

**Southern Oklahoma Technology Center****OPE ID: 01034200**

The Southern Oklahoma Technology Center (Southern Tech) financial aid office counsels with students, parents and others regarding financial aid availability and eligibility. Southern Tech participates in two grant programs, the Federal Pell Grant and the State Oklahoma Tuition Aid Grant as well as some other grants, scholarships and outside sponsorships.

This manual:

- Sets forth the institution's policies in regard to student financial aid and describes the procedures which are taken to implement these policies
- Provides general procedures to ensure for a systematic and consistent approach that may be taken in the operation of all programs ensuring that similar operations will be handled in a uniform manner
- Provides quick reference to various practices
- Facilitates the orientation and training of personnel when changes occur

Federal regulations mandate that institutions have written policies and procedures. The purpose of this document is to record policies and procedures surrounding the delivery of financial aid at Southern Tech. If no policy or procedure addresses a given issue, the Financial Aid Coordinator is expected to use professional judgment based upon the intent of all financial aid programs and practices.

Southern Tech provides occupational training for high school students, for persons who have completed or left high school, and for persons employed but who need training or retraining to achieve stability or advancement in employment. The financial aid office works in conjunction with Student Services to help students complete their program successfully.

The fundamental **purpose** of the financial aid office is to provide assistance for financially disadvantaged students who, without such aid, would be unable to further their education.

Our **philosophy** is to help the students receive financial assistance from the sources Southern Tech has available in order to meet their cost of attendance.

**The future is yours at Southern Tech!**

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## **CONSUMER INFORMATION**

The following information is available to enrolled students, parents of enrolled students, prospective students, current employees, and prospective employees in accordance with federal statute:

Located on our website at [www.sotech.edu/consumer-information](http://www.sotech.edu/consumer-information) you will find ***Southern Tech's Consumer Information Guide***. The information listed below can be located in the first section of the Guide from 1.1.1 to 1.15 and on our website.

Contents of the guide and the General Consumer Information Disclosure include information on the following:

- Facilities – including name, location, faculty and programs
- Entities that License and Accredit
- Rights and Responsibilities of Recipients
- Family Educational Rights and Privacy Act (FERPA)
- Student Services Available
- Financial Assistance Available
- Satisfactory Academic Progress
- Refund Policies
- Verification Policies and Procedures
- Drug and Alcohol Policies
- Drug and Alcohol Prevention Program
- Student Completion, Graduation, Placement, Retention, & Diversity
- Campus Security
- Copyright Infringement & Peer to Peer File Sharing Policies
- Textbook Information & Opt Out Policies
- Constitution Day and Voter Registration
- Vaccination Policies
- Scholarship/Financial Aid Fraud
- National Student Loan Data System (NSLDS) & Loans
- Return to Title IV Worksheets and Sample Calculations
- Expected Family Contribution (EFC) Formula
- Misrepresentation

For more details regarding consumer information, or to request a hard copy of the guide or disclosure, contact Terri Downs, Financial Aid Coordinator, at ext. 8235 or [tdowns@sotech.edu](mailto:tdowns@sotech.edu).

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Institutional Overview, Administrative Capability, Institutional Eligibility and General Provisions

Full-time Programs are offered between the hours of 8:00 a.m. to 3:45 p.m. Monday through Friday with the exception of the Practical Nursing Program and the Cosmetology and Esthetician Evening Programs. The Health Careers facility for PN students is open Monday through Thursday 8:00 a.m. to 8:00 p.m. and Fridays 8:00 a.m. to 4:00 p.m. Evening Programs are held from 5:00 p.m. to 9:30 p.m. Monday through Thursday and 10:00 a.m. to 4:00 p.m. on Saturdays, if applicable.

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 Technical Center District No. 20  
DBA – Southern Tech  
2610 Sam Noble Parkway  
Ardmore, OK 73401  
(580) 223-2070  
[www.sotech.edu](http://www.sotech.edu)

**Southern Tech does not discriminate on the basis of race, color, national origin, gender, age or disability in admission to its programs, services, activities, in access to them, in treatment of individuals, or in any aspect of their operations, including hiring and employment.**

**This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Question, complaints, or requests for additional information regarding these laws may be forwarded to:**

**Southern Tech Superintendent  
2610 Sam Noble Parkway  
Ardmore, OK 73401**

**Voice 580-222-2070  
Monday – Friday 8:00 a.m. – 4:00 p.m.  
This notice available in large print, on audio tape, and in Braille**

## Institutional Overview, Administrative Capability, Institutional Eligibility and General Provisions

Building Name	Sq. Ft. – Office/ Classroom	Sq. Ft. - Shop	Total Sq. Ft.
<b>Engineering Technology, Bldg. 600</b> Mechatronics, CAD Architecture and Mechanical , 3D-CNC Machining	10,187	12,748	22,935
<b>Auto Mechanics, Bldg. 800</b> Auto Service Technology	2,689	11,977	14,966
<b>Stone Hall, Bldg. 100</b> Student Services, Medical Office, Video Production, Graphic Design, Testing, Math, HR, Pre-Engineering Cosmetology, Bursar, IT, Administration, Conference Center and Bio Tech	69,802		69,802
<b>Building 300</b> Construction Technology, Welding	6,189	14,800	20,989
<b>Building 900</b> HVAC Technology, Campus Services, Heavy Equipment Operation	6,113	14,487	20,600
<b>Business Development Center Bldg. 200</b>	10,586		10,586
<b>Diesel Technology, Bldg. 700</b>	2,640	10,817	13,457
<b>Health Careers, Bldg. 1000</b> Practical Nursing, Dental Hygiene and Health Careers	21,024		21,024
<b>Bldg. 1100</b>	10,600		10,600
<b>Industrial Training, Bldg. 500</b> Business and Industry Training	11,099		11,099
<b>Collision Center, Bldg. 400</b> Auto Collision Technology	2,900	8,440	11,340

## 1.1.2 Faculty and Career Majors

### Computer Aided Design Architecture \_\_\_\_\_ Anthony Bilyeu

#### Description

Have you ever thought about becoming an architect? Or perhaps you see yourself as an interior designer who creates beautiful spaces. In this course, students use the same computer software that professionals use. The course is designed to present students the ergonomics of the workplace, basic drafting, professional development, creation of a professional portfolio, and the fundamentals of software. The computer software is meant to assist students in their goals of becoming a designer in just about any field – from stage design to architectural engineering. Students with an interest in self-paced learning (commonly found in college and university settings), drawing/sketching, math, working with computers, and hands-on experience would benefit from this career major. The course equips students with knowledge and skills to perform in basic, professional workforce settings. This course specializes in architecture/interior design and engineering - all of which will lead to many other careers.

#### Program Details

##### Computer Aided Design – AC

Fundamentals of CADD 120

Architecture CADD 120

Principles of CADD 165

Drawing & Document Management 90

Presentation Graphics Animation 200

CAD Architectural Level 1 65

CAD Architectural Level 2 65

CAD Architectural Level 3 65

CAD Architectural Level 4 65

CAD Architectural Level 5 65

Workforce Staging 30

##### **Total Hours 1050**

*Estimated time to complete (Full Time) 1 year*

*Estimated time to complete (Half Time) 2 years*

#### Targeted Certifications and/or Credentials

AutoCAD Certified User, Auto Desk Revit Certified User

***Certifications may vary by Program and are subject to change without notice.***

#### Employment Options

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

Architect, Architectural Designer, Architectural Drafter, Architectural Draftsman, Architectural Intern, CAD Technician (Computer-Aided Design Technician), Drafter, Draftsman, Intern Architect, Project Manager – Approximate Pay Potential: \$16-38/Hour.



**Carpentry and Cabinetmaking Programs****Robby Adams****Description**

Building is booming all over- locally, statewide, and nationally- and this program will prepare students for employment in the fields associated with the residential and commercial construction trades. During the course of these programs, students will learn safety related topics, blueprint reading, materials estimating, framing and cabinetmaking, interior and exterior finishing. Students will also have the opportunity to put these newly learned skills to work while they construct a house from the ground up. Students will earn several certifications as they progress through the program, these certifications are listed under Certifications and/or Credentials.

**Carpentry Program Details****Construction Technology Fundamentals**

Exterior Finishing 120

Interior Finishing 120

Internship/Green Building, remodeling and mechanical systems 75

Introduction to Carpentry 90

Site Layout/Plan Reading 75

Structural Framing 120

**Total Hours 600***Estimated time to complete (Half Time) 1 year**Estimated time to complete (full time) .5 year***Cabinetmaking Program Details**

Cabinet Construction 240

Internship/Alternative Cabinetmaking Methods 75

Introduction to Cabinetmaking 90

Machining, Joinery and Finishes 120

Reading Plans (Prints, Sketches, Drawing) 75

**Total Hours 600***Estimated time to complete (Full Time) 1 year**Estimated time to complete (Half Time) .5 year***Targeted Certifications and/or Credentials**

National Center for Construction Education & Research (NCCER) Core, Career Tech (CT) Construction Trainee, OSHA 10-hour Card, Power Actuated Card, NCCER Level 1, CT Frame Carpenter, NCCER Cabinet Module, Cabinet Making.

***Certifications may vary by Program and are subject to change without notice.***

**Employment Options**

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

Assembler, Cabinet Maker, Carpenter Foreman, Carpentry Foreman, Concrete Carpenter, Construction Superintendent, Construction Worker, Foreman, Framing, Production Worker – Approximate pay potential: \$12-38/hour.

## HVAC Technology \_\_\_\_\_ Travis Southerland

### Description

Graduates of this program keep our workplaces and living quarters heated and cooled efficiently. They maintain and install the equipment that keeps our food fresh or frozen in our supermarkets. Students learn the skills that prepare them to work as heating, air conditioning, and/or refrigeration technicians. This class may be substituted for up to two years of the three years required in the apprenticeship for the Mechanical Journeyman's License. Environmental Protection Agency (EPA) certification for refrigerant handling is also available.

### Program Details

#### HVAC Technology Fundamentals

Fundamentals of HVAC 255

Electrical, Motors and Controls 135

Refrigeration Systems components 135

#### **Total Hours 525**

*Estimated time to complete (Half Time) 1 year*

#### HVAC Technology Advanced

Fundamentals of HVAC 255

Electrical, Motors and Controls 135

Refrigeration Systems Components 135

Air Conditioning Systems 255

Heating Systems 135

Capstone 135

#### **Total Hours 1050**

*Estimated time to complete (Full Time) 1 year*

*Estimated time to complete (Half Time) 2 years*

### Targeted Certifications and/or Credentials

Environmental Protection Agency (EPA) Section 608 Technician Certification, Career Tech (CT) Process Piping Technician, CT HVAC Technician. ***Certifications may vary by Program and are subject to change without notice.***

### Employment Options

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

A/C Tech; HVAC Installer; HVAC Mechanic; HVAC Service Tech; HVAC Service Technician; HVAC Specialist; HVAC Technician; HVAC Technician; Service Technician; Systems Mechanic – Approximate Pay Potential: \$13-35/Hour.

**Heavy Equipment Operation** \_\_\_\_\_ **Brian Brown****Description**

The Heavy Equipment Operation Program is designed with NCCER (National Center for Construction Education & Research) standards nationally recognized by employers in the construction, earthmoving, and excavation Industries. Students will learn to operate heavy equipment through in -the-seat operation of several types of heavy equipment and through classroom instruction that includes simulators.

**Program Details****Heavy Equipment Operation**

Construction Core 145

HEO Level 1 380

HEO Level 2 260

HEO Level 3 265

**Total Hours 1050**

*Estimated time to complete (Full Time) 1 year*

*Estimated time to complete (Half Time) 2 years*

**Targeted Certifications and/or Credentials**

National Center for Construction Education & Research (NCCER) Core, NCCER Dump Truck, NCCER Backhoe, NCCER Dozer, NCCER Excavator, NCCER Skid Steer, NCCER Level 1, NCCER Loader.

***Certifications may vary by Program and are subject to change without notice.***

**Employment Options**

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

Back Hoe Operator, Engineering Equipment Operator, Equipment Operator, Heavy Equipment Operator, Loader Operator, Machine Operator, Motor Grader Operator, Operating Engineer, Operator, Track Hoe Operator – Approximate Pay Potential: \$13-38/Hour.

**Graphic Design** \_\_\_\_\_ **Julie McClennahan****Description**

In the Graphic Design program here at Southern Tech, students learn and apply the fundamentals of various design software applications (such as Adobe Illustrator, Photoshop, and InDesign). Other skills and techniques this program will cover are image editing, computer vector drawing, page layout, screen printing, binding/finishing, digital photography, and much more! Student will gain valuable knowledge and experience by participating in challenging real world projects and assignments typical of the graphic design industry.

**Program Details****Graphic Design Fundamentals**

Design Basics 120

Fundamentals of Technology 120

Digital Illustration 120

Introduction to Digital Editing 120

Capstone I 45

**Total Hours 525**

*Estimated time to complete (Half Time) 1 year*

**Graphic Design Advanced**

Design Basics 120

Fundamentals of Technology 120

Digital Illustration 120

Introduction to Digital Editing 120

Capstone I 45

Advanced Desktop Publishing and Graphic Design 120

Advanced Digital Editing 120

Print Production 120

Career Portfolio Development 120

Capstone II 45

**Total Hours 1050**

*Estimated time to complete (Full Time) 1 year*

*Estimated time to complete (Half Time) 2 years*

**Targeted Certifications and/or Credentials**

Career Tech (CT) Fundamentals of Technology, CT Graphic Design, Adobe Certified Associate (ACA) Visual

Communication Using Adobe Photoshop, ACA Graphic Design and Illustration with Adobe Illustrator, ACA Print and Digital Media Publishing Using Adobe InDesign. **Certifications may vary by Program and are subject to change without notice.**

**Employment Options**

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

Artist, Creative Director, Creative Manager, Design Director, Designer, Graphic Artist, Graphic Designer, Online Producer, Production Artist, Publications Designer – Approximate Pay Potential: \$11-39/Hour.

## Description

Experience the best of three quickly growing career areas--business management, information technology and health care—all in one! Students develop and apply computer application skills as they learn to integrate and use technology to perform business office procedures and management for health care practices. Join other medical office professionals with training necessary to support medical professionals by developing skills in these areas: medical terminology, anatomy, electronic health records, health insurance, patient billing, medical coding and HIPAA compliance. Instruction is designed so students experience hands-on training by completing real-world business or health projects and mastering use of electronic health record systems used in medical facilities. Additionally, students have an opportunity to train with other medical office professionals by completing an internship hosted at area facilities. Students can earn CMAA (Certified Medical Administrative Assistant) certification and up to 15 hours of advanced college credit through Murray State College. High school students can also earn 2 computer science credits toward graduation requirements.

## Program Details

### Medical Office Fundamentals

Medical Office Procedures 120

Medical Terminology 120

Fundamentals of Technology 120

Fundamentals of Administrative Technologies 120

Career Major Capstone I 45

#### **Total Hours 525**

*Estimated time to complete (Half Time) 1 year*

### Medical Office Advanced

Medical Office Procedures 120

Medical Terminology 120

Fundamentals of Technology 120

Fundamentals of Administrative Technologies 120

Career Major Capstone I 45

Patient Billing 180

Medical Insurance 120

Electronic Health Record I 120

Career Major Capstone II 105

#### **Total Hours 1050**

*Estimated time to complete (Full Time) 1 year*

*Estimated time to complete (Half Time) 2 years*

## Targeted Certifications and/or Credentials

Career Tech (CT) Fundamentals of Technology, CT Administrative Medical Assistant, PSI - Medical Administrative Assistant, PSI - Certified Electronic Health Record Specialist.

***Certifications may vary by Program and are subject to change without notice.***

## Employment Options

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

Admissions Coordinator, Billing Coordinator, Health Unit Coordinator, Medical Office Specialist, Medical Secretary, Patient Coordinator, Physician Office Specialist, Unit Secretary, Unit Support Representative, Ward Clerk – Approximate Pay Potential: \$10-24/Hour.

