1.1 Introduction

Southern Oklahoma Technology Center School District #20 is located at 2610 Sam Noble Parkway. SOTC offers full-time career majors with most of those eligible for Title IV financial aid and offers adult career development (ACD) courses in the evening that represent many of the high-demand trades in the region. It is our mission, “To provide quality education and training services to secure the future of Southern Oklahoma.”

SOTC also offers services to existing companies, small business owners, or entrepreneurs just getting started. SOTC’s Business and Industry Services Department (BIS) has programs and services in place to help companies achieve their goals.

Full-time career majors are offered between the hours of 8:00 a.m. to 3:30 p.m. Monday thru Friday with the exception of the Practical Nursing Program. The Health Careers facility for LPN students is open Monday thru Thursday 8:00 a.m. to 8:00 p.m. and Fridays 8:00 a.m. to 4:00 p.m.

Our facilities are approved by the Oklahoma State Board of Career and Technology Education as having adequate space available in each career major approved for Title IV Federal Student Financial Aid.

All facilities are modern and up-to-date, and the equipment provided in each course meets industry standards. All facilities are equipped to accommodate the handicapped.

1.1.1 Facilities

Southern Oklahoma Area Vocational Technical Center -- District #20
DBA -- Southern Oklahoma Technology Center
2610 Sam Noble Parkway
Ardmore, OK 73401
(580) 223-2070
www.sotc.edu

SOTC is in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972 (Higher Education Act), and the Americans with Disabilities Act of 1990, and does not discriminate on the basis of race, color, national origin, gender, age, religion, disability, or status as a veteran in any of its policies, practices or procedures. This provision includes but is not limited to admissions, employment, financial aid and educational services.
## Southern Oklahoma Technology Center

### 2013-2014

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Sq. Ft. - Office/Classroom</th>
<th>Sq. Ft. - Shop</th>
<th>Total Sq. Ft.</th>
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</thead>
<tbody>
<tr>
<td>Automated Manufacturing</td>
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<td>12,748</td>
<td>22,935</td>
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<tr>
<td>Auto Mechanics</td>
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<td>14,666</td>
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<td>Building “A”</td>
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<td>Building “C”</td>
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<td>14,800</td>
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<td>Building “D”</td>
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<td>14,487</td>
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<td>Collision Center</td>
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<td>11,340</td>
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### 1.1.2 Faculty and Career Majors

See the following pages
Architecture & Construction Career Cluster

Construction Pathway

Advanced Frame Carpenter

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Construction Core</td>
<td>120</td>
</tr>
<tr>
<td>Site Layout One - Distance Measurement and Leveling</td>
<td>30</td>
</tr>
<tr>
<td>Advanced Roof Systems</td>
<td>45</td>
</tr>
<tr>
<td>Advanced Floor Systems</td>
<td>45</td>
</tr>
<tr>
<td>Advanced Wall Systems</td>
<td>45</td>
</tr>
<tr>
<td>Advanced Stair Systems</td>
<td>45</td>
</tr>
<tr>
<td>Light Equipment in Construction</td>
<td>15</td>
</tr>
<tr>
<td>Metal Building Concepts</td>
<td>15</td>
</tr>
<tr>
<td>Becoming a Crew Leader</td>
<td>15</td>
</tr>
<tr>
<td>Workforce Staging</td>
<td>30</td>
</tr>
</tbody>
</table>

This career major is designed at a higher level to train students in skills required to enter the carpentry industry with skills above the beginning carpenter. Students will be trained in site layout, use of related power equipment and supervision of a construction crew.

Cabinetmaker

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Architecture and Construction Core</td>
<td>90</td>
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<tr>
<td>Introduction &amp; Safety</td>
<td>15</td>
</tr>
<tr>
<td>Fundamentals of Cabinetmaking</td>
<td>30</td>
</tr>
<tr>
<td>Cabinet Design/Planning and Estimating Techniques</td>
<td>60</td>
</tr>
<tr>
<td>Basic Cabinet Construction Techniques</td>
<td>150</td>
</tr>
<tr>
<td>Introduction to Interior Doors and Trim</td>
<td>105</td>
</tr>
<tr>
<td>Counter Tops &amp; Laminates Construction</td>
<td>30</td>
</tr>
<tr>
<td>Basic Finishing Techniques</td>
<td>15</td>
</tr>
<tr>
<td>Advanced Cabinet Construction</td>
<td>45</td>
</tr>
<tr>
<td>Furniture Design &amp; Construction</td>
<td>45</td>
</tr>
<tr>
<td>Advanced Stair Systems</td>
<td>45</td>
</tr>
<tr>
<td>Workforce Staging</td>
<td>30</td>
</tr>
<tr>
<td>Workforce Connection</td>
<td>120</td>
</tr>
</tbody>
</table>

This career major is an introduction to the safety practices, tool and equipment, trade-related math, blueprint reading, and job opportunities in the cabinetmaking industry.

Entry Level Carpenter

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Construction Core</td>
<td>120</td>
</tr>
<tr>
<td>Introduction to Carpentry</td>
<td>30</td>
</tr>
<tr>
<td>Building Materials, Fasteners, and Adhesives</td>
<td>15</td>
</tr>
<tr>
<td>Hand and Power Tools</td>
<td>15</td>
</tr>
<tr>
<td>Plan Reading and Elevations</td>
<td>30</td>
</tr>
<tr>
<td>Floor Systems</td>
<td>30</td>
</tr>
<tr>
<td>Wall and Ceiling Framing</td>
<td>60</td>
</tr>
<tr>
<td>Roof Framing</td>
<td>30</td>
</tr>
<tr>
<td>Stairs</td>
<td>15</td>
</tr>
<tr>
<td>Introduction to Windows and Exterior Doors</td>
<td>15</td>
</tr>
<tr>
<td>Concrete and Reinforcing Materials</td>
<td>15</td>
</tr>
<tr>
<td>Roofing Applications</td>
<td>60</td>
</tr>
<tr>
<td>Thermal &amp; Moisture Protections</td>
<td>15</td>
</tr>
<tr>
<td>Exterior Finishing</td>
<td>45</td>
</tr>
<tr>
<td>Workforce Staging</td>
<td>30</td>
</tr>
</tbody>
</table>

This career major will introduce students to the basic skills of a carpenter, safety practices and safe usage of carpentry tools and equipment uses/operations.
Finish Carpentry and Cabinetmaking  
1200 Hours
- Architecture and Construction Core 90
- Basic Carpentry 15
- Building Materials, Fasteners, and Adhesives 15
- Plan Reading and Elevations 30
- Basic Wall and Ceiling Framing 30
- Windows, Doors, Floors & Ceiling Trim 30
- Introduction to Interior Doors and Trim 105
- Stairs 15
- Introduction to Millwork and Ornamental Moldings 60
- Advanced Stair Systems 45
- Cabinet Design/Planning and Estimating Techniques 60
- Fundamentals of Cabinetmaking 30
- Basic Cabinet Construction Techniques 150
- Counter Tops & Laminates Construction 30
- Introduction to Cabinet Installation 15
- Basic Finishing Techniques 15
- Workforce Staging 30
- Workforce Connection 120
- Advanced Furniture Design & Construction 120
- Advanced Cabinetmaking Techniques 195

This career major will introduce students to the skills required to enter the finish carpentry and cabinetmaking occupations. Students will be trained in the safe operations of the tools and equipment related to the occupations, estimating materials, reading blueprints, and construction of the cabinetry and interior trim of a residential and/or commercial project.

Frame Carpenter  
615 Hours
- Construction Core 120
- Introduction to Carpentry 30
- Floor Systems 30
- Wall and Ceiling Framing 60
- Roof Framing 30
- Residential Exterior Trim & Roof 60
- Stairs 15
- Introduction to Windows and Exterior Doors 15
- Concrete and Reinforcing Materials 15
- Thermal & Moisture Protection 15
- Roofing Applications 60
- Exterior Finishing 45
- Metal Stud Framing 45
- Drywall Installation 45
- Workforce Staging 30

This career major will introduce students to the basic skills of a carpenter, safety practices and carpentry tools and equipment uses/operations.

Lead Carpenter  
1050 Hours
- Construction Core 120
- Site Layout One - Distance Measurement and Leveling 30
- Wall and Ceiling Framing 60
- Residential Exterior Trim & Roof 60
- Roofing Applications 60
- Thermal & Moisture Protection 15
- Stairs 30
- Metal Stud Framing 45
Drywall Installation 45
Drywall Finishing 45
Installation of Interior Doors 15
Suspended Ceilings 30
Windows, Doors, Floors & Ceiling Trim 30
Cabinet Installation 30
Advanced Roof Systems 60
Advanced Floor Systems 60
Advanced Wall Systems 60
Advanced Stair Systems 60
Light Equipment in Construction 20
Metal Building Concepts 25
Becoming a Crew Leader 30
Workforce Connection 120

This career major will introduce students to the skills required of a Lead Carpenter, safety practices and carpentry tools and equipment uses/operations. Students will be instructed in the skills of estimating materials, blueprint reading, managing a job and conducting job interviews.

**Maintenance / Operations Pathway**

**Residential HVAC Installer**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to HVACR: Safety, Tools, and Equipment</td>
<td>30</td>
</tr>
<tr>
<td>Principles of Thermodynamics and Heat Transfer</td>
<td>60</td>
</tr>
<tr>
<td>Piping and Piping Practices</td>
<td>45</td>
</tr>
<tr>
<td>Refrigerants and Lubricants</td>
<td>15</td>
</tr>
<tr>
<td>Refrigerant Recovery</td>
<td>15</td>
</tr>
<tr>
<td>Refrigerant Retrofits</td>
<td>15</td>
</tr>
<tr>
<td>Air Handling</td>
<td>45</td>
</tr>
<tr>
<td>HVAC/R System Installation and Start-Up (Residential)</td>
<td>120</td>
</tr>
<tr>
<td>Indoor Air Quality</td>
<td>15</td>
</tr>
<tr>
<td>HVAC/R Preventive Maintenance</td>
<td>15</td>
</tr>
<tr>
<td>HVAC/R Codes, Regulations, &amp; Standards</td>
<td>30</td>
</tr>
<tr>
<td>Professional Service</td>
<td>15</td>
</tr>
<tr>
<td>Load Calculations</td>
<td>15</td>
</tr>
<tr>
<td>Workforce Staging</td>
<td>30</td>
</tr>
</tbody>
</table>

**Brent Riner**

465 Hours

This career major is an introduction to air-conditioning and refrigeration, exploring career opportunities in the HVAC/R industry.

**Residential HVAC Technician**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to HVACR: Safety, Tools, and Equipment</td>
<td>30</td>
</tr>
<tr>
<td>Principles of Thermodynamics and Heat Transfer</td>
<td>60</td>
</tr>
<tr>
<td>Piping and Piping Practices</td>
<td>45</td>
</tr>
<tr>
<td>Electricity for HVAC/R</td>
<td>60</td>
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<tr>
<td>HVAC/R Controls</td>
<td>45</td>
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<tr>
<td>HVAC/R Solid State Electronics</td>
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<tr>
<td>Load Calculations</td>
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<tr>
<td>Refrigerant System Components</td>
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<tr>
<td>Air Conditioning Systems</td>
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<tr>
<td>Refrigerants and Lubricants</td>
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</tr>
<tr>
<td>Refrigerant Recovery</td>
<td>15</td>
</tr>
<tr>
<td>Refrigerant Retrofits</td>
<td>15</td>
</tr>
<tr>
<td>Heat Pumps</td>
<td>30</td>
</tr>
<tr>
<td>Heating Systems</td>
<td>120</td>
</tr>
<tr>
<td>Air Handling</td>
<td>45</td>
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</tbody>
</table>

1050 Hours
HVAC/R System Installation and Start-Up (Residential) 120
HVAC/R System Servicing and Troubleshooting - Residential 90
Indoor Air Quality 15
HVAC/R Preventative Maintenance 15
HVAC/R Codes, Regulations, & Standards 30
Professional Service 15
Workforce Staging 30

This career major is an introduction to air-conditioning and refrigerations, exploring career opportunities in the HVAC/R industry, personal safety and work practices, and personal protective equipment. Students will be instructed in the proper handling of pressurized fluids, handling hazardous substances, hand and power tools, and equipment used to test and service air conditioning.

**Design/Pre-Construction Pathway**

**CAD Basic Architectural Drafter**
- Fundamentals of Computer Aided Drafting and Design 120
- Principles of CAD Design 165
- Drawing and Document Management 45
- Material and Equipment Specifications 45
- Architecture Computer Aided Drafting and Design 120
- Workforce Staging 30

Total Hours: 525

**Anthony Bilyeu**

This career major will introduce students to the basic skills in architectural drafting.

