



2023-2024

NWKTC Catalog and Student Handbook

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Introduction to NWKTC**

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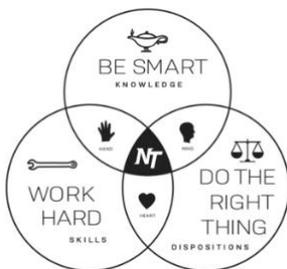
Welcome from the President



Welcome to one of the most successful colleges in the State of Kansas! For over half a century, Northwest Tech has been a leader in offering relevant, timely and in-demand technical education to our students. As a college fully accredited by the Higher Learning Commission of the North Central Association and numerous program-level accreditations, students can know with certainty they are receiving a top-notch education.

Upon completion of their program of study, our graduates are prepared to enter the workforce and head directly into high-demand and high-wage careers. Our faculty members are among the best and have come to us with real-world experience in business and industry. They do not just teach material out of a book; they have lived it. Their talents and skills provide a priceless experience and ensure Northwest Tech students have an industry-proven and quality hands-on education.

Northwest Tech is the only publicly funded technical college in the state to offer the full college experience. With campus housing, 18 academic programs, 10 athletic programs, and a host of student life experiences, we are an excellent choice for students looking to experience all that college has to offer!



We have a longstanding philosophy of “Head, Hand and Heart”. As part of this way of thinking, we expect our students to be smart, work hard and do the right thing.

When our students enter the workforce, we prepare them to be difference makers and critical thinkers. We expect them to be good citizens and engage in the development of their community; both while students at Northwest Tech and wherever they choose to start their careers.

At Northwest Tech, we are about more than just teaching students; we are about changing lives and changing communities. Whether you are a prospective student, community member, friend of the college or an alumnus, we hope you will join us on this journey!

*Ben Schears*

President, Northwest Kansas Technical College

History of Northwest Tech

Northwest Kansas Technical College was established in 1964 as a Public Area Vocational Technical School by the Kansas State Department of Education. The school operated under the names of Northwest Kansas Area Vocational Technical School, Northwest Kansas Technical School, Northwest Kansas Technical College and is now known as Northwest Tech.

**In the beginning....**

Long before legislation was drafted to create technical colleges in the state, the citizens of Northwest Kansas recognized a need to provide technical education to the region. The early 1960's was a time of national, social and economic turmoil, yet change was on the horizon, and amidst growing industry demand for skilled workers, a vision began to form. It was a vision of an educated workforce, of young entrepreneurs learning a trade and opening businesses, and of the creation of an institution of higher learning for the future of Northwest Kansas.

The vision began to take shape with the help of the Vocational Education Act of 1963, which provided congressional support for the establishment of vocational/technical schools across the nation. On August 28, 1964, the vision finally became a reality when Northwest Kansas Area Vocational Technical School opened its doors for the first class of students. With over 105 students studying both full-time and part-time during the first year, and eight technical programs tailored to address workforce needs in the area, the school was well positioned to have an immediate impact on the local and regional economy.

### Over the years

School enrollment multiplied during the late 1960's and leveled off during much of the 1970's with enrollment running steadily around 350 students taking courses each year. During this time the footprint of the college grew, and numerous new buildings were added to accommodate the growth of enrollment.

The addition of housing transformed the campus from a commuter school to a residential school and provided more significant opportunity for recruiting students who were looking for a traditional campus experience and a technical education.

### A new era begins

By the late 1990's and early 2000's the higher education landscape in Kansas was changing, especially for technical schools. In early 1999, the Kansas Legislature enacted Senate Bill 345, which would move the two-year colleges and technical schools out from under the purview of the Kansas Department of Education to that of the Kansas Board of Regents.

Only two short years later, in early 2001, the legislature passed House Bill 2001, which changed the name of Northwest Kansas Area Vocational Technical School to Northwest Kansas Technical College. In addition to the name change, the legislative action also required each of the technical colleges in the state to pursue accreditation through the Higher Learning Commission.

