



CAREER AND TECHNICAL EDUCATION STUDENT HANDBOOK

**ASSOCIATE OF APPLIED SCIENCE
&
CERTIFICATE OF ACHIEVEMENT
DIESEL
ELECTRICAL
MILLWRIGHT
INTRUMENTATION
WELDING**

Welcome

Purpose of the Student Handbook

The purpose of this handbook is to assist you in understanding more fully the policies, practices, and procedures of the Career and Technical Education (CTE) Programs of Great Basin College. This handbook serves as **the** source of information about the policies and procedures. You are required to sign a statement indicating you understand and agree to abide by these policies and guidelines. Because policies and procedures are continuously subject to change by external and internal sources, the CTE faculty reviews and modifies these policies and practices as necessary. Students will be notified in writing of any changes made during the academic year.

This handbook is not all-inclusive, nor does it replace the Great Basin College *General Catalog* or the Nevada System of Higher Education (NSHE) Board of Regents Code Title 2, Chapter 6 which addresses misconduct. The provisions of this document are not to be regarded as an irrevocable contract between the student and the GBC CTE programs.

IMPORTANT NOTE: In most cases where a conflict may exist between the guidance in this handbook and the GBC Catalog, the GBC Catalog shall take precedence. However, some unique aspects of CTE education require policies different from those for other GBC students.

Nondiscrimination for Disability

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability. The Students with Disabilities Office, located in the Leonard Center for Student Life, will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. For more information or further assistance, please call 775.327.2336

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	- CTE College Credit Coordinator (775)327-2278

Manufacturing Machining Department Pahrump Campus	
Eric Andersen (775)727-2000 eric.andersen@gbcnv.edu	
Academic Success Center	Admissions and Records
(775)327-2247	(775)327-2059
Bookstore	Fitness Center
(775)753-2270	(775)327-2342
Financial Services	Help Desk
(775)327-2095	(775)327-2170
Security	Student Housing
(775) 327-2354 or (775)934-4923	(775)327-2395

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ADMISSIONS

Admission standards for the Associate of Applied Science and Certificate of Achievement in the Career and Technical Education (CTE) area for disciplines in Diesel Technology, Electrical Systems Technology, Instrumentation Technology, Industrial Millwright Technology, and Welding Technology are listed below.

Applications will start being reviewed on: March 1

Prospective students are required to formally apply for admission to the Career and Technical Education (CTE) Department. To do so:

1. The prospective student needs to go online at www.gbcnv.edu/mtc fill out the application by **March 15th**. Consideration will be given to application received by March 1st but will be accepted after this date based on available space in the individual areas.
2. Along with the CTE Department Admissions Application form, the student needs to submit to the CTE Department:
 - a. A resume.
 - b. A letter of intent.
 - c. High school transcripts or HSE scores if applicable, military training records, if applicable, and/or higher education records, if applicable.
 - d. The prospective student needs to submit ACT or SAT scores or take the Accuplacer placement test for math and English at the GBC Academic Success Center by March 1st.

Admission Criteria

The Career and Technical Education Department will admit a limited number of students to the CTE Department area programs each year. Admission is on a competitive basis. When there are more qualified applicants than there are available spaces in the programs, preference will be given to those with the highest qualifications. Meeting minimum application criteria does not guarantee admission to the program. Those students who meet or exceed the minimum criteria but who are not admitted may reapply in future years. Please check with the program advisor for more information.

PROGRAM FOUNDATIONS

Great Basin College Mission Statement

Great Basin College enriches people's lives by providing student-centered, post-secondary education to rural Nevada. Educational, cultural, and related economic needs of the multicounty service area are met through programs of university transfer, applied science and technology, business and industry partnerships, developmental education, community service, and student support services in conjunction with certificates and associate and select baccalaureate degrees.

Mission of the Certificate and Associate of Applied Science in CTE Programs

Student success is our mission, and the CTE Department's programs work to accomplish this on every level. CTE programs provide training from entry-level to workforce skills update education. Faculty strive to use state-of-the-art curriculum, tools, and provide students with industry related laboratory experiences. Industry partnerships are key to program success. All CTE programs are guided and cultivated with industry input. Faculty, students and industry recognize the importance education has on individual success, citizenship, and overall wellbeing.

Welding

Great Basin College is dedicated to welding training and education excellence. Our mission is to provide students with the training necessary for entry-level and continuing education to prepare them to meet the career, citizenship and lifelong learning challenges that they will face in the ever-changing global society and economy.

Instrumentation

To provide a training program in Industrial Instrumentation and Automation Technology that is recognized by industry and professional organizations as comprehensive and state-of-the-art. The result of this being a sought after career for students and also those in need of a new career. Instrumentation offers variety, job security, stable employment and excellent salaries.