**Medical Assisting** \_\_\_\_\_ **Robin Waters****Description**

Students will receive certification as a Registered Medical Assistant and Registered Phlebotomist. This course is accredited through the American Association of Medical Personnel for Registered Medical Assistant and Registered Phlebotomist.

**Program Details****Medical Assisting**

Introduction to Medical Assisting 30

Pathophysiology 75

Pharmacology 60

Medical Terminology 45

Clinical Applications I 75

Clinical Applications II 75

Clinical Experience 165

**Total Hours 525**

*Estimated time to complete (Half Time) 1 year*

**Targeted Certifications and/or Credentials**

American Association of Medical Personnel (AAMP) Registered Medical Assistant, AAMP Registered Phlebotomist

***Certifications may vary by Program and are subject to change without notice.***

**Employment Options**

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

Certified Medical Assistant (CMA), Chiropractor Assistant, Clinical Assistant, Doctor's Assistant, Medical Assistant (MA), Medical Office Assistant, Ophthalmic Technician, Optometric Assistant, Optometric Technician, Registered Medical Assistant (RMA) – Approximate Pay Potential: \$10-22/Hour.

**Dental Hygiene****Christy McCullers****Lindsey Hays****Description**

A registered dental hygienist (RDH) is a licensed healthcare professional, oral health educator and clinician who, as a cotherapist with the dentist, provides preventive, educational, and therapeutic services supporting total health for the control of oral diseases and the promotion of oral health. State licensure requirements mandate that a dental hygienist must graduate from an accredited dental hygiene education program. In addition to treating patients directly, dental hygienists may also work as educators, researchers, and administrators. The dental hygiene program is offered through a unique partnership with the University of Oklahoma (OU) and Southern Tech. Students receive lectures through interactive video-conferencing delivered live from the College of Dentistry, located in downtown Oklahoma City. All laboratory and clinical training are conducted at the new state-of-the-art dental hygiene clinic located at Southern Tech.

**Application**

**All curriculum, fees, application, etc. are processed through the OU Health Sciences Center College of Dentistry.** There are 60 hours of specified prerequisite coursework required prior to application of the program, which may be taken at any higher education institution. Once an applicant is awarded acceptance into the program, the dental hygiene curriculum is two years and is held on the Southern Tech campus. Upon graduation, students are awarded a Bachelor of Science degree in Dental Hygiene from the University of Oklahoma and are eligible to take examinations for licensure to practice as a registered dental hygienist (RDH). For the list of prerequisite coursework, transfer policies, forms, fees, admission statistics, and the entire application process, please visit [dentistry.ouhsc.edu](http://dentistry.ouhsc.edu).

**Program Details****Dental Hygiene**

Pediatric Dentistry 44  
 Dental Pharmacology 45  
 Geriatric Dentistry 44  
 General and Oral Histology 88  
 Dental Morphology 44  
 Clinical Dental Hygiene 88  
 Clinical Dental Hygiene Theory 45  
 Oral Diagnosis 88  
 Clinical Dental Hygiene Theory II 88  
 Head and Neck Anatomy 88  
 Applied Dental Materials 44  
 Oral Radiography I 130  
 Preventive Dentistry 130  
 Oral Radiography II 44  
 Dental Hygiene Research Methods 130  
 Dental Materials Science 44  
 Dental Hygiene Clinical Rotations I 44  
 Dental Hygiene Process of Care 44  
 Clinical Dental Hygiene III 260  
 Dental Hygiene Clinical Rotations II 44  
 Periodontics I 44  
 Dental Hygiene Senior Project Capstone 130  
 Dental Hygiene Practice Management 44

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**Institutional Overview, Administrative Capability, Institutional Eligibility and General Provisions**

Dental Ethics and Jurisprudence 44  
Advanced Clinical Dental Hygiene Practice 88  
Clinical Dental Hygiene IV 260  
Pain Control for Dental Hygiene Care 88  
Oral Pathology 176  
Periodontics II 44  
Community Health Issues in Dental 88  
Community Health Practicum 15  
Periodontics III 44

**Total Hours 2641**

*Estimated time to complete (Full Time) 2 years*

**Targeted Certifications and/or Credentials**

National Board of Dental Hygiene Exam.

***Certifications may vary by Program and are subject to change without notice.***

**Employment Options**

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

Dental Hygienist; Dental Hygienist, Mobile Coordinator; Education Coordinator; Hygienist; Implant Coordinator;  
Pediatric Dental Hygienist; Registered Dental Hygienist (RDH); Registered Dental Hygienist, Part Time Clinical Faculty –  
Approximate Pay Potential: \$16-48/Hour.



**Nurse Assisting****Kristi Inselman****Tracie Kelch, Becky Lyle****Description**

This program provides a study of Anatomy and Physiology incorporating Medical Terminology necessary for all levels of health careers: exploration of various health-related occupations; and certification in CPR/First Aid. Students will be introduced to the basic skills necessary for any medical profession. They have the opportunity to earn certifications as a Long-Term Care Certified Nursing Aide and Medication Administration Technician. This course is accredited through the Oklahoma State Department of Health. High school students will also receive a Lab Science credit for Anatomy & Physiology at their high school.

**Program Details****Nurse Assisting**

Long Term Care 120

Health Core 225

Medical Terminology/CPR &amp; First Aid 60

Anatomy 60

Physiology 60

**Total Hours 525***Estimated time to complete (Half Time) 1 year***Targeted Certifications and/or Credentials**

Career Tech (CT) Long Term Care Aide, CPR, First Aid, Medication Administration Technician (MAT).

***Certifications may vary by Program and are subject to change without notice.*****Employment Options**

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

Certified Medication Aide (CMA), Certified Nurse Aide (CNA), Certified Nurses Aide (CNA), Certified Nursing Assistant (CNA), Geriatric Nursing Assistant (GNA), Licensed Nursing Assistant (LNA), Nurses' Aide, Nursing Aide, Nursing Assistant, State Tested Nursing Assistant (STNA) – Approximate Pay Potential: \$9-18/Hour.

## Practical Nursing \_\_\_\_\_ Lisa Chronister, Amanda Shatwell Susie Morales, Heather Miller

### Description

Licensed Practical Nurses choose nursing to help others. They get an opportunity to serve people when they need the most assistance. As soon as a license is obtained, a practical nurse has many opportunities for employment in health care. Our 1463 clock hour program consists of 16 courses that include theory, laboratory practice and clinical experience. Students have up to 24 calendar months to complete the program. Our independent study program utilizes an internet based student learning management system to present courses in the form of modular plans of study that involve reading assignments, workbook activities, skills lab activities, computer assisted learning software, videos, course review sessions, discussion, special projects and guest speakers. Instructors act as facilitators/mentors to guide the student.

### Accreditation

Accreditation Commission for Education in Nursing and Oklahoma Board of Nursing

### Application

Enrollment for this career major is open to adults, 18 years of age or older with high school diploma or equivalent.

### Program Details

#### Practical Nursing

Medical Terminology/Anatomy & Physiology 165

Long Term Care Certified Nursing Assistant 91

Concepts of Nursing 40

Fundamentals of Nursing 160

Clinical I Basic Nursing 80

Pharmacology and IV Therapy Skills 50

Medical Surgical Nursing I & II 150

Clinical II – Medical Surgical Nursing (Part I) 192

Clinical III – Medical Surgical Nursing (Part II) 192

Pediatric Nursing 40

Maternal/Child Nursing 40

Clinical IV – Maternal/Child, Pediatric and Mental Health 88

Mental Health Concepts 40

Transition to Practice 15

Clinical V – Transition to Practice 120

#### **Total Hours 1463**

*Estimated time to complete (Full Time) 20 months*

### Targeted Certifications and/or Credentials

National Council Licensure Examination (NCLEX)-PN.

***Certifications may vary by Program and are subject to change without notice.***

### Employment Options

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

Charge Nurse; Clinic Licensed Practical Nurse (CLINIC LPN); Clinic Nurse; Licensed Practical Nurse (LPN); Licensed Practical Nurse, Clinic Nurse (LPN, Clinic Nurse); Licensed Vocational Nurse (LVN); Office Nurse; Pediatric Licensed Practical Nurse (PEDIATRIC LPN); Private Duty Nurse; Triage Licensed Practical Nurse (TRIAGE LPN) – Approximate Pay Potential: \$15-29/Hour.

## Description

Have you always had a talent for highlighting hair, giving the perfect manicure, or completing makeovers on all your friends? Southern Tech's cosmetology major could be the place for you. Students in this career pathway prepare for a career as a licensed cosmetologist, manicurist, or esthetician through a variety of hands-on training, video and multimedia presentations, guest speakers, lecture/discussion forums, small group activities, demonstrations and team training. Students are prepared to take the Oklahoma State Board of Cosmetology Exam. This two- to three-year career pathway is open to high school students and adults.

## Program Details

### Cosmetology – Adult

Theory 120

Hairstyling / Shampooing & Conditioning 245

Haircutting 245

Basic Manicure / Pedicure 120

Hair Texture Chemical Restructuring 265

Hair Coloring 120

Basic Facials 265

Professional Development 125

Safety 45

### **Total Hours 1550**

*Estimated time to complete (Full Time) 1.5 years*

*Estimated time to complete (Half Time) 3 years*

*Evening Estimated time to complete 2 years*

## Targeted Certifications and/or Credentials

Oklahoma State Board of Cosmetology and Barbering – Cosmetologist

***Certifications may vary by Program and are subject to change without notice.***

## Employment Options

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

Barber Stylist, Beautician, Cosmetologist, Hair Dresser, Hair Stylist, Hairdresser, Hairstylist, Manager Stylist, Master Cosmetologist, Stylist – Approximate Pay Potential: \$8-24/Hour.

**Description**

Have you always had a talent for highlighting hair, giving the perfect manicure, or completing makeovers on all your friends? Southern Tech's cosmetology major could be the place for you. Students in this career pathway prepare for a career as a licensed cosmetologist, manicurist, or esthetician through a variety of hands-on training, video and multimedia presentations, guest speakers, lecture/discussion forums, small group activities, demonstrations and team training. Students are prepared to take the Oklahoma State Board of Cosmetology Exam. This two- to- three-year career pathway is open to high school students and adults.

**Program Details****Cosmetology – High School**

Safety 45

Theory 120

Hairstyling / Shampooing &amp; Conditioning 120

Haircutting 120

Basic Manicure / Pedicure 120

Hair Coloring 140

Basic Facials 120

Hair Texture Chemical Restructuring 140

Professional Development 125

**Total Hours 1050***Estimated time to complete (Half Time) 2 years***Targeted Certifications and/or Credentials**

Oklahoma State Board of Cosmetology and Barbering - Cosmetologist

***Certifications may vary by Program and are subject to change without notice.*****Employment Options:**

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

Barber Stylist, Beautician, Cosmetologist, Hair Dresser, Hair Stylist, Hairdresser, Hairstylist, Manager Stylist, Master Cosmetologist, Stylist – Approximate Pay Potential: \$8-24/Hour.

**Description**

This major is subject to space availability and pre-requisite approval. This major prepares students to become licensed estheticians who provide skin care, make-up and non-permanent hair removal services to customers. Students receive classroom instruction on functions of the skin and skin structures, disorders, and diseases along with hands-on training in cleansing and massage, makeup application, and facial treatments. Included are cosmetology laws, rules and regulations, and salon development. To obtain state licensing, students must complete 600 hours of instruction and pass the Oklahoma State Board of Cosmetology written and practical exams. High school students may spend additional hours in training beyond the school year to meet state licensing requirements and for program completion within one year.

**Program Details****Esthetician**

Cosmetology Laws, Rules & Regulations 40

Facial Sciences: Histology, Dermatology, and  
Physiology of the Skin 180

Facials 200

Introduction to Esthetician Technology 80

Non-Permanent Hair Removal 40

Salon Development – Esthetician 60

**Total Hours 600**

*Estimated time to complete (Full Time) .57 years*

*Estimated time to complete (Half Time) 1.14 years*

*Evening estimated time to complete (Full Time) 1 year*

**Targeted Certifications and/or Credentials**

Oklahoma State Board of Cosmetology and Barbering - Esthetician

***Certifications may vary by Program and are subject to change without notice.***

**Employment Options**

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

Aesthetician, Clinical Esthetician, Esthetician, Facialist, Lead Esthetician, Medical Esthetician, Skin Care Specialist, Skin Care Technician, Skin Care Therapist, Spa Technician – Approximate Pay Potential: \$9-29/Hour.

**Nail Technician** \_\_\_\_\_ **Kristal McCathern****Description**

This major is subject to space availability and pre-requisite approval. This major prepares students to become licensed nail technicians who provide manicures, pedicures, nail coloring, and nail extensions to customers. Students receive classroom instruction on composition, disorders and diseases of the nails and skin as well as hands-on training in the basic fundamentals of manicures and pedicures, artificial nails, and nail art. Included are salon development and cosmetology laws, rules, and regulations. To obtain state licensing, students must complete 600 hours of instruction and pass the Oklahoma State Board of Cosmetology written and practical exams. High school students may spend additional hours in training beyond the school year to meet state licensing requirements and for program completion within one year.

**Program Details****Nail Technician**

Artificial Nails 160

Cosmetology Laws, Rules &amp; Regulations 40

Introduction to Nail Technology 40

Manicures 80

Nail Art 60

Nail Structure: Composition, Disorders &  
Diseases 60

Pedicures 80

Salon Development 80

**Total Hours 600***Estimated time to complete (Full Time) .57 years**Estimated time to complete (Half Time) 1.14 years***Targeted Certifications and/or Credentials**

Oklahoma State Board of Cosmetology and Barbering – Nail Technician

***Certifications may vary by Program and are subject to change without notice.*****Employment Options**

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

Manicurist, Nail Technician, Pedicurist – Approximate Pay Potential: \$8-16/Hour.

**Master Instructor** \_\_\_\_\_ **Kristal McCathern**

## Description

This major is subject to space availability and pre-requisite approval. This major prepares students to become licensed as qualified teachers of cosmetology theory and practice in industry as well as in public or private institutions. Students receive training in teaching methods, course outlining and development, and appropriate evaluation techniques. Included are law, beauty school management, and record keeping. To obtain state licensing, students must complete 1000 hours of instruction and pass the Oklahoma State Board of Cosmetology written and practical exams.

## Program Details

### Master Instructor

Course Outline and Development 330

Introduction to Teaching 120

Law, Beauty School Management, and Record Keeping 90

Orientation and Review of Cosmetology

Curriculum 60

Practice Teaching in the Classroom and Clinic 250

Teaching and Assisting in the Classroom and Clinic 150

### **Total Hours 1000**

*Estimated time to complete (Full Time) 1 year*

*Estimated time to complete (Half Time) 2 years*

## Targeted Certifications and/or Credentials

Oklahoma State Board of Cosmetology and Barbering – Master Instructor

***Certifications may vary by Program and are subject to change without notice.***

## Employment Options

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

Barber Stylist, Beautician, Cosmetologist, Hair Dresser, Hair Stylist, Hairdresser, Hairstylist, Manager Stylist, Master Cosmetologist, Stylist – Approximate Pay Potential: \$8-24/Hour.

## Institutional Overview, Administrative Capability, Institutional Eligibility and General Provisions

**Video Production****Dayna Stephens****Description**

Those with a creative eye and a sense of imagination can learn how to apply technology combined with the newest media to create an explosion of media content! Hollywood's tools of the trade can be learned through the Digital Video Production Class. Whether you are directing the next Sci-Fi Thriller, Hip Music Videos or a side-tickling comedy, great editing requires great tools! Industry standard software such as Premier Pro and Final Cut Pro are used to bring your story to life. Through the Digital Video program, students can use technology and software including soundboards, switchers, and HD Cameras to complete state of the art projects both on location and in our Green Screen Studio. With tools like these, the possibilities are endless. Classroom projects may include: Stop-Motion, Commercials, PSA's, Theme Videos, Music Videos, Live Action Events; Broadcasts, Short Films as well as industry projects for clients.

