

**Bates Technical College**

# **2015-2016 Catalog**



[www.bates.ctc.edu](http://www.bates.ctc.edu)

# 2015-2016 Registration Dates/Academic Calendar

[www.calendarwiz.com/BTC](http://www.calendarwiz.com/BTC) *(Dates are subject to change.)*

## Fall Quarter

July 20, Veteran Priority Registration  
July 21, Registration Opens  
Sept. 28, Quarter begins  
Sept. 28, Tuition/Fees due  
Sept. 30, Last day to add a class without instructor permission  
Oct. 2, Last day to drop a class with an 80 percent refund  
Oct. 9, Last day to add a class with instructor permission  
Oct. 9, Last day to drop a class without it appearing on transcript  
Oct. 12, Last day to drop a class with 40 percent refund  
Oct. 28, Last day to drop a class with a "W" on transcript  
Dec. 15, Last day of quarter

## Winter Quarter

Dec. 7, Veteran Priority Registration  
Dec. 8, Registration Opens  
Jan. 4, Quarter begins  
Jan. 4, Tuition/Fees due  
Jan. 6, Last day to add a class without instructor permission  
Jan. 8, Last day to drop a class with an 80 percent refund  
Jan. 15, Last day to add a class with instructor permission  
Jan. 15, Last day to drop a class without it appearing on transcript  
Jan. 18, Last day to drop a class with 40 percent refund  
Feb. 3, Last day to drop a class with a "W" on transcript  
March 15, Last day of quarter

## Spring Quarter

Feb. 29, Veteran Priority Registration  
Feb. 29, Registration Opens  
March 28, Quarter begins  
March 28, Tuition/Fees due  
March 30, Last day to add a class without instructor permission  
April 1, Last day to drop a class with an 80 percent refund  
April 8, Last day to add a class with instructor permission  
April 8, Last day to drop a class without it appearing on transcript  
April 11, Last day to drop a class with 40 percent refund  
April 27, Last day to drop a class with a "W" on transcript  
June 3, Last day of quarter

## Summer Quarter

May 16, Veteran Priority Registration  
May 17, Registration Opens  
June 13, Quarter begins  
June 13, Tuition/Fees due  
June 15, Last day to add a class without instructor permission  
June 17, Last day to drop a class with an 80 percent refund  
June 24, Last day to add a class with instructor permission  
June 24, Last day to drop a class without it appearing on transcript  
June 27, Last day to drop a class with 40 percent refund  
July 13, Last day to drop a class with a "W" on transcript  
Aug. 16, Last day of quarter

# At-a-glance

## GENERAL INFORMATION

[www.bates.ctc.edu](http://www.bates.ctc.edu), [info@bates.ctc.edu](mailto:info@bates.ctc.edu), 253.680.7000

- **Downtown Campus, 253.680.7000**
- **Central/Mohler Campus, 253.680.7700**
- **South Campus, 253.680.7400**
- **Toll free in-state, 800.562.7099**

**Academics**, [www.bates.ctc.edu/GeneralEd](http://www.bates.ctc.edu/GeneralEd)  
[academic@bates.ctc.edu](mailto:academic@bates.ctc.edu), 253.680.7260

**Admissions**, [www.bates.ctc.edu/GetStarted](http://www.bates.ctc.edu/GetStarted)  
[info@bates.ctc.edu](mailto:info@bates.ctc.edu)

- Downtown and Central/Mohler Campus, 253.680.7002
- South Campus, 253.680.7410

**Adult Basic Education/GED**, [www.bates.ctc.edu/GeneralEd](http://www.bates.ctc.edu/GeneralEd)  
[adult-ed@bates.ctc.edu](mailto:adult-ed@bates.ctc.edu), 253.680.7274

**Adult High School Completion**, 253.680.7274

**Advising**, [www.bates.ctc.edu/Advising](http://www.bates.ctc.edu/Advising), [info@bates.ctc.edu](mailto:info@bates.ctc.edu), 253.680.7002

**Apprenticeship Training**, [www.bates.ctc.edu/Apprenticeship](http://www.bates.ctc.edu/Apprenticeship)  
[apprentice@bates.ctc.edu](mailto:apprentice@bates.ctc.edu), 253.680.7300/7402

**Assessment/Testing Center**, [www.bates.ctc.edu/Testing](http://www.bates.ctc.edu/Testing)  
[testing@bates.ctc.edu](mailto:testing@bates.ctc.edu), 253.680.7030

**Associated Student Government (ASG)**, [www.bates.ctc.edu/ASG](http://www.bates.ctc.edu/ASG)  
253.680.7178

**Barber Shop**, [www.bates.ctc.edu/BarberShop](http://www.bates.ctc.edu/BarberShop)  
253.680.7248

**Books and Campus Store**, [www.bates.ctc.edu/CampusStores](http://www.bates.ctc.edu/CampusStores)  
253.680.7130 (Downtown) 253.680.7430 (South)  
(eFollett: [www.bates.ctc.bkstr.com](http://www.bates.ctc.bkstr.com))

**Campus Public Safety**, [www.bates.ctc.edu/Safety](http://www.bates.ctc.edu/Safety)  
253.680.7111

**Career Education**, [www.bates.ctc.edu/CareerEd](http://www.bates.ctc.edu/CareerEd)  
[info@bates.ctc.edu](mailto:info@bates.ctc.edu), 253.680.7000

**Child Care Center**, [www.bates.ctc.edu/ChildCare](http://www.bates.ctc.edu/ChildCare)  
[childcare@bates.ctc.edu](mailto:childcare@bates.ctc.edu), 253.680.7320

**Child Studies**, [www.bates.ctc.edu/Family](http://www.bates.ctc.edu/Family)  
[family@bates.ctc.edu](mailto:family@bates.ctc.edu), 253.680.7500

**Closure/Weather Information Line**, [www.bates.ctc.edu/Weather](http://www.bates.ctc.edu/Weather)  
253.680.7060

**Communications & Marketing**, [www.bates.ctc.edu/Communications](http://www.bates.ctc.edu/Communications)  
[communications@bates.ctc.edu](mailto:communications@bates.ctc.edu), 253.680.7106

**Continuing Education**, [www.bates.ctc.edu/ContinuingEd](http://www.bates.ctc.edu/ContinuingEd)  
[cont-ed@bates.ctc.edu](mailto:cont-ed@bates.ctc.edu), 253.680.7402

**Dental Clinic**, [www.bates.ctc.edu/DentalClinic](http://www.bates.ctc.edu/DentalClinic)  
253.680.7310

**Denturist Clinic**, [www.bates.ctc.edu/DenturistClinic](http://www.bates.ctc.edu/DenturistClinic)  
253.680.7314

**Dining Services**, [www.bates.ctc.edu/Dining](http://www.bates.ctc.edu/Dining)

**Disability Support Services**,  
[www.bates.ctc.edu/DisabilitySupportServices](http://www.bates.ctc.edu/DisabilitySupportServices)  
[dss@bates.ctc.edu](mailto:dss@bates.ctc.edu), 253.680.7012

**Dislocated Workers and Displaced Homemakers**,  
[www.bates.ctc.edu/WorkerRetraining](http://www.bates.ctc.edu/WorkerRetraining)  
[retraining@bates.ctc.edu](mailto:retraining@bates.ctc.edu), 253.680.7127

**Emergency Management**, [www.bates.ctc.edu/Emergency](http://www.bates.ctc.edu/Emergency)

**Diversity Center**, [www.bates.ctc.edu/Diversity](http://www.bates.ctc.edu/Diversity)  
[diversity@bates.ctc.edu](mailto:diversity@bates.ctc.edu), 253.680.7178

**Early Childhood Education & Assistance Program (ECEAP)**  
[www.bates.ctc.edu/ECEAP](http://www.bates.ctc.edu/ECEAP), [eceap@bates.ctc.edu](mailto:eceap@bates.ctc.edu), 253.680.7320

**ELS Language Centers Tacoma**, [www.els.edu/Tacoma](http://www.els.edu/Tacoma)  
[tac@els.edu](mailto:tac@els.edu), 253.680.7284

**English as a Second Language (ESL)**,  
[www.bates.ctc.edu/GeneralEd](http://www.bates.ctc.edu/GeneralEd)  
[adult-ed@bates.ctc.edu](mailto:adult-ed@bates.ctc.edu), 253.680.7558

**Financial Aid**, [www.bates.ctc.edu/FinancialAid](http://www.bates.ctc.edu/FinancialAid)  
[financialaid@bates.ctc.edu](mailto:financialaid@bates.ctc.edu), 253.680.7020

**Foundation**, [www.bates.ctc.edu/Foundation](http://www.bates.ctc.edu/Foundation)  
[foundation@bates.ctc.edu](mailto:foundation@bates.ctc.edu), 253.680.7160

**Hearing Clinic**, [www.bates.ctc.edu/HearingClinic](http://www.bates.ctc.edu/HearingClinic)  
253.680.7362

**High School**, [www.bates.ctc.edu/HighSchool](http://www.bates.ctc.edu/HighSchool)  
[highschool@bates.ctc.edu](mailto:highschool@bates.ctc.edu), 253.680.7004

