

BATES TECHNICAL COLLEGE

2019 - 2020
COURSE CATALOG



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At-A-Glance

General Information

www.BatesTech.edu, info@batestech.edu, 253.680.7000

- **Downtown Campus, 253.680.7000**
- **Central/Mohler Campus, 253.680.7603**
- **South Campus, 253.680.7400**
- **Toll free in-state, 800.562.7099**
- Academics, 253.680.7260
- Admissions, info@batestech.edu, 253.680.7002
- Adult Basic Education/GED, adult-ed@batestech.edu, 253.680.7274
- Advising, info@batestech.edu, 253.680.7002
- Apprenticeship Training, www.BatesTech.edu/Apprenticeship, apprentice@batestech.edu, 253.680.7402
- Assessment/Testing Center, www.BatesTech.edu/Testing, testing@batestech.edu, 253.680.7030
- Associated Student Government (ASG), www.BatesTech.edu/ASG 253.680.7178
- Barber Shop, 253.680.7248
- Book Store, 253.680.7130 (Downtown) 253.680.7430 (South)
- Campus Public Safety, www.BatesTech.edu/Safety, 253.680.7111
- Career Education, www.BatesTech.edu/areas-of-study, info@batestech.edu, 253.680.7000
- Child Care Center, childcare@batestech.edu, 253.680.7320
- Child Studies, www.BatesTech.edu/Family family@batestech.edu, 253.680.7500
- Closure/Weather Information Line, www.BatesTech.edu/Weather, 253.680.7060
- Communications and Marketing, communications@batestech.edu, 253.680.7106
- Continuing Education, www.BatesTech.edu/ContinuingEd, cont-ed@batestech.edu, 253.680.7402
- Deaf Relay Services, 711 or Washington Relay, 1.800.833.6384
- Dental Clinic, 253.680.7310
- Denturist Clinic, 253.680.7314
- Dining Services and Catering, www.BatesTech.edu/Dining, 253.680.7011
- Disability Support Services, www.BatesTech.edu/DSS, dss@batestech.edu, 253.680.7012

- Emergency Management, www.BatesTech.edu/Emergency
- Early Childhood Education and Assistance Program (ECEAP), eceap@batestech.edu, 253.680.7320
- Financial Aid, www.BatesTech.edu/FinancialAid, financialaid@batestech.edu, 253.680.7020
- Foundation, www.BatesTech.edu/Foundation, foundation@batestech.edu, 253.680.7160
- Hearing Clinic, 253.680.7362
- High School, highschool@batestech.edu, 253.680.7004
- High School 21+ (HS21+), adult-ed@batestech.edu, 253.680.7274
- Human Resources, hr@batestech.edu, 253.680.7181
- International Student Services, www.BatesTech.edu/International, international@batestech.edu, 253.680.7184
- KBTC Public Television, www.KBTC.org, kbtc@batestech.edu, 253.680.7700
- Library, www.BatesTech.edu/Library, library@batestech.edu, 253.680.7220 (Downtown), 253.680.7550 (South)
- Outreach and Recruitment, www.BatesTech.edu/Outreach, pchase@batestech.edu, 253.680.7302
- Registration, www.BatesTech.edu/Registration, registration@batestech.edu, 253.680.7019
- Running Start, running-start@batestech.edu, 253.680.7264
- Student Life and Diversity Center, diversity@batestech.edu, 253.680.7178
- Student Services, www.BatesTech.edu/Student-Resources, 253.680.7002
- Teacher Prep and Certification, 253.680.7467
- Tutoring Center, www.BatesTech.edu/Tutoring, tutors@batestech.edu, 253.680.7208
- Veterans Benefits, www.BatesTech.edu/va-benefits, vabenefits@batestech.edu, VA Certifying Official, Downtown Campus, 253.680.7035
- Workforce Education Services, www.BatesTech.edu/WES, 253.680.7290
- Worker Retraining, www.BatesTech.edu/WES, retraining@batestech.edu, 253.680.7127
- WorkFirst, www.BatesTech.edu/WES, 253.680.7347

Section 1 • About Bates

Mission

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

Core Themes

Bates measures mission fulfillment through four strategic core themes.

- **Workforce Education:** We are committed to providing high quality training that helps students realize their potential for growth and success through innovative instruction.
- **Student Centered:** Bates supports students, enabling them to succeed, to aspire to education, to reach their educational goals and transition successfully to further education or employment.
- **General Education:** Bates recognizes that the skills and knowledge attained through general and related education are essential to success and ensuring well-rounded learners.
- **Community Relationships:** Strong local and global partnerships with business, industry, labor and the public make the college a respected, effective community resource, contributing to local community vitality.

History

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

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

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

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

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

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

Advisory Committees

Some 500 individuals serve on 45+ program advisory committees. These committee members represent partnerships with business, labor and industry; provide curriculum recommendations to the college; and often offer program equipment, scholarships and job opportunities for students.

Bates Technical College Foundation

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

Career Education

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

College Website

www.BatesTech.edu

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

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

Diverse Population

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

Diversity Statement

Diversity supports the mission of Bates Technical College. Respecting and promoting diversity is vital to the education of our students and to the learning environment of our campus community. We foster an atmosphere where each of us is valued for our intellectual and cultural perspectives, increasing our ability to reflect critically and resolve challenges. We

share a wealth of experiences that strengthens us individually and as a society. As students and educators, we commit to building a diverse and engaged community.

About Our College

Accreditation

www.nwccu.org

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

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

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

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

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

Northwest Commission on Colleges and Universities

8060 165th Avenue N.E., Suite 100, Redmond, WA 98052

425.558.4224, www.nwccu.org

Gainful Employment Disclosure

Bates Technical College is participating in early implementation of the rescission from the Gainful Employment requirements allowable by the Secretary's authority under section 482(c) of the HEA to designate the regulatory changes to subpart Q and subpart R of the Student Assistance General Provisions at title 34, part 668, of the Code of Federal Regulations for early implementation beginning on July 1, 2019.

Limitation of Liability

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

Notice

The information in the Course Catalog is accurate as of September 2019 and contains information relating to the 2019-2020 academic year. Bates Technical College reserves the right to make corrections and changes affecting policies, fees, curricula or any other matters contained in this and subsequent issues of the catalog or in any of its other publications.

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

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

Notice of Non-Discrimination

Bates Technical College offers 45+ career and technical education programs in accounting, practical nurse, barber, early childhood education, fire service, culinary arts and more.

Bates Technical College reaffirms its policy of equal opportunity and does not discriminate on the basis of race, ethnicity, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran in its programs and activities in accordance with college policy, and applicable federal and state statutes and regulations. Bates publications are available in alternate formats upon request by contacting the disability support services office at 253.680.7010. Inquiries regarding Bates' non-discriminatory policies, including Title IX and ADA, should be directed to: for student matters, the Vice President of Student Services at 253.680.7005, Downtown Campus A211. For employee matters, the Executive Director of Human Resources at 253.680.7180, Downtown Campus A326. If you need assistance due to sensory impairment or disability, contact the Disability Support Services Coordinator Dan Eberle, 253.680.7010, deberle@batestech.edu.

