ARE YOU RANKEN MATERIAL?

2015–16 CATALOG
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.

Ranken accepts applications for admission on a rolling basis. For up-to-date fall, spring and summer semester deadlines and start dates, visit www.ranken.edu or call the Admissions office at (314) 286-4809 or toll-free at (866) 4RANKEN.
The vision statements for Ranken Technical College define online at ranken.edu/wentzville. a schedule-friendly online format. Courses are offered in the maximum hands-on training and experience each of its well-planned labs and shops. Although the equipment is the large amount of high-tech equipment throughout A first and lasting impression that strikes Ranken visitors with dignity and respect by conducting employees, financial supporters, employers and visitors—with dignity and respect by conducting business in a professional and responsible manner.

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 1908. 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 $52 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 23 acres of classrooms, labs, shops, administrative offices and grounds—all designed to maximize hands-on learning. In order to offer quality technical education to students west of the St. Louis metro area, the College opened a second location in Wentzville in 2013.

ACRREDITATION 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.ncahlc.org
(312) 263-0456
CAMPUS DIRECTORY - ST. LOUIS

1. REMINISCE AUTOMOTIVE CENTER
   Automotive Collision Repair Technology ........................................ 1st Floor
   Automotive Import Technology ..................................................... 1st Floor
   Automotive Maintenance Technology ............................................ 1st Floor
2. ALUMNI HALL
3. FINNEY WEST BUILDINGS
   Plumbing Technology ..................................................................... Ground Floor
   Admissions Office ......................................................................... 1st Floor
   Architectural Technology ................................................................. 2nd Floor
   Bookstore ..................................................................................... 1st Floor
   Business Office ............................................................................ 1st Floor
   Cafeteria ....................................................................................... Ground Floor
   Career Services ............................................................................ 1st Floor
   Counseling .................................................................................. 2nd Floor
   Education Administration ............................................................... 1st Floor
   Financial AidScholarship ................................................................. 1st Floor
   Library .......................................................................................... 2nd Floor
   Registrar/Academic Advising ......................................................... 1st Floor
   Student Success Center ................................................................. 2nd Floor
   TRIO Student Support Services ...................................................... 2nd Floor
4. GRAY BUILDING
   Carpentry and Building Construction Technology ......................... Ground Floor
   Information Technology ................................................................ Ground Floor
5. G RAD BUILDING
   Alarm Systems Technology ............................................................. 2nd Floor
   Control Systems Technology .......................................................... 1st Floor

Additional Facilities Located in Wentzville, Missouri:

6.學生建物
   Electrical Automation Technology .................................................. 2nd Floor
   Educational Systems Design Technology ....................................... 3rd Floor
   Information Services .................................................................... 1st Floor
   Marketing and Public Relations ..................................................... Ground Floor
   Student Center ............................................................................ Ground Floor
7. FINNEY BUILDING
   Heating, Ventilation, Air Conditioning ......................................... 1st Floor
   Major Appliance Technology ......................................................... 1st Floor
   Precision Machining Technology .................................................... Ground Floor
8. LANGENBERG ELECTRICAL TECHNOLOGY CENTER
   Electrical Technology ................................................................... 1st and 2nd Floors
9. MYRTLE AND EARL WALKER RESIDENCE HALL
   and Refrigeration Technology ......................................................... 1st Floor
   Heating, Ventilation, Air-conditioning ............................................ 1st Floor
   Electrical Technology ................................................................. 1st and 2nd Floors
   Major Appliance Technology ......................................................... 1st Floor
   Precision Machining Technology .................................................... Ground Floor
   Industrial Technology ................................................................. Ground Floor
   General Use
   Atrium ...................................................................................... Ground Floor
   Student Dormitory ....................................................................... 1st and 2nd Floors
10. MARY ANN LEE TECHNOLOGY CENTER
   Fabrication and Welding Technology ............................................ Ground Floor
   Electrical Automation Technology ................................................. 2nd Floor
   Wallpaper and Textile Technology ................................................. Ground Floor
11. WESTERN UNION METAL
   General Use

RANKEN WENTZVILLE

Wentzville, Missouri, located in St. Charles County, became the site of the College’s second location in spring 2013. This new location offers students who live west of the St. Louis metro area the opportunity to gain a quality technical education without travelling far from home.

With its rising population, robust economic development and proximity to high-tech companies, Wentzville was an ideal landing spot for Ranken’s newest location. In its first year of operation, Ranken Wentzville enrolled 130 students in five technical programs. The majority of students currently enrolled at Ranken Wentzville live in St. Charles County.