After applying for candidate status and completing all of the rigorous requirements necessary for regional accreditation, on May 15, 2007, Northwest Kansas Technical College received regional accreditation from the Higher Learning Commission. This transformative moment catapulted the reputation and image of the college and allowed for the offering of fully accredited Associate of Applied Science degrees and technical certificates.

By 2010, enrollment from regional high schools was beginning to wane in response to declining community populations. To help address the decline, the college decided to add an NJCAA athletic program to the institutional portfolio. By launching an official athletic program, Northwest Tech became the first (and currently only) technical college in the state of Kansas to have collegiate-level athletics.

### Today

Northwest Tech, as it is more commonly known today, is among the most successful two-year colleges in the nation in our ability to graduate students. Few other colleges are as successful as Northwest Tech in bringing students all the way from their first day at freshman orientation to the stage at graduation.

Business and industry have always been the driving force behind the story of Northwest Tech. With over 95% of our graduates being placed in high-wage, high-demand jobs, that driving force continues to steer our course into the future.

## Mission

**The mission of Northwest Kansas Technical College, as an institution of higher learning, is to prepare individuals for gainful employment in technical and professional careers, productive personal lives, and lifelong learning.**

Northwest Kansas Technical College will fulfill its mission by:

- Offering associate of applied science degrees and technical certificates upon completion of technical programs designed to meet student and employment needs.
- Providing educational opportunities that enhance technical experience, problem solving, communication, and human relations skills.
- Providing relevant learning experiences supported by qualified and experienced faculty and staff, modern technology, and physical facilities designed to enhance the learning environment.
- Ensuring technical programs, curriculum, and teaching methodologies are continually updated through interaction with business and industry, advisory councils, specialized accreditation, certification agencies, and through the assessment process.
- Promoting diverse opportunities for leadership and personal growth through student organizations.
- Maintaining a program of guidance to enhance the student’s decision-making abilities in both career and personal goals.
- The college will develop articulation agreements with other colleges and universities to provide seamless transfer of credits.

## Vision

The vision of Northwest Kansas Technical College as a forward thinking, premier leader in career and technical education is to maximize learning through progressive technology and facilities, collaborations, and professional experiences that foster lifelong learning in a diverse global society.

## Values

Northwest Kansas Technical College affirms the following values and beliefs as we pursue our vision and achieve our mission:

### **Commitment to Learning**

We believe that students can achieve their personal and professional potential through higher education. We assume responsibility for providing varied general education, technical, and training experiences that will cultivate lifelong learning. We are committed to a program of faculty development that fosters growth and academic freedom to assure high-quality and relevant instruction and training.

### **Commitment to Quality**

We believe that high-quality educational and technical programs, excellent student services, and well-qualified faculty and staff contribute to the successful achievement of our students’ educational and career goals.

### **Commitment to Integrity**

We recognize the importance and value of our institution demonstrating honesty and fairness in all of our programs and services. We will strive to develop integrity and strong work ethics in our students by modeling ethical and professional behavior throughout the institution. We are committed to forging strong relations with our local community, regional businesses, and industries.

### **Commitment to Service**

We are committed to “student centered” service by providing support to meet their individual differences and needs. We will strive to serve local and regional businesses and industry by providing well-educated students to meet employment needs. We are committed to involve students, faculty, staff and administration in community service.

### **Commitment to Diversity**

We recognize the value of different student learning styles and the benefit of utilizing a variety of teaching methodologies to enhance learning. We are committed to provide for student diversity through the general education curriculum, technical programs, and the use of a variety of teaching methods. We have an appreciation and encouragement of a diverse student, faculty, and staff population.

## Strategic Plan Pillars

The NWKTC strategic plan is designed to chart our course into the future, based on the following pillars:

Pillar 1: Enrollment Growth and Sustainability

Pillar 2: Quality and Accessible Academics

Pillar 3: Improving Student Success

Pillar 4: Engage with the Community

Pillar 5: Maintain Fiscal Health

Pillar 6: Improve Facilities & Network

Pillar 7: Developing Employees

Pillar 8: Strengthen External Partnerships

## Programs of Study

Northwest Tech offers the following programs of study leading to either the certificate of completion, the technical certificate, or the Associate of Applied Studies (AAS) degree. These programs are approved by the Kansas Board of Regents.