Millwright

Provide a training program in Industrial Millwright Technology that is recognized by industry and professional organizations such as National Center for Construction and Educational Research (NCCER) as state-of-the-art and that is sought after by students of all ages.

Electrical

The mission of the Electrical Systems Technology program is to prepare graduates with the technical skills, the theoretical and applied foundation, for rewarding careers in the electrical systems technology field, through a learning environment that supports intellectual curiosity, academic achievement and personal growth.

Diesel

Provide industry of the future with an outstanding diesel technologies program, endorsed by industry and professional organizations alike. Teaching quality skills and knowledge to the entry level job seeker, along with journeyman level technicians.

COMMUNICATIONS

Cell Phones and Pagers

Cell phones and other hand held devices are not to be used for texting and email functions during class. Sound should be turned off on all personal electronic devices carried in classrooms. Individual instructor may have specific policies for their courses' check with your instructor for specifics.

E-mail

Students are required to check their e-mail regularly because it is the primary route used for official departmental and course communications. Changes to email addresses must be reported to Admissions and Records immediately.

Classroom Taping

No classroom content of any type may be videotaped, audiotaped, recorded, or transmitted in any manner without the written permission of the instructor. Any content recorded becomes the property of the course instructor. This is for the protection of the confidentiality of students, instructors, and GBC staff.

Social Media and Online Communication - Ethics and Legal Liability

It is the responsibility of CTE students to behave in a manner consistent with professional ethics and values in relation to human dignity and to maintain a healthy and safe work environment. The CTE faculty expects students to adhere to this code in all matters related to their classroom and lab experiences, as well as working relationships, both in person and through social media and online communications.

Students are reminded that they are legally liable for anything they write or present online. Students can be disciplined by GBC for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. Students can also be sued by GBC employees, and any individual or company that views their commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.

To avoid negative impacts resulting from unwise or inappropriate use of social media, be aware of the following:

- If you post anything about GBC or the CTE programs, make it clear that you do not represent the college or the CTE department, nor their views.
- Be aware not only of the content you post, but of any content that you host (e.g. comments others post on your site). Content you host can have the same effect as content you post.
- Potential employers may use social media to evaluate applicants. Inappropriate content may eliminate job opportunities.
- Once you have posted via social media, it is out of your control. Others may forward it, save it, repost it, etc. It is almost impossible to retract after it is posted.
- If you disclose confidential information about, fellow students, or faculty, the college may take legal action against you.

The CTE faculty recognizes that social media sites – Facebook, Twitter, Snapchat, Instagram and any others offer alternative ways to reach and communicate with friends and other students. The responsible

use of social media strengthens our CTE programs' reputation within the community and expands public awareness of our varied educational options.

The following policies and procedures must be adhered to in all use of social media that in anyway relates to or mentions GBC and/or CTE programs:

1. The social media site content must not replicate information that is available on the college web page.
2. Material and content from classes may not be copied and placed on social media sites, including personal information about, students, instructors, or other GBC staff.
3. Personal blogs should have a clear disclaimer that the views expressed by the author in the blog is the author's alone and do not represent the views of GBC CTE programs or the CTE Department.
4. Information with GBC affiliation should only be information that could be contained in a resume.
5. Information published on a blog should comply with HIPPA, FERPA, and GBC confidentiality policies.
6. Students must be respectful of all persons and their right to privacy.
7. Do not reference GBC faculty, staff, or students without their written consent. Do not use their images or likeness without consent.
8. Respect copyright laws and site sources appropriately. Plagiarism still applies to online content. GBC logos may not be used without written consent from Department Chair.
9. Any press or media contacts should be referred to Vice President for Student Affairs at (775) 327-2116.
10. All requests for social media development should include its purpose and objectives, name of the social media site, and the name of the moderator, with request forwarded to the Dean of Business and Technology at (775) 327-2286.
11. Student must not be friends with faculty on their personal social media until such time as the student has graduated, or left the college.

Address, Name, and Phone Changes

Students are responsible for updating any changes in name, address, email address, or phone numbers so that contact information is updated and emergency messages can be delivered by correction on their "MyGBC" page.

Student Records

The Admission and Records Office maintains official GBC files for all students who apply to the college. All student files are maintained in designated, locked file cabinets. Student files are protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). For further information, refer to the section on Family Educational Rights and Privacy Act in the GBC catalog.

Inclement Weather

If classes are cancelled at Great Basin College, the information will be posted on the Great Basin College website.

