RANKEN TECHNICAL COLLEGE 2011 - 2012 STUDENT CATALOG

RANKEN

TECHNICAL COLLEGE

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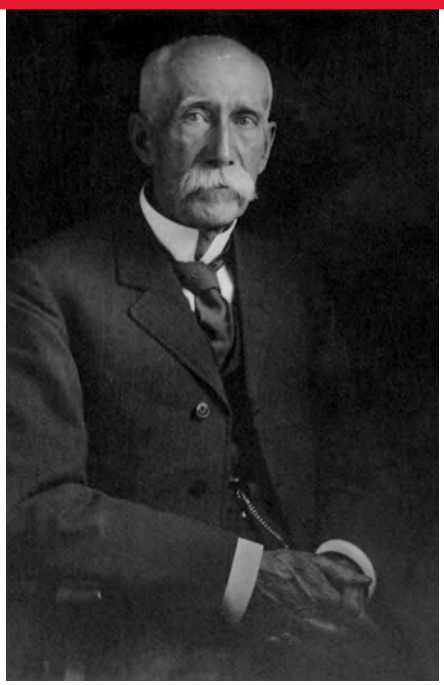
RANKEN HISTORY



Ranken Technical College brings a rich history and a tradition of excellence to the St. Louis region. For the past century, Ranken has shown its commitment to students and the industries we serve by offering the highest quality in hands-on technical education.

This commitment to quality originated with David Ranken, Jr., an Irish immigrant who settled in St. Louis and founded Ranken in 1907. He had a vision to improve the lives of deprived youth by giving them the education to create a better future for themselves, as well as to contribute to the economic vitality of the region. To extend his vision well beyond his own life, Mr. Ranken contributed $1.8 million – nearly his entire estate – to create an endowment to build and support the private, non-profit institution now known as Ranken Technical College.

While programs and technologies have changed over the past 100 years, the College's commitment to the founder's original vision holds true. Today, Ranken Technical College is an undisputed leader in technical education, offering superior hands-on learning and state-of-the-art technologies to support industry demand for a highly skilled workforce. Ranken graduates get the education – certificate, associate or bachelor's degrees – and experience they need to be successful on the job and throughout their career. As a result, they are the most sought-after professionals in the many industries Ranken serves.

class start dates

2010 - 2011

August 23, 2010	Fall Semester
January 10, 2011	Spring Semester
May 16, 2011	Summer Semester

2011 - 2012

August 25, 2011	Fall Semester
January 9, 2012	Spring Semester
May 14, 2012	Summer Semester

Visit Ranken online at www.ranken.edu to apply!

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* Ranken reserves the right to change all information appearing in this publication. Please contact us for up-to-date information.

mission statement

Ranken Technical College is a private, non-profit, degree-granting institution of higher learning whose primary mission is to provide the comprehensive education and training necessary to prepare students for employment and advancement in a variety of technical fields.

» the college

INSTITUTIONAL PURPOSES

The purposes of Ranken Technical College are:

» To provide excellence in education in current and leading-edge technology that is oriented toward developing critical thinking and problem-solving skills through an appropriate blend of technical and general education.

» To incorporate general education into all degree programs to assist students in developing communication, scientific, mathematical, computer, human relations and business skills along with an appreciation for and ability to continue the learning process.

» To instill within Ranken students the work ethic attributes in demand by industries, including honesty, ethical standards, dependability, industriousness, commitment to quality, craftsmanship, courtesy, professionalism, teamwork, appearance and safety consciousness.

» To provide evening programs in various technical fields.

VALUES

The values for Ranken Technical College define the framework for how the College will accomplish its mission and purposes. Ranken Technical College shall:

» Be a leader in providing trade and technical education.

» Promote an environment that celebrates diversity, recognizing the valuable and unique contributions diverse people can bring to the Ranken community.

» Actively involve itself in community issues that affect the College.

» Continuously explore new areas of technology for inclusion in existing programs as industry demand and market conditions so dictate.

» Pursue opportunities for growth and expansion compatible with the College's mission and appropriate to its resources, which address the needs of students, industry and the community.

» Support a continuous improvement process that assesses and improves the quality of education in terms of content, delivery and student learning.

» Provide faculty and staff the requisite knowledge, education, experience and motivation to perform their varied roles.

» Provide the remediation and support services necessary to promote student persistence to graduation.

» Foster a climate in which employees experience a high level of job satisfaction.

» Treat all members of the Ranken family — students, employees, financial supporters, employers and visitors — with dignity and respect by conducting business in a professional and responsible manner.

» Manage resources in an ethical and responsible manner to meet current and future challenges. The Board of Trustees and administration of the College shall provide the necessary resources — human, physical and fiscal — to accomplish the College's mission, purposes and values.

LOCATION/CAMPUS FACILITIES

Located in St. Louis, Missouri, north of the city's Central West End, Ranken Technical College covers a tract of land equal to more than three city blocks. A first and lasting impression that strikes Ranken visitors is the large amount of high-tech equipment throughout its well-planned labs and shops. Although the equipment-to-student ratio is impressive, equally important is the maximum hands-on training and experience each student receives. New equipment is regularly added to keep pace with technology and industry developments.

» the college

A COMMITMENT TO EXCELLENCE

Throughout its history, Ranken Technical College has been dedicated to in-depth training in each of its technical specialties. Through a unique combination of classroom education and hands-on instruction, each student is fully educated to be successful in his or her technical field of choice.

EDUCATIONAL FORMULA

Our educational formula is founded on success and career development. Thousands of men and women who have attended Ranken since 1907 have earned certificates, diplomas and degrees. Others have taken advantage of Ranken's courses to update their skills, becoming more valuable employees and personally more marketable. The formula for a student's success is based upon three equal components:

» Technical Education
» General Education
» Work Ethic

The technical component consists of the theoretical and practical application of modern technology in any of the College's programs. The general education component assists students in developing strong communication skills, scientific and mathematical reasoning, computer literacy, an understanding of business and an appreciation of the individual's role in society – all of which prepare students for career advancement. Finally, Ranken treats students as professionals from day one. The work ethic component exposes students to the values, attitudes and behaviors sought by current employers – the qualities that are likely to lead to successful careers.

These three components are the primary reasons for student success. They explain why employers continue to seek out Ranken graduates year after year.