1. **Applied Technologies** (AAS)
2. **Auto Body (Automotive Collision & Repair)** (AAS; Technical Certificate) *Please note that this program is being phased out; no new students will be accepted into this program*
3. **Automotive Technology** (AAS; Technical Certificate)
4. **Business Technology** (AAS; Technical Certificate)
5. **Carpentry** (AAS; Technical Certificate)
6. **Childcare Specialist** (AAS; Technical Certificate)
7. **Cloud and Crypto Computing** (AAS; Technical Certificate)
8. **(CMA) Certified Medication Aide** (Certificate of Completion)
9. **(CNA) Certified Nurse Aide** (Certificate of Completion)
10. **(CDL) Commercial Driver's License** (Certificate of Completion)

11. **Computer Graphics Technology** (AAS; Technical Certificate)
12. **Cosmetology** (AAS optional; Technical Certificate)
13. **Crime Scene Investigation Technology** (AAS; Technical Certificate)
14. **Kansas Institute of Diesel Technology** (AAS; Technical Certificate)
15. **Electrical Technology** (AAS; Technical Certificate)
16. **(EMT) Emergency Medical Technician** (Certificate of Completion)
17. **Engineering Technology – Civil/Surveying** (AAS; Technical Certificate)
18. **Engineering Technology – Mechanical** (AAS; Technical Certificate)
19. **Medical Assistant** (AAS optional; Technical Certificate)
20. **Plumbing** (AAS; Technical Certificate)
21. **Precision Agriculture** (AAS; Technical Certificate)
22. **Respiratory Care** (AAS; Technical Certificate)
23. **Welding** (AAS optional; Technical Certificate)

## Accreditation Statement

Northwest Kansas Technical College is accredited by the Higher Learning Commission (HLC), a regional accreditation agency recognized by the U.S. Department of Education.  
230 South LaSalle Street, Suite 7-500  
Chicago, IL. 60604  
1-800-621-7440

To file a complaint, please follow the stated procedures at this link:

<https://www.hlcommission.org/Students-Communities/complaints.html>

In addition, several academic programs are accredited or approved by the following accrediting bodies:

- National Automotive Technician Education Foundation (NATEF)
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Commission on Accreditation for Respiratory Care (CoARC)

## Accessibility Statement

Northwest Tech is committed to providing reasonable accommodations for individuals with documented physical and learning challenges. Course content is accessible through Moodle, our learning management system.

Information regarding the services, activities, and facilities that are accessible to individuals with disabilities is available from the Vice President of Academic Advancement, 1209 Harrison, Goodland, Kansas 67735 (785-890-3641).

## Statement of Nondiscrimination

Northwest Kansas Technical College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or Limited English Proficiency (LEP).

Northwest Tech respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination, including sexual harassment and sexual violence.

Concerns regarding disability or race, color, or national origin should be referred to the Vice President of Academic Advancement who serves as the Section 504 Coordinator/ADA Coordinator/Title VI Coordinator.

All other concerns should be referred to the Vice President of Student Advancement who serves as the Title IX Coordinator/Age Act Coordinator.

Both Vice Presidents are located at the Northwest Tech Administration Building, 1209 Harrison, Goodland, KS 67735. (785-890-3641)

## Governance

The college is governed by a nine-member Area Board of Control with a chairman, vice chairman, treasurer, secretary, and five board members who are sub-chairpersons of committees: faculty, building and grounds, curriculum, public relations, and student welfare. Additionally, 15 advisory board members are appointed to the area board by local school districts and are granted voting privileges. There is also a designated representative from Sherman County. These 25 board members come from the 17 counties that are within Northwest Kansas Technical College's service area.

