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# CLOVER PARK

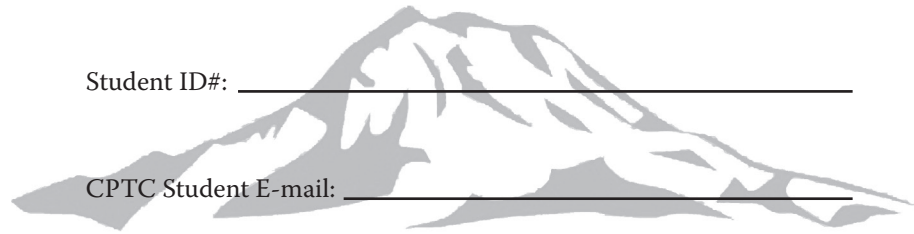
## TECHNICAL COLLEGE

### **This Handbook Belongs To:**

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

CPTC Student E-mail: \_\_\_\_\_



*Our mission is to provide students with the  
knowledge, skills and values necessary to  
succeed in the workforce of today and tomorrow.*

*Designed by CPTC Graphic Technology Students:  
Rebecca Anderson and Josh Ericksen*

## Message from the President

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Dear Student,

Congratulations on your decision to attend Clover Park Technical College. CPTC is a great institution with a long tradition of meeting the career goals of students and providing our community with an educated workforce. It is my pleasure to welcome you.

A postsecondary education is no longer an option, it is a necessity for success in a career in this rapidly changing world. We will provide the necessary foundation for that career. Students who attend CPTC find that they are well prepared to enter the world of work.

Beyond the classroom, we offer a wide range of services to provide you the support you need — from assessing to advising, from financial aid to tutoring labs, from student activities to career exploration — we are here to assist you. Your success is important to the entire College community.

Welcome to CPTC! We are glad you are here.



John W. Walstrum  
President

## Message from the Vice President for Student Services

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Congratulations to CPTC Students,

Thank you for selecting Clover Park Technical College. You have made a good decision and we are happy to have you here.

This Student Handbook is designed with you in mind, and is filled with important information that will help you have a successful College experience. The Associated Student Government allocates funds from Services and Activities Fees to bring you this handbook and planner. We welcome your comments and suggestions, as we strive to improve the handbook each year.

All of the staff in Student Services are here to help you. Best of luck as you pursue your educational goals at Clover Park Technical College.



June Stacey-Clemons  
V.P. For Student Services

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## Campus Policies

### **Handbook Policy**

The student handbook provides an overview of the College's policies and services for enrolled students. We make every effort to convey accurate information; however, the College's programs and activities may change without notice. This document is not intended to create a contractual obligation.

### **Attendance Policy**

The student is expected to attend all classes for which the student is registered in order to gain the maximum benefit. The instructor may establish an attendance policy for the program. It is the responsibility of the student to know and comply with the policy. Programs having established attendance policies will include relevant information in course syllabi.

A student who does not attend the first two class sessions and/or comply with the established attendance policy for the class or program may forfeit the right to continue and may be subject to administrative withdrawal.

### **Free Movement on Campus**

The President or designee is authorized in the instance of any event that he or she deems impedes the movement of persons or vehicles or which he or she deems to disrupt the ingress or egress of persons from the College facilities, to prohibit the entry of, or withdraw the license of, or privileges of a person or persons or any group of persons to enter onto or remain upon any portion of the College facilities.

### **Drug-Free Environment**

Clover Park Technical College aims for a Drug-Free Environment. Possession and/or use of illicit drugs and alcohol is a violation of the Student Code of Conduct and subject to disciplinary action.

### **Student Right-to-Know**

**(253) 589-5570**

In compliance with the federal Student Right-to-Know (SR2K) and Campus Security Act of 1990 (Public Law 101-542), Clover Park Technical College makes available information about program completions on the College website.

### **Distribution Of Information**

Handbills, leaflets, newspapers and similar materials may be sold or distributed free of charge by any student or students, or by members of recognized student organizations, or by College employees on or in College facilities at locations specifically designated by the president or designee; provided such distribution or sale does not interfere with the ingress or egress of persons or interfere with the free flow of vehicular or pedestrian traffic.

Such handbills, newspapers, leaflets, and related matter must bear identification as to the publishing agency and distributing organization or individual.

All non-students shall register with the president or designee prior to the distribution of any handbill, leaflet, newspaper or related matter. Any person or persons who violate the provisions of paragraphs above will be subject to disciplinary action.

### **Academic Standards**

The primary purpose of Academic Standards is to provide guidance in academic processes and procedures, which govern student progress through programs of study. Please visit our website for current details concerning grading and schedule changes.

### **Non-Discrimination Policy**

**(253) 589-5533**

Clover Park Technical College does not discriminate on the basis of race, ethnicity, color, national origin, sex, disability, sexual orientation/gender identity, veteran status, religion or age in its program and activities.

