

TENNESSEE TECHNOLOGY CENTER AT DICKSON

WITH CAMPUSES AT CLARKSVILLE, WAVERLY, FRANKLIN, FAIRVIEW AND ASHLAND CITY

Catalog / Student Handbook Volume 25

CAMPUS CONTACT INFORMATION

MAIN CAMPUS:

TTC at Dickson
740 Highway 46
Dickson, TN 37055
Phone: 615-441-6220
Fax: 615-441-6223

Clarksville Locations:

TTC at Clarksville
3789 Guthrie Highway
Clarksville, TN 37040
Phone: 931-572-1694
Fax: 931-572-1696

Practical Nursing and
CNA Programs
110 Main Street
Clarksville, TN 37040
Phone: 931-551-9110

Waverly Location:

Humphreys County Center
for Higher Education
695 Holly Lane
Waverly, TN 37185
Phone: 931-296-3038
Fax: 931-296-3038

Franklin Location:

Practical Nursing Program
225 Noah Drive
Franklin, TN 37064
Phone: 615-330-1424

Fairview Location:

Automotive Technology Program
Fairview High School
1601 Fairview Boulevard West
Fairview, TN 37062
Phone: 615-472-4400

Ashland City Location:

Business Systems Technology Program
Cheatham County Schools
104 Elizabeth Street
Ashland City, TN 37015
Phone: 615-746-1424
615-792-5664
Fax: 615-746-1438

Web Page: www.ttc dickson.edu

Mark Powers, Director

Effective: September 1, 2009

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Accredited Institution

**TENNESSEE TECHNOLOGY CENTER
AT DICKSON**

IS ACCREDITED BY THE

**ACCREDITING COMMISSION
OF THE COUNCIL
ON OCCUPATIONAL EDUCATION**

**41 PERIMETER CENTER EAST, NE
SUITE 640
ATLANTA, GEORGIA 30346
(1-800) 917-2081**

Students may obtain a copy of TTC Dickson's accreditation certification by contacting the Student Services Office at the main campus.

Governance

**Tennessee Board of Regents
1415 Murfreesboro Road, Suite 350
Nashville, TN 37217
615.366.4400**

Tennessee Technology Center at Dickson is one of 46 institutions in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system which is comprised of six universities, 14 community colleges, and 27 area technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.

TENNESSEE TECHNOLOGY CENTER AT DICKSON

WITH CAMPUSES AT CLARKSVILLE, WAVERLY, FRANKLIN, FAIRVIEW AND ASHLAND CITY

Catalog / Student Handbook

This school catalog/student handbook has been prepared to provide information about education and training opportunities provided by the Tennessee Technology Center at Dickson with satellite campuses at Clarksville, Waverly, Franklin, Fairview and Ashland City.

It is designed to serve as a guide for high school students, parents, guidance counselors and others who are interested in and seeking training for employment.

The course offerings and requirements of the school are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication, but there is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution.

The school reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students to be effective whenever determined by the institution. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

The Tennessee Technology Center provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty who, in the opinion of the school, are trained and qualified for teaching at the Technology School level. However, the acquisition of knowledge by any student is contingent upon the student's desire to learn and his/her application of appropriate study techniques to any course of program. As a result, the school does not warrant or represent that any student who completes a course or program of study will necessarily acquire any specific knowledge or skill, or will be able to successfully pass or complete any skill, or will be able to successfully pass or complete any specific examination for any course, degree, or license.

TTC STAFF/FACULTY

Administration

Mark Powers	Director
Warner Taylor	Assistant Director/Industrial Coordinator
Laura Travis	Health Careers Coordinator
Arrita Summers	Campus Coordinator / Clarksville
Deborah Griffin	Program Manager / Clarksville
Tanya Huff	Financial Services Coordinator
Cynthia Watkins	Administrative Assistant

Student Services

Gary Fouts	Student Services Coordinator
Lisa Sullivan	Student Services Counselor / Clarksville
Betty LaRose	Financial Aid Officer
Cathleen Clark	Administrative Secretary
Angela Davis	Administrative Secretary
Nancy Metz	Administrative Secretary / Clarksville
Jennie Schuller	Administrative Secretary

Institutional Support

Barry Durham	Maintenance
Terry Peters	Maintenance / Clarksville
Susan Spann	Maintenance

Instruction (Full-time, Part-time)

Tanya Acord	Instructor, Practical Nursing / Clarksville
Kristen Bagsby	Instructor, Practical Nursing / Dickson
Loretta Bruce	Instructor, Practical Nursing / Franklin

Toni Brunett	Instructor, Cosmetology / Dickson
Donnie Carter	Instructor, Heating, Ventilating, Air Conditioning / Refrigeration / Clarksville
Bob Collins	Instructor, Machine Tool Technology / Dickson
Marilyn Darke	Instructor, Business Systems Technology / Clarksville
Sarah Durham	Instructor, Technology Foundations / Dickson
Cyrisse Eby	Instructor, Practical Nursing / Dickson
Kimbla Fansler	Instructor, Practical Nursing / Clarksville
Sherri Halchak	Instructor, Practical Nursing / Franklin
Chris Higgins	Instructor, Industrial Maintenance / Dickson
Larry Hill	Instructor, Heavy Equipment / Diesel Mechanics / Dickson
Shane Hunter	Instructor, Automotive Technology / Dickson
Ed Hutchinson	Instructor, Industrial Maintenance / Waverly
Cliff Krug	Instructor, Heating, Ventilating, Air Conditioning / Refrigeration / Dickson
Rachel Luna	Instructor, Cosmetology / Dickson
Kim McPherson	Instructor, Machine Tool / Clarksville
Mark Michael	Instructor, Computer Information Technology / Dickson
Stephanie Murphy	Instructor, Practical Nursing / Dickson
Gina Patalano	Instructor, Practical Nursing / Dickson
Vanessa Pilkinton	Instructor, Dental Assisting / Dickson
Scotty Richardson	Instructor, Industrial Maintenance / Clarksville
Darrol Samsil	Instructor, Automotive Technology / Clarksville
Machelle Sanford	Assistant Instructor, Business Systems Technology / Dickson
Connie Shaw	Instructor, Business Systems Technology / Dickson
Frank Sullivan	Instructor, Computer Information Technology / Clarksville
Deanna Wallace	Instructor, Business Systems Technology / Waverly

HISTORY

The Tennessee Technology Center at Dickson is one of 26 technology centers across the state serving the citizens of Tennessee. This system of schools was made possible by legislation enacted by the 1963 General Assembly of Tennessee, Chapter 229 of House Bill 633.

Chapter 181, Senate Bill 746-House Bill 697, of the Public Act of 1983 transferred the governance of the state technical institutes and area vocational-technical schools from the State Board of Education to the Tennessee Board of Regents. The transfer became effective on July 1, 1983, and includes 46 institutions, being the sixth largest system of higher education in the nation. By action of the Tennessee Legislature, the school name changed in 1994 from Dickson State Area Vocational Technical School to Tennessee Technology Center at Dickson.

The Tennessee Board of Regents and the Board of Trustees of the University of Tennessee System are coordinated by the Tennessee Higher Education Commission (THEC). THEC was created by the General Assembly in 1967 in order to achieve better coordination and unity in the programs of public higher education in Tennessee.

Dickson Campus

The school had its origin in February 1964, in a leased building in downtown Dickson. The first program was a cooperative effort between the state of Tennessee and Scovill-Schrader to train machine operators to manufacture tire valves.

During this time, construction was begun on the Highway 46 training facility. The school was constructed at a cost of \$525,000, of which the Dickson County Court provided \$130,000. In 1974, a drafting department was added at a cost of \$83,254, and in 1977 the health occupations building was added at a cost of \$102,000. In 1989, the heavy equipment/diesel mechanic building was added to the campus. From 1996 through 1999 renovations were made on the TTC at Dickson campus. Classroom/lab/shop areas were renovated and expanded. During the 1996-99 expansion, an additional 22,610 square feet were added and equipment updated for a total cost for Dickson and Clarksville of \$3.5 million.

The Dickson facility houses 10 different programs plus administrative offices for the school's main and satellite training facilities.

Clarksville Campus

In January 1992 the Practical Nursing program in Clarksville began within facilities at Gateway Medical Center. Land donations of 15 acres in the Montgomery County Industrial Park, valued then at approximately \$250,000 and cash donations of more than \$225,000, were raised jointly through Advisory Council efforts. Additional contributions included air conditioning/heating units, wiring, building materials, training equipment, supplies and architectural funding.

In 1992, the Clarksville/Montgomery County Industrial Training Center

was built by Clarksville industry/business and government for \$300,000 and leased by Dickson State Area Vocational-Technical School. The building included 11,000 square feet. During the 1996-99 expansion, ownership was transferred to the Tennessee Board of Regents and a second building was added at a cost of \$300,000 and 11,000 square feet. In 2005, 7.7 acres were deeded to the Tennessee Board of Regents by the Industrial Development Board of Montgomery County in anticipation of a projected 60,000-square-foot expansion. In 2007, the nursing program moved from Gateway Medical Center facilities to the extension campus in the Montgomery County Industrial Park. There are currently seven programs housed in this facility.

Waverly Campus

Commercial Truck Driving was established in July 1994 in Waverly and began operating out of the FASTRANS, Inc. location on Highway 70 west of downtown Waverly.

In the 1990s, the people of Humphreys County came together to create a facility to serve the higher education needs of their community. The result of that collaboration was the Humphreys County Center for Higher Education located on Holly Lane in Waverly.

In the fall of 1998, Business Systems Technology started at Waverly Central High School. In April 1999, when the HCCHE opened, Business Systems moved to the center and was joined by Industrial Maintenance.

In December 2003, the Commercial Truck Driving program was closed.

Franklin Campus

In October 2001, the Practical Nursing program started in the Williamson County Center through a grant. Classes were held at the Williamson County site of Columbia State Community College in Franklin. In September 2004, the nursing class moved to the Lion's Club building in Fairview for one year. The Williamson County program moved into new facilities in Franklin in 2005.

Stimulus-Funded Additional Programs

In Summer 2009, with the assistance of federal economic stimulus funds, the Center made plans to open instructional service centers in Ashland City, Fairview and another location in Clarksville. The locations provided additional training in Business Systems Technology, Practical Nursing and Automotive Technology.

Directors

James Clemmer was named superintendent on Feb. 1, 1965, and continued in the position through February 1972. Robert Ivy held the position through September 1976, when Bobby Sullivan was named director. Sullivan retired in June 2008 and Warner Taylor was named interim director. The Tennessee Board of Regents named Mark Powers as new director on Nov. 1, 2008.

Summary

The updated facilities and the instructional service centers help ensure the Tennessee Technology Center at Dickson is fulfilling its mission and meeting objectives. The Center has a 40-plus-year history of providing quality education and workforce development to the communities served.