Bates Technical College will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in all educational and technical education programs.

Translations of Non-Discrimination Statement

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

Korean

反歧視年度公告

貝茲理工學院提供將近 50 項橫跨各個領域的學位和證書研習選擇，提供豐富的全套技術/專業、基礎技能以及延伸教育課程。尋求學位或證書的學生必須向招生部門提出申請，並向學位或證書的學程註冊。貝茲理工學院將正視任何進入和參與技術或學術課程之障礙，包含對於英語能力之缺乏。貝茲理工學院重申其機會均等之政策，根據學院政策及適用之聯邦和各州的法規和規章，在其學程和活動中絕不因種族、民族、膚色、信仰、宗教、國籍、性別、性取向、年齡、婚姻狀況、

性別認同、殘疾，或因傷殘退伍軍人或越戰時期老兵之身分而有所歧視。任何有關貝茲反歧視政策的問題，請洽：學員請聯絡學院效率與學員成功常務副院長 Lin Zhou，電話為 253-680-7105，或寄電子郵件至 lzhou@batestech.edu，職員請聯絡人事部門主管 Christina Nelson，電話為

253-680-7180，或寄電子郵件至

cnelson@batestech.edu，亦可寄信至 1101 South Yakima Avenue, Tacoma, Washington 98405。更多有關反歧視與機會均等公告的資訊，請見民權處（OCR）之執行辦公室清單，以了解服務您所在區域之其辦公室地址和電話號碼，亦可洽詢 1-800-421-3481。任何有關教育法第九條和實施條例實行之問題，學院職員請聯絡人事部門主管 Christina Nelson，電話為 253-680-7181，學員請聯絡學院效率與學員成功常務副院長 Lin Zhou，電話為 253-680-7105，或寄信至 1101 South Yakima Avenue, Tacoma, Washington 98405，亦可洽詢 1-800-562-7099。若您因知覺障礙或殘疾而需要任何協助，請聯絡殘障支援服務協調人員，電話為 253-680-7010。反歧視聲明翻譯貝茲理工學院的反歧視公告提供英文、韓文、中文、俄文、塔加拉族文和西班牙文版本。若您需要上述任何語言版本之聲明副本，請向人事部門提出要求，電話為 253-680-7181 或寄電子郵件至 hr@batestech.edu。

Chinese

年度不歧視聲明

貝茲技術學院有近 50 個不同領域的副學士學位和證書可供選擇，為技術/專業、基本技能和繼續教育計劃提供豐富的補充。想取得學位或證書的學生必須針對相應學位和證書課程申請入學和註冊。貝茲技術學院將會解決任何入學及參與技術或學術課程的障礙，包括英語語言技能不足。

貝茲技術學院再次強調本校的平等機會政策，遵循學院政策及適用的聯邦和州法令法規，在本校課程與活動中不採取針對種族、族裔、膚色、信仰、宗教、原籍、性別、性取向、年齡、婚姻狀況、性別認同、殘疾，或是傷殘退伍軍人或越戰退伍軍人的歧視行為。如有關於貝茲學院不歧視政策的問題，請諮詢以下人員：學生諮詢請聯繫 Institutional Effectiveness and Student Success（教育質量與學生成就）執行院長 Lin Zhou，可致電 253.680.7105 或發送電郵至 lzhou@batestech.edu；員工諮詢請聯繫人力資源總監 Christina Nelson，可致電 253-680.7180 或發送電郵至 cnelson@batestech.edu，函件請寄往 1101 South Yakima Avenue, Tacoma, Washington 98405。如需了解更多關於不歧視和平等機會聲明的信息，請參閱民權辦公室（OCR）執行辦公室名單，查找您所在區域的相應辦公室地址和電話號碼，或致電 1.800.421.3481。關於教育法修正案第九條和實施條例的應用，學院職員應聯繫人力資源總監 Christina Nelson，電話號碼 253.680.7181；

學生應聯繫 Institutional Effectiveness and Student Success（教育質量與學生成就）執行院長 Lin Zhou，電話號碼 253.680.7105，函件請寄往 1101 South Yakima Avenue, Tacoma, Washington 98405，也可致電 1.800.562.7099。如果您因感官機能受損或殘疾需要協助，請致電 253.680.7010 聯繫殘障支持服務協調員。

不歧視聲明翻譯版本

貝茲技術學院的不歧視聲明的語言版本有英文、韓文、中文、俄文、他加祿文和西班牙文。如果您需

要上述语种的声明，请致电 253.680.7181 或发送电邮至 hr@batestech.edu，向人力资源部索取。

Russian

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

Spanish

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

To register for a career education program

1. Attend an Information Session.
2. Apply for admissions to Bates at www.BatesTech.edu/apply.
3. Apply for financial aid. Learn more at www.BatesTech.edu/financialaid.
4. Establish college placement.
If you have not previously taken college courses, take the ACCUPLACER. Visit www.BatesTech.edu/testing to learn more.
If you have previously taken college courses, obtain a copy of your transcript.
5. Register for classes.
Call 253.680.7002 to schedule an appointment with an advisor. Please bring your assessment scores or transcripts. Your career advisor will help you determine your educational plan and your start date. Your non-refundable \$50 registration fee is due at this time.
6. Pay tuition and fees.
Tuition and fees are payable by cash, check,

credit card or financial aid/agency funding on or before the start of your program.

7. Attend a New Student Orientation.
Attend an orientation to learn about important student resources. See upcoming dates at www.BatesTech.edu/NSO.

More information: www.BatesTech.edu/GetStarted or 253.680.7002

Degrees and Certificates

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

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

Associate of Applied Science Degree

The Associate of Applied Science degree prepares graduates for the workforce, leading the graduate directly to employment in a specific occupation.

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

Associate of Applied Science - Transfer

The Associate of Applied Science-T degree provides students in specifically identified career education programs with pathways to further educational opportunities through articulation (transferable) agreements with baccalaureate institutions.

Completion requirements generally include no less than 20 college- level general education credits for courses generally accepted in transfer, and comprised of five credits each of English composition, mathematics, and social science, humanities or science.

Associate of Applied Science in Apprenticeship Studies

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

Documentation of completion of a Bates Technical College apprenticeship program that is at least three years (6,000 hours) in length.

Completion of 20 college-level credits comprised of five credits each of communications, mathematics, human relations and humanities.

Certificate of Competency

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

Completion of the minimum number of pre-college (90-level) and college-level program specific credits.

Completion of 15 pre-college level credits comprised of five credits each of English, mathematics and human relations.