HISTORY

Ranken Technical College was founded in 1907 by David Ranken, Jr. as a private, non-profit educational institution to train students for employment in a variety of technical and mechanical occupations.

Established with a foundation deed of more than $1 million, Ranken began its first academic year in September 1909. David Ranken, Jr. later added his entire fortune to the school's endowment, which has contributed to the substantial growth of the College and helped to reduce annual operating costs and tuition. Today, at $45 million, Ranken's endowment fund significantly supplements the cost of student education. With its proud tradition of excellence in education, Ranken has maintained its position as a national leader in technical education. Ranken is the first – and one of the only – non-profit trade and technical schools to be accredited by the North Central Association of Colleges and Schools. Over the years, the small campus of 1907 has grown to provide almost 500,000 square feet of classrooms, labs, shops and administrative offices – all designed to maximize hands-on learning.

ACCREDITATION AND APPROVALS

Ranken Technical College is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. For more information, contact:

» North Central Association of Colleges and Schools
Commission on Institutions of Higher Education
www.ncahigherlearningcommission.org
(312) 263-0456

Ranken Technical College is approved to accept students under the following educational programs:

» Department of Elementary and Secondary Education Division of Vocational Rehabilitation (states of Missouri and Illinois)
» Missouri Department of Elementary and Secondary Education Employment Training Section
» Workforce Investment Act (WIA): Division of Employment and Training (states of Missouri and Illinois)
» Department of Veterans Affairs: VA/ Vocational Rehabilitation
» Division of Employment Security (states of Missouri and Illinois)
» UAW/TAP Education: Daimler-Chrysler, General Motors and Ford Motor Company

» the college

1. Rodenheiser/Moog Automotive Center
Automotive Collision Repair Technology ..... 1st Floor
Automotive Maintenance Technology ..... 1st Floor

2. Alumni Hall
Shearwater Charter High School ..... 1st Floor

3. Finney West Building
Plumbing Technology ..... Ground Floor

4. Finney Building
Admissions Office ..... 1st Floor
Architectural Technology ..... 2nd Floor
Bookstore ..... Ground Floor
Business Office ..... 1st Floor
Dining Hall ..... Ground Floor
Career Services ..... 1st Floor
Counseling ..... 2nd Floor
Financial Aid/Scholarships ..... 1st Floor
Education Administration ..... 1st Floor
Library ..... 2nd Floor
President's Office ..... 1st Floor
Registrar/Academic Advising ..... 1st Floor
Student Achievement Center ..... 2nd Floor
TRiO Student Support Services ..... 2nd Floor

5. Gray Technology Center
Carpentry and Building Construction Technology ..... Ground Floor
Information Technology ..... 3rd and 4th Floor

6. Cook Building
Control Systems Technology ..... 1st Floor
Electrical Automation Technology ..... 2nd Floor
Electrical Systems Design Technology ..... 3rd Floor
Marketing Office ..... Ground Floor
Student Center ..... Ground Floor

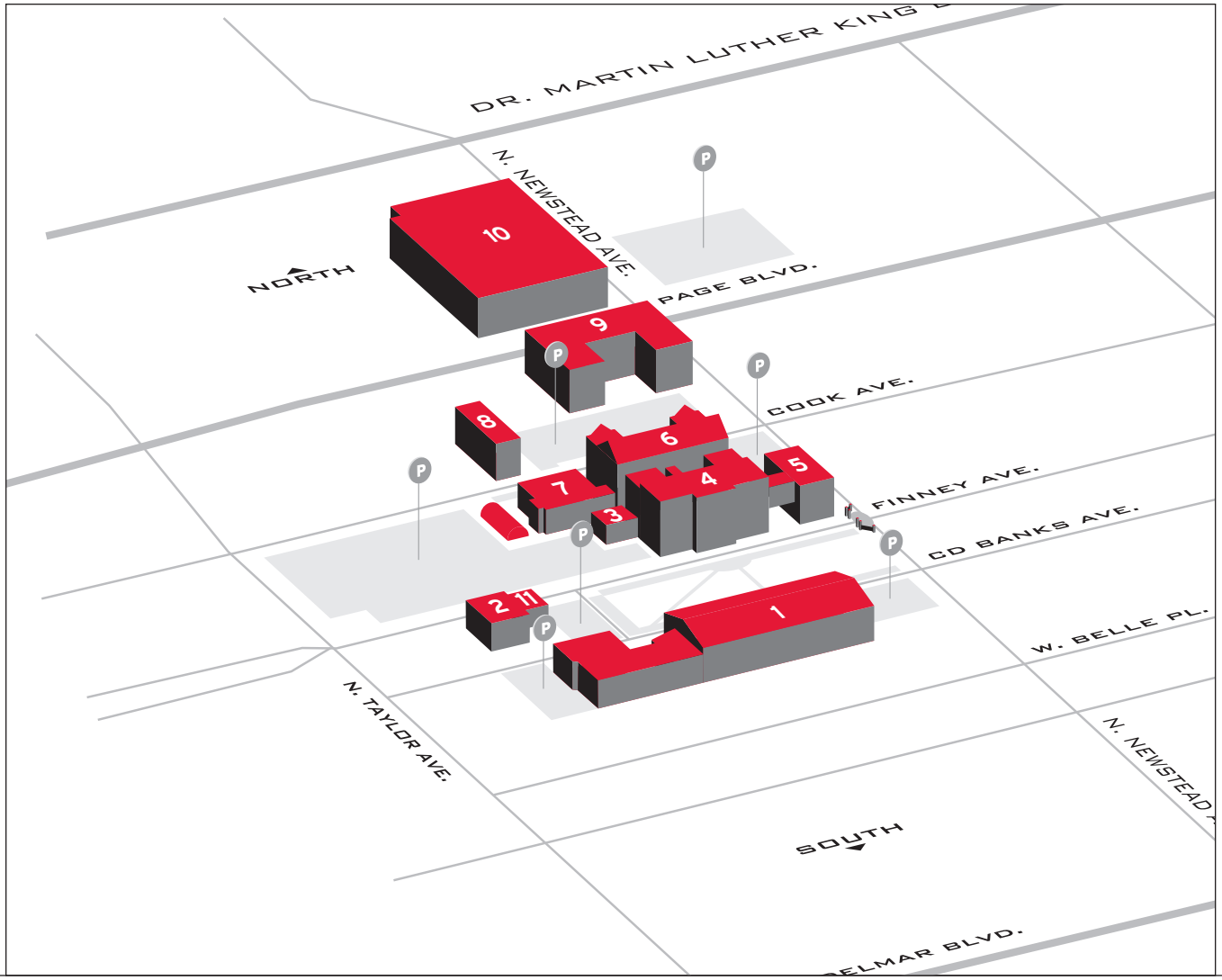
7. Cook West Building
Heating, Ventilation, Air Conditioning and Refrigeration Technology ..... 1st Floor
Precision Machining Technology ..... Ground Floor