MISSION/PURPOSE

The Tennessee Technology Centers continue to serve as the premier providers for workforce development throughout the State of Tennessee. The centers fulfill the mission by:

- Providing competency-based training through traditional and distance learning instructional delivery systems of the highest quality that will qualify individuals for employment and/or advancement in jobs.
- Providing high quality training and retraining of employed workers.
- Providing high quality training that is economical and accessible to all residents of Tennessee, thereby contributing to economic and community development of the communities we serve.

The Tennessee Technology Center at Dickson, Clarksville, Waverly, Franklin, Fairview and Ashland City remains committed to the education of a non-racially identifiable student body and promotes diversity and access without regard to race, gender, religion, national origin, age, disability or veteran status.

The center fulfills this mission by providing training through four types of programs:

1. Full-Time Preparatory Training - These courses are designed to prepare persons for employment in specific or closely related occupations. The full-time preparatory program is offered on a six-hour-per-day basis. Length of training ranges from a few weeks to two years depending upon the requirements of the occupations.
2. Part-Time Preparatory Training - These courses are designed to prepare persons for employment in specific or closely related occupations. The part-time preparatory program is offered on a less than full-time basis.
3. Supplementary Training - These courses are designed to assist employed workers to improve or upgrade skills and increase technical knowledge necessary to present employment or to acquire new skills and knowledge for a higher level of employment. Course lengths vary from one to several weeks. Content of the course is determined by the specific needs of the industry and/or the members of the class.
4. Special Industrial and Public Service Programs - These programs are offered to Business and Industry upon their request. These classes can be conducted in the Center or the place of employment of the enrollee.

Specialized intensified courses to meet specific requirements of industry may be offered when the need arises.

OBJECTIVE

The objectives of the programs offered by the Tennessee Technology Center are to:

- Give students the opportunity to acquire marketable skills for entry into the labor market, or upgrade present skills and knowledge of those persons already employed.
- Incorporate appropriate work habits and attitudes into the occupational program.
- Meet the present and anticipated needs of the business and industrial community.
- Meet student needs by utilizing open-entry enrollment.
- Permit students to begin on an individual level. Pace and progress will be measured against the curriculum's customary hours and students will exit when specified competencies are met. Instructional methods are individualized and competency-based.

ADMISSION REQUIREMENTS

Program enrollment is based on a first-come, first-served basis by date of completed application. (Completed application includes all items required for enrollment.) Preference for admission is given to students who are residents of the State of Tennessee.

TTC maintains an open-door policy for admission into occupational programs. However, educational and admission requirements vary from program to program.

Admission Policies

Persons seeking admission to the Center must be at least 18 years of age or a high school or GED graduate. For full-time programs, the applicant must declare an occupational objective and demonstrate reasonable potential for achieving that objective.

In addition to the general admission criteria, specific educational and physical requirements must be met by applicants in the following programs:

Cosmetology	10 H.S. Credits or GED score of 450. Provide H.S. transcript prior to enrollment.
Dental Assisting	H.S. Diploma or GED; Information Session; Passing score on Achievement Test; Satisfactory Physical with all required immunizations. Three Work References; and Review of Advisory Committee.
Practical Nursing	H.S. Diploma or GED; Information Session; Passing score on Achievement Test; Three Work References Satisfactory Physical with all required immunizations; Pass Drug Screen; Review of Advisory Committee; and possible background check with cost the responsibility of the student.

Application Procedure

1. Obtain an application for enrollment from the Student Services Office.
2. Submit the completed application to the Student Services Office for review.
3. Students previously terminated from the Tennessee Technology Center at Dickson must comply with any readmission requirements placed upon them.
4. Students earning a diploma in a full-time program must wait a minimum of six months before being allowed to file an application to get on a waiting list of another program.
5. The applicant will be placed on the waiting list for a selected program

according to date of application. Foreign students must present proof of permanent residency in the U.S. It is highly recommended that the applicant visit the training program prior to enrollment. Applicants can obtain training cost and course information from Student Services.

6. Submit all required materials for the program and an official transcript of previous education earned from high school, GED, or other schools.
7. The applicant will be notified when a vacancy occurs. If the applicant refuses the offer of the vacancy, Student Services has the option of delaying the applicant's entry to the next available slot. Any applicant who refuses a second offer of a vacancy, will be removed from the waiting list.
8. Periodic letters will be sent to those on long waiting lists to determine their continued interest. Any applicant who doesn't respond in an appropriate time period will be dropped from the waiting list.

Technology Foundations

1. Students complete the Technology Foundation assessment test to determine their present skill level in math, reading, language and communication (except health related students who complete another test).
2. Individuals with identified deficiencies in these areas are scheduled to attend Technology Foundations to correct these deficiencies. When students achieve a designated skill level, they will exit from Technology Foundations.
3. Once the TTC curriculum is completed, students will take the WorkKeys Assessment for the Career Readiness Certification.

Out-of-State Students

The Tennessee Technology Center at Dickson gives preference for admission into space-limited programs to Tennessee residents.

Foreign Students

Tennessee Technology Center is authorized to enroll immigrants/permanent resident students who provide the school with a Resident Alien Card (Form I-551) or other acceptable document to verify permanent resident status.

The school is not approved by INS to accept foreign nationals.

Orientation

Prior to or upon the first day of attendance at TTC, each new student participates in a group orientation session, which acquaints him or her with policies, functions and personnel of the institution. However, the orientation process is an ongoing program which involves departmental orientation, safety policies, and development of work attitudes, habits and behaviors which help the student to use most effectively the resources available to him/her at TTC.

Articulation

An individual may be given credit for skills and knowledge obtained in high school or another post-secondary institution. For individuals who participated in appropriate programs at other educational institutions, including high schools,

articulation agreements are in place for students to receive advance placement credit. High school students should contact their respective school or Tennessee Technology Center at Dickson for information.

Credit For Previous Training/Work Experience

Students receive a diploma or certificate from the Tennessee Technology Center upon successful completion of requirements of the program and upon recommendation by his/her instructor. If a student satisfactorily completes these requirements in less than the time allowed, the instructor must provide documentation supporting the recommendation.

Previous educational training and/or experience will be evaluated and the student will be enrolled in training at the student's proficiency level. The time normally required for training will be shortened accordingly. Training completed in high school, technical institutes, colleges, and other training situations, such as business and industry, or the military will be evaluated toward completion requirements where applicable. Documentation and/or evidence of training or proficiency must be supplied by the student.

Credit for the previous training should be established by the end of the first term of each student's enrollment. Credit can be established by:

1. **Testing:** A student may demonstrate proficiency through oral, written, and/or skill performance. The test will be administered by the program instructor and the completed test maintained until a final transcript is prepared (upon the student's completion or exit of the program). Recommended credit must be documented on a prior credit request form and filed in the student's folder in the office.
2. **Transcript:** Prior credit may be granted to students by transcripts from schools meeting the following criteria:
 - a. Other TBR schools. The instructor should evaluate the transcript to ensure that credit is given only for those courses or units that coincide with units of instruction for this program.
 - b. Schools not governed by TBR but which have an articulation agreement with TTC at Dickson. Credit will be given as specified in the articulation agreement.
 - c. For students who are transferring from a program certified by a state or national governing board such as practical nursing, cosmetology, or NATEF (ASE), credit may be granted for completed certified units as prescribed by the certifying agency.
 - d. Schools not governed by TBR but which have courses similar to the program of instruction at the TTC. A student may apply for credit by transcript according to the curriculum, type of equipment used for training, and currency of training. Additionally, past work experience will be evaluated for currency, type of equipment used and length of employment. Based on this evaluation, the instructor will recommend the amount of credit to be given or recommend that the student complete a challenge test to determine credit. The prior credit form in the orientation folder should be initiated by the

student, completed by the instructor and submitted to the Student Services Office to be reviewed by the end of the first term of the student's enrollment.

EXPENSES

Fee Assessment

Fees are assessed each term in accordance with an approved fee schedule for Tennessee Technology Centers. Maintenance fees are based upon the number of clock hours the student is scheduled to attend for the term as outlined below for **on-ground students**. In addition to paying a Maintenance Fee each term, **on-ground students** must pay a Technology Access Fee of between \$41 and \$67 each term.

ON-GROUND	Contact	Maintenance	Technology	TOTAL
	Clock Hours	Fees	Access Fee	FEEES
	1-40	\$183	\$41	\$224
	41-80	\$247	\$41	\$288
	81-135	\$372	\$41	\$413
	136-217	\$590	\$67	\$657
	218-340	\$655	\$67	\$722
	341-432	\$733	\$67	\$800
Special Academic Fee:				
Licensed Practical Nursing			\$100	per term

(Effective September 1, 2009)

Regents On-line Degree Program fee schedules are outlined below and are located at <http://www.rodpcna.org>. Online students must pay an RODP technology fee ranging from \$64 to \$257 each term.

Fees may be paid by cash, check, money order or by charging against

ONLINE	Contact	Maintenance	Technology	TOTAL
	Clock Hours	Fees	Access Fee	FEEES
	1-40	\$183	\$64	\$247
	41-80	\$247	\$86	\$333
	81-135	\$372	\$130	\$502
	136-217	\$590	\$207	\$797
	218-340	\$655	\$229	\$884
	341-432	\$733	\$257	\$990
Special Academic Fee:				
RODPCNA Lab Fee			\$75	per term

financial aid. Students may charge against any financial aid awards once their financial aid file is complete. No two-party checks, partial payments, or credit cards will be accepted. Once a check is returned for insufficient funds a second time, students are required to pay with a cashier's check or cash in subsequent terms.

Students must pay their fees or have third party agency authorizations on file before being admitted to class each term. Fees are adjusted in fall term of each year.

NOTE: All persons eligible for fee waivers or discounts must provide appropriate documentation prior to registration.

Books and Supplies

Students enrolling in Tennessee Technology Center at Dickson must provide the following items as required for their chosen area of training. Students who do not have required books or supplies within the deadline established by their instructors will be dismissed from class and counted absent.

1. Maintenance and Technology Access Fee (See Fee Schedule);
2. Textbooks, workbooks, paper and pencils;
3. All parts and materials used on personal projects;
4. Uniforms, tools, licensing exams, insurance (where applicable), safety glasses and other personal items as required by specific areas of training.

NOTE: Refunds are not made on the Technology Access Fee or on items purchased from the bookstore.

Bad Check Collection

The day the applicant/student pays the fee by means of a personal check, s/he may be considered and counted as a student. When the check is subsequently dishonored and returned, unless the student then pays the fees in cash, the institution may withdraw the student for non-payment of fees after 15 days. At the discretion of the institution, the student may be considered enrolled and will be assessed the applicable returned check fee, the applicable late registration fee, and will be denied grade reports, transcripts and future registration privileges until such dishonored check is redeemed. Institutions and centers may deny future check writing privileges to students who have paid registration fees with checks that are subsequently dishonored. (Policy 4:01:03:00 page 1). A returned check fee of \$30 will be assessed in addition to the maintenance fee amount.