Certificate of Training

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

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

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

At least 60 of these credits are general education in areas such as communication, mathematics, humanities, social sciences, and natural sciences. If a student is admitted to a four- year degree program upon completion of the Business DTA/MRP, they will be granted junior standing and have met all prerequisites for the business major except as noted by specific universities. Admission to schools of business is highly competitive, and completion of the Associate in Business degree does not guarantee admission.

Articulation Agreements

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

Residency

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

Certifications and Professional License Preparation

Certifications for Industry

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

Certifications

- Commercial Refrigeration
- Light Commercial Heating and AC
- Residential Heating and AC
- Automotive Service Excellence (ASE)
- Certified Dental Assistant (CDA)
- Certified Medical Transcriptionist
- Cisco Certified Network Associate (CCNA)
- EPA Section 608 II Technician
- Amazon AWS Solutions Architect
- Certified Erosion and Sediment Control Lead (CESCL)
- ACI Concrete Strength Testing Technician Certification (CP-19)
- Certification of Engineering
- Certified Electronic Technician (CET through IS CET)
- Certified Fiber Optics Technician (FOA)
- Certified Internet Web Professional (CIW)
- CIW User Interface Designer
- Electrical Engineering Technician (EET)
- EPA 308 (DFC Refrigerants)
- Inter-Industry Conference on Auto Collision Repair(I-CAR)
- International Conference of Building Officials (ICBO)
- Mobile Electronics Certified Professional (MECP)

- Networking Cabling Specialist (C-Tech)
- Network Cabling Systems (Leviton)

Preparation

- National Institute for the Technicians (NICET)
- NIMS Machinist and Toolmaking Technology
- Adobe
- Adobe Certified Associate
- Photoshop
- CompTIA
- A+
- Network+
- Security+
- Microsoft Corporation
- Certified Systems Administrator (MCSA)
- Microsoft Office Specialist (MOS)
- Modern Desktop Administrator Associate
- Microsoft Azure Fundamentals
- SolidWorks
- CSWA-Mechanical Design
- CSWP-Mechanical Design
- Oracle
- Oracle 11g Oracle Certified Associate (OCA)

Fire Service

Bates Fire Service Training is accredited to National Fire Protection Association

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

- Firefighter I
- Firefighter II
- Fire Apparatus Driver/Operator*
- Fire Instructor I
- Fire Instructor II
- Fire Officer I
- Fire Officer II
- Fire Officer III*
- Fire Safety Officer*
- Fire and Life Safety Educator I

- Hazardous Materials Awareness
- Hazardous Materials Operations
- Public Information Officer*

*Pending approval from the Washington State Fire Marshall

Certification Preparation, Training and Testing

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

- Boiler Testing and Certification Class I, 11, III
- Operating Engineer Class IV Fireman
- Operator Class V Boiler Fireman
- CDL Truck Driver testing Certification
- Engine and Equipment Training Center
- High School career and technical teacher preparation
- Air Conditioning and Refrigeration Institute (ARI) Industry Competency Exam
- Post-secondary professional-technical certifications
- Washington Association of Building Officials (WABO)
- American Welding Society (AWS)
- Society of Broadcast Engineers (SBE)
- Certified Television Operator (CTO)
- Certified Broadcast Technologist (CBT)
- Certified Broadcast Network Technologist (CBNT)
- Federal Aviation Administration (FAA)
- FAA Aeronautical Knowledge Test (sUAS part 107 certification)

Professional License Preparation

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

- Federal Communications Commission
- General Radiotelephone Operator License

- Radar Endorsement
- Maritime Distress and Safety System (GMDSS)
- State of Washington
- Barber
- Class A Communications
- Denturist
- Hearing Aid Fitter/Dispenser
- Licensed Practical Nurse
- Occupational Therapy Assistant
- STARS (State Training and Registry System)
- National Board for Certification in Dental Technology
- Recognized Graduate (RG)
- Certified Dental Technician (CDT)
- National Board for Certification in Occupational Therapy (NBCOT)

General Education

General Education Courses

www.BatesTech.edu/college-academic-and-general-education

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

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

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

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

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

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

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

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

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

General Education Requirements

General education requirements may be met in any combination of the following:

Complete general education classes at Bates Technical College.

Receive transfer credits based upon an evaluation of courses taken while in military service or by passing recognized post-secondary exams such as DANTES, CLEP, Advanced Placement (AP) or International Baccalaureate (IB) in a relevant subject area.

Request transfer of course credit completed at other colleges to Bates Technical College. Students must provide the college Registration Office with an official transcript and request a transfer evaluation. The transcript evaluator will determine if courses can be

applied to a student's credential or degree requirements.

Transferring Bates General Education credits earned at Bates to another college

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

General Education class credits and high school students

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

General Education Pathways

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

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

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

Notes: Some AAS and AAS-T degrees require additional 100-level courses.

Some students may require only one 90-level MATH course.

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

Common Courses

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

- ACCT& 201 Principles of Accounting I
- ACCT& 202 Principles of Accounting II
- ACCT& 203 Principles of Accounting III
- BIOL& 160 General Biology with Lab
- BIOL& 175 Human Biology with Lab
- BIOL& 241 Human Anatomy and Physiology I
- BIOL& 242 Human Anatomy and Physiology II
- BIOL& 260 Microbiology
- BUS& 101 Intro to Business
- BUS& 201 Business Law
- CMST& 102 Introduction to Mass Media
- CMST& 152 Intercultural Communication
- CMST& 210 Interpersonal Communication
- CMST& 220 Public Speaking
- CMST& 230 Small Group Communication
- CS& 131 Computer Science I C++
- CS& 141 Computer Science Java
- CHEM& 121 General Chemistry
- CHEM& 131 Introduction to Organic Chemistry
- ECED& 105 Introduction to Early Child Education
- ECED& 107 Health/Nutrition /Safety
- ECED& 115 Child Development
- ECED& 120 Practicum-Nurturing Relationships
- ECED& 130 Guiding Behavior
- ECED& 132 Infant Toddler Caregiving
- ECED& 150 Child/Family/Community
- ECED& 160 Curriculum Development
- ECED& 170 Environment-Young Children
- ECED& 180 Language/Literacy Development
- ECED& 190 Observation/Assessment
- ECON& 201 Micro Economics
- ECON& 202 Macro Economics
- ENGL& 101 English Composition I
- ENGL& 102 English Composition II
- ENGL& 235 Technical Writing
- MATH& 141 Pre-calculus I
- MATH& 142 Pre-calculus II
- MATH& 146 Introduction to Statistics
- MATH& 151 Calculus I
- MATH& 152 Calculus II
- MATH& 153 Calculus III
- NUTR& 101 Introduction to Nutrition
- SOC& 101 Introduction to Sociology
- POLS&101 Introduction to Political Science
- PSYC& 100 General Psychology
- PSYC& 200 Lifespan Psychology
- PHYS &221 Engineering Physics I
- PHYS &222 Engineering Physics II
- PHYS &223 Engineering Physics III

Adult Basic Education, I-BEST, Adult High School Completion, High School 21+

Adult Basic Education

(Basic Studies)

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

- Skill development in mathematics, reading, writing
- Adult High School Completion (High School 21+)

ABE classes are intended to help students improve mathematics, reading, and writing skills whether or not they have a high school diploma. Students register for basic studies to prepare for further general education courses, to complement career education, to prepare for General Education Development Testing (GED), and for personal growth. Day and evening classes are offered with weekly start dates. More information: 253.680.7274

Integrated Basic Education and Skills Training (I-BEST)

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

How to register for adult education classes

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

Adult High School Completion High School 21+

Students 21 years of age and older may earn a high school diploma at Bates Technical College through completing coursework and by receiving credit for

work-based and community learning experiences. More information: 253.680.7274.

