



TECHNICAL
COLLEGE
OF THE
ROCKIES
Where Careers Begin

STUDENT HANDBOOK



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ABOUT US

The Technical College of the Rockies (TCR) is a public institution governed by the Delta County Joint School District #50J Board of Education. Funding for our programs comes from federal, state, and local sources. We are designated by the Colorado State Board for Community Colleges and Occupational Education as the agent for postsecondary vocational training in Western Colorado. Our service area includes Delta, Gunnison, Hinsdale, Montrose, Ouray, and San Miguel counties. We offer career and technical education programs approved and/or accredited by the Colorado Community College System. We are accredited nationally by the Council on Occupational Education. Program approvals and accreditation documents are available for review in the Administration Office.

Our mission is educational excellence. We will deliver high quality career training by enhancing technical and employability skills, embracing diverse cultures, providing a quality learning environment, and support the well-being of our students, and the community. We provide career and technical certificate programs and courses in health, trades, technical, and business fields at the secondary and postsecondary levels. Our programs are designed to train students for entry-level employment, to provide retraining, or to upgrade the job skills of our students.

We provide practical training to assist students in meeting the needs of employers in business and industry. Training programs are designed to enhance the employability of our students by helping them develop life and job skills and work habits. Assistance in upgrading basic educational skills is also available.

All of our faculty members are qualified instructors in their respective occupational fields. They are credentialed through the Colorado State Board of Community Colleges and Occupational Education. Certified instructors in licensed programs are also approved by the State Licensing Board for their respective occupation.

WEBSITE

Students can find information about Technical College of the Rockies on-line at www.tcr.edu. Our website hosts a current description of programs and services available to students, and a calendar of activities. Students may apply for enrollment on-line or in person.

ADMISSIONS POLICY

High School/Concurrent Students

High School/concurrent students need to meet with their school counselor or Pathways Coordinator to determine eligibility for TCR programs. Home school students need to meet with the TCR Career Advisor/Student Advocate to discuss program requirements and rigor. The student and parent(s) then meet with the Registrar and/or Director for final approval.

Students who are interested in attending our institution must be on track to graduate with their high school, be at least 16 years of age (or have permission from the TCR Registrar) and have a cumulative GPA of 2.0 or higher. Students must also have permission from their counselor and parents to attend TCR.

Post-Secondary Students

Our open-door admission policy allows anyone 17 years or older, who has completed high school or achieved an equivalent measure (i.e., GED), and who has an occupational objective, to be considered for entrance into postsecondary career and technical programs.

We admit qualified students on a "First Come, First Served" basis, who have completed all necessary admissions requirements. When programs are filled, additional applicants are placed on an alternate list. Students must meet all admissions requirements to be placed on this list. Please see your program packet on website for more information.

Late enrollments may be accepted (with Program Coordinator and TCR Administration approval) through the first week of class.

All financial obligations to TCR from previous terms must be paid in full prior to program continuance or re-enrollment.

We accept high school students in some of our post secondary career and technical programs. High school students may enroll as part of their counselor and completing the admissions process.

All incoming students may be subject to assessment testing to determine skill level. There is a fee for those tests. We do not have any residency requirements for admission to TCR.

PAYMENT POLICY

A student, by the act of registering, automatically incurs a financial obligation to Technical College of the Rockies. This obligation must be satisfied by appropriate payment. This means that a student who registered for one or more classes is obligated to pay the full amount of the tuition and fees whether or not the student attends class. Failure

courses, students must drop a class within the stipulated refund period to receive a refund of refundable fees. In extenuating circumstances, Technical College of the Rockies may make discretionary judgments and exceptions. TCR may also establish a charge per course to be deducted from any refund to defray processing costs.

Refunds are based on the beginning date and scheduled length of classes and the date the class is officially dropped. Refunds are not based on whether or not the student attended class.

Refund checks are mailed from the TCR Business Office approximately 10 days after the class has been dropped.