**High School 21+ (HS21+)**, [www.bates.ctc.edu/GeneralEd](http://www.bates.ctc.edu/GeneralEd)  
[adult-ed@bates.ctc.edu](mailto:adult-ed@bates.ctc.edu), 253.680.7274

**Human Resources**, [www.bates.ctc.edu/HR](http://www.bates.ctc.edu/HR)  
[hr@bates.ctc.edu](mailto:hr@bates.ctc.edu), 253.680.7181

**International Student Services**, [www.bates.ctc.edu/International](http://www.bates.ctc.edu/International)  
[international@bates.ctc.edu](mailto:international@bates.ctc.edu), 253.680.7127

**Job Service Center**, [www.bates.ctc.edu/JobServices](http://www.bates.ctc.edu/JobServices)  
[jobservices@bates.ctc.edu](mailto:jobservices@bates.ctc.edu), 253.680.7240

**KBTC Public Television**, [www.KBTC.org](http://www.KBTC.org)  
[kbtc@bates.ctc.edu](mailto:kbtc@bates.ctc.edu), 253.680.7700

**Library**, [www.bates.ctc.edu/Library](http://www.bates.ctc.edu/Library)  
[library@bates.ctc.edu](mailto:library@bates.ctc.edu), 253.680.7220 (Downtown)  
253.680.7550 (South)

**Registration**, [www.bates.ctc.edu/Registration](http://www.bates.ctc.edu/Registration)  
[registration@bates.ctc.edu](mailto:registration@bates.ctc.edu), 253.680.7000

**Running Start**, [www.bates.ctc.edu/RunningStart](http://www.bates.ctc.edu/RunningStart)  
[running-start@bates.ctc.edu](mailto:running-start@bates.ctc.edu), 253.680.7004

**Student Services**, [www.bates.ctc.edu/Student-Resources](http://www.bates.ctc.edu/Student-Resources)  
253.680.7002

**TDD**  
253.680.7045

**Teacher Prep and Certification**, [www.bates.ctc.edu/TeacherPrep](http://www.bates.ctc.edu/TeacherPrep)  
253.680.7404

**Transfer Education**, [www.bates.ctc.edu/TransferOptions](http://www.bates.ctc.edu/TransferOptions)  
253.680.7000

**Tutoring Center**, [www.bates.ctc.edu/Tutoring](http://www.bates.ctc.edu/Tutoring)  
[tutors@bates.ctc.edu](mailto:tutors@bates.ctc.edu), 253.680.7208

**Veterans Benefits**, [www.bates.ctc.edu/Veterans](http://www.bates.ctc.edu/Veterans)  
[vabenefits@bates.ctc.edu](mailto:vabenefits@bates.ctc.edu), 253.680.7529, 253.680.7035

**Workforce Education Services**, [www.bates.ctc.edu/WES](http://www.bates.ctc.edu/WES)  
253.680.7290

**Worker Retraining**, [www.bates.ctc.edu/WorkerRetraining](http://www.bates.ctc.edu/WorkerRetraining)  
[retraining@bates.ctc.edu](mailto:retraining@bates.ctc.edu), 253.680.7127

**WorkFirst**, [www.bates.ctc.edu/WES](http://www.bates.ctc.edu/WES)  
253.680.7347

## Chapter One • About Bates

### Welcome to Bates Technical College!

#### History

Technical education began in Tacoma on Sept. 4, 1940, in the basement of Hawthorne Elementary School. During the 1941-42 school year, the program became known as the Tacoma Vocational School.

In 1944 the Tacoma School District hired L. H. (LaVerne Hazen) Bates as the school's director. The school's name was changed to the Tacoma Vocational-Technical Institute in 1947.

Verne Bates retired from the director's position in 1969. The Tacoma School Board changed the Institute's name to the L. H. Bates Vocational Technical Institute in honor of Mr. Bates' service and dedication to the Institute and vocational education.

In 1991, state legislation separated the state's vocational technical institutes from local school districts and merged them under the State Board for Community and Technical Colleges.

Today, Bates Technical College annually serves approximately 3,000 career training students and 10,000 more community members in programs such as Continuing Education, Child Studies, High School, and others. The college is governed by a five-member board of trustees appointed by the Governor of Washington state.

#### Advisory Committees

Some 100 individuals serve on more than 40 program advisory committees.

These committee members represent partnerships with business, labor and industry; provide curriculum recommendations to the college; and often offer program equipment, scholarships and job opportunities for students.

The General Advisory Council advises college administration on career education programs as well as other instruction and services.

#### Our Mission

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

#### Bates Technical College Foundation

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

#### Career Education

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

- Dental and denturist clinics
- An auto body and fender shop
- A child care center
- A full-service cafeteria and coffee shop
- An auto service facility and automotive parts/accessories store
- A 10-chair barber shop
- A hearing clinic
- Fully-operational machine, sheet metal, and cabinet shops

#### College Website

[www.bates.ctc.edu](http://www.bates.ctc.edu)

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

- view current class schedules
- register for classes
- access information on campus safety, voter registration and other important issues
- check grades
- use career services
- keep current on clubs, activities, and other student services
- apply for degrees and/or diplomas
- register for commencement ceremonies

#### Diverse Population

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

#### Diversity Statement

Diversity supports the mission of Bates Technical College. Respecting and promoting diversity is vital to the education of our students and to the learning environment of our campus community. We foster an atmosphere where each of us is valued for our intellectual and cultural perspectives, increasing our ability to reflect critically and resolve challenges. We share a wealth of experiences that strengthens us individually and as a society. As students and educators we commit to building a diverse and engaged community.

# About Our College

## Accreditation

[www.nwccu.org](http://www.nwccu.org)

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

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

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

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

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

Northwest Commission on Colleges and Universities  
8060 165th Avenue N.E., Suite 100  
Redmond, WA 98052  
425.558.4224, [www.nwccu.org](http://www.nwccu.org)

## Limitation of Liability

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

## Notice

The information in the Course Catalog is accurate as of September 2015 and contains information relating to the 2015-16 academic year. Bates Technical College reserves the right to make corrections and changes affecting policies, fees, curricula or any other matters contained in this and subsequent issues of the catalog or in any of its other publications.

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

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

## Notice of Non-Discrimination

Bates Technical College reaffirms its policy of equal opportunity and does not discriminate on the basis of race, ethnicity, color, creed, religion, national origin, gender, sexual orientation, age, marital status, gender identity, disability, or status as a disabled veteran or Vietnam era veteran in its programs and activities in accordance with college policy and applicable federal and state statutes and regulations. Bates publications are available in alternate formats upon request by contacting the Disability Support Services Office at 253.680.7010.

Inquiries regarding Bates' non-discriminatory policies, including Title IX, and ADA, should be directed to:

- For student matters, contact the Executive Dean of Institutional Effective and Student Success, at 253.680.7105 or [lzhou@bates.ctc.edu](mailto:lzhou@bates.ctc.edu)
- For employee matters, contact the Director of Human Resources, at 253-680.7180 or [gkaufman@bates.ctc.edu](mailto:gkaufman@bates.ctc.edu)

## Translations of Non-Discrimination Statement

Bates Technical College's notice of non-discrimination is available in English, Korean, Chinese, Russian and Spanish. If you would like a copy of the statement in one of the above languages, please request a copy from the Director of Human Resources 253.680.7180, or [hr@bates.ctc.edu](mailto:hr@bates.ctc.edu).

### Korean

베이스 기술 대학의 비 차별 통지는 영어, 한국어, 중국어, 러시아어, 스페인어 로 보실수 있습니다. 만약 당신이 이 비 차별 통지내용을 위의 상기한 나라의 언어로 원하시면, 인사과 부사장님께 전화로 253.680.7180 아니면 [hr@bates.ctc.edu](mailto:hr@bates.ctc.edu) 로 요청하시길 바랍니다.

### Chinese

贝茨技术学院现提供英语, 韩语, 汉语, 俄语及 西班牙语版的《无歧视通知》。如果你想得到上述任何一种语言的该通知的复印件, 请到本校兼管人事部及校园安全部的副主任那里申请领取。可通过电话或电子邮件联络。电话:253.680.7180 电邮地址: [hr@bates.ctc.edu](mailto:hr@bates.ctc.edu)

### Russian

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

### Spanish

El aviso de no discriminación de Bates Technical College está disponible en inglés, coreano, chino, ruso y español. Si desea una copia de la declaración en una de las lenguas indicadas, por favor, solicite una copia del Vicepresidente de recursos humanos y seguridad del campus, 253.680.7180 o [hr@bates.ctc.edu](mailto:hr@bates.ctc.edu).

## Frequently Asked Questions

### When can I start?

Students may enroll in courses during the first three instructional days of the quarter in which that program accepts students. If a program is full, a student may be placed on the priority list after paying a non-refundable application fee. Some programs have prerequisites that must be met prior to entry.

### Can I get help in choosing a career and program of study?

Our career advisors understand the importance of your career decision and will work with you to help match your strengths, interests, and abilities with appropriate educational choices. You may start your decision-making process by taking a self-inventory of what's important to you. Bates' assessment center offers Career Cruising, College-Level Examination Program (CLEP), COMPASS, ESL COMPASS, GED, and various aptitude tests. Testing services are available to students and the general public.