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

Running Start

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

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

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

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

Technical High School

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

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

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

Technical High School Graduation Requirements*

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

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

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

- English: 4 credits
- Mathematics: 3 credits
- Science: 3 credits
- Social Studies: 3 credits
- Art: 2 credits

(1 Art credit may be replaced with Career Pathways requirements)

- Occupational Education: 1 credit
- Health and Fitness: 2 credits
- Electives: 4 credits

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

To register for running start and technical high school

Attend a Running Start or Technical High School orientation session

Complete your orientation assignment, complete application packet, take college entrance or placement test, and obtain transcripts from your previous high school.

Call the high school office, 253.680.7004, to schedule a meeting with a high school advisor.

Meet with an advisor and complete an education plan, register, pay fees, and begin your classes.

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

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

Afternoon Technical High School

www.BatesTech.edu/HighSchool

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

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

Afternoon Technical High School students take academic classes at South Campus prior to their career training course. Afternoon high school students who complete all their afternoon career program and academic classes may transfer into the full-time day program at the next available program entry point.

More information: 253.680.7004 or www.BatesTech.edu/HighSchool

Section 2 • Extended Learning and other programs

Extended Learning

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

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

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

Articulation Agreements with Industry

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

- Carpentry
- Machinist
- Sheet Metal Technology
- Welding

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

Apprenticeship Committees

www.BatesTech.edu/Apprenticeship

Aerospace Joint Apprenticeship Committee (AJAC) Apprenticeship Committee

Roger Peters, Coordinator, 206.764.7940

Industrial Maintenance Mechanic Apprenticeship

Roger Peters, Coordinator, 206.764.7940

Operating Engineers Regional Training JATC

Ole Fjellstad, Training Director, 1.800.333.9752

Pacific NW Iron Workers & Employers Local #86 Apprenticeship Committee

James Owens, Coordinator, 206.244.2993

Pierce County Meat Cutters Apprenticeship Committee

253.589.0367

Washington State Fire Fighters Joint Apprenticeship & Training Committee

Dave Myers, Coordinator, 253.946.7331

Western Washington Sheet Metal JATC

Eric Peterson, Training Administrator, 425.438.1406

Western Washington Operating Engineers Facilities Custodial Services Apprenticeship Committee

Christian Dube, Coordinator, 253.351.0184

Western Washington Stationary Engineers Apprenticeship Committee

Christian Dube, Coordinator, 253.351.0184

Manufacturing Academy

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

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

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

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

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

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

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

Articulation Agreements with Colleges and Universities

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

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

Articulation Agreements with K-12

Bates works with K-12 school districts and other colleges and universities to provide additional educational options for students. K-12 articulation

agreements are managed through the Pierce County Careers Connection.

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

Workforce Contract Training

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

Continuing Education

www.BatesTech.edu/ContinuingEd

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

Distance Learning

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

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

CTE Teacher Certification

Bates Technical College offers training to prepare individuals with business and industry experience for

Career and Technical Education (CTE) teaching careers at the secondary level, grades

7-12. The Washington State Professional Educator Standards Board has approved Bates to offer this route to CTE teacher certification. Call 253.680.7467 for more information.

Our quality, competency-based education is flexible. Design a plan to meet your individual needs.

Courses are delivered in a mixture of weeknights, weekends, online, and during summer weekdays.

Visit www.BatesTech.edu/TeacherPrep for a current schedule. Or call 253.680.7467 to learn more about the program, to register for classes, or for a transcript review.

General Educational Development (GED)

www.BatesTech.edu/Testing

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

Industry Partnerships

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

Professional Improvement Units

Through staff development activities, Bates offers a variety of non-credit staff and instructor improvement courses. Staff and student participation in these

courses may be recognized with Professional Improvement Units (PIUs) based on a standardized ratio: 10 clock-hours of instruction equals one PIU.

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

Child Studies

www.BatesTech.edu/Family

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

Child Development/Early Education Staff Training Program

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

Cooperative Preschools

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

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

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

[Early Childhood Education and Assistance Program \(ECEAP\)](#)

The Early Childhood Education and Assistance Program (ECEAP) is incorporated into the child care center at Bates and in several sites throughout

Pierce County. ECEAP provides additional services for young children, including health screening, developmental screening, and help with fees. The program is for families that qualify due to limited income. More information: 253.680.7324

[Effective Parenting Courses](#)

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

[Early Education Resource Center](#)

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

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

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

[Washington State Training and Registry System \(STARS\)](#)

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

Section 3 • Student Services

Student Services and Advising

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

Career advisors may assist with:

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

Instructors may assist with:

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

More information: 253.680.7002.

Associated Student Government (ASG)

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

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

ASG officers hold regular meetings; host a monthly general assembly; meet with the college president

regularly; and the ASG president provides a monthly report to the college's Board of Trustees.

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

Barber Shop

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

Campus Store and Online Bookstore

The college's Downtown Campus bookstore is run by Barnes & Noble College, and the college runs the South Campus bookstore. In addition to textbooks, both stores carry a variety of school supplies, and official Bates-imprinted items such as sweatshirts, water bottles, notepads and more. Operating hours can be found on the webpage. A list of required books, supplies, and equipment is available from program instructors. Go to www.BatesTech.edu/Campus-Stores for more information.

Refund and Return Policy

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

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

Career Education Information Sessions

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

Child Care

Bates' Early Learning Center is available to students and staff, and includes an Early Childhood Education and Assistance Program (ECEAP) preschool and Early Head Start for qualifying infants and toddlers. The center serves one-month-olds through pre-kindergarten. Hours are 6:30 a.m.-5 p.m., Monday through Friday, based on the college student calendar.

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

Counseling Center

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

Community Health Clinics

www.BatesTech.edu/CommunityClinics

The college's community clinics serve as a hands-on learning experience for students, while providing the community with health-related services. Under the supervision and direction of faculty and professionals, the clinics serve those with little or no access to regular health care as a free or low-cost option. Clinics for dentistry, denture services, and audiology/hearing testing and hearing aid services are available.

Drug-Free Environment

It is the intent of the college to provide a drug free and secure work and learning environment and to comply with the Federal Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act

of 1986 (Public Law 99-570, Title IV, Sub-Title B) and its amendment of 1989 (Public Law 101-226).