### **Smoking Policy**

Smoking or the use of any tobacco is permitted only in designated areas. Designated areas are: parking lots, open areas, personal autos, or posted smoking shelters. Smoking will not be permitted in any state-owned Bldg., or within 25 feet of any Bldg. entryway.



search [www.cptc.edu](http://www.cptc.edu) for more information



## Code of Conduct

### Student Conduct

Disciplinary action may be taken for a violation of any provision of this student code, for a violation of other College rules which may from time to time be properly adopted, or for any of the following types of misconduct:

- Possession, use, sale, or distribution of any illegal drug on the College campus. The use of illegal drugs by any student attending a College-sponsored event is also prohibited, even though the event does not take place at the College. The use of alcohol by any student attending such events on College or non-College property shall conform to state law.
- Behavior in the classroom or at a College function that is disruptive to the teaching and learning environment.
- Engaging in lewd, indecent, or obscene behavior.
- Where the student presents an imminent danger to College property or to himself/herself or other persons in College facilities on or off campus, or to the education process of the College.
- Dishonesty, including cheating, plagiarism, or knowingly furnishing false information to the College.
- The intentional making of false statements or filing of false charges against the College and members of the College community.
- Forgery, alteration, or misuse of College documents, records, funds, or instruments of identification with the intent to defraud.
- Theft from, damage to, or misuse of College premises or property, or theft of or damage to property of a member of the College community or College premises.
- Failure to comply with the direction of College officials acting in the legitimate performance of their duties.
- Possession of firearms, except where approved by state statute.
- Engaging in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature

where such behavior knowingly offends the recipient, causes discomfort, or humiliates or interferes with job performance, or learning environment.

- Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, or other device established for the safety of individuals and/or College facilities
- Actions and/or language directed to others that incites disruptive behavior.
- Verbal or written threats and intimidation.
- Malicious damage to or the malicious misuse of College property, or the property of any person where such property is located on the College campus.
- Entering any administrative office or any locked or otherwise closed College facility in any manner, at any time, without permission of the College employee or agent in charge thereof.
- Refusal to provide positive I.D. (e.g., valid driver's license or state identification card) in appropriate circumstances to any College employee in the lawful discharge of said employee's duties.
- Violation of any rules or policies pertaining to the use of computer and technology resources.

## **Dress Standards**

Students are expected to present a well-groomed appearance that is appropriate to the training environment and for future employment conditions. Health and safety factors may require special regulations pertaining to attire. Dress standards allow for some flexibility within a training program but are consistent with health and safety standards, and industry requirements.

## **Right to Demand Identification**

For the purpose of determining whether probable cause exists for the application of any section of this code to any behavior by any person on a College facility, any College personnel or other authorized personnel may demand that any person on College facilities produce identification.

## **Refunds and Access**

Refund of fees for the period in which disciplinary action is taken shall be in accordance with the College's refund policy in the Admissions, Registration & Fees section of this catalog. A student suspended or expelled on the basis of conduct which has disrupted the orderly operation of the campus or any facility of the College, may be denied access to all or any part of the campus or other facility.

## **Dishonesty**

Honest assessment of student performance is of crucial importance to all members of the College community. Acts of dishonesty are serious breaches of honor and shall be dealt with in the following manner:

- It is the responsibility of the College administration and instructional staff to provide reasonable and prudent security measures designed to minimize opportunities for acts of dishonesty which occur at the College.
- Any student who, for the purpose of fulfilling any assignment or task required by a staff member as part of the student's program of instruction, shall knowingly tender any work product that the student fraudulently represents to the staff member as the student's work product, shall be deemed to have committed an act of dishonesty. Acts of dishonesty shall be cause for disciplinary action.
- Any student who aids or abets the accomplishment of an act of dishonesty, as described in the paragraph above, shall be subject to disciplinary action.
- This section shall not be construed as preventing an instructor from taking immediate disciplinary action when the instructor is required

to act upon such breach of dishonesty in order to preserve order and prevent disruptive conduct in the classroom. This section shall also not be construed as preventing an instructor from adjusting the student's grade on a particular project, paper, test, or class grade for dishonesty.

## **Classroom Conduct**

Instructors have the authority to take whatever summary actions may be necessary to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.

Any student who, by any act of misconduct, substantially disrupts any College class by engaging in conduct that renders it difficult or impossible to maintain the decorum of the class shall be subject to disciplinary action.

## **Hazing Policy**

No student, or other person in attendance at Clover Park Technical College, may conspire to engage in hazing or participate in hazing of another. Hazing is defined as any activity that includes one or more of the following:

- Activities that would expose personal values to ridicule or compromise.
- Any stunts which have no meaningful relationship to the

objectives of the organization.

- Activities that abuse the trust an organization is striving to build between its members and prospective members.
- Activities that humiliate or subject individuals to circumstances with which they are not comfortable, or of which they are fearful.
- Activities which are illegal or violate College policy.
- Activities which interfere with educational pursuits or normal life functions.