**CAD Design Architectural Specialist**
- Fundamentals of Computer Aided Drafting and Design 120
- Drawing and Document Management 45
- Principles of CAD Design 165
- Material and Equipment Specifications 45
- Architecture Computer Aided Drafting and Design 120
- Presentation Graphics Animation 195
- CAD Architectural Level 1 60
- CAD Architectural Level 2 60
- CAD Architectural Level 3 60
- CAD Architectural Level 4 60
- CAD Architectural Level 5 60
- Workforce Staging 30

Total Hours: 1020

This career major will introduce students to the skills required as a CAD Architectural Specialist.

**CAD Technician Architectural**
- Fundamentals of Computer Aided Drafting and Design 120
- Drawing and Document Management 45
- Principles of CAD Design 165
- Architecture Computer Aided Drafting and Design 120
- Presentation Graphics Animation 195
- CAD Architectural Level 1 60
- CAD Architectural Level 2 60
- CAD Architectural Level 3 60
- Workforce Staging 30

Total Hours: 855

This career major will introduce students to the skills required as a CAD Technician Architectural.

Arts, A/V Technology & Communications Career Cluster
## Printing Technology / Performing Arts Pathway

**Graphic Designer**
- Fundamentals of Technology
- Safety 1
- Copyright Law
- Design and Color Principles 1
- Digital File Output
- Page Layout 1
- Illustrator
- Photoshop 1
- Screen Printing and Vinyl Art Preparation

This career major will introduce students to the skills required to be a graphic designer.

**Graphic Designer II**
- Fundamentals of Technology
- Safety 1
- Safety 2
- Copyright Law
- Design and Color Principles 1
- Digital File Output
- Page Layout 1
- Illustrator I
- Photoshop 1
- Page Layout II
- Illustrator II
- Photoshop II
- Digital Photography
- Advanced Desktop Publishing and Graphics Design
- Finishing Operations
- Proofing Principles
- Digital Photography/Photo Software II
- Screen Printing and Vinyl Art Preparation
- Workbased Learning, Capstone/OJT

**Printing Design Technician**
- Introduction to Graphic Communications
- Safety 2
- Finishing Operations
- Graphic Imaging
- Professional Development II
- Proofing Principles
- Keyboarding 2
- Portfolio Development II - Print
- Drawing/Illustration
- Vinyl Signage
- Screen Printing
- Workforce Staging

This career major provides students with the skills necessary to successfully enter the printing industry as a design technician.

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### Business, Management, & Administration Career Cluster

**Administrative & Information Support Pathway**

**Administrative Medical Assistant**

<table>
<thead>
<tr>
<th>Juliana McClennahan</th>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Cindy Adams</th>
<th>1200 Hours</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>120</td>
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<td></td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>
Fundamentals of Technology 120
Fundamentals of Administrative Technologies 120
Foundations of Medical Office/Medical Terminology 180
ICD-CPT Coding 180
Patient Billing 180
Medical Insurance 180
Electronic Health Records I 120
Medical Transcription 180
Career Major Capstone 120

This major prepares students for administrative careers in a wide variety of medical office settings. Students learn fundamental and advanced technology skills along with medical terminology, patient billing, insurance, transcription and coding. Students gain skills required for numerous industry-related certifications.

Medical Insurance Coder

1080 Hours

Medical Insurance Coder

Fundamentals of Technology 120
Fundamentals of Administrative Technologies 120
Foundations of Medical Office/Medical Terminology 180
ICD-CPT Coding 180
Patient Billing 180
Medical Insurance 180
Career Major Capstone 120

This major prepares students for careers in graphic design and printing production. Emphasis is on photography, screen printing, vinyl wrapping, off-set printing, graphic design, and finishing experiences. Students will be expected to develop a technical understanding of the industry with a focus on skill proficiency. Instruction may be delivered through lab-based classroom experiences or career preparation opportunities.

Medical Office Assistant

900 Hours

Medical Office Assistant

Fundamentals of Technology 120
Fundamentals of Administrative Technologies 120
Foundations of Medical Office/Medical Terminology 180
Patient Billing 180
Medical Insurance 180
Career Major Capstone 120

This major prepares students for entry-level employment in a variety of health care facilities. Students learn administrative routines and procedures followed in a medical office including correct medical terminology and advanced computer skills. Medical office accounting procedures, including patient billing and processing medical insurance claims, are covered. Students learn about major insurance programs and federal health care legislation. Students gain skills required for numerous industry-related certifications.

Health Science Career Cluster

Diagnostic Services/Therapeutic Services Pathways

Electrocardiograph Technician 525 Hours Robin Waters
225
Core Curriculum (Technology Center) 45
Core Medical Terminology 120
Anatomy and Physiology 15
Core Healthcare Provider CPR and First Aid 15
PHG Management 15
Electrocardiograph technicians usually work under the supervision of physicians or licensed nurses in hospitals, doctors' offices, or clinics. They operate electrocardiogram equipment to monitor the patient's heart rhythm. Students in this major complete the Health Careers Core Curriculum. They also learn how to connect electrodes to patients, monitor equipment output, record test results, and identify emergencies or abnormalities.

**Phlebotomist**

- Health Careers Core Curriculum (Technology Center) 600 Hours
- Core Medical Terminology 225 Hours
- Core Healthcare Provider CPR and First Aid 45 Hours
- Anatomy and Physiology 120 Hours
- Clerical Skills & Duties 15 Hours
- Safety, Legal Issues & Quality Control 15 Hours
- Phlebotomy Specimen Collection & Processing 45 Hours
- Phlebotomy Practicum 120 Hours

Students in this career major learn how to draw blood for donations, diagnostic tests, transfusions, and research. They learn the importance of ethics, timeliness, and the importance of following procedures. Students also complete the health care core curriculum, medical terminology, and anatomy and physiology.

**Basic Medical Assistant**

- Introduction to Medical Assisting 525 Hours
- Core Medical Terminology 30 Hours
- Anatomy and Physiology 45 Hours
- Pharmacology 120 Hours
- Introduction to Medical Office Clinical Procedures (Part I) 45 Hours
- Introduction to the Medical Office Clinical Procedures (Part II) 60 Hours
- Medical Assisting Clinical Experience 60 Hours
- Medical Assisting Clinical Experience 165 Hours

Students in this major will learn the role of the basic medical assistant. They will learn a brief history of medicine, the characteristics needed to be a medical assistant, how to gather information for the patient history and patient assessment.

**Dental Hygienist**

This is offered through OU College of Dentistry

**Licensed Practical Nurse**

- Core Medical Terminology 2641 Hours
- Anatomy and Physiology 1463 Hours
- Long Term Care Aide 1463 Hours
- Concepts of Nursing 45 Hours
- Fundamentals of Nursing 120 Hours
- Clinical I Basic Nursing 91 Hours
- Pharmacology and Intravenous Therapy Skills 40 Hours
- Medical Surgical Nursing I 160 Hours
- Clinical II - Medical Surgical Nursing (Part I) 80 Hours

Alisha Mason
Brenda Johnson
Kristy Meeks
Susie Morales
Beverly Wilson
Medical Surgical Nursing II
Clinical III - Medical Surgical Nursing (Part II)
Pediatric Nursing
Maternal/Newborn Nursing
Clinical IV Maternal/Newborn, Pediatric and Mental Health
Mental Health Nursing
Transition to Practice
Clinical V - Transition to Practice

Core Medical Terminology, Anatomy and Physiology as well as Long Term Care Aide are included in this career major. This career major prepares the student to become a licensed practical nurse, an important member of the health care team who works under the supervision or direction of a registered nurse, licensed physician or dentist.

Nursing Assistant
Health Careers Core Curriculum (Technology Center) 225
Core Medical Terminology 45
Anatomy and Physiology 120
Core Healthcare Provider CPR and First Aid 15
Long Term Care Aide 91

The occupational outcomes is a long term care certified nursing aide that is qualified to work in long term care facilities. This career major will allow the completer to gain advanced standing in a LPN career major.

Human Services Career Cluster

Personal Care Services Pathway

Cosmetologist 1500 Hours
Introduction to Cosmetology 150
Shampoo/Conditioning/Rinses 60
Hairstyling 390
Haircutting 180
Basic Manicure/Pedicure 90
Hair Texture Chemical Restructuring 240
Hair Coloring 120
Basic Facials 30
Lash & Brow Tinting & Arching 30
Scalp Treatments 30
Customer Service / Shop Management 180

The Oklahoma State Board of Cosmetology has established a 1500 hour licensure requirement. This requirement is reflected in this career major.

Cosmetologist - Public 1000 Hours
Introduction to Cosmetology - Public 150
Shampoo/Conditioning/Rinses - Public 30
Hairstyling - Public 180
Haircutting - Public 120
Basic Manicure/Pedicure - Public 60
Hair Texture Chemical Restructuring - Public 180
Hair Coloring - Public 90
Basic Facials - Public 30
Lash & Brow Tinting & Arching - Public 30
Scalp Treatments - Public 30
Customer Service/Shop Management - Public

The Oklahoma State Board of Cosmetology has established a 1500 hour licensure requirement, with 500 hours of the requirement waived for students currently enrolled in high school. This requirement is reflected in this career major.

**Esthetician**

- Introduction to Esthetician Technology: 80
- Facial Sciences: Histology, Dermatology, and Physiology of the Skin: 180
- Non-Permanent Hair Removal: 40
- Facials: 200
- Cosmetology Laws, Rules, & Regulations: 40
- Salon Development - Esthetician: 60

The Oklahoma State Board of Cosmetology has established a 600 hour licensure requirement. This requirement is reflected in this career major.

**Master Instructor**

- Orientation and Review of Cosmetology Curriculum: 60
- Introduction to Teaching: 120
- Course Outline and Development: 330
- Law, Beauty School Management, and Record Keeping: 90
- Teaching and Assisting in the Classroom and Clinic: 150
- Practice Teaching in the Classroom and Clinic: 250

The Oklahoma State Board of Cosmetology has established a 1000 hour licensure requirement. This requirement is reflected in this career major.

**Nail Technician**

- Introduction to Nail Technology: 40
- Nail Structure: Composition, Disorders, & Diseases: 60
- Manicures: 80
- Artificial Nails: 160
- Nail Art: 60
- Pedicures: 80
- Salon Development: 80
- Cosmetology Laws, Rules, & Regulations: 40

The Oklahoma State Board of Cosmetology has established a 600 hour licensure requirement. This requirement is reflected in this career major.

**Information Technology**

**Network Systems Pathway / Web and Digital Communications Pathway**

**Network Security Professional (Systems Emphasis)**

- Fundamentals of Technology: 120
- Network and Routing Fundamentals: 150
- Network/Client Operating Systems: 120
- Server Operating Systems: 120
- Network Management: 120
- Principles of Information Assurance: 90
- Network Security: 90
- Enterprise Security Management: 90
- Career Major Capstone: 120

Jerry Henderson

This major prepares students to plan, coordinate and implement security measures for computer systems. Students first learn network and
routing fundamentals and a variety of network support skills including installation, configuration, maintenance and administration duties as well as support to network users. Students are then introduced to basic security principles involving networks and operating systems, including the current threats and vulnerabilities of the cyber landscape.

<table>
<thead>
<tr>
<th>Network Systems Technician</th>
<th>750 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Technology</td>
<td>120</td>
</tr>
<tr>
<td>Network and Routing Fundamentals</td>
<td>150</td>
</tr>
<tr>
<td>Network/Client Operating Systems</td>
<td>120</td>
</tr>
<tr>
<td>Server Operating Systems</td>
<td>120</td>
</tr>
<tr>
<td>Network Management</td>
<td>120</td>
</tr>
<tr>
<td>Career Major Capstone</td>
<td>120</td>
</tr>
</tbody>
</table>

Students in this major learn to plan, install, configure, troubleshoot and upgrade network hardware peripherals and protocols and to keep a company's network running efficiently. In addition, students learn to install, configure, maintain and manage a server environment. Students perform desktop maintenance and provide support for users in various network environments.

<table>
<thead>
<tr>
<th>Network Technician Assistant</th>
<th>510 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Technology</td>
<td>120</td>
</tr>
<tr>
<td>Network/Client Operating Systems</td>
<td>120</td>
</tr>
<tr>
<td>Network and Routing Fundamentals</td>
<td>150</td>
</tr>
<tr>
<td>Career Major Capstone</td>
<td>120</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Web Designer (Entry Level)</th>
<th>600 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Technology</td>
<td>120</td>
</tr>
<tr>
<td>Fundamentals of Web Design</td>
<td>120</td>
</tr>
<tr>
<td>Multimedia &amp; Image Management Techniques</td>
<td>120</td>
</tr>
<tr>
<td>Design Tools and Electronic Marketing Strategies</td>
<td>120</td>
</tr>
<tr>
<td>Career Major Capstone</td>
<td>120</td>
</tr>
</tbody>
</table>

This major prepares students for entry-level careers in developing and designing websites. Students acquire fundamental web authoring and design skills through the application of XHTML, Cascading Style Sheets and graphics packages. They learn to create, revise, optimize and export graphics for video, print and web publishing. Students build digital portfolios and develop electronic marketing strategies to promote their work.