For all other checks for goods or services which are subsequently dishonored, the \$30 fee will also be assessed in addition to the check amount. Any past due debts must be paid prior to any additional registration. No grade reports, certificates, or diplomas will be issued.

Refund Of Maintenance Fees

1. Eligibility for Refunds (As stated in the TBR Guideline TTC-080)
 - a. Change in a full-time student's schedule which results in a reclassification to part-time;
 - b. Change in a part-time student's schedule which results in a class load

- of fewer hours;
- c. Voluntary withdrawal from school within the refund period;
- d. Cancellation of a class by the school;
- e. Death of a student.

NOTE: Students administratively dismissed will not be eligible for refunds.

2. Calculation of the Refund

- a. Full Refund - A refund of 100% will be allowed if the class is canceled by the school, if the student drops or withdraws prior to the first official day of classes, or death of a student during the trimester.
- b. Partial Refund - A refund of 75% will be allowed if a program is dropped or a student withdraws within the first 10% of class hours. A refund of 50% will be allowed if a program is dropped or a student withdraws within the first 20% of the class hours. No refund will be granted after a student has attended 20% of the class hours. There will be no refunds after the first official day of classes when a minimum fee is collected (lowest fee shown on the fee schedule). At the point a student is due a partial refund of their fees, Technology Access Fees are not included in that refund.

Refund checks are requested by TTC at Dickson's Student Services Office and are mailed to the student from Nashville State Technical Community College within two to three weeks.

TTC POLICIES & PROCEDURES

Student Conduct

Generally, through appropriate procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution-controlled property.

Students should attempt to resolve conflicts with other students at the lowest level possible, starting with the student who shares the conflict. If resolution is unsuccessful, the students should then work with the instructor, then the Student Services Counselor, Student Services Coordinator then the Director.

Individual or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following examples:

Conduct dangerous to others - Any conduct which constitutes a serious danger to any person's health, safety, or personal well-being, including any physical abuse or immediate threat of abuse.

Hazing - Hazing means any intentional or reckless act in Tennessee on or off the property of any Higher Education Institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety. "Hazing" does

not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

Disorderly conduct - Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups of individuals.

Obstruction of or interference with school activities or facilities - Any intentional interference with or obstruction of any school activity, program, event, or facilities, including the following:

1. Any unauthorized occupancy of school or school controlled facilities or blockage of access to or from such facilities.
2. Interference with the right of any school member or other authorized person to gain access to any school or school controlled activity, program, event or facility.
3. Any obstruction or delay of a campus security officer, fireman, or any institutional official in the performance of his/her duty.

Misuse of or damage of property - Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to the school including, but not limited to, fire alarms, fire equipment, elevators, telephones, school keys, computer resources, library materials and/or safety devices, and any such act against a member of the school community or a guest of the school.

Theft, misappropriation, or unauthorized sale - Any act of theft, misappropriation, or unauthorized possession or sale of school property or any such act against a member of the school community or a guest of the school.

Misuse of documents or identification cards - Any forgery, alteration of or unauthorized use of school documents, forms, records, or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment or status in the school.

Firearms and other dangerous weapons - Any possession of or use of firearms or dangerous weapons of any kind is prohibited.

State laws prescribe a maximum penalty of five (5) years imprisonment and a fine not to exceed \$2,500 for carrying weapons on school property.

Explosives, fireworks, and flammable materials - The unauthorized possession, ignition or detonation of any object or article which could cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks.

Alcoholic beverages - The use, possession, distribution, sale or manufacture of alcoholic beverages or public intoxication on property owned or controlled by the school, at a school-sponsored event or on property owned or controlled by an affiliated clinical site by students enrolled in a clinical program.

Drugs - The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), being under the influence of any drug or controlled

substance, or the misuse of legally prescribed or “over-the-counter” drugs on property owned or controlled by the school, at a school-sponsored event or on property owned or controlled by an affiliated clinical site by students enrolled in a clinical program.

Gambling - Gambling in any form.

Financial responsibility - Failure to meet financial responsibilities to the school promptly including, but not limited to, passing a worthless check or money order in payment to the school or to a member of the school community acting in an official capacity.

Unacceptable conduct in hearings - Any conduct at a school hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing.

Failure to cooperate with school officials - Failure to comply with directions of school officials acting in the performance of their duties.

Violation of general rules and regulations - Any violation of the general rules and regulations of the school as published in an official school publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action.

Attempts of aiding and abetting the commission of offenses - Any attempt to commit any of the foregoing offenses, or the aiding and abetting of the commission of any of the foregoing offenses (an “attempt” to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission).

Violation of state or federal laws - Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.

Litter - Dispersing litter in any form onto the grounds or facilities of the campus.

Public Intoxication - Appearing on school owned or controlled property or at a school-sponsored event while under the influence of a controlled substance or of any other intoxicating substance.

Drug Paraphernalia - The use or possession of equipment, products or materials which is used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance.

Academic Misconduct, Plagiarism, Cheating, Fabrication, or Facilitating of Such Act. For purposes of this section, the following definitions apply:

1. Plagiarism. The adoption or reproduction of ideas, words, statements, images or works of another person as one’s own without proper acknowledgment.
2. Cheating. Using or attempting to use unauthorized materials, information or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
3. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.
4. Facilitation. Helping or attempting to help another to violate a provision of

the institutional code of academic misconduct.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, directly through participation or assistance, is immediately responsible to the instructor of the class.

In addition to other possible disciplinary sanctions which may be imposed through the regular school procedures as a result of academic misconduct, the instructor has the authority to assign an “F” or a zero for the exercise or examination, or to assign an “F” for the course.

If the student believes that he/she has been erroneously accused of academic misconduct, and if his/her final grade has been lowered as a result, the student may appeal the case through the appropriate school procedures.

Pornography. Public display of literature, films, pictures or other materials which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value.

Sexual Misconduct. Sexual misconduct includes a sexual act or penetration which is accomplished by threat, coercion, use of restraint or force or any act where the respondent knows, or should have known, that the victim was unable or incapable of giving consent.

Disciplinary action may be taken against a student for violation of the foregoing regulations which occur on school owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with or obstructs any institutional activity or the missions, processes and functions of the school. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to persons or property within the school community.

For the purposes of these regulations, a “student” shall mean any person who is registered for study in any Tennessee Technology Center of the state university and community college system of Tennessee for any academic period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from the school.

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the school. Extended or permanent exclusion from the classroom or further disciplinary action can be affected only through appropriate procedures of the school.

Note for Practical Nursing students: Criminal background checks are a requirement at some practical nursing clinical sites. Based on the results of these checks, an affiliated clinical site may determine to not allow the student’s presence at their facility, which could result in the student’s inability to successfully

complete the requirements of the program. More information is available from the health careers coordinator.

Disciplinary Sanctions

Upon a determination that a student or organization has violated any of the rules, regulations or disciplinary offenses set forth in the regulations, the following disciplinary sanctions may be imposed, either individually or in combination, by the appropriate institution officials.

1. Restitution. A student who has committed an offense against property may be required to reimburse the school or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
2. Warning. The appropriate school official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
3. Reprimand. A written reprimand, or censure, may be given any student whose conduct violates these regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It signifies to the student that he or she is in effect being given another chance to conduct himself or herself as a proper member of the school community, but that any further violation may result in more serious penalties. In addition, a reprimand does remain on file in a student's personnel record for period of one year.
4. Restriction. A restriction upon a student's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to be present at the school in any way, denial of use of facilities, parking privileges, participation in extracurricular activities for a maximum of one year.
5. Probation. Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
6. Suspension. If a student is suspended, he or she is separated from the school for a stated period of time with conditions of readmission stated in the notice of suspension.
7. Expulsion. Expulsion entails a permanent separation from the school. The imposition of this sanction does become a part of the student's permanent record and is a permanent bar to the student's readmission to the school.
8. Interim or summary suspension. Though as a general rule, the status of a student accused of violations of these regulations should not be altered

until a final determination has been made in regard to the charges against him/her, summary suspension may be imposed upon a finding by the appropriate institutional or school official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the school community or its guests, destruction of property, or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.

The director of each technology center is authorized, at his/her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

Satisfactory Attendance And Progress

Students at the Tennessee Technology Center are expected to maintain satisfactory attendance and to progress in an appropriate manner toward their training objectives. The following procedures are specified as stated in Policy 2:03:01:05.

1. Student Attendance

The Tennessee Technology Center students are receiving education for direct entry into the labor market. Because of the importance of student attendance, this Center stresses attending classes regularly and includes evaluation of attendance and punctuality within the work ethics grade. Students are expected to be in class each day and are responsible for any work missed due to absences.

- a. Attendance will be prorated based on the number of hours possible for that student for that term. Once a student has been absent 5.5% of the hours for which he/she enrolled for the term, the student will sign a sheet regarding probation counseling.
- b. When a student has missed in excess of 9.7% of the hours for which he/she has enrolled for the term, the student can be terminated from the program.
- c. Students terminated for attendance violations are barred from enrolling for one full term. Students terminated a second time for attendance violations are barred from re-entry for a full year.
- d. A student is considered tardy if not in the classroom at the designated time for class to start. Leaving early is considered the same as a tardy. All time missed from training will be included in the accumulation of hours toward termination and will be addressed as follows:
 - 5 leaving earlys or 5 tardies - documented warning by instructor
 - 6 leaving earlys or 6 tardies - documented probation
 - 7 leaving earlys or 7 tardies - referred to Director for termination

When a student reaches seven leaving earlys or seven tardies in any one term, the student can be terminated from the program. Leaving earlys and tardies accumulate separately and are considered independently of each other.

Documented military leave and jury duty absences will not be counted for dismissal purposes. It is the student's responsibility to provide documentation to the instructor prior to absences for both military leave and jury duty.

NOTE: Students arriving late to school or leaving early will be charged as follows: 1 - 30 minutes will be charged 30 minutes
31 - 60 minutes will be counted one hour, etc.

The only absences exempt from the policy are military service and jury duty. Absences incurred due to job interviews will be exempt only under the following circumstances:

- a. The student must be applying for a job related to the training received. This will be determined by the instructor.
- b. The student must give advance notice of the interview to the instructor.
- c. The student may be required to provide verification of the job interview.

No trainee will leave the classroom or shop without notifying his or her instructor. Students leaving class other than at lunch and 2:30 must:

- a. Inform instructor prior to departure. Violations of this policy will be just cause for suspension.
- b. Sign out in the sign-out book contained in each classroom.