Penalties:

- Any organization or association that knowingly permits hazing shall be liable for harm caused to persons or property resulting from hazing, and be denied recognition by Clover Park Technical College as an official organization or association on this campus. If the organization or association is a corporation, whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.
- A person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships or awards for 90 calendar days.
- Forfeiture of state-funded grants, scholarships or awards shall continue for 90 calendar

days, up to and including permanent forfeiture, based upon the seriousness of the violations.

- Disciplinary action may be taken under this chapter for hazing violations.
- Hazing violations are also misdemeanors punishable under state criminal law according to RCW 9A.20.021.
- Conduct which would cause embarrassment, ridicule, sleep deprivation, verbal abuse, or personal humiliation, not amounting to hazing, shall be subject to disciplinary action under this chapter.

### **Loss of Eligibility/ Student Participation**

Any student found to have violated chapter 69.41 RCW, illegal drugs, by virtue of a criminal conviction or by final decision of the College president or designee shall, in lieu of or in addition to any other disciplinary action which may be imposed, be disqualified from participation in any school-sponsored events or activities.

### **Disciplinary Process**

Infractions of College rules may be referred by any College staff member to the appropriate dean or designee. A student alleged to have violated a provision of this chapter shall be notified to meet with the dean or designee

for possible disciplinary action. After a careful review of the circumstances surrounding the alleged misconduct, the dean or designee may take any of the following actions:

misconduct, the recommendation of the dean or designee is for disciplinary action, the student may:

- Accept the disciplinary action.
- File, within fifteen (15) calendar



- Terminate the proceeding;
- Dismiss the case after whatever counseling and advice the dean or designee deems appropriate;
- Impose appropriate disciplinary action (reprimand, probation, suspension, expulsion), subject to student's right of appeal.

The student will be notified in writing of the determination made by the dean or designee. If after consideration of the alleged

days following receipt of the notification of disciplinary action, a written request for a formal hearing pursuant to the provisions of WAC 495C-120-160. If the request is not filed within the prescribed time, the right to do so is waived and the disciplinary action becomes final.

If a hearing is requested, notice of the hearing shall be given to all parties at least seven days before the hearing. The notice will indicate the names and addresses

of all parties, the names and addresses of their representatives, a statement of the time, place, and nature of the proceeding, a short and plain statement of the matters asserted, and the legal authority and jurisdiction under which the hearing is to be held.

### **Summary Suspension**

If any College staff member has cause to believe that a student presents an imminent danger to him/herself or other persons on College facilities or to the educational process of the College, then the staff member shall have authority to immediately remove the student from the College premises.

The College staff member shall notify, as soon as possible, the vice president for student services or designee who may initiate summary suspension until such time as the College staff is satisfied the student's dangerous nature has ceased. The duration of summary suspension shall not exceed ten (10) instructional days, except that the vice president for student services or designee may continue summary suspension beyond ten (10) instructional days in circumstances where the student continues to present an imminent danger to the people, facilities, or the educational process pending the disciplinary proceedings provided for in this code.

If the vice president for student

services or designee desires to exercise the authority to summarily suspend a student, the vice president or designee will cause the student to be notified of the summary suspension.

A formal hearing, pursuant to the provisions of WAC 495C-120-160 will be scheduled and held as quickly as feasible. Provided the hearing shall be conducted by a designee who has not participated in making the decision to impose the summary suspension.

### **Disciplinary Terms**

The definitions set forth in this section apply throughout WAC 495C-120-180. The types of disciplinary actions are:

- Disciplinary warning – oral notice of violation of College rules.
- Reprimand – formal action after censuring a student for violation of College rules or failure to satisfy the College's expectations regarding conduct. Reprimands are made in writing to the student by the disciplinary official. A reprimand indicates to the student that continuation or repetition of the specific conduct involved or other misconduct will result in one or more serious disciplinary actions described below.
- Disciplinary probation – formal action placing conditions

- upon the student's continued attendance because of his or her violation of College rules or failure to satisfy the College's expectations regarding conduct. The disciplinary official placing the student on probation will specify, in writing, the period of probation and the conditions, such as limiting the student's participation in extra-curricular activities. Disciplinary probation warns the student that any further misconduct will automatically be raising the question of dismissal from the College. Disciplinary probation may be for a specific term or for an indefinite period which may extend to graduation or other termination of the student's enrollment in the College.
- Suspension – temporary dismissal from the College and temporary termination of student status for violation of College rules or for failure to meet College standards of conduct.
- Expulsion – dismissal from the College and termination of student status for violation of College rules or for failure to meet the College standards of conduct for an indefinite period of time, or permanently.
- Summary suspension – temporary dismissal from the College and temporary termination of a student's status for a period of time not to exceed ten (10) instructional days, unless extended as provided in this chapter, which occurs prior to invocation of the formal hearing procedures specified in these rules due to a necessity to take immediate disciplinary action, where a student presents an imminent danger to the College property, or to himself or herself, or other students or persons in College facilities on or off campus, or to the educational process of the College.

