialty physician offices
- ▼ home office

HEALTHCARE + TECHNOLOGY = JOBS

Changing federal requirements are transforming the way medical records are maintained. The result is the implementation of a nationwide electronic healthcare system.

What does this mean to you? All medical records and billing information must now be tracked following a standardized computer system. With an Associate of Applied Science (AAS) degree in Health Information Technologies, you'll be ready to meet these federal regulations.

You will be very valuable in any healthcare setting or eventually work from home—and you can complete your degree entirely online.

WHO DOES WELL IN IT?

People who are:

- organized
- focused
- ethical

WHAT WOULD YOU DO?

- maintain medical records
- input data
- billing and coding

U.S. BUREAU OF LABOR STATISTICS

MEDICAL RECORDS & HEALTH
INFORMATION TECHNICIAN

\$34,160/YEAR 22% GROWTH

\$16.42/hour
Kirtland Community College 2012-2022



HEALTH SCIENCES HEALTH INFORMATION TECHNICIAN

INNOVATION + TRAINING = POTENTIAL

This innovative training combines billing, coding and records retention skills required to work in almost any healthcare setting.

It takes records retention skills to the next level. Your credentials will give you solid potential for advancement to management positions in any organization that uses patient data or health information.

Your training will be in compliance with pending federal regulations and consistent with medical, administrative, ethical, legal and regulatory requirements of the healthcare system.

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HEALTH SCIENCES MEDICAL ASSISTANT



JUMPSTART YOUR FUTURE

- ▼ envision the career of your dreams
- ▼ let the possibilities sink in
- ▼ choose your path and register

CAREER OPTIONS

- ▼ physician's office
- ▼ medical & surgical hospitals
- ▼ outpatient care centers

MORE CHOICES. MORE MONEY.

Certified medical assistants are:

- more employable
- worth more money
- enjoy more job stability

You could be:

- getting consistent hours
- experiencing better working conditions
- finding more job choices

You'll get first-hand experience in healthcare facilities around the region and:

- classroom study
- patient care simulation and
- supervised clinical practice (actual patient care)

WHO DOES WELL IN IT?

People who are:

- patient
- good at problem solving
- love caring for patients

WHAT WOULD YOU DO?

- take medical histories
- perform lab tests
- carry out patient care
- be part of a team

U.S. BUREAU OF LABOR STATISTICS

MEDICAL ASSISTANT

\$29,370/YEAR 29% **GROWTH**

\$14.12/hour 2012 – 2022
Kirtland Community College



HEALTH SCIENCES MEDICAL ASSISTANT



LEARN MORE. SAVE MORE.

Your complex body of knowledge and specialized skills will make a difference in the lives of your patients—and your career. The more you know, the more you'll earn.

Kirtland's Associate in Applied Science program

- takes 63 credit hours
- delivers cost savings between \$1,000 and \$12,000
When compared to in-district and out-of-district fees at other Michigan schools.

If you're ready to learn more about

- Patient relations
- Clinical procedures
- First Aid
- Office practices
- Lab procedures
- Pharmacology and
- Medical terminology

Apply today. Start now. Transfer later.

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HEALTH SCIENCES NURSING



JUMPSTART YOUR FUTURE

- ▼ envision the career of your dreams
- ▼ let the possibilities sink in
- ▼ choose your path and register

CAREER OPTIONS

- ▼ hospitals
- ▼ nursing homes
- ▼ private nurse
- ▼ traveling/visiting nurse

BE READY

We have one of Michigan's top rated nursing degree programs. Choose from our Practical Nursing (PN), and Associate Degree in Nursing (ADN) degrees, as well as a Bachelor of Science Nursing (also known as RN to BSN) degree.

We have a concurrent agreement with Saginaw Valley State University that clears the path for you to complete your BSN degree almost entirely on Kirtland's Roscommon campus.

Successful completion of any of these degrees will prepare you to sit for the National Council Licensure Examination for Practical and Registered Nurses (NCLEX-PN & NCLEX-RN).

WHO DOES WELL IN IT?

People who are:

- passionate about helping people
- looking for a rewarding career
- have the heart (and stomach) for healthcare

WHAT WOULD YOU DO?

Anything that falls under tasks of a

- practical nurse or a
- registered nurse

U.S. BUREAU OF LABOR STATISTICS

LPN

\$41,540/YEAR 25% GROWTH
\$19.97/hour 2012 - 2022

RN

\$65,470/YEAR 19% GROWTH
\$31.48/hour 2012 - 2022



HEALTH SCIENCES NURSING



BE REAL

Real-world experience now tops the list of most employers.

You'll have first-hand experience with the latest of everything in the field. Our nursing degree program includes classroom study, patient care simulation, and supervised clinical practice in healthcare facilities around the region.

You will be a real asset in any community you choose to live in throughout your lifetime with a nursing degree from one of the best nursing colleges in Michigan.

Kirtland's PN and ADN degrees will start you on your way if you're planning to complete a bachelor's degree at a four-year school.

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Appendix U

Policies and Procedures to Ensure Advertising and Recruiting Information is Accurate, Timely and Appropriate



Kirtland's recruiting and advertisements materials are updated annually and are available in hard copy and online. Materials are reviewed several times with those directly affected to ensure accuracy.

The college catalog is the official resource for information about the college's credit programs. The online catalog is reviewed and updated annually to reflect changes in academic policies and program requirements. Each certificate and degree program also has a webpage that can be updated as needed.

The Public Information Officer (PIO) is responsible for updating all recruiting and advertising materials. This information is gathered in several different ways:

- The Vice President of Student Services reports all changes to courses, programs, and degrees that are passed at the Curriculum and Instruction Committee to the PIO.
- Dean and directors also provide input as to changes in programs.

The College's Gainful Employment page also provides information on debt and employment in a particular area as required by the U.S. Department of Education. This information is updated annually.

POL 3.010 Informational Materials

 kirtland.edu/policies-and-procedures/community-service-policies/pol-3-010-instructional-printed-material

The administration of the college will develop and distribute materials designed to inform the public about the academic programs, student services, community services, and workforce development programs available to the public and the instructions for enrollment in programs.

The administration will publish materials required by governing agencies.

August 11, 1983

Revised April 10, 2014

Appendix V

Types of Student Outcome Data Available to the Institution



Information is found under Item #33 in the Federal Compliance Document.

Appendix W

Comprehensive Evaluation Reports and Action Letters From and Interim Monitoring Prepared for Institutional and Specialized Accrediting Agencies





RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF HEALTH CARE SERVICES

MIKE ZIMMER
DIRECTOR

April 21, 2016

NATP #: NAT562


Ruby Katterman
Kirtland Community College
10775 N. St. Helen Road
Roscommon, MI 48653

Dear Ms. Katterman:

The renewal of Nurse Aide Training Program NAT562 was approved on April 20, 2016. No deficiencies were identified. Your program meets minimum Federal and State requirements and is granted approval for a period of 2 years (license expired November 08, 2015). Your next renewal will take place by November 08, 2017.

Federal Rules and Regulations specify that the State may not grant approval of a nurse aide training program for a period longer than two years. Therefore, your program must be reviewed and renewed every two years by an on-site visit, conducted by our office, prior to the programs expiration date to continue being a state-approved training program.

Please be aware that Federal Rules and Regulations also stipulate that a program must notify the State when there are substantive changes made to the program (CFR 483-151[d]). It is your responsibility to submit substantive changes to the Department prior to initiation of the changes using the appropriate Application form. This form is located on our website at http://www.michigan.gov/lara/0,4601,7-154-63294_74190---,00.html.

Sincerely,

Moneah James
Nurse Aide Training Programs
BUREAU OF HEALTH CARE SERVICES
Long Term Care Division

Called 6/16: Question re: location change already submitted w/ annual information. Need to resubmit addendum spoke w/ Moneah 6/10/16. - Resubmitted 6/11/16 via email

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Bureau of Health Professions

611 W. Ottawa St. • P.O. Box 30664 • Lansing, Michigan 48909 • www.michigan.gov • (517) 241-3136

0592
517-373-1837



AMT
American Medical Technologists
Certifying Excellence in Allied Health

Certificate of Affiliation

This certificate issued by American Medical Technologists (AMT) attests
to the current partnership between AMT and

Kirtland Community College

Grayling, MI

For the period ending 12/31/2019

AMT Executive Director

AMT President



September 23, 2013

Thomas Quinn, PhD
President
Kirtland Community College
10775 N. St. Helen Road
Roscommon, MI 48653

Dear Dr. Quinn:

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is pleased to inform you of its vote on **September 20, 2013** to award **initial accreditation** to the Cardiovascular Technology - Adult Echocardiography Associate degree program at Kirtland Community College, Roscommon, MI.

The recent peer review conducted by the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT) and CAAHEP's Board of Directors recognizes the program's substantial compliance with the nationally established accreditation Standards. The initial accreditation status will expire on **September 30, 2018**.

The JRC-CVT will regularly monitor the program's compliance with the outcomes assessment thresholds through the program's Annual Report as well as other documentation that may be requested (Standard IV.B.).

The accreditation standards are established by CAAHEP, JRC-CVT, American College of Cardiology (ACC), American College of Radiology (ACR), American Society of Echocardiography (ASE), Society for Vascular Ultrasound (SVU), Society of Diagnostic Medical Sonography (SDMS), and Society of Invasive Cardiovascular Professionals (SICP).

The commission commends you and your colleagues for your commitment to continuous quality improvement in education, as demonstrated by your participation in program accreditation.

Sincerely,

A handwritten signature in blue ink that reads 'Cameron Harris'.

Cameron Harris, RPSGT
President

cc: Julie Lavender, Dean of Instruction
James Eastman, BS ARDMA(AE ARRT(RT)), Program Director, CVT
David Hunter, MD (ACR), Chair, JRC-CVT
William Goding, MEd, RRT, Executive Director, JRC-CVT



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

November 3, 2016

Bethany Hubbard, RN, MSN
Director of Nursing
Kirtland Community College
4800 W. 4 Mile Road
Grayling, Michigan 49738

RE: RN Site Visit

Dear Ms. Hubbard:

The Michigan Board of Nursing, at their regularly scheduled meeting held November 3, 2016, reviewed and discussed the report pertaining to the site visit that was conducted at the new facility in Grayling, Michigan. The report findings were satisfactory to the Board and the new facility is approved for the PN and ADN programs at Kirtland Community College.

The Board appreciates your institution's presentation of the requested documentation.

If you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,

Kerry Ryan Przybylo, Policy Analyst
Boards and Committees Section
Bureau of Professional Licensing
Michigan Department of Licensing and Regulatory Affairs
(517) 335-6145



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS
LANSING

DAVID L. HARVEY
EXECUTIVE DIRECTOR

January 7, 2016

Director Thomas Grace
Kirtland Community College
10775 N. St. Hellen
Roscommon, MI 48653

Dear Director Grace:

Enclosed is a signed copy of the 2017 Academy Standard Form Contract indicating approval for operating a Basic Law Enforcement Training Academy during the calendar year of 2017.

Thank you for your assistance in processing this document and for your continued support of the Michigan Commission on Law Enforcement Standards. Please contact me if you have any questions or there are any changes to your 2017 operating plan.

Sincerely,

A handwritten signature in black ink, appearing to read "John R. Steele".

John R. Steele, Manager
Standards Compliance Section

Sheriff Jerry Clayton, Chair • Director John Calabrese, Vice-Chair • Col. Kriste Kibbey Etue
Sheriff James Bosscher • Attorney General Bill Schuette represented by Ms. Laura Moody
Professor Ron Bretz • Mr. John Buczek • Mr. Michael Wendling • Chief Doreen Olko
Mr. Kenneth Grabowski • Mr. Fred Timpner • Chief Donald Mawer • Mr. Richard Weiler

106 W. Allegan, Suite 600
P.O. Box 30633
Lansing, MI 48909
www.michigan.gov/mcoles
517-322-1417

MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS

Standard Form Contract for Approval to Operate As a Basic Law Enforcement Training Academy

ACADEMY Kirtland Community College	
STANDARD FORM CONTRACT START DATE January 1, 2017	STANDARD FORM CONTRACT END DATE December 31, 2017
TYPE OF ACADEMY Regional Basic Law Enforcement Training Academy	

DEFINITIONS:

"Academy" as used in this Agreement means a Regional Basic Law Enforcement Training Academy, an Agency Basic Law Enforcement Training Academy, a Preservice College Basic Law Enforcement Training Academy, as provided in Rules 28.14301 et seq. The term "Academy" also includes a parent or administering entity, such as a city, county, township, village, corporation, college, community college, or university.

"Agreement" means the standard form contract, including the Rules, Policies, and Procedures attached and incorporated into the standard form contract.

"Application" means submission of an operating plan or proposed operating plan and a signed standard form contract by an Academy to the Michigan Commission on Law Enforcement Standards for approval to operate as a law enforcement training academy.

"Approval" as used in this Agreement means formal recognition and approval by the Michigan Commission on Law Enforcement Standards to operate as a law enforcement training academy, as defined in this Agreement, including issuance of a certificate of approval under sec. 11 of PA 203 of 1965, MCL 28.611(b).

"Authorizing Official" means a chief executive officer, or his or her designee, of a parent or administering entity, other than the Academy Director, responsible for oversight of an Academy.

"Employee" includes any employee, manager, instructor, service provider, contractor, sub-contractor, independent contractor, or volunteer, of an Academy.

TERMS OF APPROVAL:

This Standard Form Contract is entered into between the Michigan Commission on Law Enforcement Standards (MCOLES) and the Academy as a condition of application for Approval to operate as a law enforcement training academy. Approval is understood by the parties to mean that the Academy is recognized as meeting MCOLES minimum standards relating to applicant screening, physical plant, curriculum, instruction, and training procedures under PA 203 of 1965 and promulgated rules. Approval also refers to formal issuance of a "certificate of approval" by MCOLES to operate as a law enforcement training academy under sec. 11 of PA 203 of 1965, MCL 28.611(b).

The Academy understands and agrees to comply with these terms as part of an Application. Further, the Academy understands and agrees that this agreement includes the following indicated attachments which are hereby fully incorporated into this agreement:

- The administrative rules promulgated under the authority of Public Act 203 of 1965, entitled Basic Recruit Law Enforcement Training Programs, Rule 28.14301 et seq.
- The Policy and Procedures Manual, adopted effective June 3, 2009, published pursuant to Rules 28.14211.

AGREEMENT AS TO ACADEMY-MCOLES RELATIONSHIP

The Academy and MCOLES understand that Approval means that MCOLES formally recognizes the Academy for operation as a law enforcement training school.

The Academy application for Approval reflects the Intent of the Academy to undertake responsibility for enforcing MCOLES' Rules, Policies, and Procedures. No Academy, or Academy employee, is recognized by the Academy or MCOLES as an agent, contractor, sub-contractor, or independent contractor of MCOLES.

TERM OF AGREEMENT

This Agreement will cover the time period as set forth in the standard form contract. Obligations under the Agreement will continue for the duration of any Academy session commencing during this time period.

AGREEMENT AS TO POLICIES AND PROCEDURES

The Academy agrees to incorporate and follow the attached MCOLES Policy and Procedures, adopted effective June 3, 2009, and Administrative Rules incorporated into the standard form contract as a condition of Approval.

The Academy and MCOLES understand that in the event an Academy policy or procedure conflicts or is otherwise deemed inconsistent with an MCOLES-promulgated rule, policy or procedure, the MCOLES-promulgated rule, policy or procedure shall be followed.

The Academy shall support a learning environment that promotes high achievement in the acquisition and development of skills necessary to the job tasks of a law enforcement officer. The Academy shall not undertake any methods of instruction in or out of the classroom or any interaction with a recruit that is abusive, demeaning, disrespectful, or places the recruit at an unnecessary risk of injury.

The Authorizing Official of the parent agency or institution shall sign this Agreement. By signing this Agreement, the Approving Official acknowledges that he or she has reviewed or has been advised of the Policies and Procedures.

AGREEMENT AS TO ANNUAL OPERATING AGREEMENT

The Academy and MCOLES agree that as a condition of Approval the Academy is bound by the terms and requirements of the respective Annual Operating Agreement.

AGREEMENT AS TO COMMUNICATIONS

The Academy and MCOLES agree that open and strong communication by both parties in all matters related to the Annual Operating Agreement, this Contract, and Approval by MCOLES is essential to the effective delivery of training services by the Academy, and compliance with the rules and policies governing recruit admission, discipline, and dismissal. The Academy and MCOLES also agree that open and strong communication is essential to both parties effectively discharging their individual responsibilities under law or internal policy.

Further, the Academy and MCOLES also agree to a face-to-face meeting between the Authorizing Official of the sponsoring agency or institution, or his or her designee, other representatives requested by the Authorizing Official, the academy director if available, the executive director of MCOLES, his or her designee, and any MCOLES staff designated by the executive director, as soon as is practicable following any incident or report of a major rules violation, or that may require the initiation of an investigation by MCOLES. The purpose of the meeting shall be to ensure that both parties maintain strong lines of communication from the outset, and to work cooperatively to ensure that an investigation, if one is necessary, is conducted in a thorough and expeditious manner.

AGREEMENT AS TO INVESTIGATIONS

The Academy and MCOLES understand that MCOLES has the authority to conduct investigations of alleged violations of PA 203 of 1965 under sec. 9c, MCL 28.609c. The Academy agrees to fully cooperate in any investigation brought under sec. 9c. Cooperation includes, but is not limited to, employee interviews, witness interviews, depositions, production and review of documents, and recruit interviews.

The results of an investigation, along with any recommendations, shall be prepared by MCOLES and reported to the Academy Advisory Committee at a regularly-scheduled meeting following the conclusion of the investigation.

AGREEMENT AS TO INSPECTION & AUDIT

The Academy and MCOLES understand that MCOLES may visit and inspect a police training school or examine the curriculum or training procedures of an Academy at any time. The Academy and MCOLES understand that following the close of an academy session a performance review shall take place.

AGREEMENT AS TO REMEDIATION OF VIOLATIONS

The Academy and MCOLES understand that evidence of any violation of MCOLES' policy, procedures, administrative rules, or any violation of state or federal law will promptly be brought to the attention of the MCOLES. The Academy also agrees to promptly undertake all reasonable efforts to remedy the violation as soon as possible.

AGREEMENT AS TO PROBATION

The Academy agrees to abide by any terms of probation as set forth in Administrative Rule 28.14309 where an Academy is found to be in violation of a rule or term of the standard form contract. Conditions of probation may include imposition of a period of time in which the Academy is required to remedy the violation. It may also include any other term or condition(s) deemed necessary to the circumstances as determined by the Executive Director of MCOLES.

AGREEMENT AS TO REVOCATION OF APPROVAL

The Academy and MCOLES understand that Application by an Academy is voluntary. Revocations by MCOLES are governed by Administrative Rule 28.14309 for violations of rules, or the terms of the Agreement. Revocations of Approval are subject to appeal rights governed under R 28.14310.


Both MCOLES and the Academy also agree that there is no expectation, either expressed or implied, in continued Approval of an Academy. Both MCOLES and the Academy agree that revocation of Approval is not reviewable through the State Office of Administrative Hearings and Rules.

RETURN OF AGREEMENT

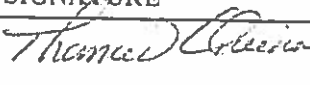
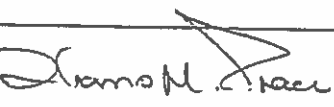
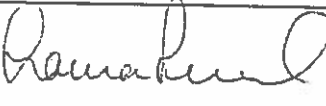
This Agreement shall be signed as part of an Application for Approval by the required authorizing officials and shall be returned to MCOLES by December 31, 2015. Failure to return the signed Agreement may result in a prohibition to operate the training programs until the Commission receives the signed standard form contract.

Invalidity or unenforceability of one or more provisions of this Agreement shall not affect any other provision of this Agreement.

Authorized by:

STATE OF MICHIGAN	PRINT NAME	SIGNATURE	DATE
Title: Executive Director	David L. Harvey		12/21/16

Acceptance by:

	PRINT NAME	SIGNATURE	DATE
AUTHORIZING OFFICIAL Title: President	Thomas Quinn Ed D President		12/1/16
TRAINING DIRECTOR Director of Title: Police & Fire Training	Thomas M. Grace		12/2/16
PROGRAM ADMINISTRATOR Dean of Title: Occupational Programs	Laura Percival		12/1/16

Return ONE original signed agreement to:

MCOLES, 106 West Allegan, Suite 600, P.O. Box 30633, Lansing, MI 48909



NATIONAL AUTOMOTIVE TECHNICIANS EDUCATION FOUNDATION, INC.

November 4, 2013

Program ID: 101048

Mr. Jerry Boerema
Associate Dean of Instruction
Kirtland Community College
10779 N. St. Helen Rd.
Roscommon, MI 48653

Dear Mr. Boerema:

We have received the on-site evaluation results for your *Automobile* technician-training program at *Kirtland Community College*. The results indicate that your program continues to meet the requirements for NATEF *Master Automobile Service Technology* Accreditation—the highest level of achievement recognized by the National Automotive Technician Education Foundation (NATEF).

We commend you and your staff for maintaining your program's standards, and continuing to meet the industry's requirements. The explosion in automotive technology makes your high quality automotive training program more valuable than ever.

To acknowledge your accomplishment, we are creating a plaque for you that will indicate your program successfully completed the renewal process of program accreditation. You should receive this plaque within 6-8 weeks.

Sincerely,


Patricia Serratore
President, NATEF

cc: Richard Bonk, Director
Ronald Tuuri, ETL
Darrell Parks, NATEF Education Consultant

Accreditation Expiration Date: 12/2018

101 BLUE SEAL DRIVE, S.E., SUITE 101, LEESBURG, VA 20175
PHONE: 703-669-6650 FAX: 703-669-6125



Commission on Accreditation of Allied Health Education Programs

The Commission on Accreditation of Allied Health Education Programs, upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), verifies that the following program

*Surgical Technology
Kirtland Community College
Grayling, MI*

is judged to be in compliance with the nationally established standards and awarded initial accreditation on November 18, 2016, and expiring November 30, 2021.

A handwritten signature in black ink, appearing to read 'Thomas K. Skalko'.

Thomas K. Skalko, PhD, LRT/CTRS
President, CAAHEP

A handwritten signature in black ink, appearing to read 'Thomas Van Bates'.

Thomas "Van" Bates, BA, CST
Chair, ARC/STSA

The Final Step in the CAAHEP Accreditation Process

Congratulations! Now that your program has earned CAAHEP accreditation, there is just one more item to be done to complete the accreditation process. Within two weeks, you will be receiving an email with a link to an electronic Accreditation Process Assessment Survey. Your response to this brief survey will complete the accreditation process, and will give CAAHEP valuable feedback about your accreditation experience.

In this packet you will find:

- This congratulatory notice, which includes information on CAAHEP;
- A Certificate of Recognition, suitable for framing; and
- Policy 302 Public Use of CAAHEP Accreditation Status by Programs and Institutions.

If you are missing any of the above items, if an error was made, or if you have any questions, please contact us at 727-210-2350 ext. 104 or via email at Katie@caahep.org.