**Program Details****Video Production Fundamentals**

Fundamentals of Technology 120

Digital Media Production 120

Introduction to Video/Audio/Lighting Equipment 90

Introduction to Video Editing 60

Basic Video Special Effects 45

Introduction to Animation – 2D 45

Capstone Project 45

**Total Hours 525***Estimated time to complete (Half Time) 1 year***Video Production Advanced**

Fundamentals of Technology 120

Digital Media Production 120

Introduction to Video/Audio/Lighting Equipment 90

Introduction to Video Editing 60

Basic Video Special Effects 45

Introduction to Animation – 2D 45

Capstone Project 45

Non-Linear Editing 120

Broadcast/Studio Production 75

Special Effects/Lighting – Advanced 80

Introduction to Animation – 3D 100

Video for Web &amp; Apps 75

Capstone II Project 75

**Total Hours 1050***Estimated time to complete (Full Time) 1 year**Estimated time to complete (Half Time) 2 years***Targeted Certifications and/or Credentials**

Career Tech (CT) Editor, CT Fundamentals of Technology, CT Producer, CT Production Assistant, Adobe Certified Associate (ACA) Video Communication with Premier Pro.

***Certifications may vary by Program and are subject to change without notice.***

**Employment Options**

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

Assistant Film Editor, Editor, Film Editor, News Editor, News Video Editor, News Videotape Editor, Non-Linear Editor, Online Editor, Video Editor, Videographer – Approximate Pay Potential: \$11-44/Hour.



## 3D – CNC Machining \_\_\_\_\_ Stephen Hadwin

### Description

The 3D – CNC Machining program will provide the student a comprehensive level of understanding of the industrial machining processes that are currently used in the manufacture of the following, but not limited to; aerospace, medical, automotive, petroleum, telecommunications, electronics and Gunsmithing products. The student will gain knowledge and proficiency in DFM (Design of Manufacture) processes using SolidWorks and AutoDesk Fusion 360 CAD/CAM software. In addition, the student will be required to setup automated machine tools including the use of various tooling and fixtures that are used extensively in industry. Basic knowledge of materials, machine tools and metrology methods will be incorporated in their studies to determine optimum speeds and feeds necessary to make parts that are repeatable and reproducible. Students completing this course can easily acquire 4 or more nationally recognized credentials specific to metalworking.

### Program Details

#### 3D – CNC Machining Fundamentals

Measurement, Materials and Safety 135

Job Planning, Benchwork and Layout 135

Basic CNC Milling Operator 135

Basic CNC Turning Operator 120

#### **Total Hours 525**

*Estimated time to complete (Half Time) 1 year*

#### 3D – CNC Machining Advanced

Measurement, Materials and Safety 135

Job Planning, Benchwork and Layout 135

Basic CNC Milling Operator 135

Basic CNC Turning Operator 120

CNC Milling Programming, Setups and Operations 135

CNC Turning Programming, Setups and Operations 135

Manual Mills and Drill Presses 135

NIMS Manual Lathes and Grinders 120

#### **Total Hours 1050**

*Estimated time to complete (Full Time) 1 year*

*Estimated time to complete (Half Time) 2 years*

### Targeted Certifications and/or Credentials

National Institute for Metalworking Skills (NIMS) – Computer Numerically Controlled (CNC) Milling: Operations; CNC Turning: Operations; CNC Machining Center Operation; Job Planning, Benchwork and Layout; Measurement, Materials and Safety; CNC Turning: Programming Setup & Operations; Drill Press Operator; Drill Press Skills 1; Grinding Skills 1; Manual Milling Skills 1; Lathe Operator. **Certifications may vary by Program and are subject to change without notice.**

### Employment Options

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

CAD CAM Programmer, CNC Machine Operator, CNC Machining Center Operator, CNC Machinist, CNC Operator, CNC Programmer, Machine Shop Lead Man, Machining Manager, Process Engineer, Programmer – Approximate Pay Potential: \$16-38/Hour.

**Computer Aided Design – Mechanical \_\_\_\_\_ Anthony Bilyeu****Description**

Have you ever thought about becoming an engineer? Or perhaps you see yourself as an inventor who designs something to help people in everyday life. In this course, students use the same computer software that professionals use. The course is designed to present students the ergonomics of the workplace, basic drafting, professional development, creation of a professional portfolio, and the fundamentals of computer software. The computer software is meant to assist students in their goals of becoming a design engineer in just about any field - from electrical technician to manufacturing engineer. Students with an interest in self-paced learning (commonly found in college and university settings), drawing/sketching, math, working with computers, and hands-on experience would benefit from this career major. The course equips students with knowledge and skills to perform in basic, professional workforce settings. This course specializes in engineering - which will lead to many other careers.

**Program Details****Computer Aided Design – MN**

Fundamentals of CADD 120

Engineering CADD 120

Principles of CADD 165

Drawing &amp; Document Management 90

Manufacturing CADD 120

Advanced Presentation Graphics Animation 80

CAD Mechanical Level 1 65

CAD Mechanical Level 2 65

CAD Mechanical Level 3 65

CAD Mechanical Level 4 65

CAD Mechanical Level 5 65

Workforce Staging 30

**Total Hours 1050***Estimated time to complete (Full Time) 1 year**Estimated time to complete (Half Time) 2 years***Targeted Certifications and/or Credentials**

AutoCAD Certified User, AutoDesk Inventor Certified User

***Certifications may vary by Program and are subject to change without notice.*****Employment Options**

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

CAD Designer (Computer Aided Design Designer), CAD Operator (Computer Aided Design Operator), CAD/CAM Specialist (Computer Aided Design/Computer Aided Manufacturing Specialist), Design Drafter, Designer, Drafter, Installation Drafter, Mechanical Designer, Mechanical Drafter, Project Designer – Approximate Pay Potential: \$16-38/Hour.

**Description**

This career major will prepare students to become an Automated Systems Technician. These technicians install and operate robotics and related automation, industrial electricity while learning the fundamentals of manufacturing. Mechatronics is the combination of mechanical engineering, electronic engineering, computer engineering, software engineering, control engineering and systems design engineering in order to manufacture useful products.

**Program Details****Mechatronics Fundamentals**

Basics of Electricity 120  
 Industrial Equipment Safety 45  
 Electrical Connectors & Hand Tools 30  
 Electrical Schematic and Blueprint Reading 60  
 Industrial Electricity 60  
 Motor Theory & Operation 30  
 Programmable Controller Interfacing 90  
 Workforce Staging 30  
 Electrical Distribution 60

**Total Hours 525**

*Estimated time to complete (Half Time) 1 year*

**Mechatronics Advanced**

Basics of Electricity 120  
 Industrial Equipment Safety 45  
 Electrical Connectors & Hand Tools 30  
 Electrical Schematic and Blueprint Reading 60  
 Industrial Electricity 60  
 Hydraulics 30  
 Mechanical Drives 30  
 Motor Control Wiring 90  
 Motor Theory & Operation 60  
 PLC Interfacing 90  
 PLC Programming 90  
 Pneumatics 30  
 Electrical Distribution 60  
 Automated Industrial Systems 90  
 Principles of Welding 45  
 Workforce Connection 120

**Total Hours 1050**

*Estimated time to complete (Full Time) 1 year*

*Estimated time to complete (Half Time) 2 years*

**Targeted Certifications and/or Credentials**

Electrical Systems, Maintenance Operations, Career Tech (CT), Electronics Assembler, Electrical Control Systems, Process Control Systems, Basic Mechanical Systems, Basic Hydraulic Systems, Basic Pneumatic Systems, Maintenance Welding, Multimeter – SnapOn – NC3. **Certifications may vary by Program and are subject to change without notice.**

**Employment Options**

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

Automation Technician, Electrical and Instrumentation Technician (E and I Technician), Electronics Technician, Field Service Technician, Instrument Specialist, Instrumentation Technician – Approximate Pay Potential: \$14-41/Hour.

**Welding****Jason Sampson****Description**

Knowing how to weld is a skill that almost everyone might find useful at some point in time. For those students who would like to make a career out of welding, this career pathway provides them with the specialized training and techniques found in industrial welding environments. Students are provided the opportunity to become state certified welders. Our instructor is a welder and knows what you need to be successful!

**Program Details****Welding Fundamentals**

Introduction to Welding 72.5

Welding Level 1 285

Welding Level 2 Fundamentals 167.5

**Total Hours 525***Estimated time to complete (Half Time) 1 year***Welding Advanced**

Introduction to Welding 72.5

Welding Level 1 285

Welding Level 2 Fundamentals 167.5

Welding Level 2 Advanced 60

Welding Level 3 465

**Total Hours 1050***Estimated time to complete (Full Time) 1 year**Estimated time to complete (Half Time) 2 years***Targeted Certifications and/or Credentials**

Oklahoma Welder Certification, Certified Welder.

***Certifications may vary by Program and are subject to change without notice.*****Employment Options**

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

Aluminum Welder, Fabrication Welder, Fabricator, Fitter/Welder, Maintenance Welder, Mig Welder, Sub Arc Operator, Welder, Welder-Fitter, Welder/Fabricator – Approximate Pay Potential: \$13-30/Hour.

## Description

Do you love "hands-on" science labs and enjoy details and research? This career pathway provides juniors and seniors in high school with real experience in biotechnology techniques and theory and prepares them for continuing education in biotechnology degree programs or related fields. Recommendations for this program include an overall GPA of 2.0 or above, with successful completion of Algebra I and Biology I and a love of science.

## Program Details

### Introductory Biotechnology

AP Biology 120

Biotechnology I 120

Biotechnology II 120

Survey of Biotechnology 165

**Total Hours 525**

*Estimated time to complete (Half Time) 1 year*

### Advanced Biotechnology

Advanced Biotechnology I 120

Advanced Biotechnology II 120

AP Environmental Science 120

Biotechnology Capstone 165

**Total Hours 525**

*Estimated time to complete (Half Time) 1 year*

## Targeted Certifications and/or Credentials

Based on Florida's secondary Industrial Biotechnology Program - Biotechnician Assistant Credentialing Exam (BACE)

***Certifications may vary by Program and are subject to change without notice.***

## Targeted Advanced Placement (AP) Exams

AP Biology; AP Environmental Science

## Employment Options

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

Biological Science Laboratory Technician, Biological Technician, Environmental Technician, Laboratory Technician, Research Assistant, Research Associate, Research Specialist, Research Technician, Resource Biologist, Wildlife Biology Technician – Approximate Pay Potential: \$10-33/Hour.

**Description**

The Pre-Engineering Program offers students a broad overview of the various fields of engineering including: chemical, civil, petroleum, environmental, electrical, mechanical, computer, and industrial. It also provides a dynamic, activity-based, interactive learning environment that inspires ingenuity and creativity. Students who plan to pursue an engineering degree or take advanced math and science courses in college will benefit from the curriculum taught in this program. Due to the accelerated pace and increased rigor of the advanced math and science courses, students entering the Pre-Engineering Program should be hard-working and highly motivated to be successful.

**Program Details****Pre-Engineering**

PLTW Introduction to Engineering Design 120

PLTW Principles of Engineering 120

Geometry (option course) 120

Trigonometry / Pre-Calculus (option course) 120

Algebra II (option course) 120

Pre-AP Calculus (option course) 120

AP Calculus AB (option course) 120

AP Calculus BC (option course) 120

Pre-AP Chemistry (option course) 120

AP Chemistry (option course) 120

Pre-AP Physics (option course) 120

AP Physics B (option course) 120

AP Physics C-Electricity & Magnetism 120

AP Physics C-Mechanics (option course) 120

PLTW Digital Electronics 120

PLTW Computer Science and Software

Engineering (option course) 120

PLTW Computer Integrated Manufacturing

(option course) 120

PLTW Civil Engineering and Architecture

(option course) 120

PLTW Biotechnical Engineering 120

(options course)

PLTW Aerospace Engineering (option course) 120

PLTW Engineering Design and Development 120

Pre-Engineering Capstone I 45

Pre-Engineering Capstone II 45

**Total Hours 1050**

*Estimated time to complete (Half Time) 2 years*

**Targeted Certifications and/or Credentials**

Autodesk Inventor Certified User. *Certifications may vary by Program and are subject to change without notice.*

**Targeted Advanced Placement (AP) Exams**

AP Chemistry, AP Calculus, AP Physics

**Employment Options**

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

This program is designed for students who plan to attend college and pursue a degree in engineering, math, science, or pre-med.

**Description**

Auto Collision technology is changing as fast as the electronics in this country. We are faced with new car design using new metals, plastics and carbon fiber and don't forget the computers and software. Students in this program will gain knowledge in non-structural repair, plastic repair, and welding, refinishing and structural repair. This class will use on-line curriculum from I-Car and hands on in the shop. This program is accredited from the National Automotive Technicians Education Foundation (NATEF). Students will be given an ASE test two times per year. We do support WorkKeys and SkillsUSA to help students gain employment opportunities and skills.

**Program Details****Auto Collision Technology Fundamentals**

Introduction to Auto Collision 180

Non-structural Repair 195

Mig Welding 150

**Total Hours 525**

*Estimated time to complete (Half Time) 1 year*

**Auto Collision Technology Advanced**

Introduction to Auto Collision 180

Non-structural Repair 195

Mig Welding 150

Refinishing Preparation 270

Blending and Paint Defects 255

**Total Hours 1050**

*Estimated time to complete (Full Time) 1 year*

*Estimated time to complete (Half Time) 2 years*

**Targeted Certifications and/or Credentials**

Automotive Service Excellence (ASE) Student – Collision Repair and Refinish (CRR): Non-Structural Analysis & Damage Repair, CRR: Painting & Refinishing, CRR: Mechanical & Electrical Components, CRR: Structural Analysis & Damage Repair; I-Car Certificate of Training.

***Certifications may vary by Program and are subject to change without notice.***

**Employment Options**

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

Auto Body Man, Auto Body Repair Technician, Auto Body Repairer, Auto Body Repairman, Auto Body Technician, Autobody Technician, Automotive Painter, Body and Frame Man, Body Man, Body Technician – Approximate Pay Potential: \$8-30/Hour.

**Auto Service Technology** \_\_\_\_\_ **Scott Webb****Description**

Careers relating to the automotive service industry are the focus of these career pathways that were once called "auto mechanics." The course of study allows advanced students to participate in work-site learning to gain additional work experience. Instruction is meaningful, flexible, and adaptable to the needs of the industry, allowing students to enter the job market with broad transferable skills. The hands-on practice of working on projects adds to each student's experience in this rapidly advancing field of automotive technology. The training program is aligned with the updated 2017 National Automotive Technicians Education Foundation (NATEF) standards.

**Program Details****Auto Service Technology Fundamentals**

Introduction to Auto Service 45  
 Brakes Systems 120  
 Electrical/Electronics Systems 120  
 Steering/Suspension Systems 120  
 Heating and Air Conditioning Systems 120

**Total Hours 525**

*Estimated time to complete (Half Time) 1 year*

**Auto Service Technology Advanced**

Introduction to Auto Service 45  
 Brakes Systems 120  
 Electrical/Electronics Systems 120  
 Steering/Suspension Systems 120  
 Heating and Air Conditioning Systems 120

Engine Repair 131

Engine Performance 131

Auto Transmissions & Transaxles 132

Manual Transmissions 131

**Total Hours 1050**

*Estimated time to complete (Full Time) 1 year*

*Estimated time to complete (Half Time) 2 years*

**Targeted Certifications and/or Credentials**

Auto Service Technology (AST): All Auto Service Excellence (ASE) Student - AST: Automatic Transmission/Transaxle, AST: Brakes, AST: Electrical & Electronics, AST: Engine Performance, AST: Maintenance and Light Repair, AST: Manual Drive Train & Axles, AST: Suspension & Steering, Brakes Technician ***Certifications may vary by Program and are subject to change without notice.***

**Employment Options**

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

Auto Technician, Automobile Technician, Automotive Service Technician, Automotive Technician, Master Automotive Technician, Master Technician, Mechanic, Shop Foreman, Truck Technician – Approximate Pay Potential: \$8-30/Hour.