8. Langenberg Electrical Technology Center
Electrical Technology ..... 1st and 2nd Floor

9. Myrtle and Earl Walker Residence Hall
Alumni Relations ..... 1st Floor
Development Office ..... 1st Floor
Dormitory ..... 1st and 2nd Floor
Residential Life Offices ..... 1st Floor
Security Offices ..... 1st Floor

10. Mary Ann Lee Technology Center
High Performance Racing Technology ..... 1st Floor
Industrial Technology ..... 1st Floor
Fabrication and Welding Technology ..... 1st Floor

11. Western Sheet Metal
Automotive Maintenance Technology ..... 1st Floor



» student organizations

American Institute of Architecture Students (AIAS) promotes excellence in architectural education, training and practice. It fosters an appreciation of architecture and related disciplines as well as organizes architecture students. The organization also combines their efforts to advance the art and science of architecture.

Instrumentation Society of America is a national organization supporting the Control Systems industry.

Phi Theta Kappa is an international honor society offering a variety of opportunities for scholarship, intellectual enrichment and personal development through programs based on Phi Theta Kappa's four hallmarks: scholarship, leadership, service and fellowship.

Ranken Automotive Club consists of car, truck or motorcycle enthusiasts. Membership is free and open to all Ranken students, faculty and staff. The club organizes an annual car show and participates in related activities throughout the year.

Ranken Outdoors Club is open to any Ranken student or employee interested in outdoor activities including hunting, fishing, boating and camping. The organization plans annual group hunts and fishing outings as well as hunter safety courses.

SkillsUSA (Formerly VICA) participates in the regional, state, national and international skills competition, in which students perform technical jobs and skill tests.

Student Ambassador Program is comprised of an influential group of students who are passionate about Ranken and want to spread the word about their positive educational experience to prospective students. Ambassadors assist in a variety of activities including giving campus tours, planning campus-wide events and helping the Admissions office in a general capacity. Ambassadors can earn up to $1,000 a year for their assistance.

Student Government Association is the representative body for students at Ranken. It provides students with a voice to the College administration through active participation in monthly meetings, giving them an avenue of communication to provide input on the decisions that affect them. Each major class nominates a representative and an alternate to attend monthly meetings.

Women in Technology (WIT) provides female students and employees at Ranken a forum to discuss issues, socialize and get acquainted with other women on campus. The group has meetings throughout the school year.

» student services

STUDENT ACHIEVEMENT CENTER

The Student Achievement Center (SAC) offers a comprehensive menu of academic support services for Ranken students. The SAC offers individual and group tutoring on a walk-in or appointment basis for general studies courses and technical programs. It also provides a tutor training program that is certified by the College Reading and Learning Association.

In addition, study skills guidance is available throughout the year on such topics as learning styles, note taking, test taking and time management. Print, video/ DVD, computer-aided and online materials are also available on a variety of study skills topics, including math, reading and writing.

The SAC operates a testing room and administers placement, course and industrial testing in addition to Credit-By-Examination and CLEP® testing services. The SAC administers the Ranken STEPS (math and reading) programs, which may be identified as a prerequisite for general studies courses or technical majors.

Students with diagnosed learning, mental or physical disabilities may apply for accommodations in their academic and technical courses by submitting recent documentation to the SAC director.

The SAC is located in the computer lab on the second floor of the Finney Building. Hours of operation are 7:00 a.m. to 6:00 p.m. Monday through Thursday, 7:00 a.m. to 3:00 p.m. Friday and 8:00 a.m. to noon Saturday. Summer hours are 8:00 a.m. to 6:00 p.m. Monday through Thursday, 8:00 a.m. to 3:00 p.m. Friday and 8:00 a.m. to noon Saturday.

» student services

TRIO STUDENT SUPPORT SERVICES

Student Support Services (SSS) is a federal TRiO program funded by the U.S. Department of Education. It is designed to increase retention and graduation rates, increase transfer rates from two-year to four-year institutions and improve the financial literacy and economic literacy of eligible students. SSS is also designed to foster an institutional climate supportive of the success of disadvantaged students such as those who are limited English proficient, students from groups that are traditionally underrepresented in postsecondary education, students with disabilities, students who are homeless children and youth, students who are in foster care or are aging out of the foster care system or other disconnected students. SSS helps students overcome barriers to education and students in SSS are more than twice as likely to remain in college, compared to students from similar backgrounds who chose not to participate in the program.

In addition to the services offered to all students at Ranken, students participating in SSS will have access to:

» Additional tutoring
» Academic guidance and intervention
» Assistance with scholarship searches
» Tools of the Trade Program (designed to establish good study habits, time management and decision making skills)
» Opportunities for mentoring and cultural activities
» Individual academic plans
» Personal and career counseling
» Monthly success workshops
» Transfer guidance

To see if you are eligible to participate, please stop by the SSS office in Finney F209 any time between 8:00 a.m. and 5:00 p.m. Monday through Friday or call (314) 286-3608.

COUNSELING CENTER

Ranken Technical College is committed to taking a personal approach to student needs and concerns. The counseling center provides a confidential environment where a student can talk with a counseling professional to identify ways to deal with difficult life situations, stressors, time management, personal issues and other concerns. If additional help is needed, the counselor can provide referrals for the appropriate services.

LIBRARY

The Ranken Technical College Library fulfills its mission to support and enrich the curriculum and provide for the information needs of the College by providing access to a comprehensive high-quality collection of multimedia resources for the use of the students, faculty, staff and alumni of Ranken Technical College. All of its resources and services are developed to support users in the achievement of learning goals in both the technical and general education areas.