### **Readmission After Suspension/Expulsion**

Any student suspended from the College for disciplinary reasons will normally be readmitted upon expiration of the time period for which the suspension was issued. If the student has been expelled or feels that circumstances warrant reconsideration of a temporary suspension prior to its expiration, or if the student was suspended with conditions imposed for re-admission, the student may be readmitted only upon approval of a written petition submitted to the vice president for student services or designee. Such petition must state reasons which support a reconsideration of the matter.

Students who have been suspended pursuant to disciplinary pro-

cedures set forth in WAC 495C-120-120 and 495C-120-125 and whose suspension upon appeal is found to have been unwarranted shall be provided the opportunity to re-enter their instructional program, including an opportunity to retake examinations or otherwise complete course offerings missed by reason of such action.

### **Hearing Procedures For Disciplinary Action**

A student, if he or she wishes to appeal, has a right to a fair and impartial hearing before the vice president for student services, or designee (hereafter referred to as the hearing officer) on any charge of misconduct.

The failure of a student to cooperate with the hearing procedures, however, shall not preclude the hearing officer from making his or her findings of fact, reaching conclusions and imposing sanctions. Failure of the student to cooperate may be taken into consideration by the hearing officer in recommending penalties.

1. If a hearing is requested, notice of the hearing shall be given to all parties at least seven (7) days before the hearing. The notice will indicate the names and addresses of all parties, the names and addresses of their representatives, a statement

of the time, place, and nature of the proceeding, a short and plain statement of the matters asserted, and the legal authority and jurisdiction under which the hearing is to be held.

2. The student and/or his or her representative shall be entitled to hear and examine the evidence against him or her and be informed of the identity of its sources; and shall be entitled to present evidence in his or her own behalf and question witnesses as to factual matters. The student shall have all authority which is possessed by the College to obtain information or to request the presence of witnesses or the production of other evidence relevant to the issues at the hearing.
3. Only those matters presented at the hearing, in the presence of the student involved, will be considered in determining whether the student is guilty of the misconduct charged, but the student's past record of conduct may be taken into account in formulating the hearing officer's recommendation for disciplinary action.
4. The student may be represented by counsel and/or be accompanied by an advisor of his/her choice (who shall not be a College employee). Provided, if the student elects, be

1. Represented by a duly licensed attorney, the student must notify the vice president for student services a minimum of three days prior to the hearing, excluding weekends and holidays.
2. Hearings may be held in a closed session at the discretion of the hearing officer, the only exception being when the student involved invites particular persons or requests an open hearing. If at any time during the conduct of the hearing, invited persons are disruptive of the proceedings, the hearing officer may exclude such persons from the hearing room.
3. The hearing officer shall set the time, place and available seating capacity for a hearing.
4. All proceedings of the hearing officer will be conducted with reasonable dispatch and terminated as soon as fairness to all parties involved permits.
5. An adequate summary of the proceedings will be kept. As a minimum, such summary would include a tape recording of testimony. Such record will be available for inspection and copying.
6. The student will be provided with a copy of the findings of fact and the conclusions of the hearing officer as well as a statement of the available procedures and time limits for seeking reconsideration or other administrative relief. The student will be advised of his/her right to present, within fifteen (15) calendar days, a written statement of appeal to the president of the College before action is taken on the decision of the hearing officer. In the case of an unemancipated minor, written notice of any action involving dismissal or disciplinary probation may be sent to the parents or guardian of the student.
7. The vice president for student services or designee shall establish general rules of procedure for conducting hearings consistent with these guidelines, the College's rules of practice and procedure set forth in chapter 495C-108 WAC, and the Administrative Procedure Act, chapter 34.05 RCW.
8. If no timely appeal is filed in writing from the findings and conclusions of the hearing officer, the action taken shall be final.

### **Appeals Process**

The outcome of any disciplinary hearing may be appealed, subject to applicable time lines as provided in this section.

1. Notice of an appeal by a

student shall be made, in writing, and addressed to the president of the College within fifteen (15) calendar days of receiving the formal notification of the hearing outcome.

#### Review of appeals.

- The president must review the whole record or such portions of it as may be cited by the parties.
  - The president must afford each party the opportunity to present written argument and may afford each party the opportunity to present oral argument.
  - The president must enter a final order disposing of the proceedings or remand the matter for further proceedings, with instructions.
  - The final order must include a statement of findings and conclusions, and the basis and reasons therefore, on all material issues of fact, law, or discretion presented on the record, including the remedy or sanction.
2. The president, after reviewing the case, shall either indicate his or her approval of the conclusions of the hearing officer by sustaining the decision, shall give directions as to what other disciplinary action shall be taken by modifying his or her decision, or shall nullify previous sanctions imposed by reversing the decision, and shall then notify the official who initiated the proceedings, the student, and the vice president for student services.
  3. The president will cause copies of the final order or remand order to be served on each party.
  4. The decision by the president shall constitute the final decision of the College.