PROGRAMS OFFERED AT RANKEN WENTZVILLE

Ranken Wentzville currently offers day and evening courses, and many general education courses are offered in a schedule-friendly online format. Classes are a combination of hands-on technical training and theory, with three hours of practical shop or lab experience for every hour of classroom instruction. Degree and certificate options are available in:

- Advanced Manufacturing (see page 86)
- Automotive Maintenance (see page 26)
- Building Systems Engineering Technology (see page 45)
- Diesel Technology (see page 34)
- Information Technology (see page 34)
- Bachelor’s of Science in Applied Management (see page 104)

RANKEN WENTZVILLE FACILITIES

Ranken Wentzville offers:

- State-of-the-art shops and labs
- Admissions services
- Student Success Center services, including tutoring and academic referrals
- Ample parking
- Testing room
- Job fairs

STUDENT SERVICES

Students who attend Ranken Wentzville have access to the resources offered at the main campus in St. Louis. Most student services are available on site. Others, such as Student Support Services (TRiO) and professional counseling, may be delivered to Wentzville students by having St. Louis campus staff visit Ranken Wentzville.

Wentzville students are able to join the College’s student clubs and organizations, and are provided with opportunities to attend meetings through conference calls and video applications.

WENTZVILLE ADMISSIONS AND CONTACT INFORMATION

Ranken Technical College Admissions
755 Parr Road, Wentzville, MO 63385
Phone: (855) RANKENW
E-mail: wentzvilleadmissions@ranken.edu
Web: www.ranken.edu/wentzville

WENTZVILLE LOCATION OFFICE HOURS

Monday–Thursday 9 a.m.–6 p.m.
Friday 9 a.m.–4 p.m.
Saturday By appointment only

• Job fairs
• Ample parking
• Student Success Center services, including tutoring and academic referrals
• Admissions services
STUDENT ORGANIZATIONS

AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS (AIAS)
The AIAS is an independent, student-run organization dedicated to promoting excellence in architectural education, training and practice. It fosters an appreciation of architecture and related disciplines. The AIAS organizes students to combine their efforts to advance the art and science of architecture.

UNIHUMANS
Ranken unihumans are organized by the Residential Life Office and offered each fall and spring semester. Participation is free and open to current Ranken students and employees, giving them opportunities to improve their physical and mental health through exercise. Sports offered have included flag football, three-on-three basketball, wiffle ball and volleyball. To find out what leagues and tournaments are currently being offered, visit the Residential Life Office located on the first floor of Walker Hall or email reslife@ranken.edu.

PHI THETA KAPPA
Phi Theta Kappa is an international honor society which recognizes and encourages scholarship among two-year college students. The society offers 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
The Ranken Automotive Club consists of car, truck and 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.

RESIDENCE HALL ASSOCIATION
The Residence Hall Association (RHA) is an organization led by the residents of Walker Hall. Every resident is a member and led by an elected executive board of officers. This group creates programs and events for residents of Walker Residence Hall. The RHA also represents the residents for suggestions on policy change. The RHA is the voice of residents and liaison to the professional staff of Residential Life.

SKILLSUSA (FORMERLY VICA)
SkillsUSA is a national organization that aims to ensure that America maintains its skilled workforce. Students have the opportunity to participate in regional, state, national and international skills competitions, performing technical jobs and skill tests.

STUDENT AMBASSADOR PROGRAM
Ranken’s Student Ambassadors are an influential group of students who are passionate about Ranken and want to spread the word about their positive educational experiences 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 may earn up to $1,000 a year for their assistance.

STUDENT GOVERNMENT ASSOCIATION
The 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)
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.

WOMEN OF WALKER
Women of Walker (WOW) is an organization for the female residents of Walker Hall. WOW meets every month for activities that allow for conversation regarding members’ lives in male-dominated industries. This organization permits for fellowship, support and encouragement.

STUDENT SUCCESS CENTER
The Student Success Center (SSC) provides all tutoring, testing and library functions of the College and offers a comprehensive array of academic support services. Most of the services, with the exception of some testing services, are provided by the SSC at no charge. The SSC is a resource for all customers of the College: students, parents, faculty and staff members, industrial workers and industrial employers, and the general public.