This full-service, multimedia library contains more than 20,000 books, pamphlets and audiovisuals, as well as, a large collection of daily newspapers, professional journals and periodicals. The Library is equipped with a web-based catalog that contains all of its resources. Additionally, numerous electronic databases are available through Ranken's membership in MOREnet and computers are equipped with Internet access and Microsoft Office® applications. Interlibrary loan is also available through Get Connected, a consortium of Missouri academic libraries. The Library provides pleasant and inviting spaces for student learning in three spacious and comfortable rooms: a reference and quiet study room, a circulation and classroom area and a glassed-in bridge containing periodicals, reading areas and space for socializing. A professional librarian is on hand to provide assistance as needed.

Hours of operation are 7:30 a.m. to 6:00 p.m. Monday through Thursday and 7:30 a.m. to 3:00 p.m. on Friday, when classes are in session.

» student services

HOUSING
The Myrtle and Earl Walker Residence Hall is Ranken's first on-campus student dormitory. Housing expenses may be covered through Federal Financial Aid or paid directly through Ranken as part of the student's educational expenses. Contact the Residential Life office at (314) 286-3671 for more details.

STUDENT CENTER
The Student Center offers students a central location to meet outside of class to relax, study and socialize. The Student Center has fitness and weight equipment, a television lounge, ping-pong tables and a snack vending area.

BOOKSTORE
Ranken Technical College operates an on-campus bookstore that carries all books, tools and supplies necessary for each course. Ranken's goal is to ensure that students pay the lowest possible cost for tools of the highest possible quality.

PARKING
Ranken Technical College provides free, secure parking on campus. Replacement or additional parking tags are available for a fee of $5.

FOOD SERVICE
The College features a full-service dining hall on campus that serves breakfast, lunch and dinner during the school year. The dining hall offers complete meals, sandwiches and snacks at affordable prices.

SECURITY
Ranken has 24-hour, full security on campus. Information about Ranken's crime awareness and campus security is posted on the Web at www.ranken.edu/security. This report contains the College's policies and procedures for reporting crimes, the law enforcement authority status of security personnel and the actual campus crime statistics. A paper copy is available upon request.

» career services program

CAREER SERVICES
The Career Services office works in partnership with employers by assisting students and alumni to develop, implement and evaluate job search strategies. During the past ten years an average of 98 percent of Ranken graduates have obtained jobs in their desired technical fields within six months of graduation. The demand for Ranken's trained technicians grows stronger each year. Ranken's Career Services office offers free lifetime placement for current students and alumni seeking full- and part-time work.

The College provides an excellent service to aid graduates interested in industrial, commercial and residential employment in the fields for which they are trained. The service invites local and national employers to register their job opportunities and their needs for skilled and technical personnel. These placement opportunities are made available to graduates to help them succeed and find career opportunities in the technical fields of their choice. All students have the opportunity to register for the services in the Career Services office, located on the first floor of the Finney Building from 8:00 a.m. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Friday.

EXPERIENCE eRECRUITING
Experience eRecruiting is a Web-based resumé creation and distribution tool. With Experience eRecruiting, students and alumni can create and edit their resumés and then post them to the Career Services database. With this database, employers can view the resumé and Career Services can help facilitate the career search by referring a student's resumé to various companies.

» admissions

Ranken Technical College seeks students who will succeed in, benefit from and contribute to Ranken's educational programs and opportunities.

Ranken Technical College accepts applications for most programs for both the fall and spring semesters. Contact the Admissions office for specific program start dates.

The College operates on a rolling admission system. All credentials submitted for admission must be on file no later than one week prior to final registration for the semester in which the applicant wishes to begin.

The director of admissions welcomes enrollment inquiries from prospective students, high school and college counselors and academic advisors. All correspondence regarding applications for admission and all application credentials should be addressed to:

Admissions Office
Ranken Technical College
4431 Finney Avenue
St. Louis, Missouri 63113
Phone: (314) 286-4809
Fax: (314) 286-3309
admissions@ranken.edu

CAMPUS VISITS

Choosing the right college is an important decision. We encourage visitors to tour the Ranken campus and speak with an admissions counselor to receive additional information. On the tour, visitors can see Ranken classes in action and view our state-of-the-art facilities.

Individual and group tours are given by appointment, Monday through Friday, throughout the year.

Admissions Office Hours

Monday–Thursday .....8:00 a.m. – 6:00 p.m.
Friday .....8:00 a.m. – 4:00 p.m.
Saturday.....By appointment only

APPLICATION FEE

A non-refundable application fee of $25 is required for admission to Ranken Technical College's day school programs, the Bachelor of Science in Applied Management (BSAM) program or the Associate of Applied Science (AAS) degree program. The fee is the same for all students – degree seeking or certificate seeking – whether they begin in the fall or spring session. The fee is not refundable if the applicant withdraws. An application fee is not required for the evening certificate programs.

ADMISSION

Candidates for admission may begin the application process at any time during the school year. All required application/registration materials are due one week prior to the start of the semester. Application and registration are encouraged early as classes fill very quickly.

MINIMUM STANDARDS FOR ADMISSION

Applicants who plan to graduate, possess a high school diploma or GED certificate are considered eligible for admission to the College. The following criteria will be used to determine placement in courses:

Day School

1. Complete an application.
2. Take the COMPASS Placement Test* (Ranken's Admissions Test, can be administered by Ranken) for Reading, Math and Writing.
   OR
   Submit ACT scores in Reading (13 or higher) Math (17 or higher) and Composition (7 or higher).
   OR
   Submit a college transcript with transferable credits for English Comp I and/or Intermediate Algebra.
3. Submit the $25 non-refundable application fee and the $70 non-refundable registration fee.
4. Submit a copy of your high school diploma or final high school transcript or GED Certificate at least one week before the first day of class.

The placement test is administered by appointment during regular office hours. Students should allow at least two hours for testing.

*Current placement test score standards are available upon request from the Admissions office.

Evening Program

Evening program students who possess a high school diploma or GED meet all requirements for entrance into their major and are not required to meet placement criteria. (Exception: Students interested in the Control Systems Technology, Electrical Automation Technology or Electrical Construction Design and Management and Stationary Engineering programs must take the ACT Compass math placement test.)