Student Messages – General Emergency

Great Basin College, in compliance with the Clery Act, will issue timely warning notices in the event a situation occurs on one of our centers or in the areas adjacent to our centers that constitutes a potential ongoing or continued threat to students, faculty and staff. Timely warning notices will be issued upon the

recommendation of the Director of Environmental Health, Safety & Security (EHS&S), the Center Director or the local Police agency. Timely warnings will be issued on a case-by-case basis when approved by the GBC Executive Administrators based on the available facts, the risk to the center community, and the risk of compromising law enforcement efforts.

Timely warnings will be issued via the GBC email system, posted on the home page of the GBC web site, posted via video signage, printed notices and personal contact. Warnings will include the date, time and reported location of an incident, a brief summary of the incident, a description of the suspect(s) and vehicles if known. Warnings will include safety information specific to the type of incident and contact information to obtain additional information.

STUDENT HEALTH AND SAFETY

Substance Abuse

Great Basin College maintains a zero tolerance position with regard to the use, sale and possession of any illegal drug or recreational drug. Use, (including being under the influence of) possession, manufacture, or distribution of alcohol, marijuana, whether medical or recreational, or illegal drugs of any kind is prohibited while in classes or internships. Violation of any state or federal drug laws will subject the student to disciplinary action, which may include legal action concurrently. Illegal use or abuse of legal and/or prescription drugs will subject the student to similar disciplinary action.

Health and Injury Policies

It is the student's responsibility to be prepared for classroom and lab: alert, physically and mentally prepared.

First Aid, Accidents, and Injuries

- A student who is injured in a classroom or laboratory during a course must report the incident to their instructor immediately. If indicated, the student will be seen in the hospital emergency room at no expense to the college. The decision to send the student to the emergency room will be made by the faculty, student, and college staff, if indicated.
- In the event of a student injury, **the student and faculty must also complete the Career and Technical Education Injury Report form** (see Appendices Section) and submit it to the **Business and Technology, Dean**. If an injury occurs off site, but is a program function, the student and faculty **must also adhere to the agency's injury policies** and complete any reports or forms required by the facility. .
- An Automatic External Defibrillator (AED) is located in the each of the building where CTE program are taught.
- **Students have to meet and pass a program specific safety requirement. If you do not pass the department safety program, the student will not be allowed in lab or to continue with program.**

ACADEMIC POLICIES AND PROCEDURES

The functional abilities refer to those physical, cognitive and behavioral abilities and competencies required for satisfactory completion of all aspects of the CTE programs. These functional abilities are non-domain specific (i.e., physical and mental activities and attributes needed to practice safely in terms of essential technical functions, with or without accommodations). Applicants to the CTE Programs and students continuing through the programs must demonstrate competence in the following categories of behavior in order to successfully meet program learning objectives:

Physical Abilities:

- Gross motor skills
- Fine motor skills
- Physical endurance
- Physical strength
- Mobility
- Other

Cognitive Abilities:

- Reading
- Arithmetic
- Emotional stability
- Analytical thinking
- Critical thinking

Sensory Abilities:

- Visual
- Tactile
- Olfactory (smell)
- Hearing

Interactive Abilities:

- Interpersonal skills
- Communication skills
- Integrity

Policies and Guidelines for Nondiscrimination for Disability

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability on the first day of class. The Students with Disabilities Office, located in Berg Hall, will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. For more information or further assistance, please call (775) 327-2336.

Procedure for Accommodation on the Basis of Disability

The ADA Officer will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids and services.

Questions regarding appropriate accommodations should be directed to the GBC's ADA Officer in Elko at (775) 327-2336.

GBC Academic Regulations

All faculty and students are responsible for following the Great Basin College regulations and guidelines as printed in the current Great Basin College Catalog.

Academic and Professional Dishonesty

Academic dishonesty (“cheating”) involves all methods or techniques that enable a student to gain unfair advantage in the lab or classroom setting (see the Great Basin College Catalog for the definition of cheating in the Academic Honesty section). Cases of academic dishonesty ordinarily result in a grade of F for the assignment and/or the course, in accordance with published course policies. The violation may lead to the student’s dismissal from the program and, in some cases, dismissal from Great Basin College. GBC and NSHE policies and procedures related to student conduct and academic honesty will be followed. Academic and/or professional dishonesty may occur in a variety of situations, including but not limited to the following:

Individual Assignments, Quizzes, Tests, and Examinations: copying from a neighbor’s paper during the exam (quiz or test); talking or sharing information during an exam; using notes when taking a closed book examination; arranging for another person to substitute in taking an examination; giving or receiving unauthorized information when taking an examination. Also including by any electronic means.

