SURGICAL TECHNOLOGY
ADMISSION
BOOKLET

- Letter from Superintendent........................................ Page 2
- Application Process ..................................................... Page 3
- Explanation of Admission Points ................................. Page 4
- Conditional Admission................................................. Page 5
- Criminal Background Checks......................................... Page 6
FROM THE SUPERINTENDENT

Welcome to Great Plains Technology Center!

I am proud to welcome you to Great Plains Technology Center – a school that holds a special place in my life. In 1976, I stood where you are now. I, too, came to Great Plains as a high school student. To this day I use skills that I learned in my occupational program. I also gained leadership skills in my career and technical student organization, competed in skills contests and served as a class officer. Great Plains set my feet on a path of opportunity that led me to where I am today.

I challenge each Great Plains student to proudly pursue your specialized occupational training. We have the best subject matter experts to teach and coach you and have surrounded you with a supportive, caring staff that wants you to succeed.

Give Great Plains your time and attention. Set goals for yourself. We are here to help you succeed now and in the future. Take advantage of our open-door policy to talk to us about your experiences here. May your school year build skills for your future and pride in your accomplishments.

Clarence Fortney

GREAT PLAINS TECHNOLOGY CENTERS PURPOSE AND GOALS

STATEMENT OF PHILOSOPHY
The Board of Education recognizes that society is faced with many complex social problems. Public school education is deeply involved, not only in the solution of such problems, but also in an effort to operate schools effectively despite the social unrest throughout the world today.
The Great Plains Technology Center is responsible for maintaining a quality education program for its students. The Great Plains Technology Center Board of Education therefore adheres to the following statements.

VISION
Great Plains Technology Center will consistently provide valuable career education for people, businesses, and organizations.

MISSION
Our mission is to prepare individuals for success in work and life, serving as a driving force for economic development in Southwest Oklahoma.

CORE VALUES
We are committed to the communities we serve.
We are ethical and accountable for our decisions and actions.
We are dedicated to promoting economic development in Southwest Oklahoma.

CORE BELIEFS
GPTC believes in the unity of the school and the communities it serves.
GPTC believes lifelong learning promotes economic development for its students, clients and communities.
GPTC believes its stakeholders are integral to improving programs and services.
GPTC believes employability skills, technical competence, and academic rigor are essential for student success.
GPTC believes its students deserve to be among the most highly skilled workers in the world.
APPLICATION PROCESS

SURGICAL TECHNOLOGY

DEADLINE DATES:

Deadline Date: June 21, 2017

HOW TO APPLY

To begin the application process, you must first contact a Career Counselor at Great Plains Technology Center. Please call 580.250.5535 to schedule your appointment. Career Counselors are located in Building 100 Room 107.

WHAT TO BRING TO YOUR APPOINTMENT:

- **OFFICIAL COLLEGE TRANSCRIPT(S):** (No copies, faxes or internet printed unofficial transcripts please)

- **KEYTRAIN SCORES:**
  - If you have KeyTrain or WorkKeys assessment scores you wish to submit, please bring them to your appointment.
  - If you do not have KeyTrain or WorkKeys assessment scores, the Career Counselor will schedule a KeyTrain assessment for you. There is a $10.00 fee for each KEYTRAIN assessment administered.

- **CERTIFICATIONS:**
  - You must provide a copy of your current health related certifications (see page 4)

*Carefully review the information contained in this booklet. Careful review of the application process will help you to meet all application requirements.*

SUBMITTING DOCUMENTATION

ALL application documents must be completed and turned in by **Wednesday, June 21, 2017**. This includes, assessment, health related courses, transcripts, and certifications.

- All documents must be submitted to building 700 Room 710 by 4:00 pm, by the deadline date to be considered in the application process.
- Documents received after 4:00 pm, on specified deadline date will not be processed.

HOW AM I SLOTTED FOR THE SURGICAL TECHNOLOGY PROGRAM?

Applicants are scored using the point system, explained on page 4 *Explanation of Admission Points*. Those who have scored the highest points will be offered a slot first.

- Qualified applicants who reside within the Great Plains Technology Center district will be considered for admission prior to qualified applicants who do not reside within the Great Plains Technology Center district.
- In the event of a tie on points, the earliest date received on the application will be the determining factor.

HOW AM I NOTIFIED?

All applications will be processed after the deadline date listed above. You will be notified within 30 days of the processing deadline by one of the following methods, phone call, phone text, voice mail, email or US Postal Service.

- **All contact information, (address, phone) including an email address is required to receive notification and should be accurate and current.** In the event of a change of address, phone number or email address, it is your responsibility to update your records at GPTC by stopping by the Health Careers Office in building 700 Room 710 or calling 580.250.5670, 580.250.5570.

UPON ACCEPTANCE

Once you have received your letter of acceptance your enrollment will be contingent upon all the criteria explained on page 5 of this booklet. **You will be required to pay for a drug screen and background check upon acceptance. The approximate cost for both is $190.00.**
**EXPLANATION OF ADMISSION POINTS**

Areas listed below will be evaluated, based on documentation received by **Wednesday, June 21, 2017** deadline date to determine admission points.

**POINTS** - Applicants scoring the highest points will be offered admission first. In the event of a tie, the earliest application date received will be considered.

**APPLICANTS RESPONSIBILITY** - It is applicant’s responsibility to ensure that the school has received all documentation by the processing deadline date. What is in your application packet, on the processing deadline date, will be evaluated. Documents received after processing deadline date will not be considered for points.

**IN DISTRICT** - Qualified applicants who reside within the Great Plains Technology Center district will be considered for admission to the Program for which they applied, prior to qualified applicants who do not reside within the Great Plains Technology Centers district. GPTC maintains reciprocity agreements with surrounding Technology Centers. If you live in one of those districts, you will not be charged out of district fee of $1000. Please call Karen Bailey at 250-5526 for details on the reciprocity agreement.

<table>
<thead>
<tr>
<th>Factor and Related Points</th>
<th>Points</th>
<th>Total Points</th>
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<tbody>
<tr>
<td>REQUIRED High School Transcript or GED</td>
<td>NO POINTS ASSESSED</td>
<td>0</td>
</tr>
<tr>
<td>College Credit  C or higher</td>
<td>15 + hrs. ................. 3 pts.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7-14 hrs. ................. 2 pts.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1-6 hrs. ................. 1 pt.</td>
<td></td>
</tr>
<tr>
<td>• Transcribed by H. S. both semesters, Tech Center, and less than 4 College credit hours, completed within the last two years = 1 pt.</td>
<td>A &amp; P ......................... 2 pts.</td>
<td></td>
</tr>
<tr>
<td>• Transcribed College Level must be 4 credit hours, and then the two year limit does not apply = 2 pts.</td>
<td>Medical Terminology ........ 1 pt.</td>
<td></td>
</tr>
<tr>
<td>Medical Terminology - Must be on an official transcript.</td>
<td>1 pt each max of ...........3 pts.</td>
<td></td>
</tr>
<tr>
<td>Current Health Related Certifications</td>
<td>CPR BLS (Healthcare Provider only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FA LTCA HHA CMA MAT EMT</td>
<td></td>
</tr>
</tbody>
</table>

**KEYTRAIN SCORES**

**OR**

**WORKKEYS CERTIFICATE**

- Platinum
- Gold
- Silver
- Bronze

**LOCATING INFORMATION**

<table>
<thead>
<tr>
<th>Points</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>READING</td>
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</tr>
<tr>
<td>5 ................. 5 pts.</td>
<td></td>
</tr>
<tr>
<td>6 ................. 6 pts.</td>
<td></td>
</tr>
<tr>
<td>7 ................. 7 pts.</td>
<td></td>
</tr>
<tr>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>3 ................. 3 pts.</td>
<td></td>
</tr>
<tr>
<td>4 ................. 4 pts.</td>
<td></td>
</tr>
<tr>
<td>5 ................. 5 pts.</td>
<td></td>
</tr>
<tr>
<td>6 ................. 6 pts.</td>
<td></td>
</tr>
<tr>
<td>7 ................. 7 pts.</td>
<td></td>
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<tr>
<td>LOCATING INFORMATION</td>
<td></td>
</tr>
<tr>
<td>4 ................. 4 pts.</td>
<td></td>
</tr>
<tr>
<td>5 ................. 5 pts.</td>
<td></td>
</tr>
<tr>
<td>6 ................. 6 pts.</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL POINTS**
Applicants notified of initial acceptance into the program will have a conditional admission pending successful completion of requirements listed below:

1. EDUCATION and AGE REQUIREMENT
   You must be a high school graduate or have obtained a GED. You must be 18 years of age to attend clinicals.

2. CPR CERTIFICATION
   GPTC will accept only Healthcare Provider CPR from the American Heart Association. No other CPR will be accepted.

3. CLINICAL SITE PRIVILEGES
   If an applicant is denied clinical privileges at a facility, and that denial deems them unable to meet clinical objectives, the applicant will be unable to complete the career major and unable to take the licensing exam.

4. PREVIOUS HEALTH CARE EMPLOYMENT
   If you previously worked at a health care facility you must have a favorable record with the facility to be eligible for clinical rotations.

5. NEGATIVE DRUG SCREEN
   Applicants will submit authorization allowing a facility, designated by GPTC, to test body fluids for the presence of illicit drugs. An applicant with a positive drug screen will be denied admittance. (You will be notified when and where to have this done. The cost is approximately $30.00).

6. CLEAR BACKGROUND CHECK
   Information from an applicant’s background check will be submitted to clinical facilities for approval to attend clinical practice.
   Clinical facilities may deny students access to clinical rotations upon the finding of the background check in regard to sex offenders, felonies and/or misdemeanors, prior to clinical rotations and throughout the program. The cost is approximately $160.00. You will be given additional information once you have been accepted into the program.