Bachelor of Science in Applied Management (BSAM)

Admission requirements include a certificate or degree from Ranken's day school program, a two-year certificate from our evening program or an application for transfer from a regionally-accredited institution with a technical associate degree or certificate. Applications for admission through transfer credit will be evaluated on a case-by-case basis. Letters of recommendation from past faculty or employers, providing evidence of the prospective student's work ethic, may also be required.

» admissions

CREDIT-BY-ASSESSMENT

Ranken Technical College participates in several programs designed to evaluate educational experiences obtained through non-traditional and/or high school programs. These programs are designed to assist the College and the student to equate previously acquired knowledge in terms of college credit. The Credit-by-Assessment program is one of the measures used to determine a student's level of achievement and skill level attained through a high school and/or a technical program. Any student enrolled at Ranken who has met the requirements (75% or higher in both written and hands-on testing) in one of the assessment programs may be eligible to receive college credit.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

Ranken Technical College welcomes students from a wide variety of backgrounds and learning experiences. Many students come to our institution with a firm grounding in some of the disciplines we teach. We recognize their prior learning by accepting the College-Level Examination Program® (CLEP)® exams, which measures mastery of college-level, introductory course content in a wide range of disciplines. Students who obtain the credit-granting score required, can earn credits and course exemptions. Our institution grants a total of 12 possible credits for successful performance on CLEP® examinations for courses listed in the degree requirements.

TRANSFER ADMISSION

Ranken Technical College welcomes transfer students from two-year and four-year public and private universities and colleges. Transfer applicants are those degree or certificate seeking students who have previously enrolled in a regionally-accredited post-secondary degree program. Transfer applicants should begin application procedures at least one month prior to final registration for the semester in which they seek admission.

Students may use transferable credits to meet the placement criteria. An official transcript should be sent to the Admissions office. The transferability of credits will be evaluated on a case-by-case basis by the Registrar's office.

READMISSION

Students who left the College prior to completing their course of study, or Ranken graduates seeking further degrees or certificates may apply for readmission. All candidates must submit a separate readmission application and day school students must submit a non-refundable application fee of $25 and a $70 registration fee to the Business office at the time of course enrollment. Contact the Admissions office for additional information.

ORIENTATION

An orientation program precedes each new semester. All new students are required to attend in order to learn about the College's policies and procedures, regulations and support services. In addition, students are exposed to the resources that will help them build a successful career. New students will be notified of orientation dates. There is also a separate family orientation available in the evening, to inform family members about the resources available at the College.

Visit Ranken online at www.ranken.edu to apply!

» tuition and fees

Ranken Technical College reserves the right to change established tuition, fees and services, to add additional fees and services and to determine the effective date of such changes without prior notice.

TUITION

All Ranken students enjoy a unique financial benefit. The College's endowment fund and development efforts provide substantial support to the yearly cost of the school operation, which results in lower tuition and fees for Ranken students. This lower tuition rate can be readily verified by comparing Ranken's tuition to that of similar private educational institutions. By providing lower tuition for all students, the College remains true to its emphasis on student success, quality education and graduate placement in jobs for which they are well-trained.

Tuition for 2011-2012 is as follows (tuition is subject to change):

Full-Time* Day Program Tuition
$ 6,804 per semester ($567 per credit hour)
$ 13,608 per academic year

BSAM Tuition**
$ 6,804 per semester ($567 per credit hour)
$ 13,608 per academic year

Evening Program Tuition
$ 457 per credit hour

General Education Only*
$ 100 per credit hour

* 12 or more credit hours.
** All BSAM students are eligible for a Ranken BSAM scholarship. Please contact Financial Aid for additional details.
*** Students taking only general education courses and no technical major or core courses. Books and tools are separate fees. Please contact the Admissions office for approximate costs.

REGISTRATION FEE

A non-refundable registration fee of $70 for the day school, BSAM and AAS programs is due at the time of course registration. Evening program students must pay a non-refundable registration fee of $95 at the time of course registration.

TUITION DEADLINE

Tuition and charges are paid and payment arrangements are made through the Business office. Failure to pay tuition and charges will result in being dropped from all courses. If the tuition due date falls on a day when Ranken is closed for business, tuition is due the next business day.

» Tuition for the fall semester is due by July 1.
» Tuition for the spring semester is by December 1.
» Tuition for the summer session is due by May 1.

BOOKS, TOOLS AND SUPPLIES FEES

Students are required to purchase books and tools, which vary in cost according to the respective technical program. The College reserves the right to specify tools (brands and types) for required lab and shop assignments. Only approved tools and books may be used. Contact the Admissions office for estimated costs of books and tools.

SPONSORSHIP PROGRAMS

Ranken Technical College will provide a billing service to companies who wish to be invoiced for an employee's training. If the sponsor refuses to reimburse Ranken for any reason, the student is responsible for all costs and expenses for the associated semester.

Sponsored students who are authorized to charge bookstore purchases, must do so by the end of the first week of class. Students who overcharge or abuse their sponsorships will be reported and will be responsible for paying for any merchandise that the sponsor will not cover. Non-required materials must be approved in writing by the sponsor prior to purchase.

RETURN CHECK POLICY

If a personal check accepted by any unit of the College is returned unpaid by a financial institution, the student who submitted the check must pay a penalty of $20. In addition, the student could be placed on a checking privilege suspended list and be required to pay future charges in cash or certified funds. The penalty charge is subject to change without prior notice.

STUDENT ACTIVITY FEE

The student activity fee will cover costs of student benefits such as an initial Ranken parking tag, Ranken1 ID card, accidental insurance, cap, gown and diploma:

Undergraduate Day and BSAM Programs
$ 50 per semester

Undergraduate Evening Programs
$ 25 per semester

» refund policy

All institutional refunds will be calculated by the Business office and credited to the student's billing account within 30 days of official notification of the student's withdrawal.

Any student who wishes to withdraw from the College must contact the Registrar's office or Academic Advising office for the appropriate withdrawal procedures.

INSTITUTIONAL REFUND POLICY

Withdrawal from technical major only

Beginning with the first day of class, any student who withdraws from his/her technical major course work but remains in general education classes will receive a credit for course work attempted according to the schedule below:

1. Withdrawal from technical major course work and remaining in general education classes, during the first week of the semester – 90% credit for technical course work attempted and a charge of $100 per credit hour for general education classes.
2. Withdrawal from technical major course work during the second week of the semester – 75% credit for technical course work attempted.
3. Withdrawal from technical major course work during the third week of the semester – 60% credit for technical course work attempted.
4. Withdrawal from technical major course work during the fourth week of the semester – 45% credit for technical course work attempted.
5. After the end of the fourth week of the semester there will be no credits for course work attempted.