<table>
<thead>
<tr>
<th>Webmaster</th>
<th>960 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Technology</td>
<td>120</td>
</tr>
<tr>
<td>Fundamentals of Web Design</td>
<td>120</td>
</tr>
<tr>
<td>Multimedia &amp; Image Management Techniques</td>
<td>120</td>
</tr>
<tr>
<td>Design Tools and Electronic Marketing Strategies</td>
<td>120</td>
</tr>
<tr>
<td>Advanced Design Techniques</td>
<td>120</td>
</tr>
<tr>
<td>Web Scripting Foundations</td>
<td>120</td>
</tr>
<tr>
<td>Database Design and Programming</td>
<td>120</td>
</tr>
<tr>
<td>Career Major Capstone</td>
<td>120</td>
</tr>
</tbody>
</table>

This major prepares students for careers in designing, developing, marketing and/or maintaining a website. Webmasters generally manage all aspects of web operations. Students gain fundamental and enhanced web authoring, design and animations skills to become accomplished web designers. In addition, they develop and perform relational database queries using SQL concepts.

<table>
<thead>
<tr>
<th>Web and Digital Communications Pathway</th>
<th>960 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Video Producer</td>
<td></td>
</tr>
</tbody>
</table>

Dayna Stephens
Fundamentals of Technology 120
Digital Media Production 120
Non-Linear Digital Editing 120
Audio Production 120
Broadcast Production 120
Studio Production (IT) 120
Remote/Field Production (IT) 120
Career Major Capstone 120

This major prepares students to use digital media to create a variety of visual products such as movies, computer games, and commercials. Students master non-linear computer editing techniques for both remote production and studio production sites. They learn to use professional audio editing software to edit, mix, and produce quality sound effects for video presentations. Students complete numerous projects as they acquire skills in advanced video editing and production. Students gain skills required for Adobe and/or Apple industry certifications.

Digital Video Production Assistant 600 Hours
- Fundamentals of Technology 120
- Digital Media Production 120
- Non-Linear Digital Editing 120
- Audio Production 120
- Career Major Capstone 120

This major prepares students to provide technical assistance in the digital video production environment. Students master non-linear video editing techniques as they learn to develop and enhance visual communication and storytelling. In addition, students acquire skills in videography and understand copyright basics.

Digital Video Technician 720 Hours
- Fundamentals of Technology 120
- Digital Media Production 120
- Non-Linear Digital Editing 120
- Audio Production 120
- Broadcast Production 120
- Career Major Capstone 120

This major prepares students to use digital media to create a variety of visual products such as movies, computer games, and commercials. Students master non-linear computer editing techniques and become familiar with professional audio editing software used to edit, mix and produce quality sound effects. They complete numerous projects to build a portfolio as they acquire skills in advanced video editing and production. Students gain skills required for Adobe and/or Apple industry certifications.

Video Production Assistant 600 Hours
- Fundamentals of Technology 120
- Multimedia & Image Management Techniques 120
- Digital Media Production 120
- Digital Editing and Production Photography 120
- Career Major Capstone 120

This major prepares students to provide assistance in the production of video recordings and programs. Students master non-linear computer editing techniques as they learn to develop and enhance visual communication. In addition, students acquire skills in digital photography and understand copyright basics. Students gain skills required for Adobe Certified Expert Certification.
Manufacturing Career Cluster

**Maintenance, Installation & Repair Pathway**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechatronics Technician</td>
<td>1050</td>
</tr>
<tr>
<td>Safety in Manufacturing</td>
<td>30</td>
</tr>
<tr>
<td>Electrical Safety for Electronics Technicians</td>
<td>15</td>
</tr>
<tr>
<td>Soldering for Electronics Technicians</td>
<td>15</td>
</tr>
<tr>
<td>Programmable Controller Interfacing</td>
<td>90</td>
</tr>
<tr>
<td>Mechanical Fasteners and Terminals for Electronics Technicians</td>
<td>15</td>
</tr>
<tr>
<td>Motor Theory &amp; Operation</td>
<td>30</td>
</tr>
<tr>
<td>Electrical Distribution</td>
<td>60</td>
</tr>
<tr>
<td>Alternating Current Circuits</td>
<td>60</td>
</tr>
<tr>
<td>Direct Current Circuits</td>
<td>60</td>
</tr>
<tr>
<td>Electrical Schematic and Blueprint Reading</td>
<td>60</td>
</tr>
<tr>
<td>Workforce Staging</td>
<td>30</td>
</tr>
<tr>
<td>Industrial Electricity</td>
<td>60</td>
</tr>
<tr>
<td>Motor Control Wiring</td>
<td>90</td>
</tr>
<tr>
<td>Automated Industrial Systems</td>
<td>90</td>
</tr>
<tr>
<td>Programmable Controller Programming</td>
<td>90</td>
</tr>
<tr>
<td>Fluid Power Theory &amp; Power Transmission Principles</td>
<td>90</td>
</tr>
<tr>
<td>Principles of Welding and Machining for Manufacturing Maintenance</td>
<td>45</td>
</tr>
<tr>
<td>Workforce Connection</td>
<td>120</td>
</tr>
</tbody>
</table>

The Robotic Systems Technician career major takes students to the more advanced level of industrial machinery maintenance and repair. Students will receive instruction and hands-on experience in electricity, electronics, mechanics, hydraulics and pneumatics by completing courses in electromechanical devices and applications, automated industrial systems, programmable controller programming, mechanical power transmission and principles of welding and machining for manufacturing maintenance.

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**Mechatronics Technician Assistant**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety in Manufacturing</td>
<td>30</td>
</tr>
<tr>
<td>Electrical Safety for Electronics Technicians</td>
<td>15</td>
</tr>
<tr>
<td>Soldering for Electronics Technicians</td>
<td>15</td>
</tr>
<tr>
<td>Programmable Controller Interfacing</td>
<td>90</td>
</tr>
<tr>
<td>Mechanical Fasteners and Terminals for Electronics Technicians</td>
<td>15</td>
</tr>
<tr>
<td>Motor Theory &amp; Operation</td>
<td>30</td>
</tr>
<tr>
<td>Electrical Distribution</td>
<td>60</td>
</tr>
<tr>
<td>Alternating Current Circuits</td>
<td>60</td>
</tr>
<tr>
<td>Direct Current Circuits</td>
<td>60</td>
</tr>
<tr>
<td>Electrical Schematic and Blueprint Reading</td>
<td>60</td>
</tr>
<tr>
<td>Workforce Staging</td>
<td>30</td>
</tr>
<tr>
<td>Industrial Electricity</td>
<td>60</td>
</tr>
</tbody>
</table>

525 Hours

With the strength of the global economy tied directly to manufacturing and process plant productions, it is critical that industrial machinery and equipment be flawlessly maintained. The Robotic Systems Technician Assistant career major will introduce the student to the fundamentals of tools and equipment, safety, programmable controller interfacing, soldering, fasteners, motor theory/operation, electrical distribution, AC/DC currents, electrical schematic/blueprint reading, and industrial electricity.

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**Manufacturing Production Process Development Pathway**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD Design Mechanical Specialist</td>
<td>1140</td>
</tr>
</tbody>
</table>

Anthony Bilveu

12 of 20
Fundamentals of Computer Aided Drafting and Design  
Drawing and Document Management  
Principles of CAD Design  
Engineering Computer Aided Drafting and Design  
Advanced Presentation Graphics Animation  
Manufacturing Computer Aided Drafting and Design  
CAD Mechanical Level 1  
CAD Mechanical Level 2  
CAD Mechanical Level 3  
CAD Mechanical Level 4  
CAD Mechanical Level 5  
Workforce Staging  

This career major teaches students the skills to be a Design Mechanical Specialist.

**CAD Drafter Mechanical**  
Fundamentals of Computer Aided Drafting and Design  
Drawing and Document Management  
Material and Equipment Specifications  
Engineering Computer Aided Drafting and Design  
Theory of CAD  
Manufacturing Computer Aided Drafting and Design  
Workforce Staging  

This course is an introduction to the skills required to enter the Mechanical and/or Engineering field as a CAD drafter.

**CAD Technician Mechanical**  
Fundamentals of Computer Aided Drafting and Design  
Drawing and Document Management  
Principles of CAD Design  
Engineering Computer Aided Drafting and Design  
Manufacturing Computer Aided Drafting and Design  
Presentation Graphics Animation  
CAD Mechanical Level 1  
CAD Mechanical Level 2  
CAD Mechanical Level 3  
Workforce Staging  

This course is an introduction to the skills required to enter the Technician/Mechanical field in CAD.

**Production Pathway**  
**CNC Machinist Assistant**  
Orientation to Machining  
Machine Tool Theory  
Print Reading for Machining  
Precision Measurement  
Precision Grinding  
Engine Lathe Operations  
Milling Operations  
Metal Preparation for Processing

**Stephen Hadwin**  

525 Hours
Computer Numerical Control Operations 60
Workforce Staging 30

This career major gives the students the skills to become a CNC machinist assistant.

<table>
<thead>
<tr>
<th>Manufacturing Production Machinist</th>
<th>1020 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Precision Measurement</td>
<td>45</td>
</tr>
<tr>
<td>Machine Tool Theory</td>
<td>45</td>
</tr>
<tr>
<td>Orientation to Machining</td>
<td>30</td>
</tr>
<tr>
<td>Print Reading for Machining</td>
<td>45</td>
</tr>
<tr>
<td>Computer Numerical Control Operations</td>
<td>60</td>
</tr>
<tr>
<td>Milling Operations</td>
<td>75</td>
</tr>
<tr>
<td>Engine Lathe Operations</td>
<td>75</td>
</tr>
<tr>
<td>Introduction to Quality Control</td>
<td>60</td>
</tr>
<tr>
<td>CNC Milling Production Applications</td>
<td>90</td>
</tr>
<tr>
<td>CNC Production Applications</td>
<td>60</td>
</tr>
<tr>
<td>Computer Numerical Control Programming</td>
<td>60</td>
</tr>
<tr>
<td>Fundamentals of Manufacturing</td>
<td>45</td>
</tr>
<tr>
<td>Computer-Aided Manufacturing</td>
<td>120</td>
</tr>
<tr>
<td>CNC Milling Operations</td>
<td>90</td>
</tr>
<tr>
<td>CNC Lathe Operations</td>
<td>90</td>
</tr>
<tr>
<td>Workforce Staging</td>
<td>30</td>
</tr>
</tbody>
</table>

This major prepares students as production machinists who design, develop and produce parts for various projects and applications. Instruction will include precision measurement, machine tool theory, print reading, lathe and milling operations and manufacturing fundamentals. CNC setup, programming and production, as well as computer-aided drafting and computer-aided machining (CAD/CAM) principles and usage will also be taught.

<table>
<thead>
<tr>
<th>NIMS Certified CNC Machine Operator (Entry Level)</th>
<th>510 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measurement, Materials and Safety</td>
<td>75</td>
</tr>
<tr>
<td>Job Planning, Benchwork and Layout</td>
<td>75</td>
</tr>
<tr>
<td>Drill Press</td>
<td>30</td>
</tr>
<tr>
<td>Basic CNC Lathe Operations</td>
<td>60</td>
</tr>
<tr>
<td>Basic CNC Mill Operations</td>
<td>60</td>
</tr>
<tr>
<td>CNC Production Applications</td>
<td>60</td>
</tr>
<tr>
<td>Introduction to CNC Turning</td>
<td>60</td>
</tr>
<tr>
<td>Introduction to CNC Milling</td>
<td>60</td>
</tr>
<tr>
<td>Workforce Staging</td>
<td>30</td>
</tr>
</tbody>
</table>

This career major is aligned with the highly recognized National Institute for Metalworking Skills (NIMS) and prepares students to successfully pass several of the NIMS Level One certification tests. Manual Machining skills learned in this career major include: Measurement, Materials, Safety, Job Planning, Benchwork, and Layout using simple hand tools and drill presses. CNC skills that will be obtained include: CNC lathe and CNC mill operations. Upon completion, students are prepared to enter the machining industry as entry level CNC Machine operators.