NOTE: All students are required to call in absences. Unless a student calls within two days, the student is subject to being dropped from the class roll.

2. Student Progress

- a. Policy 2:03:01:05 provides minimum criteria for evaluating student achievement relating to identified occupational competencies, in compliance with this policy, to define retention standards of the institution.
- b. Evaluations are recorded for each student at the end of the 72 days of instruction that comprise a term. Those evaluations include the following scale of progress (NOTE: Grading scale for Dental Assisting, Practical Nursing is different and can be seen in the Handbook for each program):

A	93-100
B	85-92
C	77-84
D	70-76
F	0-69

- c. The term grade report will reflect each student's progress in the

categories of Skill Proficiency, Related Information (theory) and Worker Characteristics.

- d. Instructors shall have a course outline/curriculum that stipulates the customary length of time for a module of study. Instructors shall consult with their advisory committees on their course outline/curriculum. Student services personnel shall communicate the concept of pace/progress to new enrollees during orientation. Instructors shall communicate their program's specific pace/progress schedule to every incoming student. Instructors shall create and maintain a grading system whereby those students not maintaining the stated pace/progress for a specific module of study will receive a grade that reflects that lack of pace/progress. Instructors shall inform all students, existing and new, of the grading policy.
- e. A student must maintain a "C" or better average for the 72-day period of instruction. Failure to do so will result in termination at the end of the term. Terminated students are barred from re-enrolling for one full term.

Since all occupational training offered in the area schools involves technical knowledge and occupational and employability skills, students are encouraged to apply themselves to achieve success in their chosen vocational objective.

Procedure for Withdrawal or Completion

Trainees should follow the procedures listed below before withdrawing or completing training:

1. Talk with your instructor. Explain why you are leaving and your plans for the future.
2. Fill out an exit interview form, which allows you to evaluate different areas of the school, including student services and programs. All departing students are requested to complete the exit interview form.

Grievance Procedures

Students who are subject to disciplinary proceedings based on disciplinary offenses listed in the policy, or of academic misconduct which could result in suspension or termination from the school, have a right to hear the charges against them and an opportunity to respond to such charges prior to any action being taken. All other matters (i.e., absenteeism, failing grades, etc.) shall be dealt with informally by the Director, but do not involve a right to a hearing unless there are violations of state and federal laws.

Procedures for filing a grievance with regards to discrimination are available in the Student Services Coordinator's office. Also, the Tennessee Administrative Procedures Act Hearing Procedures are available in the Student Services Coordinator's office. Students filing a grievance shall be entitled to process their complaints or grievances without fear of retaliation, interference, coercion, or discrimination. Students filing complaints or grievances must present their

complaint or grievance to the Director of the school within five school days after the occurrence of the event. Any claim not presented within the time provided shall be deemed to have been waived.

In matters of disciplinary offenses or academic and classroom misconduct, due process shall be provided in accordance with TBR Policy No. 3:02:00:01, General Regulations on Student Conduct and Disciplinary Sanctions and TBR Policy No. 1:06:00:05, Uniform Procedures for Cases Subject to the Tennessee Uniform Administration Procedures Act.

The Tennessee Technology Center at Dickson's accrediting body, the Council on Occupational Education, reviews all written, signed complaints (which include the complainant's mailing address) that allege non-compliant activities and practices of accredited institutions. Complaints alleging violations of standards, criteria, and/or conditions of the Council by institutions are reviewed following a prescribed procedure. This procedure involves obtaining from the complainant a certification that all available institutional remedies have been exhausted or a statement documenting reasons why these remedies have not been sought. The Council will not intervene on behalf of individuals in cases of disciplinary action or dismissal, or act as a court of appeals in such matters as admission, graduation, fees and similar points of issue unless the context suggests unethical or unprofessional action. Following is the Council's mailing address and phone number:

The Council on Occupational Education
41 Perimeter Center East, NE, Suite 640
Atlanta, GA 30346
1.800.917.2081

Safety

The Occupational Safety and Health Act, P.L. 91-596 of 1970, requires all persons to understand the safety and health requirements of their specific area of employment. Safety instruction is an integral part of the total instructional program, and it becomes the student's responsibility to adhere to the safety and health requirements taught.

Each individual (student and employee) is considered personally responsible for safety and fire prevention and for careful compliance with safety regulations, and compliance with safety regulations. In some areas of training, safety glasses, protective clothing and protective footwear are required. At all times and in all training areas, proper school attire and other protective and safety items as specified by department instructor must be worn.

Cooperative Work Program (Co-op)

The Cooperative Work Program (Co-op) is an integral part of the learning experience provided for students at the Tennessee Technology Centers and is defined as **work-related training received at an approved business or industry under the terms of a signed Cooperative Work Program Agreement**. Students

who are enrolled in Co-op should be paid a salary commensurate with entry-level employees completing the same task. The program provides a method of instruction whereby the technology center and business/industry are partners in developing the workforce for tomorrow. For this reason, the student and the prospective Co-op program company must meet policy eligibility requirements and sign the Co-op Agreement.

Student entrance into the Co-op program is at the instructor's discretion.

Student Insurance

Optional student insurance is available to students at a reasonable rate. Students may elect to participate in a health and accident insurance program or only in an accident insurance program.

Students are encouraged to review information regarding accidental insurance. In addition, students may enroll in the accident insurance program at any time during their training.

Insurance information is available during orientation and in the Student Services Office. Students desiring accident insurance should complete the appropriate form(s) and submit their premiums (check or money order) as specified in the insurance brochure.

Please Note: Accident insurance plan becomes effective on the date premium is received, and terminates at noon on August 1 of the following year or the date through which premium was last paid, if earlier.

Visitors

All visitors to campus must report to the front office of each campus location upon entering the building. Only visitors on legitimate school business will be allowed access to classrooms. Visitors are required to sign in and wear visitor badges while on school grounds.

Vehicle Regulations (while on campus)

1. Do not exceed the maximum speed limit on campus (15 mph). Obey all state and local laws regarding the operation of a motor vehicle.
2. The school does not assume any responsibility for the security of or any loss or damage to any vehicle or its contents, equipment, or live work while on campus.
3. Vehicles parked in areas specified for disabled persons must be identified with an official handicapped sticker or license plate. Unidentified vehicles may be towed away.

Dress

Trainees should dress and groom themselves as if they were working in business or industry. Most employers will not hire a person whose appearance is inappropriate for the position. A neat, appropriately-dressed appearance makes the task of attaining employment much easier. Each departmental instructor will

review appropriate standards of dress during enrollment.

All trainees will be issued an official student ID on their first day of class. Students are required to wear their student ID in a visible location at all times while on school grounds.

Tobacco Use

On Oct. 1, 2007, the Non-Smoker Protection Act took effect prohibiting smoking in all enclosed public places within the State of Tennessee. The Tennessee Technology Center at Dickson prohibits smoking within 30 feet of any entrance into the school. Designated outside areas have been provided for smoking. Smoking is permitted during lunch and break time in areas designated by the instructor.

Responsibility for Tools, Equipment and Property

Students are responsible for the proper use and care of tools, equipment and other school property. Students responsible for loss of or careless damage to school property may be requested to make adequate adjustment. Losses or damage must be reported to the instructor as soon as detected.

Classroom and Lab Maintenance

Daily cleaning of the classroom and lab/shop is necessary to maintain efficient, high-level training programs. The instructors and students are responsible for cleanliness and orderliness at all times.

Telephone Usage

Trainees may use the office phone in case of emergency ONLY. Students should instruct their families and friends to call only when absolutely necessary.

Class Transfers

Any student who enrolls in a training program and then desires to change his/her course of study should present his/her request to the Student Services Office. The Student Services Coordinator will coordinate with the instructors and the student in making the transition to another program and in ensuring the change is appropriate to the student's interests and qualifications. When the transfer choice is made, the student's name will be placed on the list for the desired class.

Completion Requirements

Graduates of TTC Dickson should not necessarily be expected to compete with persons who have developed skills and experience on the job. Usually, they are considered for "entry-level" employment in their respective occupations.

Satisfactory completion for the enrolled course may be achieved by demonstrating proficiency based on the occupational entry requirements, course requirements and completion of the required Technology Foundations course.

A certificate of completion may be awarded to any preparatory student who reaches a payroll job proficiency level and to any supplemental student who

completes objectives for upgrading necessary skills and knowledge.

A diploma may be awarded to each preparatory student who demonstrates satisfactory proficiencies in any complete course of study. (See program area instructor for a list of job titles designed as complete courses of study.)

STUDENT SERVICES

The primary function of the Student Services Office is to assist students in program selection, enrollment information, supportive services and financial aid.

Personal Guidance

Guidance Department personnel are available for individual counseling for students experiencing vocational, personal, academic, attitudinal or financial problems. The school counselor will attempt to assist students with problems, or will refer them to the appropriate agencies for help.

Facilities and Services for Disabled Students

Programs are generally considered accessible to disabled students. Disabled students needing accommodation services should contact the Student Services Coordinator as soon as possible. Any special parking needs, restroom accommodations, or program modifications needed should be discussed with the Student Services Coordinator and State Vocational Rehabilitation personnel as appropriate.

GED Test

The GED test is administered at Tennessee Technology Center at Dickson (main campus only). An application with proper identification and test fee must be filed at the school prior to the testing date. Additional information and application procedures are available in the Student Services Office.

Placement

Job placement is mainly the responsibility of the trainee; however, employment of students in satisfactory jobs is one of the primary objectives of this school. The staff maintains close communication with area employers. Placement of graduates is a primary concern of the counselor, of each instructor, and of the administration.

Placement services are coordinated by the Student Services Coordinator. A concentrated effort to maintain good communications between the student, staff, faculty, business and industry and the Student Services Office is an on-going process.

Each student should complete an Employability Skills Development class during their final term. At the end of a student's enrollment, the student and instructor must jointly complete a Student Termination Data form and submit that to Student Services. If employment is already obtained, it is to be noted on the form.

TTC's student transcripts are mailed to students, or to business and industry persons or agencies authorized, upon written request by the student.

Follow-up

As an aid in evaluating the effectiveness of course offerings, the instructional staff maintains close contact with their former students by correspondence, personal contact and contact through a working relationship with their employers. Surveys and student follow-up studies are made to determine if changes need to be made in meeting the individual student needs as well as the needs of the employers. Employers, school personnel, and others are involved in follow-up efforts to assess and/or improve ways of serving the needs of each student.

Students graduating or leaving the school are requested to complete an exit interview form. This questionnaire will provide useful information to the school regarding program, equipment and school services. Students may obtain an exit interview form from their instructor or office personnel.

Students may expect a follow-up contact to come in January of the following academic year after leaving the training program. Students are strongly urged and encouraged to take a few moments to respond to these questionnaires in a frank and candid manner.