7. MANDATORY MEETING
   Applicants must attend the mandatory meeting to acquire additional information about admission and to initiate their background check.

8. SUITABLE PHYSICAL EXAM
   Applicants must submit physical exam on the physical form provided by the school, complete with laboratory results, immunizations records, and physical clearance by a physician.
   - Any health related problems must be corrected and evidence of correction must be submitted. Students must be in good health and be free of any physical restrictions, as evidenced by a physical exam, to participate in clinical activities.
   - Clinical Immunizations are listed below, and must be documented on an official shot record. The Surgical Technology career major requires positive titers to prove immunity for MMR, Varicella, and Hepatitis B.
     - Hepatitis B series (Series of 3 injections) ........................................... Must submit a positive Titer
     - MMR (measles, mumps, rubella) Series of 2 injections.............................. Must submit a positive Titer
     - Varicella (chicken pox) Series of 2 injections ....................................... Must submit a positive Titer
     - Tetanus (TDaP) only ................................................................. within the last 10 years
     - 1 negative TB skin test or TB screening
     - Seasonal Flu shot

9. COMPLETED FINANCIAL ARRANGEMENTS
   Applicants must pay tuition and fees by timeline given at mandatory meeting. Funding award letters/purchase orders will be accepted in lieu of payment.
CRIMINAL BACKGROUND CHECKS

In order to protect patients and the general public, obtaining a cleared background check on each student (18 years of age and older) and instructor participating in clinical rotations is required by our clinical education settings / clinical sites. Each clinical education setting has their own requirements for processing background checks, which may include fingerprinting. These requirements are found in the individual contracts with the clinical education setting and Great Plains Technology Center. Schools and clinical education settings reserve the right to review any information that could impact the student’s ability to function safely in the clinical education setting.

Each student’s background check will be processed by the same background check facility designated by GPTC and/or by the clinical education setting. NO other background check will be accepted. The following (including, but not limited to) will be verified and must comply with the requirement. All findings must be satisfactory according to the clinical rotation agreement for each clinical education setting.

- Social Security Number Verification
- Criminal Search last 7 years
- Violent Sexual Offender and Predator Registry Search
- U.S. Treasury Office of Foreign Assets Control (OFAC)
- List of Specially Designated Nationals (SDN)
- Fingerprint Verification

Additionally, students must not have an unfavorable record with any of the clinical education settings from a previous employment, another clinical rotation, or any other reason.

The clinical education setting may refuse any student from participating in the clinical experience who has a criminal background check record that relates to a felony, or for any nature concerning the safety and security of patients, or any other reason. Conviction/criminal history records are reviewed as they relate to the content and nature of the curriculum and the safety and security of patients and the public.

A conviction/criminal history record does not necessarily disqualify an individual for admission in a career major. However, if a conviction/criminal history record is not approved by a clinical education setting and the student is unable to receive the required clinical components, then the student may not be able to continue in the career major in which he/she has applied.

The dissemination of self-disclosure information, background check results, and conviction records, whether in or outside the state of Oklahoma as deemed necessary by the School, may be provided to the clinical education settings to meet requirements of the clinical education settings without disclosing the student’s identity.

If the student leaves the career major and is later readmitted, another check will be completed only if it has been longer than 30 days.

The program will conduct Criminal Background Check upon acceptance to the program. The cost is approximately $160.00. You will be given additional information once you have been accepted into the program.
SURGICAL TECHNOLOGY

PROGRAM

INFORMATION

- Surgical Technologist Profile ........................................... Page 8
- Requirements .................................................................. Page 9
- Goals .............................................................................. Page 9
- Graduation Standards ..................................................... Page 9
- Annual Report ............................................................... Page 10
- Student Support Services ............................................... Page 10
Surgical Technologist

Profile

DESCRIPTION
Surgical Technologists handle instruments, supplies and equipment necessary during the surgical procedure and work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel to deliver patient care before, during and after surgery. The major combines classroom instruction, laboratory practice, and clinical experience to ensure that each graduate meets entry-level competencies as a Surgical Technologist.

The instructional Surgical Technologist content, which is 1185 hours of classroom and clinical instruction, is based on an occupational analysis of the Surgical Technologist field, and is adjusted to reflect local employment. Local employment needs as determined by the instructor, administrators, and advisory committee are also considered.

Upon successful completion of Surgical Technologist, the graduate will be eligible to sit for the National Surgical Technologist Examination. Surgical Technologist closely follows the guidelines of the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC-STSA) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This class only accepts 16 students.

AUGUST 2016 - START DATE
PROCESING DEADLINE ................................................................. Wednesday, June 21, 2017

- ALL application documents must be completed by this date
- This includes assessment, health related courses, transcripts, and certifications
- Refer to page 1 for complete application processing
- All applicants will be notified within 30 days of processing deadline

CLASSROOM INFORMATION
START DATES ................................................................. Begins August of each year

- Length of career major ................................................................. 9 months
- Classroom Instruction ................................................................. 8:00 am to 3:15 pm
- Classroom is open ................................................................. Monday thru Friday
- Clinical Experience ................................................................. 6:30 am to 2:30 pm

EXPENSES
TOTAL COST ................................................................. $3,520.00

- Tuition ............................................................................................. $1,777.50
- Student Needs Fees .................................................................. $709.25
- Books ............................................................................................ $652.00
- Uniforms ..................................................................................... $168.45
- Misc. Expenses ........................................................................... $212.80

TUITION AND FEES WILL NOT CHANGE WHILE A STUDENT IS ENROLLED IN THE PROGRAM

Financial information is located on page 21
REQUIREMENTS
Prior to acceptance the following requirements must be achieved.
- 18 years of age
- Physical exam, to include lab results
- Required immunizations and titers
- Negative drug screen
  (Students are subject to drug testing prior to and possibly during the clinical experience)
- High school graduate or GED (Official transcript required)
- Current CPR certification (Healthcare Provider only)
- Clear background check (Prior to the beginning of class)
- Favorable work record with clinical facilities (if applicable)

PHILOSOPHY
We, the faculty, believe that every individual is a unique creation and that it is our privilege and responsibility to help in the realization and fulfillment of each individual's accountability to self and mankind. There are two educations, one teaching us how to earn a living, and the other teaching us how to live. We subscribe to the belief that career technology education is an essential part of the two educations. There is dignity in work, and that work is one of our best means of developing the intelligent use of our hands and minds.

Education is a process by which belief and behavior patterns become a part of the student's personality. We wish the adult student to attain the fullest growth and development as a person, and as a contributing, self-directing, responsible member of society and the health care profession.

We believe that Surgical Technologists offer a vital service to the total needs of the patient. Operating room service provides thorough, well-planned intervention, safe comprehensive support, and care for the patient undergoing a surgical procedure. This requires the ability to view the patient as a complete person with physical, psychosocial, and spiritual needs. The ultimate goal of surgical intervention is to restore the patient to optimum functioning or, in the case of some terminal illnesses, to achieve a peaceful death. The Surgical Technologist curriculum provides guided learning experiences in meeting these needs of the patient.

This course of study assists the student in acquiring the knowledge, skills, and attitudes necessary to function as a member of the surgical team. Each student has an individual background to contribute to the profession. As knowledge, perception and understanding of patient care increases; the student's attitudes and behavior will change. The student should develop the responsibility to uphold the ideals of the health profession, and work toward its continued improvement. They will be viewed as true professionals and will find the task rewarding.

GOALS
The goal of the Great Plains Technology Center’s Surgical Technologist is to graduate Surgical Technologists of the highest quality who are prepared to enter the healthcare profession as competent entry-level Surgical Technologists with advanced cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates will be motivated, self-confident, and exhibit ethical behavior. In order to accomplish this goal, the graduate shall be able to:
1. Integrate acquired knowledge and skills to the role of the Surgical Technologist in caring for the surgical patient.
2. Contribute effectively as a member of the surgical team to provide quality patient care.
3. Comply with the policies and procedures established by the medical facility.
4. Employ appropriate ethical and professional values while performing employment responsibilities.
5. Demonstrate cognitive development by passing the National Surgical Technologist Certification Examination.
6. Promote personal and professional accountability by assuming responsibility for continued professional and educational growth.

GRADING STANDARDS
Periodic evaluations of classroom and clinical performance are made so that the student will be aware of his/her status and can apply greater effort where indicated.

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>93 - 100</td>
<td>A Excellent</td>
</tr>
<tr>
<td>85 - 92</td>
<td>B Above Satisfactory</td>
</tr>
<tr>
<td>77 - 84*</td>
<td>C Satisfactory</td>
</tr>
<tr>
<td>70 - 76</td>
<td>D Below Satisfactory</td>
</tr>
<tr>
<td>Below 70</td>
<td>F Failure / Unsatisfactory</td>
</tr>
</tbody>
</table>

* An 80% grade average is necessary to progress from one level to the next and to complete Surgical Technologist. (This does not reflect the school's guidelines, but has been approved by administration)

GRADUATION STANDARDS
Great Plains Technology Center recognizes the successful completion of the Surgical Technologist requirements by awarding a Certificate of Completion.