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

Educational Opportunity Center

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

Email Accounts for Students

Registered career education students at Bates Technical College have a student email account provided as a service from Bates. Go to my.batestech.edu for more information.

Emergency Closures and Delays

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

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

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

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

Financial Aid

www.BatesTech.edu/FinancialAid

See page 31 for financial aid eligibility standards and application procedures. More information: 253.680.7020.

Food/Dining Service

www.BatesTech.edu/Dining

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

Insurance

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

Job Placement

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

Library

www.BatesTech.edu/Library

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

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

Skilled professional library staff and a certified academic librarian are ready to provide expert help, face-to-face and online. Library@batestech.edu, call: 253.680.7220 (Downtown Campus), 253.680.7550 (South Campus).

Access statewide 24/7 online librarian chat service:

www.BatesTech.edu/Librarian-Chat

New Student Orientation

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

National Voter Registration Act

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

Parking

www.BatesTech.edu/Parking

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

www.BatesTech.edu/Safety.

Parking Fines

- No valid permit displayed: \$25
- Parking in area not authorized by permit: \$25
- Blocking or obstructing traffic or impeding college operations*: \$50
- Parking in reserved staff space without authorization: \$50
- Handicapped parking violation (RCW 46.16.381): \$450
- Parking adjacent to fire hydrant: \$25
- Parking in fire lane: \$25
- Parking in zone or area marked "no parking": \$25
- Traffic Fines*:
 - Speeding: \$40-\$85
 - Reckless/ negligent driving: \$40-\$100
 - First offense: Parking privileges on all campuses revoked

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

Parking Fine Appeal

Parking fines, penalties, and permit revocations may be appealed in some cases. A written appeal with specific details should be submitted to the college's Director of Safety and Security within five business days of receipt of the citation. If denied, the decision may be appealed to the Parking Advisory Committee for review. All decisions made by the parking advisory committee shall be final. Repeated or continued violations may result in having parking privileges

revoked and/or vehicle impoundment at owner's expense.

Safety

www.BatesTech.edu/Safety

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

All personal property should be kept under lock and key. Safety officers are on duty and should be contacted in case of theft or other concerns about property damage or physical endangerment. More information: www.BatesTech.edu/Safety. Downtown, Central/Mohler, South Campus, call 253.680.7111.

Registration and College Calendar

www.calendarwiz.com/BTC

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

2019-2020 Calendar

Summer 2019

- Veteran Priority Registration: April 22, 2019
- Registration Continuing: April 23, 2019
- Registration New Students: April 24, 2019
- First day of the quarter, tuition and fees due: June 20, 2019
- Last day to add a class without instructor permission: June 24, 2019
- Last day to drop a class at 80% refund: June 24, 2019
- Last day to add a class with instructor permission: July 1, 2019
- Last day to drop a class and not show on transcripts: July 1, 2019
- Last day to drop a class at 40% refund: July 5, 2019

- Last day to drop a class for a “W” on transcript: Aug. 5, 2019
- Last day of quarter: Aug. 19, 2019

Fall 2019

- Veteran Priority Registration: April 22, 2019
- Registration Continuing: April 23, 2019
- Registration New Students: April 24, 2019
- First day of the quarter, tuition and fees due: Sept. 25, 2019
- Last day to add a class without instructor permission: Sept. 27, 2019
- Last day to drop a class at 80% refund: Sept. 30, 2019
- Last day to add a class with instructor permission: Oct. 8, 2019
- Last day to drop a class and not show on transcripts: Oct. 8, 2019
- Last day to drop a class at 40% refund: Oct. 9, 2019
- Last day to drop a class for a “W” on transcript: Nov. 8, 2019
- Last day of quarter: Dec. 9, 2019

Winter 2020

- Veteran Priority Registration: Oct. 16, 2019
- Registration Continuing: Oct. 17, 2019
- Registration New Students: Oct. 18, 2019
- First day of the quarter, tuition and fees due: Jan. 2, 2020
- Last day to add a class without instructor permission: Jan. 6, 2020
- Last day to drop a class at 80% refund: Jan. 6, 2020
- Last day to add a class with instructor permission: Jan. 15, 2020
- Last day to drop a class and not show on transcripts: Jan. 15, 2020
- Last day to drop a class at 40% refund: Jan. 16, 2020
- Last day to drop a class for a “W” on transcript: Feb. 17, 2020
- Last day of quarter: March 13, 2020

Spring 2020

- Veteran Priority Registration: Jan. 23, 2020
- Registration Continuing: Jan. 24, 2020
- Registration New Students: Jan. 27, 2020
- First day of the quarter, tuition and fees due: March 30, 2020
- Last day to add a class without instructor permission: April 1, 2020
- Last day to drop a class at 80% refund: April 3, 2020
- Last day to add a class with instructor permission: April 10, 2020
- Last day to drop a class and not show on transcripts: April 10, 2020
- Last day to drop a class at 40% refund: April 13, 2020
- Last day to drop a class for a “W” on transcript: May 13, 2020
- Last day of quarter: June 5, 2020

Registration office accepts credential applications year-round.

Student Activities and Diversity Center

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

MyBates

My.BatesTech.edu

MyBates allows students to view and print an unofficial copy of their transcript, a form to request an official transcript, to find out which required financial

aid documents have not been received, and if and when the college has sent an award letter.

Tuition Refund Policy

State-funded Instruction

A student who has paid tuition before the quarter starts but is unable to attend the class may receive a full tuition refund.

After the first day of class, Bates grants refunds as follows:

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

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

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

Refunds will not be granted for students withdrawn for disciplinary reasons.

Students called for military active duty will be granted a refund of tuition and laboratory/supply/ computer use fees paid for the current payment period, subject to the rules and regulations of their respective funding sources. Presentation of written confirmation is required.

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

administrator. Refunds for special programs will be made directly to the funding agency administrator.

Tuition Refund Policy-Financial Aid Recipients

Financial aid recipients are subject to the Return of Title IV Aid regulations as stated in this catalog.