Some important notes:

- The CAAHEP website (www.caahep.org) receives numerous hits everyday by potential students looking for accredited programs. Please check the accuracy of your program's data by reviewing the list of Accredited Programs on the CAAHEP website. If an error is found, please email the correction to updates@caahep.org. Also, keep this information handy if your web address, phone number, dean, program director, or other key contact information changes. A quick email to updates@caahep.org providing the necessary changes to the program data will insure that the CAAHEP website remains accurate.
- In promoting your CAAHEP accreditation, if your institution would like to establish a link to our website, you have permission to do so. Please use the URL <http://www.caahep.org>.

Publication of a program's accreditation status must include specific language, including the full name, mailing address, and telephone number of CAAHEP. Please refer to [Policy 302 Public Use of CAAHEP Accreditation Status by Programs and Institutions](#) which is attached, and can also be found in the CAAHEP Policies and Procedures Manual on the CAAHEP website at www.caahep.org under Publications & Governing Documents.

- In addition, your program and institution are welcome to use the CAAHEP logo in marketing materials. The logo can be downloaded from the CAAHEP website at www.caahep.org by clicking on For Program Directors and then CAAHEP Accredited Program Logo Use.

The logo must be used in accordance with CAAHEP **Policy 303 Use of CAAHEP Logo by Programs and Sponsoring Institutions**. This policy requires that any use of the logo and any reference to CAAHEP must be accurate. Remember, CAAHEP accreditation is programmatic, so there should be no reference that implies other programs or the institution itself is "CAAHEP-accredited."

Please note CAAHEP's new address effective April 1, 2016: 25400 US Highway 19 North, Suite 158 Clearwater, FL 33763

- If your program experiences any type of substantive change as defined in the CAAHEP Standards under Section V.E. Fair Practices-Substantive Change or Appendix A, A.3. Program and Sponsor Responsibilities-Administrative Requirements for Maintaining Accreditation these changes must be shared with the appropriate Committee on Accreditation and CAAHEP immediately. Failure to do so may result in a withdrawal of accreditation.

(Please refer to the appropriate set of Standards and Guidelines, found on the CAAHEP website at www.caahep.org by clicking on For Program Directors and then Standards and Guidelines.)



Background Information on the Commission on Accreditation of Allied Health Education Programs

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) was incorporated as a non-profit organization on July 1, 1994. Prior to the formation of CAAHEP, the Committee on Allied Health Education and Accreditation (CAHEA) performed its allied health accrediting functions. CAHEA was both sponsored by and housed within the American Medical Association (AMA). The AMA continued to be CAAHEP's primary sponsor through a three-year transition period, ending on December 31, 1996. Currently, the AMA is one of CAAHEP's approximately 70 sponsoring organizations.

CAAHEP accredits educational programs that prepare health professionals in a variety of disciplinary areas. Accreditation is one step in a process that is meant to protect the public and ensure a supply of qualified health care professionals. Programs are accredited when it is determined that they meet the educational Standards and Guidelines established by the profession.

The 28 CAAHEP professions are:

- Advanced Cardiovascular Sonography Technology
- Anesthesia Technology
- Anesthesiologist Assistant
- Art Therapy
- Assistive Technology
- Cardiovascular Technology
- Clinical Research
- Cytotechnology
- Diagnostic Medical Sonography
- Emergency Medical Services-Paramedic
- Exercise Physiology
- Exercise Science
- Intraoperative Neurophysiologic Monitoring
- Kinesiotherapy
- Lactation Consultant
- Medical Assisting
- Medical Illustration
- Medical Scribe Specialist
- Neurodiagnostic Technology
- Orthotist/Prosthetist
- Orthotic and Prosthetic Technician
- Perfusion
- Personal Fitness Training
- Polysomnographic Technology
- Recreational Therapy
- Specialist in Blood Bank Technology/Transfusion Medicine
- Surgical Assisting
- Surgical Technology

CAAHEP is the final accreditor. However, 23 committees on accreditation (each representing one or more of the CAAHEP-accredited professions) do the day-to-day work of accreditation. These committees are composed of professionals from the individual disciplines. Each committee on accreditation is responsible for reviewing self-studies, performing on-site reviews and making recommendations to the CAAHEP Board of Directors for final action.

For more information about CAAHEP or the Committees on Accreditation with whom CAAHEP works, visit our website at www.caahep.org or call 727-210-2350.



302 Public Use of CAAHEP Accreditation Status by Programs and Institutions
CAAHEP requires institutions and programs to be accurate in reporting to the public the program's accreditation status.

Publication of a program's accreditation status must include the full name, mailing address and telephone number of CAAHEP.

CAAHEP requires a program to inform all current students and applicants in writing of the program's accreditation status in cases of Probation or Withdrawal (Voluntary and Involuntary).

A. Except for paragraphs 2 and 3 below, if a program has not yet been accredited by CAAHEP, and has not yet been scheduled for an initial site visit by the appropriate Committee on Accreditation, no mention of CAAHEP accreditation may be made.

1. Once a site visit has been scheduled by the appropriate Committee on Accreditation, a program may publish the following statement:

"The [name of program] at [institution] has a site visit scheduled for pursuing initial accreditation by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org). This step in the process is neither a status of accreditation nor a guarantee that accreditation will be granted."

There should be no claims of timelines or when accreditation will be achieved.

2. If a program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) they may publish that fact with the following statement:

"The EMT-Paramedic program at [institution] has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation."

3. If a program has been issued Candidacy status by the appropriate Committee on Accreditation, they may publish that fact with the following statement:

"The [name of profession] program at [institution] has been issued Candidacy status by the [name of CoA]. This is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards to warrant that status. However, it is NOT a guarantee of eventual accreditation."

B. If a program has CAAHEP accreditation, the sponsor must use the following language when referring to that accreditation:

1. In at least one of its comprehensive publications customarily used to officially convey institutional information, it must state:

"The [name of program] is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of [name of Committee on Accreditation]."

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

2. Provided the requirements of paragraph B.1 have been met, when the sponsor additionally publishes the accreditation status of the program, it must state:

"The [name of program] is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of [name of Committee on Accreditation]."

3. Provided the requirements of paragraph B.1 have been met, the sponsor may choose, but is not required, to include the program accreditation statement in small publications such as newspaper ads, flyers, pamphlets, etc.

C. If a program has been placed on Probationary Accreditation by CAAHEP, it must inform all students and applicants in writing, and must disclose this sanction whenever reference is made to its accreditation status, by including the statement:

"[Name of program] is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of [name of Committee on Accreditation]. The program has been placed on Probationary Accreditation as of [date of Probation action]."

Since Probationary Accreditation is a temporary status, publications that are published less frequently than once a year (e.g., catalogues) are not required to carry the above wording. However, whenever such publications are distributed to the program's current students or potential applicants, they must include an insert containing the above language. Any promotional pieces, print advertisements or areas on the program's website that make reference to accreditation status must include the above language about Probationary Accreditation.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MIKE ZIMMER
DIRECTOR

February 23, 2016

Kirtland Community College
10775 N St Helen
Roscommon MI 48653

Re: Cosmetology School Program – License No. 2707000048
Change from clock hour program to credit hour program

Dear Licensee:

The Department is in receipt of your inquiry regarding a cosmetology program change. The State of Michigan requires a cosmetology school to meet statute curriculum requirements and for students to obtain 1500 hours of training.

Kirtland Community College is changing their cosmetology program from clock hours to credits hours, stating all hours and curriculums will be maintained as required by the State of Michigan. This letter serves as written verification that a change from clock hours to credit hours meets statute requirements for curriculum and students 1500 training hours.

If you have any questions please contact the Licensing Division at (517) 241-9288 or by sending an email to BPLHelp@michigan.gov.

Sincerely,

Sue Cooper, Licensing Technician
Bureau of Professional Licensing
Licensing Division



Nick Baker <nick.baker@kirtland.edu>

COS

Julie Lavender <julie.lavender@kirtland.edu>
To: Nick Baker <nick.baker@kirtland.edu>

Wed, Feb 24, 2016 at 9:14 AM

Nick,
Attached are the Cosmetology changes.

After a recommendation from CIC at the February meeting I approved these changes as the V.P. of Instructional Services.

—

Julie Lavender, Ed.D., RNC-MNN
Vice President of Instructional Services
Kirtland Community College
989-275-5000 ext. 298



 **COS.pdf**
123K

Previous credit hour program: 16 section of Cos, each section 2.5 credit hours and 4 contact hours but each will be 96 clock hours. A full time student will have to complete 480 clock hours. The fewer hours will be easier on the students. It also means a 16th section will be needed. As part of the last section student s will be required to do job shadowing. At 1500 clock hours they would still get the State Board paper work and would spend the remaining 36 clock hours in a Salon doing a job shadow. The salons from our advisory committee have commented that they wish this was an option for the students. The extra 36 hours would be beneficial to the students. It allows them to spend 36 hours in a partnered salon to experience a “real” salon atmosphere. The full time break down would look something like this: (Each semester holds about 518 clock hours if we use Kirtland’s calendar. This allows for enough time to finish 5 sections).

Fall 2016 Cos 12100-96 hours
 Cos 12200- 96 hours
 Cos 12300- 96 hours
 Cos 12400-96 hours
 Cos 12500-96 hours
 480 total hours

Winter 2016 Cos 12600-96 hours
 Cos 12700- 96 hours
 Cos 12800- 96 hours
 Cos 12900-96 hours
 Cos 13000-96 hours
 960 total hours

Summer 2017 10 weeks (336 hours available)
 Cos 13100 96 hours
 Cos 13200 96 hours
 Cos 13300 96 hours
 1248 total hours

Fall 2017 They would still be full time attendance but would complete hours around the end of Oct
 Cos 13400 96 hours
 Cos 13500 96 hours
 Cos 13600 96 hours
 1536 total hours

COSMETOLOGY

Certificate of Completion (CCOS1)

Minimum Credits: 40**Contact Hours: 64**

Kirtland's certificate program in cosmetology is designed to provide specialized instruction and practical application for employment in beauty salons of Cosmetology. To obtain the required 1500 clock hours required to take the Cosmetology State Board Exam, students will have to take 16 sections, where each section requires a completion of 96 clock hours. During COS-13600, qualifying students will receive a State Board Exam application and will be required to do 36 hours of a job shadow experience. This program prepares students to successfully pass the Michigan State Board Exam, which is required by law to practice cosmetology in Michigan. Job placement for this program is excellent. The courses are taught in modern facilities utilizing cutting-edge equipment. Students wanting to continue in this program may pursue an Associate in Applied Science-Cosmetology degree after obtaining a license.

We welcome high school students into cosmetology programs.

COSMETOLOGY PROGRAM REQUIREMENTS			
Course	Title	Credits	Contact Hours
COS-12100	Cosmetology I	2.5	4
COS-12200	Cosmetology II	2.5	4
COS-12300	Cosmetology III	2.5	4
COS-12400	Cosmetology IV	2.5	4
COS-12500	Cosmetology V	2.5	4
COS-12600	Cosmetology VI	2.5	4
COS-12700	Cosmetology VII	2.5	4
COS-12800	Cosmetology VIII	2.5	4
COS-12900	Cosmetology IX	2.5	4
COS-13000	Cosmetology X	2.5	4
COS-13100	Cosmetology XI	2.5	4
COS-13200	Cosmetology XII	2.5	4
COS-13300	Cosmetology XIII	2.5	4
COS-13400	Cosmetology XIV	2.5	4
COS-13500	Cosmetology XV	2.5	4
COS-13600	Cosmetology XVI	2.5	4
Program Credits/Contact Hours:		40	64

Suggested sequence of courses:

Year 1 Fall—12.5 credits COS-12100—Cosmetology I COS-12200—Cosmetology II COS-12300—Cosmetology III COS-12400—Cosmetology IV COS-12500—Cosmetology V	Year 1 Winter—12.5 credits COS-12600—Cosmetology VI COS-12700—Cosmetology VII COS-12800—Cosmetology VIII COS-12900—Cosmetology IX COS-13000—Cosmetology X	Year 1 Summer—7.5 credits COS-13100—Cosmetology XI COS-13100—Cosmetology XII COS-13300—Cosmetology XIII
Year 2 Fall—7.5 credits COS-13400—Cosmetology XIV COS-13500—Cosmetology XV COS-13600—Cosmetology XVI		

COSMETOLOGY

Certificates

Cosmetology

Esthetician

Associate in Applied Science

Cosmetology

Partnership Programs

Davenport University

Franklin University

See information on our partnership programs on the web at

<http://www.kirtland.edu/students/transferfrom/>

We welcome high school students into cosmetology programs.

Foundation

Kirtland Community College recognizes the importance of students possessing basic academic skills in English, reading, and mathematics in order to successfully complete college-level courses. Therefore, all entry-level students are required to demonstrate their proficiency in basic academic skills, as these courses are the foundation for success in all programs. The student's advisor will indicate which of the following courses need to be taken based on ACT scores or COMPASS placement testing results. It is highly recommended that students take these courses during the first semester in order to prepare for the road ahead, as well as possibly satisfying prerequisites needed for more advanced courses. Specific courses needed may be tracked below. *Students must plan additional time to complete their program requirements if placement results demonstrate the need to begin with preparatory courses (courses numbered less than 10000).*

ENG-10000 Writing Lab (if required) Mathematics: _____

English: _____ Reading: _____

For more information, please contact the Cosmetology Department.

Shannon Weaver 989-275-5000, extension 274

COSMETOLOGY Minimum Credits: 40

Certificate of Completion (CCOS1) Contact Hours: 64

Introduction

Kirtland's certificate program in cosmetology is designed to provide specialized instruction and practical application for employment in beauty salons of Cosmetology. To obtain the required 1500 clock hours required to take the Cosmetology State Board Exam student will have to take 16 sections, where each section requires a completion of 96 clock hours. During Cos 13600 qualifying students will receive a State Board exam application and will be required to do 36 hours of a job shadow experience. This program prepares students to successfully pass the Michigan State Board Exam, which is required by law to practice cosmetology in Michigan. Job placement for this program is excellent. The courses are taught in modern facilities utilizing cutting-edge equipment. Students wanting to continue in this program may pursue an Associate in Applied Science – Cosmetology degree after obtaining a license.

We welcome high school students into cosmetology programs.

Course Title Credits

COS-12100 Cosmetology I 2.5

COS-12200 Cosmetology II 2.5

COS-12300 Cosmetology III 2.5

COS-12400 Cosmetology IV 2.5

COS-12500 Cosmetology V 2.5

COS-12600 Cosmetology VI 2.5

COS-12700 Cosmetology VII 2.5

COS-12800 Cosmetology VIII 2.5

COS-12900 Cosmetology IX 2.5

COS-13000 Cosmetology X 2.5

COS-13100 Cosmetology XI 2.5

COS-13200 Cosmetology XII 2.5

COS-13300 Cosmetology XIII 2.5

COS-13400 Cosmetology XIV 2.5

COS-13500 Cosmetology XV 2.5

COS-13600 Cosmetology XVI 2.5

COS 12100 Cosmetology I (96 hours)

This course covers orientation, career information, state laws and regulations, professional image, first aid, chemistry, electricity, job-seeking, and professional ethics. Students must pass this course with a minimum grade of "C-" to advance to the next section.

(F,W,S) 2.5 (0.5-4)

COS 12200 Cosmetology II (96 hours)

This course covers health, public sanitation methods, chemical agents, types, classifications of bacterial growth, biology, infections, infection control, products, tools, equipment use and safety, bacteriology, and decontamination. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12100.

(F,W,S) 2.5 (0.5-4)

COS 12300 Cosmetology III

This course covers principles and techniques of treatment and disorders of the hair and scalp and related chemistry, shampoos, rinses, and scalp treatments. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12200.

(F,W,S) 2.5 (0.5-4)

COS 12400 Cosmetology IV

This course covers the principles and techniques of wet styling, blow dry and waving, finger waving, and hairdressing. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12300.

(F,W,S) 2.5 (0.5-4)

COS 12500 Cosmetology V

This course covers the principles and techniques of sectioning, removing length or bulk with a razor, scissors, clippers, or shears in haircutting. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12400.

(F,W,S) 2.5 (0.5-4)

COS 12600 Cosmetology VI

This course covers the principles and techniques of temporary, semi-permanent, deposit-only, and permanent colors, bleaching, tinting, toning, frosting, special effects, and problems in haircoloring. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12500.

(F,W,S) 2.5 (0.5-4)

COS 12700 Cosmetology VII

This course covers the principles and techniques of sectioning, wrapping, processing of chemicals, and rearranging the hair. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12600.

(F,W,S) 2.5 (0.5-4)

COS 12800 Cosmetology VIII

This course covers the principles and techniques of sectioning, curling, and relaxing hair as a texture service. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12700.

(F,W,S) 2.5 (0.5-4)

COS 12900 Cosmetology IX

This course covers the principles and techniques of advanced nails with nail art. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12800.

(F,W,S) 2.5 (0.5-4)

COS 13000 Cosmetology X

This course covers the principles and techniques of massage, manicuring, and pedicuring. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-12900.

(F,W,S) 2.5 (0.5-4)

COS 13100 Cosmetology XI

This course covers the principles and techniques of skin chemical procedures, massage, and facial treatments. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-13000.

(F,W,S) 2.5 (0.5-4)

COS 13200 Cosmetology XII

This course covers the principles and techniques of cosmetic application, artificial eyelashes, removal of unwanted hair, and lash and brow tinting. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-13100.

(F,W,S) 2.5 (0.5-4)

COS 13300 Cosmetology XIII

This course covers the principles and techniques of light therapy. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-13200.

(F,W,S) 2.5 (0.5-4)

COS 13400 Cosmetology XIV

This course covers the fundamentals of business management, opening a salon, and business plans. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-13300.

(F,W,S) 2.5 (0.5-4)

COS 13500 Cosmetology XV

This course covers the principles and techniques of written agreements, licensing requirements and regulations, laws, salon operations, policies, practices, compensation packages, payroll deductions, telephone use, advertising, sales, communication, public/human relations, insurance, and salon safety. Students must pass this course with a minimum grade of "C-" to advance to the next section. Prerequisite: COS-13400.

(F,W,S) 2.5 (0.5-4)

COS 13600 Cosmetology XVI

This course covers theory review, preparation for the final test and practice of all curriculum, and a simulated state board exam. Students are also required to complete 36 hours in a job shadowing experience at a licensed salon.

Prerequisite: COS-13500.

(F,W,S) 2.5 (0-4)



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

December 15, 2016

Kirtland Community College
10775 N. St. Helen Rd.
Roscommon, MI 48653

Re: Pharmacy Technician Training Program

Dear Ms. Percival:

The Kirtland Community College pharmacy technician employer-based training program was approved by the Board of Pharmacy at the December 7, 2016, meeting.

To qualify for licensure as a pharmacy technician in the state of Michigan, graduates of your program must successfully pass the Pharmacy Technician Certification Board Examination or the certified pharmacy technician examination given by the National Healthcareer Association. Applicants should indicate their certification number on the application for a pharmacy technician license.

Should you have any questions, please feel free to contact the Bureau at (517) 373-8068 or BPLHelp@michigan.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Karen M. Carpenter", with a long horizontal flourish extending to the right.

Karen M. Carpenter, Policy Analyst
Boards and Committees Section
Bureau of Professional Licensing
Michigan Department of Licensing and Regulatory Affairs

Cc: Licensing Division

Appendix X

Sample Disclosures of Institution's Standing with State Agencies and Accrediting Bodies, and Web Address



Web address: A list may be found on the Accreditation webpage:
<http://www.kirtland.edu/accreditation>.

Additional information related to each accrediting body will be found on the Accrediting Body spreadsheet on same page.

Accreditations

Name of Program	Accrediting Body	Kirtland Contact Person	Date of Next Review	Supporting Documentation
Automotive Technology	Automotive Society of Excellence (ASE) National Automotive Testing Educational Foundation (NATEF)	Bob Oakes robert.oakes@kirtland.edu	2018, last compliance review 3/16, completed every 2.5 years	NATEF Accreditation Letter
Cardiac Sonography	Commission on Accreditation of Allied Health Education Programs (CAAHEP)	Jim Eastman james.eastman@kirtland.edu	2018	Cardiac Sonography Accreditation Letter
Certified Nursing Assistant (course)	State of Michigan Department of Licensing and Regulatory Affairs	Beth Hubbard beth.hubbard@kirtland.edu	Unannounced On-Site Visit	CNA State Approval Letter
Cosmetology	State of Michigan Board of Cosmetology	Shannon Weaver shannon.weaver@kirtland.edu	2017	Cosmetology License Verification
Electrical	National Center for Construction Education and Research (NCCER)	Alan Mabarak alan.mabarak@kirtland.edu	N/A	Using NCCER approved curriculum

Name of Program	Accrediting Body	Kirtland Contact Person	Date of Next Review	Supporting Documentation
Emergency Medical Services	Committee on Accreditation of Educational Programs for the Emergency Medical Services Professionals (CoAEMPS) * Pending Accreditation	Laura Percival laura.percival@kirtland.edu	June 21 & 22, 2017 CoAEMSP Site Visit	Pending
Esthetician	State of Michigan Board of Cosmetology	Shannon Weaver shannon.weaver@kirtland.edu	2017	Cosmetology School Instructional Licensing - License 048
Health Information Technology	Commission on Accreditation for Health Informatics and Information Management (CAHIIM) *Pending Accreditation	Laura Percival laura.percival@kirtland.edu	June 27 & 28, 2017 CAHIIM Site Visit	Pending
Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R)	National Center for Construction Education and Research (NCCER)	Alan Mabarak alan.mabarak@kirtland.edu	N/A	Using NCCER approved curriculum
Mechatronics	National Center for Construction Education and Research (NCCER)	Alan Mabarak alan.mabarak@kirtland.edu	N/A	Using NCCER approved curriculum
Medical Assistant	American Medical Technologist Association (AMT)	Laura Percival laura.percival@kirtland.edu	2019	AMT Affiliation Certificate

Name of Program	Accrediting Body	Kirtland Contact Person	Date of Next Review	Supporting Documentation
Medical Coding and Billing	American Health Information Management Association (AHIMA)	Laura Percival laura.percival@kirtland.edu	N/A	Pending
Nursing	State of Michigan Board of Nursing; Seeking Accreditation: National League of Nursing (NLN)/CNEA	Beth Hubbard beth.hubbard@kirtland.edu	Nursing Education Program Report Due 3/2020	Nursing State Approval Letter
Paramedic (courses)	Committee on Accreditation of Educational Programs for the Emergency Medical Services Professionals (CoAEMPS) *Pending Accreditation	Laura Percival laura.percival@kirtland.edu	June 21 & 22, 2017 CoAEMSP Site Visit	Pending
Pharmacy Technology	State of Michigan	Laura Percival laura.percival@kirtland.edu	When there is a significant change to the program	Pharmacy Technician State Approval Letter
Phlebotomy Technician (course)	American Medical Technologist Association (AMT)	Jeff Lavender jeff.lavender@kirtland.edu	2019	AMT Affiliation Certificate
Police Academy	Michigan Commission on Law Enforcement Standards (MCOLES)	Tom Grace tom.grace@kirtland.edu	2018, annually	Police Academy Operating Agreement
Surgical Technology	Commission on Accreditation of	Nicole Claussen nicole.claussen@kirtland.edu	2021 & Every 10 years after	Surgery Technology