The refund for all courses, regardless of length, is:

- 100% if TCR cancels the course.
- 100% of refundable fees if the student drops the class before the first class meeting. When a registered student drops a class, the following will occur:
 - No refund will be given for fees and other obligations not retrievable by the institution. Other non-retrievable fees are addressed in specific programs.
 - A 100% tuition refund, less a refund processing fee of 10% of tuition (not to exceed \$100) if the student is enrolled full-time and withdraws prior to 15% of the course meetings.
 - A 100% tuition refund, less a refund processing fee of 10% of tuition (not to exceed \$100) if the student is enrolled in a class 30 hours or more in length and withdraws prior to the second class meeting and within two days of the first class meeting.
 - No refund will be given once 15% or more of the scheduled time for the class has elapsed.
 - No refund will be given for classes less than 30 hours in length unless withdrawal takes place prior to the first class session.
 - Records will not be released until all financial obligations to TCR are fulfilled.
 - Books and supplies purchased from TCR are generally not refundable. For consideration, items must be in new condition and/or original packaging. Refunds are considered on a case by case basis by administration.

If Financial Aid or an outside agency pays the student's fees, other refund procedures may apply. Please contact the TCR Financial Aid Technician or the appropriate funding agency.

STUDENT GRIEVANCE POLICY

Student complaints or grievances should be resolved promptly and equitably at the lowest possible staff level. Each student is assured an opportunity for orderly presentation and review of his/her complaint or grievance without fear of reprisal. For the purpose of this policy, a grievance is defined as an alleged violation of the Board of Education policy or school rules that apply to all students. This policy does not establish student rights not explicitly established by statute or Board policy. All decisions relating to students remain within the continuing discretion of the administration and/or Board. The Board of Education, as appropriate, is subject only to the conditions and limitations prescribed by Colorado law and Board policy.

Students may discuss any problem at any time with any school personnel. Individuals or groups of students may also use the following complaint and grievance procedure to seek resolution of their complaint or grievance:

Step 1: The grievance or complaint shall be discussed in a conference with the school personnel directly involved with the complaint.

Step 2: To appeal a decision, the student(s) will submit in writing to the College Administrator's office background information on the issue and the reason for the appeal. This form (<https://www.tcr.edu/files/grievance-form.pdf>) must be submitted within two school days after the informal conference described in Step 1 has been completed. The appeal will be decided confidentially and promptly, preferably within five school days. The results of this appeal will be communicated to both the student and the school personnel involved with the complaint.

Step 3: If the grievance is not resolved at Step 2, the student (or parents if appropriate) may then appeal to the Superintendent of Schools and shall provide written information including the student's name, the school and a description of the problem. An investigation and decision will be made within ten working days and be communicated to the school director, the school personnel directly involved, and student (and parents if appropriate).

Step 4: If the grievance is not resolved at the school or district level, the student (or parents if appropriate) may appeal to the Council on Occupational Education (COE), the accreditation body for Technical College of the Rockies. Grievances may be submitted in writing to Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia, 30350, or by phone at 800-917-2081.

Notwithstanding the steps of the grievance procedure described above, a student may discuss any problem at any time with any school personnel.

TRANSFER POLICY

Transfer into TCR

Some of our programs allow students to meet up to 50% or more of the program's certificate of completion by transfer, challenge, advanced placement, or any combination of the above. Some programs do not allow any of these options to meet certificate requirements.

Licensed programs such as cosmetology and practical nursing may allow a greater percentage of the program's requirements to be met by transfer, challenge, advanced placement, or a combination of the three. Students must still meet TCR's competency requirements prior to being awarded a program certificate. Any student who wants to transfer credits to TCR must furnish an official transcript and copy of the school catalog listing the course(s) to be transferred. A course outline may be required. The final decision on granting credit for previous formal course work is at the discretion of the Student Services Office. Students must have a grade of "C" or higher for a course to be accepted in transfer.

Any student who has acquired occupational knowledge in their program area through previous education, work experience, on-the-job training, or any means other than formal education may challenge any program. Some courses within a program do not provide challenge opportunities. Students who want to challenge a course must submit a complete application to challenge to the Student Services Office no later than the close of the first week of the term. A student who successfully completes the challenge process will be granted a vocational credit by examination for that course. Full credit will be recorded with a grade of "S" (Satisfactory). The cost for credit by examination will be the same as current resident tuition. No credit will be given to an unsuccessful challenge, and the student will be required to satisfactorily complete the course. A student may not challenge any course more than once.