**Diesel Technology** \_\_\_\_\_ **Jeff McCathern****Description**

Ever wonder who keeps all those big trucks up and running on I-35? It could very well be graduates of this program. In this class, students prepare for careers in the diesel service industry through hands-on experience coupled with mechanical theory related to medium- and heavy-duty over-the-road trucks.

**Program Details****Diesel Technology Fundamentals**

Introduction to Diesel 45  
 Preventive Maintenance 120  
 Steering/Suspension Systems 120  
 Brakes 120  
 Drive Train 120

**Total Hours 525**

*Estimated time to complete (Half Time) 1 year*

**Diesel Technology Advanced**

Introduction to Diesel 45  
 Preventive Maintenance 120  
 Steering/Suspension Systems 120  
 Brakes 120  
 Drive Train 120  
 Diesel Engines 262.5  
 Electrical/Electronics 262.5

**Total Hours 1050**

*Estimated time to complete (Full Time) 1 year*

*Estimated time to complete (Half Time) 2 years*

**Targeted Certifications and/or Credentials**

Medium Heavy Truck (MHT): All Auto Service Excellence (ASE) Student MHT: Suspension & Steering; MHT: Brakes; MHT: Diesel Engines; MHT: Electrical/Electronics. ***Certifications may vary by Program and are subject to change without notice.***

**Employment Options**

*The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.*

Bus Mechanic, Diesel Mechanic, Diesel Technician, Fleet Mechanic, General Repair Mechanic, Mechanic, Service Technician, Trailer Mechanic, Transit Mechanic, Truck Mechanic – Approximate Pay Potential: \$13-30/Hour.

## PN SELECT-----Tracie Kelch Description

The PN Select program is designed to provide students the foundational courses that prepare them to enter the Practical Nursing Program offered at Southern Oklahoma Technology Center. The total hours for PN Select is 525 hours delivered over 2 semesters. The Practical Nursing Program provides the comprehensive coursework that prepares students to become a Licensed Practical Nurse (LPN), an important member of the health care team. While enrolled in the PN Select program students will complete foundational coursework, learn the role of the LPN and how to care for a variety of patients in a face to face instructional setting. The students are required to attend class for 3 hours each day for 2 semesters. Students that complete the PN Select program successfully will be admitted into the Practical Nursing Program and will receive 525 hours of advanced standing in the 1463 hours Practical Nursing program.

### Program Details

Academic Skills 16

Advanced Medical Terminology & Anatomy and Physiology 126

Nursing Skills 288

Pharmacology 96

**Total Hours 525**

*Estimated time to complete (Full Time) .5 year*

*Estimated time to complete (Half Time) 1 years*

### Application

Applicants must complete a Southern Tech Application for Admission. Additional information and applications are available at the Southern Tech campus and online at [www.sotech.edu](http://www.sotech.edu). Enrollment for this program is open to partner ing High Schools (juniors/seniors) and Adults. High School students are free. Adults Student (in district) \$2.50 per hours; Adult Student (out of district) \$5 per hour; and Adult Student (out of state) \$7.50 per hour. Additional costs may include books, supplies and mics. Fees. Financial aid and scholarships are available for qualifying students. This program is not eligible for the Pell Grant.

Certifications: Medication Administration Technician (MAT), National Career Readiness Certification (NCRC): WorkKeys, Certifications may vary by

Program and are subject to change without notice

Adults (Half Time) 8:00-11:00 AM or 12:45-3:45 PM; Adults (Full Time) 8:00-11:00 AM and 12:45-3:45 PM; High School Students 8:00-11:00 AM or 12:45-3:45 PM

The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed. Caregiver, Certified Nursing Assistant (CNA), Home Care Aide, Home Health Care Provider, Medication Aide, Patient Care Assistant (PCA), Personal Care Aide, Personal Care Assistant (PCA), Personal Care Attendant (PCA), Resident Care Assistant (RCA) – Approximate Pay Potential: \$8-16/Hour(source: <https://www.onetonline.org/link/summary/39-9021.00>): Hourly United States, Oklahoma, High \$14.98 - \$18.57, Median \$11.44 - \$13.23, Low \$9.58 - \$9.94

### 1.1.3 Entities that License and Accredit

Southern Tech is accredited by the Oklahoma State Board of Career and Technology Education, Oklahoma State Department of Education, and the Oklahoma Department of Veterans Affairs State Accrediting Agency (ODVA SAA).

Oklahoma State Department of Health, American Association of Medical Personnel, Oklahoma Board of Nursing (OBN), Accrediting Commission for Education in Nursing, Inc. (ACEN), National Automotive Technicians Education Foundation (NATEF a branch of ASE), Partnership for Air-Conditioning, Heating, Refrigeration Accreditation (PAHRA), National Center for Construction Education and Research (NCCER), and Oklahoma State Board of Barbering and Cosmetology

Any student wishing to review documents describing the institution's 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' rights 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
- 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
- Attend scheduled classes
- Report changes in contact information to the Student Services Department
- Contact/Notify Student Services before withdrawing or changing enrollment status
- Ask questions if you do not understand the enrollment or financial aid process
- Complete the required paperwork requested by the enrollment office and financial aid office

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

It is the policy of Southern Oklahoma Technology Center (Southern Tech District Policy EF) that FERPA guidelines are followed. Southern Tech 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 authorized 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 education records maintained by the school.
- The right to request a correction to the student's education records which they believe to be inaccurate or misleading.
- The right to provide written consent before Southern Tech discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Southern Tech staff to comply with the requirement of FERPA

Southern Tech may disclose, without consent, information from a student's education record to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school

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- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law may disclose, without consent, directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. A nondisclosure request may be filed by the parent or student.

Any questions concerning parental and/or student rights and responsibilities under FERPA should be referred to the Deputy Superintendent, Dr. Eric Ward.

Our full FERPA policy may be viewed on our website, [www.sotech.edu](http://www.sotech.edu), or a printed copy may be requested from the Superintendent's office. Additional information regarding FERPA may be reviewed at [www2.ed.gov](http://www2.ed.gov).

### **1.1.6 Student Services**

#### I. Services to Students with Disabilities

It is the policy of Southern Oklahoma Technology Center (Southern Tech District Policy EE) that special accommodations are available for students with disabilities. Southern Tech 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 Dianna Fisher, Student Services Director, at (580) 224-8263 or [dfisher@sotech.edu](mailto:dfisher@sotech.edu).

#### II. Testing and Assessment

Lyndsey Wallace is our Assessment Assistant and provides various testing for students. These tests include: Accuplacer, TABE (8<sup>th</sup> grade reading exam), Accuplacer (ATB exam), My Next Move – interest inventory, OKCareerTech competency tests, HCP tests (Health Career Projects), EPA test, State Merit exams, WorkKeys, GED, Certiport IC3 (Internet and Computing Core Certification) exams, ASE (Automotive Service Excellence), and NIMS (National Institute Metalworking Skills). For more information, contact Lyndsey Wallace at (580) 224-8202 between the hours of 8:00 a.m. and 4:00 p.m.

### III. Adult Education and Literacy

Students over the age of 19 are referred to Bobby Upshaw, Ardmore Director of Adult Education and Literacy, at (580) 221-3001, Ext. 251 or bupshaw@ardmore.k12.ok.us.

### IV. Academic Enhancement

Southern Tech's academic enhancement instructors provide services to help students be successful in their program of study. Sandy Babcock 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, Ms. Babcock can be reached at (580) 224-8271, and Mr. Shade can be reached at (580) 224-8374.

### V. Counseling Available

Whitney Elmore and Shelly Lewis are available to assist high school students with all counseling needs. Shannon McElroy is responsible for adult advisement. Terri Downs 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, Attendance Clerk, at (580) 224-8204.

### VI. College Services

#### Cooperative Alliance Programs/Prior Learning Assessments (PLA)

Students may receive college credit through national and state assessments and Prior Learning Assessments (PLA) as available through Oklahoma Higher Regents, Oklahoma State Department of Education and Oklahoma Department of CareerTech Education. For more information, contact Shelly Lewis at (580) 224-8304.

## **1.2 Financial Assistance Available**

### **1.2.1 Title IV Program Assistance: General Conditions of Eligibility**

Southern Tech participates in the Title IV Federal Pell Grant Program and the State Oklahoma Tuition Aid Grant (OTAG) program. Both financial aid awards are determined from information submitted by the student on the Free Application for Federal Student Aid or FAFSA. Southern Tech does not participate in any student loans.

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In general, a student is eligible to participate in the Federal Pell Grant program if the student:

- Is a regular student enrolled or accepted for enrollment at an eligible institution for the purpose of obtaining a degree or certificate in an eligible program offered by the institution
- Has a high school diploma or its recognized equivalent and is not simultaneously enrolled in an elementary or secondary school.
- Is a U.S. citizen or national, a U.S. permanent resident or other eligible noncitizen, or is a citizen of the Freely Associated States: the Federated States of Micronesia, and the Republics of Palau and the Marshall Islands. These students can only receive aid from some of the FSA programs and do not have an A-number/ARN.
- Has a valid and correct Social Security Number or, in the Freely Associated States of Micronesia, Marshall Islands and Palau, a CPS assigned identification number.
- Is registered with the Selective Service, if required.
- Does not have any disqualifying drug convictions
- Is not in default on any Federal student loans.
- Does not owe an overpayment on a Federal Grant or loan, or a state grant received at any institution.
- Has not exceeded the annual or aggregate federal grant and/or loan limits.
- Does not have property subject to a judgement lien for debt owed to the United States
- Certifies, by signing a Statement of Educational Purpose, that she/he will use federal and/or state student financial aid only to pay for educational costs;
- Is maintaining satisfactory academic progress (SAP) according to the standards of the program and the institution
- Has provided acceptable documentation to resolve any discrepancies and/or to complete selection for verification.
- Has financial need, if applicable
- Will not receive Federal and/or State financial aid from two or more institutions concurrently or from two or more programs concurrently.

A student's eligibility for Title IV aid could be affected by, but is not limited to, such factors as: Student identification, residency status, secondary education completion, school transfers, prior attendance, concurrent enrollment, withdrawals, awards exceeding the cost of attendance, annual and aggregate grant and loan limits, default or overpayment of Federal or State grants or loans, satisfactory academic progress, conflicting information, NSLDS financial aid history, unusual enrollment history (UEH), prior degrees, enrollment status, remedial coursework, correspondence study, distance education courses, incarceration or conviction for drug offenses, and lifetime eligibility use (LEU) of grants and loans.

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Institutional Overview, Administrative Capability, Institutional Eligibility and General Provisions**1.2.2 Definition of a Regular Student and Special Student for Title IV eligibility**

A person must be admitted as a regular student who is enrolled or accepted for enrollment in an eligible program at an eligible institution for the purpose of obtaining a degree or certificate offered by the school to receive Federal Student Aid

**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 its recognized equivalent, be beyond the age of compulsory school attendance in the state in which the school is physically located, or have met the statutory exemptions for compulsory school attendance and (b) complete admission requirements and assessments including academic achievement and career interest. A student who is dually enrolled in high school and a school of higher education (beyond high school) is not eligible for Title IV Federal student aid.

**Special Student with Ability to Benefit**

A student who does not possess a high school diploma or its recognized equivalent is classified as an Ability to Benefit student, and is not eligible to receive Title IV Student Financial Aid assistance unless the student meets the alternative requirements to show an alternative ability to benefit.

Students may become eligible for Title IV aid through the ability to benefit (ATB) alternatives in one of two ways: 1) if the student first enrolled in an eligible postsecondary program prior to July 1, 2012, the student may enroll in any eligible program and can become eligible through one of the ATB alternatives or 2) after July 1, 2012 the student must be enrolled in an eligible career pathway program and meet one of the ATB alternatives.

An eligible career pathway program is a program that combines rigorous and high quality education training with other services. These programs include workforce preparation activities and training for a specific occupation or occupational cluster and align with the skill needs of the U. S. state or region in which the school is located.

If the Department of Education or Southern Tech has reason to believe a high school diploma may not be valid or obtained from a proper entity, the student's self-certification is not sufficient. A diploma, a final transcript showing all courses taken, a verification from the State Department of Education, consultation with other post-secondary institutions, comparable documents and finally the services of companies that determine the validity of credentials. There is no appeal process if the school is unable to validate a transcript or diploma.



## Institutional Overview, Administrative Capability, Institutional Eligibility and General Provisions

**1.2.3 How to Apply for Federal Financial Assistance**

To apply for assistance from the following Title IV and State Programs, a student must complete the Free Application for Federal Student Aid (FAFSA) online at [studentaid.ed.gov/h/apply-for-aid/fafsa](http://studentaid.ed.gov/h/apply-for-aid/fafsa). Computers are available in our testing center for students who do not have access to a computer. The first time a student (and parent, if student is a dependent) applies for federal aid a username and password are created. This username and password will be required for continued access and renewal of the student's FAFSA in the future and should be guarded in a safe place.

Students who attend Southern Tech may apply through the FAFSA for:

1. Federal Pell Grant
2. Oklahoma Tuition Aid Grant (OTAG) – this state grant requires early application (asap on or after October 1st) and is awarded on a first come first served basis for limited state funds. (cutoff date varies each year)

Items usually needed to complete the FAFSA: Income information, (i.e. federal income tax returns, W-2's, untaxed income amounts) driver's license or ID number, social security number and date of birth, balances of cash, checking and savings accounts, and asset information. A transcript of your tax return can be requested at [www.irs.gov](http://www.irs.gov)

Students, and parent (if student is dependent), are required to sign the FAFSA. By signing the FAFSA the student is certifying that the funds received will be used for the cost of attending a higher education institution (tuition, fees, books, transportation, and living costs) and that the student is not in default on a student loan or has made satisfactory arrangements to repay it, does not owe money back on a Federal student grant or has made satisfactory arrangements to repay it, will notify Southern Tech if defaulted on a Federal student loan, and will not receive a Federal Pell Grant from more than one institution of higher education for the same period of time (concurrent attendance).

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

Students may use their password to virtually sign the application or may print the signature page and mail it in. **The student's password is unique to them and should not be shared or disclosed with anyone and should be stored in a safe place for renewal of application in subsequent years.**

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**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 average 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 Expected Family Contribution or EFC is a measure of how much the student and his or her family can be expected to contribute to the cost of the student's education for the year. The EFC is calculated according to a formula specified in the law. All the data the CPS uses to calculate the EFC comes from the information the student provides on the FAFSA. The EFC formula uses many variables, including income, assets, the number of persons in the household and the number of those attending college for the award year. The law provides three different formulas to calculate the EFC: one for dependent students, one for independent students without dependents other than a spouse and one for independent students with dependents other than a spouse. Each formula has a simplified version which is basically the same as the regular formula except that asset information isn't considered in the calculation. The law also provides for an automatic EFC for some students based on income threshold. Items and formulas used can be obtained from the Financial Aid Office upon request.

**EFC Formula**

The Expected Family Contribution (EFC) is a measure of the amount a student and family can be expected to contribute to the cost of the student's education for the year. 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 calculated as specified by law and is used to determine the EFC and ultimately determine the need for aid from the following types of federal student financial assistance that Southern Tech participates in: Federal Pell Grants and Oklahoma Tuition Aid Grants. The methodology for determining the EFC is found in Chapter 2, Part F of Title IV of the Higher Education Act of 1965, as amended (HEA).

All data used to calculate a student's EFC comes from the information the student (and parent(s)) provides on the Free Application for Federal Student Aid (FAFSA) which is submitted to the

## Institutional Overview, Administrative Capability, Institutional Eligibility and General Provisions

Central Processing System (CPS) for processing. The CPS sends either an 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 the Financial Aid Coordinator for additional information.