TUTORING AND STUDY SKILLS
The SSC offers individual and group tutoring on a walk-in or appointment basis for general education 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 topics such as learning styles, taking lecture notes, test taking and time management. Various information regarding these topics as well as most SSC documents, aids, databases and schedules may be found online via Inside Ranken.

ACADEMIC RESOURCES
The SSC also offers print, video/DVD, computer-aided and online materials on a variety of study skills topics, including math, reading and writing, and is equipped with computers and printers for customer use. The Student Success Center has a coin-operated copy machine and scanner that is available for customer use and provides more than 8,500 physical academic and research resources; access to more than 100,000 eBooks; access to various online databases; and a collection of more than 100 daily newspapers, professional journals and periodicals. Access to the catalog detailing the physical collection and to various electronic databases is also available online through Inside Ranken.

If you need assistance or have any questions or concerns, please visit the Student Success Center, call (314) 286-4891 or email ssc@ranken.edu.

TESTING SERVICES
The SSC operates a testing room and administers Placement, Course and industrial testing in addition to Credit-By-Assessment, Credit-By-Examination and CLEP® testing services. The SSC also administers the Ranken STEP (math and reading) programs, which may be identified as prerequisite courses for general studies courses or technical majors, and Information Technology (IT) Certification Testing.

DISABILITY ACCOMMODATIONS
Students with diagnosed learning, medical or physical disabilities should provide documentation to the director of student success in order to be eligible to receive reasonable accommodations at Ranken Technical College. Written documentation from qualified professionals or agencies includes educational, medical, psychological, and/or other appropriate diagnostic evaluations that define the nature and extent of the disability along with recommendations for appropriate accommodations.

The SSC is located on the second floor of the Finney Building and provides pleasant and inviting spaces for student learning and socializing.

If you need assistance or have any questions or concerns, please visit the Student Success Center, call (314) 286-4891 or email ssc@ranken.edu.

STUDENT SUCCESS CENTER HOURS
Monday–Tuesday 7 a.m.–7 p.m.
Wednesday–Thursday 7 a.m.–6 p.m.
Friday 7 a.m.–3 p.m.
Saturday 8 a.m.–12 noon
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 with limited English proficiency, students from groups that are traditionally underrepresented in postsecondary education, students with disabilities, students who are homeless, 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 choose 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 a.m. and 3 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. Counseling services are free and available to all currently enrolled students. The counseling center provides a confidential environment where students can talk with a licensed counselor to identify ways to deal with difficult life situations, various stressors, time management and academic issues. If additional help is needed, the counselor can provide community referrals or further resources.

RESIDENTIAL LIFE
On-campus housing is available for students in Ranken’s first dormitory, Walker Hall. This two-story dorm, which opened in 2008, has the capacity to house more than 200 students and features a recreation room with ping pong and pool tables, lounges with flat screen televisions, a seminar room for meetings and events, private study rooms, community kitchens with microwaves, wireless internet throughout the building, laundry room, mailroom, exercise equipment, 24/7 security, controlled access doors leading to residential areas and an outdoor basketball court. There are four different room types, including single units, double units, two-bedroom apartments and four-bedroom apartments. Each loft-style room is furnished with a twin-size bed, wardrobe (no wardrobes in two-bedroom apartments since they have closets), desk and chest of drawers for each resident to use. Bathrooms with showers are located in each residential unit. Internet and basic cable are provided in rooms at no extra cost to students. Utilities are included. All residents are required to purchase a meal plan. Financial aid may be available to help students pay for housing costs.

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.

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

PUBLIC SAFETY
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/student-life/public-safety. 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.

BOOKSTORE
Ranken Technical College operates an on-campus bookstore that carries apparel, 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. All textbooks will now be ordered online through MBS Direct, a third-party bookstore. For information on how to order books, contact the bookstore at (314) 286-4820.

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.

CAREER SERVICES PROGRAM
CAREER SERVICES
The Career Services office assists students and alumni in developing, evaluating and implementing job search strategies, and partners with employers to connect them with qualified Ranken graduates. The demand for Ranken’s trained technicians grows every year, with an average of 96-98 percent of Ranken graduates obtaining jobs in their desired fields within six months of graduation.

Ranken’s Career Services office also offers free lifetime placement for current students and alumni seeking full- and part-time technical work. The College’s job placement service aids graduates interested in industrial, commercial and residential employment by inviting local and national employers to register job opportunities for skilled personnel. These placement opportunities are made available to graduates to help them succeed in their chosen technical fields. Students may register for job placement assistance in the Career Services office, located on the first floor of the Finney Building, from 8 a.m. to 5 p.m. Monday through Thursday and 8 a.m. to 4 p.m. on Friday.