### Area Board of Control Members:

USD 103 Cheylin – Mike McCarty  
 USD 105 Rawlins - Jordan Dunker  
 USD 200 Greeley - Ginger Gibson  
 USD 208 Wakeeney - Randy Balluch  
 USD 211 Norton – Katelin Koch  
 USD 241 Wallace – Bruce Bolen  
 USD 242 Weskan – Rob Loftin  
 USD 274 Oakley - Greg Jirak  
 USD 275 Triplains - Mark Hanson  
 USD 281 Graham - Brad Bucl  
 USD 291 Grinnell - Alan Suter  
 USD 292 Wheatland - Jerry Gallentine  
 USD 293 Quinter – Shane Mann  
 USD 294 Oberlin - Dan Wasson  
 USD 297 St. Francis - Denise Andrist  
 USD 314 Brewster – Heather McDonald  
 USD 315 Colby - Kris Lemman  
 USD 316 Golden Plains - Paul Bruggeman  
 USD 352 Goodland - Brad Schick  
 USD 412 Hoxie - Billi Beckman  
 USD 466 Scott – Julia Cheney

USD 467 Leoti - Josh Young  
 USD 494 Syracuse – Marshall Hart  
 Sherman County - Richard Short

## Endowment Association

Northwest Kansas Technical College Endowment Association is a non-profit organization dedicated to providing financial and organizational support to Northwest Kansas Technical College in order to bring educational and lifelong learning opportunities to students.

### Endowment Association Board of Trustees

Bryce Cole - Goodland, KS  
 Cara Daise - Goodland, KS  
 Josh Dechant – Goodland, KS  
 Katherine Franklin - Goodland, KS  
 Oura Garrett- Goodland, KS  
 Alissa James - Burlington, CO  
 Stephanie Kling - Goodland, KS  
 Robert Loftin - Weskan, KS  
 Frank Otter – Clayton, KS  
 Lissa Sexson - Sharon Springs, KS  
 Ben Schears - Goodland, KS  
 Kara Schields - Goodland, KS  
 Jonathan Spellmier – Goodland, KS  
 Alan Townsend – Goodland, KS  
 Delores Archer (Honorary Trustee)  
 Roland Query (Emeritus Status)  
 Bruce Buck (Emeritus Status)

## Academic Calendar

Northwest Tech maintains the academic calendar on the college website for convenient access to start dates, add/drop dates, mid-term dates, withdraw dates, and semester end dates. The academic calendar also includes the holiday break schedule. To access the official academic calendar, please visit: <https://www.nwktc.edu/students/academic-calendar>

## Campus Phone Directory

Northwest Tech maintains a current campus directory complete with contact information for academic departments and student services on the college website. The directory is available under the About Northwest Tech tab:

<https://www.nwktc.edu/campus-phone-directory>

## Offices, Programs and Services

### Admissions Office

Administration Building, 1209 Harrison  
 785-890-1505

The Admissions office processes applications for new students, facilitates new student enrollment, and assists students with course add/drop/withdraw.

### Bookstore

Administration Building, 1209 Harrison  
 785-890-1550

In addition to selling textbooks, the bookstore also sells tools and other materials/supplies students may need for their classes. Maverick gear and sportswear is available, along with snacks and various sundries (single use aspirin, etc.)

Bookstore hours will be posted at the facility. Books, tools, and classroom supplies for each program are available along with a variety of items from stamps to clothing. Students may obtain books from the bookstore or elsewhere.

### Business Office

Administration Building, 1209 Harrison  
 785-890-1504

The business office is where students are directed when they receive packages. The business office staff members are helpful to students in navigating the billing, payment plans, and financial aid processes.

## Career Services

Administration Building, 1209 Harrison  
785-890-1514

At Northwest Tech, career preparation begins long before graduation. Career Services staff members assist students with resume and cover letter development, interview and job search skills. In addition, students are advised of entry-level job openings and interview opportunities.

A career services coordinator is responsible for job development with business and industry. The coordinator is also available to provide career planning assistance for current and former students. Job openings are posted on the Career Services page of the college website:

<https://www.nwktc.edu/students/career-services>

Instructors are an excellent resource for job search assistance and letters of recommendation. Prospective employers routinely contact instructors about openings and student performance.

The Career Service Office also conducts the Graduate Follow-up Surveys to provide students, prospective students, policy makers and the general public with information about the employment and educational outcomes of graduates of Northwest Kansas Technical College.