<table>
<thead>
<tr>
<th>NIMS Certified Machine Technician</th>
<th>1050 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Machining</td>
<td>45</td>
</tr>
<tr>
<td>Measurement, Materials and Safety</td>
<td>75</td>
</tr>
<tr>
<td>Job Planning, Benchwork and Layout</td>
<td>75</td>
</tr>
<tr>
<td>Drill Press</td>
<td>30</td>
</tr>
<tr>
<td>Turning</td>
<td>120</td>
</tr>
<tr>
<td>Milling</td>
<td>120</td>
</tr>
</tbody>
</table>
Grinding 30
Workforce Staging 30
CNC Basics 30
Introduction to CNC Turning 60
CNC Turning Programming 65
CNC Turning Setups and Operations 80
Introduction to CNC Milling 60
CNC Milling Programming 60
CNC Milling Setups and Operation 80
Computer Aided Design and Machining 90

This major is aligned with the highly recognized National Institute for Metalworking Skills (NIMS) and prepares students to successfully pass several of the NIMS Level One certification tests. Manual Machining skills learned in this career major include: basics of hand tools, job planning, benchwork, layout operations, drill press, milling and lathe processes. CNC skills that will be obtained include: CNC setup and programming, CNC lathe and mill operations, and CNC Basic CAM programming. Upon completion, students are prepared to enter the machining industry as entry level Manual Machinists or CNC Machinists.

Welding and Metal Fabrication Pathway

Combination Welder 1050 Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Welding &amp; Cutting Processes</td>
<td>90</td>
</tr>
<tr>
<td>Welding Detail Drawings</td>
<td>30</td>
</tr>
<tr>
<td>Metal Preparation and Heat Treatments</td>
<td>30</td>
</tr>
<tr>
<td>Welding Blueprints</td>
<td>15</td>
</tr>
<tr>
<td>Metal Characteristics and Properties</td>
<td>30</td>
</tr>
<tr>
<td>Weld Quality</td>
<td>15</td>
</tr>
<tr>
<td>Welding Joint Fit Up and Adjustment</td>
<td>15</td>
</tr>
<tr>
<td>SMAW Equipment &amp; Setup</td>
<td>15</td>
</tr>
<tr>
<td>SMAW Electrodes</td>
<td>15</td>
</tr>
<tr>
<td>SMAW Beads &amp; Fillet Welds</td>
<td>120</td>
</tr>
<tr>
<td>SMAW Open V Groove Welds</td>
<td>120</td>
</tr>
<tr>
<td>Plasma Arc Cutting</td>
<td>15</td>
</tr>
<tr>
<td>Air Carbon Arc Cutting and Gouging</td>
<td>15</td>
</tr>
<tr>
<td>Workforce Staging</td>
<td>30</td>
</tr>
<tr>
<td>GMAW/FCAW Equipment and Setup</td>
<td>15</td>
</tr>
<tr>
<td>GMAW Plate</td>
<td>60</td>
</tr>
<tr>
<td>FCAW Plate</td>
<td>60</td>
</tr>
<tr>
<td>GTAW Equipment &amp; Filler Materials</td>
<td>15</td>
</tr>
<tr>
<td>GTAW Plate</td>
<td>60</td>
</tr>
<tr>
<td>GTAW Aluminum Plate</td>
<td>45</td>
</tr>
<tr>
<td>FCAW Pipe</td>
<td>45</td>
</tr>
<tr>
<td>SMAW Open Root Pipe Welds</td>
<td>105</td>
</tr>
<tr>
<td>GTAW Carbon Steel Pipe</td>
<td>90</td>
</tr>
</tbody>
</table>

This major will teach students to do quality welding for a variety of construction and manufacturing jobs using multiple structural welding techniques. Instruction will cover welding theory and safety, fabrication, layout, print reading, symbols, math, welding codes, metal characteristics/properties and oxyfuel cutting. Students will learn to perform high quality welds in accordance with welding procedure specifications used in a variety of welding occupations. They will also gain an introduction to pipe welding skills, using SMAW, FCAW and GTAW techniques.

Entry Level Welder 525 Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Welding &amp; Cutting Processes</td>
<td>90</td>
</tr>
<tr>
<td>GMAW/FCAW Equipment and Setup</td>
<td>15</td>
</tr>
<tr>
<td>Metal Characteristics and Properties</td>
<td>30</td>
</tr>
<tr>
<td>FCAW Plate/Pipe</td>
<td>60</td>
</tr>
<tr>
<td>Air Carbon Arc Cutting and Gouging</td>
<td>15</td>
</tr>
<tr>
<td>Plasma Arc Cutting</td>
<td>15</td>
</tr>
</tbody>
</table>
Welding Blueprints 15
Welding Joint Fit Up and Adjustment 15
GTAW Equipment & Filler Materials 15
GTAW Plate 60
SMAW Electrodes 15
SMAW Equipment & Setup 15
SMAW - Beads & Fillet Welds in Construction 120
Welding Detail Drawings II 45

This career major is an introduction to common welding processes and precision metal fabrication. Students will be introduced to the fundamentals of welding and the cutting processes. Students will be introduced to Gas Tungsten Arc Welding (GTAW) equipment and Shielded Metal Arc Welding (SMAW) basics. Students will also be introduced to blue print reading and construction of items according to specifications.

GMAW/SMAW Structural Welder 630 Hours
- Fundamentals of Welding 30
- Welding Detail Drawings 30
- Metal Preparation and Heat Treatments 30
- Oxyfuel Cutting 30
- Fundamentals of Cutting Processes 30
- Metal Characteristics and Properties 30
- Welding Blueprints 15
- Weld Quality 15
- Welding Joint Fit Up and Adjustment 15
- GMAW/FCAW Equipment and Setup 15
- GMAW Plate 60
- Workforce Staging 30
- SMAW Equipment & Setup 15
- SMAW Electrodes 15
- SMAW Beads & Fillet Welds 120
- SMAW Groove Welds with Backing 30
- SMAW Open V Groove Welds 120

This career major is an introduction to Gas Metal Arc Welding (GMAW) used in metal fabrication of structural steel. Students will be introduced to GMAW, Oxy-fuel Cutting (OFC), metal preparation and heat treating. Students will also be introduced to blue print reading and construction of items according to specifications.

Science Technology, Engineering & Mathematics Career Cluster

Science and Mathematics Pathway 960 Hours
Biotechnology (high school students only)

Dr. Flona McAlister

Janie Herriott

Biotechnology is the use of organisms by humans by physical manipulation at the molecular level. In this career major, students will learn foundational knowledge about this process as well as laboratory skills in order to manipulate organisms genetically. It can be directed towards the agricultural, medical or pharmaceutical areas of study.

Transportation, Distribution, & Logistics Career Cluster

Automotive Collision Repair Pathway 975 Hours
Combination Collision Repair Technician
- Introduction to Collision Repair Technology 45
- Auto Collision Trim and Hardware 30

Royce Sanders
Auto Collision Non-Structural Metal Straightening/Repair
Auto Collision MIG (GMAW) Welding
Automotive Body Panel Adjustment and Alignment
Refinish Preparation
Refinish Application
Refinish Color Adjustment
Refinish Blending and Painting Defects
Auto Collision Plastic Component Repair and Replacement
Automotive Glass Replacement
Auto Collision Damage Analysis
Auto Collision Written Estimating
Automotive Detailing
Workforce Staging

This career major will teach students the skills needed to be a combination collision repair technician.

**Detailing Specialist**
Introduction to Collision Repair Technology
Automotive Detailing
Workforce Staging

This career major will teach students the skills needed to become a detailing specialist.

**Non-Structural Repair Technician**
Introduction to Collision Repair Technology
Auto Collision Non-Structural Metal Straightening/Repair
Auto Collision MIG (GMAW) Welding
Auto Collision Trim and Hardware
Auto Collision Plastic Component Repair and Replacement
Automotive Body Panel Adjustment and Alignment
Automotive Glass Replacement
Workforce Staging

This career major will teach students the skills needed to become a non-structural repair technician.

**Refinishing Technician**
Introduction to Collision Repair Technology
Auto Collision Trim and Hardware
Refinish Preparation
Refinish Application
Refinish Color Adjustment
Refinish Blending and Painting Defects
Automotive Detailing
Workforce Staging

This career major will teach students the skills needed to become a refinishing technician.

**Structural Repair Technician**
Introduction to Collision Repair Technology

This career major will teach students the skills needed to become a structural repair technician.
Auto Collision Trim and Hardware 30
Auto Collision Non-Structural Metal Straightening/Repair 90
Automotive Body Panel Adjustment and Alignment 45
Auto Collision Damage Analysis 75
Auto Collision Cutting and Heating Processes 15
Auto Collision MIG (GMAW) Welding 105
Automotive Glass Replacement 60
Auto Collision Squeeze-Type Resistance Spot Welding (STRSW) 15
Auto Collision Aluminum Welding 30
Auto Collision Steering & Suspension 45
Auto Collision Structural Repair 90
Auto Collision Structural Component Replacement & Sectioning 90
Workforce Staging 30

This career major will teach students the skills needed to become a structural repair technician.

Automotive Service Pathway

Automotive Maintenance & Light Repair Technician 525 Hours

Introduction to Automotive Service 45
Automotive Electrical/Electronics Introduction I 45
Automotive Electrical/Electronics Fundamentals II 90
Automotive Brakes Introduction I 30
Automotive Brakes Fundamentals II 60
Automotive Steering and Suspension Introduction I 15
Automotive Engine Repair Introduction I 15
Automotive Heating and Air-Conditioning Introduction I 15
Automotive Engine Performance Introduction 45
Automotive Manual Drive Train and Axle Introduction I 15
Automotive Automatic Transmission Introduction I 15
Automotive Steering and Suspension Fundamentals II 75
Automotive Heating and Air Conditioning Fundamentals II 30
Workforce Staging 30

This career major will teach students the skills needed to become an automotive maintenance and light repair technician.

Automotive Service Master Technician 1380 Hours

Introduction to Automotive Service 45
Automotive Electrical/Electronics Introduction I 45
Automotive Electrical/Electronics Fundamentals II 90
Automotive Brakes Introduction I 30
Automotive Brakes Fundamentals II 60
Automotive Steering and Suspension Introduction I 15
Automotive Engine Repair Introduction I 15
Automotive Heating and Air-Conditioning Introduction I 15
Automotive Engine Performance Introduction 45
Automotive Manual Drive Train and Axle Introduction I 15
Automotive Automatic Transmission Introduction I 15
Automotive Steering and Suspension Fundamentals II 75
Automotive Heating and Air Conditioning Fundamentals II 30
Automotive Electrical/Electronics Advanced III 105
Automotive Engine performance Fundamentals II 105
Automotive Brakes Advanced III 30
Automotive Steering and Suspension Advanced III 45
Automotive Engine Performance Advanced III 105
Automotive Heating and Air Conditioning Advanced III 60
Automotive Automatic Transmission Fundamentals II 45
Automotive Automatic Transmission Advanced III 90
Automotive Manual Drive Train and Axle Fundamentals II 75
Automotive Manual Drive Train and Axle Advanced III 45
Automotive Engine Repair Fundamentals II 45
Automotive Engine Repair Advanced III 105
Workforce Staging 30

This career major will teach students the skills needed to become an automotive service master technician.

Automotive Service Technician
Introduction to Automotive Service 915 Hours
Automotive Electrical/Electronics Introduction I 45
Automotive Electrical/Electronics Fundamentals II 45
Automotive Brakes Introduction I 90
Automotive Steering and Suspension Introduction I 30
Automotive Engine Repair Introduction I 15
Automotive Brakes Fundamentals II 15
Automotive Heating and Air-Conditioning Introduction I 60
Automotive Manual Drive Train and Axle Introduction I 15
Automotive Automatic Transmission Introduction I 15
Automotive Engine Performance Introduction 60
Automotive Steering and Suspension Fundamentals II 45
Automotive Heating and Air Conditioning Fundamentals II 75
Automotive Electrical/Electronics Advanced III 30
Automotive Engine performance Fundamentals II 105
Automotive Brakes Advanced III 105
Automotive Steering and Suspension Advanced III 30
Automotive Engine Performance Advanced III 45
Workforce Staging 105

This career major will teach students the skills needed to become an automotive service technician.

Medium/Heavy Diesel Truck Repair Pathway
Medium/Heavy Diesel Preventative Maintenance Technician
Introduction and Orientation to Diesel Technology 300 Hours
Diesel Electricity Introduction 30
Preventive Maintenance Inspection 60
Preventive Maintenance Service 60
Medium/Heavy Diesel Truck Heating and Air Conditioning Introduction 75
Workforce Staging 45

This career major will teach students the skills needed to become a medium/heavy diesel preventative maintenance technician.

Jeff McCathera
Medium/Heavy Diesel Truck Engine Technician

Introduction and Orientation to Diesel Technology
Diesel Electricity Introduction
Diesel Engine Systems
Diesel Electricity Fundamentals
Diesel Engine Specialization
Diesel Electricity Advanced
Workforce Staging

510 Hours
30
60
45
135
165
45
30

This career major will teach students the skills needed to become a medium/heavy diesel truck engine technician.