Tuition Refund Policy-Self-Support

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

Tuition Payment Plan

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

Refunds

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

Costs to participate in the tuition payment plan are:

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

Tuition 2019-2020 Resident

TUITION
 2019-2020 RESIDENT TUITION
 VISIT BATESTECH.EDU
 FOR MORE INFORMATION

| # OF CREDITS | TUITION | TOTAL FEES (EXCLUDING LAB/SPECIAL FEES) | TOTAL |
|--------------|----------|---|------------|
| 1 | 106.93 | 21.00 | \$127.93 |
| 2 | 213.86 | 42.00 | \$255.86 |
| 3 | 320.79 | 63.00 | \$383.79 |
| 4 | 427.72 | 84.00 | \$511.72 |
| 5 | 534.65 | 105.00 | \$639.65 |
| 6 | 641.58 | 126.00 | \$767.58 |
| 7 | 748.51 | 147.00 | \$895.51 |
| 8 | 855.44 | 168.00 | \$1,023.44 |
| 9 | 962.37 | 189.00 | \$1,151.37 |
| 10 | 1,069.30 | 210.00 | \$1,279.30 |
| 11 | 1,117.29 | 231.00 | \$1,348.29 |
| 12 | 1,165.28 | 252.00 | \$1,417.28 |
| 13 | 1,213.27 | 273.00 | \$1,486.27 |
| 14 | 1,261.26 | 294.00 | \$1,555.26 |
| 15 | 1,309.25 | 315.00 | \$1,624.25 |
| 16 | 1,357.24 | 336.00 | \$1,693.24 |
| 17 | 1,405.23 | 357.00 | \$1,762.23 |
| 18 | 1,453.22 | 378.00 | \$1,831.22 |
| 19 | 1,552.15 | 399.00 | \$1,951.15 |
| 20 | 1,651.08 | 420.00 | \$2,071.08 |
| 21 | 1,750.01 | 441.00 | \$2,191.01 |
| 22 | 1,848.94 | 462.00 | \$2,310.94 |
| 23 | 1,947.87 | 483.00 | \$2,430.87 |
| 24 | 2,046.80 | 504.00 | \$2,550.80 |
| 25 | 2,145.73 | 525.00 | \$2,670.73 |
| 26 | 2,244.66 | 546.00 | \$2,790.66 |
| 27 | 2,343.59 | 567.00 | \$2,910.59 |
| 28 | 2,442.52 | 588.00 | \$3,030.52 |
| 29 | 2,541.45 | 609.00 | \$3,150.45 |

Tutoring

www.BatesTech.edu/Tutoring

Tutoring is available at all campuses to registered students seeking assistance in any area related to academic success, including math, reading, writing, study skills, and program-specific materials.

Assistance is also available to prospective students

who are preparing to take the ACCUPLACER or GED tests.

Veterans Services

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

www.BatesTech.edu/Veterans

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

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

Submitting eligibility documentation does not automatically certify a student for GI Bill benefits. After registering for all of their classes, students must submit a certification request form (written request) to the college’s certifying official each quarter they want to use their GI Bill, GoArmyEd, MyCAA, or other military tuition assistance program. The certification request form is available online, at the Registration Office, at program advisors’ offices, and at Financial Aid. The certification request form should be submitted at least 30 days prior to the beginning of each quarter to ensure timely benefits. Failure to submit a certification request form may result in delay of benefits.

VA-funded students may participate in VA-approved work-based learning experiences if they have completed in-residence at the college. For more

information, call 253.680.7035 or email vabenefits@batestech.edu.

VA Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the students enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Disability Support Services and Accommodation

Disability Support Services

www.BatesTech.edu/DSS

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

Through DSS, qualified persons with disabilities can address their concerns regarding attitudinal or procedural barriers encountered, as well as any need for academic adjustments and/or auxiliary aids to assure equal access. DSS will provide information and auxiliary aids or services, serving as a resource to the campus community while striving to make Bates Technical College both an accessible and hospitable

place for persons with disabilities to enjoy full and equal participation.

Eligibility

It is the student's responsibility to identify him or herself as having a documented disability and seek assistance from Disability Support Services (DSS).

Bates Technical College recognizes that traditional methods, programs, and services may need to be altered to ensure full accessibility to qualified persons with disabilities.

A qualified student is one who:

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

Attendance

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

Student Rights

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

Equal Access

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

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

Obtaining Services

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

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

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

Confidentiality

Information regarding a student's disability is considered confidential. Information will not be released to anyone outside of the college without the written permission of the student. Information may

be shared within the college with appropriate faculty and staff to facilitate services and reasonable accommodations.

Course Substitutions/Waivers

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

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

Student Grievance

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

Registration and Attendance Policies

Full-time Students

To be considered full-time, a student must register for a minimum of 12 credits. This can be a combination of career training course work and general education classes.

Allied Health Students

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

Enrollment/Registration Policy

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

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

Placement

Students may be placed into general education course work and meet course prerequisites through a variety of methods. These include Accuplacer testing (done in the testing center or brought from another college), evaluation of college transcripts, Advanced Placement test scores, and Smarter Balance test scores (must be within a year of high school graduation).

Attendance Policy

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

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

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

Withdrawals

Students must self-withdraw in the Registration Office. Students unable to present themselves to the Registration Office must submit their withdrawal in

writing. Students can send an email from their Bates email address. The tuition refund policy will be effective when the withdrawal paperwork is received by the Registration Office.

Student Absence for Faith or Conscience

Per RCW 28B.10.039, students are entitled to excused absences for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization.

- Students' grades may not be adversely impacted by absences authorized under this policy.
- Students must make up the work missed during the absence.
- Students must notify the college in writing within two weeks of beginning the course in which they are requesting an absence under this policy.

The college shall make no judgment about the legitimacy of reasons of faith or conscience.

Absence for Short-Term Military Assignments

Per RCW 28B.10.270, students called to active duty for a period of 30 days or less may not be penalized for missed class time and must be provided the opportunity to make up work, labs, and exams within a reasonable period of time and without prejudice after they return. The student may not be dropped for non-attendance and no grade for the student's work may be issued until the student has been given the opportunity to make up the work and/or participation. Written verification that the person is being, or has been, ordered to service must be provided to the college prior to leaving for active duty. If the student is ordered to active duty for more than 30 days is entitled to withdraw from any courses with tuition and fees credited back to their account or receive an incomplete grade and allowed to complete the course upon release from active duty under the college incomplete course procedures.

International Student Information

International Students

www.BatesTech.edu/International

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

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

International Student Services

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

International students should:

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

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

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

Bates Technical College issues F-1 and M-1 Certificates of Eligibility and 1-20 forms required for the issuance

of an F-1 Visa. Please take the 1-20 form to the U.S. Consulate in your country to apply for a student visa.

Mail the completed admission application and forms to:

International Student Services Bates Technical College
1101 S. Yakima Ave., Room AI23 Tacoma, WA 98405-4895, USA

Alternatively, scan and email the application and forms to international@batestech.edu.

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

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

Tuition and Expenses for International Students

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

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

Financial Responsibility

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

International Contract Training

Bates Technical College provides international and distance learning contract training for industry-

specific training and/or for international educational partners. More information: 253.680.7184.
www.BatesTech.edu/International.