Withdrawal from the College

Beginning with the first day of class, any student who withdraws from the College will receive a credit of institutional charges according to the schedule below:

1. Withdrawal from the College during the first week of the semester – 90% credit of institutional charges.
2. Withdrawal from the College during the second week of the semester – 75% credit of institutional charges.
3. Withdrawal from the College during the third week of the semester – 60% credit of institutional charges.
4. Withdrawal from the College during the fourth week of the semester – 45% credit of institutional charges.
5. After the end of the fourth week of the semester there will be no credit of institutional charges.

Students who withdraw at the end of the fourth week – from either their technical major or from the College – will also forfeit any division scholarship that may have been awarded. The student may also become ineligible to receive a tuition credit and/or any Appropriation Scholarship that was previously awarded. Eligibility for tuition credits and/or Appropriation Scholarship will be determined by the Business office or the financial aid counselor on a case-by-case basis. The student will be notified by the Business office and/or the financial aid counselor accordingly. Withdrawal from the College refers to the student's Last Date of Attendance (LDA) as determined by attendance records and reported to the Registrar's office. For the purpose of this policy "institutional charges" refers to charges for tuition, lab fees, laptop fees, certification testing fees, organizational fees and student activity fees.

For the purpose of this policy, a "week" is defined by a calendar week and does not necessarily assume that there will be five class days within each week. Different withdrawal deadlines may apply to summer semester courses.

EVENING PROGRAM STUDENTS

If an applicant cancels his/her registration prior to the start of class, money paid in advance toward tuition, lab fees, laptop fees, certification testing fees and organizational fees (if applicable for the program) will be refunded. The $95 Registration deposit is non-refundable. If the applicant has purchased items from the bookstore, those items will need to be returned to the bookstore.

Beginning with the first day of class, any student who withdraws from the College will receive a refund of institutional charges according to the following schedule:

1. Withdrawal from the College during the first week of the semester – 90% refund of institutional charges.
2. Withdrawal from the College during the second week of the semester – 75% refund of institutional charges.
3. Withdrawal from the College during the third week of the semester – 60% refund of institutional charges.
4. Withdrawal from the College during the fourth week of the semester – 45% refund of institutional charges.

After the end of the fourth week of the semester there will be no refund of institutional charges.

CREDIT BALANCE REFUND POLICY

During the semester, a credit balance may be created in a student's account from excess Title IV financial aid funds. If this situation occurs, the student is entitled to a refund. The refund must be paid to the student or parent (Parent PLUS Loan only) within 14 calendar days after funds have been transmitted to the student's account.

The student may become ineligible to receive a tuition credit and/or any appropriation scholarship that was previously awarded, if the student withdraws or is dismissed from the College. Eligibility for tuition credits and/or appropriation scholarships will be determined by the Business office or the financial aid counselor on a case-by-case basis. The student will be notified by the Business office and/or the financial aid counselor accordingly.

» financial aid

Through the administration of various financial aid programs, Ranken Technical College assists qualified students who demonstrate financial need. The College will make every effort to assist all students in meeting their financial obligations through part-time employment, scholarships, institutional and/or private loans, state financial aid or federal financial aid. Since the College is dedicated to helping those who help themselves, every financial consideration will be made.

GOVERNMENT PROGRAMS

Ranken participates in the following federal financial aid programs:

» Pell Grant (need-based)
» Supplemental Educational Opportunity Grant (need-based)
» Academic Competitiveness Grant (ACG) (need-based)
» National SMART Grant (need-based)
» Federal Work Study program (need-based)
» Family Education Loan programs
- Subsidized Loans (need-based)
- Unsubsidized Loans (non-need-based)
- Parent PLUS Loans

MISSOURI STATE PROGRAMS

State grant aid is available to Missouri residents only. Programs include but are not limited to:

» MO Access Grant
» Bright Flight Scholarship
» Vietnam Veterans Survivor Grant

For a complete listing of Missouri state financial aid programs please call 1-800-473-6757 or visit www.dhe.mo.gov.

Complete information on each of these programs is available at the Financial Aid office.

Students who are interested in participating in any of the federal/state financial aid programs must first fill out a Free Application for Federal Student Aid (FAFSA). This application will provide a financial needs analysis or "Expected Family Contribution" (EFC) that is used to determine eligibility for all of the financial aid programs.

PRIORITY FINANCIAL AID APPLICATION DEADLINE

The priority deadline for financial aid applications is July 1 for the fall semester and December 1 for the spring semester. Students are advised to apply early for full consideration. Later applications will be considered only if funds are available.

COST OF ATTENDANCE

All financial aid recipients have a calculated cost of attendance. The cost of attendance is comprised of tuition, fees, books, tools, housing allowance, travel allowance, loan fees and miscellaneous expenses. The cost of attendance is calculated by the Financial Aid office and is used to determine eligibility for need- and non-need-based financial aid.

VERIFICATION PROCESS

Federal regulations require that the U.S. Department of Education select a certain percentage of financial aid applicants to verify the information they provided on the FAFSA. This process is called "verification." In addition to the governments selection of applicants, the College may also require financial aid applicants to verify their information if there is reason to believe that the information on the FAFSA application is inaccurate.

The following process applies to all students who are selected for verification and have officially registered to attend the College:

» An initial letter will be sent to the student explaining that he/she has been selected for verification and will describe the necessary documents that must be submitted to fulfill the verification requirements. Upon receiving the required documents, the Financial Aid office will electronically correct the students' FAFSA application. The request(s) for verification documentation will continue until such time that the student has:
1. Successfully completed the verification process and all appropriate corrections have been made by the Financial Aid office; or
2. Has notified the Financial Aid office that he/she is not interested in receiving financial aid and will NOT be completing the verification process.

Once the verification process has successfully been completed he/she will be eligible to receive Federal Title IV financial aid and, if applicable, Missouri state aid provided he/she has met the general eligibility requirements for receiving financial aid.