Transfer from TCR

Courses listed in the catalog are identified in terms of postsecondary credit hours leading to a certificate of completion. Any postsecondary institution wishing to do so may, at their discretion, accept work completed at TCR. Any student who wants to transfer credit from TCR to another postsecondary institution should contact an advisor of the institution he/she wants to attend for specific details.

TCR is a regionally accredited, certificate-granting institution. Our credits will transfer to other Colorado public community colleges. Our credits may also be accepted by out-of-state public colleges and private colleges both in and out of Colorado. For information about transferring our credit to another college you will need to talk to an advisor at the college to which you want to transfer your credits.

WITHDRAWAL POLICY

Students are expected to arrange their academic schedule carefully and maintain the schedule throughout the semester. Necessary schedule changes must go through the Student Services Office and have the permission of the instructor of the course(s) affected by the schedule change. For an official withdrawal, students must complete a withdrawal form and submit it to the Student Services Office to complete the drop/withdrawal process. Drops and withdrawals are not official until the appropriate paperwork has been completed.

Dropping Courses

Students may add or drop courses from their schedules during the first 15% of the course meetings. Courses dropped during that time will not be reflected on a student's transcripts and are eligible for a refund. Refunds, when due, will be made without requiring a request from students, minus an administrative fee.

Withdrawing from a Course/Program

Students may withdraw from a course or program any time through 75% of the course/program without penalty. The student will be assigned a grade of "W". No academic credit is awarded. The course is not counted in the term or cumulative GPA at TCR. Courses dropped after this time will result in a grade of "F" for the course. The student needs to communicate with the Student Services Office to withdraw or drop from courses/program. The Registrar will complete the form with the student and then route for all required signatures.

Leave of Absence

In lieu of withdraw, a student can apply for a leave of absence in cases of illness, family crisis etc. Students must return to their program within 180 days to complete. Some programs may not fit this criteria.

FINANCIAL AID

The Free Application for Federal Student Aid (FAFSA) is a form completed by current and prospective college students (undergraduate and graduate) in the United States to determine their eligibility for student financial aid. This is the first step in determining eligibility for federal and state aid. www.studentaid.gov school code 014050.

Applications for financial aid programs are available from Student Services. Visit our website at <http://www.tcr.edu/admissions/financial-aid-information.php> to view current

grants, scholarships, and awards.

RETURN OF TITLE IV FUNDS

Any student on financial aid who officially or unofficially withdraws from classes before 60% of the semester is completed will have a Return of Title IV Funds completed within 30 days of their withdrawal. The first step is to determine the date that the student began the withdrawal process. TCR will use the earliest date determined for the withdrawal, either the date the student began the official withdrawal or the last date the student was in attendance for an unofficial withdrawal. To withdraw from a class or program the student must go to the Student Services Office to have an official withdrawal form completed. Until the official withdrawal form is completed the enrollment remains active with absences and grades recorded. TCR Programs are term-based programs; the return period is based upon the first day of the term through the end of the semester. (Please note that programs sometimes have different term dates, please refer to the school calendar you received when you registered.)

A Return of Title IV calculates the percentage of federal aid earned by the student. After the calculation, the Financial Aid Office will notify the student in writing of the percentage of aid earned, the amount of Title IV funds returned by the College on the student's behalf, and the amount, if any, owed by the student to the U.S. Department of Education or the school. Students who owe a repayment are encouraged to pay the amount in full at the Business Office. The Business Office then credits the funds to the appropriate account. However, if the student is unable to pay the full balance, they may sign a repayment contract which will allow the student to repay in monthly installments. (Note: If the amount owed by the student exceeds \$50 and the student does not repay, they become ineligible for additional Title IV funds at any educational institution.)

TCR will return Title IV funds in the following order, if

504 POLICY

Technical College of the Rockies operates under the mandates of Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA), and Amendments Act of 2008, which require the College to provide reasonable accommodations for otherwise qualified students with disabilities. See also Colorado Community College System (CCCS) policy SP 4-120b- Student Disability Services.

The term "disability" means that an individual has a mental or physical impairment which substantially limits one or more major life activities. Major life activities include,

but are not limited to, activities such as seeing, hearing, walking, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A student is considered "otherwise qualified" when, without reasonable accommodations, they are not able to meet the academic and behavioral standards for admission, continued enrollment, and ongoing participation.