Name of Program	Accrediting Body	Kirtland Contact Person	Date of Next Review	Supporting Documentation
Welding	Allied Health Education Programs (CAAHEP) American Welding Society (AWS)	Mark McCully mark.mccully@kirtland.edu	N/A	Accreditation Letter Using AWS approved curriculum

Kirtland Community College Accreditation Status of Programs (updated July 25, 2017)											
Program	Accrediting Agency	Accrediting Agency Website	Step in Accreditation	Next Steps	Program Accreditation Expiration Date	Next Year for Accreditation Review	Pass Rate Percentage	Links for More Information - Kirtland website and Accrediting Agency	Kirtland Contact	Contact Email	Detail
Automotive Technology	Automotive Society of Excellence (ASE) National Automotive Testing Educational Foundation (NATEF)	http://www.asestudentcertification.com	Certified	Maintain certified status	12/1/2018, every 5 years	2018, last compliance review 3/16, completed every 2.5 years	100%	http://www.kirtland.edu/programs-we-offer/automotive-technology-degrees	Bob Oakes	robert.oakes@kirtland.edu	The Automotive program is certified by the Automotive Society of Excellence (ASE) and National Automotive Testing Educational Foundation (NATEF). This program is also a CAP/MOPAR program providing students the opportunity to earn 34 Fiat/Chrysler certifications while in the program. Completion of ASE certifications are incorporated into the Automotive Technology curriculum. Persons employed who are paid for work must be licensed by the State of Michigan. The state offers a number of licenses within the automobile technician scope of work. The state will accept Automotive Society of Excellence (ASE) certifications in lieu of the state testing.
Cardiac Sonography	Commission on Accreditation of Allied Health Education Programs (CAAHEP)	http://www.caahep.org	Initial accreditation	Maintain accreditation	9/30/2018	2018	100%	http://www.kirtland.edu/programs-we-offer/cardiac-sonography-degrees	Jim Eastman	james.eastman@kirtland.edu	The Cardiac Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Joint Review Committee on Education in Cardiovascular Technology. Graduates of the program are qualified to apply for the Cardiovascular Credentialing International (CCI) exam.
Certified Nursing Assistant (course)	State of Michigan - Department of Licensing and Regulatory Affairs	http://www.michigan.gov/lara/0,4601,7-154-63294_74190--,00.html	Approved	Maintain approval	State told me we are no longer approved since moving physical locations. However, Beth Hubbard stated that the application was sent.	Unannounced On-Site Visit	76%	http://www.kirtland.edu/programs-we-offer/certified-nursing-assistant-course	Beth Hubbard	beth.hubbard@kirtland.edu	State licensing is required to practice as a Certified Nurse Assistant. The program is approved by the State of Michigan. State approval is required for graduates to sit for the required theory and practical examination administered by the state. The Competency Evaluation Program consists of a clinical skills test and a knowledge test, which can be taken at a Sylvan Prometric testing site. The CNA program prepares graduates to sit for the state examinations.
Cosmetology	State of Michigan Board of Cosmetology	www.michigan.gov/lara	Approved	Maintain approval	08/31/2017	2017 - Just Sent Renewal	100%	http://www.kirtland.edu/programs-we-offer/cosmetology-degrees	Shannon Weaver	shannon.weaver@kirtland.edu	State licensing is required for practicing Cosmetologists. The program is approved by the State of Michigan and therefore graduates are eligible to sit for the required theory and practical examination administered by PSI Services, LLC and after passing the examinations apply for the state license.
Electrical	National Center for Construction Education and Research (NCCER)	www.nccer.org	N/A	N/A	N/A	N/A	N/A	http://www.kirtland.edu/programs-we-offer/electrical-technology-degrees	Alan Mabarak	alan.mabarak@kirtland.edu	NCCER (National Center for Construction Education and Research) certifications available – Electrical Level 1, 2, 3, and 4. CDR certifications, which include: basic safety, construction math, hand tools, power tools, construction drawings, basic rigging, communication skills, employability skills, and materials handling.
Emergency Medical Services	Committee on Accreditation of Educational Programs for the Emergency Medical Services Professionals (CoAEMSP)	www.coaemsp.org	Submitting self-study	Accreditation	June 21 & 22, 2017 CoAEMSP Site Visit; we will receive a letter in February from the visit. We will have a time frame to complete and respond to issues. Once those documents are in - it will go to their board.	June 21 & 22, 2017 CoAEMSP Site Visit	72%	http://www.kirtland.edu/programs-we-offer/emergency-medical-services-degrees	Laura Percival	laura.percival@kirtland.edu	To become employed as an Emergency Medical Technician, students must pass the National Register of Emergency Medical Technicians and apply for a state license. To sit for the examination, applicants must have completed a state approved program. Kirtland's EMT program is state approved.
Esthetician	State of Michigan Board of Cosmetology	www.michigan.gov/lara	Approved	Maintain approval	8/31/2017	2017 - Just Sent Renewal	100%	http://www.kirtland.edu/programs-we-offer/cosmetology-degrees	Shannon Weaver	shannon.weaver@kirtland.edu	State licensing is required for practicing Estheticians. The program is approved by the State of Michigan and therefore graduates are eligible to sit for the required theory and practical examination administered by PSI Services, LLC and after passing the examinations apply for the state license.
Health Information Technology	Commission on Accreditation for Health Informatics and Information Management (CAHIIM)	www.cahim.org	Submitted self-study Candidacy status	Accreditation	June 27 & 28, 2017 CAHIIM Site Visit; Responses to the reopened CAHIIM Standards/Reports are due no later than August 10th, 2017. From there Kirtland will be waiting for our accreditation application/reports to be reviewed by the CAHIIM Council Reviewers and Claire indicated that a vote could be expected in October (unless extensive clarifications required) sometime but no actual date.	June 27 & 28, 2017 CAHIIM Site Visit	N/A	http://www.kirtland.edu/programs-we-offer/health-information-technology-degrees	Laura Percival	laura.percival@kirtland.edu	The HIM/Hi (degree level) program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). RHIT (registered health information technician) certification is needed in this field. Students must graduate from an accredited program with an associate's degree and pass the American Health Information Management Association (AHIMA) certification test. Students cannot sit for the examination until accreditation is received. A site visit is expected in March of 2017. Students can be employed in some medical settings without licensing. Without accreditation but completion of the AAS degree, students may sit for the AHIMA CCS – Certified Coding Specialist which focuses on inpatient coding in hospitals. Students can also sit for CCSP – Certified Coding Specialist Physical based – higher level focused on outpatient and physician offices.
Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R)	National Center for Construction Education and Research (NCCER)	www.nccer.org	N/A	N/A	N/A	N/A	N/A	http://www.kirtland.edu/programs-we-offer/hvacr-degrees	Alan Mabarak	alan.mabarak@kirtland.edu	NCCER (National Center for Construction Education and Research) certifications available – HVAC levels 1 through 4. CDR certifications, which include basic safety, construction math, hand tools, power tools, construction drawings, basic rigging, communication skills, employability skills, materials handling, EPA refrigerant certification.
Mechatronics	National Center for Construction Education and Research (NCCER)	www.nccer.org	N/A	N/A	N/A	N/A	N/A	http://www.kirtland.edu/programs-we-offer/mechatronics-degrees	Alan Mabarak	alan.mabarak@kirtland.edu	NCCER (National Center for Construction Education and Research) certifications available. CDR certifications which include: basic safety, construction math, hand tools, power tools, construction drawings, basic rigging, communication skills, employability skills, materials handling.
Medical Assistant	American Medical Technologist Association (AMT)	www.americanmedtech.org	Certificate of Affiliation	Maintain Affiliation	12/31/2019	2019	N/A	http://www.kirtland.edu/programs-we-offer/medical-assistant-degrees	Julie Lavender	julie.lavender@kirtland.edu	Medical Assistant program is approved by American Medical Technologist Association (AMT). Students successfully completing the program qualify to take the certification examination through AMT. Students completing this program can also sit for the Phlebotomy Technician examination through AMT to become a certified Phlebotomist.
Medical Coding and Billing	American Health Information Management Association (AHIMA)	www.ahima.org	N/A	N/A	N/A	N/A	N/A	http://www.kirtland.edu/programs-we-offer/health-information-technology-degrees	Laura Percival	laura.percival@kirtland.edu	Medical coding & Billing certificate prepares students to sit for AHIMA's (American Health Information Management Association) CCA (certified coding associate) certification exam and AAPC's (American Academy of Professional Coders) CPC-A (certified professional coder apprentice) certification exam (for people with less than 2 years' experience). Industry certification is not required for employment but helpful. Medical coding & Billing certificate prepares students to sit for AHIMA's (American Health Information Management Association) CCA (certified coding associate) certification exam and AAPC's (American Academy of Professional Coders) CPC-A (certified professional coder apprentice) certification exam (for people with less than 2 years' experience).
Nursing	State of Michigan Board of Nursing Seeking Accreditation: National League of Nursing (NLN)/CNEA	https://www.ncsbn.org/Michigan.htm	State - Approved CNEA- Submitting self-study for accreditation candidacy 2017, Self-Study Report completed and approved April 2016 till 2022.	State - Maintain approval NLN - Initial Accreditation	State self study due 3/2024	Nursing Education Program Report Due 3/2020	80%	http://www.kirtland.edu/programs-we-offer/nursing-degrees	Beth Hubbard	beth.hubbard@kirtland.edu	Nursing is a state approved program. Students must successfully complete the program and sit for the NCLEX-RN exam administered by Pearson-Vue testing agency. Upon passing the test, students apply to the State of Michigan for a license. Accreditation is not required for state licensing. Seeking accreditation candidacy in November 2017 with the National League of Nursing (NLN)/CNEA which is a two year process.
Paramedic (courses)	Committee on Accreditation of Educational Programs for the Emergency Medical Services Professionals (CoAEMSP)	www.coaemsp.org	Submitted self-study Candidacy status	Accreditation	June 21 & 22, 2017 CoAEMSP Site Visit; Kirtland will receive a letter in February from the visit. Kirtland will have a time frame to complete and respond to issues. Once those documents are in - it will go to their board.	June 21 & 22, 2017 CoAEMSP Site Visit	N/A	http://www.kirtland.edu/programs-we-offer/emergency-medical-services-degrees	Laura Percival	laura.percival@kirtland.edu	To become employed as a Paramedic, individuals must pass the National Register of Emergency Medical Technicians, a regional practical examination, and apply for a state license. Kirtland's program is state approved, therefore graduates are eligible to sit for the licensing examinations. In addition, the state of Michigan requires accreditation through Committee on Accreditation of Educational Programs for the Emergency Medical Services Professionals. Kirtland is currently in candidacy state, with full accreditation expected in 2017, and while the program is in candidacy status students are eligible to sit for all licensing examinations.
Pharmacy Technology	State of Michigan	www.michigan.gov/lara	Approved	Maintain approval	N/A	When there is a significant change to the program	100%	http://www.kirtland.edu/programs-we-offer/pharmacy-technology-degrees	Julie Lavender	julie.lavender@kirtland.edu	To become a certified Pharmacy Technician, students must complete a state approved program and pass the examination given by the Pharmacy Technician Certification Board. Kirtland is a state approved program. Kirtland's program prepares students for the examinations.
Phlebotomy Technician (course)	American Medical Technologist Association (AMT)	www.americanmedtech.org	Certificate of Affiliation	Maintain Affiliation	12/31/2019	2019	100%	http://www.kirtland.edu/programs-we-offer/phlebotomy-technician-course	Jeff Lavender	jeff.lavender@kirtland.edu	Kirtland's Phlebotomy Technician course provides online, hands-on and clinical instruction to prepare you to take the AMT certification examination upon successful course completion.
Police Academy	Michigan Commission on Law Enforcement Standards (MCLES)	www.michigan.gov/mcoles	Approved	Maintain approval	12/2017	2018, annually	100%	http://www.kirtland.edu/programs-we-offer/kirtland-regional-police-academy	Tom Grace	tom.grace@kirtland.edu	Enforcement Standards. Graduates of the program are eligible to take the MCLES examination and after passing the examination, they are considered certifiable. After being hired, they are eligible to apply for state licensing and a state police officer number. After employment, graduates have one year to complete additional training for continued
Surgical Technology	Commission on Accreditation of Allied Health Education Programs (CAAHEP)	http://www.caahep.org	Initial accreditation; ARC/STSA self-study submitted, site visit completed	Accreditation	11/30/2021	2021 & Every 10 years after	100%	http://www.kirtland.edu/programs-we-offer/surgical-technology-degrees	Nicole Claussen	nicole.claussen@kirtland.edu	The Surgical Technology program at Kirtland Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Students completing the Surgical Technology program are eligible to sit for the CST (certified surgical technologist) exam. There is no state licensing requirement for practice as a Surgical Technologist.
Welding	American Welding Society (AWS)	www.aws.org	N/A	N/A	N/A	N/A	100%	http://www.kirtland.edu/programs-we-offer/welding-and-fabricating-degrees	Mark McCully	mark.mccully@kirtland.edu	Students can earn up to nine industry standard certifications while in the program from the American Welding Society (AWS). Nearly all jobs require certification for employment. Program accreditation is not required.

Appendix Y

Notices of Opportunity To Comment



PUBLIC NOTICES

PUBLIC NOTICE ACCEPTING BIDS
 Big Creek Township and Mentor Township are seeking bids for 3 projects for 2017
 Planter Box Watering,
 Banner & Decoration Hanging
 Planter Box Planting and Weeding
 for the Mio Main Street Streetscape, those wishing to submit a bid can pick up a copy of the Bid Specifications at the Mentor Township Hall. All Bids must be submitted by 4:30 March 31, 2017. For additional information contact Gary Wyckoff Supervisor at 989-826-5414, If by Mail PO Box 730 Mio, Michigan 48647. Big Creek Township and Mentor Township reserves the right to accept or reject any and all bids.

Kirtland Community College Seeking Input
 Kirtland Community College is seeking comments from the public about the College in preparation for its periodic evaluation by its regional accrediting agency. The College will host a visit October 23-25, 2017, with a team representing the Higher Learning Commission. Kirtland Community College has been accredited by HLC since March 31, 1976. The team will review the institution's ongoing ability to meet HLC's Criteria for Accreditation. The public is invited to submit comments regarding the college to the following address:
 Third-Party Comment on
 Kirtland Community College
 Higher Learning Commission
 230 South LaSalle Street, Suite 7-500
 Chicago, IL 60604-1411
 The public may also submit comments on HLC's website at:
www.hlcommission.org/HLC-Institutions/third-party-comment.html
 Comments must address substantive matters related to the quality of the institution or its academic programs.
 Comments must be in writing.
 All comments must be received by
 September 23, 2017.

PUBLIC NOTICE
 The Oscoda County Park & Recreation Commission Board will hold their Regular Meetings on the 1st Wednesday of each month, at 6 p.m. located at the Annex Building, in the Boardroom, unless otherwise posted.
 The Public is invited!

Public Notice
 The Oscoda County Board of Commissioners invites the public to attend a B.O.C Work Session at 9 a.m. following the regular scheduled B.O.C Meeting at 10 a.m. for 2017. Held on the 2nd Tuesday and 4th Tuesday of each month located at the Annex Building in the B.O.C Board Room., unless otherwise posted.
 A synopsis of the B.O.C Meetings will be posted on the County Website; www.oscodacountymi.com. Also, the B.O.C Official Minutes will be posted for public review on the County Website or a copy is available, at no charge, at the Board of Commissioners' Office or at the County Clerk's Office, Inquires call 989-826-1173.

NATIONAL FOREST TIMBER FOR SALE HURON MANISTEE NATIONAL FOREST
 The Festuca KW Sale is located within T26N, R1E, Sections 27-30, 32-34, T26N, R2W, Sections 25, 27, 34, 35; MM. The Forest Service will receive sealed bids in public at Mio Ranger District at 3:00 PM local time on 05/02/2017 for an estimated volume of 399 CCF of Jack Pine sawtimber, 309 CCF of Red Pine sawtimber, 1309 CCF of Jack Pine pulpwood, and 2745 CCF of Red Pine pulpwood marked or otherwise designated for cutting. In addition, there is within the sale area an estimated volume of 142 CCF of Mixed Hardwood sawtimber, 68 CCF of Mixed Hardwood pulpwood, and 79 CCF of Mixed Topwood gm bio cv that the bidder agrees to remove at a fixed rate. The Forest Service reserves the right to reject any and all bids.
 Interested parties may obtain a prospectus from the office listed below. A prospectus, bid form, and complete information concerning the timber, the conditions of sale, and submission of bids is available to the public from the Mio Ranger District, 107 McKinley Road, Mio, Michigan. The USDA is an equal opportunity provider and employer.

PUBLIC NOTICE MICHIGAN DEPARTMENT OF TRANSPORTATION 2017 NORTH REGION HERBICIDE PROGRAM
 The Michigan Department of Transportation (MDOT) hereby provides notice to the public, including property owners adjacent to state highways, of the 2017 Herbicide Application Program treatments for roadside rights of way within Emmet, Cheboygan, Presque Isle, Charlevoix, Antrim, Otsego, Montmorency, Alpena, Leelanau, Benzie, Grand Traverse, Kalkaska, Crawford, Osoda, Alcona, Manistee, Wexford, Missaukee, Roscommon, Ogemaw, and Iosco counties.
SCHEDULED DATES OF APPLICATION:
 Applications will take place between April 4, 2017, and Dec. 5, 2017.
HERBICIDES/LOCATIONS:
Non-Selective Applications: (guardrail, pavement/shoulder cracks and edges, barrier walls, concrete bridge slopes, invasive plants) ANY INDIVIDUAL OR COMBINATIONS OF THE HERBICIDES LISTED BELOW:
 Roundup Pro Concentrate (Glyphosate), Milestone (Aminopyralid), Escort XP (Metsulfuron Methyl), Arsenal Powerline (Imazapyr), Redeo (Glyphosate), Polaris (Isopropylamine Salt of Imazapyr), Espianade 200 SC (Indaziflam), Perspective (Aminocyclopyrachlor and Chlorsulfuron), Method 240SL (Aminocyclopyrachlor) Polaris (Isopropylamine Salt of Imazapyr).
Selective Applications: (broadleaf weeds in turf areas, brush control, plant growth regulator, invasive plants) ANY INDIVIDUAL OR COMBINATIONS OF THE HERBICIDES LISTED BELOW:
 Weedestroy AM-40 (2, 4-Dichlorophenoxyacetic Acid), Milestone (Aminopyralid), Escort XP (Metsulfuron Methyl), Garlon 3A (Triclopyr), Garlon 4 Ultra (Triclopyr-2-Butoxyethyl Ester), Vletta XRT (Fluroxypyr 1-Methylheptyl Ester), Plateau (Imazapic), E-2 (2, 4-Dichlorophenoxyacetic Acid, Fluroxypyr, Dicamba), Perspective (Aminocyclopyrachlor and Chlorsulfuron), Method 240SL (Aminocyclopyrachlor), Element 3A (Triclopyr), Stalker (Isopropylamine Salt of Imazapyr), Imazapic 2SL (Imazapic) Vastlan (Triclopyr Choline, Acetic Acid, Choline Salt).
Adjuvants: (drift control, water conditioning, surfactants) 41-A (Polyacrylamide and Polysaccharide Polymers), Nu-Film-IR (Poly-1-p-Menthene), Improve (Nonionic), Condition (Ammonium Sulfate), Sunset MSO (Methylated Seed Oil Blend and Emulsifiers), Cygnus Plus (Limonene, Methylated Vegetable Oil, Alkyl Hydroxypoly Oxyethylene).
METHOD OF APPLICATION:
 All applications will be ground or foliar applied by vehicular-mounted fixed boom or hand spray gun equipment. The herbicides will be tank-mixed or injected for each application.
RE-ENTRY RESTRICTIONS:
 Do not enter treated areas until the spray has dried.
CONTACT:
 All applications will be made by certified pesticide applicators. For further information, contact:
 Jim Malloy, Resource Analyst
 Michigan Department of Transportation
 1088 M-32 East
 Gaylord, MI 49735
 989-731-5090
 This notice is published per Regulation 637 Act No. 451, Public Acts of 1994, as amended.

BROUGHT. SOLD. SAVED.

THE CLASSIFIEDS DELIVER!

GARLAND LODGE & GOLF RESORT

CAREER FAIR

OPEN TO THE PUBLIC

April 1, 2017 • 11 am – 3 pm

April 7, 2017 • 4 pm – 7 pm

Open positions in every department!

- Food & Beverage**
- Housekeeping**
- Front Desk / Guest Services**
- Maintenance**
- Grounds Keepers**

Kirtland Community College

972 Federal Compliance Packet - August 18, 2017

Basketball

Spencer White, a senior from Grayling High School, signed a letter of intent to play basketball at Concordia University of Ann Arbor during a ceremony at the GHS media center on Tuesday.

White averaged 16.8 points per game and 5.7 rebounds per game during the 2016-2017 season and he was recently named an Associated Press all-state honorable mention in Class B.

"Spencer has an outstanding work ethic, both on and off the court. Spencer put in

countless hours perfecting his game and developed into one of the top players in northern Michigan," said Rich Moffit, Grayling High School's varsity boys basketball coach.

The Vikings posted an 18-6 overall record this past season, winning a district championship and placing second (tie) in the Lake Michigan Conference.

White said playing college basketball has been a goal for quite a few years.

"It was always a goal of mine, probably

since my sixth grade year," White said. "It was something I always pursued."

Why Concordia? A few reasons.

White said he played in a team camp at Concordia, and that started the process.

"The belief they had in me," White said. "The belief I could see that (the head coach) had in me. The overall school, the setting, the size of it. It's a really good fit for me."

White plans to major in nursing at Concordia University in an effort to become a certified registered nurse. His plan

involves six years of schooling, four at Concordia.

White played for Grayling for two seasons after transferring from another school. He said he enjoyed his time as a Viking and the support from fans and the community. He also praised the commitment of his fellow players and his coaches.

"Incredible fans along with incredible teammates," White said.



Spencer White, joined by his sister Ryleigh, his father Tom, and his mother Kirsten, signed a letter of intent to play basketball at Concordia University next year during a ceremony at Grayling High School on Tuesday.

Legal Action

MAPLE FOREST TOWNSHIP CRAWFORD COUNTY, MICHIGAN

AN ORDINANCE TO AMEND THE MAPLE FOREST TOWNSHIP ZONING ORDINANCE BY ADDING DEFINITIONS FOR TERMS USED AND BY ADDING REGULATIONS FOR USE PERMITTED AS SPECIAL USES.

THE TOWNSHIP OF MAPLE FOREST, COUNTY OF CRAWFORD, STATE OF MICHIGAN ORDAINS:

Section 1, Amendment of Section 2.02.
Section 2.02 of the Maple Forest Township Zoning Ordinance is hereby amended by adding the following terms in Alphabetical order to Section 2.02. The addition of the following terms shall in no way effect the existing list of terms which shall remain in full force and effect.

Wireless Communications Equipment: The set of equipment and network components used in the provision of wireless communications services, including but not limited to, antennas, transmitters, receivers, base stations, equipment shelters, cabinets, emergency generators, power supply cables and coax and fiber-optic cables, but excluding wireless communication support structures.