If you have questions or are uncertain about which program to choose, select an area of interest and attend a **Career Education Information Session**.  
More information: 253.680.7002 or [www.bates.ctc.edu/InformationSessions](http://www.bates.ctc.edu/InformationSessions).

### What's the difference between an application form and a registration form?

Application forms are used for admission to Bates Technical College. You must have an application on file in order to register for classes. Registration forms are used to register for specific courses.

### Will I receive personal attention from instructors?

Yes! At Bates, students are with their program instructor from six to eight hours each day. Class sizes are limited to optimize individual attention.

### Is Bates accredited?

Bates Technical College is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the Secretary of the U.S. Department of Education. Read more on page 4.

### Does Bates accept transcripts from other institutions?

Yes. Transcripts must be sent in a sealed envelope to the attention of the credentials evaluator in the registrar's office. Electronic transcripts will also be accepted.

### Is financial aid available?

Students are encouraged to contact our financial aid office for assistance, 253.680.7020, in determining financial aid eligibility. Students and their families don't need to be low income to qualify for some kinds of financial aid. We compare the difference between the cost of attending school and the student's Expected Family Contribution (EFC) number provided on the FAFSA to determine eligibility.

To learn more about the process, pick up a free information packet in the financial aid and student services offices. You must be registered in a degree or certificate program to receive federal financial aid. **It is recommended that students apply for financial aid as early as possible.** Pre-qualification may take up to eight weeks after the application has been mailed.

## TO REGISTER FOR A CAREER EDUCATION PROGRAM

- 1. Attend an Information Session.**
  - 2. Complete the COMPASS placement test.**  
All students registering in career education programs must take the COMPASS assessment, which measures reading, writing, and math skills, for appropriate placement in general education, developmental, and basic skills classes. The testing fee is payable at time of testing.
  - 3. Schedule an appointment with a career advisor** for assistance in making program choices, general education requirements, degree and certificate requirements, program costs, support services, and college policies and procedures.  
  
Bring your COMPASS test results with you. At this time, the career advisor will discuss your start date, and you will pay a non-refundable application fee.
- Note:** For returning students, all college financial obligations (e.g., library fines, high school deposits, tuition) must be satisfied prior to registration. Students with unpaid debts to the college will not be allowed to re-register until debts are paid.
- 4. Complete a registration form**  
Forms are available in student services, or call 253.680.7002, 1.800.562.7099 in-state toll free.
  - 5. Pay tuition and fees**  
A career advisor will notify you of your start date. Tuition and fees are payable by cash, check, credit card or financial aid/agency funding on or before the start of your program.
  - 6. Attend a New Student Orientation**  
New students are required to attend an orientation **and** receive a Student Handbook. Check with student services for dates and times of orientations.
  - 7. Begin your career education program!**

More information: 253.680.7002  
[www.bates.ctc.edu](http://www.bates.ctc.edu)

## Degrees & Certificates

### Degrees & Certificates

In addition to degree and certificate options, Bates has agreements with other institutions to provide options for students to earn a four-year degree.

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

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

Students must pay a new application fee anytime there is a break in enrollment.

### Associate in Applied Science Degree

The Associate in Applied Science degree prepares graduates for the workforce, leading the graduate directly to employment in a specific occupation. Associate in Applied Science degree career education programs have general education requirements. Students must complete college-level credits in communications, human relations and social science, and mathematics. This degree is not generally transferable to four-year institutions, though, in some cases, articulation agreements with specific institutions enable transfer. Career advisors can provide more information regarding transfer opportunities with specific programs.

### Associate in Applied Science - T

The Associate of Applied Science-T degree provides students of specific career education programs with pathways to further educational opportunities through articulation (transferable) agreements with baccalaureate institutions. Completion requirements generally include no less than 20 general education credits for courses generally accepted in transfer, and comprised of five credits of English composition, five credits of college-level mathematics, and 10 credits in social science, humanities or science.

### Associate in Applied Science in Apprenticeship Studies

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

- Completion of a Bates Technical College apprenticeship program that is at least three years (6,000 hours) in length.
- Meeting general education requirements at Bates or transferring credits (subject to approval by Bates' registration office).

### Certificate of Competency

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

- Completion of the minimum number of pre-college (90-level) and college-level program-specific credits.
- Meeting general education requirements by completing 90- or 100-level classes as stated in general education requirements—Certificate of Competency by completing a minimum of 15 general education credits, five each, in communications, human relations and mathematics.

### Certificate of Training

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

### Articulation Agreements

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

### Residency

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

## Certifications & Professional License Preparation

### Certifications for Industry

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

ARI Industry Competency Exam  
(Air Conditioning and Refrigeration Institute)

- Commercial Refrigeration
- Light Commercial Heating and AC
- Residential Heating and AC

ASE (Automotive Service Excellence)

CDA (Certified Dental Assistant)

CMT (Certified Medical Transcriptionist)

CSI (Construction Specifications Institute)

CWTS (Certified Wireless Technology Specialist)

Cisco (Bates Technical College is an official Cisco Network Academy)

CCNA (Certified Network Associate)

CCENT (Cisco Cert Entry Networking Technician)

### CompTIA

A+

Net+

Security +

Project +

DHTI Digital Home Technology Integration

EET (Electrical Engineering Technician)

EET (Electronic Engineering Technician)

EPA 608 (DFC Refrigerants)

ETAI (Wireless Network Installer)

FOA (Certified Fiber Optics Technician)

I-CAR (Inter-Industry Conference on Auto Collision Repair)

ICBO (International Conference of Building Officials)

### Microsoft Corporation

MCP (Certified Professional)

MCSA (Certified Systems Administrator)

MCSE (Certified Systems Engineer)

MCITP (Certified Information

Technology Professional)

MCDST (Certified Desktop Support Technician)

### Other

Network Cabling Specialist

MECP (Mobile Electronics Certified Professional)

NICET (National Institute for the Certification of Engineering Technicians)

### Oracle

Oracle 10G

Oracle/Og

PL/SQL Developer

OCA (Oracle Certified Associate)

### Fire Service

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

Firefighter I

Firefighter II

Fire Apparatus Driver/Operator\*

Fire Instructor I

Fire Instructor II

Fire Officer I

Fire Officer II

Fire Officer III\*

Fire Safety Officer\*

Fire and Life Safety Educator I

Hazardous Materials Awareness

Hazardous Materials Operations

Public Information Officer\*

\*Pending approval from the Washington State Fire Marshall

### Certification Preparation, Training and Testing

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

Boiler Testing and Certification

Class I, II, III Operating Engineer

Class IV Fireman, Operator

Class V Boiler Fireman

CDL Truck Driver testing, certification

Engine and Equipment Training Center

High school career and technical

teacher preparation

Post-secondary professional-technical certifications

WABO (Washington Association of Building Officials)

AWS (American Welding Society)

SBE (Society of Broadcast Engineers)

CBT (Certified Broadcast Technology)

### Professional License Preparation

Students are encouraged to prepare and apply for the appropriate license for their profession prior to program completion.

### Federal Communications Commission

General Radiotelephone Operator License

Radar Endorsement

GMDSS (Maritime Duties and Disaster System)

### State of Washington

Barber

Class A Communications

Denturist

Hearing Aid Fitter/Dispenser

Licensed Practical Nurse

STARS (State Training and Registry System)

### National Board for Certification in Dental Technology

RG (Recognized Graduate)

CDT (Certified Dental Technician)

### National Board for Certification in Occupational Therapy (NBCOT)



## General Education

### General Education Courses

[www.bates.ctc.edu/GeneralEd](http://www.bates.ctc.edu/GeneralEd)

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

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

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

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

Students who seek to complete their 100- or 200-level academic prerequisites for admittance into competitive degree programs at area colleges are welcome to enroll in any of Bates' general education 100- or 200-level college transfer courses. Transfer course numbers are listed on page 9.

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

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

The current general education class schedule may be accessed at [www.bates.ctc.edu/Registration](http://www.bates.ctc.edu/Registration).

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

### General education requirements

These can be met in any combination of the following:

- Complete general education classes at Bates Technical College.

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

- Request transfer of course credit completed at other colleges to Bates Technical College. Students must provide the college registrar's office with an official transcript and request a transfer evaluation. The registrar will determine if courses can be applied to a student's credential or degree requirements.

### Transferring Bates General Education credits earned at Bates to another college

The transferability of general education credits earned at Bates is subject to the policies of the receiving institution. Common Course (&) courses are generally transferrable to other colleges.

### General Education class credits and high school students

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

# General Education Pathways

## General Education Pathways

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

other institutions. Students with educational goals beyond an associate degree should consider Common Course Numbered, indicated by an “&” in the item number, general education courses.

**Note:** Students register in initial general education courses based on COMPASS or CASAS scores and move sequentially through the General Education Pathway.