Technical College of the Rockies is committed to making reasonable modifications in policies, practices, and procedures when necessary to avoid discrimination on Catalog, Handbook, and Website updates on the basis of disability, unless making the modification would fundamentally alter an essential requirement of a program, service, or activity. When a dispute arises over whether a requested accommodation would fundamentally alter an essential requirement, TCR and relevant officials will engage in an interactive process to consider the nature of the requirement and whether effective alternatives to the requirement exist.

Individuals seeking accommodations must give reasonable notice and provide documentation upon request. A completed 504 Accommodation form needs to be submitted to the Career Advisor/Student Advocate. If a student disagrees about the implementation of accommodations or a decision of the TCR Student Services Office, they are encouraged to first contact the TCR Director to discuss their concerns. If they are not satisfied with the decision of the TCR Director, students may submit a written appeal to Kurt Clay, Assistant Superintendent of Delta County School District, kurt.clay@deltaschools.com.

ADA concerns and/or complaints may be submitted in writing to:

Jim Farmer, HR Director

Delta County School District

145 W 4th Street

Delta, CO 81416

jimfarmer@deltaschools.com

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STUDENT RECORDS

Any current or former student at TCR is provided access to their records in compliance with the requirements of the Federal Family Educational Rights and Privacy Acts of 1974 (Public Law 93-380). In the event that the records are inaccurate, misleading, or otherwise in error, a student may make a written request for a hearing to correct those records.

The following items are considered to be directory information, and may be disclosed by TCR without consent: a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. A student may refuse to permit the release of directory information by submitting a written notice of refusal to the Student Services office within the first ten days of a quarter/semester.

In general, TCR will not disclose personally identifiable information from the student's record to any individual without a written release from the student. However, TCR may disclose personally identifiable information from a student's records to the following people/agencies without prior written consent:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

CHANGE OF ADDRESS

It is the responsibility of each student to notify the Admissions Office of any change of address, name, telephone number, or other change that will affect their permanent or financial records.

PERMANENT RECORDS

A permanent record is maintained on each officially enrolled student. The record lists course numbers, course names, course credit hours, and course grades. The student may request to examine his/her record with a member of the Administration Office staff or the Student Advisor.

Student records are maintained in compliance with the

Federal Family Educational Rights and Privacy Act of 1974. (Public Law 93-380, Sub Section 513.88 Statute 471.20 U.S.C. 1232Q).

REQUEST FOR TRANSCRIPTS

Students who wish to have a copy of their Technical College of the Rockies transcript sent to another educational institution, to a prospective employer, or for personal use must complete a Request for Transcript from at the Administration Office. A fee of \$5 per copy will be charged. Transcripts will not be available for any student who has not fulfilled all financial obligations. A one-week period of time should be allowed from the time of the receipt until the time the transcript is mailed.

FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974

In compliance with the Family Education Rights and Privacy Act of 1974, also known as the Buckley Amendment, institutions of higher education such as the post secondary program at Technical College of the Rockies are required, on an annual basis, to inform students of their rights under the Act and to enumerate its basic provisions. The following statement constitutes such notice: Under the Act, a student 18 years of age and older at post secondary institutions has the right to inspect and review all official records, files and data directly related to the student, including all material that is incorporated into the student's cumulative record file. The student shall have the right to challenge the contents of personal education records and has a right to have a hearing to ensure that the records are accurate. Student names and current enrollment status at Technical College of the Rockies are considered public information. Technical College of the Rockies will respond to inquiries in this regard, whether they are made in person, by phone, or in writing. Other items are also considered public information, but students can prevent their disclosure by filing a written request with the Administration Office that they be withheld unless written permission is granted. The following items may appear in school directories and publications or be disclosed by staff to anyone inquiring in person, by phone, or in writing:

1. Classes, program or division.
2. Date of enrollment.
3. Number of hours currently taken or completed previously.
4. Certificates earned.

5. Honors received.

Student names may be released for graduation listings, and lists of special awards, honors, and events may be released to the news media. All other information contained in student records is considered private and not open to the public without written consent. Only the following individuals, because of their official function, have access to this information:

- A. Technical College of the Rockies officials.
- B. Officials of other schools or colleges where the student intends to enroll.
- C. State or federal educational authorities.
- D. Officials requesting information in connection with a student's application for financial aid.
- E. State and local officials requiring reporting data.
- F. Accrediting organizations.
- G. Parent(s) of a dependent student (proof of dependency may be required).
- H. In compliance with a judicial order.
- I. In case of an emergency to protect the health, safety, or welfare of the student or other persons.