» financial aid

GENERAL STUDENT ELIGIBILITY REQUIREMENTS

1. Must be enrolled as a regular student in an eligible program
2. Must have a high school diploma or the equivalent
3. Must be maintaining standards of academic progress for financial aid
4. Must have resolved any drug conviction issue
5. Must be a U.S. citizen, U.S. permanent resident, citizen of the Freely Associated States, the Federated States of Micronesia and the Republics of Palau and the Marshall Islands or be an eligible noncitizen
6. Must not be in default or owe a repayment of Federal Title IV funds
7. If male and between the ages of 18-25 must have registered with the Selective Service System

DETERMINING FINANCIAL AID AWARDS

Eligibility for aid may be determined by both federal and state authorities in conjunction with the College's Financial Aid office. If approved for federal and/or state aid by those governing agencies the College must determine if the student is eligible to receive aid based on the "General Student Eligibility Requirements" previously outlined. Eligibility for specific loan programs (need- vs. non-need-based) is determined by the Financial Aid office. The determination is made by subtracting the EFC and other financial aid from the calculated cost of attendance.

DISBURSEMENT OF AWARDS

Financial aid awards are disbursed no sooner than the beginning of the third week of the semester or period of enrollment. Aid is generally received by the College via electronic funds transfer (EFT) and is credited to the student's billing account. In the event that funds are disbursed via check the appropriate endorser is notified by the College. Students must meet the "General Student Eligibility Requirements" in order to receive aid.

STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID

Ranken Technical College has established qualitative and quantitative measures for evaluating the academic progress and efforts of financial aid recipients to achieve an educational goal and degree. An assessment of these efforts will occur after the completion of each period of enrollment.

Grade Point Average

Federal regulations require all financial aid applicants/recipients to maintain at least a 2.0 career GPA. The College's academic policy satisfies this regulation and a student who has been dismissed from the College due to failure to maintain "Academic Progress" is also terminated from financial aid.

Completion Rate

Regulations also require a student to complete a program of study within 150% of the published program length, measured in attempted and transfer hours. In order to abide by this regulation, a student must complete at least 67% of their cumulative attempted hours. Accepted transfer hours are included in the 150% maximum timeframe calculation but are not included in the 67% completion rate calculation. If a student's cumulative completion rate is less than 67% the student will be placed on financial aid probation for one semester. Upon completion of the probationary semester, one of the following will occur:

» The student's cumulative completion rate is at least 67% and the student returns to "good standing" for financial aid purposes
» The student's cumulative completion rate is NOT 67% or greater but the student's semester completion rate is 67% or greater, therefore, the student will remain on financial aid probation
» At the end of the semester the student's cumulative completion rate and semester completion are both less than 67%, therefore, the student is terminated from any additional financial aid

Maximum Timeframe

As stated above, federal regulations require students to complete their program of study within 150% of the published program length. For example, a student enrolled in a program requiring 89 credit hours will lose all financial aid eligibility after the student has attempted 133 credit hours. Developmental courses are not counted in the 150% maximum timeframe calculation, however, accepted transfer hours are counted in the 150% maximum timeframe calculation.

Appeal & Reinstatement

If extenuating circumstances (illness, death in the family, etc.) contributed to the student's lack of "Satisfactory Academic Progress" the student may request an appeal to have their financial aid eligibility reinstated. Requests for an appeal must be made in writing to the director of financial aid. If the student does not qualify to file an appeal the student may pursue reinstatement by attending Ranken without any financial aid until they have attained a career GPA of 2.0 or better and a cumulative completion rate of 67% or better. A student may also request reinstatement if a grade change has improved their academic status to the required minimums.

» financial aid

Additional Information

» This policy applies to all Federal Title IV programs, all state programs and all alternative (private) loans and most institutional programs.
» Attempted courses are those that remain on the academic transcript after the end of the add/drop period.
» Completed courses are those in which a grade of A, B, C, D, F, P or NP is received. Courses in which a WP, WF or W is received are considered "not" completed.
» Students must be enrolled in a program of study leading toward a degree offered by the College. Students cannot continue receiving financial aid for the same program in which they have already received a degree.
» This policy is cumulative and regulations state very clearly that they apply to any financial aid applicant/recipient regardless of prior financial aid history (or lack thereof).
» Any student who desires to change his/her major should immediately contact the director of financial aid to determine the impact on his/her financial aid eligibility.

RETURN OF TITLE IV FINANCIAL AID

In addition to the Institutional Refund Policy, all students receiving federal financial aid, who completely withdraw from the College, will be subject to the "Return of Title IV Aid" formula derived from the 10/7/98 Reauthorization of the Higher Education Act. The federal formula is applicable to any student receiving Title IV Federal Financial Aid, other than federal work study, if that student withdraws on or before the 60th percent point in time in the semester. Withdrawal from the College refers to the student's last date of attendance (LDA) as officially recorded in the Registrar's office. According to the "Return of Title IV Aid" formula, students "earn" their financial aid on the basis of the portion of the semester that has been completed in conjunction with the "institutional charges" that have been accrued for that semester. The College also "earns" a portion of the financial aid.

Financial aid that is determined to be "unearned" by the student and/or College must be returned to the appropriate Title IV program(s). The amount of "unearned" aid is calculated as a percentage by taking the number of calendar days completed in the semester and dividing this by the number of calendar days remaining in the semester. Scheduled vacation periods of more than four days are excluded.

All students subject to this return formula will have their student billing accounts charged for any refund the College is required to pay back to the Title IV Federal Financial Aid program(s).

Students will be notified in writing by the Business office of any adjustment that has been made to their student billing account. Students will also receive a copy of any correspondence regarding a return of subsidized, unsubsidized or Parent PLUS Loan money that has been made due to the required return calculation.

If funds were released to a student because of a credit balance on the student's account, then the student may be required to repay some of the federal grant and/or loan proceeds released to them. Any loan funds that the student may be required to return may be repaid in accordance with the terms of the promissory note. Any student responsible for returning grant funds will be notified in writing of the amount of the grant that must be returned/repaid. The student will have 45 days from the date of notification to repay the overpayment of grant funds to the College. The College will then return the money to the Department of Education. Failure to repay grant overpayments may result in the student being turned over to the Department of Education for collection.