Medium/Heavy Diesel Truck Heavy Line Technician

Introduction and Orientation to Diesel Technology
Diesel Electricity Introduction
Preventive Maintenance Inspection
Preventive Maintenance Service
Diesel Electricity Fundamentals
Diesel Engine Systems

Diesel Electricity Advanced
Diesel Engine Specialization
Medium/Heavy Truck Brakes
Medium/Heavy Truck Steering and Suspension
Medium/Heavy Diesel Truck Drive Train
Medium/Heavy Diesel Truck Hydraulics
Workforce Staging

1065 Hours
30
60
60
75
135
45
45
165
105
105
105
105
30

This career major will teach students the skills needed to become a medium/heavy diesel truck heavy line technician.

Medium/Heavy Diesel Truck Technician - NATEF Aligned

Introduction and Orientation to Diesel Technology (NATEF aligned)
Preventive Maintenance (NATEF aligned)
Medium/Heavy Truck Brakes (NATEF aligned)
Medium/Heavy Truck Steering and Suspension (NATEF aligned)
Diesel Electrical/Electronics (NATEF aligned)
Diesel Engine Systems (NATEF aligned)
Medium/Heavy Diesel Truck Heating & Air Cond. Into (NATEF aligned) (Option 1)
Workforce Staging
Workforce Connection

1020 Hours
45
105
105
90
240
195
90
30
120

Students will get a basic understanding of gas and diesel engines, Suspension and Steering, Brakes, Electrical/Electronic Systems and Preventive Maintenance. The student will be required to select one of three additional subject areas consisting of Hydraulics, Drive Train, or HVAC. This career major is intended to provide courses aligned with NATEF hours and tasks.
1.1.3 Entities that License and Accredit

SOTC is accredited by the Oklahoma State Board of Career and Technology Education, Oklahoma State Department of Education, Oklahoma State Accrediting Agency, Oklahoma State Department of Health, American Association of Medical Personnel, Oklahoma Board of Nursing, National League of Nursing Accreditation Commission, Automotive Service Excellence, and the National Automotive Technicians Education Foundation.

Any student wishing to review documents describing the institutions accreditation, approval, or licensing should submit a written request to the Superintendent’s office.

Within ten (10) working days of submission of the request, documentation will be made available for inspection.

Any student wishing to file a complaint with any of the above accrediting agencies should contact the Superintendent’s office for contact information.

1.1.4 Rights and Responsibilities of Recipients

Right-to-Know
- Institution’s annual campus security report
- Information on financial aid
- Information on the school
- Student completion, graduation, placement, retention, & diversity
- Information about students’ right under FERPA
- Drug and alcohol policies, penalties, and programs available
- Copyright Infringement Policy & Peer to Peer
- Textbook Information & Opt out policy
- Constitution Day & Voter Registration
- Net price Calculator
- Gainful Employment disclosures
- Vaccination policies
- Consortium agreements
- NSLDS & loans
- Scholarship fraud
- Contact information for filing complaints
Responsibilities
- Use financial aid funds for school related expenses
- Report all outside aid to the financial aid office
- Maintain satisfactory academic progress
- Report changes in enrollment to the registrar and the financial aid office
- Notify the financial aid office before withdrawing
- Ask questions if you do not understand the financial aid process
- Complete the required paperwork requested by the financial aid office

1.1.5 Confidentiality – Family Educational Rights and Privacy Act (FERPA)

It is the policy of Southern Oklahoma Technology Center (SOTC District Policy EF) that FERPA guidelines are followed. SOTC maintains an educational record for currently enrolled students and students previously enrolled. All information, written or verbal, that an aid applicant and/or the applicant’s family reveals in the process of obtaining assistance is confidential. This information is restricted to access by financial aid personnel only. All information required for the applicant becomes the property of the District upon submission and is maintained in the student’s file. Any applicant is entitled to examine his/her file within ten (10) working days after a written request is submitted to the financial aid office.

The rights of parents transfer to the students at the age of 18.
- The right to inspect and review the student’s educational records
- The right to request an amendment to the student’s educational records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
- The right to obtain a copy of the student records policy for SOTC.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the SOTC staff to comply with the requirement of FERPA

Any questions concerning parental and/or student rights and responsibilities under FERPA should be referred to the Assistant Superintendent, Jayne Huffman.

Our full FERPA policy may be viewed on our website, www.sotc.edu, or a printed copy may be requested from the Superintendent’s office.

1.1.6 Student Services

I. Services to Students with Disabilities

It is the policy of Southern Oklahoma Technology Center (SOTC District Policy EE) that special
accommodations are available for students with disabilities. SOTC provides reasonable accommodations and support for students with disabilities and special education needs covered by the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and individuals with Disabilities Education Act (IDEA). Disabled, handicapped, or disadvantaged should advise the Administration of any needs the student may have in order that the District may make reasonable accommodations per ADA requirements for the student. If you have questions, need accommodations, or need a copy of the complete Notice of Rights: Section 540/ADA, contact Arlene Dupree, Counselor, at (580) 224-8217 or adupree@sotc.edu.

II. Testing and Assessment

Lyndsey Wallace is our Assessment Specialist and provides various testing for students. These tests include: Compass and TABE (pre-enrollment test), OKCIS – Interest Inventory, Competency tests, CNA tests, EPA tests, State Merit tests, and Work Keys. For more information, contact Lyndsey at (580) 224-8202 between the hours of 8:00 a.m. and 4:00 p.m.

III. Dropout Recovery (PASS Program)

Promoting Achievement and Student Success (PASS) is an on-campus dropout recovery program designed to meet the needs of students, ages 16-19, who exited high school before graduating and are returning to school to request assistance in earning credits for a diploma or studying and testing for a General Educational Development Diploma (GED). Students over the age of 19 are referred to Rhonda Guin, Ardmore Director of Adult Education, at (580) 221-3030. For more information regarding our PASS program, contact Dianna Fisher, Student Service Director, at (580) 224-8203 or dfisher@sotc.edu Monday through Friday from 8:00 a.m. to 4:00 p.m.

IV. Academic Enhancement

SOTC’s academic enhancement instructors provide services to help students be successful in their program of study. Sandy Chambers is available to assist students with exam remediation in English, reading and literature, job placement, student leadership, and CTSO contestant training. Kenneth Shade is our math instructor and provides additional tutoring upon request. For more information, Sandy can be reached at (580) 224-8271, and Kenneth can be reached at (580) 224-8374.

V. Counseling Available

Arlene Dupree is available to assist high school students with all counseling needs. Dianna
Fisher, Student Services Director, is responsible for adult advisement. Whitney Elmore is available to assist students with enrolling in college credit. Jennifer Key is responsible for counseling students regarding their financial aid. Student Services office hours are 8:00 a.m. to 4:00 p.m. To schedule an appointment, contact Rita Mitchell, Registrar, at (580) 224-8204.

VI. College Services

SOTC students can earn up to 42 hours college credit while enrolled in specified programs through cooperative agreements with Murray State College and OSU-Okmulgee. Specified college credit for each program is listed in our full-time career major brochure and on our website at www.sotc.edu. The credits earned may be used toward an Associate in Applied Science Degree. For more information, contact Whitney Elmore at (580) 224-8288.

1.2 Financial Assistance Available

1.2.1 Title IV Programs of Assistance: General Conditions of Eligibility

SOTC participates in the following Title IV financial aid programs: Federal Pell Grant and the Oklahoma Tuition Aid Grant (OTAG). SOTC does not administer student loans.

In general, a student is eligible to participate if the student:

- Is a regular student
- Is enrolled or accepted for enrollment in an eligible career major that leads to a certificate as a post-secondary student after vocational assessment has occurred.
- Has a high school diploma or its equivalent
- Is not simultaneously enrolled in an elementary or secondary school
- Is a U.S. citizen, or U.S. national (which includes natives of American Samoa or Swain’s Island), or a U.S. permanent resident who has an I-151, I551, or I-551C (Alien Registration Receipt Card), or is a citizen of the Freely Associated State: Federated States of Micronesia, the Republic of the Marshall Islands or the Republic of Palau to be eligible for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, or Federal Work Study Programs, or is an ‘eligible non-citizen’ (An eligible non-citizen is an individual who can provide documentation from the United States Citizenship and Immigration Services (USCIS), in the Department of Homeland Security (DHS), that she/he is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident. An eligible non-citizen will have an Arrival-Departure Records (I-94) from the Bureau of Citizenship and Immigration Services showing one of the following designations: “Refuge”, “Asylum Granted”, Cuban-Haitian Entrant, Status Pending, or Conditional Entrant (valid only if issued before April

Consumer Information
1, 1980) Note: UCIS was formerly known as the U.S. Immigration and Naturalization Service.

- Has a valid Social Security Number, except students from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.
- Is registered with the Selective Service, if required.
- Certifies, by signing a Statement of Educational Purpose, that she/he will use federal student financial aid only to pay for educational costs;
- Is not in default on any Federal loans; and has not borrowed in excess of loan limits, under Title IV programs, at any institution.
- Does not owe an overpayment on a Pell Grant, FSEOG, or OTAG received at any institution.
- Has not borrowed in excess of the annual or aggregate loan limits
- Does not have property subject to a lien for debt owed to the United States
- Is maintaining satisfactory academic progress in the career major she/he is pursuing according to the standards of this institution
- Does not have any disqualifying drug convictions; and
- Has financial need, if applicable

In addition, a student's eligibility for Title IV aid could be affected by such factors as:

Prior degrees, enrollment status, remedial coursework, correspondence study, study by telecommunications, incarceration, conviction for drug offenses, and lifetime eligibility used (LEU) of Pell grant. (Lifetime Eligibility Used is the duration of a student's Federal Pell Grant. It is limited to 12 semesters or its equivalent.)

Note: These are the general eligibility requirements.

1.2.2 Definition of a Regular Student and Special Student

Regular Student

A student must meet the following criteria to be designated as a regular student for the purpose of receiving financial aid: (a) have attained a high school diploma or GED, be beyond the age of compulsory school attendance, or have met the statutory exemptions for compulsory school attendance and (b) complete admission assessments including academic achievement and career interest.

Special Student

A student who does not possess a high school diploma or GED are classified as special students, and therefore are not eligible to receive Title IV Student Financial Aid assistance.
1.2.3 How to Apply for Federal Financial Assistance

To apply for assistance from the following Title IV Programs, a student must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Computers are available in our testing center for students who do not have access to a computer.

Students who apply may qualify for:

1. Federal Pell Grant
2. Oklahoma Tuition Aid Grant (OTAG) – Deadline date announced annually

Items needed to complete the FAFSA: Income information, (i.e. federal tax forms, w-2’s) driver’s license number, social security number, balances of cash savings, and checking accounts and asset information (Note: can’t find your federal tax return? Obtain a free form 1722 by calling 1-800-829-1040).

Students and parents (if student is dependent) are required to sign the FAFSA. By signing the FAFSA you are certifying that the funds received will be used for expenses related to attendance (tuition, fees, books, transportation, and living costs) and that you are not in default on a student loan or have made satisfactory arrangements to repay it, do not owe money back on a federal student grant or have made satisfactory arrangements to repay it, will notify SOTC if you default on a federal student loan, and will not receive a Federal Pell Grant from more than one college for the same period of time.

Also, by signing you agree, that you will provide information to verify the accuracy of the FAFSA. This information may include Federal Tax Returns, W-2’s and Verification forms. If you purposely give false or misleading information, you may be fined up to $20,000, sent to prison, or both.

Students may print the signature page and mail in or, for faster processing, register for a pin number at www.pin.ed.gov. The pin number is a unique identification number and should not be shared or disclosed with anyone.

1.2.4 How Need is Determined

I. Federal needs Analysis Methodology

Federal needs analysis methodology for determining the Expected Family Contribution (EFC) for a student, as well as his/her Cost of Attendance (COA).

A. Cost of Attendance (COA)

The COA is the total amount it will cost to go to school – usually expressed as a yearly
figure. The COA covers tuition and fees on campus, room and board, or housing and food allowance for off-campus students; and allowances for books, supplies, transportation, child care, costs related to a disability, and miscellaneous expenses.

B. Expected Family Contribution (EFC)

The EFC is the amount that indicates how much of a student’s family financial resources should be available to help pay for school. The EFC can include a parental contribution in the case of a dependent student, and in the case of an independent student, a student (and spouse, if applicable) contribution. The available income of the student and his/her spouse, and in the case of a dependent student, the student’s parents is considered in determining the EFC. Other factors that are considered are the number of dependents in the family, the number of dependents in the family who are enrolled at least half-time in post-secondary education, the assets of the student and his/her spouse, and in the case of a dependent student, the student’s parents’ assets. Other items considered in determining the EFC can be obtained from the financial aid office upon request.

II. EFC Formula

The Expected Family Contribution (EFC) is the amount a family can be expected to contribute toward a student’s college costs. Financial aid administrators determine an applicant’s need for federal student aid from the U.S. Department of Education and other sources of assistance by subtracting the EFC from the student’s cost of attendance. The EFC formula is used to determine the EFC and ultimately determine the need for aid from the following types of federal student financial assistance that SOTC participates in: Federal Pell Grants, Federal Supplemental Opportunity Grants, and Oklahoma Tuition Aid Grants. The methodology for determining the EFC is found in Part F of the Title IV of the Higher Education Act of 1965, as amended (HEA).