GENERAL EDUCATION COURSES REQUIRED FOR A DEGREE				
General Education Preparation Prerequisite Selected for Program	Computations/ Mathematics	Communications/ English	Human Relations	Maximum Number of General Education Courses Required for Degree
Ready for 100-Level	1 Course	1 Course	1 Course	3 (See note 1.)
Ready for 90-Level	Up to 2 Additional Courses* <b>MATH 92 and MATH 098</b> or <b>MATH 096</b>	1 Additional Course <b>ENGL 091* ENGL 090</b>	0 None	Up to 4 Additional at 90-level depending on COMPASS scores (See note 2.)
Ready for 80-Level	Up to 2 Additional Courses <b>MATH 087</b> <b>MATH 086</b>	1 Additional Courses <b>READ 089 or</b> <b>WRITE 085</b>	0 None	3 Additional at 80-level depending on COMPASS or CASAS scores

### Notes:

1) Some AS and AAS-T degrees require additional 100-level courses.

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

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

### Common Courses

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

- |   |   |                                      |
|---|---|--------------------------------------|
| ACCT& 201 Principles of Accounting I      | CMST& 102 Introduction to Mass Media            | ECON& 201 Micro Economics            |
| ACCT& 202 Principles of Accounting II     | CMST& 210 Interpersonal Communications          | ECON& 202 Macro Economics            |
| ACCT& 203 Principles of Accounting III    | CMST& 220 Public Speaking                       | ENGL& 101 English Composition I      |
| ART& 100 Art Appreciation                 | CMST& 230 Small Group Communications            | ENGL& 102 Composition II             |
| BIOL& 160 General Biology with Lab        | CS& 131 Computer Science I C++                  | ENGL& 235 Technical Writing          |
| BIOL& 175 Human Biology with Lab          | CS& 141 Computer Science Java                   | MATH& 141 Precalculus I              |
| BIOL& 210 General Biology                 | ECED& 105 Introduction to Early Child Education | MATH& 142 Precalculus II             |
| BIOL& 241 Human Anatomy and Physiology I  | ECED& 107 Health/Nutrition /Safety              | MATH& 146 Introduction to Statistics |
| BIOL& 242 Human Anatomy and Physiology II | ECED& 120 Practicum-Nurturing Relations         | MATH& 151 Calculus I                 |
| BIOL& 260 Microbiology                    | ECED& 132 Infants/Toddlers Care                 | MATH& 152 Calculus II                |
| BUS& 101 Intro to Business                | ECED& 160 Curriculum Development                | PSYC& 101 General Psychology         |
| BUS& 201 Business Law                     | ECED& 105 Introduction to Early Child Education |                                      |
| CHEM& 110 Chemical Concepts with Lab      | ECED& 170 Environments-Young Child              |                                      |
| CHEM& 121 General Chemistry               | ECED& 180 Language/Literacy Development         |                                      |
| CHEM& 140 General Chemistry Prep with Lab | ECED& 190 Observation/Assessment                |                                      |
| CHEM& 141 General Chemistry I             | ECED& 115 Child Development                     |                                      |
| CHEM& 161 General Chemistry with Lab I    | ECED& 130 Guiding Behavior                      |                                      |
|   | ECED& 150 Child/Family/Community                |                                      |

## Adult Basic Education, Adult High School Completion, High School 21+, ESL/GED

### Adult Basic Education (Basic Studies) [www.bates.ctc.edu/GeneralEd](http://www.bates.ctc.edu/GeneralEd)

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

- Mathematics, reading, writing
- Educational planning
- GED preparation
- Adult high school completion
- HS 21+
- English as a Second Language

ABE classes are intended to help students improve mathematics, reading, and writing skills whether or not they have a high school diploma.

Students register for basic studies to prepare for further general education courses, to complement career education, to prepare for General Education Development (GED) testing, and for personal growth. Day and evening classes are offered with weekly start dates. More information: 253.680.7274.

### Basic Studies Educational Planning

Basic studies educational planning (BSEP) assists students in selecting appropriate basic studies classes.

Students take assessment tests and are then placed in classes appropriate for their skill level and personal educational goals.

### Integrated Basic Education and Skills Training (I-BEST)

[www.bates.ctc.edu/IBEST](http://www.bates.ctc.edu/IBEST)

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

### Adult High School Completion High School 21+ [www.bates.ctc.edu/HS21](http://www.bates.ctc.edu/HS21)

Students 21 years of age and older may earn a high school diploma at Bates Technical College through completing coursework and by receiving credit for work-based and community learning experiences. More information: 253.680.7395.

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

English	3 credits
Mathematics	2 credits
Science (Including 1 credit of laboratory sciences)	2 credits
Social Studies (Including study of the U.S. and Washington State constitutions)	2.5 credits
Art	1 credit
Occupational Education	1 credit
Health and Fitness	2 credits
Electives	5.5 credits

### English as a Second Language (ESL)

Students whose primary language is not English have the opportunity to take classes to improve skills in reading, writing, and listening, and then move progressively to towards earning a high school diploma and/or transitioning into a certified degree program.

### GED Test Preparation

[www.bates.ctc.edu/Testing](http://www.bates.ctc.edu/Testing)

Specialized classes assist students in preparing for the four General Education Development (GED) examinations. Day and evening classes are offered. More information: 253.680.7274.

### How to Register (ABE/ESL/GED)

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

## Running Start & Technical High School

### Running Start

[www.bates.ctc.edu/HighSchool](http://www.bates.ctc.edu/HighSchool)

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

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

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

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

### Technical High School

[www.bates.ctc.edu/HighSchool](http://www.bates.ctc.edu/HighSchool)

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

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

Technical high school students pay a \$30 quarterly registration fee, and may be responsible for other fees, uniform, equipment and supply expenses.

### Technical High School Graduation Requirements

1. Earn at least 20 credits high school credits.

English	3 credits
Mathematics	3 credits
Science	2 credits
Social Studies	2.5 credits
Art	1 credit
Occupational Education	1 credit
Health and Fitness	2 credits
Electives	5.5 credits

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

3. Pass State Tests or State-approved alternative. Students who began 9th grade in September 2004 or later must earn a Certificate of Academic Achievement (CAA), by passing the reading and writing High School Proficiency Exam (HSPE) and an End-of-Course (EOC) mathematics exam, or an approved alternative for each area.

### Afternoon Technical High School

[www.bates.ctc.edu/HighSchool](http://www.bates.ctc.edu/HighSchool)

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

The programs offered as part of the Afternoon Technical High School are: Auto Body Rebuilding and Refinishing, Automotive Technology, Diesel and Heavy Equipment Mechanic, Digital Media, Construction Trades, and Welding.

Afternoon Technical High School students take academic classes at South Campus prior to their career training course. Afternoon high school students who complete all their afternoon career program and academic classes may transfer into the full-time day program at the next available program entry point. More information: 253.680.7004 or [www.bates.ctc.edu/HighSchool](http://www.bates.ctc.edu/HighSchool).

### TO REGISTER FOR RUNNING START & TECHNICAL HIGH SCHOOL

1. Attend a Running Start or Technical High School orientation session (see [www.bates.ctc.edu/HighSchool](http://www.bates.ctc.edu/HighSchool) for current orientation schedule).
2. Complete your orientation assignment, complete application packet, take COMPASS or CASAS placement test, and obtain approval and transcripts from your previous high school.
3. Call the high school office 253.680.7004 to schedule a meeting with a high school advisor.
4. Meet with an advisor and complete an education plan, register, pay fees, and begin your classes.

## Chapter Two • Extended Learning and other programs

### Extended Learning

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

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

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

### Articulation Agreements with Industry

Bates Technical College has a 75-year history providing Washington state-approved apprenticeship training programs. Pre-apprenticeship career education programs at Bates include:

- Carpentry
- Electrical Construction
- Machinist
- Sheet Metal Technology
- Welding

Bates offers a degree in Apprenticeship Studies. More information: 253.680.7300 or 680.7402, [www.bates.ctc.edu/Apprenticeship](http://www.bates.ctc.edu/Apprenticeship).

### Apprenticeship Committees

[www.bates.ctc.edu/Apprenticeship](http://www.bates.ctc.edu/Apprenticeship)  
**Aerospace Joint Apprenticeship Committee (AJAC) Apprenticeship Committee**

Roger Peters, Coordinator, 206.764.7940

**Industrial Maintenance Mechanic Apprenticeship**

Roger Peters, Coordinator, 206.764.7940

**Operating Engineers Regional Training JATC**

Ole Fjellstad, Training Director, 1.800.333.9752

**Pacific NW Iron Workers & Employers Local #86 Apprenticeship Committee**

Greg Christiansen, Coordinator, 206.244.2993

**Pierce County Meat Cutters Apprenticeship Committee**

Brandon Bennett, Coordinator, 253.589.0367

**Washington State Fire Fighters Joint Apprenticeship & Training Committee**

Dave Myers, Coordinator, 253.318.1638

**Western Washington Sheet Metal JATC**

Eric Peterson, Training Administrator, 425.438.1406

**Western Washington Operating Engineers Facilities Custodial Services Apprenticeship Committee**

Jim Burnson, Training Director, 253.351.0184

**Western Washington Stationary Engineers Apprenticeship Committee**

Jim Burnson, Training Director, 253.351.0184

### Manufacturing Academy

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

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

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

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

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

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

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

### Articulation Agreements with Colleges and Universities

Please refer to page 6. Bates has agreements with several public and private colleges and universities to facilitate the transfer of credits and entry to educational options after earning a Bates credential.