## Counseling and Referral Services

785-890-1584

Northwest Tech refers students to professional resources in the Goodland community for counseling and help with specific problems such as drug, alcohol, and mental illness. Students and/or advocates for students may contact the Vice President of Student Advancement for referrals to these resources.

## Information Technology

Administration Building, 1209 Harrison  
785-890-1546

The staff in the IT department are helpful to students when setting up accounts for NT email, Moodle, and Empower; purchasing the iPad; scheduling tests in the

Test Center; and general troubleshooting for computer issues.

## Office of Academic Advancement

Administration Building, 1209 Harrison  
785-890-1514

The Vice President of Academic Advancement coordinates the curriculum, assessment, and registration processes. Students in need of accommodations to facilitate their studies are invited to meet with the Vice President of Academic Advancement. Students who have concerns/complaints regarding instructors are invited to talk with the Vice President of Academic Advancement.

## Office of Student Advancement

Administration Building, 1209 Harrison  
785-890-1584

The Vice President of Student Advancement coordinates Student Life activities; campus housing; and student discipline. Students who violate the Maverick Student Code of Conduct will meet with the Vice President for a hearing and possible sanctions. Students who have concerns/complaints regarding harassment or discrimination are directed to the Vice President of Student Advancement.

## Outreach Office (Early College)

Administration Building, 1209 Harrison  
785-890-1512

The Director of Outreach coordinates the Early College Programs. These programs collaborate with local high schools to help students earn college credit while still enrolled in high school. The Early College Programs include the Dual Credit, Concurrent Enrollment, and Junior/Senior Option.

## President's Office

Administration Building, 1209 Harrison  
785-890-1501

The President maintains an open-door policy and is eager to meet with students to hear about their successes as well as to their concerns.

## Student Financial Aid

Administration Building, 1209 Harrison  
785-890-1517

Students may work with the staff in the Financial Aid office to process their FAFSA paperwork to determine eligibility for loans and grants to pay for college. This office is also responsible for implementing the Satisfactory Academic Progress system to ensure that students who receive federal financial aid are maintaining the requisite grade point average and pace to graduation.

## Transcripts

Administration Building, 1209 Harrison  
785-890-1509

Incoming students will send their high school transcripts and, if applicable, other college transcripts to the Academic Advancement office. Additionally, students may ask questions about requesting their NT transcripts to send to other institutions.

## Campus Facilities

### Administration Building

The administration building houses the Admissions, Academics, IT, Business, and President's offices as well as the Bookstore and the Auto Tech program.

### Cafeteria

The cafeteria is located in the Memorial Student Union and is open to Northwest Tech students, employees and members of the community. Meals may be purchased individually or through a meal plan. Cafeteria hours are posted at the facility.

### Dr. Guy E. Mills Athletic & Academic Center

The Dr. Guy E. Mills Athletic and Academic Center provides a state-of-the-art wrestling and athletic facility and program space. The Area Board of Control dedicated the building to Dr. Guy E. Mills in 2013 for his dedicated service as President.

## Larry Keirns Fitness Center

The Keirns Fitness Center offers a variety of facilities including: a basketball court, racquetball courts, weight room including treadmills, stair gliders, elliptical machines, weight machines, free weights with bench, and squat rack. Northwest Tech students and employees are eligible to use the Fitness Center. Fitness Center hours will be posted at the facility.

## Lyons Room

The Lyons Room is located in the Memorial Student Union. This room is available for meetings and luncheons. Most student organizations will hold their meetings in this room. To reserve this room for meetings, please contact the Academic Affairs office.

## Max Alderman Library & Resource Center

Northwest Tech is committed to student success. Academic support services, including tutoring, are available at the Max Alderman Resource Center.

The library contains periodical, newspaper, and reference material related to the programs of study; a computer lab with Internet access for research purposes; access to personal email; and it provides a place for all students to study. Developmental, technical and/or general education classes may be held in the library or its computer lab. Library hours will be posted at the facility.

## Memorial Student Union

The Memorial Student Union houses the cafeteria, the Lyons Room, the Stable (dining facility), and the Assembly Room. The Union is where students may relax and enjoy the company of others. Students have the opportunity to watch TV, play pool, and listen to music. The union is open before college classes, during breaks, and after college classes throughout the college year.