Tuition 2019-2020 Non-Resident

| Tuition 2019-2020 | | | |
|--------------------------|----------------|--|--------------|
| Non-Resident | | | |
| Credits | Tuition | Fees <i>(Excluding Lab/Special fees)</i> | Total |
| 1 | \$ 284.80 | \$ 21.00 | \$ 305.80 |
| 2 | \$ 569.60 | \$ 42.00 | \$ 611.60 |
| 3 | \$ 854.40 | \$ 63.00 | \$ 917.40 |
| 4 | \$ 1,139.20 | \$ 84.00 | \$ 1,223.20 |
| 5 | \$ 1,424.00 | \$ 105.00 | \$ 1,529.00 |
| 6 | \$ 1,708.80 | \$ 126.00 | \$ 1,834.80 |
| 7 | \$ 1,993.60 | \$ 147.00 | \$ 2,140.60 |
| 8 | \$ 2,278.40 | \$ 168.00 | \$ 2,446.40 |
| 9 | \$ 2,563.20 | \$ 189.00 | \$ 2,752.20 |
| 10 | \$ 2,848.00 | \$ 210.00 | \$ 3,058.00 |
| 11 | \$ 2,823.24 | \$ 231.00 | \$ 3,054.24 |
| 12 | \$ 2,878.48 | \$ 252.00 | \$ 3,130.48 |
| 13 | \$ 2,933.72 | \$ 273.00 | \$ 3,206.72 |
| 14 | \$ 2,988.96 | \$ 294.00 | \$ 3,282.96 |
| 15 | \$ 3,044.20 | \$ 315.00 | \$ 3,359.20 |
| 16 | \$ 3,099.44 | \$ 336.00 | \$ 3,435.44 |
| 17 | \$ 3,154.68 | \$ 357.00 | \$ 3,511.68 |
| 18 | \$ 3,209.92 | \$ 378.00 | \$ 3,587.92 |
| 19 | \$ 3,486.72 | \$ 399.00 | \$ 3,885.72 |
| 20 | \$ 3,763.52 | \$ 420.00 | \$ 4,183.52 |
| 21 | \$ 4,040.32 | \$ 441.00 | \$ 4,481.32 |
| 22 | \$ 4,317.12 | \$ 462.00 | \$ 4,779.12 |
| 23 | \$ 4,593.92 | \$ 483.00 | \$ 5,076.92 |
| 24 | \$ 4,870.72 | \$ 504.00 | \$ 5,374.72 |
| 25 | \$ 5,147.52 | \$ 525.00 | \$ 5,672.52 |
| 26 | \$ 5,424.32 | \$ 546.00 | \$ 5,970.32 |
| 27 | \$ 5,701.12 | \$ 567.00 | \$ 6,268.12 |
| 28 | \$ 5,977.92 | \$ 588.00 | \$ 6,565.92 |
| 29 | \$ 6,254.72 | \$ 609.00 | \$ 6,863.72 |

Transcripts, Transfer of Credits

Transcripts

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

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

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

Unofficial transcripts may be printed from the college website at my.batestech.edu.

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

Transfer of Credits

Transferring in credit from other colleges, the military, approved high school dual credit programs, or CLEP tests can be done through the registration office and is free of charge. Credit granted from industry certifications, occupational crosswalks, course challenges, or other extra institutional learning may also be done but carries a fee of \$28 per credit. Please see the registration office for additional details.

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

Students will receive notification from the credential evaluator detailing the specific classes accepted for

transfer credit. Questions about the decision should be directed to the contact on the Notification of Transferability.

Credit for Military Service

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

College-Level Examination Program

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

Demonstrate their knowledge in a subject area to earn exemption from taking introductory college courses;

Show their level of competency in a subject to determine placement; and

Accumulate credit toward a degree by demonstrating knowledge they have gained independently.

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

Transferability of Credits

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

Transferability of General Education Credits

The transferability of general education credits earned at Bates Technical College is subject to the policies of

the receiving institution. General education courses are required in career education programs and are necessary to pursue higher-level degrees.

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

Work-Based Learning

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

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

Financial Aid

www.BatesTech.edu/FinancialAid

The belief of financial aid programs is that the primary responsibility for meeting college costs lies with the student. If a student and their family cannot meet the full cost of education, the Financial Aid Office, through available financial aid programs, will help students and their parents meet the cost of their education.

These funds can come from a variety of sources such as the federal government, the state government, private sources and from the school itself. Financial aid may be awarded in the form of a grant or scholarship (money that does not have to be repaid); a loan (money which must be repaid), or employment (where a student works to earn money to pay for school). The type of aid students receive is based upon a student's "need" as determined by the federal methodology. All aid can be accepted or declined by the student; but, in some cases, if declined, it will not be replaced by other sources of funding.

How to Apply

Students must complete and submit the Free Application for Federal Student Aid (FAFSA) to apply for financial aid at Bates Technical College. This application will be used to determine a student's eligibility for federal, state and institutional sources of assistance. The Financial Aid Office recommends that students apply with a FAFSA at www.fafsa.ed.gov.

Eligibility Requirements

Currently enrolled and prospective students interested in applying for aid must:

Be a U.S. citizen, permanent resident or eligible non-citizen.

Be enrolled or intending to enroll on at least a half-time basis for student loan programs.

NOTE: The PELL Grant may be available to students enrolled less than half-time.

Be enrolled in a financial aid eligible program of study leading to a degree or eligible certificate (credit or non-credit) offered by Bates Technical College.

NOTE: Auditing classes are not paid for by financial aid.

Be in "satisfactory academic standing" according to the college's academic probation policy.

Be maintaining "satisfactory academic progress" according to the college's Title IV Student Financial Assistance Satisfactory Academic Progress Policy.

Not be in default on any Stafford, Perkins, HEAL or loans, and not owe a refund on any PELL, SEOG, or SSIG received at Bates or any previously attended school.

Student must have a high school diploma, GED, high school equivalency, or meet Ability to Benefit criteria.

Types of Financial Aid

Federal Pell Grant - Awards generally range from \$657 to \$6,195 per academic year. Students may be enrolled less than half-time depending upon eligibility.

Please consult the Financial Aid Office for information about deadlines.

Federal Work-Study Program (FWSP) - Students may work at designated sites on and off-campus during the academic year. Maximum amount that can be earned is \$13,832 per academic year. Students must be enrolled at least half-time without exceeding unmet need.

Direct Stafford Loan - Requires a student loan application that can be requested from www.studentloans.gov. For current loan limits, see the Financial Aid Office. Students must maintain half-time enrollment. There is no filing deadline for the student loan, but it must be processed prior to the end of the semester for which it is intended and therefore early application is recommended.

There are two types of Direct Stafford Loans:

- **Subsidized Loan** - The interest on the loan is paid for by the federal government while a student is in school. The student makes no interest or principle payments until six months after graduation or dropping below half-time status.
- **Unsubsidized Loan** - Interest accrues after loan is disbursed. Students can pay or have the interest capitalized. Students pay the quarterly interest payments while in school. Principle payments are still deferred until six months after graduation or dropping below half-time.

State Grant and Special Programs - The Washington Student Achievement Council (WSAC) administers state financial aid including the Washington College Grant (formerly known as the State Need Grant), the College Bound Scholarship, and the Washington Application for State Financial Aid, or WASFA, for undocumented individuals.

The Council is committed to providing opportunities and support to ensure every Washington student can

pursue education beyond high school. The application process for the Washington College Grant is simple. All students need to do is complete a Free Application for Federal Student Aid (FAFSA). To apply online or review the status, go to www.fafsa.gov.