The order in which Title IV Funds are to be repaid is as follows:

1. Federal Unsubsidized Stafford Loan Program
2. Federal Subsidized Stafford Loan Program
3. Federal Parent PLUS Loan Program
4. Federal Pell Grant Program
5. Federal Supplemental Educational Opportunity Grant (SEOG) Program

Worksheets used to determine the "Return of Title IV Aid" amounts are available upon request from the Financial Aid office.

* For the purpose of this policy "institutional charges" refers to charges for tuition, lab fees, required lap-top lease fees, certification testing fees, organizational fees, student activity fees and the documented costs of nonreturnable books, tools and equipment (as determined by the bookstore).

» financial aid

ADDITIONAL LOAN PROGRAMS

Ranken Technical College offers both private (alternative) and institutional loans.

1. Eligibility to borrow private loans is determined by the administering agency of the loan. Approval to participate in an alternative loan program generally requires that the borrower and/or co-borrower have good credit. The agencies responsible for administering the loan may require a credit check before approving or denying the loan application.
2. The institutional loan program is administered by the financial aid counselor and eligibility to participate is determined through the financial aid process. There are two types of loan programs that are funded through the College:
   - » The "1st Semester Loan" – available only to those students enrolled in the first semester of their major coursework.
   - » Remington/Thomson loans available to students who are NOT enrolled in the first semester of their major coursework.

The amount of the loans will vary based on the financial need of the student and repayment will begin one month after the student is no longer enrolled at the institution. Students must apply for financial aid in order to be eligible for any of these loan programs and must have exhausted all other financial options available to them. For additional information, contact the financial aid counselor.

SCHOLARSHIP PROGRAM

Ranken Technical College recognizes excellence in achievement. Scholarships may cover full or partial payment of tuition, books and tools, depending upon the individual's needs. Criteria for awards will vary and all students must complete the FAFSA before being considered an eligible recipient for institutional scholarship(s). Amounts of awards will also vary and are determined by a scholarship committee comprised of various faculty and staff members. For a complete listing of the institutional scholarships that are available, please contact the financial aid counselor.

PART-TIME EMPLOYMENT FOR STUDENTS

Ranken Technical College maintains a part-time employment service for active students who need supplementary income. Approximately 75% of Ranken students work at part-time jobs while maintaining satisfactory grades. Employment opportunities available on campus consist of both federal work study and regular student employment jobs. Federal work study eligibility is determined by the Financial Aid office. Contact Career Services for further information about part-time student employment opportunities available on or off campus.

» policies and procedures

Students have full responsibility for acquainting themselves with all policies, requirements and procedures pertaining to their academic programs. Ranken reserves the right to change course offerings, course registrations, policies or procedures as it deems necessary. Current policies and procedures can be found in the student handbook.

NONDISCRIMINATION POLICY

Ranken Technical College complies with Title VII of the Civil Rights Act of 1964. The College does not discriminate on the basis of race, color, religion, age, gender, sexual preference, national or ethnic origin, or disability in the administration of its educational policies, admission policies, scholarship or loan programs and other college programs.

STUDENTS WITH DISABILITIES POLICY

In compliance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Ranken Technical College provides access for students with disabilities. The Student Achievement Center makes every effort to give each student with a disability an equal opportunity to participate in the mainstream of college life at Ranken. Further information on this policy may be found in the student handbook.

SEXUAL HARASSMENT

In keeping with the College's efforts to treat all members of the Ranken community with dignity and respect, it is the policy of Ranken Technical College that any form of sexual harassment of students or employees at the College is unacceptable and will not be tolerated. Further information on this policy may be found in the student handbook.

» policies and procedures

SUBSTANCE ABUSE

It is the goal of Ranken Technical College to protect the public health and environment of the College community by promoting an environment free of substance abuse.

DRESS AND APPEARANCE POLICIES

As part of Ranken's commitment to prepare and train students fully for their future careers, the College has policies on appearance, including apparel, jewelry and casual days. Students should refer to the student handbook "Dress and Appearance Policies" section.

ANNUAL NOTIFICATION UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Ranken Technical College will compile a number of important records in the course of a student's application, enrollment and attendance. These include:

» Admissions record
» Academic record
» Financial Aid/Business Office Account record
» Attendance record
» Disciplinary record

Students have the right to inspect and review their educational records upon request to the Registrar. Those interested should submit to the Registrar a written request that identifies as precisely as possible the record or records to be inspected. If, after reviewing records, a student finds that they contain errors and are inaccurate or misleading, he or she may request that the records be amended. If the College does not agree with the student's position, the student may request that a hearing be held. If the student believes that the College has not followed the federal rules under FERPA, the student may write to the U.S. Department of Education. A copy of the complete FERPA policy is available in the Registrar's office.

Note: The academic transcript of a student is created and maintained by the submission of various other records from faculty and support staff. The academic transcript of a student will be retained by Ranken Technical College perpetually. The records that support the academic transcript have retention limits, as defined in the College's FERPA policy.

RELEASE OF STUDENT INFORMATION

Generally, the College will not release any information about a student to outside individuals without having first received written permission from the student. All students should complete a Release of Information Authorization for inclusion in the academic record on file in the Registrar's office. On occasion, the College may provide such information under state or federal laws, to auditors, accreditors or other official reviewers.

The release of certain information is not considered a violation of a student's rights to privacy; the College is permitted to release this information routinely, unless a student specifically asks it not to be released. At Ranken, this general information is considered to be name, program of study, participation in recognized activities, dates of enrollment and academic honors, certificates or degrees earned.

BOOKSTORE REFUNDS

Items returned must be accompanied by a receipt.

All textbooks are returnable for a full refund within 30 days of purchase if the books are deemed resalable by bookstore management.

Textbooks are returnable for a full refund when a class is cancelled or when a student tests out of the class (if books are in resalable condition).

Tools are returnable for a full refund within 30 days of purchase if they are deemed resalable by bookstore management. Resalable tools are tools that have not been used, engraved, marked on, damaged or abused in any way.

Defective tools may be returned for an even exchange with bookstore management approval. Used tools are not returnable except in special circumstances as determined by bookstore management.

Students withdrawing from the College have 30 days from the Last Date of Attendance (LDA) in which to retrieve tools. If tools are not retrieved after 30 days, they become the property of Ranken Technical College.

FOR ALL OTHER STUDENT POLICIES AND PROCEDURES, PLEASE REFER TO THE STUDENT HANDBOOK.