TESTING CENTER

The Testing Center at TCR administers the TABE and TEAS tests. Information on pricing and scheduling is available from the Testing Center at (970) 874-7671. The following tests and services are currently available.

TABE (TESTS OF ADULT BASIC EDUCATION)

The TABE are assessments designed to measure achievement of basic reading, language, and math skills. The assessments are specifically designed for adults and use questions and illustrations that reflect real-life situations. The TABE is an assessment used in most programs once classes are in session. The TABE is generally administered as a computer-based test, but is available in printed format.

SATISFACTORY ACADEMIC PROGRESS AND PROGRAM PROGRESS POLICY

All students will be evaluated each term. To maintain Satisfactory Academic Progress (SAP), a student must:

- Achieve and maintain a cumulative grade point average (GPA) of 2.00 or better at all times.
- Maintain adequate pace - Students will successfully complete 75% of scheduled and prescribed courses within a certificate.
- If a student receives an Incomplete (I) they must make up the work within the first 10 days of the next semester unless prior arrangements have been made with the instructor and coordinated with the Student Services Office. If a student completes the work for the course they receive the grade earned. If a student does not complete the work, the grade becomes an "F" and is used in calculating SAP. A student can appeal this decision for mitigating circumstances.
- Complete all course work for a certificate within 45 attempted credits. All transfer credits counted towards the completion of the certificate requirements will also be counted towards the maximum of 45 attempted credits. (Transfer Students)
- Technical College of the Rockies does not offer remedial classes therefore, remedial classes are not eligible for Title IV funding through TCR and are not counted towards Satisfactory Academic Progress.
- Students may withdraw from a class anytime through 80% of the course without penalty. The student will be assigned the grade of "W" and no academic credit is awarded and is not counted towards GPA. However, the course does count towards credits attempted. Courses dropped after the 80 % result in a grade of "F" for the course. A student can appeal this decision for mitigating circumstances.
- Maintain regular attendance, with absences being less than 10% for the grading period for the student's certificate. Some certificates require a 100% attendance for clinical experience, skill classes (required by Peace Officer Standards and Training) and provide options to make up the time due to illness or unforeseen circumstances. (See specific guidelines in the Program's Policy and Procedures manual).
- Repeated Courses- In certain circumstances a student may wish to repeat a previously passed course (A, B, C, D) to gain additional knowledge or to improve their past performance. Federal Guideline do allow a student to receive Federal Assistance while taking these classes but one must note that Federal assistance may only pay for a previously passed course one time. The repeated classes are considered

replacement courses that replace the grade of the previous class and are counted towards SAP. However, if a student passed a class once, and fails the second time it counts as the second time and cannot be paid for by Title IV funds. (Repeated Classes)

- If a student chooses to complete a different certificate in another Program SAP is not used to determine eligibility for financial aid purposes. A student must meet the admission requirements for the program itself, i.e. appropriate TABES scores, immunizations, etc. Students should keep in mind that any Program(s) that they utilize Title IV funding in will count towards their Lifetime Eligibility Usage therefore; their eligibility for Pell grants and additional Student Loans may be limited.
- If a student desires a second certificate in a Program Area they must maintain SAP. For example, a student can take the General Drafting certificate and then specialize in an aspect of drafting such as the Civil Drafting Certificate. (Pursuit of a second certificate)

Satisfactory Academic Progress for all students may be identified with the following statuses. Financial aid restrictions apply only to those students receiving financial aid funding:

- Good standing- the student is meeting all SAP standards
- Alert – Student is in danger of not meeting SAP based on GPA or attendance. Student will be referred to an academic advisor and meet with the instructor to see if an academic plan is necessary for success.
- Warning- Student has not met SAP for the previous semester and an academic success plan will be developed to assist the student in obtaining their certificate.

Academic Probation and Appeals

Students may be placed on academic probation if they fail to meet the Satisfactory Academic Progress warning. When there are mitigating circumstances that occur such as a death in the immediate family, prolonged illness, etc., the student may appeal in writing to the Student Services Office. The appeals committee consisting of the Director of the College or his designee, the Program Coordinator and the Student Services Coordinator, will review the appeal in a timely manner, and if approved, the student may return to complete his or her certificate program and if applicable have financial aid reinstated.