If a student is not eligible to complete the FAFSA due to immigration status, students still may be eligible to apply for the Washington College Grant by completing the Washington Application for State Financial Aid (WASFA). For more information, go to www.readyssetgrad.org/wasfa.

Veterans Benefits - GI Bill benefits help students pay for college, graduate school and training programs. Since 1944, the GI Bill has helped qualifying Veterans and their family members get money to cover all or some of the costs for school or training. Learn more about GI Bill benefits below—and how to apply for them <https://www.va.gov/education/about-gi-bill-benefits/>.

BankMobile

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

Satisfactory Progress

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

Students who receive financial aid will be placed on warning or suspension if they do not maintain satisfactory progress.

Students are still eligible for a financial aid disbursement while on warning status. Students on suspension will not receive financial aid. If a student is suspended from aid, they have a right to appeal their status. Students should continue to attend college courses while their appeal is being considered. Refer

to the Satisfactory Academic Progress policy for details.

Withdrawals

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

Return of Title IV Financial Aid

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

Please refer to the student handbook at my.batestech.edu for a full description of Return of Title IV Funds and/or inquire at the Financial Aid Office.

WorkFirst

If students are currently receiving Temporary Assistance for Needy Families (TANF) and participate in Washington state's WorkFirst program, they may qualify for WorkFirst financial assistance to complete their education at Bates. WorkFirst is designed to fill in gaps that financial aid does not cover. The college will check a student's financial aid account before proceeding with a request for assistance. More information: 253.680.7347

Worker Retraining

This funding program is specifically for unemployed or under-employed dislocated (laid off) workers, displaced homemakers, transitioning and military veterans and the formerly self-employed whose qualifying event* took place within the previous 48 months from the time of application for the program. The program is designed to help students overcome financial barriers while they pursue an education. The program is voluntary and allows participants to obtain assistance with education-related expenses. Worker Retraining is

designed to fill the gaps that FAFSA-based financial aid does not cover. The college will check a student's financial aid account before proceeding with a request for assistance. More information: 253.680.7127

*Qualifying event: the event that causes an applicant to qualify, such as a layoff, divorce/separation, military separation or loss of a business.

Basic Food and Employment Training (BFET)

Students may qualify for this benefit if they receive, or are eligible to receive, federal food assistance, but are not receiving TANF. Low-income students who do not receive food assistance may be eligible. Students must check in monthly to maintain eligibility. Students may receive some assistance with tuition, fees, textbooks, tools and supplies, emergency costs or child care assistance through DSHS Working Connections. Students must make a formal request for BFET assistance. Furthermore, BFET is designed to fill the financial gaps that financial aid does not cover. The college will check a student's financial aid account before proceeding with a request for assistance. More information: 253.680.7286.

Scholarships

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

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

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

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

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

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

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

What is involved in the application process?

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

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

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

Learn more at www.BatesTech.edu/Foundation.

Grading System

Grading Procedures

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

Instructors are empowered to select criteria used to grade the courses they teach, and how those criteria will be weighted. Elements that contribute to grades can be as broad as needed and may include various methods of measuring student learning and achievement. For example: a possible combination of test scores, assignments, evaluation of lab/shop work, attendance, workplace behaviors evaluation, and other elements may be used.

At the beginning of each course students will be provided with a syllabus detailing what will be learned in the course and how outcomes will be measured and graded. Grading information will explain how the various factors will be weighted and how they contribute to the final grade.

Reporting:

Numerical grades earned by students will be reported for each course at the end of the quarter using a scale from 4.0 to 0.7, or 0.0, and will apply to grade point average (GPA) calculations.

Numerical grades may be considered equivalent to letter grades as follows:

| Numerical Grades | Letter |
|------------------|--------|
| 4.0 | A |
| 3.9-3.7 | A- |
| 3.6-3.3 | B+ |
| 3.2-3.0 | B |
| 2.9-2.7 | B- |
| 2.6-2.3 | C+ |
| 2.2-2.0 | C |

| | |
|---------|-----|
| 1.9-1.7 | C- |
| 1.6-1.3 | D+ |
| 1.2-1.0 | D |
| 0.0 | N/C |

N/C-No Credit: Counted in GPA

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

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

W: Withdrawal - not counted in GPA

IC: Incomplete

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

*5. Incomplete marks (IC)

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

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

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

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

- What work must be completed
- By what date the work will be completed

What the final grade for the course will be if the student does not complete all required work by the required date. If the student fails to complete the

required work by the deadline set by the instructor (in no case beyond the end of the subsequent quarter), the IC will automatically change to the grade designated on the contract.

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

Academic Suspension

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

Program Curriculum

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

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

Program Completion Times

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

Satisfactory Academic Progress

Academic Deficiency Policy

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

Academic Deficiency

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

Academic Probation

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

Academic Suspension

Students who receive less than a 2.0 for three consecutive quarters will immediately be placed on

academic suspension for the following quarter. Notification of academic suspension (3) will be sent to the student by the tenth instructional day in the succeeding fourth quarter. A student who has already begun classes will be administratively withdrawn with all tuition and fees refunded.

Re-entry after Academic Suspension

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

- Attend an academic intervention session
- Meet with the Dean of Student Services
- Obtain a skills assessment from an instructor

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

Academic Appeal

Students may follow the process laid out in the student handbook if they wish to appeal their academic standing. The handbook is located on MyBates at my.batestech.edu.

Student Rights and Responsibilities

WAC Student Rights and Responsibilities Chapter 495A-121

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

Broadly stated, the purpose of the college is to provide opportunities for all who desire to pursue educational goals.

Like any other institution having its own special purposes, the college must maintain conditions conducive to the effective performance of its functions.

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

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

Conduct codes are subject to change. The most current code provisions are in the Washington State Register and [available here](#).

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

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

The right to inspect and review the student's education records within 45 days of the day the college receives a request for access;

The right to request the amendment of information contained in the student's education records that the student believes is inaccurate or misleading;

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;

The right to file a complaint with the

U.S. Department of Education concerning alleged failures of the college to comply with the requirements of FERPA. Visit www.BatesTech.edu/MyBates.

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

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

Student Right-To-Know

The Federal Student Right-To-Know and Campus Security Act requires institutions of higher education to report the percentages of completion and graduation rates for students registered full time, first time entering college, and degree or certificate students. Title 11 of this law, the Crime Awareness and Campus Security Act of 1990, requires publication of campus crime statistics and campus security policies. The third part of the law requires disclosure of student loan default rates.

These and other important, relevant statistics for each program, each campus, and the entire college can be viewed on the following websites:

nces.ed.gov/collegenavigator (completion and graduate rates), ope.ed.gov/security (campus security data), and www.ed.gov/about/offices/list/fsa (federal student aid).

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

Policy Prohibiting Hazing

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

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

Sexual Harassment Policy

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

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

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