EXPERIENCE ERECRUITING
Experience ERecruting is a Web-based resume creation and distribution tool. With Experience ERecruting, 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 resumés and Career Services can help facilitate the career search by referring a student’s resume to various companies.

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Ranken Technical College seeks students who will succeed in, benefit from and contribute to Ranken’s educational programs and opportunities. Choice is an important decision. Visitors can see Ranken Campus on a guided tour. All applications for admission must be submitted to the Admissions Office before a student is authorized to attend class. Application and registration are encouraged as 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 procedure will be used to determine placement in courses:

Undergraduate Day Program and BSAM

1. Complete an application.
2. Take the Compass® Placement Test® (Ranken’s Placement Test can be administered at Ranken or at remote sites) for Reading, Writing, and Math.
   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.
   OR
   Submit a high school diploma or GED Certificate.

The placement test is administered during regular Student Success Center 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 Associate in Science, Alarm Systems Technology, Stationary Engineering, Control Systems Technology, Electrical Automation Technology or Electrical Construction Design and Management programs must take the ACT Compass® Math Placement Test.) The evening program registration fee is $95.

BACHELOR OF SCIENCE IN APPLIED MANAGEMENT (BSAM)

The Bachelor of Science in Applied Management (BSAM) program is open to current Ranken students. Students interested in BSAM may enter the program with as few as 30 technical credit hours from previous Ranken courses. Transfer applicants must meet all requirements for admission to the College. Prior learning credit may be awarded for work experience in a technical field, apprenticeships, military technical training, industry certifications or employer training on technical topics. Applications for admission through technical transfer credit will be evaluated on a case-by-case basis. Letters of recommendation from employers, providing evidence of the prospective student’s work, may also be required.

CREDIT BY ASSESSMENT

Ranken Technical College participates in several programs designed to evaluate educational experiences obtained through high school programs. These high school programs are designed to assist the College and the student to evaluate previously acquired knowledge in terms of 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 high school and/or a technical program. Any student enrolled at Ranken who has met the requirements (75 percent or higher in both written and hands-on testing) in one of the assessment programs may be eligible to receive college credit. For more information, contact the Admissions Office or the director of student success.

Admissions Office:

St. Louis
Ranken Technical College
4431 Finney Avenue
St. Louis, MO 63113
Phone: (314) 296-4809
Toll Free: (866) 4RANKEN
Fax: (866) 296-3309
E-mail: admissions@ranken.edu

Wentzville
Ranken Technical College
755 Parr Road
Wentzville, MO 63385
Phone: (636) 942-KENV
E-mail: wentzvilleadmissions@ranken.edu

Admissions Office Hours:

St. Louis
Monday-Thursday 8 a.m. – 6 p.m.
Friday 8 a.m. – 4 p.m.
Saturday 8 a.m. – 12 noon

Wentzville
Monday-Thursday 9 a.m. – 6 p.m.
Friday 9 a.m. – 4 p.m.
Saturday By appointment only

Admissions Office:

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Wentzville
Ranken Technical College
755 Parr Road
Wentzville, MO 63385
Phone: (636) 942-KENV
E-mail: wentzvilleadmissions@ranken.edu

CAMPUS VISITS

Choosing the right college is an important decision. We encourage visitors to tour the campus and sign up for a guided tour. All campuses are open Monday through Friday, throughout the year.

Admissions Office Hours:

St. Louis
Monday-Thursday 8 a.m. – 6 p.m.
Friday 8 a.m. – 4 p.m.
Saturday 8 a.m. – 12 noon

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Monday-Thursday 9 a.m. – 6 p.m.
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Credit for Prior Learning Program Information, skills, and accomplishments may be acquired in the community or on the job. To the extent that such prior learning is at a level equivalent to education offered by Ranken Technical College, a student can earn credit for it toward a degree.

The Credit for Prior Learning Program at Ranken Technical College enables a student to receive credit for learning gained outside of educational institutions. The process for demonstrating learning by portfolio is a self-evaluation whereby the student must describe such learning in terms of competencies. The student provides the evaluator with documentation of the competencies, which can then be assessed and validated to determine both a theoretical and practical understanding of the subject matter.

For more information or for eligibility inquiries, contact the Admissions Office to schedule an appointment with an admissions counselor.