### II. Use of Professional Judgment in Special Cases

Professional judgment is a discretionary decision or opinion reached on the basis of the experience of a financial aid administrator. The professional judgment decisions of Southern Tech 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: Unusual circumstances warranting change in dependency status, unusually high medical or dental expenses or a considerable change in income from the prior year to the current year. Professional Judgements and dependency overrides will be documented.

### III. Institutional Costs

Federal Student Aid awards are based on financial need. Determining a student's need starts with the Cost of Attendance. An average cost for different categories of students is determined and sets a limit on the total aid that a student may receive from certain Federal and State based programs.

#### A. Tuition (as of 1-1-2018)

In-District -	\$2.50 per clock hour
Out of District -	\$5.00 per clock hour
Out of State -	\$7.50 per clock hour

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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:

Student Activity Fee	\$ 25
PN enrollment fee	\$ 25
Average books, supplies & fees for most programs	\$ 300
Average books, supplies, fees for PN	\$ 2,100
Average books, supplies, fees for Cosmetology	\$ 456
Average books, supplies, fees for Esthetics	\$ 700

## C. Living Cost

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

## D. Student Budgets (established for the 20-21 award year)

INDEPENDENT STUDENT		DEPENDENT STUDENT	
9 Month	\$15,400	9 Month	\$8,500
18 Month	\$19,582	18 Month	\$12,682

Budgets are derived from the U.S. Department of Labor Statistic/Consumer Price Index and local rates. For detailed calculations, please see the financial aid office. Note: Southern Tech does not participate in student loans. Title IV Federal Pell Grants are need based programs.

IV. Prior Credit/Advanced Credit

If the student transfers and submits transcripts from another institution, the student may receive advanced credit for evaluated and approved coursework, which will reduce the amount of hours that it would take for them to complete the program. All military and civilian transcripts for VA students are required and will be evaluated to determine if the student should receive advanced credit. Students who complete one program at Southern Tech and enter another related program may receive advanced credit as well. Advanced credit is determined by the instructor and the Director of Student Services upon review of prior transcripts.

## Institutional Overview, Administrative Capability, Institutional Eligibility and General Provisions

**1.2.5 Title IV Programs and Other Programs Available**

Types of financial aid assistance available:

- Federal Pell Grants
- Oklahoma Tuition Aid Grant (OTAG)
- Veterans Educational Assistance
- Tribal Grants
- Rehabilitation Services
- Dislocated Worker Program (Workforce Investment Act)
- Scholarships, Southern Tech sponsored or third party, such as:
  - Otha Grimes/Francis Tuttle Scholarships
  - Noble Foundation Scholarships
  - Henry Bridge Memorial Scholarships
  - Aspire
  - Oklahoma's Promise
  - More (Ardmore Scholarship)
  - Anna Collins Franklin Foundation
  - Physician Manpower Nursing Scholarships
  - Workforce Oklahoma through Dynamic Workforce Solutions

**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 \$6,345 for the 2020-2021 award year to eligible post-secondary students enrolled in an eligible program at least half-time at an eligible institution.

**B. Application Procedures**

Students may apply by completing the Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.ed.gov/h/apply-for-aid/fafsa>. Students without a computer may use designated computers in Student Services or in the Testing Center to complete the FAFSA. Students may also use their mobile device to apply! Paper applications are no longer supplied. For assistance in completing the FAFSA, you may contact the Financial Aid Coordinator who will direct you to a TRIO Guidance Specialist. Within three (3) to five (5) days, the student will receive an eligibility notification 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).

Southern Tech will also receive an electronic transmission of the Student Aid Report which is known as an Institutional Student Information Record (ISIR). Transmissions are

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usually received within three (3) to five (5) days of the date the FAFSA is processed by the Central Processing System. Southern Tech only receives ISIRs for students who input Southern Tech'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 the 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 in and the 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 1.2.1, 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 or more than one program at a time.

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 prior loan(s) 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 program and length of time the student is enrolled
- Federal Pell Grant Payment Schedule (revised annually by the Dept. of Ed)

Southern Tech has set its academic year at 900 clock hours and 26 weeks of instruction.

### E. Method and Frequency of Disbursement

Southern Tech operates on clock hours and payment periods rather than credit hours and semesters. Tuition is charged and payment is due at the beginning of each payment period unless otherwise determined. Students receive their first payment as soon as the

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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 1<sup>st</sup> (first payments for first time students are delayed 30 days). Second payments are usually made within 2 to 3 weeks after students have *successfully* completed their first payment period. Payment dates vary depending on the program enrolled in 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. Southern Tech's Title IV approved programs range from 600 to 1550 hours with the majority of programs being 1050 hours. Pay periods for 600 hour programs are divided into two 300 hour pay periods. Pay periods for 1550 hour programs are divided into two 450 hour pay periods and two subsequent 325 hour pay periods for the remaining hours. Students are notified of their payment period hours and estimated payment dates through their award letter.

The financial aid office determines a student's award amount, determines the date and eligibility of disbursement and requests funds from the processor. The IT Data Tech determines the amount of the award to be credited to the student's charges and the amount, if any remaining, to be disbursed to the student to use for other expenses of their cost of attendance. The Business office draws grant funds through G5 and disburses funds to the students' accounts, issues checks and notifies instructors when checks are available for students to pick up at the Bursar's Window.

Students withdrawing from school prior to Southern Tech 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. However, if charges are still owed Pell may be applied and then a check issued for any remaining credit. According to the federal check disbursement policy, Southern Tech will collect applicable tuition and fees from the Pell disbursement before a check is issued to the student, unless prior arrangements have been requested and approved. Applicable outstanding book and supply charges and/or prior year charges will 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 or half-time student for tuition assistance.

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## B. Application Procedures

Students may apply for OTAG by completing the FAFSA at <https://studentaid.ed.gov/h/apply-for-aid/fafsa>. The FAFSA should be completed as soon as possible after October 1<sup>st</sup> of each year to meet the state deadline date for the upcoming award year. Funds are awarded on a first apply first serve basis and a cutoff date is established within a two to three month range after October 1 due to the limited amount of funds that can be awarded each year.

OTAG award claim forms are requested by Southern Tech 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 and is an Oklahoma resident as defined by OTAG. Once verification is completed, the Claim Form is returned to the OTAG office for processing and the issuance of an ACH payment made to Southern Tech. The disbursement records are forwarded to the Financial Aid office along with the names of the recipients. Disbursements coincide with Pell payments and are based on the lowest percentage of the hours/weeks attended each pay period.

## C. Eligibility Requirements

Students must meet the eligibility requirements outlined in Section 1.2.1, Title IV Programs of Assistance: General Conditions of Eligibility. Usually a student must be eligible for a Pell payment to be eligible for an OTAG payment. Students must be legal residents of the State of Oklahoma as defined 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 at the time of disbursement.

Students must have substantial need as determined annually in accordance with OTAG criteria. The general rule is that a student must be eligible for Pell to be eligible for OTAG.

Students must maintain satisfactory progress in his/her program.

## D. Criteria for Selecting Recipients

For priority consideration, students should complete and submit the FAFSA to the Federal Student Aid application system as soon as possible after October 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



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whether that student is offered an OTAG award. Awards are granted on a first processed first awarded basis to eligible students. Therefore, students should complete an application as soon as possible after October 1 prior to the award year for which they are attending.

For instance, if a student is applying for the 21-22 academic and award year, the student should complete the 21-22 FAFSA as soon as possible after October 1, 2020. The student should insure that their application is actually signed and submitted and a response has been received from the processor that the application has been completed and forwarded to the school(s) of choice. Additionally, the student should contact the Financial Aid Office at the school to insure the school has received a completed and printable institutional copy.

### E. Method and Frequency of Disbursement

Eligible recipients must be enrolled, attending and meeting satisfactory academic progress (SAP) to receive their check. OTAG checks are disbursed in conjunction with Pell payments for the applicable payment period for which the student has become eligible. Funds for OTAG are sent to the institution, and if no funds are owed to the school, a check, or a check for the credit balance after any payment for student charges, is disbursed to the student by the Bursar's office. This usually, but not always, occurs once in the fall semester and once in the spring semester at the beginning of the next payment period after SAP is checked. A student must be Pell eligible and is awarded on a prorated percentage basis of clock hours/weeks in the academic year. Students are awarded up to a maximum of \$500 per semester.

The Bursar, located in Stone Hall (Seminar Center area), disburses checks to students. Once all the checks have been distributed, the Financial Aid Coordinator returns a Disbursement and Accounting of Funds Report to OTAG confirming all funds have been issued or returned to OTAG if the student was determined to be ineligible.

OTAG awards are not offered retroactively.

## III. Other Financial Aid Programs

### A. Veterans Benefits

Veterans benefits provide a monthly allowance and/or tuition and fees to assist eligible veterans in meeting education and living expenses while in training. A certificate of eligibility (COE) is required along with Military and civilian education transcripts which are evaluated to determine if the veteran should receive any advanced credit. (See prior credit –Section 1.2.4, IV) Southern Tech's Financial Aid Office assists eligible Veterans by certifying enrollment through the VA-Once System. Eligibility is determined by the Department of Veterans Affairs for SAA approved education or training programs:

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Montgomery GI Bill Active Duty – (Chapter 30), Selected Reserve- (Chapter 1606), Reserve Educational Assistance Program (REAP), 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.va.gov/benefits](http://www.va.gov/benefits) or call 888-442-4551 Monday – Friday, 7am to 7pm Central Time. You can also contact the VA regional office at P.O. Box 888, 125 S. Main Str., Muskogee, OK 74402-8888 or by calling (800) 827-1000, Monday – Friday, 7:30am to 4pm Central Time. Other helpful websites are [www.VetSuccess.gov](http://www.VetSuccess.gov) and <https://iris.custhelp.com>, [www.gibill.va.gov](http://www.gibill.va.gov) or 1-888-442-4551.

#### B. Bureau of Indian Affairs

Students may contact their Tribal offices for assistance with payment of their education. Choctaw and Chickasaw representatives are available on the Southern Tech campus and can assist students with all necessary paperwork that the Tribe require. Grants usually provide funds for tuition and books and occasionally supplies and clothing allowances.

#### C. Rehabilitation Services

Students with disabilities may contact the Department of Rehabilitation Services, 333 W. Main Str., Ste. 430, Ardmore, OK, 580-226-1808 or visit [www.okdrs.org](http://www.okdrs.org) for assistance with payment of their education. Southern Tech’s Financial Aid Office can assist students with processing paperwork requirements.

#### D. Workforce Investment Act – WIA

This is a federal program of assistance. Students must be “economically disadvantaged,” unemployed or underemployed to qualify for this program. Eligible programs are approved by the state and a student must be full time to receive assistance. Jennifer Gill is the Career Navigator for Carter County in Oklahoma through Dynamic Workforce Solutions fund is located at the Ardmore Workforce Center, 2421 Autumn Run, Ste. B, Ardmore, OK, 580-332-1533. Southern Tech’s Financial Aid Office can assist students by providing applications and completing COTFs (certification of training funds).

#### E. Southern Tech Tuition Scholarships

Southern Tech offers tuition scholarships, with priority for in-district students, after all other means of financial assistance have been exhausted for up to one-half of the tuition due. To apply, students must first complete the FAFSA at <https://studentaid.gov.ed/h/apply-for-aid/fafsa>. These scholarships are made available

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through generous donations from the Noble Foundation and the Henry Bridge Memorial Trust.

**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. Student's should see the Financial Aid Coordinator for applications and deadlines.

**Noble Foundation Scholarships**

The Noble Foundation of Ardmore provides scholarship funds annually to be distributed to students with demonstrated need. Southern Tech awards these funds to students to help offset their tuition amounts beginning in the fall of each year until all funds are exhausted. Awards average \$200. Availability depends on funding from the Foundation and amounts are awarded depending on committee scored applications.

**Henry Bridge Scholarships**

Henry Bridge Memorial Trust money provides scholarship funds to students with demonstrated need. Southern Tech awards funds to these students to help offset their tuition amounts in the spring and fall of each year. Remaining funds are used for scholarships in the fall. Availability depends on funding from the trust and amounts vary depending on committee scored applications.

**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 Practical Nursing program. Students should see Brooke Baxter in the Practical Nursing Department for an application.

**Aspire**

Beginning in the Fall of 2020 Southern Tech will be offering an Aspire Scholarship. The Scholarship covers 100% of tuition for students, through the age of 23 and within 3 academic years of completing a secondary education, who meet the qualifications and do not have any other funds available to meet tuition costs. To apply, students must first complete the FAFSA at <https://studentaid.ed.gov/h/apply-for-aid/fafsa>.

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Applications for most scholarship are located in the financial aid office of Student Services and on the Financial Aid page of Southern Tech's web site. Contact the Financial Aid Coordinator for more information on scholarship applications and assistance.

Disclosure of financial assistance: Students must report all outside scholarships and assistance they have applied for, received or may receive to the Financial Aid Coordinator for consideration in the student's cost of attendance. Over-awards due to nondisclosure may result in a return of Federal funds, State Funds or in-house scholarships. Over-awards due to multiple sponsors may result in a return of Federal or other funds. The school is required to address, and the student will be responsible for, any and all debt incurred due to over-awards or conflicts due to multiple sponsors and scholarships.

### 1.2.7 Satisfactory Academic Progress (SAP)

#### I. Definition

To receive Title IV Federal Student Aid assistance, a student must be enrolled in and attending an approved program at least half-time, be considered a regular student in good standing and maintain satisfactory academic progress.

A regular student in good standing is initially defined as a student being eligible for admission (enrolled or accepted for enrollment) to an eligible postsecondary institution to obtain a degree or certificate. Admission at the postsecondary level is primarily demonstrated by submission of a valid high school diploma, GED or other recognized equivalent.

Continued eligibility is based on meeting the minimum standards as defined below in Southern Tech's Satisfactory Academic Progress Policy.

Southern Tech measures progress in clock hours and payment periods. SAP is determined at intervals (payment periods) and is reviewed 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 or attained them.

The length of the program, the student's enrollment status, assessments such as transfer credits and the defined academic and award year, determine the number of payment periods and the program completion date for each individual student. Depending on the Program 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 hours. A program with 1500 hours would have 2 payment periods of 450 and 2 payment periods of 300 hours.

Satisfactory Academic Progress (SAP) has a qualitative and quantitative requirement and is defined as the following:

- Student must maintain a cumulative “C” average or better for each payment period
- Complete payment period hours, weeks and coursework
- Student must complete curriculum within 110% 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. Southern Tech will allow a student to take up to 10% longer than the published length of the program to complete and still be regarded in good standing. However, the student 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 is enrolled in a 1050 hour program with 2 payment periods of 450 each and a final payment period of 150 hours. A student enrolled in a 1050 hour program must successfully complete the program within 1155 clock hours, an additional 105 hours ( $1050 \times 1.10\%$ ). However, the student may only receive financial aid for 1050 hours, the accredited hours for the program. A student must also complete a minimum number of clock hours each payment period to remain within the allowed total hours. ( $1050/1155 = 90\%$ ,  $450 \text{ hours} \times .90 = 405$  hours). If a student does not complete at least 405 hours during the payment period the student will not be able to complete in the allowed 1155 hours because the student would have already used up too many of the allowed additional hours prior to the scheduled end of the 110% allowed.

Thus, attendance is an important component toward successfully completing the program as well as meeting the SAP standards (qualitative and quantitative) to continue to receive Title IV Assistance.

Note: Satisfactory Academic Progress Policies and attendance policies apply to all adult whether they receive financial aid or not.

Leave of Absence – For students who have been granted a leave of absence, the period of absence will not be counted toward accumulated hours of absence, and no coursework or grades will be kept during the leave. The student will proceed with coursework at the point the LOA is ended. The student’s payment period and estimated completion date will be extended upon return. A student who does not return from an LOA will be administratively withdrawn after 5 days of no attendance or contact. The withdrawal date will be the last day of attendance before the student’s LOA beginning date.