To be considered a Surgical Technologist completer by the graduation date, the student must successfully complete the 1185-hour Course of Study. This includes accomplishing a passing grade of 80% in all didactic course work & demonstration of all clinical competencies & proficiencies outlined in Levels I–III in the clinical handbook, and must scrub on a total of 140 documented surgical procedures. There is no refund for early Surgical Technologist completers.
Surgical Technology Program
Annual Report

OAE-CST PASS RATE - CURRENT DATA
Outcomes Assessment Exam elected for this reporting year: CST

<table>
<thead>
<tr>
<th>Year</th>
<th># of Students Graduated [CST Exam-eligible]</th>
<th># of Students Who Took CST Exam</th>
<th># of Students Who Passed CST Exam</th>
<th>% of Students Who Passed CST Exam</th>
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<tr>
<td>2015</td>
<td>11</td>
<td>11</td>
<td>10</td>
<td>91%</td>
</tr>
<tr>
<td>2016</td>
<td>12</td>
<td>12</td>
<td>4</td>
<td>33%</td>
</tr>
</tbody>
</table>

STUDENT SUPPORT SERVICES
Great Plains Technology Center  ◆  4500 SW. Lee Blvd.  ◆  Lawton, OK 73505

CAREER COUNSELING

STUDENT SUPPORT SERVICES SECRETARY
Carla Codopony
ccodopony@greatplains.edu
Building 100, Room 107  580.250.5535

We offer counseling services which prepare our students for success in their technical programs. A counselor will help you with student orientation, placement counseling, career counseling, academic counseling, motivation, decision making, goal setting, crisis counseling and referrals to other counseling services.

ACADEMIC CENTER

ACADEMIC CENTER COORDINATOR
Val Mullenix
vmullenix@greatplains.edu
Building 100, Room 148  580.250.5529

The Academic Center Coordinator can help you with the following:
- Learning/Working Style Assessment
- Improve study, test taking, and time management skills
- Develop a basic skills improvement plan for Math & Reading
- Administer the online KeyTrain Test
- Provide a quiet setting for homework or studying

What is available in the Academic Center:
- Computer Lab – 12 computers with internet and laser printer access
- Keytrain-Online learning system for basic workplace skills specific to Career Clusters based on WorkKeys Employment System
- Kurzweil Educational System

DISABILITY SERVICES COORDINATOR

Kristy Barnett
kbarnett@greatplains.edu
Office Hours:
Monday – Friday
8:00 a.m. – 4:00 p.m.
Bldg. 100 Room 107  580.250.5531

The Disability Services Coordinator is committed to meeting the needs of students with disabilities based upon documentation of a disability provided by an Individualized Education Plan (IEP) or covered under Section 504 of the Rehabilitation Act of 1973, as amended. The Disability Services Coordinator will assist students with disabilities by facilitating academic services while working with classroom instructors, students, home school, referral agency, and/or parents.
SURGICAL TECHNOLOGY

COURSE OF STUDY

- Career Major Descriptions ............................................... Page 12
- Goals, Opportunities, Objectives ................................. Page 12-13
- Description of Courses ............................................. Pages 14-15
- Evaluation Policy ......................................................... Page 16
- Grading Scale ............................................................. Page 17
- Level I Performance Check Offs ................................. Page 17
- Laboratory Skills Evaluation Rubric ............................. Page 18
- Textbooks ...................................................................... Page 19
Career Cluster: Health Occupations (HL)

Career Pathway: Therapeutic Services (HL001)

Career Major: Surgical Technologist (HL0010017)

Career Major Hours: Adult Students: 1185 Hours

Instructors:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann Tahah, LPN</td>
<td>(580) 250-5574</td>
<td><a href="mailto:ataah@greatplains.edu">ataah@greatplains.edu</a></td>
</tr>
<tr>
<td>Cherisse Martin, CST</td>
<td>(580) 250-5681</td>
<td><a href="mailto:cdmartin@greatplains.edu">cdmartin@greatplains.edu</a></td>
</tr>
</tbody>
</table>

Academic Credit: Adult Students: Transcript

Prerequisites: Must be a high school graduate or equivalent. Minimum age 18 and take the WorkKeys test.

Career Major Description:
Surgical technologists handle instruments, supplies and equipment necessary during the surgical procedure and work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel to deliver patient care before, during and after surgery. The major combines classroom instruction, laboratory practice, and clinical experience to ensure that each graduate meets entry-level competencies as a Surgical Technologist.

The Surgical Technologist Major is designed to prepare post-secondary adult students for entry-level employment as Surgical Technologists. The career major is structured to provide the students with a foundation in the basic sciences and subjects unique to the operating room. Upon completing the career major, the Graduate Surgical Technologist will be able to function as a member of the surgical team delivering direct patient care before, during, and after surgical intervention.

The instructional content, which is 1,185 hours of classroom and clinical instruction, is based on an occupational analysis of the surgical technology field, and is adjusted to reflect local employment; local employment needs as determined by the instructor, administrators, and advisory committee.

Upon successful completion of the career major, the Graduate will be eligible to sit for the National Surgical Technologist Certification Examination. The career major closely follows the guidelines of the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting and the Commission on Accreditation of Allied Health Education Programs.

Clinical Rotations:
Clinical rotation will be held at the following hospitals:

Lawton, OK:  - Comanche County Memorial Hospital  
             - Ambulatory Surgery Center of Southwestern Medical Center  
             - Public Health Service – Lawton Indian Hospital  
             - Southwestern Medical Center

Altus, OK:   - Jackson County Memorial Hospital

Duncan, OK:  - Duncan Regional Hospital

Career Major Goals:
The goal of the Great Plains Technology Center Surgical Technologist Career Major is to graduate Surgical Technologists of the highest quality who are prepared for entry into the healthcare profession as a competent entry-level surgical technologist with advanced cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates will be motivated, self-confident, and exhibit ethical behavior.

Upon achieving the goals of this career major, students will:
- Integrate acquired knowledge and skills to the role of the surgical technologist in caring for the surgical patient
- Contribute effectively as a member of the surgical team to provide quality patient care
• Comply with the policies and procedures established by the medical facility
• Employ appropriate ethical and professional values while performing employment responsibilities
• Demonstrate cognitive development by passing the National Surgical Technologist Certification Exam
• Promote personal and professional accountability by assuming responsibility for continued professional and educational growth

Related Career Opportunities:
• Advancement to role of a surgical assistant
• Employment as a product representative
• Employment in material management or central supply area
• Surgical Technology educator

Career Major Objectives:
The Surgical Technologist Major is designed to prepare the student to assume the responsibility to function in association with registered nurses, surgeons, and anesthesiologists to provide the best possible care for the surgical patient. A graduate of the Great Plains Technology Center Surgical Technologist Career Major will have the ability and skills to:

Level I – Specific Objectives
• Recognize, define, and differentiate between application of common and complex medical terms
• Analyze unfamiliar medical terms by applying knowledge of word parts
• Interpret verbal and nonverbal communication by demonstrating effective communication with instructors, classmates, and other surgical team members
• Recognize, contrast, and compare anatomical structures using anatomic references to identify body positions, planes, directions, cavities, and organs
• Differentiate normal and abnormal physiological functions relating to types of diseases and modes of disease transmission
• Describe and practice proper safety techniques to prevent accidents and exposure to blood-borne pathogens by consistently utilizing Standard Precautions in the classroom, lab, and clinical areas
• Demonstrate the cognitive understanding of the principles of asepsis by identifying and correcting breaks in technique during lab practice
• Identify the members of the surgical team and distinguishes between each members’ role in the surgical intervention
• Understand the legal and ethical responsibilities and limitations of a surgical technologist by performing within the scope of the profession
• Demonstrate the related nursing procedures by practicing vital signs and analyze any abnormality in the results
• Identify and discuss the specific needs and care of patients with special or complex needs
• Describe and demonstrate the pre-operative preparation to include obtaining an informed surgical consent, transportation, positioning, clipping, and prepping of the surgical patient during the preoperative phase
• Apply mathematical principles to solve problems involving dosage calculations and other applied mathematical concepts
• Distinguish between surgical pharmacological agents and describe each classification’s effect on the human body
• Contrast and compare methods, agents, and techniques of anesthesia administration
• Discuss the anatomy, physiology, and pathophysiology of basic surgical procedures
• Analyze diagnostic and procedural steps for basic surgical procedures to include identification of surgical incisions, care of specimen, and post-operative considerations
• Identify the use of various supplies and equipment of the basic operating room
• Identify the classification, names, parts, materials, finishes, and uses of the basic surgical instrumentation
• Apply knowledge of the basic instrumentation to specific surgical procedures while practicing in lab setting
• Demonstrate the steps of surgical scrubbing, gowing, and gloving
• Demonstrate initial techniques for preparing instrumentation and supplies on the sterile field
• Employ the techniques, timing, methods, and legal responsibilities of counting instruments, sponges, needles, and other countable items on the sterile field
• Apply cognitive and psychomotor knowledge to Clinical Practicum I

Level II – Specific Objectives
• Integrate cognitive knowledge and psychomotor skills acquired from Level I to enhance proficiencies
• Analyze diagnostic and procedural steps for basic and complex surgical procedures to include identification of surgical incisions, care of specimen, and post-operative considerations by completing a weekly Surgical Case Management Plan
• Performing all essential activities of surgical patient care utilizing the principles of aseptic technique, critical thinking, and problem solving in order to adapt to the changing surgical environment
• Discuss the anatomy, physiology, and pathophysiology of basic and complex surgical procedures
• Assimilate knowledge of procedural step by selecting and organizing instruments, equipment, and supplies for the delivery of patient care during the basic and complex surgical procedures with limited assistance of another team member
• Demonstrate an understanding of electricity by applying safe patient care practices in the operating room
• Demonstrate an understanding of robotics by applying technology to safe patient care practices in the operating room
• Demonstrate an understanding of the principles of physics to safe patient care practices in the operating room
• Apply cognitive and psychomotor knowledge to Clinical Practicum II

Level III – Specific Objectives

• Integrate cognitive knowledge and psychomotor skills acquired from Level II to enhance proficiencies
• Demonstrate the ability to prioritize procedural steps and independently organize the surgical field, while considering the relevant anatomy and physiology on all surgical procedures
• Apply principles of professional communication in a variety of demanding situations
• Utilizing decision-making and problem solving skills in the application of Surgical Technology principles
• Demonstrate professional behavior consistent with legal requirements and ethical expectations consistent with the AST Code of Ethics
• Formulate a plan for personal and professional growth by preparing a career portfolio and obtaining a position as a competent entry level Surgical Technologists
• Demonstrate achievement of advance cognitive, psychomotor, and affective skills from the Surgical Technologist Career Major core curriculum by successfully passing the national Surgical Technology certification exam

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>ADT</th>
<th>ADL</th>
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<tr>
<td>HL00342</td>
<td>Core Medical Terminology</td>
<td>45</td>
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<td>Anatomy and Physiology</td>
<td>120</td>
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<td>Surgical Technology Orientation</td>
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<tr>
<td>HL00047</td>
<td>Core Employability Skills</td>
<td>30</td>
<td>0</td>
<td>30</td>
</tr>
</tbody>
</table>

Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots and abbreviations. By relating terms to body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students’ ability to successfully secure employment or pursue advanced education in healthcare.