All data used to calculate a student’s EFC come from the information the student provides on the Free Application for Federal Student Aid (FAFSA) which is submitted to the Central Processing System (CPS) for processing. The CPS sends an either electronic or paper output document called a Student Aid Report (SAR) to the student. The SAR lists the student’s EFC. All schools listed on the student’s FAFSA will receive application information and processing results in an electronic file called an Institutional Student Information Record (ISIR).

There are three regular (full-data) formulas- (A) for the dependent student, (B) for the independent student without dependents other than a spouse, and (C) for the independent student with dependents other than a spouse. Also, there is a simplified version of each formula with fewer data elements. Instructions for applicants who are eligible for the automatic zero EFC calculation is included in each worksheet.

Information regarding EFC formulas, accompanying worksheets and tables are available upon
request. Contact Jennifer Key in the financial aid office for additional information.

III. Use of Professional Judgment

Professional judgment is a discretionary or opinion reached on the basis of the experience of a financial aid administrator. The professional judgment decisions of SOTC will be applied to all FSA programs, will be done on an individual case-by-case basis, and will only be made to data items in the cost of attendance and the need analysis (determination of the Expected Family Contribution). Data used in Professional Judgment include but are not limited to: unusually high medical or dental expenses or a large change in income from last year to this year.

IV. Institutional Costs

A. Tuition

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>In-District</td>
<td>$2 per clock hour</td>
</tr>
<tr>
<td>Out of District</td>
<td>$4 per clock hour</td>
</tr>
<tr>
<td>Out of State</td>
<td>$8 per clock hour</td>
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B. Books, Supplies, Fees

Books and supplies vary amongst the different programs; however, the average cost for post-secondary students are as follows:

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<tbody>
<tr>
<td>Student Activity Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Student Liability Insurance (Health Programs Only)</td>
<td>$20</td>
</tr>
<tr>
<td>Average books, supplies &amp; fees for most programs</td>
<td>$300</td>
</tr>
<tr>
<td>Average books, supplies, fees for LPN</td>
<td>$2000</td>
</tr>
<tr>
<td>Average books, supplies, fees for Cosmetology</td>
<td>$526</td>
</tr>
</tbody>
</table>

C. Living Cost

SOTC does not offer institutional housing to board its students. All students live off campus and commute.

D. Student Budgets

<table>
<thead>
<tr>
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<th>DEPENDENT STUDENT</th>
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<tbody>
<tr>
<td>INDEPENDENT STUDENT</td>
<td></td>
</tr>
<tr>
<td>9 Month</td>
<td>$13,725</td>
</tr>
<tr>
<td>18 Month</td>
<td>$18,826</td>
</tr>
<tr>
<td></td>
<td>9 Month</td>
</tr>
<tr>
<td></td>
<td>$6,325</td>
</tr>
<tr>
<td></td>
<td>18 Month</td>
</tr>
<tr>
<td></td>
<td>$9,326</td>
</tr>
</tbody>
</table>

Budgets are derived from the U.S. Department of Labor Statistic/Consumer Price Index.
For detailed calculations, please see the financial aid office. Note: SOTC does not participate in student loans. Title IV Federal Grants are entitlement programs, so budget amounts do not affect the amount of Title IV Aid a student may receive.

V. Prior Credit/Advanced Credit

If the student transfers from another institution, the student may receive advanced credit which will reduce the amount of hours that it would take for them to complete the program. All military transcripts for VA students will be evaluated to determine if the student should receive advanced credit.

1.2.5 Title IV Programs and Other Programs Available

Types of financial aid assistance available:
- Federal Pell Grants
- Federal Supplemental Opportunity Grants (FSEOG)
- Oklahoma Tuition Aid Grant (OTAG)
- Veterans Educational Assistance
- Bureau of Indian Affairs
- Vocational Rehabilitation
- Dislocated Worker Program (Workforce Investment Act)
- SOTC Tuition Scholarship/Waiver
- Scholarships, such as:
  - Otha Grimes/Francis Tuttle Scholarships
  - Noble Foundation Scholarships
  - Henry Bridge Scholarships
  - Physician Manpower Nursing Scholarships

1.2.6 Description of Programs Available and Application Procedures

I. Federal Pell Grant Program

A. Definition

The Federal Pell Grant Program is a federally funded program which provides up to $5,645 for the 2013-2014 award year to post-secondary students enrolled in an eligible program at least half-time.

B. Application Procedures

Students may apply by completing the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Students without a computer may go to our testing center to complete the FAFSA. Paper applications are also available in the financial aid office. For assistance in completing the FAFSA, you may schedule an
appointment with the Financial Aid Coordinator, Jennifer Key. Within three (3) to five (5) days, the student will receive an eligibility report called a Student Aid Report (SAR). This report includes a summary of application information and the determination of the student’s expected family contribution (EFC).

SOTC will also receive an electronic transmission of the Student Aid Report which is known as an Institutional Student Information Record (ISIR). Transmissions are usually received within three (3) to five (5) days of the date the FAFSA is processed by the Central Processing System. SOTC only receives ISIR’s for students who input SOTC’s school code of 010342 on their FAFSA. The report includes a summary of application information and the determination of the student’s EFC.

The EFC is the result of the computation involving the financial and non-financial data submitted on the FAFSA.

The method of computing eligibility applies to all dependent and independent students uniformly. The specific computations involved in the calculation may be obtained by contacting Jennifer Key, Financial Aid Coordinator.

The Financial Aid Coordinator will determine if all application requirements have been met. If so, the EFC is used to calculate the scheduled Pell Award by using the annually published Scheduled Federal Pell Grant Awards Chart. Depending on the career major enrolled and number of hours left to complete, typically two payment periods are scheduled per school year. The student is notified of their payment amounts and estimated payment dates through an award letter.

C. Eligibility Requirements

Students must meet the eligibility requirements outlined in Section 3.2.1, Title IV Programs of Assistance: General Conditions of Eligibility. A student will not be entitled to receive a Federal Pell Grant payment from more than one school concurrently.

Student must be enrolled in an eligible program and be maintaining satisfactory progress to receive payment. To be eligible to receive payments, a student must not be in default on any loan and must not owe a refund on any Pell, Supplemental, or State grant.

D. Criteria for Selecting Recipients

All eligible recipients will be paid. Federal Pell Grant amounts are based on:
- Federal Pell Grant Cost of Attendance for a full academic year
- Enrollment status of the student
- Length of the career major and length of time the student is enrolled
- Federal Pell Grant Payment Schedule (revised annually by the Dept. of Ed)

SOTC has set its academic year at 900 clock hours and 26 weeks of instruction.
E. Method and Frequency of Disbursement

Students receive their first payment as soon as the student, the financial aid office, the business office, and the U.S. Department of Education process all necessary paperwork. This is a collaborative effort with many players involved. Since the majority of students begin in August, first payments are usually made by October 1st. Second payments are usually made within 3 weeks after they have successfully completed their first payment period. Payment dates vary depending on the career major enrolled and the full-time or half-time status of the student. A full-time student would obviously complete the required hours in a pay period sooner than a half-time student and receive their second disbursement at an earlier date. SOTC's grant approved Career Majors range from 600 to 1500 hours. Pay periods for 600 hour majors are divided into two 300 hour pay periods. Pay periods for 900 hour career majors are divided into two 450 hour pay periods. Students are notified of their payment period hours and estimated payment dates thru their award letter. The financial aid office notifies the business office, whom in turn, draws down funds and disburses checks to the students. Signs are then posted around the campus to inform students that grant checks are available for pick up. The Bursar, who is located in Stone Hall, disburses the checks to students.

Students withdrawing from school prior to SOTC receiving a valid ISIR are not eligible to receive Pell Disbursements. However, eligible students who have not been paid prior to withdrawal are eligible for a post-withdrawal disbursement for the period enrolled as an eligible student. Students are sent a post-withdrawal acceptance letter and have 10 days from the date of notification to accept their disbursement. The check is then processed and mailed to the student.

According to the federal check disbursement policy, SOTC will collect applicable tuition and fees from the Pell disbursement before a check is issued to the student. Applicable outstanding book and supply charges will be also be deducted with appropriate authorization from the student.

II. Oklahoma Tuition Aid Grant (OTAG)

A. Definition

The Oklahoma Tuition Aid Grant assists schools in providing grants to eligible students who have substantial need. Students may receive up to $1,000 per academic year as a full-time student for tuition assistance.

B. Application Procedures
Students may apply for OTAG by completing the FAFSA at www.fafsa.ed.gov. The FAFSA should be completed as soon as possible to meet the deadline date which is usually March 1st for the upcoming award year.

OTAG award claim forms are requested by SOTC from the OTAG State Office to determine the students who are eligible for the grant.

Upon receipt of the Claim Form, the financial aid office will verify that the student is enrolled and attending (at least half-time) an eligible program. Once verification is completed, the Claim Form is returned to the OTAG office for processing for the issuance of a master check made out to SOTC. The check is forwarded to the business office along with the names of the recipients. Disbursements are made twice a year, once in the fall and once in the spring.

C. Eligibility Requirements

Students must meet the eligibility requirements outlined in Section 3.2.1, Title IV Programs of Assistance: General Conditions of Eligibility. Students must be legal residents of the State of Oklahoma as determined by the current Policy on Resident Status of Enrolled Students in the Oklahoma State System of Higher Education.

Students must be enrolled or accepted for enrollment as a full-time or part-time student in an Oklahoma post-secondary educational institution accredited by the Oklahoma State of Regents or Oklahoma Department of Career and Technology Education.

Students must have substantial need as determined annually in accordance with OTAG criteria.

Students must maintain satisfactory progress in his/her career major.

D. Criteria for Selecting Recipients

For best consideration, students should complete and submit the FAFSA to the Federal Student Aid application system as soon as possible after January 1. It is important to apply early, as OTAG receives more eligible applications than can be awarded with available funds. How early a student applies can be the deciding factor in whether that student is offered an OTAG award. Students should submit on or before the March 1st deadline.

E. Method and Frequency of Disbursement

Eligible recipients must meet satisfactory academic progress to receive their check. Funds for OTAG are sent to the institution, and if nothing is owed to the school, a check is disbursed to the student by the business office once in the fall semester and once in the
spring semester. Half-time student awards are typically $356 per semester; full-time awards are typically $500 per semester.

The Bursar, located in Stone Hall, disburses checks to students. Once all the checks have been distributed, a Disbursement and Accounting of Funds Report is sent to OTAG confirming all funds have been issued.

OTAG awards are not offered retroactively.

III. Other Financial Aid Programs

A. Veterans Benefits

Veterans benefits provide a monthly allowance to assist eligible veterans in meeting education and living expenses while in training. Military transcripts are evaluated to determine if the veteran should receive prior credit. (See prior credit –Section 1.2.4 V) SOTC’s Financial Aid Office assists eligible Veterans by sending in Enrollment Certifications to the Veterans Administration in Muskogee, Oklahoma, once the student is enrolled. Eligibility is determined by the Muskogee office for the following programs: Montgomery GI Bill! Active Duty – (Chapter 30), Selective Reserve- (Chapter 1606), Selected Reserve-Individual Ready Reserve and National Guard- (Chapter 1607), Veterans Educational Assistance Program – VEAP and Dependents’ Educational Assistance Program – (Chapter 35), and Post 9-11 GI Bill (Chapter 33) which also assists students in paying tuition. Numerous programs are available for veterans who meet eligibility requirements. Eligibility for VA-Vocational Rehabilitation (Chapter 31) is determined by the Federal VA Vocational Rehabilitation office in Oklahoma City, Oklahoma. For more information on the requirements, details, and applications of veterans benefits, please visit www.gibill.va.gov. You can also contact the VA regional office at P.O. Box 888, Muskogee, OK 74402-8888 or by calling (888) 442-4551.

B. Bureau of Indian Affairs

Students may contact their Tribal offices for assistance with payment of their education. SOTC’s Financial Aid Coordinator has a good rapport with the Choctaw and Chickasaw offices and assists students will all necessary paperwork that the various Tribes require. Grants may provide tuition, books, supplies, and living allowances.

C. Vocational Rehabilitation

Students with disabilities may contact Beverly Goeders, Employment Specialist, at the Department of Rehabilitation Services for assistance with payment of their education. SOTC’s Financial Aid Office will assist students with all the necessary Voc-Rehab paperwork requirements.
Southern Oklahoma Technology Center

2013-2014

D. Dislocated Worker Program (Workforce Investment Act -- WIA)

This is a federal program of assistance. Students must be "economically disadvantaged," unemployed or underemployed to qualify for this program. Sharita Gates is the Big Five Case Manager for the Ardmore area, and her office is located at Workforce Oklahoma. SOTC's Financial Aid Office will assist students with all the necessary paperwork requirements.