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**Institutional Overview, Administrative Capability, Institutional Eligibility and General Provisions****II. Financial Aid Suspension and How to Re-Establish Eligibility**

Southern Tech's programs are designed to allow a student to achieve completion of their Program within a shorter period of time than other institutions of higher education. Therefore, the more common financial aid warning, probation and appeal process is not a feasible option when a student has not met Southern Tech's SAP Policy.

A student not meeting the SAP Policy at the end of a payment period will be suspended from receiving further financial aid and/or dismissed from the program. A student who loses Title IV aid eligibility will be required to pay any outstanding charges (Ex. tuition, books, supplies) for that payment period and must otherwise pay for subsequent payment periods until SAP is reestablished.

Students may re-establish eligibility by making SAP after the following pay period and then grant payments may be re-instated. Or the suspension may be appealed if unexpected or unavoidable circumstances have occurred and can be documented. The student will be notified in writing of a failed SAP status which will include instructions for an immediate appeal. The student must explain what has changed that will result in SAP at the next evaluation.

The Financial Aid Coordinator will review the appeal. In collaboration with one or more of the Instructor, the Adult Counselor and the Student Services Director, the FAC will determine whether to grant the appeal, reinstate any financial aid awards, and whether to place the student on probation with or without an academic plan. If the appeal is granted the student will be placed on probation for one payment period and the student may continue to receive Federal student aid, if reinstated, for the probationary period.

If a student does not appeal they can restore eligibility only by meeting the qualitative and quantitative components of the policy. Sitting out for a pay period or self-paying a period do not, in and of themselves, satisfy the requirements.

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 and attendance will be recorded and confirmed on Southern Tech's student accounting system and documented in weekly attendance reports to ensure that the student is enrolled in and attending an approved program on at least a half-time basis.

**B. Subsequent Pay Periods**

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If SAP (see section 1.2.7, 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 continue enrollment and to file an appeal.

### C. Continuing Students

Student's enrollment and attendance status will be checked weekly to ensure that they are still enrolled in and attending an approved program on at least a half-time basis.

## IV. Transfer Students and Transfer Credits

The SAP policy applies to students completing one program and enrolling in another. Students are responsible for progress in the 1<sup>st</sup> 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 110% policy outlined in section 1.2.7, subpart I.

If a student submits transcripts from a prior institution, or a VA student submits military transcripts or a student completed a prior program at Southern Tech, the Student Services Director and the Instructor will evaluate prior credits earned and determine if it is acceptable as advanced credit toward the new program. Evaluation of transcripts, plan of study and a crosswalk are performed and other information is obtained if needed and identified to determine eligible advanced hours. Students will not be required to repeat courses accepted as advance credit. An evaluation form is documented and signed and retained in the student's file.

## IV. Withdrawals and Incompletes

Withdrawals must be reported to and coordinated with Student Services. Withdrawal dates are determined by school policy and federal and state regulations. A student who does not officially withdraw will be administratively withdrawn after the 5<sup>th</sup> consecutive day of no attendance and no contact. The student's withdrawal date will be the last day of attendance.

Students are given a letter grade at the time of withdrawal. Students making SAP at the time of withdrawal and who 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.

**Institutional Overview, Administrative Capability, Institutional Eligibility and General Provisions**

If the student returns within 180 days, the amount returned to the government can be re-disbursed to the student.

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

If the student returns within 180 days, no additional payment would occur until the student has 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 again until all of the coursework previously paid for has been successfully completed. An incomplete grade for a payment period must be resolved within two weeks of the pay period end or the “I” will become an “F”. The same SAP policy applies to I’s, F’s and No-Grades.

#### 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 already completing. A student who completes one program and subsequently enrolls in an additional program may receive funds for the additional program no matter how much time has lapsed.

### **1.3 Refund Policy**

#### **1.3.1 School Refund Policy**

Tuition for post-secondary students enrolled in a full-time program is due and payable on or before the first day of each payment period unless a payment contract or other financial aid payment arrangements has been approved.

A post-secondary student must officially withdraw by contacting the Student Services Department.

To be considered for a refund, a post-secondary student must officially withdraw on or before the tenth (10<sup>th</sup>) scheduled day for a payment period not completed. If a student officially withdraws on or before the 10<sup>th</sup> day of a payment period not completed the student will be refunded 100% of the institutional charges for tuition, less enrollment fees, books, and supplies. After the tenth scheduled day of class for a payment period no institutional charges will be refunded.

Any withdrawal on or after the 11<sup>th</sup> scheduled day of a payment period may incur a debt to the school for which the student will be held responsible.



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In addition to Southern Tech's refund policy, students receiving Title IV funds or VA benefits are subject to the withdrawal policies of those government entities. A student with this type of funding may incur a debt directly with that entity and/or with the school if the school is required to return funds on behalf of the student. The student will be held responsible and must contact the Financial Aid Office to resolve any debt issues. See 1.3.2 Return of Title IV Funds below for details of the Return to Title IV process and calculation.

### Payment Period

Tuition is due and payments are made on a payment period basis. The payment period is the actual period of time for which an institution charges a student. A student must successfully complete the first payment period and meet the satisfactory academic progress (SAP) evaluation to progress to the next payment period. Since Southern Tech measures programs in terms of clock hours (and weeks), the number of payment periods and the number of hours in each payment period depends on the length of the program. FSA program disbursements are made on a payment period basis after a student's satisfactory academic progress is checked at the end of the prior payment period.

The academic year for Southern Tech's programs are measured in terms of hours and weeks, 900 hours and 26 weeks. For general purposes, if a program is one academic year or less the program is divided into two payment periods. If a program is more than one academic year, the rule for one academic year is applied first and the remaining portion is treated as a single payment period (if half a year or less) or two payment periods (if more than half a year). There can be, however, exceptions to this rule which should be reviewed and considered if applicable. (One exception is the Pell 150% rule.)

### **1.3.2 Return of Title IV Funds**

Title IV funds are awarded to a student under the assumption that the student will attend school as scheduled for the entirety of each payment period until the program is completed. The student is allowed to received Title IV funds in advance (at the beginning of the payment period) to assist with the cost of attendance.

When the Financial Aid Office (FAO) is notified of or presented with a voluntary or administrative withdrawal, the FAO performs a Return of Title IV Funds (R2T4) if the student received, or was scheduled to have received, a Title IV grant payment. When a student ceases to be enrolled prior to the end of a payment period or period of enrollment, the school is required to determine the percentage of earned and unearned portions of Title IV aid the student received or was scheduled to have received. The last scheduled day of the current payment period attended by the student determines the percentage point in the payment period.

If the student has completed 60.01% or more of the payment period they were paid, it is considered 100% earned. If the student has completed 60.00% or less and the amount disbursed is greater than the

## Institutional Overview, Administrative Capability, Institutional Eligibility and General Provisions

amount earned, the unearned amount of funds must be returned. If the student withdrew before payment was made, a pro-rated amount may be earned if the student is otherwise eligible and a post withdrawal disbursement may be made.

### Withdrawal Date

Southern Tech is a school that keeps (and is required to keep) attendance. Enrollment and attendance are monitored by report, review and follow up on a weekly basis. The Financial Aid Coordinator works with instructors, Directors and Student Services staff to determine a student's intent and status.

Official withdrawal- Student notifies the Student Services Department that he is withdrawing and an official withdrawal form is completed.

Unofficial withdrawal – Student stops attending and does not notify Southern Tech of their intent to withdraw or return. The Student is considered to have withdrawn after an absence of five (5) consecutive scheduled days of school with no contact (no call no show). Withdrawal date is the last day of attendance.

LOA - if a post-secondary student takes an allowed and approved leave of absence (LOA) and does not return on the indicated date or otherwise notify the Student Services Department, the student is considered to have withdrawn. The withdrawal date is the student's last day of attendance prior to the first day of the LOA.

Institutional charges – tuition, fees, books, supplies and other school assessed charges incurred by the student for enrollment in a program and for which the student is responsible.

Incomplete file- A student's file is considered incomplete due to missing, but required, signatures or documents, particularly for enrollment or verification and awards. Southern Tech will not pay a student until all required documentation is received and correctly verified. The student is initially given 15 days to respond to a verification request in order to receive an award and payment. Otherwise the student could owe a debt to the school.

Credit Balances – Credit balances are normally required to be paid to a student within 14 days. However, when a student withdraws during a payment period and a credit balance is created during the period, Southern Tech will not release the credit balance until a Return of Title IV Funds calculation has been performed. If a new or larger credit balance is created, it will be allocated as follows: 1) repay any grant overpayment owed by the student as a result of the current withdrawal within 14 days, 2) any remaining credit balance will first be used to pay authorized charges at the institution. 3) Finally, any funds remaining after that will be paid to the student.

### R2T4 Interaction with Refund Policy

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Although the school's refund policy may determine the charges a student will or will not owe after withdrawing, it does not affect the amount of Title IV aid the student has earned under the R2T4 calculation. However, the amount that is earned may be applied to outstanding charges. Institutional charges that were previously paid with Title IV funds may now become a debt the student is responsible for paying if the school is required to return all or a portion of those funds to Title IV.

### The R2T4 Calculation

The financial aid office performs the calculation by using the U.S. Department of Education's provided worksheet for clock hour programs or R2T4 on the Web. The period used for calculation is "payment period."

The FAO ascertains the withdrawal date and the date of determination that the student withdrew. The withdrawal date is the student's last scheduled day of attendance. The determination date is the first date the school learns the student has withdrawn or intends to withdraw. This date sets the timeline for any required notifications and return of funds.

Next the FAO determines the amount of Title IV aid that was disbursed and/or the amount of aid that could have been disbursed.

Then the FAO divides the number of hours the student was scheduled to attend up to and including the last scheduled day of attendance by the total number of hours in the payment period (scheduled breaks of at least five consecutive days are excluded). The result is the percentage of the payment period completed.

Dollars and cents are rounded to the nearest penny and final repayment amounts are rounded to the nearest dollar. Percentages are calculated to 4 decimal places and rounded to 3 decimal places with the exception of the 60% point as previously determined.

Southern Tech only participates in the Title IV Pell grant program. School charges usually consist of tuition and any fees charged. Occasionally other institutional charges may occur depending on the program enrolled in.

If the percentage calculated is 60.01% or more and the funds have been disbursed, the student is considered to have earned all of the Title IV funds received for that payment period. If the percentage calculated is 60.00% or less, the student is not considered to have earned all of the Title IV funds for that payment period. The FAO must continue to determine what amount must be returned.

### SAMPLE CALCULATION

John enrolled in a 1050 hour program at Southern Tech and received his first Pell grant payment of \$3173 for his first payment period of 450 hours. \$1,313 was deducted from his payment for tuition

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charges and John received a check for \$1,860 for other costs of attendance. However, John had to withdraw approximately half way through the first payment period after attending 200 scheduled hours.

- Determine the **percentage of aid earned** by calculating the percentage of the payment period that the student has completed -  $200 \text{ hrs.} / 450 \text{ hrs.} = 44.44\% (= < 60.01)$
- Determine the **amount of earned aid** by applying the percentage to the total Title IV aid that was disbursed –  $44.4\% \times \$3173 = \$1,408.81$
- Determine the **amount of aid unearned** aid to be returned by subtracting earned aid from disbursed aid -  $\$3,173 - \$1,408.81 = \$1,764.19$
- Determine the school's share and the sources from which it will be funded – (*Tuition and fees = \$1,313.00 = sources*),  $(100\% - 44.4\% = 55.6\% = \text{the unearned percentage of aid})$ ,  $(\$1,313 \times 55.6\% = \$730.03 = \text{the amount of the school's share of unearned funds that must be returned – this in turn is charged to the student's account})$ .
- Determine the student's share by subtracting the school's share from the amount to be returned –  $(\$1764.19 - \$730.03 = \$1,034.16)$ . Figure the grant protection which is half of the amount disbursed –  $(\$3,173 \times 50\% = \$1,586.50)$  Then subtract Grant protection amount from Student's share to return -  $\$1,034.16 - \$1,586.50 = \$0.00$
- If unearned funds must be returned, allocate unearned aid to programs from which student was funded -  $\$730.03(\text{the school's share})$  was returned to the Pell grant program from the student's school account leaving a balance due from the student to the school. *The student did not owe any funds directly to the government.*

### 1.3.3 Overpayments

If a student has not earned all of the Title IV funds for a payment period, it is called an overpayment. When determining whether a student has an overpayment Title IV funds are assumed to be applied first whether or not other types of aid may have been received.

The school and/or the student may have a responsibility for returning the funds. The school's share of the return is calculated first, then the student's, if any. The school must return its share of the unearned grant funds within 45 days after the withdrawal determination date. If a student should actually owe a share to be returned the school must notify the student within 30 days of determining such. The student will have 45 days to respond to the school with one of three (3) payment options or the student's overpayment will be reported to NSLDS and referred to the Default Resolution Group for collection.

Although there is an order of return for Title IV funds, the only fund Southern Tech participates in is the Pell Grant. The school returns Pell funds up to the net amount of funds disbursed.

Additionally, if a student received Title IV grant funds and Southern Tech is required to make a return of funds to Title IV, Southern Tech will notify the student of any incurred debt and ensuing unpaid balance. The student is responsible for paying institutional charges that were previously paid for with Title IV funds that must be returned by the school. The student must contact the Financial Aid Office to make arrangements for repayment. A hold will be placed on the student's account, including

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completion and certifications, and the student will not be able to obtain a transcript or re-enroll at Southern Tech until the debt has been repaid.

### 1.3.4 Post-Withdrawal Disbursement

If the student was eligible to receive earned funds but those funds have not yet been received, then the FAO must determine how much the student earned and may credit the student's post withdrawal grant funds to the student's account for current outstanding charges for tuition, fees, books, and supplies within 180 days or can disburse funds to the student within 45 days of the withdrawal determination date unless permission is given by the student to do otherwise.

#### Sample Scenario

Jane enrolled in a 1050 hour program and began attendance on August 11. She is scheduled to receive a Pell Grant payment of \$3173 and \$1313 will to be applied to tuition. However, payment is delayed 30 days for new students. Jane had to withdraw on August 31, after the 10 day window for a refund of tuition, but before Pell Grant was paid. A return to Title IV was calculated and a post-withdrawal disbursement was calculated to be \$104.71. This is the amount of Pell Grant Jane earned for the period of time she attended before she withdrew, since she did not complete the entire payment period. The school is permitted to credit the post withdrawal funds to Jane's account for the current charges that Jane is responsible for. After applying the Pell post-withdrawal amount, Jane still owes the school \$1,208.29.

### 1.4 Verification Policies and Procedures (34 CFR 668.53)

Southern Tech's financial aid office verifies 100% of all applications selected for verification by the Central Processing System (CPS). The Financial Aid Coordinator may select a student for verification for conflicting information or unusual circumstances, but not as a general rule. The student is notified in person or by mail of their selection for verification, the required documents needed for review and given 15 days to respond. The student is advised that payment of their financial aid can be delayed or cancelled if the documentation is not received in a timely manner.

If a correction is needed, the student will be notified in person or by mail if the correction results in a change to the EFC or Title IV amount paid. 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 items, Southern Tech'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. 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

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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, Southern Tech 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. Southern Tech reserves the right to perform an additional verification or request additional documents if the Financial Aid Coordinator requests it.

### **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 provides each year. Also, a "document tracking" letter is mailed with clear directions explaining what documentation is needed. Students have 15 days to respond to an initial request for verification documents and may be given an additional 15 days to respond to initial or subsequent requests. It is explained to the student that the award and disbursement will be delayed until verification is complete and changes will be made if discrepancies are found. Students who fail to respond or provide verification after the deadline will either not be eligible for a disbursement of funds or may receive a delayed disbursement.

If other documents are still missing, another "document tracking" letter is mailed. Documents are returned to the student if not signed by the appropriate person. Once all documents are received and complete, the Financial Aid Coordinator will review all the information. If the information is complete and correct, an award letter will be mailed to the student. All verification corrections will be made by the Coordinator online. If the change affects the student's EFC or Title IV amount, the student will be notified in person or by mail.