### **Reporting, Recording & Maintaining Records**

Records of all disciplinary cases shall be kept by the appropriate disciplinary official and in the student's official College file. Except in proceedings where the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved, insofar as possible, for not more than five years. No other records of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other College repository after the date of the student's graduation, or not more than five years.



## Student Services

### **CPTC Foundation** (253) 589-5732

Clover Park Technical College Foundation's mission is to raise friends and funds for Clover Park Technical College to better enable the College to provide students with the knowledge, skills and values necessary to succeed in the workforce of today and tomorrow. The Foundation specifically supports student success through scholarships and emergency funding. The Foundation is located in Bldg. 19, Room 101.

Students can apply every quarter and may receive a scholarship, but will not be awarded more than one scholarship per quarter. To apply and for application due dates visit [www.cptc.edu/foundation](http://www.cptc.edu/foundation).

### **Emergency Funding** (253) 589-5548

The College Foundation awards emergency assistance to help meet urgent needs, particularly rental and utility assistance, that would otherwise prevent students from continuing their education. Students may apply for emergency assistance in the Advising and Counseling Office, Bldg. 17, Room 150.

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### **Financial Aid**

(253) 589-5660

The Financial Aid Office provides financial assistance to students who would otherwise not be able to attend school. Financial assistance may be available to you from various sources in the form of grants, scholarships, loans and employment. Students are responsible for all collection fees, attorney fees and court fees in accordance with RCW 28B.10.293 and RCW 19.16.500 should they default on any financial obligations to CPTC. For eligibility requirements, application deadlines, and more info visit Bldg. 17 or [www.cptc.edu/financialaid](http://www.cptc.edu/financialaid).

### **Student Employment**

(253) 589-5660

Work study jobs are available on and off campus for students enrolled in an eligible program. Positions are handled by the Financial Aid Office. Work study positions are related to a student's career training. A student may work up to a maximum of 19 hours per week. Amount available is dependent on student's calculated need. Earnings range from \$200 to \$4,000 per school year.

## **Student Records/ Registration**

**(253) 589-5666**

Open M–TH 7:30 a.m.-7:30 p.m., Friday 7:30 a.m.-5:00 p.m. in Bldg. 17. Registration can provide assistance with official Add/Withdrawal documents, web registration worksheets, graduation award applications, and records. By signing the registration document, the student agrees to be bound by CPTC policies and procedures as set forth in the student handbook and online.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. Search “student records” to learn more.

## **Graduation**

Clover Park Technical College grants the following degrees: an Associate of Applied Technology (AAT), an Associate of Applied Science-T (AAS-T), and Certificates that are not defined as degree programs. For ceremony times, applications, and requirements visit [www.cptc.edu](http://www.cptc.edu).

## **Bus Stop & Passes**

Pierce Transit Bus 3 stops at the College on Steilacoom Blvd. on a regular basis. For information regarding bus pass purchases, please go to [www.piercetransit.org/outlets.htm](http://www.piercetransit.org/outlets.htm).

## **Tutoring Center**

**(253) 589-5744**

Staff and peer tutors are available to provide one-on-one and small group assistance in math, writing skills, and some specialized areas such as calculus, statistics, anatomy, and physiology, or accounting. This is a drop-in center and a free service to currently enrolled students. No appointments are needed. The tutoring center is closed on non-instructional days. For tutoring hours, go directly to the Center in Bldg. 15 or send a message to [tutoring.center@cptc.edu](mailto:tutoring.center@cptc.edu).

## **e-Tutoring Services**

**(253) 589-5744**

Online tutoring is available free of charge to all currently enrolled students through the Northwest e-Tutoring Consortium. The site may be accessed through CPTC’s homepage under the “enrolled students,” “learning resources” menus or going to [www.etutoring.org](http://www.etutoring.org). Students use their MY C.C. Account ID and password to sign in. Staff in the tutoring center and the library are available to show students how to log on to the e-Tutoring site.

## **Lost & Found**

**(253) 589-5557**

Located in Bldg. 22, Room 127 in the Security & Maintenance Department.

## **Library & Computer Labs**

**(253) 589-5544**

The CPTC Library & Hayes Computer Lab is located in Bldg. 15. The library/computer lab is open from 7:00 a.m. to 7:00 p.m. Monday through Thursday, 7:00 a.m. to 4:00 p.m. on Fridays, and 9:30 a.m. to 2:30 p.m. on Saturdays.

## **Advising/Counseling Center**

**(253) 589-5548**

An advisor/counselor can interpret assessment scores, refer students for additional assessment if desired, and help develop an educational plan with the student. The center offers information about community resources to assist with further financial and personal aid. Located in Bldg. 17, room 150.

## **Assessment Center**

**(253) 589-5670**

Students entering technical programs that have general education classes as part of the curriculum, are required to take the COMPASS (Computerized-Adaptive Placement Assessment and Support System) test. COMPASS is not timed, but generally takes approximately two hours to complete. There is a nonrefundable fee. Assessment results are used to place students in the proper English, math, and psychology courses.