Anatomy/Physiology is the study of the structural complexity of the human body and its intricate functional mechanisms. This course is taught as a laboratory science. Students will conduct scientific investigations and fieldwork using scientific knowledge and methodology that will enable them to make educated conclusions based on higher-level critical thinking and problem solving skills. The areas studied will be an integration of biology and chemistry and will include, but are not limited to: Organization of the body, Chemical Basis for Life, Cells & Tissues, Integumentary System, Skeletal system, Muscular system, Nervous system, Endocrine system, Blood, Circulatory system, Lymphatic & Immune systems, Respiratory systems, Digestive system & Metabolism, Urinary system, and Reproductive system. An emphasis should be placed on real-world applications and active-learning exercises should be included along with laboratory experiences.

Surgical Technology Orientation includes the basic safety concepts, individual learning styles, introduction to information technology and review of the surgical technology handbook.

In this course students learn how employability skills enhance their employment opportunities and job satisfaction. Students are introduced to key employability skills and will learn the importance of maintaining and upgrading skills as needed.
HL00112  Introduction to Surgical Technology  30  0  30
This course is designed to provide information introducing the student to the roles and responsibilities of the surgical team and the health care system. Students will explore the ethical and legal concepts and professional responsibilities of the surgical technology field.

HL00537  Disaster and Emergency Preparedness  15  0  15
This course includes these aspects of emergency preparedness and disaster training: preparation and planning, detection and communication, incident management and support systems, safety and security, clinical/public health assessment and intervention, contingency, continuity and recovery and public health law and ethics. This is a new course for surgical technology, however it could be offered in any career major.

HL00144  Essentials of Surgical Asepsis  32  28  60
This course will introduce the student to the principles and practices of aseptic technique, scrubbing, gowning, gloving, sterilization and disinfection. Upon completion of this course, the student will be able to discuss and demonstrate the principles of aseptic technique.

HL00145  Surgical Case Management  48  72  120
This course will introduce the student to the supplies and equipment that are an integral part of their training as a Surgical Technologist, including instrumentation, suture, sponges, drains, counts, and the sterile field and draping of sterile field. Upon completion of the course, the student will be able to demonstrate competency in using supplies and equipment in the surgical environment.

HL00202  Surgical Tech Practicum I  0  30  30
Surgical Technologist Practicum I is an introduction to principles of surgical conscience in preparation for patient care. This course provides observational and practical experiences in the laboratory setting and/or clinical environment.

HL00113  Surgical Patient Care  35  10  45
Upon completion of this course the student will be able to demonstrate patient care skills in the surgical environment. The course enables the student to develop techniques used to safely transport, position, and prep the patient for surgery, and the proper care of surgical specimens. Students will apply these skills across the lifespan and to patients with complex needs.

HL00203  Surgical Pharmacology  30  0  30
This course familiarizes the student with the various drugs used in surgery and their administration. The student will demonstrate an understanding of basic anesthesia equipment, drugs, and methods in order to function effectively in the surgical setting. Upon course completion the student may assist the anesthesia personnel if required.

HL00204  Microbiology and Wound Healing  30  0  30
This course is designed to provide the student with a basic background in microbiology. This course will provide a better understanding of the relationship between microorganisms and the maintenance of health and/or the prevention of disease. The course of study includes a general introduction to microbiology, infection/immunology, and wound healing.

HL00114  Surgical Procedures I  90  0  90
This course is designed to provide instruction in basic, intermediate, and advanced core procedures outlined in the Core Curriculum for Surgical Technologists by the Association of Surgical Technologists. The student will be able to apply and demonstrate the concepts related to the following surgical procedures: General, Obstetric and Gynecological, Genitourinary, Otorhinolaryngologic, and Orthopedic Surgery.

HL00205  Surgical Procedures II  75  0  75
This course is designed to provide instruction in basic, intermediate and advanced specialty procedures outlined in the Core Curriculum for Surgical Technologists by the Association of Surgical Technologists. The student should be able to apply and demonstrate the concepts related to each of the following surgical procedures: Neurosurgery, Cardiothoracic, Peripheral Vascular, Oral, Maxilofacial, Plastic and Ophthalmic Surgery.

HL00207  Surgical Tech Practicum II  0  210  210
This course provides clinical experience in the surgical environment. The student assumes responsibility as the first scrub role, handling instruments and supplies and equipment necessary for the surgical procedure. Emphasis is placed on core surgical procedures.

HL00208  Surgical Tech Practicum III  0  240  240
This course provides advanced clinical experience in the surgical environment with minimal assistance. Students will prepare for and complete the national certification exam.
Evaluation Policy:

As a formative evaluation tool the Surgical Technologist Career Major utilizes a program learning/management system called "Moodle" to provide feedback of didactic knowledge, skills performance evaluations and course information to the students. The grade book portion of Moodle records students’ test results, and provides immediate feedback and a detailed breakdown of responses to different questions.

Examples of formative evaluation tools used by the program to measure cognitive, psychomotor and affective behaviors include journaling, group discussions (question and answering sessions), pop quizzes, Study-ware quizzes and textbook assignments, workbook assignments, individual lab skill check-offs and weekly clinical evaluations feedback.

An example of summative evaluation tools utilized by the Surgical Technologist Career Major to assess the student’s overall progress includes a final comprehensive examination for each course within the program. Prior to the start of the clinical portion of the program, each student’s lab skills performance is evaluated by a faculty member and a clinical preceptor using a clearly defined performance rubric. Feedback and discussion of performance evaluation is provided immediately after skills assessment in a formal meeting with each student, clinical preceptor/evaluator, clinical instructor, and the Program Director. The evaluation tool verifying the post-evaluation conference includes the date and signatures of the student, evaluator, and program faculty.

Documentation of all completed student evaluations are maintained in each student’s permanent file. Other clinical evaluation tools include weekly clinical evaluations, clinical case verifications, case study assignments, clinical logs and daily informal student feedback.

Periodic evaluations of classroom and clinical performance are made so that the student will be aware of his/her status and can apply greater effort where indicated.

Grading Standards:

Periodic evaluations of classroom and clinical performance are made so that the student will be aware of his/her status and can apply greater effort where indicated.

Didactic Grading Scale

The grading scale as adopted by the Board of Educations is as follows:

- A = 93 - 100
- B = 85 - 92
- C = 77 - 84*
- D = 70 - 76
- F = 60 and Below

Each individual course, as outlined in the Surgical Technologist career major, will be given a separate theory grade based on the following categories:

- Homework Grades .......................... 5% of final grade
- Final Exam Grades .......................... 20% of final grade
- Employability Grades ........................ 5% of final grade
- Lab Grades ................................. 5% of final grade
- Clinical Grades .............................. 30% of final grade
- Test Grades ................................. 30% of final grade
- Quiz Grades ................................. 5% of final grade

*Students are required to maintain an 80% average in each course taught to pass from one level to the next in each semester and to complete the Surgical Technologist Career Major. Assignments turned in late results in 10 points loss on assignment grade. Late assignments, in excess of 1 week (7 consecutive days to include the weekend) will result in a “0” for that assignment grade.
If student is absent the day that assignments are made, it is the student’s responsibility to contact instructor to review material covered during class or clinical and receive assignment, exams, or worksheets given.

Exams should be made up immediately upon return to class, unless advanced arrangements have been made with the instructor. Students must take exam within one week of the missed examination date. Any student missing an exam will have 10 points deducted from the makeup exam. If student fails to make up the exam during the specified time frame, it will result in a “0” for that exam grade. (It is the student’s responsibility to make arrangements with the instructor for examination makeups.)

If a didactic examination results in the student’s GPA falling below 80%, the student will be notified of this and allowed to remediate and retest. The student must retest within a week (7 consecutive days to include the weekend). The first and second test will be added together and divided by two for final grade. After remediation, if an 80% is not attained within the allotted time, the student will be placed on academic probation for a period of 2 weeks. If the student fails to achieve an 80% GPA after the probation period, the student will be recommended for dismissed from the program.

Academic didactic probation is used to provide the student with extra credit work, (20 points maximum) one time per semester per each course, in order to gain knowledge and experience necessary in deficient surgical technology concepts to raise his/her grade up to the required academic standard of the 80% GPA, but not to exceed the 80%.

Specific requirements, during a counseling session, of the academic didactic probation, will be given to the student in writing. The student will be solely responsible for contacting instructors and getting extra credit work, scheduling of tutoring, individual instruction and verifying the time period for improving his/her grade. The academic didactic probation is in place to encourage students to seek extra help from instructor to continue improving future exam or assignment grades.

Extra credit work must be turned in within two weeks after the written academic probation counsel, or student will forfeit points.

If the final exam brings a student’s final academic didactic GPA below the 80% in a course, then the student will be recommended for dismissal from the Surgical Technologist Career Major, regardless of prior probationary status.

TESTS, GRADES, AND EVALUATION

Students may access grades at https://www.gptech.org/grades
ID = first initial of first name and last name, all in caps.
Ex. Jim Smith = JSMITH
PIN = last 4 numbers of your SSN.