Wireless Communications Facilities: Transmitters, antenna structures, tower and other types of equipment necessary for providing wireless communication services and all commercial mobile services, including all those that are available to the public (for profit or not for profit) which give subscribers the ability to access or retrieve call from the public switched telephone network.

Wireless Communications Support Structure: Structure designed to support, or is capable of supporting, wireless communications equipment, including a monopole, self-supporting lattice tower, guide tower, water tower, utility pole or building.

Section 2. Amendmen of Section 5.01 ..3 (Resource Conservation)
Section 5.01.3 Of Maple Forest Township Zoning Ordinance is hereby Amended by adding I & J which shall read as follows:
I- Wireless Communications Facilities.
J- Private or Individual Television/Radio/Internet Towers.

Section 3. Amendment of Section 5.02.2 Farm Forest
is hereby Amended by adding P & Q which will read as follows:
P- Wireless Communications Facilities.
Q- Private or Individual Television/Radio/Internet towers.

Kirtland Community College Seeking Input

Kirtland Community College is seeking comments from the public about the College in preparation for its periodic evaluation by its regional accrediting agency. The College will host a visit October 23-25, 2017, with a team representing the Higher Learning Commission. Kirtland Community College has been accredited by HLC since March 31, 1976. The team will review the institution's ongoing ability to meet HLC's Criteria for Accreditation.

The public is invited to submit comments regarding the college to the following address:
Third-Party Comment on Kirtland Community College
Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60 604-1411

The public may also submit comments on HLC's website at:
www.hlcommission.org/HLC-Institutions/third-party-comment.html
Comments must address substantive matters related to the quality of the institution or its academic programs. Comments must be in writing.
All comments must be received by September 23, 2017.

NOTICE of AIR POLLUTION COMMENT PERIOD and PUBLIC HEARING

The Michigan Department of Environmental Quality (MDEQ) is holding a public comment period from March 30, 2017 until May 1, 2017, and, if requested, a public hearing on May 4, 2017, for Flakeboard America Limited, dba ARAUCO North America's proposal to amend their current Permit to Install (PTI) for a medium density particle-board plant located at 5851 Arauco Road, Grayling, Michigan. This permit application is requesting to install two emergency diesel generators instead of one, make changes to several exhaust stacks, and increase the heat input rate of the press thermal oil heater. The public comment period and, if requested, hearing are to allow all interested parties the opportunity to comment on the MDEQ's proposed conditional approval of a PTI. It has been preliminarily determined that the proposed changes will not violate any of the MDEQ's rules nor the National Ambient Air Quality Standards. The facility's impact will not exceed the available increments for sulfur dioxide, nitrogen oxides (NOx), particulate matter equal to or less than 10 microns (PM10), and particulate matter equal to or less than 2.5 microns (PM2.5).

This proposal is subject to the state and federal major source Prevention of Significant Deterioration rules and regulations for NOx, volatile organic compounds, carbon monoxide, particulate matter, PM10, PM2.5, and greenhouse gases.

Copies of the MDEQ's fact sheet(s) and proposed permit conditions are available for review at the following locations, or you may request a copy be mailed to you by calling 517-284-6793. Please reference PTI Application Number 59-16A.

AIR QUALITY DIVISION (AQD) Internet Home Page - <http://www.michigan.gov/air>
Federal Compliance Packet - August 18, 2017
CADILLAC: MDEQ, AQD, 120 W Chapin Street (Phone: 231-775-3960)

SEEKING BIDS

Hale Area Senior & Retirees, Inc. is seeking bids for roof repair to the Hale Senior Center at 310 N. Washington, Hale, MI 48739. Bids must be submitted to Lucille Lauria, President. Inspection of the buildings roof may be set up for appointment by calling 989-728-2366. If no answer, please leave name, message and contact number. The organization reserves the right to accept or reject any or all bids, whichever is deemed to be in their best interest. Bids must be submitted by April 30th.

OGEMAW COUNTY BOARD OF COMMISSIONERS

March 9, 2017 Commissioner Meeting Minutes

Chairman Hennard opened a public hearing at 8:55 a.m. in the Commissioner's Chambers, Ogemaw County Building, West Branch, Michigan. The purpose of the public hearing was to receive comment on a proposed USDA grant for a police vehicle. Undersheriff Casseiman briefly explained the grant for the commissioners. There being no other public comment, Chairman Hennard closed the public hearing at 8:58 a.m.

Chairman Hennard called a regular meeting to order at 9:00 a.m. in the Commissioner's Chambers, Ogemaw County Building, West Branch, Michigan.

Present - Scott, Reetz, Quackenbush, and Hennard. Absent - Simmons with notice.

Motion by Quackenbush, second by Reetz, the meeting agenda be approved as noted. Voice vote. Ayes - all. Motion carried. [3-1-#1]

Motion by Scott, second by Quackenbush, the minutes of the February 23, 2017 meeting be approved. Voice vote. Ayes - all. Motion carried. [3-1-#2]

PUBLIC COMMENT

Motion by Quackenbush, second by Reetz, the Ogemaw County Board of Commissioners approve the amended Child Care Fund budget as presented. Roll call vote. Ayes - Scott, Reetz, Quackenbush, and Hennard. Motion carried. [3-1-#3]

Motion by Reetz, second by Quackenbush, the Ogemaw County Board of Commissioners approve the hiring of a road patrol deputy to fill a vacancy. Roll call vote. Ayes - Reetz, Quackenbush, and Scott. Nay - Hennard. Motion carried. [3-1-#4]

CORRESPONDENCE

Motion by Quackenbush, second by Reetz, the Ogemaw County Board of Commissioners declare April 2017 as Social Host Responsibility Month. Voice vote. Ayes - all. Motion carried. [3-1-#5]

NEW BUSINESS

Motion by Scott, second by Reetz, the Ogemaw County Board of Commissioners approve Farmland and Open Space Agreements for BO-TE Farms, Inc. Voice vote. Ayes - all. Motion carried. [3-1-#6]

COMMITTEE REPORTS

Motion by Hennard, second by Reetz, claims in the amount of \$81,377.36 be approved for payment. Roll call vote. Ayes - Quackenbush, Hennard, Scott, and Reetz. Motion carried. [3-1-#7]

Motion by Quackenbush, second by Reetz, the meeting be adjourned. Voice vote. Ayes - all. Motion carried. [3-1-#8]

There being no further business to address, Chairman Hennard adjourned the meeting at 10:07 a.m.

Minutes by Gary R. Klacking, Ogemaw County Clerk
Attest: Gary R. Klacking, Ogemaw County Clerk

March 16, 2016

Committee of the Whole Meeting Minutes

Chairman Hennard called a Committee of the Whole meeting to order at 9:00 a.m. in Conference Room A of the Commissioner's Chambers, Ogemaw County Building, West Branch, Michigan.

Present - Scott, Reetz, Simmons and Chairman Hennard by phone. Absent - Quackenbush with notice.

Undersheriff Casseiman spoke to the board about the Diverted Felons Contract renewal for Van Sheltrou. He stated how much has been collected and what Mr. Sheltrou has earned. Commissioner Simmons asked why someone within the correctional facility has not been trained to do this work. Various questions were asked of the Undersheriff. He explained the program and what Mr. Sheltrou does for the program. A motion will be prepared for the upcoming commissioner meeting.

Patrick Cudney, Shari Spoelman and Andrew Walker addressed the board concerning MSU Extension services. County Clerk Klacking read part of a legal opinion concerning whether an individual or group could pay for a special election. The opinion read in part, "The County may receive monies from an individual or group of persons (who are not ballot question committees) to be spent on the administrative costs of a special election, in that, a special election is an expression of choice by the voters of the county that effects their general welfare, security, prosperity and contentment."

Mr. Cudney read a letter outlining MSU's offer to continue services until election results of an MSU Extension Services ballot proposal are known in August 2018. A motion will be prepared for the upcoming commissioner meeting to adopt the proposal. Friends of Extension will donate funds to Ogemaw County MSU Extension services.

Administrative Assistant Caren Piglowski lit-lit snowplowing costs for this month's expense reports. The board discussed the pros and cons of continuing snowplowing services next year with the current contractor. Mr. Klacking will be meeting with the current contractor later this spring to edit the existing contract and report back to the full board.

County Treasurer Dwight McIntyre presented the monthly revenue report. The revolving fund balance as of March 15, 2017 is \$1,148,999 and the tax revolving fund investments are \$4,521,284. Various questions were asked of Mr. McIntyre.

Mr. Klacking informed the board the Ogemaw Nature Park USDA license packet has been sent in. He and Commissioner Simmons collaborated on the matter.

Mr. Klacking presented a proposed resolution approving the State of Michigan grant for new voting equipment. He explained a proposal to pay for the part of the grant program that was not covered. A motion will be prepared to approve the proposed resolution at the upcoming board meeting.

County Treasurer McIntyre discussed the Maximus indirect billing costs for the Ogemaw County Commission on Aging. We have been billing for \$15,000 annually; however, the Maximus reports indicates the indirect costs to COA are \$34,000 per year. After discussion, the board directed Mr. McIntyre to bill the COA \$34,000 for this year's indirect costs.

Mr. Klacking informed the board St. Joseph School has requested to use our parking area near the Veteran's Memorial for its 100 year St. Joseph School celebration. Questions were asked about the usage. More research will be done by Mr. Klacking and he will report back to the board.

Ms. Piglowski briefly discussed scheduling a meeting with West Branch Township DDA (Downtown Development Authority) to explore sharing the captured tax revenue for its DDA.

The board today discussed Central Branch revenue enhancement issues and how the general public has become aware of the proposals to fund Central Dispatch.

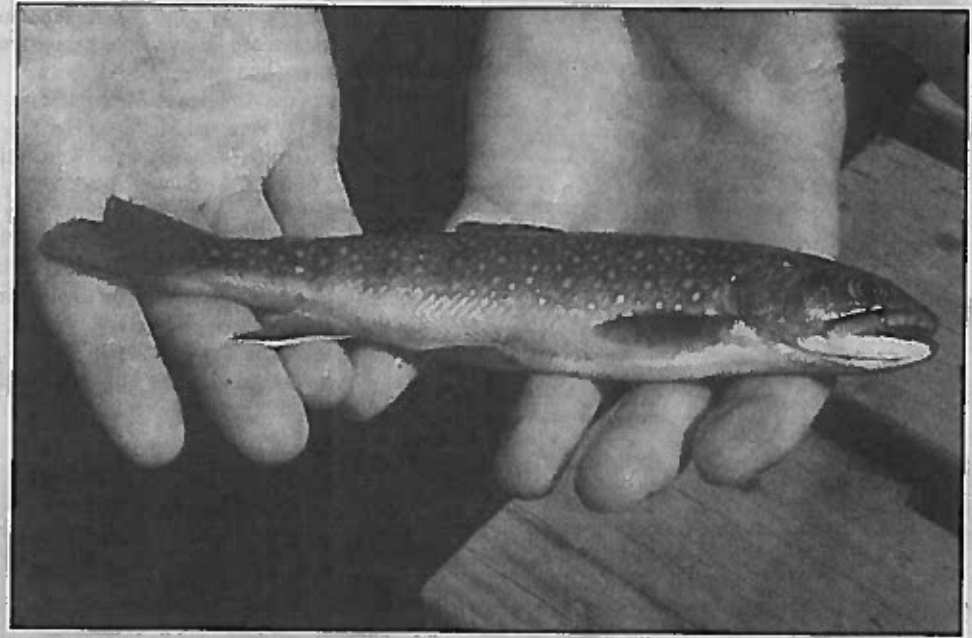
DNR seeks public comment on inland trout management plan

LANSING — The Michigan Department of Natural Resources has released its draft inland trout management plan and is seeking public comment on it.

The plan, available online at michigan.gov/fishing under Angler Alerts, focuses on the ecology and management of populations of inland trout in rivers and inland lakes of Michigan.

The intent of the inland trout management plan is to provide an overview of inland trout habitats in Michigan, the biology and ecology of inland trout populations and management activities directed toward inland trout and their habitats. This information provides a basis for understanding the role of inland trout in current and future management of fisheries in Michigan's inland lakes and streams.

This report does not cover species such as Chinook or coho salmon and migratory rainbow trout (steelhead), which



The DNR's inland trout management plan focuses on the ecology and management of species like Michigan's state fish, the brook trout. MICHIGAN DNR/COURTESY PHOTO

reside in the Great Lakes and migrate inland on a seasonal basis. It does cover inland trout that primarily reside in streams and inland lakes throughout their lives.

Sections of the report focus on distribution of

trout waters in the state, origin of inland trout fisheries, biology of inland trout in streams and lakes, fishing regulations, status of fisheries and other topics.

Public comments may be submitted via email

to dnr-fish-management-plans@michigan.gov by Friday, April 14. Written public comments also will be accepted at Marquette Fisheries Research Station, Attn: Troy Zorn, 484 Cherry Creek Rd., Marquette, MI 49855.

Kirtland Community College Seeking Input

Kirtland Community College is seeking comments from the public about the College in preparation for its periodic evaluation by its regional accrediting agency. The College will host a visit October 23-25, 2017, with a team representing the Higher Learning Commission. Kirtland Community College has been accredited by HLC since March 31, 1976. The team will review the institution's ongoing ability to meet HLC's Criteria for Accreditation.

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www.hlcommission.org/HLC-Institutions/third-party-comment.html

Comments must address substantive matters related to the quality of the institution or its academic programs.

Comments must be in writing.
All comments must be received by
September 23, 2017.

PUBLIC NOTICE MICHIGAN DEPARTMENT OF TRANSPORTATION 2017 NORTH REGION HERBICIDE PROGRAM

The Michigan Department of Transportation (MDOT) hereby provides notice to the public, including property owners adjacent to state highways, of the 2017 Herbicide Application Program treatments for roadside rights of way within Emmet, Cheboygan, Presque Isle, Charlevoix, Antrim, Otsego, Montmorency, Alpena, Leelanau, Benzie, Grand Traverse, Kalkaska, Crawford, Oscoda, Alcona, Manistee, Westford, Missaukee, Roscommon, Ogemaw, and Isosco counties.

SCHEDULED DATES OF APPLICATION:

Applications will take place between April 4, 2017, and Dec. 5, 2017.

HERBICIDES/LOCATIONS:

Non-Selective Applications (guardrail, pavement/shoulder cracks and edges, barrier walls, concrete bridge slopes, invasive plants) ANY INDIVIDUAL OR COMBINATIONS OF THE HERBICIDES LISTED BELOW.

Roundup Pro Concentrate (Glyphosate), Milestone (Aminopyralid), Escort XP (Metsulfuron Methyl), Arsenal Powerline (Imazapyr), Redeo (Glyphosate), Polaris (Isopropylamine Salt of Imazapyr), Esplanade 200 SC (Indaziflam), Perspective (Aminocyclopyrachlor and Chlorsulfuron), Method 240SL (Aminocyclopyrachlor) Polaris (Isopropylamine Salt of Imazapyr).

Selective Applications (broadleaf weeds in turf areas, brush control, plant growth regulator, invasive plants) ANY INDIVIDUAL OR COMBINATIONS OF THE HERBICIDES LISTED BELOW.

Weedestroy AM-20 (2, 4-Dichlorophenoxyacetic Acid), Milestone (Aminopyralid), Escort XP (Metsulfuron Methyl), Garlon 3A (Triclopyr), Garlon 4 Ultra (Triclopyr-2-Butoxyethyl Ester), Vista XRT (Fluroxypyr i-Methylheptyl Ester), Plateau (Imazapic), E-2 (2, 4-Dichlorophenoxyacetic Acid, Fluroxypyr, Dicamba), Perspective (Aminocyclopyrachlor and Chlorsulfuron).

NOTICE MILLS TOWNSHIP RESIDENTS

THE TOWNSHIP BOARD VOTED ON MARCH 14, 2017 THAT THE MILLS TOWNSHIP BOARD WILL MEET AT THE MILLS TOWNSHIP HALL 2441 GREENWOOD ROAD, PRESCOTT, MI 48758 ON TUESDAY APRIL 4, 2017 FOR THEIR MONTHLY MEETING AT 5:30 P.M.

April Schils
Mills Township Clerk

NOTICE

The Rose City Council adopted Ordinance #17-03-21, an ordinance to prevent the making, creation or maintenance of excessive, unnecessary, unnatural or unusually loud noises, which are prolonged, unusual and unnatural in their time place and use and which are a detriment to public health, peace, welfare or good order, at the regular Council Meeting held on March/21/2017. The Ordinance is posted at Council Chambers, 310 N. Williams St., and in the information center at City Hall, 410 N. Williams St., Rose City for the next 20 days, starting on 03/30/2017 until 04/20/2017.

Published in the Ogemaw Herald (03/30/2017)

IMPORTANT INFORMATION ABOUT YOUR SPECTRUM CHANNEL LINEUP

Communities Served: Cummings Twp; Hill Twp; Rose City & Rose Twp, MI
Effective on or after May 2, 2017, the following changes will be made to your channel lineup:
HSN on Basic channel 12 will relocate to channel 155.
QVC on Basic channel 6 will relocate to channel 137.
Jewelry TV on Basic channel 77 will relocate to channel 162.
Federal Compliance Packet - August 18, 2017

Help Wanted

FULL-TIME Program Director Health Information Technology (HIT): Kirtland Community College, with instructional sites serving the north-central lower peninsula of Michigan, is seeking qualified applicants for a faculty position responsible for the organization, administration, and development of the HIT program. This position will also instruct college-level courses in HIT. Contract begins August 10th. Full benefit package. For complete job posting and application information, visit <http://www.kirtland.edu/human-resources/jobs-at-kirtland> Equal Opportunity Employer.

Service Center Employees
North Central Area Credit Union is hiring employees for the Service Center at the Administration office in Houghton Lake. Primary duties include answering calls in the Service Center, providing friendly member service. Additional day to day duties include basic accounting, record keeping, account reconciliation, plastic card up-dates, maintenance and research as well as member account updates and maintenance. Submit resumes to Sandy at snapierski@ncacu.org.

The Hairport is looking for full time or part time experienced hair stylist. Apply within or call (989)366-9491.

Wanted

Wanted older motorcycles, snowmobiles, ATVs, boats and boat motors. Running or not running. (810)775-9771.

Wanted to buy: Older US coins, proof sets, mint sets, collections, silver and gold coins. Call Ed (989)275-3770.

We buy scrap and unwanted vehicles. Fast reliable pickup, call us at (989)348-0105. Grayling Auto Recyclers.

Announcements

NOTICE ROSCOMMON TOWNSHIP CEMETERY SPRING CLEAN-UP DATE

Roscommon Township Cemetery spring clean-up will begin on Monday, April 17, 2017. All floral arrangements, grave blankets and other cemetery decorations, including shepherd's hooks, solar lights, plant holders and other items must be removed from all cemetery lots before April 17. Any remaining items will be removed and disposed of by the Cemetery Caretaker. Flowers and other decorations may be returned after the clean up on Saturday, May 13, 2017. Please call the Roscommon Township Hall with questions (989) 422-4116.

Announcements

GUN SHOW
Missaukee Conservation Club
Just north of Lake City on M-66
Saturday, April 8, 2017
9 a.m. to 4 p.m.
Admission \$3.00
Kids 12 and under free
For information call:
Dan Barber
(231)942-9821

Indian Glens of the AuSable
Property Owners
Talk to Me
Facebook:
Indian Glens of the AuSableMI

Antiques

Buying wood fish, cottage furniture, lures, old buildings full, old boats, oars. (906)250-6794.

Garage Sales

Estate Sale - 5951 Lotan Rd., Fairmouth (Merritt). Furniture, household items, appliances, tools, books. Saturday, April 1, 10am-4pm.

Moving Sale: 117 Silver Dr., off County Rd. 100. 10am-4pm daily. Furniture available. To view furniture call (989)366-7953.

Yard & Indoor Sale: Longtime resident owner, Nancy Willingham. 302 Shady Lane, Prudenville, across from Playhouse. Furniture, antiques, collectibles, stain glass supplies & stain glass, lawn mower, yard tools, household. Moving to apartment. No early sales. This Friday, 10am-5pm. Saturday 10am-5pm.

Auctions

Farm Auction
Saturday, April 8 @ 10 A.M.
Sale Features: J.D. 4450, I.H. 1456 & Deutz Tractors; J.D. 6600 Combine, Like New Gravity Wagons, J.D. 8 Row Corn Planter, Lots Of Tillage Equip., Chevy Grain Truck, Shop Tools & Many Farm Related Items. Located: 11935 Denver Rd., Coleman. Herm Warner, Owner. John Peck Auctioneer, (989)426-8061. To View A Complete Listing With Photos Visit johnpeckauctions.com.