FINANCIAL AID

The student financial aid program is designed to aid students who would find it difficult or impossible to attend without financial assistance. The financial aid staff welcomes the opportunity to assist students in the application process and discuss financial needs for education.

Federal and state aid programs are as follows:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study Program (FWSP)
- Tennessee Student Assistance Award Program (TSAA)
- Wilder-Naifeh Technical Skills Grant, part of the Tennessee Education Lottery Scholarships.

Application Process

To receive Federal Title IV or state-based financial aid, a student must:

1. Complete a Free Application for Federal Student Aid (FAFSA) and the financial aid office must have received a valid record for the student from the U.S. Department of Education.
2. Submit signed copies of all required documents to the financial aid office if selected for verification by the U.S. Department of Education.
3. Have a completed financial aid file, as verified by the financial aid office.

FAFSAs are available in the Financial Aid Office of the Dickson campus, in the offices of the satellite campuses and on the Internet at www.fafsa.ed.gov. Students must complete the FAFSA application each academic year.

General Eligibility

Following are general student eligibility requirements at TTC for federal and state financial aid programs:

- Be enrolled as a regular certificate or diploma-seeking student in an eligible program.
- Be a U.S. Citizen or an eligible non-citizen (permanent resident).
- Must be making satisfactory progress and meet attendance requirements in accordance with policy.
- Must have High School Diploma, GED, approved Home School certification (NOTE: Not required for Wilder-Naifeh Technical Skills Grant), or be beyond the age of compulsory school attendance in Tennessee and establish the ability to benefit for training in a way set forth by the Department of Education.
- Must not be in default on a Federal Perkins/National Direct Student Loan, Federal Family Education Loan, Federal Direct Student Loan, Income Contingent Loan or a Consolidated Loan or must have documented satisfactory repayment arrangements if in default.
- Must not owe a refund or repayment on a Federal Pell Grant, Tennessee Student Assistance Award, Federal Supplemental Educational Opportunity Grant or a Byrd Scholarship or must have documented satisfactory repayment arrangements if a refund or repayment is owed.
- Must have a federal confirmation statement of registration compliance indicating either that the student has registered with the Selective Service or that the student is not required to register.
- Must have completed a statement of educational purpose saying that the student will use the money only for expenses related to attending the school (Usually collected on the FAFSA).
- Must not have been convicted of any offense involving possession or sale of a controlled substance while receiving Title IV financial aid.

Charging Guidelines

To receive Federal Title IV or state-based financial aid, a student must have a completed financial aid file in the Financial Aid Office (see Application Process on page 27). Once the file is complete, the student is allowed to charge tuition and/or books against that financial aid account according to the policies listed below:

Students may charge tuition against a Pell grant. On-ground students may charge tuition or books against the Wilder-Naifeh grant. Online students may charge tuition against the Wilder-Naifeh grant. The amount of tuition or books charged will be deducted from the student's term award.

Satisfactory Progress and Attendance Requirements

1. To make satisfactory progress a student must maintain at least a "C" average for each term.
2. A student must complete 91% of scheduled hours each term to remain in

good standing for financial aid purposes. Scheduled hours are the number of hours for which a student enrolls and pays for at the beginning of his/her enrollment.

3. When a student fails to meet satisfactory attendance/progress, s/he will lose financial aid eligibility for the following term. If a student makes satisfactory progress during the next academic term of attendance, financial aid will be re-established for the subsequent disbursement period.
4. Any student who wishes to appeal the satisfactory progress standard due to mitigating circumstances encountered during the academic term must submit the Pell grant appeal in writing to the Financial Aid Office within 10 days of notification of the failure to make satisfactory progress.

Note: In accordance with guidelines from Tennessee Student Assistance Corporation, the Wilder-Naifeh grant cannot be regained once eligibility is lost due to unsatisfactory progress or attendance. In addition, students cannot regain Wilder-Naifeh eligibility should they terminate from school and re-enroll. However, students may request a Leave of Absence for rare and unusual circumstances prior to terminating in order to retain eligibility for Wilder-Naifeh upon re-enrollment. Students mobilized for active duty during a term that is already in progress shall be granted a personal leave of absence and not have their Wilder-Naifeh eligibility negatively impacted.

5. Once a student's enrollment exceeds 150% of the approved program length, his/her financial aid will be terminated.

Disbursement/Return of Title IV Funds guidelines

Pell, Wilder-Naifeh and other state financial aid funds, including those amounts not charged against tuition and/or books, will be disbursed later in the term. Students must present a valid student ID to pick up a check.

Pell grants and Wilder-Naifeh grants are awarded based on the number of hours for which a student enrolls.

In compliance with guidelines set forth by the Department of Education, if the student terminates school prior to the last day of the term, a recalculation will be done which may determine that the student owes part of the grant back to the U.S. Department of Education, Tennessee Student Assistance Corporation, or to the Tennessee Technology Center at Dickson.

Notification Guidelines

You must notify the Financial Aid Office in writing with any change in financial status, student status or anticipated graduation date.

Once a student exceeds the approved program length (documented in the student catalog), s/he must receive approval from the Financial Aid Office before receiving any additional funds.

Federal PELL Grant

This program makes funds available to eligible students to help pay for students' education after high school. Students who have a four-year college

degree are not eligible to receive this grant.

To determine if a student is eligible, the U.S. Department of Education uses a standard formula, passed into law by Congress, to evaluate the information reported on the Free Application for Federal Student Aid (FAFSA). The formula produces an Expected Family Contribution (EFC) number. The Student Aid Report (SAR) or ISIR contains this number and will tell whether the student is eligible.

Each student must meet with the Financial Aid Officer and return all required documents before an award is made.

Wilder-Naifeh Technical Skills Grant (the lottery grant)

Most any Tennessee citizen aged 18 or older is eligible for up to \$2,000 a year (for full-time enrollment) from the Tennessee Educational Lottery Scholarship program to attend a Tennessee Technology Center. Technology center students can qualify for the Wilder-Naifeh Technical Skills Grant within the lottery grant program. Students apply for the grant through the FAFSA (Free Application for Federal Student Aid). Individuals who have accepted a HOPE scholarship through the lottery program are not eligible to receive the technical skills grant.

Once a student has received a technical skills grant, enrollment must be continuous to graduation or the grant will be lost forever. Any student who exceeds the 9.7% absence limit (based on that student's enrolled hours), loses the lottery grant, too. There is a provision within the law that provides for a leave of absence, but those will be granted by the center's Financial Aid Appeals Committee (the school's Institutional Review Panel) only in cases of rare and unusual circumstances.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal SEOG funds will be distributed, as available, to students showing the greatest need. Students who have a four-year college degree are not eligible for this grant. FSEOG funds are limited at TTC and are awarded based on extreme financial need.

Federal Work Study Program (FWSP)

FWSP provides jobs for students who have financial need and who must earn a part of their educational expenses. Part-time jobs at the school are available based on financial need and monies available. Students work after school in clerical and maintenance jobs. The student may not be eligible for the Pell Grant and utilize work study provided they have remaining need.

Tennessee Student Assistance Award Program (TSAA)

This is a state program that provides non-repayable financial assistance to students who demonstrate need and are Tennessee residents. Eligibility is determined by the Tennessee Student Assistance Corporation (TSAC), based on information reported on the FAFSA.

OTHER BENEFIT PROGRAMS

The Tennessee Technology Center is approved to provide training to students who have been determined eligible for the following benefit programs: Veterans Administration programs, Vocational Rehabilitation, Workforce Investment Act (WIA), Trade Adjustment Act, and others.

Eligibility determination must be established by agencies outside the school. Eligible students are normally referred to the school by the appropriate program agency.

NOTE: Additional consumer information is available regarding student financial aid from the Financial Aid Office.

Veterans Assistance

This program assists eligible veterans and dependents of veterans by providing educational benefits through the Veterans Administration.

Upon enrollment, veterans must present their DD214 form and AARTS Transcript to the Financial Aid Office. Paperwork will then be processed and forwarded to the Veterans Administration. *Checks will be received in approximately two to three months from enrollment date.*

Veterans must submit transcripts/certificates of previous education/training from colleges, technical or vocational schools, military, etc. Previous credit will be evaluated based on these transcripts, MOS descriptions, and previous work experience.

Once certified, each veteran must verify attendance with VA on a monthly basis, in order to receive the prior month's check. This verification can be done online (<http://www.gibill.va.gov>) or by calling 1-877-823-2378. The Veterans Administration will not issue approval for payment until verifications are received.

IMPORTANT NOTE: Veterans must obtain approval of training schedules from school administration and must inform the Financial Aid Office of any changes in their training schedules to obtain VA approval.

Eligibility for deferment of payment of tuition and fees by certain eligible students receiving U.S. Department of Veterans Affairs or Other Governmentally Funded Educational Assistance Benefits:

Servicemembers, veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than seven days before the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or

regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

The Tennessee Technology Center at Dickson will not accept fee deferment requests for subsequent terms once a student has begun receiving education benefits from Veterans Affairs.

Vocational Rehabilitation

Department of Human Services: Eligible handicapped students receive assistance depending upon the student's demonstrated need. Eligibility should be established prior to enrollment.

Workforce Investment Act (WIA)

Eligible students may receive federal assistance for books and supplies, transportation and day care services. Students must be assessed and certified prior to their enrollment and submit an authorization for their tuition and books during the preregistration process.

Trade Adjustment Act (TAA)

Certain dislocated workers may be eligible for benefits under the TAA. Contact the Tennessee Department of Employment Security.

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Technology Center receives a request for access.

Students should submit to the Student Services Coordinator written requests that identify the record(s) they wish to inspect. The Tennessee Technology Center at Dickson official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Technology Center official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the Tennessee Technology Center to amend a record that they believe is inaccurate or misleading. They should write the Tennessee Technology Center at Dickson Student Services Coordinator

official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Tennessee Technology Center at Dickson decides not to amend the record as requested by the student, Tennessee Technology Center at Dickson will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Tennessee Technology Center in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Tennessee Technology Center has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Tennessee Technology Center at Dickson discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. Any concerns or complaints regarding FERPA should be submitted to the Student Services Coordinator at TTC at Dickson. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Tennessee Technology Center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605

The following Directory information may be disclosed without the student's consent. If a student does not wish directory information released, the student should notify TTC at Dickson in writing within

two weeks of the student's enrollment date. Directory information includes:

Name / Address / Telephone Listing
Training Area / Date of Attendance / Full-time/Part-time Status
Diploma / Certificate Award / Photograph

NOTE: FERPA contains many exceptions that permit the disclosure of confidential student information without a student's consent. One of the FERPA exceptions permits the disclosure of confidential student information to "school officials" who have a "legitimate educational interest" which requires the official to know about confidential student information to perform their work for the institution. Students serving on an official institutional committee and student workers / employees (e.g., work study students) have been classified as individuals who may be deemed "school officials" with a legitimate educational interest who require access to certain confidential student information that is within the scope of the student's service / work for the institution. In that limited context, the student is permitted to have access to confidential student information of fellow students that is protected by FERPA without obtaining consent of the student whose information is disclosed – such an act is not a FERPA violation.