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

The student will be placed in one of three selection groups. The student will only be required to submit information for the group selected. For more information regarding the various verification groups, please see the Financial Aid Coordinator. The following items are data elements that the student (and spouse, if married, or parent, if dependent) might be asked to verify:

- Adjusted gross income
- U.S. income tax paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax exempt interest income
- Education credits
- Household size

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- Number in college
- Child support paid or received
- Income earned from work
- High School completion status
- Identity/statement of educational purpose

**1.4.3 Student Notification of Verification Change**

If a correction on the ISIR is needed which will affect EFC or Title IV award amount, the Financial Aid Office is authorized to make the changes and the student will receive an updated transaction of the report from the Central Processor. Any non-dollar item and any dollar item of \$25 or more on a verification will be submitted. The student will be notified of the results of the change in person or by mail.

Any subsequent changes to an ISIR received after an award is made are reviewed and addressed as appropriate.

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

- Death of the student.
- Not an Aid recipient.
- Applicant verified by another school.
- Selected for verification post enrollment and all disbursements already made.
- In some cases, for a spouse or parent (refer to the Student Handbook)
- In some cases for a declared natural disaster (refer to the Student Handbook)

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

It is policy and procedure for Southern Tech 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 as to 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 as soon as possible.

**1.4.7 Referral of Overpayment Cases**

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If the verification process reveals an overpayment has occurred, Southern Tech will make every reasonable effort to collect the overpayment. If Southern Tech 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 Southern Tech or receive a transcript until the charges have been paid.

### 1.4.8 Referral of Fraud Cases

If Southern Tech suspects that an applicant, employee, or other individual has misreported information and/or altered documentation to fraudulently obtain federal funds, Southern Tech will report its suspicions to the Office of the Inspector General (OIG).

## 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 School Board. Students or employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves and to others. The School 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.



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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.

The Financial Aid Coordinator reviews the Alcohol and Drug Prevention Program information provided to students and employees bi-annually to , update information provided, determine its effectiveness and 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.

### **DRUG AND ALCOHOL PREVENTION PROGRAM FOR THE SOUTHERN TECH CAMPUS AND WORKPLACE**

Southern Oklahoma Technology Center, as an educational and public service institution, is dedicated to providing a productive and secure environment for its students, employees, and visitors. The health, safety and welfare of all individuals on campus property and at sponsored activities are a vital concern. Recognizing that the influence and abuse of alcohol, drugs and controlled substances can lead to harmful and serious consequences, Southern Tech is committed to a program of prevention, assistance and discipline in a good faith effort to maintain an alcohol and drug free environment for students, employees and visitors.

Every student and employee is required to abide by District Policies as a condition of initial and continued enrollment and employment. This includes District Policies pertaining or related to Drugs and/or Alcohol. These policies can be located at [www.sotech.edu](http://www.sotech.edu) (on the Southern Tech website, click on *About Us* in the bar, then *Campus Public Safety* under *General Information* or click on *Quick Links* in the bar, then *Student Handbook* under *Students and Parents*. Employees should access *Sharepoint* the intranet, then *District Policies and Regulations* under *General Resources*. Every student and employee will be supplied an initial and an annual written distribution of the program through a common method available to each.

#### **Standards of Conduct**

The unlawful influence, use, possession, manufacture, distribution or dispensing of illicit drugs, controlled substances and alcoholic beverages by students and employees on campus property or at any of its activities on or off campus is expressly forbidden (except as prescribed or permitted by a qualified person, such as a physician, etc., permitted to administer controlled substances to treat an individual's physical or mental condition). Adherence to this policy is a condition of enrollment and employment. Continuing enrollment or employment following receipt of this policy constitutes acceptance of this policy by each student and employee.

#### **Legal Sanctions**

Southern Tech supports The Drug Free Workplace Act of 1988 (Public Law 100-690) and The Drug Free Schools and Communities Act of 1989 (Public Law 101-226). Federal, State and local laws provide for legal sanctions, including incarceration and monetary fines, for drug, substance abuse and alcohol violations. The Federal Uniform Controlled Substance Act sets penalties for violators with imprisonment from 5 to life and/or monetary fines of \$250,000 to \$75,000,000. Under Oklahoma Law conviction of drug violations is a felony with imprisonment one year to life and fines up to \$500,000. Driving while intoxicated or impaired in Oklahoma can result in incarceration, fines and suspension or revocation of driving privileges. City and County laws are similar and can include violations and punishment by more than one authority.

#### **Health and Other Risks**

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The use and abuse of illegal drugs, substances and alcohol can result in detrimental threats and consequences to the health, welfare and life and individuals and others around them. Risks include behavior changes, impairment of concentration, memory and judgment, distortion of reality, lack of motivation and coordination, accidents and injuries, aggressive and violent behaviors and acts, and physiological or psychological damage or dependence. More specifically drug and alcohol use and abuse can cause heart and respiratory failure, liver and nerve damage, depression, insomnia, cancer, seizures, coma and death. Other damaging risks include loss of student financial aid, repayment of Federal aid received, expulsion from school, termination of employment, criminal record, loss of career and professional opportunities, and forfeitures of licenses, possessions or property.

### Example list includes but is not limited to:

Alcohol (beer, wine, hard liquor) causes mental impairment and physical damage.  
 Amphetamines (speed, uppers, crank) are stimulants which speed up the nervous system.  
 Barbiturates (downers, Quaaludes, valium) are depressants which slow the nervous system.  
 Cocaine (crack) over stimulates the nervous system.  
 Hallucinogens (PCP, angel dust, LSD) interrupt brain function and control.  
 Cannabis (marijuana, hash, weed) impairs brain function and causes cancer.  
 Narcotics (heroin, morphine, Demerol, Percodan) produce euphoric feelings followed by malaise.

### **Assistance Programs**

Students and employees are provided with access to counseling services and assistance programs, whether voluntary or referred, for assessment, intervention, counseling and education of drug and alcohol use and abuse. Volunteer participation in these services is confidential and will not, alone, result in disciplinary action. Individual privacy will be maintained in any counseling rehabilitation process.

### Sources of assistance and services for counseling include:

Human Resources Employee Assistance – Contact JoAnn Simon, 580-224-8340  
 Student Services Student Counseling – Contact Dianna Fisher, 580-224-8263  
 National Addiction Hotline – free 24/7 1-888-459-5511  
     Free addiction and referral services in **English and Spanish** 24/7 1-800-662-4357  
     Helpline for information and substance abuse for **hearing impaired** 24/7 1-800-487-4889  
     Overdose Hotline for **emergencies** 24/7 – **call 911** in the United States  
     National **Suicide prevention** lifeline 24/7 1-800-273-8255  
 Alcoholics Anonymous local chapter - 580-223-1883, 935 Grand Ave., Ardmore, OK, [www.aa.org](http://www.aa.org)  
 Ardmore Alcohol and Drug Assessment Center - 580-490-3371, 117 W. Broadway, Ardmore, OK  
 Mental Health Services of So. Oklahoma - 580-223-5636, 2530 S. Commerce, Ardmore, OK  
 Oklahoma Families First, Inc. - 580-226-9388, 1301 Kiowa Street, Ardmore, OK, [www.offibhs.org](http://www.offibhs.org)

### **School Sanctions**

**Vaping and CBD storage, use and products are not allowed on campus or at school related functions, except as provided by District policies.**  
 Southern Tech will impose disciplinary sanctions on students and employees (consistent with local, State and Federal laws) up to and including expulsion of enrollment or termination of employment and referral for prosecution, for violations of the Standards of Conduct required by this Prevention Program and District Policies. It is within the discretion of Southern Tech to refer any violations to the appropriate authorities for criminal prosecution. Compliance, violations and disciplinary actions are outlined in the District's policies and sanctions may include, but are not limited to, reprimand, conduct probation, suspension, disciplinary leave, completion of a rehabilitative program, expulsion or termination. Students and employees are required to notify the Superintendent or his designee of any criminal drug statute conviction for a violation occurring in or on the premises of this District or while engaged in school activities or employment on or off campus no later than 5 days after conviction.

**Review** Southern Tech will review its Alcohol and Drug Prevention Program at least bi-annually to determine the effectiveness of the program, to implement any changes needed, and to ensure that its disciplinary sanctions are consistently enforced.

*Code of Federal Regulations, Title 34, Part 86, Subpart B, ss86.100*

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

Southern Tech 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. Southern Tech's School Resource Officer is Kerry Blankenship, Safety Coordinator. Southern Tech's policy is to report **ALL** crimes to campus administration.

- 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. Kerry Blankenship 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, VAWA (violence against women act) related offenses and incidents, and any other crimes involving bodily injury.

To view Southern Tech's campus security report go to <http://ope.ed.gov/security/>. For a paper copy of the report please contact the Financial Aid Coordinator. Southern Tech's annual Campus Public Safety document is located under General Information in the About Us section of the bar on our website.

- B. Emergency Response and Evacuation Procedures – Southern Tech has developed a comprehensive Emergency Preparedness Program for students and staff. Southern Tech 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 a practical, controlled experience to all employees. Southern Tech 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

## Institutional Overview, Administrative Capability, Institutional Eligibility and General Provisions

Disclosure of Campus Security Policy and Campus Crime Statistics Act.” Southern Tech 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 – Southern Tech, 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.

Southern Tech 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)

Southern Tech has developed a plan for the unauthorized distribution of copyrighted materials and peer to peer file sharing. It is located in Policy BJ of our District Policies and Regulations on Sharepoint. Students’ may also visit the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

### 1.9 Textbook Information & Opt Out Policy

Southern Tech does not have a campus bookstore. Most programs at Southern Tech provide a classroom set of textbooks for student use. Practical Nursing students are required to purchase books, and those books are also sold in the Health Careers building. Cosmetology students are also required to purchase books which are sold in the Cosmetology department. Southern Tech 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, Southern Tech 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

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Receptionist Desk where forms are readily available. Students may also visit the OK State Election Board website to request voter registration forms and submit completed forms in person at their County Election Board office.

### 1.11 Gainful Employment

Information reported on our website [www.sotech.edu](http://www.sotech.edu) under full time programs and at <https://nces.ed.gov>, the National Center for Education Statistics includes: recognized occupations, program costs, on-time completion rates, job placement rates, loan debt, and financing plans. Southern Tech does not participate in any loan programs. For additional questions regarding gainful employment please contact the 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 the FAFSA application, 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.studentaid.gov/h/apply-for-aid/fafsa](http://www.studentaid.gov/h/apply-for-aid/fafsa) . 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.nsls.ed.gov](http://www.nsls.ed.gov) by logging in with protected access. Students must never share their protected access with any other entity. The Financial Aid Coordinator will counsel students regarding prior loans, defaults, LEU's and other statuses as needed. For more information regarding the NSLDS website, please contact the Financial Aid Coordinator.

### 1.15 Misrepresentation

Southern Tech 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 the school's participation agreement, impose limitations, deny participation, or initiate a proceeding against the institution.

## **Administrative Capability 34 CFR 668.16**

### **2.1 Adequate Staffing**

Information regarding how and where to contact individuals designated to assist students in obtaining the institutional or financial aid information that is required to be disclosed is made available to prospective and enrolled students on our website, in our Student Handbook, and in our Consumer Information Guide which is located in the financial aid office and on our website.

The financial aid office is available to students Monday through Friday from 8:00 a.m. to 4:00 p.m. and is open to walk-ins. However, students are encouraged to make an appointment between 8:00 a.m. to 4:00 p.m. Monday through Thursday. Any students with questions regarding financial aid or consumer information should contact Terri Downs, Financial Aid Coordinator, at (580) 224-8235 or by e-mail at [tdowns@sotech.edu](mailto:tdowns@sotech.edu). The financial aid office is located in Stone Hall in the Student Services department.

#### **2.1.1 Policies & Procedures Development Responsibilities**

The financial aid coordinator is responsible for initiating the development of financial aid policies and procedures at Southern Tech. A committee comprising the student services director, campus directors, counselors, business manager, and deputy superintendent are involved in the final development of policies and procedures set forth by the financial aid coordinator. It is the financial aid coordinator and the business manager's responsibility to ensure awareness for other personnel of changes to come concerning Title IV modification or changes. The school's policies and procedures are reviewed annually by the committee unless changes in Title IV laws and/or regulations occur prior to the review and require prompt action. If financial aid policies and procedures affect or cause change in the school's policies and procedures, the ultimate approval will be by the school's Board of Education.

#### **2.1.2 Institution Divisional Structure – Separation of Function**

##### **A. Financial Aid Office**

The purpose of the financial aid office is:

- (1) To provide professional financial aid counseling to students and parents concerning how to meet the costs of education;
- (2) To administer Title IV Aid programs competently according to the institution's philosophy and policies and federal regulations;
- (3) To maintain institutional records of assistance programs and students who have been assisted.

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The primary responsibilities of the financial aid coordinator are to assemble and maintain student aid records, assess eligibility of applicants for aid, authorize aid, complete federally mandated reports and design and implement systems to accomplish these tasks. This position requires knowledge of federal regulations, institutional policies and procedures, ability to deal with clients about sensitive issues, and ability to deal with continually changing program regulations. In addition, the financial aid coordinator coordinates assistance programs with agencies such as the State Department of Career and Technology Education, the U.S. Department of Education, the Veterans Administration, the Bureau of Indian Affairs, Department of Human Services, Oklahoma Career and Technology Foundation, Oklahoma Tuition Aid Grant, and other agencies and scholarship organizations.

The financial aid office is responsible for:

- Maintaining student financial aid records/files
- Assisting students/prospective students with applications for financial aid
- Authorizing and processing Title IV Pell awards and payments
- Verifying application data on selected applicants
- Constructing the financial aid office budget
- Calculating student Pell Grant awards and disbursing funds
- Monitoring satisfactory academic progress reports
- Calculating return to Title IV funds
- Calculating overpayments when a student withdraws (school and student repayments)
- Monitor on NSLDS, transfers, and Pell overpayments
- Maintaining up-to-date knowledge of relevant federal and state regulations
- Coordinating fiscal matters with the business office and balancing accounts
- Revising student consumer information and policy & procedure manual
- Reporting IPEDS reports
- Reporting gainful employment reports and disclosures
- Submitting the FISAP report
- Other general office duties

#### B. Business Office Responsibilities

The purpose of the Business Office is:

- Reconciliation of all grant funds
- Disbursement of Pell and OTAG checks
- Maintaining student accounts (student accounts specialist in IT)
- Requesting/Returning funds from G5 funding system for Pell funds

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Institutional Overview, Administrative Capability, Institutional Eligibility and General Provisions

The three related but distinct functions of authorizing payments, allocating school and student payment amounts and printing/disbursing (or delivering) checks to students are carried out by organizationally independent individuals. No one office is responsible for any two or more functions. Three separate offices are in place to maintain participation in Title IV programs. Communication between these and other offices commonly occur throughout the process, as establishing, confirming, and verifying student eligibility. The breakdown of the functions of each office is as follows:

- The financial aid office awards aid to students and authorizes amount of payment
- The student accounts specialist (IT Office) bills/adjusts accounts and determines amounts paid to the school and to the student.
- The business office draws down funds from G5 and disburses funds to students in the form of a check.

Students should speak with the financial aid coordinator for questions regarding their financial aid and speak with the student accounts specialist for any questions regarding their bill or account. The financial aid coordinator and student accounts specialist have an open door policy, and office hours are Monday through Friday from 8:00 a.m. to 4:00 p.m. However, students are encouraged to make an appointment.

### C. Disbursement Process

Southern Oklahoma Technology Center draws down grant funds from GAPS before the scheduled disbursement. The process is as follows: 1) The financial aid office prepares a list of students and amounts to pay and enters the awards into student accounting 2) the student accounts specialist reviews the list and determine how much is due to school and how much, if any, is due to the student, and coordinates with the Financial Aid Coordinator to determine how to apply multiple awards 3) the business offices draws down funds from the Central Processor to the bank, makes appropriate entries in ledgers and disburses checks to students.