Legal Notices

FORECLOSURE NOTICE THIS FIRM IS A DEBT COLLECTOR ATTEMPTING TO COLLECT A DEBT. ANY INFORMATION WE OBTAIN WILL BE USED FOR COLLECTING A DEBT. IF THE DEBT WAS DISCHARGED IN A BANKRUPTCY PROCEEDING, THIS NOTICE IS NOT AN ATTEMPT TO COLLECT THAT DEBT. If you are in the Military, please contact our office at the number listed below. **ATTN PURCHASERS:** This sale may be rescinded by the foreclosing mortgagee for any reason. In that event, your damages, if any, shall be limited solely to the return of the bid amount tendered at sale, plus interest. **MORTGAGE SALE-Default has been made in the conditions of a certain mortgage made by Steven Glover and Deborah Lynn Glover, Husband and Wife to Mortgage Electronic Registration Systems, Inc. as nominee for Ownit Mortgage Solutions, Inc., its successors and assigns, Mortgagee, dated April 7, 2006 and recorded May 15, 2006 in Liber 1043 Page 1242 Roscommon County Records, Michigan.** Said mortgage was assigned to: U.S. Bank National Association, as Trustee for Ownit Mortgage Loan Trust, Mortgage Loan Asset-Backed Certificates, Series 2006-4, by assignment dated January 20, 2017 and recorded February 2, 2017, in Liber 1161 Page 813 on which mortgage there is claimed to be due at the date hereof the sum of One Hundred Nineteen Thousand Six Hundred Twenty-One Dollars and Fifty-Four Cents (\$119,621.54) including interest 7.75% per annum. Under the power of sale contained in said mortgage and the statute in such case made and provided, notice is hereby given that said mortgage will be foreclosed by a sale of the mortgaged premises, at public venue, the Circuit Court of Roscommon County at 11:00AM on April 14, 2017. Said premises are situated in Township of Den-ton, Roscommon County, Michigan, and are described as: PARCEL 1: BEGINNING 200.4 FEET NORTH 1 DEGREE WEST ON SECTION LINE FROM THE SOUTHEAST CORNER OF SECTION 15, TOWN 22 NORTH; RANGE 3 WEST, AND RUNNING THENCE NORTH 88 DEGREES 59 MINUTES WEST 208.8 FEET; THENCE NORTH 1 DEGREE WEST 83.6 FEET; THENCE SOUTH 88

Legal Notices

ificates, Series 2006-4 Assignee of Mortgage Attorneys: Polesivo & Associates, P.C. 251 Diversion Street Rochester, MI 48307 248-853-4400 Our File No: 104342 (03-16)(04-06)

Johnson, Blumberg, & Associates, LLC 5955 West Main Street, Suite 18 Kalamazoo MI, 49009 THIS FIRM IS A DEBT COLLECTOR ATTEMPTING TO COLLECT A DEBT AND ANY INFORMATION WE OBTAIN WILL BE USED FOR THAT PURPOSE. PLEASE CONTACT OUR OFFICE AT THE NUMBER BELOW IF YOU ARE IN ACTIVE MILITARY DUTY. **ATTN PURCHASERS:** This sale may be rescinded by the foreclosing mortgagee. In that event, your damages, if any, shall be limited solely to the return of the bid amount tendered at sale, plus interest. **MORTGAGE SALE-Default has been made in the conditions of a certain mortgage made by Susan Burkey, an adult woman, whose address is 201 Pine Haven Dr, Roscommon, Michigan 48653, as original Mortgagee, to Mortgage Electronic Registration Systems, Inc., being a mortgage dated September 21, 2009, and recorded on October 2, 2009 in Liber 1087 Page 677, Roscommon County Records, State of Michigan and then assigned to J.P. Morgan Mortgage Acquisition Corp., as assignee as documented by an assignment dated February 21, 2017 and recorded on February 23, 2017 in Liber 1161 Page 1221, Roscommon County Records, Michigan, on which mortgage there is claimed to be due at the date hereof the sum of SEVENTY-EIGHT THOUSAND TWO HUNDRED EIGHTY-SIX AND 63/100 DOLLARS (\$78,286.63).** Under the power of sale contained in said mortgage and the statute in such case made and provided, notice is hereby given that said mortgage will be foreclosed by a sale of the mortgaged premises, at public sale to the highest bidder AT THE PLACE OF HOLDING THE CIRCUIT COURT WITHIN ROSCOMMON COUNTY, at 11:00 a.m. on April 14, 2017. Said premises are situated in the Township of Garish, County of Roscommon, State of Michigan, and are described as: Lot 47, Pinehaven, according to the recorded plat thereof, as recorded in Liber 4 of plats, Page 13, Roscommon County Records. The redemption period shall be 6 months from the date of such sale, unless the property is determined abandoned in accordance with MCLA § 600.3241b in

Legal Notices

terms, Inc., Mortgagee, dated March 20, 2014, and recorded on April 9, 2014 in Liber 1138 on Page 1224, and assigned by meane assignments to NATIONSTAR MORTGAGE LLC as assignee as documented by an assignment, in Roscommon county records, Michigan, on which mortgage there is claimed to be due at the date hereof the sum of Ninety-Three Thousand Four Hundred Three and 91/100 Dollars (\$93,403.91). Under the power of sale contained in said mortgage and the statute in such case made and provided, notice is hereby given that said mortgage will be foreclosed by a sale of the mortgaged premises, or some part of them, at public venue, at the place of holding the circuit court within Roscommon County, at 11:00 AM, on April 14, 2017.

Said premises are situated in Township of Roscommon, Roscommon County, Michigan, and are described as: Lots 45 and 46, Westmoreland, as recorded in Liber 3 of Plats, Page 18, Roscommon County Records

The redemption period shall be 6 months from the date of such sale, unless determined abandoned in accordance with MCLA 600.3241a, in which case the redemption period shall be 30 days from the date of such sale.

If the property is sold at foreclosure sale under Chapter 32 of the Revised Juridical Act of 1961, pursuant to MCL 600.3278 the borrower will be held responsible to the person who buys the property at the mortgage foreclosure sale or to the mortgage holder for damaging the property during the redemption period.

Dated: March 16, 2017
For more information, please call:
FC X (248) 593-1302
Troitt Law, P.C.
Attorneys For Servicer
31440 Northwestern Hwy Ste. 200
Farmington Hills, Michigan 48334-5422
File #465006F02
(03-16)(04-06)

Notice Of Mortgage Foreclosure Sale

THIS FIRM IS A DEBT COLLECTOR ATTEMPTING TO COLLECT A DEBT. ANY INFORMATION WE OBTAIN WILL BE USED FOR THAT PURPOSE. PLEASE CONTACT OUR OFFICE AT THE NUMBER BELOW IF YOU ARE IN ACTIVE MILITARY DUTY.

ATTN PURCHASERS: This sale may be rescinded by the foreclosing mortgagee.

MARKEY TOWNSHIP IS SEEKING BIDS FOR DEMOLITION

Third-Party Comment on Kirtland Community College Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411

The public may also submit comments on HLC's website at: www.hlcommission.org/HLC-Institutions/third-party-comment.html

Comments must address substantive matters related to the quality of the institution or its academic programs. Comments must be in writing.

All comments must be received by September 23, 2017.

Announcements

KIRTLAND COMMUNITY COLLEGE SEEKING INPUT

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The public is invited to submit comments regarding the college to the following address:

rescinded by the foreclosing mortgagee.

BLAST FROM THE PAST

from the Archives of the Oscoda County Herald

For more than 37 years the Oscoda County Herald has been serving the greater Oscoda County area. As the paper of record for the county, the Oscoda County Herald has piles of archives of the happenings in our communities over the



PUBLIC NOTICE

The Oscoda County Park & Recreation Commission Board will hold their Regular Meetings on the 1st Wednesday of each month, at 6 p.m. located at the Annex Building, in the Boardroom, unless otherwise posted.

The Public is invited!

PUBLIC NOTICE

A Special Board of Commissioners Meeting has been scheduled for Friday, April 7th at 10 a.m. to review the Request for Proposal (RFP) for the Rebuild of the Governmental Building.

Public is invited!

NOTICE

The Oscoda County Planning Commission Board will hold their Regular Meeting on the 2nd Tuesday of each month at 6 p.m. Located at the Annex Building, in the main lobby area, unless otherwise posted. Public is invited!

Public Notice

The Oscoda County Board of Commissioners invites the public to attend a B.O.C Work Session at 9 a.m. following the regular scheduled B.O.C Meeting at 10 a.m. for 2017. Held on the 2nd Tuesday and 4th Tuesday of each month located at the Annex Building in the B.O.C Board Room, unless otherwise posted.

A synopsis of the B.O.C Meetings will be posted on the County Website: www.oscodacountymi.com. Also, the B.O.C Official Minutes will be posted for public review on the County Website or a copy is available, at no charge, at the Board of Commissioners' Office or at the County Clerk's Office. Inquires call 989-826-1173.

ATTENTION COMINS TOWNSHIP RESIDENTS

FAIRVIEW CEMETERY CLEAN-UP APRIL 16, 2017 – April 30, 2017

Spring clean-up will begin on April 16th. Please have everything removed from the grave sites prior to this date. Items remaining after May 1, 2017 will be removed and discarded with the exception of new burials.

ATTENTION BIG CREEK TOWNSHIP RESIDENTS

Luzerne Cemetery Clean-Up

Please remove salvageable items from Luzerne Cemetery grave sites prior to April 25, 2017. Items remaining after April 25, 2017 will be removed and discarded with exceptions of new burials.

COMINS TOWNSHIP MEETINGS

FISCAL YEAR 2017-2018

MAY 23, 2017 at 6:00pm

JULY 25, 2017 at 6:00pm

SEPTEMBER 26, 2017 at 6:00pm

NOVEMBER 28, 2017 at 6:00pm

JANUARY 23, 2018 at 6:00pm

*MARCH 27, 2018 at 6:00pm

* BUDGET HEARING/REGULAR MEETING
ALL MEETINGS WILL BE HELD ON THE 4TH TUESDAY AT THE COMINS TOWNSHIP HALL. THE TOWNSHIP SUPERVISOR WILL CALL SPECIAL MEETINGS, IF REQUIRED.

NOTICE

BIG CREEK TOWNSHIP RESIDENTS:

Beginning in April, fiscal year 2017-2018, Big Creek Township Board meetings are scheduled for the 2nd Thursday of the month, 7:00 p.m. at 1175 W. Ryno Road.

BIG CREEK TOWNSHIP MEETINGS FISCAL YEAR 2017-2018

APRIL 13, 2017

MAY 11, 2017

JUNE 08, 2017

JULY 13, 2017

AUGUST 10, 2017

SEPTEMBER 14, 2017

OCTOBER 12, 2017

NOVEMBER 9, 2017

DECEMBER 14, 2017

JANUARY 11, 2018

FEBRUARY 8, 2018

MARCH 8, 2018

Clerk will post all Special Meetings or date changes if required.

RHONDA MUNDT, CLERK
989-826-5992

Kirtland Community College Seeking Input

Kirtland Community College is seeking comments from the public about the College in preparation for its periodic evaluation by its regional accrediting agency. The College will host a visit October 23-25, 2017, with a team representing the Higher Learning Commission. Kirtland Community College has been accredited by HLC since March 31, 1976. The team will review the institution's ongoing ability to meet HLC's Criteria for Accreditation.

The public is invited to submit comments regarding the college to the following address:

Third-Party Comment on
Kirtland Community College
Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411

The public may also submit comments on HLC's website at:

www.hlcommission.org/HLC-Institutions/third-party-comment.html

Comments must address substantive matters related to the quality of the institution or its academic programs.

Comments must be in writing.
All comments must be received by
September 23, 2017.

SPORTS

Falcons score big in first two track meets

By Rachel Farley

rachel.farley@ogemawherald.com

in the 1600-meter run (5:57.06). She also placed fifth in the 4x600

800-meter. The teams were scheduled to compete in Clare April 5 and at Ogemaw Heights April 10.

800-meter. The teams were scheduled to compete in Clare April 5 and at Ogemaw Heights April 10.

800-meter. The teams were scheduled to compete in Clare April 5 and at Ogemaw Heights April 10.

Colton in the high jump, Shane Nichols in the pole vault, Azaiyah Bell in the 100- and 200-meter dash, Zane Aldrich in the one- and

800-meter. The teams were scheduled to compete in Clare April 5 and at Ogemaw Heights April 10.

Syracuse-Webster Rd., Syracuse, IN 48567, has been contracted by Ogemaw County Road Commission to perform custom chemical vegetation control maintenance services at designated roadside guardrail locations throughout the county.

In doing so, they will be broadcast applying the following EPA-approved materials: Bayer Esplanade 200SC (Indaziflam), Bayer Method 240SL (Aminocyclopyrachlor), Alligare Imazapyr 4SL, and Alligare Glyphosate 5.4.

This application will be completed during the months of April and/or May.

Additional information may be requested by contacting Lex Dalton or Derek Dalton at 574-267-7511.

unnatural in their time place and use and which are a detriment to public health, peace, welfare or good order, at the regular Council Meeting held on March/21/2017. The Ordinance is posted at Council Chambers, 310 N. Williams St., and in the information center at City Hall, 410 N. Williams St., Rose City for the next 20 days, starting on 03/30/2017 until 04/20/2017.

Published in the Ogemaw Herald (03/30/2017)

Visit ogemawherald.com to see sports throughout the season.

PUBLIC NOTICE SPRING WEIGHT RESTRICTIONS LIFTED

Effective 8:00 a.m. on Monday, April 10, 2017, Seasonal Weight Restrictions will be lifted from all Ogemaw County Roads.

Any business wishing to be notified by fax or email message with notice of suspension of frost laws may contact the Ogemaw County Road Commission to be put on the notification list. However, the Ogemaw County Road Commission will not be responsible for an inadvertent lack of notice. You may go to our website www.ogemawcrrc.org for weight restrictions or additional road information.

By order of the Ogemaw County Road Commission
Van Sheltroun, Chairman

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September 23, 2017.

WHITTEMORE-PRESCOTT AREA SCHOOLS 8970 PRESCOTT ROAD, WHITTEMORE, MI 48770

RFP

SNOW PLOWING/REMOVAL

The board of education of the Whittemore-Prescott Areas Schools is seeking RFP's for snow plowing/removal. Proposals will be accepted until 4:00 p.m. Thursday, April 13, 2017, at which time they will be publically opened and read. RFP's are available from the administration office, located at: 8970 Prescott Rd, Whittemore, MI 48770 or on our webpage at: www.wpas.net.

Joseph J. Perrera
Superintendent

Whittemore-Prescott Area Schools
P.O. Box 250
Whittemore, MI 48770
989-756-2500

Completed proposals must be sent to the attention of Joseph J. Perrera, Superintendent at the address above. All proposals must be submitted in a sealed envelope that is clearly marked "SNOW PLOWING/REMOVAL SERVICE PROPOSAL". Proposals submitted by facsimile will not be accepted. Proposals received after 4:00 p.m., Thursday, April 13, 2017 will be returned unopened.

Although cost will be an important factor in awarding the contract, the school district is not obligated by any stature of regulation to award the purchase of the snow plowing/removal services solely based on cost. Accordingly, the school district reserves the right to evaluate all proposals objectively/subjectively and accept or reject any or all proposals thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district.

MILLS TOWNSHIP YARD WASTE PICK UP DATES

Thursday April 20, 2017	Thursday August 10, 2017
Thursday May 4, 2017	Thursday August 24, 2017
Thursday May 18, 2017	Thursday September 14, 2017
Thursday June 8, 2017	Thursday September 28, 2017
Thursday June 22, 2017	Thursday October 12, 2017
Thursday July 13, 2017	Thursday October 26, 2017
Thursday July 27, 2017	Thursday November 9, 2017

LEAVES MUST BE IN BIODEGRADABLE BAGS

LEAVES WILL NOT BE PICKED UP IF THEY ARE IN
REGULAR PLASTIC BAGS

TREE TRIMMINGS - THAT ARE LESS THAN
1 1/2 INCHES IN DIAMETER AND IN TIED
BUNDLES.

REGULAR GARBAGE PICK UP DATES FOR
THE WEEKS OF:

MEMORIAL DAY: MAY 29, 2017 - MONDAY'S
PICK UP WILL BE TUESDAY, MAY 30TH.
TUESDAY'S PICK UP WILL BE WEDNESDAY,
MAY 31ST. WEDNESDAY'S PICK UP WILL BE
THURSDAY, JUNE 1ST.

4TH OF JULY: TUESDAY'S PICK UP WILL BE
WEDNESDAY, JULY 5TH; WEDNESDAY'S PICK
UP WILL BE THURSDAY, JULY 6TH

LABOR DAY: SEPTEMBER 4, 2017 -
MONDAY'S PICK UP WILL BE TUESDAY,
SEPTEMBER 5TH. TUESDAY'S PICK UP WILL
BE WEDNESDAY, SEPTEMBER 6TH.
WEDNESDAY'S PICK UP WILL BE THURSDAY,
SEPTEMBER 7TH.

CHRISTMAS DAY: MONDAY'S PICK UP WILL
BE TUESDAY, DECEMBER 26TH. TUESDAY'S
PICK UP WILL BE WEDNESDAY, DECEMBER
27TH. WEDNESDAY'S PICK UP WILL BE
THURSDAY, DECEMBER 28TH

NEW YEAR'S DAY: MONDAY'S PICK UP WILL
BE TUESDAY, JANUARY 2, 2018. TUESDAY'S
PICK UP WILL BE WEDNESDAY, JANUARY 3,
2018. WEDNESDAY'S PICK UP WILL BE
THURSDAY, JANUARY 4, 2018

APRIL SCHILS,
MILLS TOWNSHIP CLERK

Legal Action

NOTICE OF MORTGAGE FORECLOSURE

This firm is a debt collector attempting to collect a debt. Any information obtained will be used for this purpose. If you are in the Military, please contact our office at the number listed below.

Community known as: 100 River Oaks Drive, Roscommon, MI 48653 The redemption period shall be six months from the date of such sale, unless determined abandoned in accordance with MCL 600.3241 or MCL 600.3241a, in which case the redemption period shall be 30 days from the date of such sale, or upon the expiration of the notice required by MCL 600.3241a(c), whichever is later; or unless MCL 600.3240(17) applies. If the property is sold at foreclosure sale under Chapter 32 of the Revised Judicature Act of 1961, under MCL 600.3278, the borrower will be held responsible to the person who buys the property at the mortgage foreclosure sale or to the mortgage holder for damaging the property during the redemption period. Partners for Payment Relief DE II, LLC, Assignee of Mortgagee Attorneys: Barham Legal LLC 2644 Kull Road Lancaster, Ohio 43130 (740) 689-9828 (03-23)(04-13)

(-23-30-6-13)

NOTICE OF MORTGAGE FORECLOSURE SALE

THIS FIRM IS A DEBT COLLECTOR ATTEMPTING TO COLLECT A DEBT. ANY INFORMATION WE OBTAIN WILL BE USED FOR THAT PURPOSE. PLEASE CONTACT OUR OFFICE AT THE NUMBER BELOW IF YOU ARE IN ACTIVE MILITARY DUTY. ATTN PURCHASERS: This sale may be rescinded by the foreclosing mortgagee. In that event, your or the mortgage holder for damaging the property during the redemption period. Dated: March 23, 2017 For more information, please call: EC J (248) 593-1311 Trott Law, P.C. Attorneys For Servicer 31440 Northwestern Hwy Ste. 200 Farmington Hills, Michigan 48334-5422 File #470418F01 (03-23)(04-13)

(23-30-6-13)

NOTICE ELMWOOD CEMETERY

Lawn maintenance for the Spring Clean-up of the Elmwood Cemetery shall be starting. Please remove winter decorations by April 16TH to ensure they will not be disposed of. Spring and summer decorations may be placed after April 29TH. The City would like to thank everyone for their understanding and cooperation during this Spring Clean-up process. Please contact the Cemetery Director with questions or concerns in regards to this announcement, 989-348-2131.

Erich Podlaske

Specifications and bid documents may be obtained by contacting the Crawford County Road Commission at the above address. Bids must be sealed in an envelope and clearly marked as to the contents.

The Board reserves the right to reject any or all bids, to waive informalities in the bids and to award the bid deemed to be in the best interest of Crawford County.

Board of Crawford County Road Commissioners
Jim Burch, Chairman
Ryan Halstead, Vice-Chairman
Gary Summers, Commissioner

Kirtland Community College Seeking Input

Kirtland Community College is seeking comments from the public about the College in preparation for its periodic evaluation by its regional accrediting agency. The College will host a visit October 23-25, 2017, with a team representing the Higher Learning Commission. Kirtland Community College has been accredited by HLC since March 31, 1976. The team will review the institution's ongoing ability to meet HLC's Criteria for Accreditation.

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Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60 604-1411**

The public may also submit comments on HLC's website at:
www.hlcommission.org/HLC-institutions/third-party-comment.html
Comments must address substantive matters related to the quality of the institution or its academic programs. Comments must be in writing.
All comments must be received by September 23, 2017.

Crawford County Road Commission

NOTICE TO BIDDERS

The Crawford County Road Commission will receive sealed bids until 4:00 p.m. (for a bid opening during the regular meeting) on Thursday April 20th, 2017 at their Grayling office located at 500 Huron Street, Grayling, MI 49738, for furnishing the following:

BITUMINOUS BASE CRUSHING

Specifications may be obtained by contacting the

Crawford County Road Commission

NOTICE TO BIDDERS

The Crawford County Road Commission will receive sealed bids until 4:00 p.m. (for a bid opening during the regular meeting) commencing at 4:30 p.m., on Thursday, April 20th, 2017 at their Grayling office located at 500 Huron Street, Grayling, MI 49738-0648, for furnishing the following:

Roadway surfacing

Willows Road

Pine Trail/Dewitt Trail

South Grayling Road

Bituminous Surface Mixture No. 13A (non-recycled) and/or
Bituminous Surface Mixture No. 13A (15% max. recycled)

Contractor shall be responsible for obtaining an approved mix design, which must be submitted and approved by the Crawford County Road Commission prior to commencement of work. Contractor shall be responsible for furnishing all recycled asphalt pavement for the entire bid quantity.

Completion date: September 30th, 2017

Crawford County Road Commission will provide flag personnel and traffic control devices during construction. All materials must meet current Michigan Department of Transportation specifications. Material test reports and weight tickets shall be provided in English units. Additional information may be obtained at the office of the undersigned. Bidding documents are available upon request.

Contractor shall provide Certificate of Insurance prior to commencing work. Certificate shall include:

- 1) Board of County Road Commission AND the Crawford County Road Commission named as additional insured to all coverage, 2) Bodily Injury Liability - each person - \$500,000.00 each occurrence, 3) Bodily Injury Liability - each accident - \$1,000,000.00, 4) Property Damage Liability - each accident - \$1,000,000.00, 5) Single Limit Policy - \$1,000,000.00 and 6) Worker's compensation - statutory limits.

The Board reserves the right to add or delete projects and quantities, which are deemed to be in the best interest of the Crawford County Road Commission. Submit bids in a sealed envelope that is clearly marked with the words: "Paving Bid."

Crawford County Road Commission reserves the right to reject any or all bids, to waive irregularities in the bid, to waive details in the specifications, to add or delete quantities or projects to or from the bid and to accept the bid deemed to be in the best interest of Crawford County.

Board of Crawford County Road Commissioners
Jim Burch, Chairman
Ryan Halstead, Vice-Chairman
Gary Summers, Commissioner

PUBLIC

Avalanche "Legal Action" pages for Crawford County are now available

on-line at crawfordcountyavalanche.com

NOTICE

Public Notices in Newspapers

Your Right to Know, Delivered Right to Your Door.





Deb Shumaker <deb.shumaker@kirtland.edu>

Fwd: Student survey

1 message

Nick Baker <nick.baker@kirtland.edu>
To: Deb Shumaker <deb.shumaker@kirtland.edu>

Fri, Apr 7, 2017 at 2:52 PM

For your HLC folder files.

----- Forwarded message -----

From: Michelle Vyskocil <michelle.vyskocil@kirtland.edu>
Date: Mon, Apr 3, 2017 at 9:35 AM
Subject: Student survey
To: nick.baker@kirtland.edu
Cc: Tom Quinn <tom.quinn@kirtland.edu>

HLC Student survey was just emailed to current students.

Thanks
Michelle

Sent from my iPhone

--
Nick Baker
Director of Institutional Research
Kirtland Community College
Office: 989-275-5000 ex. 335
nick.baker@kirtland.edu



This email is intended only for the use of the addressee(s) named herein. It may contain legally privileged and confidential information. If you are not the intended recipient, or an authorized representative of the intended recipient, you are hereby notified that any review, copying or distribution of this email and its attachments, if any, is strictly prohibited. If you have received this email in error, please immediately notify the sender by return email and delete this email from your system. Thank you.



Deb Shumaker <deb.shumaker@kirtland.edu>

Fwd: [Kirtland Happenings] Higher Learning Commission Student Survey - Please Read

Nick Baker <nick.baker@kirtland.edu>
To: Deb Shumaker <deb.shumaker@kirtland.edu>

Fri, Apr 7, 2017 at 2:53 PM

For your HLC folder files.