At the end of the academic didactic, clinical, or disciplinary probation period, students not meeting the minimum standards established in the written counseling may be recommended for dismissal from the program.

CLINICAL GRADING POLICY:

- Level II-III grades are derived from the clinical evaluation.
- Grades will be awarded by achievement of clinical objectives.
- There is a total of two hundred sixty three points possible for each clinical week.
- The grading system will be sub-divided into 3 main areas.
- Attendance – Five per day, Twenty-five possible per week.
- Professional Accountability – Twenty four possible points per week.
- Case Management Accountabilities – One hundred and four possible points per week.
- The student will be required to complete one Case Management Plan per week worth one hundred possible points.
- The student will receive fifteen points each week for completion of the Surgical Procedure Case Log (Checklist) and the Clinical Data Totals Form.

LEVEL I – PERFORMANCE CHECK OFFS

Performance Evaluation grades are given in Level I for skills in Essentials of Surgical Asepsis, Surgical Patient Care, and Surgical Case Management.
Once student has completed practice on a specific skill, the following process will evaluate the student.

Performance evaluation - Once the student has satisfactorily completed the skill, the student will be rated using the following rubric. If the student's performance is unacceptable, the student will be allowed to review the material and perform skill for evaluation again. A total of 3 tries will be allowed. Student must pass each skill evaluation attempt with a score of 100%.

LABORATORY SKILLS EVALUATION RUBRIC

A. Successful – 3 points
Student is able to perform skills, following specified guidelines provided in class, independently (without guidance or suggestions from instructor), and should be able to identify own errors and correct errors without intervention from instructor.

B. Needs Work – 2 points
Student is able to perform skills, following specified guidelines provided in class, with minimal guidance or cuing (suggestions) from instructor. Student is able to identify own errors but requires assistance from instructor in correcting errors.

C. Not Successful – 0 points
Student requires multiple cues/guidance from instructor to perform skill, following specific guidelines in class. Requires assistance from instructor to identify errors. Student is able to perform skills during a second testing time with minimal guidance or cuing.

Make-Up Work Policy:
All Make-Up Work Is The Responsibility Of The Student. Make-up work will be handled as specified in the Student Handbook. Please be sure to read and understand all student policies, especially make-up of assignments, tests and employability due to absences. Students should always arrange for any make-up work with the instructor as per the Student Handbook. Students should keep track of his or her progress and grades.

Attendance Policy:
For specific information related to attendance and tardiness refer to the Student Handbook. Students should keep a written record of their absences and tardiness.

Course Requirements and Expectations:
The general course requirements and expectations include:
- Be able to bend, walk, and stand for long periods of time
- Be able to lift, carry, push, and handle equipment, supplies, or patients exceeding 25 pounds
- Be able to work in environmental temperatures from 60 degrees to 80 degrees Fahrenheit range
- Be aware that exposure to latex gloves may cause the development of allergic reactions
- Be aware that their skin should be clear and free of conditions which would impair the integrity of skin
- Must demonstrate ability to functionally perceive the nature of sounds and the spoken word, may use adaptive techniques or devices
- Must demonstrate ability to functionally express self orally and/or in writing
- Must be able to demonstrate the functional ability to obtain impressions of shape, size, and motion by passing routine vision screening and to distinguish red and green colors, adaptive devices may be used
- Adhere to the policies and procedures as outlined in the Great Plains Technology Center Adult Student Handbook
- Successfully complete the National Certification Exam

Student Behavior Includes:
- Student will demonstrate responsibility by being punctual and adhering to daily attendance requirements.
- Student will demonstrate responsibility for academic achievement by completing all required course work.
- Student will use appropriate language and effective communication skills, avoid gossip, and demonstrate patient and peer confidentiality.
- Student will maintain personal safety by wearing safety glasses and lead aprons. Student must practice sharp(s) precautions and must follow standard precautions at all times during lab and clinical practicum.

NOTE: For additional information or questions regarding the GPTC School policies and procedures, please refer to the Student Handbook and/or the Instructor.
Industry Alignments:
- National Board of Surgical Technology and Surgical Assisting (NBSTA)
- Central Board for Sterile Processing and Distribution (CBSPD)
- National Consortium of Health Science Technology Education (NCHSTE)

Certification Outcomes:
Tier 1 – Certifications Recognized, Administered and/or Endorsed by Industry
- NBSTSA: Certified Surgical Technologist (CST) (8711)

Tier 7 – National Career Readiness Certificate in Applied Mathematics, Locating Information and Reading for Information:
- Platinum Level – 6 or above in all three areas
- Gold Level – 5 or above in all three areas
- Silver Level – 4 or above in all three areas
- Bronze Level – 3 or above in all three areas

CIP Code and SOC Code Crosswalk:
- CIP Code – 51.0909
- SOC Code – 29-2055.00

Instructional Materials and Supplies:
Students are required to purchase the following list of textbooks and/or supplemental reference materials. The prices listed are approximate and subject to change.

Textbooks:


CIMC-Career and Instructional Material Center
Introduction to Surgical Technology. 4th ed. HO3018. Stillwater: MAVCC, 2014. ($68.00)

Surgical Techniques. 4th ed. HO3019. Stillwater: MAVCC, 2014. ($47.00)
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FINANCIAL AID

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- Requirements for Continued Enrollment .................... Page 24
- Refunds ........................................................................ Page 24
- Required Disclosures .................................................... Page 24
- Student Consumer Information ................................. Page 25
- Accreditation Statement .............................................. Page 26
- Notice of Non Discrimination ................................. Pages 27-28
- Application ...................................................................... Page 29
- Voluntary Disclosure of Demographic Data ......... Page 31
GREAT PLAINS TECHNOLOGY CENTER

FINANCIAL AID INFORMATION SHEET

Federal Pell Grant
Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. Great Plains Students must be enrolled and attending a full time adult program approved for Federal Title IV programs. Unlike a loan, a Federal Pell Grant does not have to be repaid. To determine if you are eligible financially, the US Dept of Education uses a standard formula, established by Congress, to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number. Your Student Aid Report (SAR) contains this number and will tell you if you are eligible. How much you receive will depend not only on your EFC but also on your cost of attendance, whether you are a full-time or half-time student and whether you attend school for a full academic year or less. You may not receive Pell Grant funds from more than one school at a time. To apply fill out a Free Application for Federal Student Aid available in the financial aid office or apply online at www.fafsa.ed.gov

Federal Supplemental Educational Opportunity Grant
A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need -- that is, students with the lowest Expected Family Contributions (EFC) -- and gives priority to students who receive Federal Pell Grants. An FSEOG doesn't have to be paid back. Students at the school are awarded an FSEOG based on the availability of the funds at the school. You can receive either $100 or $200 per year depended on your start date. Great Plains Students must be enrolled and attending a full time adult program approved for Federal Title IV programs.

Oklahoma Tuition Aid Grant Program
The Oklahoma Tuition Aid Grant Program (OTAG) is a need based grant program for Oklahoma residents who attend approved colleges, universities, and technology centers in Oklahoma. Awards are approved for full-time or half-time students in undergraduate or graduate study. To apply complete a FAFSA as soon as possible after January 1. Applications are awarded in descending order of highest need until all funds are committed. OTAG will review your family financial information to determine your eligibility. OTAG will notify you if you are approved. Great Plains Students must be enrolled and attending a full time adult program approved for Federal Title IV programs.

Veterans Educational Benefits
Great Plains Technology Center has several full time adult programs and short term ACD programs approved for Veterans Educational Benefits. For more information regarding VA Educational Benefits for full time adult programs or for short term ACD programs please contact Rhonda Mahaffey, Career Counselor, at 580.250.5503, Bldg. 100, Room 107.

Great Plains Technology Center does NOT Participate in the Following:
Federal Student Loan Programs
Federal College Work Study or the
Perkins Loan Program

SCHOLARSHIPS

Great Plains Technology Center Foundation Scholarship
The Great Plains Foundation was established in 1980 to assist students with tuition costs. Eligibility based on financial need. Applications are available in the Financial Aid Office, Bldg 100

The Oklahoma Career Tech Foundation Otha Grimes Scholarship
Otha Grimes Scholarship applications are distributed to current full time adult students the beginning of the Fall and Spring semesters. Scholarship limited to 9 students per semester. Scholarships must be used for expenses directly related to a student’s program. Such as: tuition, books, uniforms, and conference registration and school supplies.

Dr. George Bridges Next Step Scholarship
The Dr. George Bridges Next Step Scholarship is a onetime tuition scholarship. The maximum award is $1575 toward tuition at Great Plains Technology Center. The scholarship is applied toward tuition for a full – time program or may be applied toward an ACD (evening) class. The waiver may be used for classes, taken in an approved sequence education plan, and completed by one year from the date of the scholarship. Applicants must apply within 2 years of high school graduation and have graduated from a high school within the Great Plains school district (9).

Superintendent’s Scholarship
The Great Plains Technology Center Superintendent’s Scholarship is a tuition waiver only. The scholarship is awarded exclusively to high school students planning to complete his/her current program after high school. One scholarship per instructor is awarded.
REQUIREMENTS FOR CONTINUING ENROLLMENT

A student is expected to make progress toward satisfactory completion of his/her Career Major to be eligible for continued enrollment and be up to date with payments of tuition and fees.

The student may change to another Career Major with the permission of the Dean of Students/Principal and the instructor in the course into which he/she is changing. A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory progress and conduct will be terminated from the school. The appeal process does not apply to academic terminations. Any student may apply for reinstatement at the beginning of a new semester. Re-entrance after reasonable assurance of improved trainee attendance and effort will be on a space available basis, and will require administrative approval. Re-entrance after two (2) dismissals for excessive absences will be considered on an individual basis.