## Murray Center

The Murray Center is the home for the Business Technology program. Funds donated by Carl Murray, a lifetime farmer in Sherman County, assisted with the building of this facility in 1996.

## Price Convention Center

The Price Convention Center, formerly the Elks Lodge of Goodland, is a multi-purpose building used for college and community events. The facility is available for rent to members of the public for events such as meetings, luncheons, dinners, weddings, holiday parties, etc. The college received a generous grant to buy and fully renovate the PCC, originally built in the 1960s. Renovation started in June 2023, and the building will reopen in 2024 to resume hosting events for the college and public.

## Student Life

NWKTC provides a full-college experience, with options for living on or off campus, student athletics, participation in clubs and organizations, and other events that help college students create lasting memories of their college years.

## Student Housing

Northwest Tech offers student housing both on and off-campus. All housing facilities fees include internet & utilities. Housing policies are included in the Housing Contract and the Housing Handbook.

The Housing Handbook is distributed to all on campus students in the first week of the term and is also available online:

<https://www.nwktc.edu/housing-handbook>

- A housing contract may be obtained from the website:  
<https://www.nwktc.edu/students/student-housing>
- Room assignments are made on a first-come first-served basis.

- Northwest Tech reserves the right to refuse any reservation/contract. Refused contracts will be returned to the applicant.

### Vaccinations Required for Living on Campus

To reduce the spread of bacterial meningitis among the student population, the Kansas Board of Regents requires all incoming students residing in student housing to be vaccinated for meningitis or to sign a waiver indicating that they refuse to receive the vaccine. Non-compliant students will be placed on administrative hold following the first week of classes and remain on administrative hold until the compliance is documented with the Admissions Office. Students will be unable to enroll for the following semester until the hold is released. Northwest Tech encourages all students to consider vaccination as well as to become knowledgeable about meningitis and its symptoms in order to reduce their personal risk.

### On Campus Housing

Students who choose to reside in the Village will help form a student Village council that is made up of a representative from each housing unit (Village I, II and III). The council meets quarterly with the Housing Manager and the Vice President of Student Advancement. The council's purpose is to help plan for better village living. Laundry facilities are located within the Village complex on campus.



**Village I** units accommodate students in a ranch style, four- to five-bedroom unit which provides students with a shared bedroom. Students must purchase a meal plan for the Student Union Cafeteria.

These units are partially furnished with twin beds. Students are responsible for cleaning their unit.

**Address for Village I:**

**1104 East 13<sup>th</sup>, Apartment # \_\_\_\_**  
**Goodland, Kansas 67735**

**Village II.** Students will be responsible for their own meals, personal items, and cleaning the rooms. Residents of Village II may purchase meals, snacks, and other refreshments in the Student Union Cafeteria.

**Address for Village II:**

**1204 East 13<sup>th</sup>, Apartment # \_\_\_\_**  
**Goodland, Kansas 67735**

**Village III** is a ranch style, three-bedroom unit that provides students with a bedroom, kitchen, and bath area. Students are responsible for cleaning their own unit.

**Address for Village III:**

**1200 East 13<sup>th</sup>, Apartment # \_\_\_\_**  
**Goodland, Kansas 67735**



**Off-campus Housing: Maverick Suites**

Maverick Suites provides double-occupancy rooms with two beds and a private bathroom. There is not a kitchen in the Suites; a meal plan will be required. Students are responsible for cleaning their unit. Students are responsible for their own transportation to campus.

**Addresses for Maverick Suites**

**West Unit:**

822 West Highway 24, Apartment # \_\_\_\_  
 Goodland, Kansas 67735

**East Unit:**

724 West Highway 24, Apartment # \_\_\_\_  
 Goodland, Kansas 67735

## Cafeteria Meal Plans

Students residing in college-owned housing are required to purchase a meal plan as part of the housing contract. These plans are not transferable or refundable. Meals are credited on a weekly basis and expire at the end of each week. Meal plans are a “use it or lose it” agreement and may be used to buy someone else’s meals or snacks. Any meals for guests may be purchased at the cafeteria for cash.