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

### Articulation Agreements with K-12

Bates works with K-12 school districts and other colleges and universities to provide additional educational options for students. K-12 articulation agreements are managed through the Pierce County Careers Connection.

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

## Extended Learning and other programs

### WorkForce Contract Training

Bates Technical College provides contract training for industry-specific training. For more information: 253.680.7464 or 253.680.7404.

### Continuing Education

[www.bates.ctc.edu/ContinuingEd](http://www.bates.ctc.edu/ContinuingEd)

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

### Distance Learning

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

Web-facilitated formats blend face-to-face delivery with distance learning as well as offerings where most or all of the content is delivered via distance learning. More information: 253.680.7161.

### Teacher Preparation & Certification

[www.bates.ctc.edu/TeacherPrep](http://www.bates.ctc.edu/TeacherPrep)

Bates Technical College offers training to prepare individuals with business and industry experience for career and technical education (CTE) teaching careers at the secondary level, grades 7-12. The Washington State professional Educator Standards Board has approved Bates to offer this route to CTE teacher certification. Call 253.680.7404 for more information.

- Our quality, competency-based education is flexible. Design a plan to meet your individual needs.
- Courses are offered on weeknights, weekends and via distance learning.
- Visit [www.bates.ctc.edu/TeacherPrep](http://www.bates.ctc.edu/TeacherPrep) for a current schedule. Or, call 253.680.7404 to learn more about the program, to register for classes, or for a transcript review.

### General Educational Development (GED)

[www.bates.ctc.edu/Testing](http://www.bates.ctc.edu/Testing)

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

### Industry Partnerships

[www.bates.ctc.edu/Partnerships](http://www.bates.ctc.edu/Partnerships)

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

### Professional Improvement Units

Through staff development activities, Bates offers a variety of non-credit staff and instructor improvement courses. Staff and student participation in these courses may be recognized with professional improvement units (PIUs) based on a standardized ratio: 10 clock-hours of instruction equals one PIU.

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

### Veterans

[www.bates.ctc.edu/FinancialAid](http://www.bates.ctc.edu/FinancialAid)

[www.bates.ctc.edu/Veterans](http://www.bates.ctc.edu/Veterans)

Veterans who want to use veterans' benefits to attend Bates must meet with the veterans certifying official located in student services.

Veterans Administration-funded students may participate in work-based learning experiences if they have completed in-residence at the college.

More information: 253.680.7529 or 680.7035, [www.bates.ctc.edu/FinancialAid](http://www.bates.ctc.edu/FinancialAid).

## Extended Learning and other programs

### WorkFirst

Bates partners with the Department of Social and Health Services, Employment Security, Pierce County WorkSource, and community-based organizations to provide free job search, job placement, and work experience opportunities for individuals who receive Temporary Aid for Needy Families (TANF).

Training programs are designed by industry professionals to satisfy the specific needs of each career field. Job placement assistance is available upon successful completion of training.

Eligible WorkFirst participants may qualify for up to one year of full-time training in several high-demand fields. More information: 253.680.7347

### Worker Retraining

[www.bates.ctc.edu/WorkerRetraining](http://www.bates.ctc.edu/WorkerRetraining)

Worker Retraining funding provides unemployed and laid-off workers with immediate access to training, including:

- New job readiness programs for displaced workers
- New and expanded training spaces in high-wage, high demand careers
- An on-site Job Service Center that helps individuals find employment

More information: 253.680.7127, [www.bates.ctc.edu/WorkerRetraining](http://www.bates.ctc.edu/WorkerRetraining), or email [retraining@bates.ctc.edu](mailto:retraining@bates.ctc.edu).

### Child Studies

[www.bates.ctc.edu/Family](http://www.bates.ctc.edu/Family)

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

### Child Development/Early Education Staff Training Program

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

### Cooperative Preschools

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

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

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

### Early Childhood Education and Assistance Program (ECEAP)

The Early Childhood Education and Assistance Program (ECEAP) is incorporated into the child care center at Bates and in several sites throughout Pierce County. ECEAP provides additional services for young children, including health screening, developmental screening, and help with fees. The program is for families that qualify due to limited income. More information: 253.680.7324

### Effective Parenting Courses

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

### Love and Logic

Love allows children to grow through their mistakes, and logic allows them to learn how to live with the consequences of their choices with parental guidance and support. More information: 253.680.7500.

### Parent/Infant/Toddler Programs

An eight-week series of classes in which parents with children (birth to two years) participate in educational, age-appropriate activities with an emphasis on making brain connections through movement and music. More information: 253.680.7500.

### Early Education Resource Center

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

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

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

### Washington State Training and Registry System (STARS)

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

### Early Childhood Education Degree Program

[www.bates.ctc.edu/EarlyEducation](http://www.bates.ctc.edu/EarlyEducation)

This two-year degree program is offered both online and at the college's Downtown Campus. On-campus classes include lecture, discussion and hands-on learning. Students will prepare for roles as lead teachers, and program supervisors and directors. More information: 253.680.7322 or 253.680.7010.

## Chapter Three • Student Services

## Student Services

## Advising

Students are advised by career advisors and program instructors. Contact with career advisors and instructors on a continual basis is an important part of student success. Career advisors assist with:

- COMPASS results and general education placement
- Career education program choices
- College resources, support services
- Degree and certificate requirements
- Information on program costs
- Educational and program planning
- Understanding college policies and procedures

Instructors are available to help with:

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

More information: 253.680.7002.

## Associated Student Government (ASG)

[www.bates.ctc.edu/ASG](http://www.bates.ctc.edu/ASG)

The ASG is strongly supported by administration and faculty, helps in the promotion and development of student activities, and provides for direct student representation in establishing college policies.

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

In addition, the ASG manages the Phi Theta Kappa Honor Society, college level Skills USA, and student-led clubs. ASG officers, hold regular meetings, host a monthly general assembly, meet with the college president regularly and the ASG president provides a monthly report to the Board of Trustees.

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

## Barber Shop

[www.bates.ctc.edu/BarberShop](http://www.bates.ctc.edu/BarberShop)

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

## Campus Store

[www.bates.ctc.edu/CampusStores](http://www.bates.ctc.edu/CampusStores)

Bates has campus stores at our Downtown and South Campus locations. Both stores carry a variety of school supplies, and official Bates-imprinted items such as sweatshirts, water bottles, notepads and more. Operating hours can be found on the webpage. A list of required books, supplies, and equipment is available from program instructors. All books must be ordered through eFollet. Go to [www.bates.ctc.edu/CampusStores](http://www.bates.ctc.edu/CampusStores) for more information.

## Refund and Return Policy

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

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

## Career Education Information Sessions

[www.bates.ctc.edu/InformationSessions](http://www.bates.ctc.edu/InformationSessions)

If you are uncertain about which program to choose, select an area of interest and attend a Career Education Information Session. More information: 253.680.7002.

## Career Cruiser

Students seeking advice, guidance and information about career options are encouraged to take the free "Career Cruising" assessment. This assessment consists of four tests to help students make well-informed career choices based on self-reported abilities, career interests, personality type and achievement.

For more information: 253.680.7030.

## Child Care

Bates' child care center is available to students and staff and includes an Early Childhood Education and Assistance Program (ECEAP) preschool. The center serves one-year olds through pre-kindergarten.

Hours are 6:30 a.m.-4:30 p.m., Monday through Friday, based on the college student calendar.

Several non-college child care centers are close to Bates. Financial support for child care is available for students who qualify through other college programs. For more information, call 253.680.7228 or 253.680.7320.

## Dental Clinic

[www.bates.ctc.edu/DentalClinic](http://www.bates.ctc.edu/DentalClinic)

Bates' Downtown Campus Dental Clinic is open from 8 a.m. - 2 p.m., Monday-Thursday, and is available to Bates students, their families and the general public, age 5 and older. Services provided include fillings, extractions, crown and bridge, and limited root canals. The clinic is not-for-profit, with patient fees designed to cover the cost of dental salaries and patient service materials. Assistants in the clinic are students completing training in dental assisting techniques, theory and application.

Payment is due at the time of service. DSHS with the CNP identifier is accepted. Private dental insurance is not accepted.

Operating hours may change due to instructional needs. For more information, call 253.680.7310.

## Diversity Center

[www.bates.ctc.edu/Diversity](http://www.bates.ctc.edu/Diversity)

The Downtown Campus Student Diversity Center advocates a college environment in which diverse backgrounds are respected and valued. Located in E301, the center is a safe space where discussions exist in an atmosphere of respect and trust, while providing an environment to learn about the diverse nature of our community. The center offers meeting spaces, computer workstations, printing, a conversation corner, and diversity-related materials. Call 253.680.7178 or visit [www.bates.ctc.edu/Diversity](http://www.bates.ctc.edu/Diversity).



## Student Services

### Drug-Free Environment

It is the intent of the college to provide a drug free and secure work and learning environment and to comply with the Federal Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1986 (Public Law 99-570, Title IV, Sub-Title B) and its amendment of 1989 (Public Law 101-226).

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

### Educational Opportunity Center

EOC provides free educational support for adults in the following areas: educational planning, career advising and exploration, assistance with financial aid forms and college applications, and student loan default. The EOC at Bates is located in Room M306B, Downtown Campus. Call 253.680.7153 for more information.