REFUNDS

Refunds to post-secondary students in full-time adult programs at Great Plains Technology Center are made as follows:

A. If a student withdraws the 1st day of class, refund is 100% of tuition paid.
B. If a student withdraws the 2nd through the 10th day of scheduled school days, refund is 75% of the tuition paid.
C. If a student withdraws after the 10th day of scheduled school days, there is no refund.
D. If a student has paid the entire program costs at the beginning of the school year and then drops, the unused portion of any future semester will be refunded.

A Student’s Return to Title IV aid, for those who have received Title IV funds during the 2016-17 school year, is calculated in accordance with the Return of Title IV Funds law.

All adult students who withdraw from a program must complete a drop form in the One Stop Center, Room 111. No refunds will be made until cleared through the Student Office and the Financial Aid Office.

RETURN OF TITLE IV FUNDS

As a general rule, when a student completely withdraws from Great Plains Technology Center, grants do not need to be repaid. However, a student may have to repay a certain amount if he/she withdraws or is dismissed prior to completing more than 60% of a payment period.

If a student completely withdraws from school during a term, the school must calculate--according to a specific formula--the portion of the total scheduled financial assistance a student has earned and is therefore entitled to receive up to the time of withdrawal. If a student received more assistance than was earned, the unearned excess funds must be returned to the Department of Education.

- To officially withdraw from Great Plains Technology Center, please contact the Student Office located in Building 100, room 111 to complete an official Termination of Attendance form.
- An unofficial withdrawal will be completed on any student who is absent five (5) consecutive school days without contacting the school and the effective date shall be the last date of attendance.

How The Percentage Is Calculated:

The portion of the federal grants a student is entitled to receive is calculated on a percentage basis by comparing the total number of hours in a payment period to the hours scheduled to complete in the payment period. For example, if a student completes 30% of the payment period the student earns 30% of the assistance he/she was originally scheduled to receive. This means that 70% of the scheduled awards remain unearned and must be returned to the Department of Education.

Students are notified by letter within 30 days if a balance is due based on the Return to Title IV calculation. Students have 45 days from the date of the letter to repay the school the amount due. At the end of the 45 day period, if the student fails to pay the amount due, he/she will be reported to the U. S. Department of Education for collection and an overpayment alert is posted in NSLDS by the school. The student will not be eligible for Title IV assistance until the overpayment is resolved.

At 60%—A Student Has Earned All of the Assistance

Once a student has completed more than 60% of the payment period, the student is said to have earned all of the assistance. If the student withdraws before completing 60% of the payment period, he/she may have to repay any unearned federal monies that were already disbursed. The withdrawal date is determined by the school’s student accounting system and shall be the last date of attendance.

Conditions Where a Student May Be Eligible for a Title IV Disbursement after Withdrawal

Occasionally students are eligible for a post-withdrawal disbursement. (See Financial Aid office for detailed calculation.) This occurs when a student attends class and withdraws before a Title IV disbursement has been issued to the student or to the student’s account.

If charges exist on the student account, Great Plains Technology Center will credit the account with all or a portion of the post-withdrawal disbursement. If no charges exist, then Great Plains Technology Center will offer the student the portion earned within 30 days of the withdrawal date.

If a Return to Title IV Funds exists due to invalid information given on an application by the student or an error of the institution, that amount will be due the Title IV Program. The over payment will be determined by the Financial Aid Coordinator. The student will make payment to Great Plains Technology Center’s Business Office which in turn will refund the Department of Education.

VA Beneficiaries: GPTC is required to report, without delay, the interruption or termination of attendance for individuals enrolled in an educational assistance programs administered by VA. VA beneficiary students may be in debt to the VA if they withdraw or are terminated. All overpayments will remain the responsibility of the student. A student who is a military reservist or National Guardsman that is called for active duty or drill duty will be granted a temporary leave of absence and can resume instruction upon return without penalty.

Revised 12-7-16
### What to Disclose, When, and to Whom

**Description of Information to be Disclosed**

- Cost of attending school i.e.: Tuition and Fees
- Institutional Refund Policy
- Requirements for officially withdrawing from school
- Requirements for return of Title IV, HEA grant or loan aid
- Information regarding the career majors, institutional facilities and faculty
- Entities that accredit, license, or approve the school and its career majors and procedures for reviewing school’s accreditation, licensing, or approval documentation
- Description of any special services and facilities for disabled students
- Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them

**Where to Find Information***

- Student Handbook
- Tech – Tab Booklet
- U.S. Dept of Ed’s College Opportunities website: http://nces.ed.gov/IPEDS
- Click on IPEDS COOL Search for Great Plains Technology Center
- Application Information Booklets

### What: Financial Assistance Information (668.42)

**Upon Request**

- To: Enrolled Students

| Description of all available federal, state, local, private, and institutional financial assistance, and a description of: (1) application form and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student’s award |
| Rights and responsibilities of students receiving Title IV and other federal aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method and frequency of financial aid disbursements |
| Student Handbook
| Great Plains Technology Center Policy and Procedures Manual |

### What: Family Education Rights and Privacy Act (FERPA) 24 CFR, Part 99

**Upon Request**

- To: Enrolled Student Parents of Enrolled Students under the age of 18

| Right to and procedures for inspecting and reviewing student’s education records |
| Right to and procedures for requesting amendment of student’s education records believed to be inaccurate, misleading, or in violation of student’s privacy rights |
| Right to consent to disclosure of personally identifiable information contained in student’s education records |
| Right to file a complaint with ED for alleged school’s or educational agency’s failure to comply with FERPA requirements |
| Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school’s or educational agency’s policy is to disclose personally identifiable information from a student’s education records under 34 CFR, Part 99 without prior consent |
| Student Handbook
| http://www.greatplains.edu/student-resources/ |
| Great Plains Technology Center Policy and Procedures Manual |

### What: Completion/Graduation Rate and Transfer-Out Rate (668.45)

**When:**
- Annually by July 1

**Upon Request**

- To: Enrolled Students

| The institution’s completion or graduation rate for full-time, first-time, certificate-seeking students enrolled at the post-secondary level who graduated or completed their career major within 160% of the normal time (scheduled length of career major) for graduation or completion |
| Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 60 clock hours |
| Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution |
| Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time student who receive Federal Pell Grants |
| Retention rates of certificate or degree-seeking first-time full-time undergraduate students |
| Great Plains Technology Center website at www.greatplains.edu |

### What: Campus Security Report (668.46)

**When:**
- Annually by Oct. 1

**Upon Request**

- To: Enrolled Students

| Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of following offenses reported to campus security authority or local police: (1) murder and non-negligent manslaughter; (2) negligent manslaughter; (3) sex offenses-forcible and non-forcible; (4) robbery; (5) aggravated assault; (6) burglary; (7) motor vehicle theft; (8) and arson |
| Statistics above are also reported by category of prejudice (i.e. offense manifests evidence that victim was intentionally selected because of victim’s actual or perceived race, gender, sexual orientation, ethnicity, or disability) |
| Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of following offenses reported to campus security authority or local police: (1) arrests for liquor law violations, drug law violations, and illegal weapons possession; or (2) persons referred for campus disciplinary action for such violations |
| Policies concerning the security of and access to campus facilities and procedures to report campus crimes |
| Disciplinary actions imposed for the possession, use, and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws |
| Plus: Crime Prevention Career majors, Drug/Alcohol Abuse Education Career majors, Sexual Offenses/Harassment and how to report such offenses |
| Student Handbook
| http://www.greatplains.edu/student-resources/ |
| Search for Great Plains Technology Center. |
| Great Plains Technology Center website at www.greatplains.edu |
| Great Plains Technology Center Intranet |

Revised 12-7-16
NOTICE OF NONDISCRIMINATION

The School, Clinical Coordinator, School Program Faculty, Clinical Staff/Instructors and Students shall not discriminate on the basis of race, color, creed, sex, this is to include genetic information, as well as sexual orientation, gender identity, gender expression, age, religion, national origin, disability or veteran’s status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and E) 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. SEC.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran’s status that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Veterans Era Assistance Act of 1974, 38 U.S.C. Section 4212.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance officer(s) at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK.

FINANCIAL AID

4500 W. Lee Blvd ◆ Lawton. OK 73505 ◆ 580.355.6371 ◆ www.greatplains.edu

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**Additional Student and Employee Consumer Information**