## AA Support Groups

Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) group meetings are held throughout the Goodland area. A list of the times and locations is available through the Vice President of Student Advancement.

## Intramural Athletics

An intramural program consisting of various competitive sports is offered for students during the college year. Students may sign-up to participate individually or as a department. Typical sports offered are volleyball, basketball, racquetball, and wiffle ball.

## Athletics

Northwest Tech Athletics is home to the only Technical College in the state of Kansas with NJCAA Division 1 Athletics and a member of the KJCCC. You can find information regarding facilities, coaches, rosters and more at [www.ntmavericks.com](http://www.ntmavericks.com)

Each individual athletic program will have its own Policy Handbook and contract, which is distributed to the athletes at first practice.

Northwest Tech offers collegiate athletics such as:

- NJCAA Men & Women’s Basketball
- NJCAA Men & Women’s Wrestling
- NJCAA Men & Women’s Track & Field
- NJCAA Men & Women’s Cross Country
- NJCAA Women’s Softball
- NJCAA Men & Women’s Shooting Sports

## Student Government

Student Government is a student-based organization designed to help promote campus life and leadership among students. Students participating in all levels of the Council will maintain a high standard of personal conduct. Council members will demonstrate leadership qualities by serving as good examples of behavior through their ideas, words, and actions.

Student government is a student leadership organization with the following three purposes:

- To facilitate student events.
- To be an effective mediator between students and faculty.
- To work toward improved community relations.

The organization will meet two times per month to discuss and conduct business. Student Council will be composed of one member from each department. All Council members will be expected to participate in approved campus activities, which will serve to enhance the quality of student life of the college.

## Gaming Club

The Gaming Club offers a venue for game sharing, socializing, and competition. Weekly meetings are held on campus and gameplay is open to any games that members wish to share. Gaming Club also sponsors a number of tournaments each semester for games like HALO, Left 4 Dead, and Call of Duty.

## National Technical Honor Society

The National Technical Honor Society rewards excellence in workforce education. The goals of the organization are:

- to develop self-esteem and pride
- to encourage students to reach for higher levels of achievement
- to promote business and industry's critical work place values (honesty, responsibility, initiative, teamwork, productivity, leadership, and citizenship)
- to help schools build and maintain effective partnerships with local business and industry

- and to champion a stronger, more positive image for workforce education in America

Criteria for membership in the National Technical Honor Society for Northwest Tech include:

- GPA of 3.5 or higher
- good academic standing
- good attendance
- faculty member recommendation
- student's dependability, leadership, and desire to pursue a career in his or her field of study

Students are nominated by an instructor. Instructors may nominate up to ten percent of their graduating class meeting the NTHS requirements.

Nominated students will receive a letter notifying them of the interview process for selection of new members. The student may either accept or decline the opportunity to interview with the selection committee, which consists of campus administrators and community members.

Following the interviews and selection, the students will be notified of their membership status and upcoming induction ceremony. The induction ceremony and reception will take place prior to the May graduation. Family and friends of inductees are welcome to attend the NTHS induction ceremony.

## HALO (Hispanic American Leadership Organization)

HALO is a student-led organization that is dedicated to fostering awareness and education about Hispanic and Latin culture. The mission of the organization is to strengthen, educate, empower and develop leaders while providing opportunities to excel in academics and special events.

## Departmental Clubs

Students in each program form a departmental club to help plan and organize activities, fundraisers, and social events. Student members vote each year for president, vice president, secretary, and treasurer.

Club meetings are held on a regular basis. Departmental clubs have been involved in hosting guest speakers, planning community service events, submitting articles for magazine publication, raising money for scholarships, and participating in job search activities. Funds raised by departmental clubs should be used on activities that benefit the club or college.

## Skills USA

SkillsUSA is a national nonprofit organization serving career/technical education teachers, high school and college students who are preparing for careers in trade and technical and skilled service occupations, including health occupations. It was formerly known as VICA (Vocational Industrial Clubs of America).