Student Files/Security

The Tennessee Technology Center at Dickson complies with TBR guidelines S-020 on confidentiality of student records and G-070 on disposal of records. Guideline G-070 stipulates that a permanent file be maintained on each current and former student who has enrolled in TTC. Each permanent student record will contain a minimum of the following information: 1) academic records; 2) disciplinary files; 3) matters resulting in expulsion or suspension.

The Tennessee Technology Center at Dickson complies with the Gramm-Leach-Bliley Act: Security Information Program guidelines that set standards for protection of all nonpublic financial information.

Release of Information

The Tennessee Technology Center at Dickson complies with Public Law 107-56 (2001) "Patriot Act." The following procedures will be followed with regard to this law:

A) The Director will make records available to law enforcement acting under the authority of a valid court order.

B) At such a time a court order is received, the Tennessee Board of Regents' Legal Staff will be contacted to advise procedure in meeting the requirements of Public Law 107-56.

C) Because of the nature of our school and existing policies, no public notice will be posted.

Policy Statement of Non-Discrimination, Affirmative Action, Americans with Disability Act and Harassment Policy

Tennessee Technology Center does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in provision of educational opportunity or employment opportunities and benefits.

Tennessee Technology Center complies with Title VI, VII, IX, 504 and fully supports the Americans with Disabilities Act and will take any steps necessary to assure that students with disabilities will receive assistance as needed to be successful in their chosen program.

Harassment of any type for any protected status which interferes with employee or student status or performance by creating an intimidating, hostile or offensive educational environment will not be tolerated at Tennessee Technology Center. Title VII requires Tennessee Technology Center to take prompt action to prevent the expression of opinions which may in any way offend co-workers.

Allegations shall be given fair and prompt consideration in accordance with procedures in TBR Guideline P-080.

Inquiries concerning these policies and laws should be directed to the Student Services Coordinator or Director.

Campus Security

All students and employees are required to report any criminal offenses or activities which occur on campus to the school administration immediately for appropriate action. The school maintains statistical data regarding certain crimes committed on school-controlled property. This data may be obtained from Student Services upon request.

Sex offenders who enroll in higher education in Tennessee must notify the Tennessee Bureau of Investigation (Tennessee College and University Campus Sex Crimes Prevention Act of 2002, effective Oct. 28, 2002, amending the Sexual Offender Registration and Monitoring Act, found at T.C.A. 40-39-101, et. seq.) Any information collected by the TBI may be obtained at the Dickson City Police Department.

Hazardous Communication Right-to-Know

It is the intent of the Tennessee Technology Center to comply with the requirements of the Hazard Communication Standard in our continuing effort to provide a healthy and safe workplace for our employees and students.

This program is designed to provide employee/student information and training on the hazardous chemicals known to be in the workplace; methods of protection; precautionary methods; detection of a release of a hazardous chemical; and emergency procedures in case of exposure.

Completion Rate Calculation

Tennessee Technology Center reviewed its records to determine how many of the 301 students in the 2007 cohort had completed a diploma/certificate level

during the 150% time period. It found that 200 of the students had completed. Students completing the certificate or diploma after the 150% time period were not counted as completers for Students Right-to-Know purposes. There was no documentation on transfer out students so the school had 0 transfer out students.

Tennessee Technology Center calculated its completion rate and transfer out rate as follows:

Student Right-to-Know Completion or Graduation Rate Calculation
 $200/301=66\%$

Student Right-to-Know Transfer Out Rate Calculation
0

Severe Acute Respiratory Syndrome

The outbreak of Severe Acute Respiratory Syndrome (SARS) in some countries around the world has led the Tennessee Board of Regents system to adopt travel restrictions on its students. The policy is that students who travel to or from a SARS affected area be prepared to remain away from campus at least 10 days after returning to the United States.

Drug Abuse Prevention Program

The Tennessee Technology Center's Drug Abuse Prevention Program addresses three major concerns:

1. The maintenance of an environment in which students can learn,
2. Help for students whose development or performance is threatened by abuse of alcohol or drugs, and
3. The enforcement of policies and laws regarding possession or use of drugs or alcohol on campus.

It is the policy of the school to prohibit the illegal use, abuse, manufacture, possession, sale, or distribution of alcoholic beverages or any controlled substance, including any stimulant, depressant, narcotic, hallucinogenic drug or substance, or marijuana on school-owned, controlled, or leased property. Such use, solicitation, sale or distribution is prohibited during any school-related activity, including off-campus trips. All students are subject to applicable federal, state and local laws related to this matter. In addition, any violation of this policy will result in disciplinary actions as set forth in the Student Conduct Policy and Disciplinary Sanctions section of this Handbook. Students are also subject to arrest and prosecution by civil authorities for violation on campus.

Center personnel will seek to identify abuse problems and provide immediate intervention and assistance. The school will assist any individual whose mental or physical health is threatened by the use or abuse of alcohol or drugs. The school counselor can refer individuals to community resource centers for abuse counseling and rehabilitation.

Information regarding legal sanctions and health risks associated with alcohol and drug abuse is provided on the following pages. A listing of resource centers for drug abuse can be obtained from the student services coordinator.

Legal Sanctions - Unlawful Possession or Distribution of Drugs and Alcohol

Various federal, state and local statutes make it unlawful to manufacture, distribute, solicit, dispense, deliver, sell, or possess with intent to manufacture, distribute, solicit, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors, which include the type and amount of controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury results from the use of such substance, and whether any other crimes were committed in connection with the use of such substance.

Possible maximum penalties for a first-time violation include imprisonment for any period of time, up to a term of life imprisonment, a fine of up to \$4 million, supervised release, or any combination of the above. These sanctions are doubled when the offense involves either of the following:

1. Distribution or possession at or near a school or college campus.
2. Distribution to persons under 21 years of age (repeat offenders may be punished to a greater extent as provided by statutes).

Further, a civil penalty of up to \$10,000 may be assessed for simple possession of “personal use amounts” of certain substances under federal law.

Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two years the minor’s senior, and the adult knows that the person is a minor, the offense is classified as a felony, as provided in T.C.A. 39-17-417(21 U.S.C. 801, et. Seq.; T.C.A. 39-17-417).

It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of his/her employment), or consume alcoholic beverages, wine or beer. Such offenses are classified as Class A misdemeanors punishable by imprisonment for not more than 11 months and 29 days, or a fine of not more than \$2,500, or both (T.C.A. 1-3-113, 57-5-301). It further is an offense to provide alcoholic beverages to any person under the age of twenty-one (21). Such an offense is classified as a Class A misdemeanor (T.C.A. 39-15-404). The offense of public intoxication is a Class C misdemeanor and is punishable by imprisonment of not more than 30 days or a fine or not more than \$50, or both (T.C.A. 39-17-310).

CALENDAR

TTC operates on a 12-month calendar. TTCs statewide operate on a trimester system in which the year is divided into three equal periods. Each trimester will consist of 72 days and 432 clock hours. Programs are dismissed only for observation of legal holidays, faculty in-service, term breaks or student holidays.

OPERATING CALENDAR											
2009											
										End of Grading Period	
FALL TRIMESTER											

September							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31
						21							19
November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		
						19							13

STUDENT HOLIDAYS	STUDENT AND STAFF HOLIDAYS	ADMINISTRATIVE CLOSING	STUDENT/STAFF
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STUDENT HOLIDAYS / INSERVICE	TRAINING DAYS FOR THE MONTH	BEGINNING / END OF TRIMESTER
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2010

SUMMER TRIMESTER

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	1	2	3	4	5			
3	4	5	6	7	8	9	7	8	9	10	11	12	7	8	9	10	11			
10	11	12	13	14	15	16	14	15	16	17	18	19	14	15	16	17	18			
17	18	19	20	21	22	23	21	22	23	24	25	26	21	22	23	24	25			
24	25	29	27	28	29	30	28						28	29	30	31				
31					19							20								

SUMMER TRIMESTER

May							June							July						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	8	6	7	8	9	10	11	4	5	6	7	8			
9	10	11	12	13	14	15	13	14	15	16	17	18	11	12	13	14	15			
16	17	18	19	20	21	22	20	21	22	23	24	25	18	19	20	21	22			
23	24	25	26	27	28	29	27	28	29	30			25	26	27	28	29			
30	31				20							16								

FALL TRIMESTER

September							October							November						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	3	4	5	6	7	8	1	2	3	4				
12	13	14	15	16	17	18	10	11	12	13	14	15	7	8	9	10	11			
19	20	21	22	23	24	25	17	18	19	20	21	22	14	15	16	17	18			
26	27	28	29	30			24	25	26	27	28	29	21	22	23	24	25			
					21		31					19	28	29	30					

STUDENT HOLIDAYS	STUDENT AND STAFF HOLIDAYS	ADMINISTRATIVE CLOSING	STUDENT/HOLIDAYS / RESERVE

TENNESSEE TECHNOLOGY CENTER

Daily Schedule - Dickson Main Campus

<u>Class</u>	<u>Morning Break</u>	<u>Lunch</u>
Automotive Technology	9:20 - 9:30	11:15 - 11:45
Business Systems Technology	9:50 - 10:00	Noon - 12:30
Computer Information Technology	9:30 - 9:40	Noon - 12:30
Cosmetology	10:10 - 10:20	(2 sessions) 11:30 - Noon Noon - 12:30
Dental Assisting	9:55 - 10:05	Noon - 12:30
Heavy Equipment/Diesel Mechanics	9:30 - 9:40	11:00 - 11:30
HVAC	9:40 - 9:50	11:30 - Noon
Industrial Maintenance/Electronics	9:40 - 9:50	11:15 - 11:45
Machine Shop	9:30 - 9:40	11:30 - Noon
Practical Nursing*	9:40 - 9:55	11:45 - 12:15

NOTE: The above break and lunch schedule may be adjusted to meet individual program needs or clinical schedules.

* The Practical Nursing program begins at 7:45 a.m. and has a 10-minute break in the afternoon. Practical Nursing and Dental Assisting schedules may vary with clinical assignments.

Most classes begin daily at 8:00 a.m. and are dismissed at 2:30 p.m. Classes begin and end promptly at the designated time. Break and lunch times will be observed strictly as shown in this schedule.