## **Career Center**

**(253) 583-8765**

Resources for career interests are available in the CPTC Career Center, Bldg. 17. The computerized CareerScope assessment can aid students with planning by identifying possible vocational goals based upon their interests and abilities. Other career tools are available for researching occupations or the labor market and other related topics.

## **Change of Address**

**(253) 589-5666**

Student information, admission letters, and graduation awards are frequently mailed to students; therefore, it is important to maintain your current address. Change of address forms are available in the Student Records Office in Bldg. 17. You may change your own address on the College website at [www.cptc.edu](http://www.cptc.edu) under "enrolled students."

## **Hayes Child Development Center**

**(253) 589-5531 or 589-5511**

The Hayes Child Development Center in Bldg. 20 is open 6:00 a.m.-6:00 p.m. Monday through Friday, giving young children a great start while their parents are at College preparing for a bright future. The program serves children one year to 12 years old. Priority is given to parents needing five hours or more of daily care.

## **Continuing Education**

**(253) 589-5575**

Clover Park Technical College offers a wide variety of credit, non-credit, and skill improvement classes. The classes are offered on a part-time basis, scheduled in the evening or on weekends. For a copy of the latest class schedule log on to the web at [www.cptc.edu](http://www.cptc.edu).

## **Disabilities Accommodations**

**(253) 589-5767**

CPTC is committed to providing reasonable accommodations to qualified students with disabilities. TDD services are available in Human Resources. Appropriate adjustment and reasonable accommodations will be provided to qualified students with disabilities for recruitment, the application process, enrollment, registration, financial aid, course/module work, counseling, programs and services. Medical documentation of disability is required.

Requests for accommodations should be received by the College six weeks prior to the beginning of the program for which the request is made. Lack of advance notice may delay the availability of an accommodation. The complete CPTC Policies and Procedures for Reasonable Accommodations for Students with Disabilities under ADA/504 is available in Bldg. 17, Room 250.

## **GED Exam**

**(253) 589-6045**

GED Testing is administered on a set schedule several times each month. The exam consists of five tests: Writing (including a 200-word essay), Social Studies, Science, Reading, and Math (through Algebra and Geometry). At least two sessions are necessary to complete all tests. There is a fee; examinees must present approved photo ID and be 19 years of age or older, or have the appropriate release form from your local high school. For more information call, or search "GED."

## **Housing**

The College does not provide or arrange housing or transportation for students. Several apartment complexes are located near the College campus. Arrangements for housing and transportation are the responsibility of the student. The College will assist by providing apartment guide books located near Advising in Bldg. 17.

## **Refunds**

Exceptions to the refund policy must be requested in writing to the Director of Enrollment Services before the last day of the quarter in which payment was made. A Petition for Refund Exception form is available in the Student Records Office in Bldg.17. Detailed information and supporting documentation will be attached.

## **International Student Program**

**(253) 589-6089**

Clover Park Technical College is actively working to expand our global understanding. The mission of International Education Programs at CPTC is to provide the highest quality services to international students and educational partners from around the world. We strive to provide personalized services and attention to all our customers and respond to your inquiries. We are located in Bldg. 22.

## **Multicultural Student Services**

**(253) 589-5766**

The Multicultural Student Services program offers academic advising, educational planning, career and personal counseling, and financial opportunities to meet the needs of students of color. The program promotes cultural pluralism throughout the campus with activities that provide awareness of the African-American, Asian/Pacific Islander, Hispanic, Native American cultures and the cultures of international communities.

## **Student Insurance**

**(253) 589-5548**

Information about obtaining accident and health insurance is available from your program faculty or the Advising/Counseling Office in Bldg. 17.

## **Scholarships**

**(253) 589-5732**

Many business, service, and professional organizations, as well as individuals in the community, contribute funds to be used as grants (awards based on need) or as scholarships (awards based on merit, need, or other criteria). Applications are accepted at various times throughout the year. Eligibility criteria and application procedures are posted on the College website and on the Scholarship Board located outside of the Financial Aid Office in Bldg. 17.

## **Voter Registration**

**(253) 589-5644**

Voter registration forms are available in the Advising/Counseling Center, Bldg. 17, and the Student Programs Office, Bldg. 23, or click on the register to vote link on the College website at [www.cptc.edu](http://www.cptc.edu).

## **Student ID Cards**

**(253) 589-5557**

Parking/ID applications are available from the Security Office, Bldg. 23, Room 127; Cashiering, Bldg. 17, Room 102; and in the lobby of Bldg. 17. ID cards are available in Bldg. 23, Security Office. The fee of \$5 is payable at the cashiers' office in Bldg. 17. Bring your receipt and completed application, picture ID and your Student ID number to be issued a CPTC identification card.