Students are paid up front within a payment period and are notified during the award process of their estimated disbursement dates. Each student receives an award letter which states their award, amount, and estimated disbursement date. Our business office tries to have checks cut on/before the scheduled disbursement date, but students are notified in their award letter that the business office has up to two weeks from the actual disbursement date to disburse checks. The student must pick up their own check or have a signed statement allowing a designated person to pick up their check for them.

## **2.2 Reconciliation**

The financial aid coordinator, student accounts specialist and the business office work together to reconcile before and after each disbursement is made. The financial aid office and business office review and reconcile all disbursements, returns and Pell accounts on a monthly basis and at the end of the school year.



### **2.3 Audits and Program Reviews (34 CFR 668.23)**

It is the policy of Southern Tech (District Policy CA) to have an independent auditor conduct annual audits over all school financial records including Title IV programs. All past annual audits have had no findings in the financial aid department. The Department of Education conducted a program review in June of 1996 with few findings cited. They also approved recertification of participation in the Pell Program in 2018. A representative of the Oklahoma Department of Career and Technology Education provided a technical assistance visit in May of 2015, summarized that the review went very well, and made a few recommendations which have all been implemented. Their audit of the Financial Aid processes in 2019 resulted in one mandatory change and several recommendations for improvements to disclosures and processes.

### **2.4 Records Management & Retention (34 CFR 668.24)**

Southern Tech maintains student financial aid records (student files) for three (3) school years as required by the Department of Education. After that time, the old student records/files are microfilmed or destroyed. The three most current years are maintained in the financial aid office. Files are kept in locked cabinets in a locked office and are only reviewed by the Financial Aid Coordinator.

### **2.5 General Title IV Student Eligibility Requirements**

The general student eligibility criteria for Title IV funds are listed on our website, and we disclose this information in our Consumer Information Guide which is also on our website. For the complete disclosure, see 1.2.1 of this manual.

#### **2.5.1 Satisfactory Academic Progress (34 CFR 668.34)**

For continued eligibility for financial aid assistance, students must maintain SAP. We disclose this information in our Student Handbook which is distributed annually to all students and in our Consumer Information Guide which is located on our website); also, students who receive Title IV assistance are counseled by the financial aid coordinator regarding SAP and sign a Statement of Understanding and an Attendance and SAP disclosure.

#### **2.5.2 Verification**

Southern Tech provides information to students regarding verification. If a student is selected for verification, the financial aid coordinator gives them the appropriate documents to complete and return. We disclose this information to all prospective and current students in our Consumer Information Guide.

### 2.5.3 Information Discrepancies/Title IV Fraud

Every student receiving federal aid consults with the financial aid coordinator who has students sign a Statement of Educational Purpose. All students selected by CPS for review are verified. Applicants who may have engaged in fraud or other criminal misconduct in connection with Title IV programs are referred to the Office of Inspector General (OIG). The Office of Inspector General determines the conclusion about the propriety of the student conduct. Southern Tech will not determine the conclusion.

To identify suspected fraud, Southern Tech has developed an adequate system to identify and resolve discrepancies in the information received from different sources with respect to a student's application for Title IV aid. Some of these areas include but are not limited to:

- All student aid applications (e.g. institutional, state, etc.)
- Need analysis documents (e.g. Institutional Student Information Records (ISIRs) and Student Aid Reports (SARs))
- DRT or Tax Return Transcripts (or copies of federal income tax returns as a last resort)
- Copies of W2s
- Information regarding a student's citizenship
- Previous educational experience (e.g. falsified school credential such as a high school diploma)
- Documentation of the student's social security number and Driver's License or ID
- Other factors relating to the student's eligibility for funds under the Title IV, HEA programs (e.g., Selective Service registration compliance)
- Falsified documents or forged signatures on an institutional application or on documents submitted for verification
- False statements of income
- False claim of independent status
- A pattern of misreported information from one year to the next

### 2.5.4 Validating Diplomas/GED

A copy of the high school diploma, GED (or equivalent), or transcript is requested during enrollment. The Financial Aid Coordinator may have reason to question the validity of a high school diploma or may require proof of valid completion of secondary education completion for certain verifications. The student or the institution that issued the diploma will be contacted.

## 2.6 Institutional Refund Policy & Return to Title IV Refund Policy

Southern Tech discloses our institutional refund policy and requirements for the Return of Title IV Funds Refund Policy to all students annually through our Student Handbook. We also disclose this information in our Consumer Information Guide which is available on our website as well as individually to all Title IV recipients.

## 2.7 Professional Development

The financial aid coordinator is expected to keep current on any changes to Federal Student Aid (FSA). The most effective tool used in the financial aid office is ED's Information for Financial Aid Professionals (IFAP) website. The financial aid coordinator has subscribed to IFAP via email and is notified of new and timely statutory and/or regulatory changes that might impact the financial aid office's policies and procedures. These messages (Dear Colleague Letters, Policy Bulletins, Electronic Announcements, Notices of Proposed Rulemaking and Final Rules) are reviewed daily to see if the information is pertinent to our school. The Federal Student Aid Handbook, ISIR Guide, and Application and Verification Guide are also readily available for reference. The Financial Aid Coordinator also receives information from the OASFAA serve list which informs the office of upcoming events, training, and workshops. As budget allows, the financial aid coordinator attends conferences and training. The VA and FSA conferences in the fall and the OASFAA and the Oklahoma Summit in the Spring are the best conferences for updates, instruction and networking with constituents.

## 2.8 Student Budgets

The policy for components of student budgets is determined by student dependency status, the number of hours in the program, and district status. The Oklahoma Career Tech sends a student expense budget based off the Consumer Price Index for our area as a guide for housing, food, transportation, and personal misc. The FAC also researches local prices and costs for comparison and determines and documents if adjustments are needed.

### 2.8.1 How Budgets Are Derived & Updated (Higher Education Act, Section 472)

It is Southern Tech policy to adhere to the federally mandated basic components used to derive a student budget. These components are:

- Tuition and fees
- Books and supplies
- Transportation
- Miscellaneous personal expenses

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- Room and board

The only program that Southern Tech requires the purchase of a computer is the Practical Nursing program. The books and supplies are usually an average cost calculated with most programs at 1050 clock hours. Budgets are usually reviewed and updated every year, except on years where few changes have been made.

Southern Tech does not have housing; therefore, room/board, transportation, and miscellaneous personal expenses are figures based on Consumer Price Index for the previous year. The information is provided by the U.S. Department of Labor, Bureau of Labor Statistics.

Student Budgets for 2020-2021 are as follows:

INDEPENDENT STUDENTS		DEPENDENT STUDENTS	
9 Month	\$15,400	9 Month	\$ 8,500
PN 18 Month	\$19,582	PN 18 Month	\$12,682

For more detailed calculations of budgets, see the financial aid office.

### 2.8.2 Additional Cost

Southern Tech does not usually add additional cost to our budget due to our minimal cost of attendance, and we do not participate in federal student loans.

## 2.9 Financial Aid Counseling

Southern Tech identifies and discloses all sources of aid, provides a disbursement methodology, makes readily available the rights and responsibilities of students, and informs students of our institutional refund policy, Return to Title IV Refund policy, professional judgment and over awards in our Consumer Information guide (See Section 3), Student Handbook and through individual disclosures.

### 2.9.1 Applications and Software

Southern Tech uses the Free Application for Federal Student Aid (FAFSA) as the basis of our financial aid process application. The quickest way to apply is online at [www.studentaid.ed/h/apply-for-aid/fafsa](http://www.studentaid.ed/h/apply-for-aid/fafsa) For students who do not have access to a computer, we have a computer lab available and keep paper applications. Students needing assistance in completing the application should schedule an appointment with the financial aid office.

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The financial aid office uses the Department of Education software, EDExpress and EDConnect, to process and send data.

All ISIRS are imported daily, and approximately three business days after submission of the FAFSA, the financial aid office should receive the student's ISIR. Students should contact the financial aid office as soon as they receive notice from the federal government that their ISIR has been processed. The financial aid coordinator will then determine if verification documentation applies and determine the estimated award amount for the student. Awards are estimated until actually paid.

Southern Tech participates in the following grant programs:

1. Federal Pell Grant
2. Oklahoma Tuition Aid Grant (OTAG)

We do not participate in federal loans or any student loans.

### 2.9.2 Awarding/Packaging Financial Aid

The primary purpose of financial aid programs at Southern Tech is to provide assistance to students seeking a quality education and training to assist individuals in obtaining employable skills. Southern Tech assists students in seeking every opportunity for financial assistance and believes the primary responsibility for financing education lies first with the student and his/her family (parents or spouse). When the total resources that they can provide do not meet expenses, Southern Tech, as a partner, will provide all assistance possible, so the student will not be denied an education. A student is packaged when all enrollment and financial aid requests are complete which includes the verification process. Southern Tech participates in two grant programs which are the Federal Pell Grant and the Oklahoma Tuition Aid Grant. The Pell Grant is the primary source of financial aid used at Southern Tech, then OTAG.

All eligible students enrolled in an eligible program that have met all the verification guidelines set forth in our policy and have submitted all other required documentation are packaged as soon as requirements for enrollment have been met. Southern Tech uses the EDExpress software to package and award eligible students. Packaging starts in early summer after students are enrolled.

An average number of adult students receiving some type of financial aid is approximately 120. An average amount of financial aid a student would receive is as follows:

Type of Aid	Approx. # of Students	Average Amount
Pell Grant	80	\$3750
OTAG	20	\$450

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SOUTHERN TECH Scholarship Aspire	20	\$2625
Otha Grimes Scholarship	10	\$400
Sponsored	15	\$2500
Noble Scholarships	18	\$250
Henry Bridge Scholarships	15	\$500

The student is notified by mail or email with an “estimated grant letter” generated with EDEExpress software or our student accounting software. The “estimated grant letter” will contain:

- The payment periods and estimated disbursement dates
- Provides detailed information describing the amount and type of aid granted and any conditions linked to grant eligibility

There are some occasions that may cause a revised “award letter” to be generated:

- If the student changes his/her Student Aid Report (SAR) which caused a change in the EFC
- If, during the grant year, one of the family members is no longer attending college
- Enrollment status changes
- A student defaults on a student loan

In such instances the student is notified by mail or e-mail of the change and is required to sign a revised grant letter if applicable.

Southern Tech is notified of student funding at different times throughout the year by outside resources such as Chickasaw or Choctaw Nation (BIA), Workforce Investment Act, Rehabilitation Services, Veterans Affairs and others. These agencies usually pay all tuition, and fees, and sometimes books and supplies. Southern Tech is not prohibited from charging tuition and fees; therefore, it is included in the cost of attendance component.

### 2.9.3 Document Collection & Tracking

The financial aid office periodically sends document tracking letters. A student will not be packaged until all requested information is received, reviewed, and accepted. A student is contacted by mail, email, phone, letter and through the instructor as a final resort until documents are received.

## Institutional Overview, Administrative Capability, Institutional Eligibility and General Provisions

A student is given 15 days to respond to the initial document tracking letter. The student may be given additional time if requested to respond to subsequent requests for additional information.

### 2.9.4 Forms

The financial aid office has each student who is eligible to receive the Pell Grant review and sign a student grant letter, a statement of understanding/educational purpose, an Attendance and SAP disclosure, and an early withdrawal and treatment of Title IV aid notice. The student's grant letter explains the disbursement process, and indicates their disbursement amounts and scheduled dates. Copies of these notices and disclosures as well as a Consumer Information disclosure and a Drug and Alcohol Prevention Program disclosure are reviewed with and given to the student.

### 2.9.5 Deadlines

In order to be eligible for the Oklahoma Tuition Aid Grant, an applicant must submit their FAFSA asap after October 1st for the upcoming year. Southern Tech must have a valid ISIR (verification complete with no errors) no later than the last day of the academic year of attendance for Pell grant recipients.

## Institutional Eligibility and General Provisions

### 3.1 General Requirements 34 CFR 668.43, 600.2, 600.6, 668.2

Southern Tech is a secondary and postsecondary institution that discloses its entities that license and accredit in its Consumer Information Guide which is located on its website for prospective and current students

#### 3.1.1 Program Eligibility 34 CFR 668.8

All full-time programs are approved through our State Accrediting Agency, the Oklahoma Department of Career and Technology Education. All full-time programs provide training to prepare the student for gainful employment in a recognized occupation. Southern Tech does the following:

- Measures programs in clock hours
- Defines an academic year as 900 clock hours and 26 weeks
- Measures the length of the program in clock hours and weeks of instruction
- Has a vocational certificate as the recognized credential for completion of the program hours.

## Institutional Overview, Administrative Capability, Institutional Eligibility and General Provisions

Southern Tech's policy in regard to eligible programs for Title IV is the same that is defined in the Department of Education's Federal Student Aid Handbook. A program is determined eligible for students to receive Title IV funds if the program is at least 600 clock hours in length, the student is attending at least twelve (12) clock hours/week, and will receive a certificate of completion. The financial aid office reviews the career majors and ensures that all required criteria is met before the program is added to the ECAR, and a student is paid. All programs are approved first by our accrediting agency, Oklahoma Department of Career and Technical Education in Stillwater, Oklahoma. At this time, our programs are at least 600 clock hours in length. Most programs are 1050 hours. Two programs extend beyond 1050 hours: Practical Nursing - 1463 hours and Cosmetology – 1550 hours.

To ensure that a student is enrolled in an eligible program, the program enrollment is documented and copies of the student's enrollment application are kept in the Enrollment Clerk's office. The Adult Counselor coordinates with the Enrollment Clerk and the Financial Aid Coordinator to facilitate the enrollment process. The Financial Aid Coordinator determines financial aid eligibility and counsels the student on payment options.

Programs that are under 600 clock hours do not meet the definition of an eligible program, therefore are not eligible for Title IV aid. Southern Tech offers part-time evening classes which are known as Adult Career Development (ACD) courses. Although these classes are not programs that are Title IV eligible, they serve our working class population and community with little expense. This information is noted in school brochures and on our website.

### **3.2 Procedures for Establishing Eligibility 34 CFR 600.20, 600.21**

Southern Oklahoma Technology Center District No. 20 is under the administration and supervision of a duly elected board of education. Our Program Participation Agreement (PPA), Eligibility and Certification Approval Report (ECAR), Accrediting agency letters, and State authorization documents can be viewed upon request to enrolled and prospective students.

#### **3.2.1 Program Participation Agreement (PPA)**

Southern Tech submitted a re-certification application in 2018 that was approved. A copy of our current PPA is on file in the financial aid office. We are scheduled for re-certification again in 2024. The Financial Aid Coordinator tracks the expiration of the PPA, coordinates the re-certification process, and ensures that the renewal of certification is submitted at least 90 days prior to the expiration of the current period of participation. Southern Oklahoma Technology Center's approval expiration date is March 31, 2024, and our reapplication submission date is December 31, 2023.

#### **3.2.2 Eligibility and Certification Approval Report (ECAR)**



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**Institutional Overview, Administrative Capability, Institutional Eligibility and General Provisions**

The financial aid coordinator is responsible for updated information contained in the institution's eligibility application (such as additional locations, new programs, change in CEO or governance, Title IV program administrator, etc.) The financial aid coordinator is expected to update the information no later than 10 days after the change occurs. The FAC ensures all changes and updates are submitted and approved each award year prior to the first Pell grant disbursement.

**3.3 National Student Loan Data System**

The financial aid coordinator is responsible for certifying student's enrollment on NSLDS. Enrollment is reported on a monthly basis. Students are informed of NSLDS through our Consumer Information Guide. The FAC counsels with students who are in default or close to LEU's.

**3.4 School response to natural disasters, national or local emergencies or threats, and health crises.**

Southern Tech is committed to working with Federal, State and local governments and authorities in case of disasters, emergencies, threats and crises. The March 2020 COVID-19 Pandemic is such an example. The school is participating in the HEERF relief grants and the pandemic response and provision measures as directed by authorities.