### Email Accounts for Students

[www.bates.ctc.edu/StudentEmail](http://www.bates.ctc.edu/StudentEmail)  
Registered career education students at Bates Technical College have a student email account provided as a service from Bates.

### Emergency Closures/School Delays

[www.bates.ctc.edu/Weather](http://www.bates.ctc.edu/Weather)  
In the case of severe weather conditions or college emergencies, information regarding the status of Bates operations can be found by phoning the weather and schedule information line, 253.680.7060, and on the college website, [www.bates.ctc.edu/weather](http://www.bates.ctc.edu/weather). College closure information will also be available on major Puget Sound radio and television stations through the Public Schools Emergency Communication System, and on their website, [www.schoolreport.org](http://www.schoolreport.org).

### Financial Aid

[www.bates.ctc.edu/FinancialAid](http://www.bates.ctc.edu/FinancialAid)  
See page 23 for financial aid eligibility standards and application procedures. More information: 253.680.7020.

### Food/Dining Service

[www.bates.ctc.edu/Dining](http://www.bates.ctc.edu/Dining)  
Several food service options varying in offering and price are available. The culinary arts program provides food service at the Downtown Campus cafeteria. Snacks are available in the bookstores; vending machines are located on campus.

### Hearing Clinic

[www.bates.ctc.edu/HearingClinic](http://www.bates.ctc.edu/HearingClinic)  
Bates operates a full service hearing clinic at the Downtown Campus in Room E214. Students and the general public have access to free hearing assessments and hearing aid checks. Hearing aids are sold and serviced for a fee. More information: 253.680.7362.

### Insurance

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

### Job Placement

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

### Job Service Center

[www.bates.ctc.edu/JobServices](http://www.bates.ctc.edu/JobServices)  
The Washington State Department of Employment Security maintains an office at the Downtown Campus, M214, to assist with job placement. Lists of jobs openings are available in the center. More information: 253.680.7240, [www.Go2WorkSource.com](http://www.Go2WorkSource.com).

### Library

[www.bates.ctc.edu/Library](http://www.bates.ctc.edu/Library)  
Library resources and services support the curriculum and the work of the college. Library facilities are located on downtown and south campuses, with electronic resources available from any internet-connected computer. Resources are available in multiple formats (print, video, audio, online) to serve various learning styles. More information: email [library@bates.ctc.edu](mailto:library@bates.ctc.edu), call 253.680.7220 (Downtown Campus), 253.680.7550 (South Campus), or chat online 24/7 [www.bates.ctc.edu/LibrarianChat](http://www.bates.ctc.edu/LibrarianChat).

### Disability Support Services

[www.bates.ctc.edu/DisabilitySupportServices](http://www.bates.ctc.edu/DisabilitySupportServices)  
The primary focus of Disability Support Services (DSS) is to assure nondiscrimination on the basis of disability.

Through DSS, qualified persons with disabilities can address their concerns regarding attitudinal or procedural barriers encountered, as well as any need for academic adjustments and/or auxiliary aids to assure equal access. DSS will provide information and auxiliary aids or services, serving as a resource to the campus community while striving to make Bates Technical College both an accessible and hospitable place for persons with disabilities to enjoy full and equal participation. We work with individuals who have physical, learning and/or mental disabilities, are academically or economically disadvantaged, limited English speaking, single parents, ex-offenders, displaced homemakers, and gender equality programs.

## Student Services

### National Voter Registration Act

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

### Parking

[www.bates.ctc.edu/Parking](http://www.bates.ctc.edu/Parking)

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

#### Parking Fines:

- No valid permit displayed: \$25
- Parking in area not authorized by permit: \$25
- \*Blocking or obstructing traffic or impeding college operations: \$50
- Parking in reserved staff space without authorization: \$50
- Handicapped parking violation (RCW 46.16.381): \$450
- \*Parking adjacent to fire hydrant: \$25
- \*Parking in fire lane: \$25
- Parking in zone or area marked "no parking": \$25

#### \*Traffic Fines:

- Speeding: \$40-\$85
- Reckless/negligent driving: \$40-\$100
- First offense: Parking privileges on all campuses revoked

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

**Parking Fine Appeal:** Parking fines, penalties, and permit revocations may be appealed in some cases. A written appeal with specific details should be submitted to the college's Health and Safety Manager within five business days of receipt of the citation. If denied, the decision may be appealed to the Parking Advisory Committee for review. All decisions made by the parking advisory committee shall be final. Repeated or continued violations may result in having parking privileges revoked and/or vehicle impoundment at owner's expense.

### Safety

[www.bates.ctc.edu/Safety](http://www.bates.ctc.edu/Safety)

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

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

### MyBates

[www.bates.ctc.edu/MyBates](http://www.bates.ctc.edu/MyBates)

MyBates allows students to view and print an unofficial copy of their transcript, a form to request an official transcript, to find out which required financial aid documents have not been received, and if and when the college has sent an award letter.

### Tuition Refund Policy State Funded Instruction

A student who has paid tuition before the quarter starts but is unable to attend the class may receive a full tuition refund. After the first day of class, Bates grants refunds as follows:

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

### State-funded Instruction

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

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

- Refunds will not be granted for students withdrawn for disciplinary reasons.
- Students called for military active duty will be granted a refund of tuition and laboratory/supply/computer use fees paid for the current payment period, subject to the rules and regulations of their respective funding sources. Presentation of written confirmation is required.

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

Refunds must be requested in writing by the student or the funding agency administrator. Refunds for special programs will be made directly to the funding agency administrator.

### Tuition Refund Policy—Financial Aid Recipients

Financial aid recipients are subject to the Return of Title IV Aid regulations, as stated in this catalog. (See page 23.)

### Tuition Refund Policy—Self-Support Classes

100%	If college cancels class
100%	Withdrawal on or before one business day prior to 1 <sup>st</sup> class
0%	Student registers, but does not attend
0%	Student withdraws after 1 <sup>st</sup> class

## Student Services

### Tutoring

[www.bates.ctc.edu/Tutoring](http://www.bates.ctc.edu/Tutoring)

Tutoring is available at all campuses to registered students seeking assistance in any area related to academic success, including math, reading, writing, study skills, and program-specific materials. Assistance is also available to prospective students who are preparing to take the COMPASS or GED tests.

### Tuition, fees and other program costs

[www.bates.ctc.edu/Tuition](http://www.bates.ctc.edu/Tuition)

#### 2015-2016 Resident Tuition

# of Credits	Tuition	Total Fees, excluding lab/ special fees	Total
1	\$99.32	\$21.00	\$120.32
2	\$198.64	\$42.00	\$240.64
3	\$297.96	\$63.00	\$360.96
4	\$397.28	\$84.00	\$481.28
5	\$496.60	\$105.00	\$601.60
6	\$595.92	\$126.00	\$721.92
7	\$695.24	\$147.00	\$842.24
8	\$794.56	\$168.00	\$962.56
9	\$893.88	\$189.00	\$1,082.88
10	\$993.20	\$210.00	\$1,203.20
11	\$1,037.95	\$231.00	\$1,268.95
12	\$1,082.70	\$252.00	\$1,334.70
13	\$1,127.45	\$273.00	\$1,400.45
14	\$1,172.20	\$294.00	\$1,466.20
15	\$1,216.95	\$315.00	\$1,531.95
16	\$1,261.70	\$336.00	\$1,597.70
17	\$1,306.45	\$357.00	\$1,663.45
18	\$1,351.20	\$378.00	\$1,729.20
19	\$1,443.37	\$399.00	\$1,842.37
20	\$1,535.54	\$420.00	\$1,955.54
21	\$1,627.71	\$441.00	\$2,068.71
22	\$1,719.88	\$462.00	\$2,181.88
23	\$1,812.05	\$483.00	\$2,295.05
24	\$1,904.22	\$504.00	\$2,408.22
25	\$1,996.39	\$525.00	\$2,521.39
26	\$2,088.56	\$546.00	\$2,634.56
27	\$2,180.73	\$567.00	\$2,747.73
28	\$2,272.90	\$588.00	\$2,860.90
29	\$2,365.07	\$609.00	\$2,974.07

# Disability Support Services and Accommodation

## Eligibility

It is the student's responsibility to identify him or herself as having a documented disability and seek assistance from Disability Support Services (DSS). Bates Technical College recognizes that traditional methods, programs, and services may need to be altered to assure full accessibility to qualified persons with disabilities.

A qualified student is one who:

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

## Attendance

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

## Student Rights

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

## Equal Access

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

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

## Obtaining Services

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

- Make an appointment with Disability Support Services at 253.680.7013, Relay Services 711
- Bring formal written documentation of your disability to the first meeting with Disability Support Services. Documentation must be from a licensed professional;
- Request the accommodations you desire;
- Request services early for timely accommodations (preferably six weeks before starting classes).
- When your eligibility is established, it is your responsibility to present the Letter of Accommodation to all instructors at the beginning of each quarter. Discuss your accommodations with your instructor at the beginning of your class or program to ensure successful program completion.

## Confidentiality

Information regarding a student's disability is considered confidential. Information will not be released to anyone outside of the college without the written permission of the student. Information may be shared within the college with appropriate faculty and staff to facilitate services and reasonable accommodations.