To maintain Satisfactory Academic Progress for Financial Aid the students must meet the SAP required for all students. If a student does not meet SAP they will be classified as

follows;

- Financial Aid Warning: if a student does not meet the above criteria for SAP they will be placed on Financial Aid Warning and will be notified in writing and have one additional semester to return to satisfactory standing. If the student has not returned to satisfactory standing after this additional semester, he/she will be terminated from further financial assistance until they regain SAP.
- Financial Aid Termination: If a student does not return to SAP after the warning semester or receives the grade of “F” or incomplete in all registered classes he/she will be immediately terminated from financial aid.
- To Regain Eligibility-Probation: As stated previously, a student with mitigating circumstances can appeal in writing to the Financial Aid Office. The appeals committee and the Financial Aid Director will convene in a timely manner and act on the appeal. If approved, the financial aid eligibility may be reinstated for one additional semester after which the student must have returned to SAP. The student will be eligible to receive financial aid for the probationary semester. If the appeal is successful the student will have weekly progress meeting with the instructor to discuss attendance and progress towards meeting the objectives of the course(s) and help the student with additional resources if needed. If mitigating circumstance do not apply or the appeal is denied the student may secure alternative funding until the satisfactory academic requirements have been met once again. (Academic plan)

A student may appeal a financial aid probation or ineligibility by submitting a written appeal to the Financial Aid Office within five school days of receipt of notification. Appeals for reinstatement will only be approved for circumstances beyond the student’s control.

STUDENT CONDUCT

Our students are expected to conduct themselves responsibly and appropriately at all times. The rights and feelings of others will be respected. Each student shall demonstrate a high regard for school facilities and property and the personal property of others. Failure to abide by accepted school conduct policies can result in suspension or termination from a program. In addition, restitution will be required by the student, if appropriate.

Students are expected to demonstrate academic honesty in their participation in their classes. Cheating, plagiarism,

or knowingly furnishing false information will result in disciplinary action up to and including expulsion from the program. Examples of cheating include: looking at another individual's work during quizzes or exams; copying another individual's work; bringing notes on paper or an electronic device to a testing situation; sharing or posting course work or assignments on the Internet.

DISCIPLINARY ACTION

Students are expected to behave in a professional, respectful manner at all times. TCR takes student behavior seriously, and students who violate our disciplinary policy may be suspended or expelled. (Please see the Student Handbook for detailed policy.)

APPROPRIATE ATTIRE

Students are expected to dress in a professional manner at all times. Each program has specific policies related to industry standards. Short skirts or shorts, spaghetti straps, tank tops, low-cut tops, and see-through clothing are not appropriate classroom attire for any classes. (Please see the Student Handbook for detailed policy.)

ATTENDANCE

Regular attendance is the responsibility of the student and is considered by industry and TCR to be a key factor in successfully completing a program and competing in industry. The attendance record is used in making job recommendations, granting certificates of completion, and determining grades. Poor attendance can reflect on grades and satisfactory completion of a program. Consequently, the student is strongly encouraged to become familiar with the attendance policy for the program they are enrolled in. Absences, class cuts, and tardiness of students receiving Veteran's educational benefits are reported to the Veteran's Administration. All make-up work should be arranged through the instructor. A student with excessive absences or lack of attendance in a program will be withdrawn from the program by TCR's administration.

In some cases due to medical or family crisis, a student may be given a short term leave of absence. A student must return within 180 days of the granted leave of absence. (Please see the Student Handbook for detailed policy.)
Leave of Absence

PARKING

Student parking is allowed only in the student parking area in the front parking lots of TCR during regularly scheduled

class hours. Exceptions must be approved by administration. Vehicles may not block emergency exit areas, school bus loading zones, or designated fire lanes.

NO SMOKING POLICY

In accordance with the Colorado Clean Indoor Air Act of 2006 and Colorado revised statute 25-14-103.5, which prohibits the use of tobacco on school property, smoking, chewing, vaping or any other use of tobacco products by staff, students, and members of the public is banned from all school property. Tobacco and e-cigarette use is prohibited in the following areas:

- All indoor areas including classrooms, offices, rented space, lounges, labs, and restrooms.
- Vehicles owned or leased by the college.
- All school grounds including parking lots and walkways around the campus.