----- Forwarded message -----

From: Michelle Vyskocil <michelle.vyskocil@kirtland.edu>
Date: Mon, Apr 3, 2017 at 2:23 PM
Subject: Fwd: [Kirtland Happenings] Higher Learning Commission Student Survey - Please Read
To: Nick Baker <nick.baker@kirtland.edu>

Sent from my iPhone

Begin forwarded message:

From: Kirtland Happenings <kirtlandhappenings@kirtland.edu>
Date: April 3, 2017 at 8:45 02 AM CDT
To: undisclosed-recipients;
Subject: [Kirtland Happenings] Higher Learning Commission Student Survey - Please Read
Reply-To: winter-17-students-group+owners@kirtland.edu

Dear Student:

The Higher Learning Commission is the institutional accrediting association that comprehensively evaluates our school. Kirtland Community College is going through the process this year. Your comments about your experiences are very important. A summary of your input will be provided to the team of representatives from the Higher Learning Commission who will be visiting our school. The answers you give on this survey are anonymous. Your participation is completely voluntary. The Higher Learning Commission and the institution will not have access to your identity.

Thank you for taking five minutes to complete this short survey. The survey will be open through Wednesday, April 12, 2017.

Click on the link to begin the survey: https://hlcommission.co1.qualtrics.com/SE/?SID=SV_bmDakUXMrtz4Ua9

Sincerely,

Michelle Vyskocil
Vice President of Student Services
Kirtland Community College

..
Nick Baker
Director of Institutional Research
Kirtland Community College
Office: 989-275-5000 ex. 335
nick.baker@kirtland.edu



Deb Shumaker <deb.shumaker@kirtland.edu>

HLC notice on web

Sarah Holecheck <sarah.holecheck@kirtland.edu>

To: Deb Shumaker <deb.shumaker@kirtland.edu>, Nick Baker <nick.baker@kirtland.edu>

FYI here is the HLC notice on our site.

Thanks.
Sarah

<http://www.kirtland.edu/hlc-input>

--
Sarah Holecheck
Director of Public Information
Kirtland Community College
www.kirtland.edu
@kirtlandcc

Wed, Apr 19, 2017 at 8:01 AM

You are here: [Home](#) / Kirtland Community College Seeking Input

Kirtland Community College Seeking Input

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Comments must be in writing.

All comments must be received by September 23, 2017.

About Kirtland

- About Kirtland Home
- Mission and Vision
- Kirtland Facts
- Programs We Offer
- College Catalog
- Strategic Plan 2014-2019
- EEO Statement
- Dr. Thomas Quinn, President
- Board of Trustees
- Directions to Kirtland
- Campus Map
- Accreditation
- AQIP @ Kirtland
- Tobacco Free Facility
- Business Office
- Policies and Procedures



Deb Shumaker <deb.shumaker@kirtland.edu>

HLC Input Verbiage to post on FB & Twitter

Sarah Holecheck <sarah.holecheck@kirtland.edu>

Tue, Apr 18, 2017 at 9:16 AM

To: Nick Baker <nick.baker@kirtland.edu>, Deb Shumaker <deb.shumaker@kirtland.edu>, Michelle Vyskocil <michelle.vyskocil@kirtland.edu>, Jennifer Page <jennifer.page@kirtland.edu>

This is the content used for our local newspapers; ok to run as-is for our web and social media outlets as well?

I'm also including Jennifer so she can post it on the KCCF page.

Thanks, Sarah

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Sarah Holecheck
Director of Public Information
Kirtland Community College
989-275-5000 ext. 242
www.kirtland.edu
www.facebook.com/kirtlandcc
@kirtlandcc



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2017 HLC Public Notice for Web, FB, Social Media.png
229K

Deb Shumaker <deb.shumaker@kirtland.edu>



HLC on FB

1 message

Sarah Holecheck <sarah.holecheck@kirtland.edu>

To: Nick Baker <nick.baker@kirtland.edu>, Deb Shumaker <deb.shumaker@kirtland.edu>

Cc: Michelle Vyskocil <michelle.vyskocil@kirtland.edu>

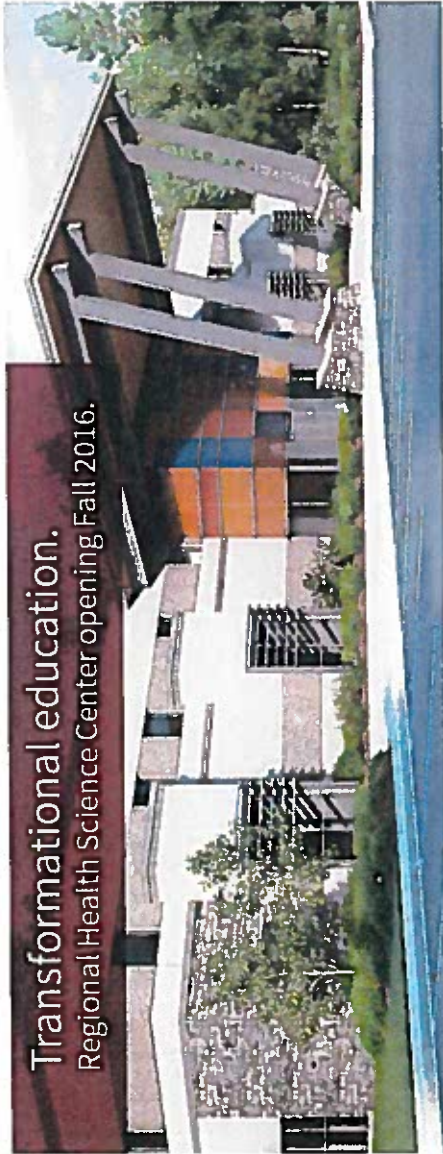
FYI this was posted today on our Kirtland FB and our Yes for Kirtland FB. They don't copy prettily into this email, but I wanted you to have something for the formal records if necessary.

Marj will find a spot in/around the IR section of the website, and I'll make sure Ryan tweets it out as well.

Thanks.

Sarah

YES FOR KIRTLAND FB:



Yes for Kirtland Community College

@yes4kirtland

Home

About

Photos

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Likes

Videos

Posts

Services

Liked

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Add a Button

Write something...

- Shop
- Notes
- Offers
- Jobs
- Boost**

Share a photo or video Advertise your business Start a Live Video Get messages

Create an event Create an offer Publish a job post Write a note

2 Scheduled Posts
Next post scheduled for Tuesday, May 9 at 11:25am. [See posts.](#)



Yes for Kirtland Community College added a new photo.
Published by Sarah Holecheck · Just now ·

Kirtland Community College Seeking Input

Kirtland Community College is seeking comments from the public about the College's preparation for its periodic evaluation by its regional accrediting agency. The College is all but a year (October 2015-2017) with a team representing the Higher Learning Commission. Kirtland Community College has been accredited by HLC since March 31, 1976. The team will review the institution's ongoing ability to meet HLC's Criteria for Accreditation.

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Chicago, IL 60604-1411

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Comments must address substantive matters related to the quality of the institution or its academic programs. Comments must be in writing.

All comments must be received by **September 23, 2017.**

Boost Post

Like

Comment Share

Yes for Kirtland Community

Write a comment...

Press Enter to post



KIRTLAND FB:



www.kirtland.edu
(989) 275-5000

Kirtland Community College
@kirtlandcc



Contact Us

- Home
- About
- Reviews
- Likes
- Photos
- Videos
- Poll/daddy Polls
- Posts
- Events
- Services
- Shop
- Notes
- Offers
- Jobs

Write something...

- Share a photo or video
- Advertise your business
- Get phone calls
- Get messages
- Help people find your business
- Create an event
- Create an offer
- Publish a job post

See All

9 Scheduled Posts
Next post scheduled for today at 12:11pm. See posts.

Boost

Kirtland Community College added a new photo.
Published by Sarah Holeccheck · 3 mins

Sarah Holeccheck
Director of Public Information
Kirtland Community College
989-275-5000 ext. 242
www.kirtland.edu
www.facebook.com/kirtlandcc
@kirtlandcc



Kirtland Community College Seeking Input

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Chicago, IL 60604-1411

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All comments must be received by September 23, 2017.

Like Show more reactions Comment Share

Write a comment...

Boost Post

Classified

Help Wanted

FULL-TIME Program Director Health Information Technology (HIT): Kirtland Community College, with instructional sites serving the north-central lower peninsula of Michigan, is seeking qualified applicants for a faculty position responsible for the organization, administration, and development of the HIT program. This position will also instruct college-level courses in HIT. Contract begins August 10th. Full benefit package. For complete job posting and application information, visit <http://www.kirtland.edu/human-resources/jobs-at-kirtland>. Equal Opportunity Employer.

Wanted

Wanted older motorcycles, snowmobiles, ATVs, boats and boat motors. Running or not running. (810)775-9771.

Wanted to buy: Older US coins, proof sets, mint sets, collections, silver and gold coins. Call Ed (989)275-3770.

We buy scrap and unwanted vehicles. Fast reliable pickup, call us at (989)348-0105. Grayling Auto Recyclers.

Announcements

NOTICE ROSCOMMON TOWNSHIP CEMETERY SPRING CLEAN-UP DATE

Roscommon Township Cemetery spring clean-up will begin on Monday, April 17, 2017. All floral arrangements, grave blankets and other cemetery decorations, including shepherd's hooks, solar lights, plant holders and other items must be removed from all cemetery lots before April 17. Any remaining items will be removed and disposed of by the Cemetery Caretaker. Flowers and other decorations may be returned after the clean up on Saturday, May 13, 2017. Please call the Roscommon Township Hall with questions (989) 422-4116.

Antiques

Buying wood fish, cottage furniture, lures, old buildings full, old boats, cars. (989)250-6794.

Garage Sales

Estate Sale - 5951 Lotan Rd., Fairmount (Merrill): Furniture, household items, appliances, tools, books. Saturday, April 1, 10am-4pm.

Moving Sale: 117 Silver Dr., off County Rd. 100, 10am-4pm daily. Furniture available. To view furniture call (989)368-7953.

Announcements

KIRTLAND COMMUNITY COLLEGE SEEKING INPUT

Kirtland Community College is seeking comments from the public about the College in preparation for its periodic evaluation by its regional accrediting agency. The College will host a visit October 23-25, 2017, with a team representing the Higher Learning Commission. Kirtland Community College has been accredited by HLC since March 31, 1976. The team will review the institution's ongoing ability to meet HLC's Criteria for Accreditation.

The public is invited to submit comments regarding the college to the following address:

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Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411

The public may also submit comments on HLC's website at: www.hlcommission.org/HLC-Institutions/third-party-comment.html

Comments must address substantive matters related to the quality of the institution or its academic programs. Comments must be in writing.

All comments must be received by September 23, 2017.

MARKET TOWNSHIP IS SEEKING BIDS FOR DEMOLITION

Announcements

GUN SHOW

Missaukee Conservation Club
Just north of Lake City on M-66
Saturday, April 8, 2017
9 a.m. to 4 p.m.
Admission \$3.00
Kids 12 and under free
For information call:
Dan Barber
(231)942-9621

Indian Glens of the Ausable Property Owners Talk to Me Facebook: Indian Glens of the AusableMI

Legal Notices

FORECLOSURE NOTICE THIS FIRM IS A DEBT COLLECTOR ATTEMPTING TO COLLECT A DEBT. ANY INFORMATION WE OBTAIN WILL BE USED FOR COLLECTING A DEBT. IF THE DEBT WAS DISCHARGED IN A BANKRUPTCY PROCEEDING, THIS NOTICE IS NOT AN ATTEMPT TO COLLECT THAT DEBT. If you are in the Military, please contact our office at the number listed below. **ATTN PURCHASERS:** This sale may be rescinded by the foreclosing mortgagee for any reason. In that event, your damages, if any, shall be limited solely to the return of the bid amount tendered at sale, plus interest, and the purchaser shall have no further recourse against the Mortgagee, the Mortgagee, or the Mortgagee's attorney. **MORTGAGE SALE - Default** has been made in the conditions of a certain mortgage made by: Steven Glover and Deborah Lynn Glover, Husband and Wife to Mortgage Electronic Registration Systems, Inc. as nominee for Onnit Mortgage Solutions, Inc., its successors and assigns. **Mortgages, dated April 7, 2006 and recorded May 15, 2006 in Liber 1043 Page 1242 Roscommon County Records, Michigan.** Said mortgage was assigned to: U.S. Bank National Association, as Trustee for Onnit Mortgage Loan Trust, Mortgage Loan Asset-Backed Certificates, Series 2006-4, by assignment dated January 20, 2017 and recorded February 2, 2017, in Liber 1161 Page 813 on which mortgage there is claimed to be due at the date hereof the sum of One Hundred Nineteen Thousand Six Hundred Twenty-One Dollars and Fifty-Four Cents (\$119,621.54) including interest 7.75% per annum. Under the power of sale contained in said mortgage and the statute in such case made and provided, notice is hereby given that said mortgage will be foreclosed by a sale of the mortgaged premises, or some part of them, at public vendue, the Circuit Court of Roscommon County at 11:00AM on April 14, 2017. Said premises are situated in Township of Denison, Roscommon County, Michigan, and are described as: PARCEL 1: BEGINNING 200.4 FEET NORTH 1 DEGREES WEST ON SECTION LINE FROM THE SOUTHEAST CORNER OF SECTION 15, TOWN 22 NORTH, RANGE 3 WEST, AND RUNNING THENCE NORTH 88 DEGREES 59 MINUTES WEST 208.8 FEET; THENCE NORTH 1 DEGREE WEST 83.6 FEET; THENCE SOUTH 88

Legal Notices

degrees, Series 2006-4 Assignee of Mortgage Attorneys: Polestivo & Associates, P.C. 251 Division Street, Rochester, MI 48307 248-853-4400 Our File No: 104342 (03-16)(04-06)

Johnson, Blumberg, & Associates, LLC 5955 West Main Street, Suite 18 Kalamazoo MI 49009 THIS FIRM IS A DEBT COLLECTOR ATTEMPTING TO COLLECT A DEBT AND ANY INFORMATION WE OBTAIN WILL BE USED FOR THAT PURPOSE. PLEASE CONTACT OUR OFFICE AT THE NUMBER BELOW IF YOU ARE IN ACTIVE MILITARY DUTY. **ATTN PURCHASERS:** This sale may be rescinded by the foreclosing mortgagee. In that event, your damages, if any, shall be limited solely to the return of the bid amount tendered at sale, plus interest. **MORTGAGE SALE-Default** has been made in the conditions of a certain mortgage made by Susan Burkley, an adult woman, whose address is 201 Pine Haven Dr, Roscommon, Michigan 48653, as original Mortgagor, to Mortgage Electronic Registration Systems, Inc., being a mortgage dated September 21, 2009, and recorded on October 2, 2009 in Liber 1087 Page 677, Roscommon County Records, State of Michigan and then assigned to J.P. Morgan Mortgage Acquisition Corp., as assignee as documented by an assignment dated February 21, 2017 and recorded on February 23, 2017 in Liber 1161 Page 1221. Roscommon County Records, Michigan, on which mortgage there is claimed to be due at the date hereof the sum of SEVENTY-EIGHT THOUSAND TWO HUNDRED EIGHTYSIX AND 63/100 DOLLARS (\$78,286.63). Under the power of sale contained in said mortgage and the statute in such case made and provided, notice is hereby given that said mortgage will be foreclosed by a sale of the mortgaged premises, at public sale to the highest bidder AT THE PLACE OF HOLDING THE CIRCUIT COURT WITHIN ROSCOMMON COUNTY, at 11:00 a.m. on April 14, 2017. Said premises are situated in the Township of Garish, County of Roscommon, State of Michigan, and are described as: Lot 47, Pinhaven, according to the recorded plat thereof, as recorded in Liber 4 of Plats, Page 13, Roscommon County Records. The redemption period shall be 6 months from the date of such sale, unless the property is determined abandoned in accordance with MCLA § 600.3241a in

Legal Notices

tems, Inc., Mortgagee, dated March 20, 2014, and recorded on April 9, 2014 in Liber 1138 on Page 1224, and assigned by mesne assignments to NATIONSTAR MORTGAGE LLC as assignee as documented by an assignment, in Roscommon county records, Michigan, on which mortgage there is claimed to be due at the date hereof the sum of Ninety-Three Thousand Four Hundred Three and 91/100 Dollars (\$93,403.91). Under the power of sale contained in said mortgage and the statute in such case made and provided, notice is hereby given that said mortgage will be foreclosed by a sale of the mortgaged premises, or some part of them, at public vendue, at the place of holding the circuit court within Roscommon County, at 11:00 AM, on April 14, 2017.

Said premises are situated in Township of Roscommon, Roscommon County, Michigan, and are described as: Lots 45 and 46, Westmoreland, as recorded in Liber 3 of Plats, Page 18, Roscommon County Records.

The redemption period shall be 6 months from the date of such sale, unless determined abandoned in accordance with MCLA 600.3241a. In which case the redemption period shall be 30 days from the date of such sale.

If the property is sold at foreclosure sale under Chapter 32 of the Revised Judicial Act of 1961, pursuant to MCL 600.3278 the borrower will be held responsible to the person who buys the property at the mortgage foreclosure sale or the mortgage holder for damaging the property during the redemption period.

Dated: March 16, 2017
For more information, please call:
FC X (248) 593-1302
Trott Law, P.C.
Attorneys For Servicer
31440 Northwestern Hwy Ste. 200
Farmington Hills, Michigan 48334-5422
File #465006F02
(03-16)(04-06)

Notice Of Mortgage Foreclosure Sale

ATTN PURCHASERS: This sale may be

THIS FIRM IS A DEBT COLLECTOR ATTEMPTING TO COLLECT A DEBT. ANY INFORMATION WE OBTAIN WILL BE USED FOR THAT PURPOSE. PLEASE CONTACT OUR OFFICE AT THE NUMBER BELOW IF YOU ARE IN ACTIVE MILITARY DUTY.

ATTN PURCHASERS: This sale may be rescinded by the foreclosing mortgagee

Basketball

Spencer White, a senior from Grayling High School, signed a letter of intent to play basketball at Concordia University of Ann Arbor during a ceremony at the GHS media center on Tuesday.

White averaged 16.8 points per game and 5.7 rebounds per game during the 2016-2017 season and he was recently named an Associated Press all-state honorable mention in Class B.

"Spencer has an outstanding work ethic, both on and off the court. Spencer put in

countless hours perfecting his game and developed into one of the top players in northern Michigan," said Rich Moffit, Grayling High School's varsity boys basketball coach.

The Vikings posted an 18-6 overall record this past season, winning a district championship and placing second (tie) in the Lake Michigan Conference.

White said playing college basketball has been a goal for quite a few years.

"It was always a goal of mine, probably

since my sixth grade year," White said. "It was something I always pursued."

Why Concordia? A few reasons.

White said he played in a team camp at Concordia, and that started the process.

"The belief they had in me," White said. "The belief I could see that (the head coach) had in me. The overall school, the setting, the size of it. It's a really good fit for me."

White plans to major in nursing at Concordia University in an effort to become a certified registered nurse. His plan

involves six years of schooling, four at Concordia.

White played for Grayling for two seasons after transferring from another school. He said he enjoyed his time as a Viking and the support from fans and the community. He also praised the commitment of his fellow players and his coaches.

"Incredible fans along with incredible teammates," White said.



Spencer White, joined by his sister Ryleigh, his father Tom, and his mother Kirsten, signed a letter of intent to play basketball at Concordia University next year during a ceremony at Grayling High School on Tuesday.

Legal Action

MAPLE FOREST TOWNSHIP CRAWFORD COUNTY, MICHIGAN

AN ORDINANCE TO AMEND THE MAPLE FOREST TOWNSHIP ZONING ORDINANCE BY ADDING DEFINITIONS FOR TERMS USED AND BY ADDING REGULATIONS FOR USE PERMITTED AS SPECIAL USES.

THE TOWNSHIP OF MAPLE FOREST, COUNTY OF CRAWFORD, STATE OF MICHIGAN ORDAINS.

Section 1. Amendment of Section 2.02.

Section 2.02 of the Maple Forest Township Zoning Ordinance is hereby amended by adding the following terms in Alphabetical order to Section 2.02. The addition of the following terms shall in no way effect the existing list of terms which shall remain in full force and effect.

Wireless Communications Equipment: The set of equipment and network components used in the provision of wireless communications services, including but not limited to, antennas, transmitters, receivers, base stations, equipment shelters, cabinets, emergency generators, power supply cables and coax and fiber-optic cables, but excluding wireless communication support structures.

Wireless Communications Facilities: Transmitters, antenna structures, tower and other types of equipment necessary for providing wireless communication services and all commercial mobile services, including all those that are available to the public (for profit or not for profit) which give subscribers the ability to access or retrieve call from the public switched telephone network.

Wireless Communications Support Structure: Structure designed to support, or is capable of supporting, wireless communications equipment, including a monopole, self-supporting lattice tower, guide tower, water tower, utility pole or building.

Section 2. Amendmen of Section 5.01 ..3 (Resource Conservation)
Section 5.01.3 Of Maple Forest Township Zoning Ordinance is hereby Amended by adding I & J which shall read as follows :

- I- Wireless Communications Facilities.
- J- Private or Individual Television/Radio/Internet Towers.

Section 3. Amendment of Section 5.02.2 Farm Forest
is hereby Amended by adding P & Q which will read as follows:

- P- Kirtland Wireless Communications Facilities.
- Q- Private or Individual Television/Radio/Internet towers.

Kirtland Community College Seeking Input

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Kirtland Community College has been accredited by HLC since March 31, 1976. The team will review the institution's ongoing ability to meet HLC's Criteria for Accreditation.

The public is invited to submit comments regarding the college to the following address:

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Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60 604-1411

The public may also submit comments on HLC's website at:
www.hlcommission.org/HLC-Institutions/third-party-comment.html
Comments must address substantive matters related to the quality of the institution or its academic programs. Comments must be in writing.
All comments must be received by September 23, 2017.

NOTICE of AIR POLLUTION COMMENT PERIOD and PUBLIC HEARING

The Michigan Department of Environmental Quality (MDEQ) is holding a public comment period from March 30, 2017 until May 1, 2017, and, if requested, a public hearing on May 4, 2017, for Flakeboard America Limited, dba ARAUCO North America's proposal to amend their current Permit to Install (PTI) for a medium density particle-board plant located at 5851 Arauco Road, Grayling, Michigan. This permit application is requesting to install two emergency diesel generators instead of one, make changes to several exhaust stacks, and increase the heat input rate of the press thermal oil heater. The public comment period and, if requested, hearing are to allow all interested parties the opportunity to comment on the MDEQ's proposed conditional approval of a PTI. It has been preliminarily determined that the proposed changes will not violate any of the MDEQ's rules nor the National Ambient Air Quality Standards. The facility's impact will not exceed the available increments for sulfur dioxide, nitrogen oxides (NOx), particulate matter equal to or less than 10 microns (PM10), and particulate matter equal to or less than 2.5 microns (PM2.5).

This proposal is subject to the state and federal major source Prevention of Significant Deterioration rules and regulations for NOx, volatile organic compounds, carbon monoxide, particulate matter, PM10, PM2.5, and greenhouse gases.

Copies of the MDEQ's fact sheet(s) and proposed permit conditions are available for review at the following locations, or you may request a copy be mailed to you by calling 517-284-6793. Please reference PTI Application Number 59-16A.