E. SOTC Tuition Waiver

SOTC provides tuition waivers for in-district students after all other means of financial assistance have been exhausted for up to one-half of the tuition due. To qualify, students must complete the FAFSA at www.fafsa.ed.gov.

F. Additional Scholarships

Otha Grimes/Francis Tuttle Scholarships

The Oklahoma Foundation for Career and Technology Education administers these scholarships that are awarded to students in the fall and the spring. Award amounts range from $200 to $500 and are determined by the Foundation.

Noble Foundation Scholarships

The Noble Foundation of Ardmore provides scholarship funds annually to be distributed to needy students. SOTC awards funds to students to help offset their tuition amounts in the fall of each year until all funds are exhausted. Awards average $200.

Henry Bridge Scholarships

Henry Bridge Trust money provides scholarship funds to needy students. SOTC awards funds to students to help offset their tuition amounts in the spring and fall of each year. Funds left over are used for scholarships in the fall. Amounts vary.

Physician's Manpower Scholarships

These scholarships are awarded annually in July to nursing students only. Students applying for the scholarship are required to sign a contract with the State of Oklahoma for one year upon completion of the Nursing program.

Applications for scholarship are located in the financial aid office. They are also posted on the information board located by the cafeteria in Stone Hall, and informational scholarship e-mails are sent to our instructors to post in their classrooms, and the Financial Aid Coordinator posts information on the SOTC Facebook page to update students regarding these scholarships and
deadlines. For more information, contact Jennifer Key, Financial Aid Coordinator, for scholarship applications and assistance.

1.2.7 Satisfactory Academic Progress (SAP)

I. Definition

In order to receive Title IV assistance, a student must enrolled in and attending an approved program at least half-time, be considered a regular student in good standing, maintain a cumulative “C” average or greater, and be progressing at a rate to complete the program within the allotted time.

Good standing is initially defined as the student being eligible for admission to an educational program, as demonstrated by his/her high school diploma/GED.

Continued eligibility is based on meeting the minimum standards as defined below in SOTC’s Satisfactory Academic Progress Policy.

Satisfactory progress is determined at intervals (payment periods) and is checked at the end of each period. This means at the point when the student’s scheduled clock hours and weeks for the payment period have elapsed, regardless of whether the student attended them. Depending on the Career Major enrolled a student could have 2 pay periods or as many as 4 pay periods. Example: A program that is 900 hours in length would have 2 payment periods of 450 hrs/13 weeks.

Satisfactory Academic Progress (SAP) is defined as the following:

- Student must maintain a cumulative “C” average or above for each payment period
- Student must complete curriculum within 125% of the published length of the program

Specifically this means that a student enrolled in a 1050 clock hour program attending full-time should complete the program in 9 months. SOTC will allow students to take up to 25% longer than the published length of the program to complete and still be regarded in good standing. However, they will not be eligible for Title IV aid for the additional hours. In no instance can the student receive aid for more hours than the program is accredited for. Example: A student enrolled in a 600 clock hour major with a pay period of 300 hours must successfully complete 300 hours associated with the payment period in 375 clock hours or less in order to be progressing. (300 x 125% = 375)

It is important to note that ALL STANDARDS must be met to be considered “making satisfactory progress,” and to continue to receive Title IV Assistance.

Note: Satisfactory Academic Progress Policies apply to students receiving SOTC Tuition.
Waiver and Scholarships.

Leave of Absence – Students who have been granted a leave of absence and return will be allowed the same amount of time absent to make up the work missed. The period of absence will not be counted toward accumulated hours of absence, and no grades will be kept during the leave and students receiving assistance will not be paid while on leave.

II. Financial Aid Suspension and How to Re-Establish Eligibility

Students not maintaining satisfactory progress for a payment period will be placed on financial aid suspension for the next 9-week period and all grant payments will be suspended. At the end of the 9 week period if SAP has been reestablished, grant payments will resume. However, if students have not reached SAP standards at the end of the 9-week period, the student loses Title IV aid eligibility and the student will be required to pay any outstanding charges (Ex. tuition, books, supplies) for that payment period.

Students may re-establish eligibility by making SAP for the following pay period and grant payments will be re-instatated. If the student withdraws during the suspension a return to Title IV funds will be performed; however, since the student was ineligible for a disbursement no funds would be returned.

If the student is not in “Good Standing” in terms of conduct, and is withdrawn from their program of study, financial aid payments will be suspended and a return of Title IV funds will be performed. If the student is readmitted, the procedures for determining satisfactory progress will be followed to determine if the student is eligible to continue to receive aid.

III. Maintaining Eligibility for Assistance

A. First Payment

Student’s enrollment status will be checked on our student accounting system and documented in the student’s file to ensure that the student is enrolled in and attending an approved career major on at least a half-time basis.

B. Subsequent Pay Periods

If SAP (see section 3.2.7, subpart I) has been attained after completion of the first payment period, the student will be eligible for their next scheduled disbursement. This procedure will be repeated until all pay periods are complete. If SAP has not been met, the student will be notified in writing which will explain the procedures to get their funding re-instatated.
C. Continuing Students

Student’s enrollment status will be checked and documented in their file to ensure that they are still enrolled in an approved program on at least a half-time basis.

IV. Transfer Students

The SAP policy applies to students transferring from one program to another. Students are responsible for progress in the 1st program (even if they did not receive financial aid) before being eligible for financial aid in the second program.

Students transferring from another school can start over as far as grades and attendance are concerned. However, if we accept credit from another school we would look at the maximum time frame and they cannot exceed the 125% policy outlined in section 3.2.7, subpart I.

IV. Withdrawals and Incompletes

Students are given a letter grade at the time of withdrawal. Students making SAP at the time of their withdrawal and return to the same program within 180 days are considered to be in the same payment period.

Withdrawal scenarios:

1. Student completed less than 60% of the payment period and a Return of Title IV was made.

   If the student returns within 180 days, the amount returned can be disbursed.

2. Student completed more than 60% and no Return of Title IV was made.

   If the student returns within 180 days, no payment would occur until the student had completed the previous payment period. In other words, a student cannot be paid twice for completing the same coursework; nor will the student be paid until all of the coursework previously paid for has been successfully completed.

Students receiving an incomplete grade for a payment period will result in an “F” if the student doesn’t resolve the matter within 2 weeks of receiving the “I”. The same SAP policy applies.

V. Repeating Coursework

Students are not allowed to repeat the same program in order to achieve a higher grade. However, if a student withdraws and re-enters the same program the instructor may require the student to start at the beginning of the program depending on how much time has lapsed. If the student re-enters the same program within 180 days the student cannot receive payment for repeating coursework. If the student re-enters the same program after 180 days they will be
treated the same as a transfer student. The program hours will be reduced by the number of hours the student receives credit for. In this case, the student can be paid for repeating course work as the student is receiving credit for the repeated course. A student who completes an entire program and re-enrolls to take another program may receive funds for the other program no matter how much time has lapsed.

1.3 Refund Policy

1.3.1 School Refund Policy

If a student withdraws on or before the first day of class through the tenth day of class for the enrollment period for which the student has been charged tuition, 100% of the institutional charges will be refunded to the student. After the 10th day of class there will be NO refund for that period of enrollment. For students receiving financial aid, this policy will be followed in conjunction with the Return to Title IV Refund Policy.

Period of Enrollment

The period of enrollment is the actual period for which an institution charges a student. Since SOTC measures programs in terms of clock hours, the minimum period depends on the length of the program. If the program is longer than or equal to the academic year, the minimum period is greater of the payment period or one-half of the academic year. If the program is shorter than the academic year, the minimum period is the length of the educational program.

1.3.2 Return of Title IV Funds Refund Policy

The return of funds requirement is a complex process involving a great deal of interoffice cooperation. A flowchart has been created showing the process at SOTC.

Student notifies instructor and completes an official withdrawal form obtained from the registrar.

Registrar notifies financial aid office by e-mail of students who withdraw (officially or unofficially).

Financial aid office prints a monthly withdrawal report to double check withdrawn students.

If the student completed over 60% of the payment period they were paid, it is considered 100% earned.

If the student was paid and the percentage is under 60% an “overpayment” has occurred and funds must be returned. If the student withdrew before payment was made a “post-withdrawal disbursement” may occur.

- Determine the percentage of aid earned by calculating the percentage of the payment period that the student has completed
- Determine the amount of earned aid by applying the percentage to the total Title IV aid
that was or could have been disbursed

- Determine the amount of unearned aid by subtracting earned aid from disbursed aid or determine the amount of a post-withdrawal disbursement by subtracting disbursed aid from earned aid
- If unearned funds must be returned, determine the school’s and the student’s shares, or if a post-withdrawal disbursement is due, determine the sources from which it will be funded
- If unearned funds must be returned, allocate unearned aid to programs from which student was funded, or if a post-withdrawal disbursement is due, send student applicable notification
- Return the institution’s and students share and/or make post-withdrawal disbursement

Withdrawal Date

Although we are not required to keep attendance, SOTC is a school that keeps attendance.

Official withdrawal- Student notifies instructor or registrar and completes an official withdrawal form.

Unofficial withdrawal – Students who do not notify SOTC of their intent to withdraw and stop attending are considered to be withdrawn after missing 5 consecutive days. Withdrawal date is the last day of attendance.

Formula Calculation

The financial aid office performs the calculation by using the U.S. Department of Education’s RT24 on the web. The calculation used is by “payment period.”

A payment period is defined as a 450 clock hour period for programs of 900 hours or more; 300 clock hours for a 600 clock hour program. SOTC has many programs (career majors) and these are just two examples of payment periods. Once the financial aid office receives the official withdrawal form or an unofficial drop (the attendance record), R2T4 will be calculated on the payment period the student was in at the time of withdrawal.

Institutional charges - incurred by the student are charges for which the student was responsible that are assessed by SOTC for the payment period and include tuition, fees, books, and supplies.

Incomplete file- If the student’s file is incomplete due to incomplete verification or other documents missing, R2T4 is not performed. The student is given 30 days to comply with verification once a document tracking letter is sent. SOTC does not pay any student until verification is complete, therefore the student could owe institutional costs if they withdraw.
Credit Balances - When a student withdraws during a payment period and a credit balance is
created, SOTC will not release the credit balance until a Return of Title IV Funds calculation has
been performed. The credit balance will be allocated as follows: 1) repay any grant
overpayment owed by the student as a result of the current withdrawal, 2) any remaining credit
balance funds will be used to pay authorized charges at the institution. If any funds remain those
will paid to the student.

SAMPLE CALCULATION

See the next page for a sample calculation.

1.3.3 Overpayments

Any cash that SOTC disbursed to a student for a payment period under any Title IV program may be an
overpayment if the student withdraws or is expelled on/or after the first day of class of that payment
period. An overpayment of a grant means that a student’s grant payment exceeds the amount he/she is
eligible to receive.

If an overpayment does occur, a portion of the award may need to be refunded to the Title IV program,
and/or the student may need to repay a portion of the award funds received. SOTC is required to return
the full amount owed to any Title IV program no later than 45 days after the date the institution
determines that the student has withdrawn. Current regulations specify a student does not have to repay
a grant overpayment of $50 or less.

If the student or SOTC owes a refund to Title IV for unearned aid received, SOTC pays this for the
student and invoices the student within 30 days of the withdrawal date. The student may make
arrangements with the business office to pay the balance due. If the student fails to repay SOTC, it is
noted in student accounting which will put a stop enrollment on the student’s account. The student
cannot be admitted to SOTC again until this amount has been paid in full.

1.3.4 Post-Withdrawal Disbursement

A post-withdrawal disbursement occurs if the student receives less Federal Student Aid than the amount
calculated. SOTC will credit the student’s account for outstanding charges including tuition, books and
supplies with the post-withdrawal disbursement within 180 days of the date the student withdrew.
SOTC will only send a post-withdrawal acceptance letter (within 30 days) if the student is eligible for a
full or partial disbursement. The student will have 14 days to accept their award and SOTC will
disburse funds to the student within 45 days.

1.4 Verification Policies and Procedures (34 CFR 668.53)

SOTC’s financial aid office verifies 100% of all applications selected for verification by the Secretary of the
U.S. Department of Education. If an application for federal aid is selected for verification, an asterisk will
appear by the EFC number and comments will appear on part one of the Student Aid Report (SAR/ISIR)
addressing the verification requirements. A verification tracking group code will appear on the ISIR indicating
what information needs verification. The student will be notified of required documents for review and will have 30 days to return requested information to the financial aid office. If a correction is needed, the student will be notified; the correction may affect the award amount. The student must return all verification forms requested before final award and disbursements will be made. Cases of suspected fraud will be referred to the Regional Office of the Inspector General, if they cannot be resolved locally. Reviewing a student’s file often involves more than just the verification process. In addition to verification, SOTC’s financial aid office reviews an applicant’s file for database matches reject codes, and “C” codes. The aid administrator also reviews a student’s file for other need analysis data elements by the school. Schools must also review subsequent ISIR records for changes that may impact the applicant’s aid eligibility. For these reasons, verification is considered under the broader process of file review. If the Department selects the student for verification, there will be no exemptions from the verification process.