Tobacco includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking, or both.

Students who violate this policy face disciplinary action which may include suspension. The responsibility for enforcing this policy lies with the staff and students of the college. Anyone violating the tobacco use policy will be asked to discontinue the use of the tobacco. Repeat offenders may be subject to disciplinary measures. The college administration will use appropriate disciplinary measures for the repeat offender in accordance with the code of conduct of the College.

ALCOHOL AND DRUG USE POLICY

For any student to possess, use, sell, distribute, procure, or to be under the influence of alcohol, drugs, or other controlled substances while on campus shall be in violation of the Board of Education policy. For purposes of this policy, controlled substances include, but are not limited to: narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined by law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with the Board of Education and TCR policy and regulations on administering medicines to students. This policy also includes substances that are represented to be a controlled substance or that the student believes to be a controlled substance. This policy shall apply to any student who is on school property,

in attendance at school, in a school vehicle, or taking part in any school-sponsored or sanctioned activity. Students violating this policy shall be subject to disciplinary action, which may include suspension and/or expulsion from school and referral for prosecution. In accordance with Colorado State Law, suspension or expulsion shall be mandatory for the sale or distribution of drugs or other controlled substances.

Using, possessing, or threatening to use a dangerous weapon on college property, when being transported in college vehicles, or during a school-sponsored activity or event without the authorization of the college is prohibited. An exception to this policy will be made for students participating in an authorized class involving the use of firearms or other weapons. Individuals with a concealed carry permit are required to leave their firearm in their vehicle while attending class at TCR unless the firearm is required for participation in an authorized class involving the use of firearms or other weapons. In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for a student who is determined to have brought or possessed a firearm at school in violation of this policy. The district school superintendent may make a written modification to the length of this federal requirement for expulsion on a case-by-case basis. Full details of this policy are available on request.

The annual campus security report can be found on our website at www.tcr.edu. To request a printed copy, contact the Administration Office. (Please see the Student Handbook for detailed policy.)

STUDENT RIGHTS AND RESPONSIBILITIES

The student is responsible for becoming fully informed about all school policies and procedures as published in the general catalog, Delta County School Policies and Procedures, Technical College of the Rockies Student Handbook and the schedule of classes. This includes, but is not limited to, withdrawal dates and procedures, refund dates and procedures, and attendance requirements.

Technical College of the Rockies complies with Title IX requirements for any acts of sexual misconduct. If you believe you are a victim of sexual misconduct or you are a witness of sexual misconduct, please contact the Student Services Coordinator to file a complaint and/or receive support. If policies are not known or understood, the student is responsible for seeking clarification from the proper school authorities.

Weapon on college property, when being transported in college vehicles, or during a school-sponsored activity or event without the authorization of the college is prohibited. An exception to this policy will be made for students

participating in an authorized class involving the use of firearms or other weapons. Individuals with a concealed carry permit are required to leave their firearm in their vehicle while attending class at TCR unless the firearm is required for participation in an authorized class involving the use of firearms or other weapons. In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for a student who is determined to have brought or possessed a firearm at school in violation of this policy. The district school superintendent may make a written modification to the length of this federal requirement for expulsion on a case-by-case basis. Full details of this policy are available on request.

The annual campus security report can be found on our website at www.tcr.edu. To request a printed copy, contact the Administration Office.

STUDENT SUPPORT SERVICES/ STUDENT ADVISING

We can provide assistance to help students make career plans and develop a realistic occupational training program. We also recommend students utilize the many career preparation tools available on the College in Colorado web site at www.collegeincolorado.org. This web site includes a variety of tools to measure aptitudes, interests, and abilities, as well as tools for career planning and job search.

Any student who is having difficulty in their career or technical training program is encouraged to talk with the class instructor(s) to determine what options are available for individual assistance. Students may also discuss options with the Career Advisor in the Student Services Office. Remedial math and English assistance is available through local adult basic education programs.

The completion of a career and technical education program cannot guarantee employment. Our Career Advisor will provide job placement assistance to students who have met the objectives of their occupational training program, and who are ready for employment. Students must actively participate in their job search to find a successful job placement.