**Worker Retraining**  
(253) 589-5548

Worker Retraining is a special financial aid grant created by the Washington State Legislature to assist dislocated/unemployed workers, displaced homemakers, veterans or vulnerable workers who need their skills upgraded to remain employed. These funds may be used for tuition assistance, transportation, child care, and training completion aid. Visit the Counseling Center in Bldg.17, Room 150, for an advisor to help determine if you are an eligible recipient.

**Student Printing**  
(253) 589-5544

Print and fax machines are available inside the library (Bldg. 15) for the convenience of students. A nominal fee is charged for each print, copy, or fax. Pay-for-print cards are available for purchase in the library.

**Bookstore**  
(253) 589-5614

Provides books, supplies and tool kits for all programs as well as a wide variety of other items including CPTC logo wear, candy and snacks. The bookstore, located in Bldg. 23, operates on a reduced schedule during all College breaks.

**Cash Machine, ATM**

A cash machine is available inside the Student Center, Bldg. 23.

**WorkFirst**  
(253) 589-5503

WorkFirst participants are parents receiving Temporary Assistance to Needy Families from the Washington State Department of Social and Health Services. (TANF) students can participate in job skills training by enrolling in Customized Job Skills Training, High Wage High Demand career training, or working 20 hours per week and enrolling in other career training options. Low-income working parents can apply for tuition assistance to cover training costs. For more information call or visit the WorkFirst office in Bldg. 16 Monday thru Friday from 8 a.m.-5 p.m.

**Inclement Weather & Campus Alerts**  
(253) 589-5707

In the event the College must close or operate on a delayed schedule, a recorded message will be made available on the Inclement Weather/Emergency Campus Alerts – School Closure & Information Line (253) 589-5707; online at [www.cptc.edu](http://www.cptc.edu) or [www.schoolreport.org](http://www.schoolreport.org); or sign up for CPTC Alert Emergency Text Messaging Notification System at [www.cptc.edu/prepare](http://www.cptc.edu/prepare).

**Notary Public**  
(253) 589-4313

Service available free to staff and students. Bldg. 17, Room 104.

## **Parking Decals**

**(253) 589-5557**

Parking Decals are necessary to park vehicles on campus. Decals are available in the Bldg. 23 Security Office, Tuesdays and Thursdays from 2 p.m.-4 p.m. The cost of your first decal is included in your tuition. A \$7 charge for additional decals is payable at the cashiers' office in Bldg. 17. Unmarked parking spaces with white striping are designated for student parking. Parking/ID applications are available from the Security Office, Bldg. 23, Room 127; Cashiering, Bldg. 17, Room 102; and in the lobby of Bldg. 17.

## **Food Services**

Breakfast, lunch and snacks are served daily at two locations on campus when the College is in session. The Cascade Cafe and Clover Perk Corner in Bldg. 23 offers a variety of meal choices from 7:30 a.m.-2 p.m. The Clover Park Technical College Culinary Arts students offer lunch in the Rainier Room, Bldg. 31, Wednesday through Friday, From 11:15 a.m.-12:45 p.m. Reservations are required at the Rainier Room (253) 589-5889.

## **Telephones**

Courtesy phones are located in the Advising/Counseling Center and at the information desk in Bldg. 17 for emergency situations. Students are asked to limit calls to 5 minutes.

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## **Veterans**

**(253) 589-5581**

If you have been honorably separated from the U.S. armed services within the last 24 months, you may be eligible for free tuition and related expenses through Worker Retraining funds. To get your Veterans benefits started, visit the VA certifying official located in Bldg. 17. Visit the Veterans Resource Center located in Bldg. 22, Room 121, Monday thru Friday from 9 a.m.-4 p.m. for guidance to resources within the community and at CPTC.

## **Transcripts**

**(253) 589-5666**

A transcript is a copy of a student's academic record and is released only with written permission of the student. All students are eligible to receive a transcript if they have met their financial obligations to the College.

A \$5 processing fee is charged for each transcript. Transcript request forms are available in the Student Records Office, Bldg. 17, and at [www.cptc.edu/transcript](http://www.cptc.edu/transcript). Students may obtain an unofficial copy of their transcript at [www.cptc.edu](http://www.cptc.edu) under Current Students.

## **Security & Emergencies**

**(253) 589-5682**

In an emergency call 9-911 (campus phone) or 911, then College security. Security personnel are on campus to assure your safety.