## Course Substitutions/Waivers

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

The college considers requests for course substitutions or waivers according to procedures outlined in the Policies and Procedures Regarding Reasonable Accommodations for Students with Disabilities Under 504-ADA. The procedure is located in the Downtown Campus Disability Support Services office, room M211.

## Student Grievance

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

## Registration & Attendance Policies

### Full-time Students

Full-time students attend classes from six to eight hours each school day, depending on the program. The academic year is 11 months, with four, 10-week quarters: fall, winter, spring and summer. Students are expected to attend class during all four quarters of the academic year.

Most classes are held from approximately 7:15 a.m. to 3 p.m., Monday through Friday. Students may register any day the college is open, pay a non-refundable application fee, and begin classes at the next available entry point. If a program is full, a student may be placed on a waitlist after the application fee has been paid.

### Health & Medical Students

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

### Students with Disabilities

Qualified individuals with disabilities interested in furthering their education are encouraged to use the services of Bates' Disability Support Services (DSS). Students requesting special accommodation(s) should contact DSS.

#### More information:

253.680.7013, Relay 711, email: [dss@bates.ctc.edu](mailto:dss@bates.ctc.edu). (See page 19.)

### Enrollment/Registration Policy

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

If you are undecided about your program of study, consider attending a Career Education Information Session or contact one of our career advisors. More information: 253.680.7002, [www.bates.ctc.edu/InformationSessions](http://www.bates.ctc.edu/InformationSessions).

### Admissions Testing

All students registering in a career education program are required to take the COMPASS test. Contact the Assessment/Testing Center at 253.680.7030.

COMPASS/ASSET scores determine placement in 100-level general education courses and in developmental and basic skills classes in mathematics, reading, and writing. Comparable ASSET scores may be used in lieu of COMPASS scores.

Students registering in general education courses, English, human relations and mathematics, must have the prerequisite COMPASS scores in reading, writing, pre-algebra, algebra or college algebra test levels. Students scoring below those levels are required to register in developmental or basic studies classes to prepare for 100-level courses.

### Attendance Policy

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

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

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

Students must pay a new application fee anytime there is a break in enrollment.

### Withdrawals

Students may initiate withdrawal proceedings in the registration office.

### School Delays & Closures

[www.bates.ctc.edu/Weather](http://www.bates.ctc.edu/Weather)

In the case of severe weather conditions or college emergencies, information regarding the status of Bates' operations can be found on the college website, [www.bates.ctc.edu/Weather](http://www.bates.ctc.edu/Weather), or by phoning the weather and schedule information line, 253.680.7060. College closure information also will be available on major Puget Sound radio and television stations through the Public Emergency Communications System and on their website, [www.schoolreport.org](http://www.schoolreport.org).

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

## International Student Information

### International Students

[www.bates.ctc.edu/International](http://www.bates.ctc.edu/International)

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

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

NOTE: Bates is an approved college for Saudi Arabian Cultural Mission (SACM) scholarship recipients.

### International Student Services

- Airport pickup
- Registration assistance, advising
- International student orientation
- Access to computer labs and library resources
- Access to Bates' Diversity Center and activities through the college's Associated Student Government

### International students must:

- Show sufficient financial resources to pay college and living expenses for 11 months.
- Demonstrate English language ability:

Please send English proficiency scores as part of your application. We accept the following tests:

- TOEFL Score of 61 (iBT) /173 (CBT) /500 (PBT)
- IELTS Score of 5.5
- ELS Language Centers - Completion of Level 109 (112 for select programs\*)
- STEP EIKEN Grade 2A (Minimum)

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

### ELS Language Center Tacoma

[www.els.edu/Tacoma](http://www.els.edu/Tacoma)

Those who do not have a basic command of English, or who do not wish to take the TOEFL or IELTS test, must apply to ELS Language Center Tacoma, located on the Downtown Campus.

Once completing ELS Level 109\*, students then transfer to Bates to continue in their career training program of choice.

### Demonstrating English Proficiency

Students from English-speaking countries who attended a secondary school, college or university in which English was the language of instruction, may demonstrate proficiency through official transcripts. In order to be official, a transcript must either be sent to Bates directly from the secondary school, college/university, or, if the student sends the transcript, it must be in the original, sealed envelope from the school or college/university. If the envelope has been opened, it is no longer official and will not be accepted.

Students with official transcripts from English-speaking countries will still be required to take the COMPASS test in order to determine English and math placement levels.

Students who do not meet the minimum English proficiency for their chosen career training program will be referred to ELS Language Centers to increase their English level to the minimum required by their program.

### \*Programs that require ELS 112:

- Civil Engineering Technician
- Denturist
- Hearing Instrument Technology
- Occupational Therapy Assistant
- Practical Nurse

### Admission Application

Obtain an admission application online at [www.bates.ctc.edu/International](http://www.bates.ctc.edu/International) or via email: [International@bates.ctc.edu](mailto:International@bates.ctc.edu).

Bates Technical College issues F-1 and M-1 Certificates of Eligibility and I-20 forms required for the issuance of an F-1 Visa. Please take the I-20 form to the U. S. Consulate in your country to apply for a student visa.

### Mail the completed admission application and forms to:

International Student Advisor  
International Student Services  
Bates Technical College  
1101 S. Yakima Ave., Room E316  
Tacoma, WA 98405-4895, USA

Or, scan and email the application and forms to [international@bates.ctc.edu](mailto:international@bates.ctc.edu).

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

More information: 253.680.7127, email [international@bates.ctc.edu](mailto:international@bates.ctc.edu) or visit [www.bates.ctc.edu/International](http://www.bates.ctc.edu/International).

### Tuition and Expenses for International Students

The cost to attend Bates Technical College, including books, supplies, tuition, and living expenses is approximately \$2,500 (US) per month. This does not include the cost of travel to or from the United States. The college provides limited scholarships for which international students can apply.

For a schedule of international tuition and fees, visit [www.bates.ctc.edu/International](http://www.bates.ctc.edu/International).

### Financial Responsibility

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

### Tuition Deposit-Applicants from Gambia

Bates Technical College has experienced difficulties with applicants from Gambia who have either not had adequate finances to cover their expenses in the United States, or have failed to report to the college after entering the United States as an F-1 student.

In an effort to prevent similar problems from occurring, Bates requires an advance deposit of USD \$4,500 to ensure that applicants from Gambia are financially prepared to study in the United States, and that applicants intend to enroll as international students. Applicants will not be issued an I-20 form until the tuition deposit is received in full.

If a student who has paid the deposit is unable to obtain the F-1 student visa, he or she will be eligible to defer to a later quarter. Deferment can only occur twice. If the student is still unable to obtain the F-1 visa, the original I-20 form, as well as the original consulate letter showing proof of visa denial must be mailed directly to Bates in order to get a refund of the tuition deposit. The student will then be refunded the tuition deposit, minus any applicable bank charges. The \$50 application fee is not refundable.

### International Contract Training

Bates Technical College provides international and distance learning contract training for industry-specific training and/or for international educational partners. More information: 253.680.7464 or 253.680.7127.  
[www.bates.ctc.edu/International](http://www.bates.ctc.edu/International).

## Transcripts, Transfer of Credits

### Transcripts

[www.bates.ctc.edu/Transcripts](http://www.bates.ctc.edu/Transcripts)

Official transcripts for courses completed at Bates Technical College are available through the registrar's office at \$5 per copy.

A transcript request form may be obtained by mail or online at [www.bates.ctc.edu/Transcripts](http://www.bates.ctc.edu/Transcripts). Transcript requests must be submitted in writing and signed by the student. Telephone requests are not accepted, and transcripts will not be released without the student's signature.

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

Unofficial transcripts may be printed from the college website at [www.bates.ctc.edu/Transcripts](http://www.bates.ctc.edu/Transcripts).

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

### Transfer of Credits

Credits, qualifications, or requirements waived by one college may not necessarily be waived by another college. Those decisions are made at each institution. Upon student application, each college evaluates and, if appropriate, transfers recognized credits which apply to the area of study for which the student has applied. Students may earn credit for prior learning or submit a course challenge based on established procedures. Military transcripts will be evaluated based on American Council on Education (ACE) recommendations. The enrolling college determines transfer credits earned elsewhere.

Students may request that prior credits be transferred to satisfy general education requirements. Students must complete a Request for Evaluation in the registrar's office.

Students must specifically request official transcripts be forwarded directly to the registrar's office from accredited post-secondary institutions or military service.

Courses will be evaluated, and accepted transfer courses and credits will be reported on the transcript, which students may view online at [www.bates.ctc.edu/Transcripts](http://www.bates.ctc.edu/Transcripts).

### Credit for Military Service

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

### College-Level Examination Program

[www.bates.ctc.edu/Testing](http://www.bates.ctc.edu/Testing)

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

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

- Show their level of competency in a subject to determine placement; and
- Accumulate credit toward a degree by demonstrating knowledge they have gained independently.

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

### Transferability of Credits

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

### Transferability of General Education Credits

The transferability of general education credits earned at Bates Technical College is subject to the policies of the receiving institution. General education courses are required in career education programs and are necessary to pursue higher-level degrees.