<table>
<thead>
<tr>
<th>Information</th>
<th>Where to Find</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Navigator Website</td>
<td>U.S. Dept of Ed’s College Navigator website: <a href="http://nces.ed.gov/IPEDS">http://nces.ed.gov/IPEDS</a> Search for Great Plains Technology Center</td>
</tr>
<tr>
<td>Student Body Diversity</td>
<td>U.S. Dept of Ed’s College Navigator website: <a href="http://nces.ed.gov/collegenavigator/?q=great+plains+technology+center&amp;s=all&amp;id=364548#enrollment">http://nces.ed.gov/collegenavigator/?q=great+plains+technology+center&amp;s=all&amp;id=364548#enrollment</a> Search for Great Plains Technology Center</td>
</tr>
<tr>
<td>Net Price Calculator</td>
<td><a href="http://www.greatplains.edu/student-resources/">http://www.greatplains.edu/student-resources/</a></td>
</tr>
<tr>
<td>Text Book Information/information for College Bookstores</td>
<td>Non-Medical and Medical Application Information Booklets <a href="http://www.greatplains.edu">www.greatplains.edu</a> Great Plains Technology Center Courses of Study: <a href="http://www.greatplains.edu/adults/lawton-career-majors/">http://www.greatplains.edu/adults/lawton-career-majors/</a></td>
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<tr>
<td>Transfer of Credit/Articulation Agreements</td>
<td>TechTab <a href="http://www.greatplains.edu">www.greatplains.edu</a></td>
</tr>
<tr>
<td>Vaccination Policy</td>
<td>Medical Application Information Booklets</td>
</tr>
<tr>
<td>National Student Loan Data System (NSLDS)</td>
<td><a href="http://www.nslds.ed.gov/nslds_SA/">http://www.nslds.ed.gov/nslds_SA/</a></td>
</tr>
<tr>
<td>Voter Registration</td>
<td>Applications are located in Building 100 or online at <a href="http://www.ok.gov/elec/voter_registration/Voter_Registration_Application_Form/">http://www.ok.gov/elec/voter_registration/Voter_Registration_Application_Form/</a> Applications are given to students at Orientation</td>
</tr>
<tr>
<td>Drug and Alcohol Prevention Information</td>
<td>Great Plains Technology Center Policy and Procedures Manual Student Handbook</td>
</tr>
<tr>
<td>Copyright Infringement</td>
<td>Great Plains Technology Center Policy and Procedures Manual Student Handbook</td>
</tr>
<tr>
<td>Internet Use Policy</td>
<td>Great Plains Technology Center Policy and Procedures Manual Student Handbook</td>
</tr>
<tr>
<td>Absence Policy</td>
<td>Student Handbook</td>
</tr>
<tr>
<td>Gainful Employment Disclosures</td>
<td>Great Plains Technology Center’s website at <a href="http://www.greatplains.edu/adult/career-majors/approved-for-federal-financial-aid/">http://www.greatplains.edu/adult/career-majors/approved-for-federal-financial-aid/</a></td>
</tr>
<tr>
<td>GED Prep Course</td>
<td>Contact Great Plains Technology Center 580-355-6371</td>
</tr>
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</table>

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**NOTICE OF NONDISCRIMINATION**

No Discriminación. Salvo en la medida permitida por la ley, el Fondo, la Escuela, Coordinador Clínico, Programa de Escuela de la facultad, personal clínico / instructores y estudiantes no podrá discriminar sobre la base de raza, color, credo, sexo, esto es incluir información genética, como así como la orientación sexual, identidad de género, expresión de género, edad, religión, origen nacional, discapacidad o estado de veterano en el cumplimiento de este Acuerdo. Según sean aplicables a la Escuela, las disposiciones de la Orden Ejecutiva 11246, modificada por el EO 11375 y E) 11141 y complementado en el reglamento del Departamento de Trabajo (41 CFR Parte 60 et. SEC.) Se incorporan a este Acuerdo y deben ser incluidos en los subcontratos. La escuela representa que, con excepción de lo permitido por la ley, todos los servicios se proporcionan sin discriminación por motivos de raza, color, credo, sexo, edad, religión, origen nacional, discapacidad o estado de veterano que no mantenga ni proporcionar a sus empleados las instalaciones segregadas, ni permitirá la Escuela de sus empleados para llevar a cabo sus servicios en cualquier lugar en el que se mantengan las instalaciones segregadas. Además, la Escuela se compromete a cumplir con la Sección 504 de la Ley de Rehabilitación y la Ley de Asistencia Era veteranos de Vietnam de 1974, 38 USC Sección 4212.

Preguntas, quejas, o para más información respecto a estas leyes pueden ser recibidas por el coordinador de quejas en Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK o Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK.

La Escuela se reserva el derecho de no ofrecer un servicio o no proporcionar asistencia financiera en el cumplimiento de este Acuerdo. La escuela representa que, con excepción de lo permitido por la ley, todos los servicios se proporcionan sin discriminación por motivos de raza, color, credo, sexo, edad, religión, origen nacional, discapacidad o estado de veterano que no mantenga ni proporcionar a sus empleados las instalaciones segregadas, ni permitirá la Escuela de sus empleados para llevar a cabo sus servicios en cualquier lugar en el que se mantengan las instalaciones segregadas. Además, la Escuela se compromete a cumplir con la Sección 504 de la Ley de Rehabilitación y la Ley de Asistencia Era veteranos de Vietnam de 1974, 38 USC Sección 4212.

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Email address for information www.info@www.greatplains.edu

GREAT PLAINS TECHNOLOGY CENTER

ACCREDITATION STATEMENT

BOTH STATE AND NATIONAL AGENCIES CURRENTLY CERTIFY FULL TIME CAREER MAJORS AT GREAT PLAINS TECHNOLOGY CENTER.

ALL FULL TIME CAREER MAJORS / PROGRAMS ARE CERTIFIED BY:

OKLAHOMA STATE BOARD OF CAREER AND TECHNOLOGY EDUCATION

1500 West 7th Avenue
Stillwater, Oklahoma 74074-4364
Phone: 405.377.2000
www.okcareertech.org

GREAT PLAINS TECHNOLOGY CENTER IS ACCREDITED BY:

COUNCIL ON OCCUPATIONAL EDUCATION (COE)

7840 Roswell Road, Building 300 Suite 325
Atlanta, Georgia 30350
Phone: 800-917-2081
www.council.org

INDIVIDUAL PROGRAMS ARE ACCREDITED THROUGH THE FOLLOWING AGENCIES

<table>
<thead>
<tr>
<th>FULL TIME CAREER MAJOR/PROGRAM</th>
<th>ACCREDITING AGENCY</th>
<th>ADDRESS</th>
<th>PHONE &amp; E-MAIL</th>
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</thead>
<tbody>
<tr>
<td>Advanced Respiratory Therapist</td>
<td>Committee on Accreditation for Respiratory Care</td>
<td>1248 Harwood Road, Bedford, Texas 76021-4244</td>
<td>817.283.2835</td>
</tr>
<tr>
<td>(CoARC)</td>
<td></td>
<td><a href="http://www.coarc.com">www.coarc.com</a></td>
<td></td>
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<tr>
<td>Practical Nurse</td>
<td>Accreditation Commission for Education in Nursing, Inc.</td>
<td>3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326</td>
<td>404.975.5000</td>
</tr>
<tr>
<td>(ACEN)</td>
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<td><a href="http://www.acenursing.org">www.acenursing.org</a></td>
<td></td>
</tr>
<tr>
<td>Practical Nurse</td>
<td>Oklahoma Board of Nursing</td>
<td>2915 N. Classen, Suite 524</td>
<td>405.962.1800</td>
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<tr>
<td>(OBN)</td>
<td></td>
<td>Oklahoma City, OK 73106</td>
<td></td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>Joint Review Committee on Education in Radiologic Technology</td>
<td>20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182</td>
<td>312.704.5300.</td>
</tr>
<tr>
<td>(JRCERT)</td>
<td></td>
<td><a href="http://www.jrcert.org">www.jrcert.org</a></td>
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</tr>
<tr>
<td>Surgical Technologist</td>
<td>Commission on Accreditation of Allied Health Education Programs</td>
<td>1361 Park Street Clearwater, Florida 33756</td>
<td>727.210.2350</td>
</tr>
<tr>
<td>(CAAHEP)</td>
<td></td>
<td><a href="http://www.caahep.org">www.caahep.org</a></td>
<td></td>
</tr>
<tr>
<td>Surgical Technologist</td>
<td>Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting</td>
<td>7108 – C South Alton Way Centennial, CO 80112-2106</td>
<td>303.694.9262</td>
</tr>
<tr>
<td>(ARC-STSA)</td>
<td></td>
<td><a href="http://www.arcsta.org">www.arcsta.org</a></td>
<td></td>
</tr>
<tr>
<td>• Automotive Service Technician</td>
<td>National Automotive Technician Education Foundation</td>
<td>101 Blue Seal Drive, Suite 101</td>
<td>703.699.6650</td>
</tr>
<tr>
<td>• Combination Collision Repair Technician (NATEF)</td>
<td>Automotive Service Excellence (ASE)</td>
<td>Leesburg, VA 20175</td>
<td><a href="http://www.asealliance.org">www.asealliance.org</a></td>
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<tr>
<td>• Medium Heavy Duty Truck &amp; Light Repair Technician (NATEF)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Veterans Education and Training</td>
<td>Oklahoma State Accrediting Agency</td>
<td>4545 North Lincoln #281</td>
<td>405.521.3807</td>
</tr>
<tr>
<td></td>
<td></td>
<td>P.O. Box 53067</td>
<td>Fax: 405.521.4551</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Oklahoma City, OK 73152</td>
<td><a href="http://www.ok.gov/saa">www.ok.gov/saa</a></td>
</tr>
<tr>
<td>SHORT TERM COURSES</td>
<td>ACCREDITING AGENCY</td>
<td>ADDRESS</td>
<td>PHONE &amp; E-MAIL</td>
</tr>
<tr>
<td>• Emergency Medical Services</td>
<td>Oklahoma State Department of Health</td>
<td>1000 Northeast Tenth Street</td>
<td>405.271.4027</td>
</tr>
<tr>
<td>• Long Term Care Nurse Assistant/ Home Health Aide</td>
<td></td>
<td>Oklahoma City, OK 73152</td>
<td><a href="http://www.health.state.ok.us">www.health.state.ok.us</a></td>
</tr>
<tr>
<td>Motorcycle Safety</td>
<td>Motorcycle Safety Foundation, State Coordinator Oklahoma Highway Patrol</td>
<td>P. O. Box 11415</td>
<td>405.425.7705</td>
</tr>
<tr>
<td>Paramedic (CAAHEP)</td>
<td>Commission on Accreditation of Allied Health Education Programs</td>
<td>1361 Park Street Clearwater, Florida 33756</td>
<td>727.210.2350</td>
</tr>
<tr>
<td>Paramedic (CoAEMSP)</td>
<td>Committee on Accreditation of Educational Programs for the</td>
<td>8301 Lakeview Parkway, Suite. 111-112, Rowlett, Texas 75088</td>
<td>214.703.8445</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.coaemsp.org">www.coaemsp.org</a></td>
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</table>
POLICIES & GUIDELINES FOR ENROLLMENT

FEES & TUITION

- Each adult applicant enrolling at Great Plains Technology Center will be charged $10.00 for the assessment administered.