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. Once accepted for readmission, applicants must submit a non-refundable $95 registration fee to the Business Office at the time of registration. Contact the Admissions Office for additional information.

Orientation

An orientation program is conducted prior to 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 undergraduate day division students will be notified of orientation dates. There is also a family orientation available in the beginning of the school year to inform family members about the resources available at the College. New undergraduate evening division students will have orientation on the first night of class.
TUITION AND FEES

TUITION

Ranken Technical College offers 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.

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.

All updated tuition costs, please visit www.ranken.edu/tuition.

REGISTRATION FEE

A non-refundable $95 registration fee is due at the time of course registration.

ERUPTING

All students may locate their invoices and/or statements of account by logging into insideranken.org. Students who do not have sufficient financial aid to cover all costs (tuition, fees and bookstore charges) will make their payments via CASHNet. Monthly payment plans must be set-up through the CASHNet billing system by logging into insideranken.org and selecting the “Finances” tab. A non-refundable fee, based on the number of payments chosen, will be charged to the student’s account. All payments should be made via the CASHNet system.

Failure to pay tuition and charges will result in being dropped from all courses.

TUITION DEADLINE

• Tuition for the fall semester is due by July 1.
• Tuition for the spring semester is due 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 cost of books may also differ depending on whether students choose to purchase new, used, rental or e-book editions. 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. Sponsoring 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 AND ACH RETURN POLICY

If a personal check or an ACH payment accepted by any unit of the College is returned unpaid by a financial institution, the student who submitted the check or ACH payment 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 FEE

The student fee will cover costs of student benefits such as an initial Ranken parking tag, Ranken ID card, accidental insurance, official transcripts while in attendance, cap, gown and diploma. For the updated student activity fees please visit www.ranken.edu.

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 the Academic Advising office for the appropriate withdrawal procedures.

If an applicant cancels his or her registration prior to the start of classes, 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, they must be returned to the bookstore.

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 these policies, “institutional charges” refers to charges for tuition, lab fees, laptop fees, certification testing fees, organizational fees and student activity fees.

For the purpose of these policies, 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 sessions.

INSTITUTIONAL REFUNDS

Withdrawal from Technical Major Only

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

1. Withdrawal from technical major coursework and remaining in general education classes during the first full week of the semester: 90 percent credit for technical coursework attempted and a charge of the current per credit hour rate for general education classes.
2. Withdrawal from technical major coursework during the second full week of the semester: 75 percent credit for technical coursework attempted.
3. Withdrawal from technical major coursework during the third full week of the semester: 60 percent credit for technical coursework attempted.
4. Withdrawal from technical major coursework during the fourth full week of the semester: 45 percent credit for technical coursework attempted.
5. After the end of the fourth full week of the semester there will be no credits for coursework attempted.

Withdrawal from the College

Beginning with the first day of classes, 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 full week of the semester: 50 percent credit of institutional charges.
2. Withdrawal from the College during the second full week of the semester: 75 percent credit of institutional charges.
3. Withdrawal from the College during the third full week of the semester: 60 percent credit of institutional charges.
4. Withdrawal from the College during the fourth full week of the semester: 45 percent 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 full 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 scholarships will be determined by the Business office and/or a financial aid counselor on a case-by-case basis. The student will be notified by the Business office and/or a financial aid counselor accordingly.

Withdrawal with Eight-week Coursework

Beginning with the first day of class, any student attempting eight weeks of coursework 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 full week of the eight-week coursework: 60 percent refund of institutional charges.
2. Withdrawal from the College during the second full week of the eight-week coursework: 45 percent refund of institutional charges.

After the end of the second full week of the eight-week coursework, there will be no refund of institutional charges. Different withdrawal deadlines may apply to summer semester courses if the courses are less than sixteen weeks in duration.

CREDIT BALANCE AND EREFUND POLICY

During the semester, a credit balance may be created in a student’s account from excess Title IV financial aid funds. If this occurs, the student may be entitled to a refund. The refund must be paid to the student or parent. (Parent
Institutional Programs
Ranken currently offers a variety of institutional aid to students who qualify. Awards may be based on:

- Pell Grant (need-based)
- Supplemental Educational Opportunity Grant (need-based)
- Federal Work-Study program (need-based)
- Direct Loan programs
  - Subsidized Loans (need-based)
  - Unsubsidized Loans (non-need-based)
- Parent PLUS Loans

Financial Aid

**GOVERNMENT PROGRAMS**

Ranken participates in the following federal financial aid programs:

- Pell Grant (need-based)
- Supplemental Educational Opportunity Grant (need-based)
- Federal Work-Study program (need-based)
- Direct 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
- Missouri A+
- Bright Flight Scholarship
- Vietnam Veterans Survivor Grant

For a complete listing of Missouri state financial aid programs please call (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.