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

### Work-Based Learning

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

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

## Financial Aid

### Financial Aid

[www.bates.ctc.edu/FinancialAid](http://www.bates.ctc.edu/FinancialAid)

Financial aid is available for eligible students. Students and their families need not be low-income to qualify for some kinds of financial aid. Students must apply for financial aid to be eligible for federal assistance.

Even if receiving financial assistance from agency sources (L&I, VA, DVR, WorkSource, WorkFirst), students may be eligible for additional grant aid from state and federal financial aid sources to attend school.

Eligibility is determined by comparing the difference between the cost of attending school and the student's Expected Family Contribution (EFC) number provided on the FAFSA.

Students are encouraged to apply for financial aid as early as possible since pre-qualification may take up to eight weeks from the application submission date. Students who apply for financial aid give voluntary consent to use the college's electronic processes. The student must notify the financial aid office in writing if they choose not to use Bates' electronic processes. Electronic financial aid award notifications begin in July.

Financial aid is intended to supplement, not replace, a person's resources. If combined resources are not sufficient to cover expenses, you may be eligible for financial aid in the form of grants, scholarships, low-interest loans, or work study employment.

Information submitted on the financial aid form determines eligibility for grants, scholarships, work study, and low-interest loans. Students should plan to use personal resources to buy books and supplies prior to their first financial aid disbursement.

### Higher One

The college has partnered with Higher One to facilitate financial aid refunds and disbursements. Learn more: [www.bates.ctc.edu/OneCard](http://www.bates.ctc.edu/OneCard) or [www.bates.ctce.du/OneCardFAQ](http://www.bates.ctce.du/OneCardFAQ)

### Eligibility for Financial Aid

To be eligible for financial aid, a student must:

- Attend a financial aid-eligible Bates program to obtain a degree or certificate
- Be a U.S. citizen or eligible non-citizen
- Make satisfactory progress in a program of study, as defined by the institution's satisfactory progress criteria
- Not be in default on any previous student loans or owe a refund on any grant
- Be registered for the draft with Selective Service, if required by law
- Be a high school graduate, or a GED completer

Students entering Bates with a bachelor's degree are limited to applying for loans, scholarships, and work study assistance.

### Satisfactory Progress

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

Students who receive financial aid will be placed on warning or suspension if they do not maintain satisfactory progress. Students are still eligible for a financial aid disbursement while on warning status. Students on suspension will not receive financial aid. If a student is suspended from aid, they have a right to appeal their status. Students should continue to attend college courses while their appeal is being considered. Refer to the Satisfactory Academic Progress policy for details.



### Withdrawals

A student may initiate withdrawal proceedings in the registrar's office or with an instructor.

### Return of Title IV Financial Aid

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

Please refer to the student handbook at [www.bates.ctc.edu/MyBates](http://www.bates.ctc.edu/MyBates) for a full description of Return of Title Four Funds and/or inquire at the Financial Aid Office.

Students who are in Return of Title IV status will receive an overpayment letter and will be ineligible for further Title IV and state aid, until the funds are repaid. The calculation is based on the last recorded day of attendance for the student. (Sample calculations are available upon request in the Financial Aid office).

### To Apply for Financial Aid

1. Complete and submit the Free Application For Student Aid (FAFSA) as soon as possible. Get forms in the financial aid and student services offices, and online at [www.bates.ctc.edu/FinancialAid](http://www.bates.ctc.edu/FinancialAid) or [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
2. Complete a Financial Aid Data Sheet and return it to the financial aid office.
3. Stay in touch with the financial aid office to ensure that they have the correct information to complete your file.
4. Remember that you must reapply for financial aid each year. Electronic notification of financial aid awards begin in July each year.

## Grants, Loans & Scholarships

Our Financial Aid Office can answer your questions about grants, loans and employment programs that can help students pay for their education.

*More information: 253.680.7020 or [www.bates.ctc.edu/FinancialAid](http://www.bates.ctc.edu/FinancialAid).*

### Grants

<b>Federal Pell Grant*</b>	\$626 to \$5775/year	For undergraduate students (federal)
<b>Federal Supplemental*</b>	\$100 to \$300/year	For undergraduate students (federal)
<b>WA State Need Grant*</b>	Up to \$3,541 + \$964 daycare allowance	For undergraduate students (state)
<b>3.5 Percent Fund*</b>	Amount varies	For full- & part-time students (institutional)

*\*Grant amounts and the availability of funds are subject to change*

### Loan Programs

Bates participates in the William D. Ford Direct Loan program. For more information, go to [www.bates.ctc.edu/financialaid](http://www.bates.ctc.edu/financialaid).

<b>Federal</b>	Maximum 1 <sup>st</sup> year: \$3,500	Subsidized: Deferred repayment and fixed interest rates
	Maximum 2 <sup>nd</sup> year: \$4,500	Subsidized: Deferred repayment and fixed interest rates
	Amount varies	Unsubsidized: Deferred repayment and fixed interest rates
<b>Federal Plus Loan</b>	Maximum loan can cover cost of education; a non-need based program for parents of undergraduate dependent students with immediate repayment fixed interest rates	

### Employment Programs

<b>Federal and State Work Study</b>	\$500 to \$6,000/year	On- and off-campus employment opportunities
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### SALT

[www.saltmoney.org](http://www.saltmoney.org) or [www.bates.ctc.edu/SALT](http://www.bates.ctc.edu/SALT)

Part of an ongoing commitment to financial literacy, SALT offers valuable tools and resources, including budgeting, money-saving discounts, and counseling.

## SCHOLARSHIPS

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

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

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

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

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

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

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

### 4. What is involved in the application process?

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

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

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

Learn more at [www.bates.ctc.edu/Foundation](http://www.bates.ctc.edu/Foundation).

## Grading System

### Grading Procedures

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

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

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

3. Reporting:

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

Numerical Grades	Letter
4.0	A
3.9-3.7	A-
3.6-3.3	B+
3.2-3.0	B
2.9-2.7	B-
2.6-2.3	C+
2.2-2.0	C
1.9-1.7	C-
1.6-1.3	D+
1.2-1.0	D
0.9-0.7	D-
0.0	N/C

**N/C-No Credit:** counted in GPA

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

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

**W:** Withdrawal - not counted in GPA

**IC:**Incomplete

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

5. Incomplete marks (IC)

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

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

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

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

- what work must be completed
- by what date the work will be completed

• what the final grade for the course will be if the student does not complete all required work by the required date

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

### Academic Suspension

A student who is suspended from Bates Technical College will not be permitted to enroll for any credit courses for three consecutive quarters, from the end of the quarter for which the suspension occurred. A student who returns after suspension will automatically be placed on first quarter probation status.

A suspended student who fails to maintain the required academic standards due to special or extraordinary circumstances may petition the Academic Standards Committee for conditional reinstatement. Petition forms are available in the office of the vice president for student services.

### Program Curriculum

The program descriptions in this catalog are provided for reference and list all curricula that exist for individual programs. Selection of specific elective classes will depend on the area(s) of program emphasis a student wishes to pursue; therefore, students may not need to complete every class segment that is listed in the catalog. Students should consult with their advisors and faculty to determine the most appropriate and/or required classes for their desired program path and completion credential.

### Program Completion Times

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

### Academic Standards Procedure

Bates' Academic Standards Procedure applies to all Bates students enrolled in credit courses. Standards were established to maintain academic excellence and to encourage students to assume responsibility for their own academic progress. Academic standards procedures also ensure that students with educational difficulties are informed of the many resources available at Bates.

A student enrolled in graded courses at Bates will be placed on academic probation when the student's cumulative grade point average (GPA) falls below 2.0. Students who remain on probation for three quarters are subject to suspension from academic study at the college for three consecutive quarters. A hard copy of the complete Academic Standards Procedure is available in Student Services.

## Student Rights & Responsibilities

### WAC Student Rights & Responsibilities Chapter 495A-121

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

Broadly stated, the purpose of the college is to provide opportunities for all who desire to pursue educational goals. Like any other institution having its own special purposes, the college must maintain conditions conducive to the effective performance of its functions.

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

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

Conduct codes are subject to change. The most current code provisions are in the Washington State Register and available at <http://apps.leg.wa.gov/WAC/default.aspx?dispo=true&cite=132E-120>

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

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

may disclose directory information. The FERPA affords students certain rights with respect to their educational records:

- (1) The right to inspect and review the student's education records within 45 days of the day the college receives a request for access;
- (2) The right to request the amendment of information contained in the student's education records that the student believes is inaccurate or misleading;
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures of the college to comply with the requirements of FERPA. Visit [www.bates.ctc.edu/MyBates](http://www.bates.ctc.edu/MyBates).

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

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

### Student Right To Know

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

These and other important, relevant statistics for each program, each campus, and the entire college can be

viewed on the following websites: [nces.ed.gov/collegenavigator](http://nces.ed.gov/collegenavigator) (completion and graduate rates), [ope.ed.gov/security](http://ope.ed.gov/security) (campus security data), and [www.ed.gov/about/offices/list/fsa/](http://www.ed.gov/about/offices/list/fsa/) (federal student aid).

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

### Policy Prohibiting Hazing

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

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

### Sexual Harassment Policy

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

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

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