AIR QUALITY DIVISION (AQD) Internet Home Page - <http://www.michigan.gov/air>
Federal Compliance Packet - August 18, 2017

CADILLAC: MDEQ, AQD, 120 W Chapin Street (Phone: 231-775-3960)

SEEKING BIDS

Hale Area Senior & Retirees, Inc. is seeking bids for roof repair to the Hale Senior Center at 310 N. Washington, Hale, MI 48739. Bids must be submitted to Lucille Lauria, President. Inspection of the buildings roof may be set up for appointment by calling 989-728-2366. If no answer, please leave name, message and contact number. The organization reserves the right to accept or reject any or all bids, whichever is deemed to be in their best interest. Bids must be submitted by April 30th.

OGEMAW COUNTY BOARD OF COMMISSIONERS

March 9, 2017 Commissioner Meeting Minutes

Chairman Hennard opened a public hearing at 8:55 a.m. in the Commissioner's Chambers, Ogemaw County Building, West Branch, Michigan. (The purpose of the public hearing was to receive comment on a proposed USDA grant for a police vehicle. Undersheriff Casselman briefly explained the grant for the commissioners. There being no other public comment, Chairman Hennard closed the public hearing at 8:58 a.m.)

Chairman Hennard called a regular meeting to order at 9:00 a.m. in the Commissioner's Chambers, Ogemaw County Building, West Branch, Michigan.

Present - Scott, Reetz, Quackenbush, and Hennard. Absent - Simmons with notice.

Motion by Quackenbush, second by Reetz, the meeting agenda be approved as noted. Voice vote. Ayes - all. Motion carried. [3-1-#1]

Motion by Scott, second by Quackenbush, the minutes of the February 23, 2017 meeting be approved. Voice vote. Ayes - all. Motion carried. [3-1-#2]

PUBLIC COMMENT

Motion by Quackenbush, second by Reetz, the Ogemaw County Board of Commissioners approve the amended Child Care Fund budget as presented. Roll call vote. Ayes - Scott, Reetz, Quackenbush, and Hennard. Motion carried. [3-1-#3]

Motion by Reetz, second by Quackenbush, the Ogemaw County Board of Commissioners approve the hiring of a road patrol deputy to fill a vacancy. Roll call vote. Ayes - Reetz, Quackenbush, and Scott. Nay - Hennard. Motion carried. [3-1-#4]

CORRESPONDENCE

Motion by Quackenbush, second by Reetz, the Ogemaw County Board of Commissioners declare April 2017 as Social Host Responsibility Month. Voice vote. Ayes - all. Motion carried. [3-1-#5]

NEW BUSINESS

Motion by Scott, second by Reetz, the Ogemaw County Board of Commissioners approve Farmland and Open Space Agreements for BO-TE Farms, Inc. Voice vote. Ayes - all. Motion carried. [3-1-#6]

COMMITTEE REPORTS

Motion by Hennard, second by Reetz, claims in the amount of \$81,377.36 be approved for payment. Roll call vote. Ayes - Quackenbush, Hennard, Scott, and Reetz. Motion carried. [3-1-#7]

Motion by Quackenbush, second by Reetz, the meeting be adjourned. Voice vote. Ayes - all. Motion carried. [3-1-#8]

There being no further business to address, Chairman Hennard adjourned the meeting at 10:07 a.m.

Minutes by Gary R. Klacking, Ogemaw County Clerk
Attest: Gary R. Klacking, Ogemaw County Clerk

March 16, 2016

Committee of the Whole Meeting Minutes

Chairman Hennard called a Committee of the Whole meeting to order, at 9:00 a.m. in Conference Room A of the Commissioner's Chambers, Ogemaw County Building, West Branch, Michigan.

Present - Scott, Reetz, Simmons and Chairman Hennard by phone. Absent - Quackenbush with notice.

Undersheriff Casselman spoke to the board about the Diverted Felons Contract renewal for Van Shelbourn. He stated how much has been collected and what Mr. Shelbourn has earned. Commissioner Simmons asked why someone within the corrections facility has not been trained to do this work. Various questions were asked of the Undersheriff. He explained the program and what Mr. Shelbourn does for the program. A motion will be prepared for the upcoming commissioner meeting.

Patrick Gudney, Shari Spoelma and Andrew Walker addressed the board concerning MSU Extension services. County Clerk Klacking read part of a legal opinion concerning whether an individual or group could pay for a special election. The opinion read in part, "The County may receive monies from an individual or group of persons (who are not ballot question committees) to be spent on the administrative costs of a special election, in that, a special election is an expression of choice by the voters of the county that effects their general welfare, security, prosperity and contentment".

Mr. Gudney read a letter outlining MSU's offer to continue services until election results of an MSU Extension Services ballot proposal are known in August 2018. A motion will be prepared for the upcoming commissioner meeting to adopt the proposal. Friends of Extension will donate funds to Ogemaw County MSU Extension services.

Administrative Assistant Caren Piglowski highlighted snowplowing costs for this month's expense reports. The board discussed the pros and cons of continuing snowplowing services next year with the current contractor. Mr. Klacking will be meeting with the current contractor later this spring to edit the existing contract and report back to the full board.

County Treasurer Dwight McIntyre presented the monthly revenue report. The revolving fund balance as of March 15, 2017 is \$1,489,999 and the tax revolving fund investments are \$4,521,284. Various questions were asked of Mr. McIntyre.

Mr. Klacking informed the board the Ogemaw Nature Park USDA license packet has been sent in. He and Commissioner Simmons collaborated on the matter.

Mr. Klacking presented a proposed resolution approving the State of Michigan grant for new voting equipment. He explained a proposal to pay for the part of the grant program that was not covered. A motion will be prepared to approve the proposed resolution at the upcoming board meeting.

County Treasurer McIntyre discussed the Maximus indirect billing costs for the Ogemaw County Commission on Aging. We have been billing for \$15,000 annually; however, the Maximus reports indicates the indirect costs to COA are \$34,000 per year. After discussion, the board directed Mr. McIntyre to bill the COA \$34,000 for this year's indirect costs.

Mr. Klacking informed the board St. Joseph School has requested to use our parking area near the Veteran's Memorial for its 100 year St. Joseph School celebration. Questions were asked about the usage. More research will be done by Mr. Klacking and he will report back to the board.

Ms. Piglowski briefly discussed scheduling a meeting with West Branch Township DDA (Downtown Development Authority) to explore sharing the captured tax revenue for its DDA.

The board also discussed Central Dispatch revenue enhancement issues and how the general public has become aware of the proposals to fund Central Dispatch.

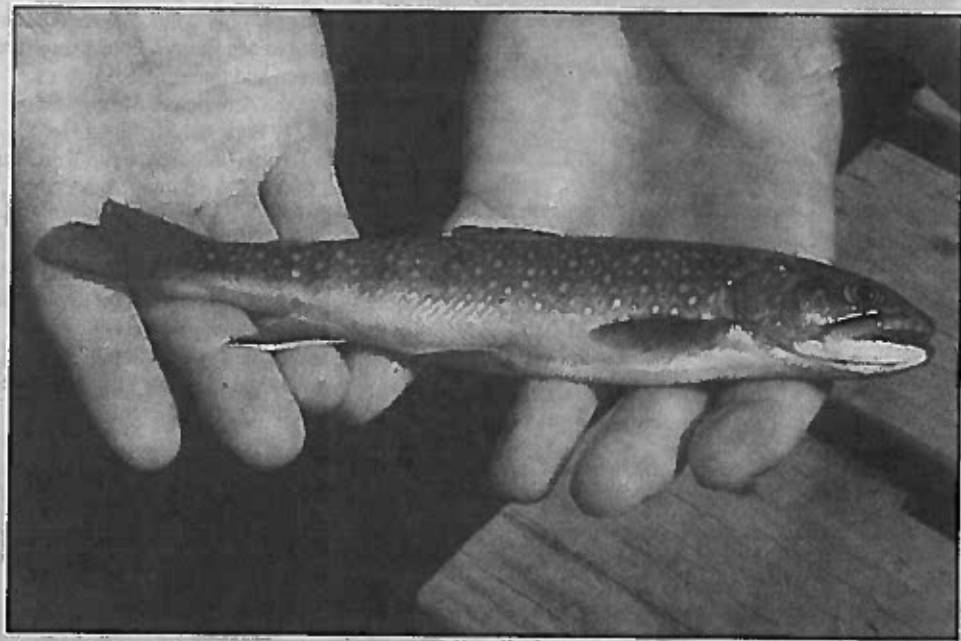
DNR seeks public comment on inland trout management plan

LANSING — The Michigan Department of Natural Resources has released its draft inland trout management plan and is seeking public comment on it.

The plan, available online at michigan.gov/fishing under Angler Alerts, focuses on the ecology and management of populations of inland trout in rivers and inland lakes of Michigan.

The intent of the inland trout management plan is to provide an overview of inland trout habitats in Michigan, the biology and ecology of inland trout populations and management activities directed toward inland trout and their habitats. This information provides a basis for understanding the role of inland trout in current and future management of fisheries in Michigan's inland lakes and streams.

This report does not cover species such as Chinook or coho salmon and migratory rainbow trout (steelhead), which



The DNR's inland trout management plan focuses on the ecology and management of species like Michigan's state fish, the brook trout. MICHIGAN DNR/COURTESY PHOTO

reside in the Great Lakes and migrate inland on a seasonal basis. It does cover inland trout that primarily reside in streams and inland lakes throughout their lives.

Sections of the report focus on distribution of

trout waters in the state, origin of inland trout fisheries, biology of inland trout in streams and lakes, fishing regulations, status of fisheries and other topics.

Public comments may be submitted via email

to dnr-fish-management-plans@michigan.gov by Friday, April 14. Written public comments also will be accepted at Marquette Fisheries Research Station, Attn: Troy Zorn, 484 Gherry Creek Rd., Marquette, MI 49855.

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Comments must address substantive matters related to the quality of the institution or its academic programs.

Comments must be in writing.
All comments must be received by
September 23, 2017.

PUBLIC NOTICE MICHIGAN DEPARTMENT OF TRANSPORTATION 2017 NORTH REGION HERBICIDE PROGRAM

The Michigan Department of Transportation (MDOT) hereby provides notice to the public, including property owners adjacent to state highways, of the 2017 Herbicide Application Program treatments for roadside rights of way within Emmet, Cheboygan, Presque Isle, Charlevoix, Antrim, Otsego, Montmorency, Alpena, Leelanau, Benzie, Grand Traverse, Kalkaska, Crawford, Oscoda, Alcona, Manistee, Wexford, Missaukee, Roscommon, Ogemaw, and Isosco counties.

SCHEDULED DATES OF APPLICATION:

Applications will take place between April 4, 2017, and Dec. 5, 2017.

HERBICIDES/LOCATIONS:

Non-Selective Applications: (guardrail, pavement/shoulder cracks and edges, barrier walls, concrete bridge slopes, invasive plants) ANY INDIVIDUAL OR COMBINATIONS OF THE HERBICIDES LISTED BELOW:
Roundup Pro Concentrate (Glyphosate), Milestone (Aminopyralid), Escort XP (Metasulfuron Methyl), Arsenal Powerline (Imazapyr), Rodeo (Glyphosate), Polaris (Isopropylamine Salt of Imazapyr), Esplanade 200 SC (Indaziflam), Perspective (Aminocyclopyrachlor and Chlorisulfuron), Method 240SL (Aminocyclopyrachlor) Polaris (Isopropylamine Salt of Imazapyr).

Selective Applications: (broadleaf weeds in turf areas, brush control, plant growth regulator, invasive plants) ANY INDIVIDUAL OR COMBINATIONS OF THE HERBICIDES LISTED BELOW:

Weedestroy AM-40 (2, 4-Dichlorophenoxyacetic Acid), Milestone (Aminopyralid), Escort XP (Metasulfuron Methyl), Garlon 3A (Triclopyr), Garlon 4 Ultra (Triclopyr-2-Butoxyethyl Ester), Vista XRT (Fluroxypyr 1-Methylheptyl Ester), Plateau (Imazapic), E-2 (2, 4-Dichlorophenoxyacetic Acid), Fluroxypyr, Dicamba, Perspective (Aminocyclopyrachlor and Chlorisulfuron).

NOTICE MILLS TOWNSHIP RESIDENTS

THE TOWNSHIP BOARD VOTED ON MARCH 14, 2017 THAT THE MILLS TOWNSHIP BOARD WILL MEET AT THE MILLS TOWNSHIP HALL 2441 GREENWOOD ROAD, PRESCOTT, MI 48756 ON TUESDAY APRIL 4, 2017 FOR THEIR MONTHLY MEETING AT 6:30 P.M.

April Schils
Mills Township Clerk

NOTICE

The Rose City Council adopted Ordinance #17-03-21, an ordinance to prevent the making, creation or maintenance of excessive, unnecessary, unnatural or unusually loud noises, which are prolonged, unusual and unnatural in their time place and use and which are a detriment to public health, peace, welfare or good order, at the regular Council Meeting held on March/21/2017. The Ordinance is posted at Council Chambers, 310 N. Williams St., and in the Information center at City Hall, 410 N. Williams St., Rose City for the next 20 days, starting on 03/30/2017 until 04/20/2017.

Published in the Ogemaw Herald (03/30/2017)

IMPORTANT INFORMATION ABOUT YOUR SPECTRUM CHANNEL LINEUP

Communities Served: Cummings Twp;
Hill Twp; Rose City & Rose Twp, MI

Effective on or after May 2, 2017, the following changes will be made to your channel lineup:

HSN on Basic channel 12 will relocate to channel 155.

QVC on Basic channel 6 will relocate to channel 137.

Jewelry TV on Basic channel 77 will relocate to channel 162.

Communities Served: Edwards Twp, ...

PUBLIC NOTICES

PUBLIC NOTICE ACCEPTING BIDS

Big Creek Township and Mentor Township are seeking bids for 3 projects for 2017
 Planter Box Watering,
 Banner & Decoration Hanging
 Planter Box Planting and Weeding
 for the Mio Main Street Streetscape, those wishing to submit a bid can pick up a copy of the Bid Specifications at the Mentor Township Hall. All Bids must be submitted by 4:30 March 31, 2017. For additional information contact Gary Wyckoff Supervisor at 989-826-5414, If by Mail PO Box 730 Mio, Michigan 48647. Big Creek Township and Mentor Township reserves the right to accept or reject any and all bids.

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www.hlcommission.org/HLC-Institutions/third-party-comment.html

Comments must address substantive matters related to the quality of the institution or its academic programs.

Comments must be in writing.

All comments must be received by
September 23, 2017.

PUBLIC NOTICE

The Oscoda County Park & Recreation Commission Board will hold their Regular Meetings on the 1st Wednesday of each month, at 6 p.m. located at the Annex Building, in the Boardroom, unless otherwise posted.

The Public is invited!

Public Notice

The Oscoda County Board of Commissioners invites the public to attend a B.O.C Work Session at 9 a.m. following the regular scheduled B.O.C Meeting at 10 a.m. for 2017. Held on the 2nd Tuesday and 4th Tuesday of each month located at the Annex Building in the B.O.C Board Room, unless otherwise posted.

A synopsis of the B.O.C Meetings will be posted on the County Website: www.oscodacountymi.com. Also, the B.O.C Official Minutes will be posted for public review on the County Website or a copy is available, at no charge, at the Board of Commissioners' Office or at the County Clerk's Office, Inquires call 989-826-1173.

NATIONAL FOREST TIMBER FOR SALE HURON MANISTEE NATIONAL FOREST

The Festuca KW Sale is located within T26N, R1E, Sections 27-30, 32-34; T26N, R2W, Sections 25, 27, 34, 35; MM. The Forest Service will receive sealed bids in public at Mio Ranger District at 3:00 PM local time on 05/02/2017 for an estimated volume of 399 CCF of Jack Pine sawtimber, 309 CCF of Red Pine sawtimber, 1309 CCF of Jack Pine pulpwood, and 2745 CCF of Red Pine pulpwood marked or otherwise designated for cutting. In addition, there is within the sale area an estimated volume of 142 CCF of Mixed Hardwood sawtimber, 68 CCF of Mixed Hardwood pulpwood, and 79 CCF of Mixed Topwood gm bio cv that the bidder agrees to remove at a fixed rate. The Forest Service reserves the right to reject any and all bids.

Interested parties may obtain a prospectus from the office listed below. A prospectus, bid form, and complete information concerning the timber, the conditions of sale, and submission of bids is available to the public from the Mio Ranger District, 107 McKinley Road, Mio, Michigan. The USDA is an equal opportunity provider and employer.

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SCHEDULED DATES OF APPLICATION:
 Applications will take place between April 4, 2017, and Dec. 5, 2017.

HERBICIDES/LOCATIONS:
Non-Selective Applications: (guardrail, pavement/shoulder cracks and edges, barrier walls, concrete bridge slopes, invasive plants) ANY INDIVIDUAL OR COMBINATIONS OF THE HERBICIDES LISTED BELOW:
 Roundup Pro Concentrate (Glyphosate), Milestone (Aminopyralid), Escort XP (Metasulfuron Methyl), Arsenal Powerline (Imazapyr), Rodeo (Glyphosate), Polaris (Isopropylamine Salt of Imazapyr), Esplanade 200 SC (Indaziflam), Perspective (Aminocyclopyrachlor and Chlorsulfuron), Methed 240SL (Aminocyclopyrachlor) Polaris (Isopropylamine Salt of Imazapyr).

Selective Applications: (broadleaf weeds in turf areas, brush control, plant growth regulator, invasive plants) ANY INDIVIDUAL OR COMBINATIONS OF THE HERBICIDES LISTED BELOW:
 Weedestroy AM-40 (2, 4-Dichlorophenoxyacetic Acid), Milestone (Aminopyralid), Escort XP (Metasulfuron Methyl), Garlon 3A (Triclopyr), Garlon 4 Ultra (Triclopyr-2-Butoxyethyl Ester), Vialta XRT (Fluroxypyr 1-Methylheptyl Ester), Plateau (Imazapic), E-2 (2, 4-Dichlorophenoxyacetic Acid, Fluroxypyr, Dicamba), Perspective (Aminocyclopyrachlor and Chlorsulfuron), Methed 240SL (Aminocyclopyrachlor), Element 3A (Triclopyr), Stalker (Isopropylamine Salt of Imazapyr), Imazapic 2SL (Imazapic) Vastlan (Triclopyr Choline, Acetic Acid, Choline Salt).

Adjuvants: (drift control, water conditioning, surfactants)
 41-A (Polyacrylamide and Polysaccharide Polymers), Nu-Film-IR (Poly-1-p-Menthene), Improve (Nonion), Condition (Ammonium Sulfate), Sunset MSO (Methylated Seed Oil Blend and Emulsifiers), Cygnat Plus (Limonene, Methylated Vegetable Oil, Alkyl Hydroxypoly Oxyethylene).

METHOD OF APPLICATION:
 All applications will be ground or foliar applied by vehicular-mounted fixed boom or hand spray gun equipment. The herbicides will be tank-mixed or injected for each application.

RE-ENTRY RESTRICTIONS:
 Do not enter treated areas until the spray has dried.

CONTACT:
 All applications will be made by certified pesticide applicators. For further information, contact:

Jim Malloy, Resource Analyst
 Michigan Department of Transportation
 1088 M-32 East
 Gaylord, MI 49735
 989-731-5050

This notice is published per Regulation 637 Act No. 451, Public Acts of 1994, as amended.

BROUGHT. SOLD. SAVED.

THE CLASSIFIEDS DELIVER!

GARLAND LODGE & GOLF RESORT

CAREER FAIR

OPEN TO THE PUBLIC

April 1, 2017 • 11 am – 3 pm

April 7, 2017 • 4 pm – 7 pm

Open positions in every department!

-  Food & Beverage
-  Housekeeping
-  Front Desk / Guest Services
-  Maintenance
-  Grounds Keepers



Help Wanted

Accepting applications for production/piecework for injection molding plant. Apply in person at American Plastic Toys, 3059 Beechwood Road, Rose City, between 8:00 AM and 4:00 PM Monday-Friday.

Are you looking for something part-time, to get you out of the house, and make a little money on the side? Looking for a part-time car wash attendant. If interested call 366-4828 and leave message.

Busy doctor's office seeking full time patient coordinator. Must be proficient in Microsoft Office and possess strong phone, computer and communication

Help Wanted

Flat bed driver needed. Home weekends with great equipment. Avg. \$1500.00 per week. No Tarping (989)240-1003.

HELP WANTED

Our company has sold and installed a patented energy saving product in the construction field for 14 years and are looking to add a few good installers to work as independent contractors who can work part time or full time. Full time independent contractors once trained must sell and install their own jobs to reap the highest financial rewards.

Help Wanted

Landscape Gardening and Lawn Care Contract Laborer. 25 hours or more per week. Valid drivers license, transportation and work history is required. Wage based upon level of your experience. Higgins Lake area. Call, (989)302-2955 to apply.

Help Wanted

MidMichigan Community Health Services is seeking a fully licensed clinical Social Worker to join our thriving Behavioral Health Service. The first position is located in Beaverton, MI at our primary care location. This LMSW must be experienced in treating patients across the lifespan. CAD/C/CAADC highly desirable but not required. Salary commensurate with experience and generous benefit package included. Please send cover letter and resume to: Dr. Stacy Gedeon, 9249

Help Wanted

The Hairport is looking for full time or part time experienced hair stylist. Apply within or call (989)366-9491.

Wanted

Wanted to buy: Older US coins, proof sets, mint sets, collections, silver and gold coins. Call Ed (989)275-3770.

We buy scrap and unwanted vehicles. Fast reliable pickup, call us at (989)348-0105. Grayling Auto Recyclers.

Auctions

Farm Auction
Saturday, April 8 @ 10 A.M.
Sale Features: J.D. 4450, 1H, 1456 & Deutz Tractors, J.D. 6600 Combine, Like New Gravely Wagons, J.D. 8 Row Corn Planter, Lots Of Tillage Equip., Chevy Grain Truck, Shop Tools & Many Farm Related Items. Located: 11935 Denver Rd., Coleman, Herm Warner, Owner. John Peck Auctioneer. (989)428-8061. To View A Complete Listing With Photos Visit JohnPeckAuctions.com.

John Peck Auctions

GERMISH TOWNSHIP BOARD SPECIAL MEETING SYNOPSIS

March 30, 2017

Meeting called to order at 10:00 am at the Municipal Center. Present Supervisor Udy, Clerk Patchin, Trustee Lippert and Trustee Link. Absent: Treasurer Tulgeiske. Also present: 2 citizens

- Motions Made and carried:
- That the Board, as recommended by David Udy, approve the purchase of the 2010 Evinrude E-Tec Outboard Motor for the Gerrish Township Community Park Marina in the amount of \$2,500.00
- That the Board approve the year end accounts payable as presented
- That the Board approve the year end budget adjustments as presented

Public Comments:

Trustee Link stated with Supervisor Udy her disappointment that USFWS Permit MB56627B-3 was amended without the authorization of the Gerrish Township Board. Trustee Link asked that the USFWS Permit MB56627B-3 be placed on the agenda for April 6th and that the amendment be reversed. Patsy Lippert shared her disappointment in the misrepresentation from Supervisor Udy's intention and asked that he write an apology and clarification to the USFWS. Ken Dennings asked when the USFWS had been notified that the duck houses were going to be put up and was there a motion by the Board at that time. Clerk Patchin asked how many boxes Supervisor Udy had removed and the location. Supervisor Udy said he removed the following duck boxes: 2-Gerrish Township Park, 2-South State Park 2-Higgins Lake Dam, 1-Gerrish Township Marina. Ken Dennings wanted to know when the Board would take action regarding the amended USFWS Permit MB56627B-3. The USFWS Permit MB56627B-3 will be placed on the Agenda for April 6th at the sp-Monthly Work Session

Meeting Adjourned at 10:39am
A complete copy of proposed minutes are available at Gerrish Township Hall or on-line at www.gerrish.township.mi.gov
Kathleen Patchin, Gerrish Township Clerk

LYON TOWNSHIP WORK SESSION MARCH 15, 2017

The meeting convened at 9:15
All board members present for a quorum plus Flewelling, McKee and 4 guests.
Being heard at this meeting are the two participants of the RFP. Greg Flewelling and Jeremy McKee of Go Fast Rentals. Flewelling presented his plans of using the building for boat repairs, recreation fuel, water toys, upholstery and canvas work in a year round business that is tied in with B&B Marina. McKee's presentation included winter rentals of shanties, groom cross country ski trails and snow mobiles in addition to increasing summer rentals. Both participants answered questions from the board. Comments and questions were heard from the audience.