- Enrollment is not official and complete until student has been notified of acceptance to career majors and all processing guidelines are complete and conditions have been fulfilled.

- If student applies for financial aid or is sponsored by an agency the student is responsible for the tuition until Great Plains Technology Center receives an appropriate agency contract or certification. Should funds be canceled for any reason, the student will pay the full amount of any remaining training charge.

- Any tuition paid for career major placement will follow the refund guidelines stated in enrollment packets.

STUDENTS FROM FOREIGN COUNTRIES

- Students, who are submitting documents or credentials from foreign countries, must have said documents and credentials evaluated and converted to United States equivalency with regard to classes, grades, credit for work, diplomas, and degrees.

- One agency that provides this service is World Education Service, 1-800-937-3895. Applications for this service may be accessed at www.wes.org/who.html. Transcripts must be translated prior to sending to World Education Service. If you need to find a translator in the U.S., you may wish to contact University Language Services, Inc. 1.800.419.4601. This information is provided for your convenience only. All arrangements must be made directly with the translation service and WES.

NONIMMIGRANT

- “This school is authorized under Federal law to enroll nonimmigrant alien students.”

STATISTICAL INFORMATION

- Some information provided on this application may be used for institutional statistical information only. This information will not be published nor used in the student selection process.

AFTER PLACEMENT IN A CAREER MAJOR AT GREAT PLAINS TECHNOLOGY CENTER

- If you have disabilities, which require reasonable accommodations to perform the essential skill of the Program, it is your responsibility to provide documentation and notify your instructor and/or a Career Counselor.

CAMPUS CRIME REPORT

- In order to comply with federal regulation 34 CFR 668.46 Campus Security Act, the Campus Crime Report for Great Plains Technology Center is available on our web site at www.greatplains.edu.

- The report lists statistics of the crime committed on Great Plains Campuses over a 3-year period and information/policies regarding campus crime.

ASBESTOS REQUIREMENTS

- Great Plains Technology Center is in compliance with USEPA requirements for asbestos. Management plan is on file in Building 500.

FERPA COMPLIANCE

Great Plains Technology Center, in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) has designated the following items as directory information: student’s name, address, telephone number, field of study, class, recognized activities, certifications and awards received, most recipient previous educational agency or institution attended by the student. Great Plains Technology Center may disclose any of the above listed items with the student’s prior written consent, unless the Office of the Registrar is notified in writing to the contrary. All other student academic information is considered confidential and will not be released, with certain exceptions, without the student’s written permission. GPTC may provide access to a students’ education records to a third party on as provided in FERPA and GPTC policy.
NOTICE OF NONDISCRIMINATION

- Except to the extent permitted by law, the Facility, the School, Clinical Coordinator, School Program Faculty, Clinical Staff/Instructors and Students shall not discriminate on the basis of race, color, creed, sex, this is to include genetic information, as well as sexual orientation, gender identity, gender expression, age, religion, national origin, disability or veteran’s status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and E) 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. SEQ.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement.

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- Title IX Coordinator/Compliance Officers
  Lawton campus—James Bishop or Joelle Jolly at 580.355.6371
  Frederick campus—Nancy Hasley or Gary Tyler at 580.335.5525

NOTICE OF NON-DISCRIMINACIÓN

- No Discriminación. Salvo en la medida permitida por la ley, el Fondo, la Escuela, Coordinador Clínico, Programa de Escuela de la facultad, personal clínico / instructores y estudiantes no podrá discriminar sobre la base de raza, color, credo, sexo, esto es incluir información genética, como así como la orientación sexual, identidad de género, expresión de género, edad, religión, origen nacional, discapacidad o estado de veterano en el cumplimiento de este Acuerdo. Según sean aplicables a la Escuela, las disposiciones de la Orden Ejecutiva 11246, modificado por el EO 11375 y E) 11141 y complementado en el reglamento del Departamento de Trabajo (41 CFR Parte 60 et. SEC.) Se incorporan a este Acuerdo y debe ser incluido en los subcontratos que adjudique en la participación de este Acuerdo.

- La escuela representa que, con excepción de lo permitido por la ley, todos los servicios se proporcionan sin discriminación por motivos de raza, color, credo, sexo, edad, religión, origen nacional, discapacidad o estado de veterano que no mantiene ni proporcionan a sus empleados las instalaciones segregadas, ni permitirán a la Escuela de sus empleados para llevar a cabo sus servicios en cualquier lugar en el que se mantienen las instalaciones segregadas. Además, la Escuela se compromete a cumplir con la Sección 504 de la Ley de Rehabilitación y la Ley de Asistencia Era veteranos de Vietnam de 1974, 38 USC Sección 4212.

- Title IX Coordinator/Compliance Officers
  Lawton campus—James Bishop o Joelle Jolly at 580.355.6371
  Frederick campus—Nancy Hasley o Gary Tyler at 580.335.5525
APPLICATION FOR ADMISSION
LAWTON CAMPUS
4500 W. Lee Blvd Lawton, OK 73505
www.greatplains.edu
580.355.6371

PERSONAL INFORMATION (PLEASE PRINT)

Name ___________________________________________ ___________________________________________

Last First MI SSN ______________________

Former Name(s) or AKA (Also Known As): ________________________________________________________

Mailing Address

House number and Street name (If you have a PO Box you must also provide a physical address) City
State Zip

Physical Address

House number and Street name City State Zip

Phone: [ ] Cell [ ] Home ______________________ Work Phone: ______________________

Required email address for notification: ______________________________________________________________

Are you 18 years or older? [ ] YES [ ] NO Are you a Registered Sex Offender? [ ] YES [ ] NO

HAVE YOU PREVIOUSLY ATTENDED GPTC?

[ ] NO [ ] YES If yes, please check below and list class / program attended:

[ ] High School ______________________ [ ] Full Time Adult ______________________

[ ] Short Term Evening / Weekend ______________________ [ ] Part Time Adult ______________________

HAVE YOU EVER WITHDRAWN OR BEEN DISMISSED FROM ANY FULL TIME CAREER MAJOR AT GPTC?

Any student applying for re-admission to GPTC after withdrawing or having been dismissed must have permission from the Superintendent or his designee prior to re-admission. Readmission form must be received before application process can proceed.

[ ] NO [ ] YES - If Yes, Explain ______________________________________________________________

EDUCATION LEVELS - OFFICIAL TRANSCRIPTS REQUIRED, High School or GED Scores and College (Check all that apply)

[ ] Yr. ________ GED
[ ] Yr. ________ High School Graduate
[ ] Some College, No Degree

[ ] Yr. ________ Technical Diploma
[ ] Yr. ________ Associate Degree
[ ] Yr. ________ Bachelor Degree

[ ] Yr. ________ Master’s Degree
[ ] Yr. ________ Doctorate Degree

IN WHICH PUBLIC SCHOOL DISTRICT DO YOU RESIDE?

[ ] Lawton Public Schools
[ ] Cache Public Schools
[ ] Chattanooga Public Schools
[ ] Davidson Public Schools
[ ] Elgin Public Schools

[ ] Fletcher Public Schools
[ ] Frederick Public Schools
[ ] Geronimo Public Schools
[ ] Grandfield Public Schools
[ ] Indiahoma Public Schools

[ ] Randlett Public Schools
[ ] Sterling Public Schools
[ ] Snyder Public Schools
[ ] Tipton Public Schools
[ ] OTHER School District Not Listed

FINANCIAL PLANNING - Do you plan to apply for the following? - (Check all that apply)

*Federal Financial Aid (Pell Grant) [ ] YES [ ] NO Great Plains Foundation [ ] YES [ ] NO

VA Education Benefits [ ] YES [ ] NO Next Step Scholarship [ ] YES [ ] NO

OTHER FUNDING


Signature ___________________________________________ Date ______________________

Any falsification of information on the application or provided for the application packet will nullify the application or may result in dismissal from GPTC.
<table>
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<th>DATE INTERVIEWED:</th>
<th>ASSESSMENT SCORES:</th>
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<th>NON MEDICAL</th>
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| WAITING LIST DATE: | |-
| DATE SLOTTED: | |-
| START DATE: | |-

<table>
<thead>
<tr>
<th>MEDICAL</th>
</tr>
</thead>
</table>
| DATE SENT TO B700 | |-
| DATE RECEIVED: | |-
| TIME RECEIVED: | |-
| RECEIVED BY: | |-
Prospective Student

VOLUNTARY DISCLOSURE OF DEMOGRAPHIC DATA

- Great Plains Technology Center collects student applicant demographic data for informational purposes.
- This information is confidential and is not used in screening, accepting, or enrolling students.
- Please return this with your application to Great Plains Technology Center.
- If you prefer not to disclose this information, please initial the statement below declining to participate.

Your status as an applicant at Great Plains Technology Center will not be affected by completing or not completing this information.

COMPLIANCE STATEMENT
Great Plains Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.

REQUEST FOR APPLICANT DATA

<table>
<thead>
<tr>
<th>Applicant Name</th>
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<tbody>
<tr>
<td>Date of Application</td>
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<tr>
<td>Program Applied For</td>
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ETHNICITY/RACE

- ☐ White
- ☐ Black
- ☐ American Indian
- ☐ Asian
- ☐ Hispanic
- ☐ Latino
- ☐ Native Hawaiian/ Pacific Islander
- ☐ Two or More Races

GENDER

- ☐ Male
- ☐ Female

My signature immediately below signifies that I have provided this information for demographic purposes and Great Plains Technology Center will not use this information for any other purpose.

Applicant Signature __________________________________________ __________________________________________

______________ By initialing this line, I certify that I decline to provide this information.

May 2014