We make every effort to comply with all applicable Americans with Disabilities Act requirements and provide necessary accommodation for students who are identified to have special needs. ADA accommodations are coordinated by Student Services staff.

Students with disabilities have the responsibility to provide appropriate disability documentation to the Student Services Office. Documentation legitimizes a student's

request for reasonable accommodation, and can assist both the student and the school in identifying the nature of necessary accommodations and in meeting a program's technical standards, where such standards exist. Students with disabilities making a transition to the post secondary level often face increased academic and personal responsibilities. Students are expected to be their own advocate to a far greater extent than in the K-12 context. The advocacy process involves good communications; therefore, students with disabilities are encouraged to do the following: Make an appointment with the Student Services Coordinator (970) 874-7671, ext. 556; provide appropriate disability documentation (or discuss how such documentation is to be obtained) and prepare to discuss accommodation alternatives; meet all deadlines established for documentation and submission of requests for accommodations.

Any student having difficulty in their program of study may be provided individual assistance. These services include tutorial services, independent study materials, or other related assistance at no additional cost. Such areas might include reading, math, English, study and testing skills, or specific technical skills related to the program of study.

Specialized services needed by handicapped student may also be provided. Advising, tutorial assistance, and individualized vocational guidance and planning are available to students who may need additional assistance related to handicapping conditions. The campus is constructed to accommodate handicapped students.

INSTITUTIONAL LIABILITY

Technical College of the Rockies disclaims liability for any kind of injury, illness, or for loss of or damage to personal property brought on to school property. Students are expected to provide their own protection for such losses. Every reasonable effort is made by school authorities to provide a safe environment in which to work and learn. **We recommend students carry their own medical insurance; some programs require this for entry into the program. Please see program packet on our website.**

REPORTING AN INCIDENT

Because of the small size of our school, no campus security personnel are employed. Security cameras are located throughout the campus and campus security is considered the responsibility of all TCR employees. Please use the Incident Report form found at: <http://www.tcr.edu/files/incident-report-form.pdf> and submit to Administration.

Students in need of assistance or wishing to report a crime should contact their instructor or any other school

employee. The appropriate law enforcement agency (Delta County Sheriff's Department) will be contacted as necessary. If no school employee is immediately available, the student should contact or call the Delta County Sheriff's office at 874-2000 or dial 911 for assistance.

In the event of a crime or security problem on campus, the Delta County Sheriff will be contacted to investigate or aid in the situation. If charges are filed against a current TCR student, the student may be suspended until charges are cleared. If warranted, TCR may expel a student convicted of a hate crime or sexual assault.

CONTACT US

ADDRESS

Technical College of the Rockies
1765 US HWY 50, Delta, CO 81416

PHONE NUMBER

Main Office: 970.874.7671

HOURS

Monday - Friday • 7:30 AM - 4:00 PM
and by appointment
Closed Holidays

WEBSITE/SOCIAL MEDIA

www.tcr.edu
Facebook • facebook.com/
technicalcollegerockies
Instagram • @tech_college_of_the_rockies
Flickr • Technical College
Twitter • @college_rockies
Pinterest

FACULTY

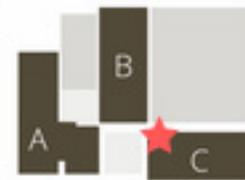
Director • Allen Golden
Assistant Director • Tony Bowling
Student Services Coordinator • Lisa Harris
Executive Assistant • Lori Monroe
Registrar/Admissions • Johnna Fender
Admissions Assistant • Kristine Weiszbrod
Career Advisor/ Student Advocate •
Cassidy Gardner
Marketing • Jaci Carlson
Accounting Lead Clerk • Chelsea St. Peter
Accounting • Patrick Gazzillo
IT/Systems Administrator • Angie Morgan
Cosmetology Assistant • Danielle Gillespie
Custodian • David Belvill
Custodian • Kim Belvill
Custodian • Jeff Theobald
Instructoral Coach • Catherine Whitney

KRISTINE WEISZBROD

CAREER ADVISOR
STUDENT ADVOCATE



- RESUME BUILDING
- STUDY TIPS
- JOB OPENINGS
- INTERVIEW PRACTICE
- WRITING SKILLS



CONTACT

970-874-6571

kweiszbrod@tcr.edu

326 Main Street
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(970) 399-3619

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