If a student has transferred from another institution where verification was performed, SOTC will accept a letter from the other school stating that verification was completed with the appropriate documentation. It is the student’s responsibility to request the letter from the other school.

### 1.4.1 Acceptable Documentation & Forms

The financial aid office uses verification worksheets that are modeled after the verification worksheets that the Department of Education has presented in the past. Also, a “document tracking” letter is mailed or emailed with clear directions explaining what documentation is needed. Students have no later than 120 days after the last day of the student’s enrollment or September 27, 2013, whichever is earlier. It is explained to the student that a final award and disbursement will be delayed until verification is complete. Students who fail to provide verification after the deadline will under no circumstance be eligible for their disbursement of funds.

If other documents are still missing, another “document tracking” letter is mailed. Documents are returned if not signed by the appropriate person. Once all documents are posted as received and complete, the Financial Aid Coordinator will review all the information. If the information is complete, an award letter will be mailed to the student. All corrections will be made online. If the change affects the students EFC, the student will be notified, either by e-mail, letter, or in person.

### 1.4.2 Data Elements to be verified (34 CFR 668.56, 668.57)

The student will be placed in one of five selection groups. The student will only be required to submit information for the group that they were selected. For more information regarding the various verification groups, please see the Financial Aid Coordinator. The following items are data elements that might be asked of in the verification worksheet for the student to verify:

- Adjusted gross income
- Income earned from work
- U.S. taxes paid
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- Household size
- Certain untaxed income
- Family members who are enrolled as at least half-time students in post-secondary educational institutions
- SNAP benefits
- Child support paid
- HS Diploma/Equivalent
- Identity
- Educational purpose
- Marital status
- Any additional items that would affect the student’s eligibility

TAX FILERS: Signatures from student and student’s parents (if dependent) are required on verification worksheet forms. Student can use the IRS data retrieval tool in FAFSA on the web to retrieve and transfer 2012 IRS income to the FAFSA or request a tax return transcript from the IRS by calling 1-800-908-9946. W-2’s should also be submitted to the financial aid office.

NON-TAX FILERS: The signed verification worksheet, W-2 forms (if applicable), and non-tax filer form are the documentation that will be requested by the financial aid office.

1.4.3 Student Notification of Verification Change

If a correction on the ISIR is needed which will affect the previously awarded amount, the financial aid office will notify the student by mail or email within 30 days.

1.4.4 Exceptions to documentation requirements (34 CFR 668.54, 668.60)

- The applicant dies before verification is completed.
- The applicant is a Pacific Island resident and is a legal resident of Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands.
- The applicant is a citizen of the Republic of the Marshall Islands, the Federal States Micronesia, or the Republic of Palau (the dependent student’s parents must also be citizen of one of these former territories).
- An applicant/student is incarcerated in a jail or prison at the time of verification.
- An applicant’s spouse’s information (or to obtain the appropriate signature for verification purposes) if the spouse is deceased or mentally or physically incapacitated; the spouse is residing in a country other than the United States and cannot be contacted by normal means; the spouse
cannot be located because his or her address is unknown and the student can’t obtain it. The basis for the exclusion should be documented. This exemption is applicable to spouse’s data only – the application must still be verified according to all other requirements.

- The applicant’s parents are unavailable – the parents are deceased, mentally or physically incapacitated. If both parents are deceased, the student is an orphan and is deemed an independent student. If the parents die after the student has applied, the student must update his/her dependency status. The parents are residing in a country other than the United States and cannot be contacted by normal means, and the parents can’t be located because the address is unknown, and the student can’t obtain it.

Note: A student must update his dependency status if it changes at any time during the award year unless it changed due to marital status. This update is required whether or not the student was selected for verification.

- The applicant will not receive federal student aid funds for reasons other than the student’s failure to complete the verification process. This includes students who are ineligible for aid and those who withdraw without receiving aid.

1.4.5 Database Matches, Reject Codes, & “C” Codes Clearance

It is the policy and procedure for SOTC to review and resolve database matches, reject codes, and “C” codes before packaging. The financial aid office will refer to the ISIR Guide for “action needed”. The student will be notified by mail or e-mail concerning the conflict and what action is necessary to resolve the matter.

1.4.6 Review of Subsequent ISIR Transactions

EdExpress has the option to print duplicate ISIRS at import. The financial aid office reviews at the time of import all duplicate ISIRS. If a change in EFC on a packaged student is needed, the student is notified and adjustments are made within 30 days.

1.4.7 Referral of Overpayment Cases

If the verification process reveals an overpayment has occurred, SOTC will make every reasonable effort to collect the overpayment. If SOTC is not able to collect the overpayment (which could be the result of an institutional error), the institution will pay the overpayment for the student and invoice the student. The student would need to make arrangements with the business office to pay the overpayment. The student would not be allowed to re-enter SOTC until the charges had been paid.

1.4.8 Referral of Fraud Cases

If SOTC suspects that an applicant, employee, or other individual has misreported information and/or altered documentation to fraudulently obtain federal funds, SOTC will report its suspicions to the
1.5 Drug and Alcohol Policies, Programs Available, & Penalties for Violation (District Policy DH & EL)

Student and employee safety is of paramount concern to the Board. Students or employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves and to other employees. The Board commits itself to a continuing good faith effort to maintain a drug-free workplace and safe environment for students.

All employees and students shall attend annual drug-free awareness programs or receive information which they are informed about the dangers of drug abuse in the workplace, available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees and students for drug abuse violations occurring in the workplace.

Students – When there is reasonable suspicion to believe a student has taken or is under the influence of drugs, controlled substances, or alcohol the student must submit to drug testing as set forth in this policy. Additionally, any student who participates in a work-site learning program, which is considered to be on-the-job training, must submit to drug testing as set forth in this policy.

Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from the student’s program. Any student who refuses to take a drug test pursuant to this policy will be deemed to have violated this policy against the use of drugs and will be subject to disciplinary action up to and including suspension.

Every Title IV Aid recipient receives a written notice at enrollment regarding the loss of Title IV eligibility if convicted of the possession or sale of illegal drugs.

Employees – While on District property or engaged in District activities, employees of the District shall not manufacture, use, possess, sell, distribute, or be under the influence of drugs, controlled dangerous substances, or alcohol. Any employee who violates this policy may be subject to disciplinary action which may include suspension, demotion, dismissal, non-reemployment, or termination.

Each employee shall notify the superintendent, of any criminal drug statute conviction for a violation occurring in or on the premises of this District or while engaged in regular employment no later than 5 days after conviction. The superintendent’s designee, shall provide notice of such violation to the United States Department of Education within 10 days after notification is received of the violation. Within 30 days following receipt of notification, the District shall take appropriate disciplinary action which may include termination or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.

SOTC reviews its programs offered once every two years to determine its effectiveness and to ensure that its...
sanctions are being enforced. The school determines the number of drug and alcohol-related violations and fatalities that occur and the number and type of sanctions that are imposed by the school as a result of drug and alcohol-related violations and fatalities on the school’s campus or as part of any of the school’s activities.

1.6 Student Completion, Graduation, Placement, Retention, & Diversity

SOTC is required by the Oklahoma Department of Career and Technology Education to report enrollment, completion, placement, retention, & diversity rates for all students enrolled. Students can view these rates for first time full-time students at the U.S. Dept. of Education’s College Navigator Website: http://nces.ed.gov/IPEDS. Please see the financial aid office for detailed calculations of these rates for the past five years.

1.7 Campus Security (District Policy BC, BE, & BL.)

The Campus Officers of Southern Oklahoma Technology Center provide community-oriented security services to the faculty, staff, students, and visitors to the campus. This service is provided to protect lives, safeguard individuals, private and public property, and individuals’ rights. SOTC’s School Resource Officer is CPL John Johnson, of the Ardmore Police Department. SOTC’s policy is to report ALL crimes to campus administration or to CPL Johnson.

A. Crime Statistics - All students and employees are informed about campus security during orientation. Information includes how to report an incident, how to watch for dangerous incidents and general ideas on crime prevention. CPL Johnson also submits an annual campus security report that contains information on criminal offenses, hate crimes and arrests for the following categories:

Murder, negligent manslaughter, sex offenses (forcible & non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, any other crimes involving bodily injury.

To view SOTC’s campus security report go to the http://ope.ed.gov/security/. For a paper copy of the report please contact CPL Johnson at 224-8240.

B. Emergency Response and Evacuation Procedures – SOTC has developed a comprehensive Emergency Preparedness Program for students and staff. SOTC has formed a safety committee that reviews policies annually. Plans are tested at least once per year in the form of a simulated emergency exercise in order to provide practical, controlled experience to all employees. SOTC has also provided each employee with an Emergency Quick Reference Guide.

C. Whistleblower Protection – Nothing in the law shall be construed to permit a school to take retaliatory action against anyone with respect to the implementation of the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” SOTC protects students and employees in respect to this act and no student or employee should feel threatened...
or intimidated when reporting any crime on campus.

D. Disciplinary Proceedings – SOTC, upon written request, will disclose to the alleged victim of a crime of violence, or non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school must provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

SOTC does not provide on-campus resident housing nor does any student organization own, or manage on/off campus facilities.

1.8 Copyright Infringement Policy & Peer to Peer File Sharing (Policy BJ)

SOTC has developed a plan for the unauthorized distribution of copyrighted materials and peer to peer file sharing. It is located on our website, www.sote.edu under Information Center; see Policies and Plans – Policy BJ. Students’ may also visit the U.S. Copyright Office at www.copyright.gov.

1.9 Textbook Information & Opt Out Policy

SOTC does not have a campus bookstore. Most career majors at SOTC provide a classroom set of textbooks for student use. Practical Nursing students are required to purchase books, and those books are sold in the Health Careers building. Cosmetology students are also required to purchase books which are sold in the Cosmetology department. SOTC does not have a buy-back program for used books; therefore, we do not sell used textbooks.

Pell eligible students are allowed to charge books to their account; however, they may sign a release form if they choose not to charge their account.

For a detailed list of books and supplies that students are required to purchase, please contact the financial aid office.

1.10 Constitution Day & Voter Registration

In 2004, Sen. Robert Byrd, (D-WV) inserted language into the Consolidated Appropriations act of 2005, requiring educational institutions receiving federal funds, to implement an annual education program related to the United States Constitution beginning on September 17, 2005. September 17 is the date which commemorates the 1787 signing of the Constitution. For the purpose of this requirement, SOTC celebrates Constitution Day and carries out activities which may include a guest speaker or a reading over the intercom about this very special day. Students are also encouraged to complete Voter Registration at the Receptionist Desk where forms are readily available. Students may also visit the selective service website to request voter registration forms at: www.ok.gov/elections/Voter_Registration

Consumer Information
1.11 Gainful Employment

SOTC is required to report on programs that are 600 clock hours or more with post-secondary student enrollment. Information reported on our website www.sotec.edu includes: recognized occupations, program costs, on-time completion rates, job placement rates, loan debt, and financing plans. For questions regarding gainful employment please contact Jennifer Key, Financial Aid Coordinator.

1.12 Vaccination Policy (District Policy EG)

The Oklahoma Immunization Act requires all students to meet immunization requirements before they enter or attend any public or private school in the state. It allows exemptions for medical, personal, or religious reasons. If a student is exempt from immunizations, an Immunization Exemption form is available in Student Services.

1.13 Scholarship/Financial Aid Fraud

Unfortunately, there are many scam artists that prey on innocent students. You should never pay for scholarship searches or financial aid searches. Each year the U.S. Department of Education receives numerous complaints from students and parents who are victims of fraud. The official website for the Free Application for Federal Student Aid is www.fafsa.ed.gov. For more information on reporting Fraud and Identify Theft, please contact the financial aid office.

1.14 NSLDS & Loans

NSLDS is the National Student Loan Data System database of information about loans and grants awarded to students under Title IV aid. Students may view their personal student loan or grant information at the website www.nslds.ed.gov by logging in with their PIN. Students must never share their PIN with any other entity. For more information regarding the NSLDS website, please contact Jennifer Key, financial aid coordinator.

1.15 Misrepresentation

SOTC prohibits employees from making false and erroneous statements to students, prospective students, and any member of the public, accrediting agencies, or the Department. The U.S. Department of Education takes misrepresentation seriously, and if a school engages in any type of misrepresentation regarding its programs, charges, or employability, it may revoke SOTC’s participation agreement, impose limitations, deny participation, or initiate a proceeding against the institution.