Motion by Nellist, supported by Munoz, to vote on the acceptance of one of the two RFPs by Go Fast Rentals and Gregory Flewelling with a roll call vote. Williams - Flewelling, Nellist - Go Fast, Munoz - Go Fast, Bartel - Flewelling, and Carlson - Flewelling. Proposal awarded to Flewelling with a 3-2 vote.

Motion by Nellist, supported by Williams, to approve the purchase of a used snow-moblie for a total cost of \$1200.00 from John Sheehan. The snowmoblie will be

Gerrish Township Roscommon County Request for Proposals

Gerrish Township, Roscommon County, is seeking sealed bid proposals from qualified individuals (MC/CO or higher) or firms to provide assessing services as required by the Michigan General Property Tax Act on a contractual basis. All bid proposals should comply with the Michigan State Tax Commission's suggested annual on site inspection of 20% of each class of parcels per year.

Gerrish Township is located in Roscommon County and consist of 4,827 Residential, 91 Commercial, and 3 Industrial class properties with a 2017 SEV of \$346,736,200.

Interested parties may also visit www.gerrishtownship.org for further information or call 989-821-9313 ext 227. Submit sealed bid proposals to Clerk, Kathleen Patchin, Gerrish Township, 2997 E. Higgins Lake Drive, Roscommon, MI 48653 must be received by 4:00 pm on Friday, April 21, 2017.

NESTER TOWNSHIP

Board meeting dates for 2017-2018 will be the first Thursday of each month at 7:00 p.m. at the Township Hall.

April 6, 2017	May 4, 2017
June 1, 2017	July 6, 2017
August 3, 2017	September 7, 2017
October 5, 2017	November 2, 2017
December 7, 2017	January 4, 2018
February 1, 2018	March 1, 2018

KIRTLAND COMMUNITY COLLEGE SEEKING INPUT

Kirtland Community College is seeking comments from the public about the College in preparation for its periodic evaluation by its regional accrediting agency. The College will host a visit October 23-25, 2017, with a team representing the Higher Learning Commission. Kirtland Community College has been accredited by HLC since March 31, 1976. The team will review the institution's ongoing ability to meet HLC's Criteria for Accreditation.

The public is invited to submit comments regarding the college to the following address:

Third-Party Comment on Kirtland Community College
Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411

The public may also submit comments on HLC's website at: www.hlcommission.org/HLC-Institutions/third-party-comment.html

Comments must address substantive matters related to the quality of the institution or its academic programs. Comments must be in writing.

All comments must be received by September 23, 2017.

INVITATION TO BID

Help Wanted

Landscaping and Lawn Care Contract Laborer. 25 hours or more per week. Valid drivers license, transportation and work history is required. Wage based upon level of your experience. Higgins Lake area. Call, (989)302-2955 to apply.

Help Wanted

MidMichigan Community Health Services is seeking a fully licensed clinical Social Worker to join our thriving Behavioral Health Service. The first position is located in Beaverton, MI at our primary care location. This LMSW must be experienced in treating patients across the lifespan. CAD/C/CAADC highly desirable but not required. Salary commensurate with experience and generous benefit package included. Please send cover letter and resume to: Dr. Stacy Gedeon, 9249

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Invitation to Bid

NOTICE IS HEREBY GIVEN that the County of Roscommon, Roscommon, Michigan is accepting a lump sum sealed bid for:

"RE-ROOFING OF THE ROSCOMMON COUNTY BUILDING"

A Mandatory pre-bid meeting and walk through will be held on April 20, 2017 at 10:00am. Bidders are to meet at the job site located at 500 Lake Street, Roscommon MI, 48653. Bid packages will be handed out at this meeting. The intent is to have a qualified contractor re-roof the existing flat membrane roof with a new membrane roof.

Sealed bids will be received until 2:00 p.m. on Friday May 2, 2017, at the Administration office, Roscommon County Building, 500 Lake Street, Roscommon, MI, 48653. An original and one (1) copy of the bid, including all documents, and needed statements, shall be placed in a sealed envelope, and marked "Sealed bid for Re-roofing of the Roscommon County Building". Bids will be opened and read aloud at 3:00 p.m. the same day in the Commissioners meeting room, 500 Lake Street, Roscommon, MI, 48653. Bids will be "as read" pending thorough evaluation. Award of the project will be at a later date.

Roscommon County reserves the right to accept or reject any or all bids and to waive any or all irregularities in Proposals. Proposals shall remain firm for forty-five (45) days from date of Bid Opening. A 5% Bid Bond will be required before any bid is read aloud and a 100% Performance, Labor and Material Bid will be required.

Questions are to be directed by email to nielsens@roscommoncounty.net or to Steve Nielsen at (989)275-7660.

ROSCOMMON COUNTY ROAD COMMISSION NOTICE TO BIDDERS

The Roscommon County Road Commission will receive sealed bids until 2:00 p.m.

Legal Action

NOTICE OF MORTGAGE FORECLOSURE

This firm is a debt collector attempting to collect a debt. Any information obtained will be used for this purpose. If you are in the Military, please contact our office at the number listed below.

Commonly known as, 100 River Oaks Drive, Roscommon, MI 48653 The redemption period shall be six months from the date of such sale, unless determined abandoned in accordance with MGL 600.3241 or MCL 600.3241a, in which case the redemption period shall be 30 days from the date of such sale, or upon the expiration of the notice required by MCL 600.3241a(c), whichever is later; or unless MGL 600.3240(17) applies. If the property is sold at foreclosure sale under Chapter 32 of the Revised Judicature Act of 1961, under MCL 600.3278, the borrower will be held responsible to the person who buys the property at the mortgage foreclosure sale or to the mortgage holder for damaging the property during the redemption period. Partners for Payment Relief DE II, LLC, Assignee of Mortgagee Attorneys: Barham Legal LLC 2644 Kull Road Lancaster, Ohio 43130 (740) 689-9828 (03-23)(04-13)

(-23-30-6-13)

NOTICE OF MORTGAGE FORECLOSURE SALE

THIS FIRM IS A DEBT COLLECTOR ATTEMPTING TO COLLECT A DEBT. ANY INFORMATION WE OBTAIN WILL BE USED FOR THAT PURPOSE. PLEASE CONTACT OUR OFFICE AT THE NUMBER BELOW IF YOU ARE IN ACTIVE MILITARY DUTY. AITN PURCHASERS: This sale may be rescinded by the foreclosing mortgagee. In that event, your or the mortgage foreclosure sale or to the mortgage holder for damaging the property during the redemption period. Dated: March 23, 2017 For more information, please call: FC J (248) 593-1311 Trott Law, P.C. Attorneys For Servicer 31440 Northwestern Hwy Ste. 200 Farmington Hills, Michigan 48334-5422 File #470418F01 (03-23)(04-13)

(23-30-6-13)

NOTICE ELMWOOD CEMETERY

Lawn maintenance for the Spring Clean-up of the Elmwood Cemetery shall be starting. Please remove winter decorations by April 16TH to ensure they will not be disposed of. Spring and summer decorations may be placed after April 29TH. The City would like to thank everyone for their understanding and cooperation during this Spring Clean-up process. Please contact the Cemetery Director with questions or concerns in regards to this announcement, 989-348-2131.

Erich Podjaske

Specifications and bid documents may be obtained by contacting the Crawford County Road Commission at the above address. Bids must be sealed in an envelope and clearly marked as to the contents. The Board reserves the right to reject any or all bids, to waive informalities in the bids and to award the bid deemed to be in the best interest of Crawford County.

Board of Crawford County Road Commissioners
 Jim Burtch, Chairman
 Ryan Halstead, Vice-Chairman
 Gary Summers, Commissioner

Kirtland Community College Seeking Input

Kirtland Community College is seeking comments from the public about the College in preparation for its periodic evaluation by its regional accrediting agency. The College will host a visit October 23-25, 2017, with a team representing the Higher Learning Commission. Kirtland Community College has been accredited by HLC since March 31, 1976. The team will review the institution's ongoing ability to meet HLC's Criteria for Accreditation.

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**Third-Party Comment on Kirtland Community College
 Higher Learning Commission
 230 South LaSalle Street, Suite 7-500
 Chicago, IL 60 604-1411**

The public may also submit comments on HLC's website at:
www.hlcommission.org/HLC-Institutions/third-party-comment.html
 Comments must address substantive matters related to the quality of the institution or its academic programs. Comments must be in writing.
All comments must be received by September 23, 2017.

Crawford County Road Commission

NOTICE TO BIDDERS

The Crawford County Road Commission will receive sealed bids until 4:00 p.m. (for a bid opening during the regular meeting) on Thursday April 20th, 2017 at their Grayling office located at 500 Huron Street, Grayling, MI 49738, for furnishing the following:

BITUMINOUS BASE CRUSHING

Specifications may be obtained by contacting the

Crawford County Road Commission

NOTICE TO BIDDERS

The Crawford County Road Commission will receive sealed bids until 4:00 p.m. (for a bid opening during the regular meeting) commencing at 4:30 p.m., on Thursday, April 20th, 2017 at their Grayling office located at 500 Huron Street, Grayling, MI 49738-0648, for furnishing the following:

Roadway surfacing

Willows Road Pine Trail/Dewitt Trail South Grayling Road

Bituminous Surface Mixture No. 13A (non-recycled) and/or
 Bituminous Surface Mixture No. 13A (15% max. recycled)

Contractor shall be responsible for obtaining an approved mix design, which must be submitted and approved by the Crawford County Road Commission prior to commencement of work. Contractor shall be responsible for furnishing all recycled asphalt pavement for the entire bid quantity.
Completion date: September 30th, 2017

Crawford County Road Commission will provide flag personnel and traffic control devices during construction. All materials must meet current Michigan Department of Transportation specifications. Material test reports and weight tickets shall be provided in English units. Additional information may be obtained at the office of the undersigned.
 Bidding documents are available upon request.

Contractor shall provide Certificate of Insurance prior to commencing work. Certificate shall include:

- 1) Board of County Road Commission AND the Crawford County Road Commission named as additional insured to all coverage, 2) Bodily Injury Liability - each person - \$500,000.00 each occurrence, 3) Bodily Injury Liability - each accident - \$1,000,000.00, 4) Property Damage Liability - each accident - \$1,000,000.00, 5) Single Limit Policy - \$1,000,000.00 and 6) Worker's compensation - statutory limits.

The Board reserves the right to add or delete projects and quantities, which are deemed to be in the best interest of the Crawford County Road Commission. Submit bids in a sealed envelope that is clearly marked with the words: "Paving Bid."

Crawford County Road Commission reserves the right to reject any or all bids, to waive irregularities in the bid, to waive details in the specifications, to add or delete quantities or projects to or from the bid and to accept the bid deemed to be in the best interest of Crawford County.

Board of Crawford County Road Commissioners
 Jim Burtch, Chairman
 Ryan Halstead, Vice-Chairman
 Gary Summers, Commissioner

PUBLIC

Avalanche "Legal Action" pages for Crawford County are now available

on-line at crawfordcountyavalanche.com

NOTICE

Public Notices in Newspapers

Your Right to Know, Delivered Right to Your Door.



SPORTS

PAGE 15

www.ogemawherald.com

Thursday, April 6, 2017

Falcons score big in first two track meets

By Rachel Farley
rachel.farley@ogemawherald.com

in the 1600-meter run (5:57.06).
She also placed fifth in the 4x600

were not warm to begin with," he
said. "But we managed to stay warm

the only participant in both events
from Ogemaw Heights while Quinci

who were gone for spring break,"
Frank said. "Those who were able

Colton in the high jump,
Shane Nichols in the pole
vault, Azaiyah Bell in the
100- and 200-meter dash,
Zane Aldrich in the one- and

800-meter.
The teams were scheduled
to compete in Clare April
5 and at Ogemaw Heights
April 10.

Visit ogemawherald.com to see
sports throughout the season.

PUBLIC NOTICE SPRING WEIGHT RESTRICTIONS LIFTED

Effective 8:00 a.m. on Monday, April 10, 2017, Seasonal Weight Restrictions will be lifted from all Ogemaw County Roads.

Any business wishing to be notified by fax or email message with notice of suspension of frost laws may contact the Ogemaw County Road Commission to be put on the notification list. However, the Ogemaw County Road Commission will not be responsible for an inadvertent lack of notice. You may go to our website www.ogemawcrc.org for weight restrictions or additional road information.

By order of the Ogemaw County Road Commission
Van Sheltrown, Chairman

Kirtland Community College Seeking Input

Kirtland Community College is seeking comments from the public about the College in preparation for its periodic evaluation by its regional accrediting agency. The College will host a visit October 23-25, 2017, with a team representing the Higher Learning Commission. Kirtland Community College has been accredited by HLC since March 31, 1976. The team will review the institution's ongoing ability to meet HLC's Criteria for Accreditation.

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Chicago, IL 60604-1411

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[www.hlcommission.org/HLC-Institutions/
third-party-comment.html](http://www.hlcommission.org/HLC-Institutions/third-party-comment.html)

Comments must address substantive matters related to the quality of the institution or its academic programs.

Comments must be in writing.
All comments must be received by
September 23, 2017.

Syracuse-Webster Rd., Syracuse, IN 46567, has been contracted by Ogemaw County Road Commission to perform custom chemical vegetation control maintenance services at designated roadside guardrail locations throughout the county.

In doing so, they will be broadcast applying the following ERA-approved materials: Bayer Esplanade 200SC (Indaziflam), Bayer Method 240SL (Aminocyclopyrachlor), Alligare Imazapyr 4SL, and Alligare Glyphosate 5.4.

This application will be completed during the months of April and/or May.

Additional information may be requested by contacting Lex Dalton or Derek Dalton at 574-267-7511.

WHITTEMORE-PRESCOTT AREA SCHOOLS
8970 PRESCOTT ROAD, WHITTEMORE, MI 48770

RFP

SNOW PLOWING/REMOVAL

The board of education of the Whittemore-Prescott Areas Schools is seeking RFP's for snow plowing/removal. Proposals will be accepted until 4:00 p.m. Thursday, April 13, 2017, at which time they will be publically opened and read. RFP's are available from the administration office, located at: 8970 Prescott Rd, Whittemore, MI 48770 or on our webpage at: www.wpas.net.

Joseph J. Perrera
Superintendent
Whittemore-Prescott Area Schools
P.O. Box 250
Whittemore, MI 48770
989-756-2500

Completed proposals must be sent to the attention of Joseph J. Perrera, Superintendent at the address above. All proposals must be submitted in a sealed envelope that is clearly marked "SNOW PLOWING/REMOVAL SERVICE PROPOSAL". Proposals submitted by facsimile will not be accepted. Proposals received after 4:00 p.m., Thursday, April 13, 2017 will be returned unopened.

Although cost will be an important factor in awarding the contract, the school district is not obligated by any stature of regulation to award the purchase of the snow plowing/removal services solely based on cost. Accordingly, the school district reserves the right to evaluate all proposals objectively/subjectively and accept or reject any or all proposals thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district.

unnatural in their time place and use and which are a detriment to public health, peace, welfare or good order, at the regular Council Meeting held on March/21/2017. The Ordinance is posted at Council Chambers, 310 N. Williams St., and in the information center at City Hall, 410 N. Williams St., Rose City for the next 20 days, starting on 03/30/2017 until 04/20/2017.

Published in the Ogemaw Herald (03/30/2017)

MILLS TOWNSHIP YARD WASTE PICK UP DATES

Thursday April 20, 2017	Thursday August 10, 2017
Thursday May 4, 2017	Thursday August 24, 2017
Thursday May 18, 2017	Thursday September 14, 2017
Thursday June 8, 2017	Thursday September 28, 2017
Thursday June 22, 2017	Thursday October 12, 2017
Thursday July 13, 2017	Thursday October 26, 2017
Thursday July 27, 2017	Thursday November 9, 2017

LEAVES MUST BE IN BIODEGRADABLE BAGS

LEAVES WILL NOT BE PICKED UP IF THEY ARE IN
REGULAR PLASTIC BAGS

TREE TRIMMINGS - THAT ARE LESS THAN
1 1/2 INCHES IN DIAMETER AND IN TIED
BUNDLES.

REGULAR GARBAGE PICK UP DATES FOR
THE WEEKS OF:

MEMORIAL DAY: MAY 29, 2017 - MONDAY'S
PICK UP WILL BE TUESDAY, MAY 30TH.
TUESDAY'S PICK UP WILL BE WEDNESDAY,
MAY 31ST. WEDNESDAY'S PICK UP WILL BE
THURSDAY, JUNE 1ST.

4TH OF JULY: TUESDAY'S PICK UP WILL BE
WEDNESDAY, JULY 5TH; WEDNESDAY'S PICK
UP WILL BE THURSDAY, JULY 6TH

LABOR DAY: SEPTEMBER 4, 2017 -
MONDAY'S PICK UP WILL BE TUESDAY,
SEPTEMBER 5TH. TUESDAY'S PICK UP WILL
BE WEDNESDAY, SEPTEMBER 6TH.
WEDNESDAY'S PICK UP WILL BE THURSDAY,
SEPTEMBER 7TH.

CHRISTMAS DAY: MONDAY'S PICK UP WILL
BE TUESDAY, DECEMBER 26TH. TUESDAY'S
PICK UP WILL BE WEDNESDAY, DECEMBER
27TH. WEDNESDAY'S PICK UP WILL BE
THURSDAY, DECEMBER 28TH

NEW YEAR'S DAY: MONDAY'S PICK UP WILL
BE TUESDAY, JANUARY 2, 2018. TUESDAY'S
PICK UP WILL BE WEDNESDAY, JANUARY 3,
2018. WEDNESDAY'S PICK UP WILL BE
THURSDAY, JANUARY 4, 2018

APRIL SCHILS,
MILLS TOWNSHIP CLERK

BLAST FROM THE PAST

from the Archives of the Oscoda County Herald

For more than 37 years the Oscoda County Herald has been serving the greater Oscoda County area. As the paper of record for the county, the Oscoda County Herald has plies of archives of the happenings in our communities over the



PUBLIC NOTICE

The Oscoda County Park & Recreation Commission Board will hold their Regular Meetings on the 1st Wednesday of each month, at 6 p.m. located at the Annex Building, in the Boardroom, unless otherwise posted.

The Public is invited!

Public Notice

The Oscoda County Board of Commissioners invites the public to attend a B.O.C Work Session at 9 a.m. following the regular scheduled B.O.C Meeting at 10 a.m. for 2017. Held on the 2nd Tuesday and 4th Tuesday of each month located at the Annex Building in the B.O.C Board Room, unless otherwise posted.

A synopsis of the B.O.C Meetings will be posted on the County Website: www.oscodacountymi.com. Also, the B.O.C Official Minutes will be posted for public review on the County Website or a copy is available, at no charge, at the Board of Commissioners' Office or at the County Clerk's Office. Inquires call 989-826-1173.

COMINS TOWNSHIP MEETINGS

FISCAL YEAR 2017-2018

MAY 23, 2017 at 6:00pm

JULY 25, 2017 at 6:00pm

SEPTEMBER 26, 2017 at 6:00pm

NOVEMBER 28, 2017 at 6:00pm

JANUARY 23, 2018 at 6:00pm

*MARCH 27, 2018 at 6:00pm

* BUDGET HEARING/REGULAR MEETING

ALL MEETINGS WILL BE HELD ON THE 4TH TUESDAY AT THE COMINS TOWNSHIP HALL. THE TOWNSHIP SUPERVISOR WILL CALL SPECIAL MEETINGS, IF REQUIRED.

PUBLIC NOTICE

A Special Board of Commissioners Meeting has been scheduled for Friday, April 7th at 10 a.m. to review the Request for Proposal (RFP) for the Rebuild of the Governmental Building.

Public is invited!

ATTENTION COMINS TOWNSHIP RESIDENTS

FAIRVIEW CEMETERY CLEAN-UP APRIL 16, 2017 – April 30, 2017

Spring clean-up will begin on April 16th. Please have everything removed from the grave sites prior to this date. Items remaining after May 1, 2017 will be removed and discarded with the exception of new burials.

NOTICE

BIG CREEK TOWNSHIP RESIDENTS:

Beginning in April, fiscal year 2017-2018, Big Creek Township Board meetings are scheduled for the 2nd Thursday of the month, 7:00 p.m. at 1175 W. Ryno Road.

BIG CREEK TOWNSHIP MEETINGS FISCAL YEAR 2017-2018

APRIL 13, 2017

MAY 11, 2017

JUNE 08, 2017

JULY 13, 2017

AUGUST 10, 2017

SEPTEMBER 14, 2017

OCTOBER 12, 2017

NOVEMBER 9, 2017

DECEMBER 14, 2017

JANUARY 11, 2018

FEBRUARY 8, 2018

MARCH 8, 2018

Clerk will post all Special Meetings or date changes if required.

RHONDA MUNDT, CLERK
989-826-5992

NOTICE

The Oscoda County Planning Commission Board will hold their Regular Meeting on the 2nd Tuesday of each month at 6 p.m. Located at the Annex Building, in the main lobby area, unless otherwise posted. Public is invited!

ATTENTION BIG CREEK TOWNSHIP RESIDENTS

Luzerne Cemetery Clean-Up

Please remove salvageable items from Luzerne Cemetery grave sites prior to April 25, 2017. Items remaining after April 25, 2017 will be removed and discarded with exceptions of new burials.

Kirtland Community College Seeking Input

Kirtland Community College is seeking comments from the public about the College in preparation for its periodic evaluation by its regional accrediting agency. The College will host a visit October 23-25, 2017, with a team representing the Higher Learning Commission. Kirtland Community College has been accredited by HLC since March 31, 1976. The team will review the institution's ongoing ability to meet HLC's Criteria for Accreditation.

The public is invited to submit comments regarding the college to the following address:

Third-Party Comment on
Kirtland Community College
Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411

The public may also submit comments on HLC's website at:

www.hlcommission.org/HLC-Institutions/third-party-comment.html

Comments must address substantive matters related to the quality of the institution or its academic programs.

Comments must be in writing.

All comments must be received by September 23, 2017.