TENNESSEE TECHNOLOGY CENTER

Daily Schedule - Clarksville Extension Campus

<u>Class</u>	<u>Morning Break</u>	<u>Lunch</u>
Automotive Technology	9:20 - 9:30	11:00 - 11:30
Business Systems Technology	9:50 - 10:00	11:30 - Noon
Computer Information Technology	9:30 - 9:40	11:30 - Noon
HVAC	9:40 - 9:50	11:30 - Noon
Industrial Maintenance/Electronics	9:40 - 9:50	11:30 - Noon
Machine Shop	9:30 - 9:40	11:30 - Noon
Mechatronics	to be determined	11:30 - Noon
Practical Nursing*	9:40 - 9:55	11:30 - Noon

NOTE: The above break and lunch schedule may be adjusted to meet individual program needs or clinical schedules.

* Practical Nursing begins at 7:45 a.m. and has a 10-minute break in the afternoon. Practical Nursing schedules may vary with clinical assignments.

Most classes begin daily at 8:00 a.m. and are dismissed at 2:30 p.m. Classes begin and end promptly at the designated time. Break and lunch times will be observed strictly as shown in this schedule.

Daily Schedule - Clarksville Instructional Service Center

<u>Class</u>	<u>Morning Break</u>	<u>Lunch</u>
Practical Nursing	to be determined	
Certified Nursing Assistant	to be determined	

TENNESSEE TECHNOLOGY CENTER

Daily Schedule - Waverly Instructional Service Center

<u>Class</u>	<u>Morning Break</u>	<u>Lunch</u>
Business Systems Technology	9:30 - 9:40	11:30 - Noon
Industrial Maintenance	9:30 - 9:40	11:00 - 11:30

Daily Schedule - Fairview Instructional Service Center

<u>Class</u>	<u>Morning Break</u>	<u>Lunch</u>
Automotive Technology	to be determined	

Daily Schedule - Ashland City Instructional Service Center

<u>Class</u>	<u>Morning Break</u>	<u>Lunch</u>
Business Systems Technology	to be determined	
Practical Nursing (<i>projected start date January 2010</i>)		

AUTOMOTIVE TECHNOLOGY

Location: Dickson, Clarksville & Fairview

Course instruction includes training in the eight areas of Automotive Service Excellence certification: engines, electrical systems, climate control, engine performance, brakes, chassis, powertrains, and transmissions. Most work in the automotive industry covers light and heavy repair and requires trouble-shooting ability, problem diagnosis, adjustment, and parts replacement.

Estimated Course Length 20 months
Estimated Cost of Books, Supplies & Tools \$2,574
Estimated Cost of Tuition for five trimesters
@ \$800 per trimester effective 9/1/09 \$ 4,000

<u>Award Title</u>	<u>Approx. Hours</u>	<u>Award</u>
Auto Technician - General Line	2160	Diploma
Electrical Systems Technician	324	Certificate
Engine Performance	324	Certificate
Engine Repair Technician	324	Certificate
Automatic Transmission Technician	324	Certificate
Manual Transmission Technician	216	Certificate
Steering and Alignment Technician	216	Certificate
Heating & Air Conditioning Technician	216	Certificate
Brake Technician	216	Certificate

BUSINESS SYSTEMS TECHNOLOGY

Location: Dickson, Clarksville, Waverly, Ashland City & On-Line

Business Systems Technology offers training in essential workplace skills needed to succeed in the business office. It includes courses in Word Processing, Spreadsheets, Database and Records Management, Office Procedures, Desktop Publishing, Accounting, Transcription, Business Communications, Windows/Internet, Keyboarding, Business Math, and Professional Development. Students experience hands-on training with up-to-date office equipment and computer software.

Estimated Course Length 12 months

Estimated Cost of Books & Supplies \$ 987

Estimated Cost of Tuition for three trimesters

@ \$800 per trimester effective 9/1/09 \$2,400

<u>Award Title</u>	<u>Approx. Hours</u>	<u>Award</u>
Administrative Assistant	1296	Diploma
Accounting Assistant	1296	Diploma
Medical Administrative Assistant	1296	Diploma
Medical Coding and Health Information	1296	Diploma
Legal Administrative Assistant	1296	Diploma
Information Processing Support	864	Certificate
General Office Assistant	432	Certificate

BST ON-LINE PROGRAM

On-line costs are slightly higher due to Regents Online Degree Program access fee that is greater than the on-ground tech access fee. Please see web site below for details.

Five diplomas are available in a 14-week standard cycle as follows:

Administrative Assistant Diploma	Medical Coding/Health Info Tech Diploma
Accounting Assistant Diploma	Legal Administrative Assistant Diploma
Medical Administrative Assistant Diploma	

The Regents Online Courses are designed for a 14-week term—in an interactive, asynchronous (accessing courses at your convenience) format. These courses contain the same content and rigor as courses on campus. Student Services such as advising, library services, student support, and other forms of student assistance are offered for online delivery. Technical support for accessing course lessons and assignments is available 24 hours 7 days per week.

Website: <http://www.rodg.org>. Go to Degrees and Courses, click on the Tennessee Technology Centers button and begin the enrollment process.

COMPUTER INFORMATION TECHNOLOGY

Location: Dickson, Clarksville & On-Line

Students gain first-hand knowledge of the software, hardware and operations of computers used in business and industry. Instruction covers major operating systems, data entry, software applications, programming, multimedia applications, computer hardware assembly and repair, backup strategies, email communications and networking. Instruction also includes the opportunity to study for CompTIA's A+, Network+, Security+ certifications including Microsoft's MCP and MCSA certifications. The Computer Information Technology track is offered on-ground. The Computer Information Systems track is offered on-line.

Estimated Course Length 20 months
 Estimated Cost of Books & Supplies (Information Technology) \$1,216
 Estimated Cost of Tuition for five trimesters
 @ \$800 per trimester effective 9/1/09 \$4,000

<u>Award Title</u>	<u>Approx. Hours</u>	<u>Award</u>
IT Systems Coordinator - CIT Track	2160	Diploma
IT Specialist - CIT Track	1728	Diploma
Computer Information Systems - CIS Track	1296	Diploma
Microcomputer Specialist - CIT Track	1296	Diploma
Security Specialist - CIT Track	864	Certificate
Information Processing Technician - CIS Track	864	Certificate
Networking Technician - CIT Track	648	Certificate
PC Operator - CIS Track	432	Certificate
Desktop Technician - CIT Track	432	Certificate

CIT ON-LINE PROGRAM

On-line costs are slightly higher due to Regents Online Degree Program access fee that is greater than the on-ground tech access fee. Please see web site below for details. Two online technical certificates and one online diploma are available in a 14-week standard cycle as follows:

- PC Operator Certificate
- Information Processing Technician Certificate
- Computer Information Systems Diploma

The Regents Online Courses are designed for a 14-week term—in an interactive, asynchronous (accessing courses at your convenience) format. These courses contain the same content and rigor as courses on campus. Student Services such as advising, library services, student support, and other forms of student assistance are offered for online delivery. Technical support for accessing course lessons and assignments is available 24 hours 7 days per week.

Website: <http://www.rodpa.org>. Go to Degrees and Courses, click on the Tennessee Technology Centers button and begin the enrollment process.

COSMETOLOGY

Location: Dickson

The Cosmetology program provides classroom and practical learning experience that are concerned with a variety of beauty treatments, including the care and beautification of the hair, complexion and hands. During the 1,500 hours of study, the course is designed to prepare its graduates for the state licensing examination and includes training and practical experience in accepted practices relative to the hair, scalp, skin and nails.

Estimated Course Length 14 months
 Estimated Cost of Books & Supplies \$727
 Estimated Cost of Tuition for four trimesters:
 @ \$800 per trimester effective 9/1/09 \$3,200

<u>Award Title</u>	<u>Approx. Hours</u>	<u>Award</u>
Cosmetologist	1500	Diploma
Instructor Training	300	Certificate

DENTAL ASSISTING

Location: Dickson

The Dental Assisting program at Tennessee Technology Center is one year in length (1,296 hours). The program consists of organized class instruction, laboratory and clinical practice, and clinical rotations in dental offices.

Dental Assisting students study a wide array of subjects including radiology, dental materials, anatomy, physiology, chair-side assisting, oral pathology and dental specialties. During the third trimester of the program, students are assigned to dental offices for clinical externships.

The program in Dental Assisting is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the U.S. Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

Estimated Course Length 12 months

Estimated Cost of Books & Supplies \$1,824

Estimated Cost of Tuition for three trimesters:

@ \$800 per trimester effective 9/1/09 \$ 2,400

Award Title

Approx. Hours

Award

Dental Assisting 1296 Diploma

DRAFTING AND CAD TECHNOLOGY

Location: On-Line

Drafting is considered to be the graphic language of the industrial world. Drafters develop clear, complete and accurate working plans, maps and detailed drawings based on rough sketches and specifications furnished by engineers, architects, or designers. In today's technological world, computer-aided drafting (CAD) systems are the principal tool used to prepare drawings.

The drafting curriculum is certified by the *American Design Drafting Association* and maintains compliance with engineering and industry standards.

Drafters usually work for architectural, engineering or construction firms, government agencies, mining firms and manufacturing industries. Drafting training also opens many doors to management, supervision and inspection positions where the ability to read and interpret technical drawings are valuable skills.

Estimated Course Length 12 months

Estimated Cost of Books & Supplies (see on-line bookstore)

Estimated Cost of Tuition for five trimesters

@ \$990 per trimester effective 9/1/09 \$2,970

<u>Award Title</u>	<u>Approx. Hours</u>	<u>Award</u>
Drafting and CAD Technician	1296	Diploma
Detail Drafter	864	Certificate

DRAFTING ON-LINE PROGRAM

On-line costs are slightly higher due to Regents Online Degree Program access fee that is greater than the on-ground tech access fee. Please see web site below for details.

The Regents Online Courses are designed for a 14-week term—in an interactive, asynchronous (accessing courses at your convenience) format. These courses contain the same content and rigor as courses on campus. Student Services such as advising, library services, student support, and other forms of student assistance are offered for online delivery. Technical support for accessing course lessons and assignments is available 24 hours 7 days per week.

Website: <http://www.rodg.org>. Go to Degrees and Courses, click on the Tennessee Technology Centers button and begin the enrollment process.

HEATING, VENTILATION, AIR CONDITIONING/ REFRIGERATION

Location: Dickson and Clarksville

Classroom and shop learning experiences include theory, application and service of air conditioning and refrigeration equipment. Included are electrical print reading, basic electronics, pneumatics, math, programmable controllers, and refrigerant containment certification (EPA Certification).

The HVAC/R Program and instructors are certified by HVAC Excellence. Students may certify nationally through ESCO Institute (Educational Standards Corporation) in multiple areas of the HVAC/R field.