## Program Services Open To Students

Associated Student Government	Offers student advocacy, student events, clubs and organizations, input in College governance, and mentoring	(253) 589-5644 Bldg. 23
Auto Repair	Automotive repair, painting and upholstery	(253) 589-6044 Bldg. 3
Barber	Offers cuts for ladies and gentlemen	(253) 589-6080 Bldg. 8
Cosmetology	Hair care treatments and cuts	(253) 589-5623 Bldg. 8
Culinary Arts Catering	Elegant buffet lines, hors d'oeuvre tray service, box lunches, or sit down/full service	(253) 589-5650 Bldg. 23
Culinary Arts Rainier Room	Full service dining facility featuring upscale menus at reasonable prices offered for lunch	(253) 589-5889 Bldg. 31
Esthetics	Facials, body wraps, salt scrubs, body polish	(253) 589-5741 Bldg. 8
Expressions	Offers student program uniforms, shoes, and other apparel	(253) 589-5672 Bldg. 23
Manufacturing Technologies	Small equipment repairs and small manufacturing projects	(253) 589-5657 Bldg. 25
Massage Therapy	Hot stone massage, seated chair massage, foot treatments and full body massages	(253) 589-5746 Bldg. 8
Medical Esthetics	Makeup techniques, chemical peels, facial muscle toning and microdermabrasion (Fall and Spring quarters only)	(253) 589-5749 Bldg. 8
Welding	Fabrication from blueprints and sketches, and repair of various pieces of equipment	(253) 589-5641 Bldg. 25

## Associated Student Government

### **Letter From the President of Student Body**

Hello and welcome to Clover Park Technical College! I am Matthew M. Riley the President of the Associated Student Government (ASG); we represent and act effectively for the student body by defining and protecting its general welfare and rights.



ASG's focus is to provide programs and activities to promote intellectual, emotional, physical and social development, and establish a positive relationship between students, staff, faculty and administration. Each branch of the ASG works towards a better campus life for all.

ASG has an open door for any student on campus, if you would like to know more about what we do in Associated Student Government stop by building 23 room 209 where our offices are located. We are here for you; your needs and questions will be taken into consideration in a timely manner and addressed within the available boundaries of ASG. Thank you for choosing Clover Park Technical College. We are working to serve you!

A handwritten signature in cursive script that reads "Matthew Riley".

Matthew M. Riley  
President of Student Body  
(253) 589-5685  
asgpresident@cptc.edu



*Student Leaders 2011-2012*



State-Wide Student Rally

### Peer Mentors (PM)

The Peer Mentoring program will help to increase retention, completion and student success, by providing students with opportunities to engage with their peers in meaningful ways that offer support, encouragement, and the resources they need to achieve their education and personal goals.

### Campus Activities Board (CAB)

Members of the Campus Activities Board promote and coordinate a well balanced program of student-initiated activities that enhance the cultural, social, and recreational needs of Clover Park Technical College students outside of the classroom.

### Student Council (SC)

Members of the Student Council advocate for students by representing student opinion within the college governing units and other state organizations.

### Getting Involved!

(253) 589-5644

Research shows that the more time a student spends on the college campus and engaged in their college experience; the more likely they are to be successful. Through your involvement, you have the opportunity to meet new people, try new things, and engage in learning opportunities that complement your academic experiences. Whether you join a student organization, serve on the Associated Student Government or attend campus events, the Office of Student Programs encourages you to make the most of your experience.

By becoming involved in ASG students will gain valuable skills in negotiation, leadership, civic responsibility, financial management, and interpersonal and cross-cultural communication. To learn more about ASG and how to get involved, email [asg.president@cptc.edu](mailto:asg.president@cptc.edu).

## Campus Directory

College Information.....	253-589-5800
Adult Basic Education.....	253-589-5760
Advising and Counseling.....	253-589-5548
Assessment Center.....	253-589-5670
ASG (Associated Student Government).....	253-589-5644
Bookstore.....	253-589-5614
Career Center.....	253-583-8765
Cashier Office.....	253-589-5620
Child Development Center.....	253-589-5531
College Closure & Information Line.....	253-589-5707
Community Relations/Marketing.....	253-589-5501
Conference Center Services.....	253-589-5783
Continuing Education.....	253-589-5575
Child Development Center.....	253-589-5531
Disabilities Accommodations.....	253-589-5767
Elective HS/ HS Completion (NWC & THS).....	253-589-5770
Emergency.....	9-911
Equity Representative Human Resources.....	253-589-5533
ESL (English as a Second Language).....	253-589-5760
Family Literacy.....	253-589-5760
Financial Aid Office.....	253-589-5660
College Foundation.....	253-589-5732
Funded Student Coordinator.....	253-589-5663
GED.....	253-589-6045
Human Resources-Job Line.....	253-589-5834
Inclement Weather.....	253-589-5707
Instruction Office.....	253-589-4549
Insurance.....	253-589-5548
International Education.....	253-589-6089
Library.....	253-589-5544
Multicultural Student Services.....	253-589-5766
Northwest Career Academy.....	253-589-5770
President's Office.....	253-589-6010
Registrar.....	253-589-5570
Running Start.....	253-589-5701
Security (Non-Emergency).....	253-589-5557
Security (Emergencies Only).....	253-589-5682
South Hill Campus.....	253-583-8944
Student Programs.....	253-589-5644
Student Records.....	253-589-5666
Student Services.....	253-589-5582
Veterans.....	253-589-5581
Worker Retraining.....	253-589-5541
WorkFirst.....	253-589-5503
WorkSource.....	253-589-5886

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Head Start.....	20	WorkFirst Learning Center .....	18
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