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 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.

**RANKEN ONE CARD POLICY**

Please note that if a student withdraws, is dismissed or is separated from the College for any reason, funds on his or her Ranken One Card are nonrefundable.

**FINANCIAL AID**

**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 determining the academic progress and efforts of financial aid recipients to achieve an educational goal and degree. An assessment of these efforts will occur at the completion of each period of enrollment.

**Grade Point Average**

All financial aid recipients must maintain a 2.0 career GPA. Students who fail to meet this requirement will jeopardize their ability to receive financial aid.

**Completion Rate**

Regulations also require a student to complete a program of study within 150 percent 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 percent of their cumulative attempted hours. Accepted transfer hours are included in the 150 percent maximum timeframe calculation but are not included in the 67 percent completion rate calculation.

Additionally, financial aid awards are also determined based on the time period in which a student is enrolled. There are two types of financial aid academic years that are utilized when calculating student loan eligibility. The first type is the typical Scheduled Academic Year (SAY) which is a fixed period of time that begins and ends at the same time each year. The second type is the Borrower-Based Academic Year (BBAY) which does not have fixed beginning and ending dates.

The educational programs that fall into either of these categories can vary each year. The financial aid office will use the more appropriate academic year when determining a student’s loan eligibility. Finally, some of the educational programs begin or end with the summer semester.

**INSTITUTIONAL PROGRAMS**

Financial aid recipients have a calculated cost of attendance. The cost of attendance comprises 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.

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.

**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 granting 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.
If a student’s cumulative completion rate is less than 67% percent, the student will be placed on financial aid warning for one semester. Upon completion of the financial aid warning semester, one of the following will occur:

• The student’s cumulative completion rate is at least 67 percent and the student returns to “good standing” for financial aid purposes
• The student’s cumulative completion rate is NOT 67 percent or greater but the student’s semester completion rate is 67 percent or greater, therefore, the student will remain on financial aid warning
• At the end of the semester the student’s cumulative completion rate and semester completion rate are both less than 67 percent, 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 percent of the published program length. For example, a student enrolled in a program requiring 88 credit hours will lose all financial aid eligibility after the student has attempted 133 credit hours. Developmental courses are not counted in the 150 percent timeframe calculation; however, accepted transfer hours are counted in the 150 percent maximum timeframe calculation.

Financial Aid Warning
The Financial Aid office is notified, after the completion of each semester, which students have not met the “Standards of Academic Progress.” The Registrar’s Office reviews all academic records and determines who has not met the academic requirements. Students who have not met the academic requirements and who are receiving financial aid are notified via letter that they are being placed on “Financial Aid Warning” and Academic Probation. If a student is placed on financial aid warning—they will be eligible to receive financial aid for an additional semester; however, if they do not meet the academic requirements upon completion of the additional semester they risk losing their financial aid eligibility.

Repayment and 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 qualifies to file an appeal, the student may pursue reinstatement by attending Ranken without any financial aid until the student either has attained a career GPA of 2.0 or better and a cumulative completion rate of 67 percent or better. A student may also request reinstatement if a grade change has improved his or her academic status to the required minimums.

If a student is granted an appeal, their financial aid status will revert 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 by the total days in the semester. Scheduled vacation periods of more than five days are excluded.

All students subject to this return form will have their financial aid eligibility reinstated. Requests for an appeal must be made in writing to the Financial Aid office to determine further eligibility requirements.

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 W 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 the financial aid 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 institution, will be subject to the “Return of Title IV Federal 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 (LOA) 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 by the total days in the semester. Scheduled vacation periods of more than five days are excluded.

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, 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 Direct Unsubsidized Stafford Loan Program
2. Federal Direct Subsidized Stafford Loan Program
3. Federal Direct 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 purposes of this policy, “institutional charges” refers to charges for tuition, lab fees, required laptop 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).

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 composed 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 supplemental income. Approximately 75 percent of Ranken Technical College students work 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 VI 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 Success 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.

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
- Disciplinary record
- Financial Aid/Business office account 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.

Important 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 released 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. 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.