Estimated Course Length	20 months
Estimated Cost of Books & Supplies	\$ 1,206
Estimated Cost of Tuition for five trimesters	
@ \$800 per trimester effective 9/1/09	\$4,000

<u>Award Title</u>	<u>Approx. Hours</u>	<u>Award</u>
Commercial Refrigeration/AC Technician	2160	Diploma
HVAC/R Technician	1728	Diploma
HVAC Technician	1296	Diploma
Refrigeration Technician	1296	Diploma
Domestic Unit Repairer	864	Certificate
Heating/Air Conditioning Mechanic Helper	432	Certificate

HEAVY EQUIPMENT / DIESEL MECHANICS

Location: Dickson

Classroom instruction is provided in diesel engines, drive trains, suspension and steering, HVAC, electrical, brakes, preventive maintenance and hydraulics. Shop training provides the student with hands-on experience in troubleshooting, rebuilding and repair. Students also receive instruction in welding and machining as related to the heavy equipment industry. Course completion prepares the student for entry into the heavy equipment, agriculture, and heavy-duty truck diesel mechanic industry.

Estimated Course Length 24 months

Estimated Cost of Books & Supplies \$ 3,247

Estimated Cost of Tuition for six trimesters

@ \$800 per trimester effective 9/1/09 \$ 4,800

<u>Award Title</u>	<u>Approx. Hours</u>	<u>Award</u>
Heavy Equipment Mechanic	2592	Diploma
Medium/Heavy Truck Mechanic	2016	Diploma
Diesel Engine Mechanic	1296	Diploma
Diesel Mechanic Helper	864	Certificate

INDUSTRIAL MAINTENANCE / ELECTRONICS

Location: Dickson, Clarksville & Waverly

In-shop “hands-on” training and classroom instruction include industrial electronics, air conditioning, pneumatics, programmable logic controllers, hydraulics, robotics, welding, machine shop and related math. This program is designed to prepare a student to maintain automated equipment and perform industrial maintenance work.

Estimated Course Length 24 months
Estimated Cost of Books & Supplies \$2,092
Estimated Cost of Tuition for six trimesters
@ \$800 per trimester effective 9/1/09 \$4,800

<u>Award Title</u>	<u>Approx. Hours</u>	<u>Award</u>
Instrumentation (Clarksville campus)	2592	Diploma
Maintenance, Repairer - Industrial	2592	Diploma
Electrician, Maintenance - Industrial	2160	Diploma
Maintenance, Repairer Helper	1296	Certificate
Electrician Helper, Industrial	1296	Certificate

MACHINE TOOL TECHNOLOGY

Location: Dickson & Clarksville

The work of machine tool operators, machinists, tool and die makers, industrial maintenance personnel and those in related occupations requires skill in machining metal and the ability to use precision measuring tools. Processes are completed on machines such as milling machines, lathes, grinders, drill presses, CNC milling machines and EDM machines. Instruction is given in related blueprint reading, mathematics, precision measuring, and such basic metallurgy as properties of metals, their workable characteristics, best treatment of metals and relative hardness.

Estimated Course Length 20 months

Estimated Cost of Books & Supplies \$881

Estimated Cost of Tuition for five trimesters

@ \$800 per trimester effective 9/1/09 \$ 4,000

<u>Award Title</u>	<u>Approx. Hours</u>	<u>Award</u>
Machinist I	2160	Diploma
General Machinist	1728	Diploma
Machine Set-Up Operator	864	Certificate
Production Machine Tender	432	Certificate

MECHATRONICS APPRENTICESHIP PROGRAM

Location: Clarksville

The Mechatronics technicians' job is to make sure all components of a Mechatronics system - electrical, mechanical and embedded software - are working properly. Mechatronics combines training in two existing programs - Machine Tool Technology and Industrial Maintenance Technology. Students will be trained extensively in manufacturing processes with emphasis on accuracy and productivity utilizing the skills of pneumatics, hydraulics, robotics and computer controls as well as preventive maintenance.

Students completing Mechatronics will be well-rounded, multi-craft technicians with skills sufficient to enter the on-the-job training portion of an apprenticeship program.

Estimated Course Length 20 months
Estimated Cost of Books & Supplies \$2,178
Estimated Cost of Tuition for five trimesters
@ \$800 per trimester effective 9/1/09 \$ 4,000

<u>Award Title</u>	<u>Approx. Hours</u>	<u>Award</u>
Mechatronics	2160 hours	Diploma

PRACTICAL NURSING

Location: Dickson, Clarksville, Franklin & Ashland City

Classroom instruction includes basic nursing skills, body structure and function, conditions of illness, nutrition, obstetrics, psychology and medications. Clinical training provides supervised nursing care of medical, surgical, obstetric, pediatric and psychiatric patients in a variety of settings. The program is approved by the Tennessee Board of Nursing.

NOTE: Certified Nursing Assistant (CNA) training is offered at the Clarksville Instructional Service Center. Students receive a supplemental certificate.

Estimated Course Length	12 months
Estimated Cost of Books & Supplies	\$1,597
Estimated Cost of Tuition for three trimesters @ \$800 per trimester effective 9/1/09	\$ 2,400
Special Academic Fee (\$100 per term)	\$300

<u>Award Title</u>	<u>Approx. Hours</u>	<u>Award</u>
Practical Nurse	1296	Diploma

ONLINE OFFERINGS

The Tennessee Board of Regents continues to broaden instructional offerings online through the portal <http://www.rodip.org> known as the Regents Online Campus Collaborative. Within the technology center system, three programs and some short courses are offered through the Regents Online Degree Program and some continuing education classes are offered through the Regents Online Continuing Education program.

The three preparatory, career track programs offered online are:

Business Systems Technology. The program offers online equivalents of the four on-ground diplomas plus a Medical Coding and Health Information Diploma. All diplomas are one-year in length.

Computer Information Technology. Only the Computer Information Systems track is offered online. This track features a greater emphasis on troubleshooting system operations, software issues (Microsoft Office suite of products), JAVA, Photoshop, web page design with Dreamweaver, and preparation for CompTIA's A+ hardware and software tests.

Drafting and CAD Technology. This full-year program is offered through the statewide collaborative.

Students seeking in-depth information about online classes should visit <http://www.rodip.org> and become familiar with all the resources available through the website. To begin the registration process, students must click on the Enroll Today button, then click on the Tennessee Technology Center listings and follow the enrollment steps. Once the prospective student submits the Student Profile, the RODIP system will automatically send an alert to the home campus the student selected.

Simultaneously, the prospective student needs to have submitted the Free Application for Federal Student Aid (<http://www.fafsa.ed.gov>). Once the student receives confirmation that the FAFSA has been processed by the federal government, the student should then contact the financial aid office at TTC Dickson to complete processing of the financial aid file.

When the registration period opens for an upcoming term, TTC Dickson's Student Services department will contact prospective students to register for classes and collect tuition or use the financial aid award toward tuition costs. At present, TTC Dickson doesn't allow charging of online book costs against financial aid awards. Books must be ordered through the online virtual bookstore. Exception: Books for online students will be ordered through the school if a third party entity (WorkForce agency, Vocational Rehabilitation, etc.) is covering the student's costs.

Students must complete the classes they register for within the term. There is no carry-over of coursework in an individual class from one term to the next.

FACULTY

Tanya Acord	R.N., A.S. (Jefferson Community College), 12 Years Work Experience
Kristen Bagsby	R.N., A.S. (Technical College of Lowcountry), 13 Years Work Experience
Loretta Bruce	R.N., A.S. Degree (Columbia State Community College), 27 Years Work Experience
Toni Brunett	Cosmetology Diploma (Tennessee Technology Center at Dickson), Cosmetology Instructor License (Tennessee Technology Center at Dickson), 13 Years Work Experience
Donnie Carter	High School Diploma, Electrician Apprenticeship - TVA, 45 Years Work Experience
Bob Collins	Machinist Certificate (Memphis Skills Center), NIMS Credentials (National Institute of Metalworking Skills), 29 years work experience
Marilyn Darke	B.S. (Texas Women's University), CPA (Austin Peay State University), 34 Years Work Experience
Sarah Durham	B.B.A. (Austin Peay State University), 26 Years Work Experience
Cyrisse Eby	R.N., A.S. (Belmont College), B.S. (Trevecca Nazarene College), 20 Years Work Experience
Kimbla Fansler	R.N., A.S. (Columbia State Community College), 26 Years Work Experience
Sherri Halchak	R.N., B.S.N. (University of Rhode Island), 13 years Work Experience
Chris Higgins	B.S. (Southern Illinois University), A.S. Industrial Maintenance Technology (Florida Community College), Specialized A.S. (Florida Technical College), 22 Years Work Experience
Larry Hill	NIASE Certified (Master Heavy Duty Truck Technician), Heavy Equipment/Diesel Mechanic Diploma (Tennessee Technology Center at Dickson), 34 Years Work Experience
Shane Hunter	A.S. (Nashville State Community College), NIASE ADS Certified (2 areas), Automotive Service Excellence Master Certified Automotive Technician (8 areas), 15 Years Work Experience

Ed Hutchinson	High School Diploma, Microsoft Certified Systems Engineer, ASE Certified, 28 Years Work Experience
Cliff Krug	Air-Conditioning/Refrigeration Technical Diploma (TTC Dickson), 10 Years Work Experience
Rachel Luna	Cosmetology Diploma (Tennessee Technology Center at Dickson), 8 years Work Experience
Kim McPherson	B.S. (Wirtschaftsschule School, Germany), Machinist Journeyman, 27 Years Work Experience
Mark Michael	B.S. (University of Tennessee), MCSE Certification, A+ Certification, 24 Years Work Experience
Stephanie Murphy	R.N., A.A.S. (Columbia State Community College), 13 Years Work Experience
Gina Patalano	R.N., A.S. (Broward Community College), 16 Years Work Experience
Vanessa Pilkinton	R.D.A., C.D.A. (Nashville State Technical Institute, Dental Assisting National Board Certified), 17 Years work experience
Scotty Richardson	High School Diploma, Instrument Mechanic Apprenticeship - TVA, 40 Years Work Experience
Darrol Samsil	A.A.S. Occupational Education (Austin Peay State University), Master Automotive Service Excellence (ASE); Certified Advanced Level Engine Performance/ASE; Recovery & Recycling/ASE certified; GM Master Technician and Cadillac Master Craftsman; Master Certified in Outboard Technology for OMC; Certified Mercury Outboard Technician; 35 Years Work Experience
Connie Shaw	A.S. (Austin Peay State University), B.S. (Bethel College), 15 Years work experience
Frank Sullivan	A.A.S. Electronic Engineering Technology (Nashville State Tech Community College), MCSE+ IIS, MCSA, 29 Years Work Experience
Laura Travis	R.N., M.S.N. Degree (Tennessee Technological University), 15 Years Work Experience
Deanna Wallace	B.B.A. (Austin Peay State University), 27 Years Work Experience