As a part of SkillsUSA, Northwest Tech students are involved in:

- **Technical Skill Development/Championships** at the local, state and national level. Program instructors provide opportunities for students to prepare for competitions. The statewide competition usually takes place in April and the national competition takes place in June
- **Leadership Development** by managing campus wide professional development activities, participating in local, state and national leadership conferences, and participating in the online Career Skills Education Program.
- **Community Service** through departmental activities and involvement in the Goodland community
- **Service Learning** whereby students apply new skills and knowledge in real-world work situations

## Lost or Stolen Items

In the event students have items stolen on or off campus, they should contact the Goodland Police Department to file a report.

Items found should be turned in to the business office so the rightful owner may be located.

The college suggests that students take the necessary precautions to prevent the loss of personal items from vehicles, tool chests, lockers, and etc. while in shops or parking area of the college. The college shall not be responsible for items that are lost or stolen.

## Student Safety Requirements

Kansas Senate Bill 152 requires eye protection for every student and teacher in all schools, colleges, universities, and other educational institutions participating in any of the following courses of vocational, technical, or industrial arts shop or laboratory involving experience with:

- Any type of molten materials
- Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials
- Heat treatment or tempering of kiln firing of any metal or other materials
- Gas, electric, welding, or other forms of welding processes.
- Repair or servicing of any vehicle
- Caustic or explosive materials
- Electrical wiring and piping

All students involved with the above-mentioned hazards will need to purchase and to appropriately wear an approved eye protective device while engaging in these activities.

Approved safety glasses may be purchased in the college bookstore. Students wearing prescription glasses are asked to secure safety glasses with side shields prior to starting college.

Students in Auto Body/Collision Repair, Automotive Technology, Diesel Technology, Welding, Carpentry and Electrical Technology shall wear safety glasses while working in the shop areas. This policy also applies to instructors, administrators, and visitors in the shop areas.

There will be NO EXCEPTIONS to this rule.

## Student Appearance

It is the belief of the Northwest Tech Area Board of Control, administrators, and faculty, that the

education of students should develop the whole individual, which includes personal habits such as cleanliness, neatness in appearance, and good attitude toward accepted job standards in the career field.

All students are expected to appear in clean and appropriate attire as indicated by each individual department.

Further, a student's clothing and/or grooming habits may impact the safe operation of power tools and other equipment in technical programs.

Industry and business consider appearance important when hiring and evaluating employees. Students may expect to be evaluated on their appearance as they receive technical education at Northwest Kansas Technical College in preparation for working in business and industry.

## Students' Responsibilities/Rights

Northwest Tech seeks to maintain a campus community based on our mission, values, vision, ethical standards of practice, and guiding policies/procedures. Based on these fundamental beliefs, students are advised of their responsibilities and rights.

### Student Responsibilities.

Students are responsible for:

1. Reading and understanding documents pertaining to their education at Northwest Tech, including but not limited to: the catalog, the program handbook, the course syllabus, financial aid documents, and official email correspondence from administration and faculty
2. Establishing and daily checking their NWKTC email account
3. Conducting themselves in a manner consistent with our philosophy of "Be Smart, Work Hard, Do the Right Thing" and the Maverick Code of Conduct
4. Respecting themselves and others; respecting others' privacy, property, and dignity

5. Making arrangements with the business office and student financial aid office to ensure their accounts are paid and financial obligations are met
6. Updating the registrar's office of any change in address or phone number
7. Communicating proactively with faculty regarding classroom absences, difficulties, learning support needs, and issues with teaching/learning
8. Prioritizing their obligations in life and managing their time so that they may successfully learn and progress in their course of study, maintain Good Standing, and prepare themselves for gainful employment
9. Participating in registration events and checking on their enrollment in courses, transcripts/transfer credit, and progress toward completion of their AAS degree or technical certificate for their program of study

### Student Rights.

Students have the following rights:

1. To live and work on a campus free from crime and violence.
2. To be notified in a timely fashion of ongoing threats to the safety and security of campus.
3. To appeal to the administration in response to decisions/grades that are not based on (or in conflict with) stated policies/procedures
4. To privacy regarding educational records (see FERPA)