Plagiarism:

Plagiarism is knowingly representing the work of another as one’s own, without proper acknowledgement of the source. The only exceptions to the requirement that sources be acknowledged occur when the information, ideas, etc., are common knowledge. Plagiarism includes, but is not limited to, submitting as one’s own work the work of another person or work obtained from a commercial writing service; quoting directly or paraphrasing closely from a source (**including the Internet**) without giving proper credit; using figures, graphs, charts, or other such material without identifying the sources.

Faculty expects that students will demonstrate professional and academic integrity at all times. Faculty will explain their course expectations and students are expected to ask questions when clarification is needed.

Great Basin College Student Conduct Policy

All students are held accountable for their behavior under GBC’s *Standards of Conduct for Students* located in the college catalog and NSHE Code, Title 2, Chapter 6. Section 6.2.2 regarding misconduct.

Textbooks and Other Course Materials

It is the student’s responsibility to obtain the required textbooks and course materials.

Textbooks may be purchased at the Great Basin Book Store, 1500 College Parkway. Elko, NV 89801 (775) 753-2270. Students may purchase through the website at

<http://www.bkstr.com/CategoryDisplay/10001-9604-10075-1?demoKey=d>

Students also have the option to purchase books through outside sources.

Drop/Withdraw Policy

According to GBC policy, if you do not complete the course and do not formally withdraw by the set drop deadline, your instructor will automatically assign you a grade of “F” for the course. The drop deadline for each course will be stated in the course syllabus. If you are dismissed or withdraw from the program after that date, this rule will also apply.

A student must be in good financial stand, account paid in full or will not be allowed to continue (see cost page).

Class Attendance

You are expected to attend all class meetings. Exceptions may be discussed with the instructor with suitable make-up activities agreed upon. All course work is due on the assigned dates whether or not you are present. The instructor assumes no responsibility for making sure you receive any course material for which you were absent. **AFTER THREE ABSENCES IN A SEMESTER, YOU WILL BE DROPPED FROM THE PROGRAM resulting in an F will be given for the class!** Individual courses are specific per syllabus; refer to individual course syllabus. If a class must be missed because of an emergency, the student must notify the instructor in advance.

Civility in the Classroom

Successful learning experiences require mutual respect. The faculty has primary responsibility for and control over classroom and maintenance of academic integrity. Student behaviors that demonstrate civility include:

1. Arriving for class early and/or on time.
2. Treating everyone in class with courtesy and respect.
3. Refraining from packing up belongings before class ends.
4. Turning off all electronic devices that could cause disruption to the class or lab area.
5. Being quiet and giving full, respectful attention while the faculty or another student is speaking.
6. When speaking, using courteous, respectful language and keeping comments and questions relevant to the topic.
7. Following any additional classroom rules established by individual faculty. The instructor reserves the right to assign a lesser grade based on the student's negative and/or disrespectful attitude towards the instructor or fellow student.

ANY STUDENT ENGAGING IN INAPPROPRIATE BEHAVIOR OR UNSAFE ACTS IN THE CLASSROOM OR LAB WILL BE REMOVED FROM THE CLASSROOM. COUNSELING MAY OCCUR WITH THE FACULTY AND OTHER DEPARTMENT OR GBC PERSONNEL. REFER TO STUDENT CONDUCT POLICIES IN GBC GENERAL CATALOG.

Unsatisfactory Student Progress Policy

Students who are admitted to a CTE Program must maintain their status as a student in good standing in both technical and academic-related areas based on the following criteria. Failure to do so will result in dismissal for a day from the program and could lead to dismissal from the program:

- **Physically or mentally unprepared.**
- **Treating other disrespectfully.**
- **Failure to turn off all electronic devices that could cause disruptions.**
- **Academic progress.**
- **Safety, including PPE.**

Unsatisfactory Progress for Academic Reasons

Students

- a. who are not maintaining a minimum GPA of 2.0 in academic assignments,
- b. who have not met expected performance standards, or
- c. earning less than a 2.0 GPA on any exams at any time during a course

Students failing a technical class may be removed from the program due to pre-requisite requirements.

Voluntary Withdrawal

Students who for personal reasons need to voluntarily withdraw from the program must immediately notify their instructor(s). Students have the option of withdrawing from a technical course prior to completion of 60% of that course (specific date disclosed in the syllabus). **It is the student's responsibility to formally withdraw at the Registrar's office from a course.** After that date, a grade of "F" will automatically be assigned as per Nevada System of Higher Education Board of Regent's Policy, Chapter 6.

Grievance Procedure

This procedure is stated in the GBC catalog.

Any student who believes he/she has suffered a non-grade related injustice may implement the following grievance procedure:

- Formal grievance procedures are initiated only after informal attempts have been found unsatisfactory in reaching a just solution. A grievance must be filed in writing to the appropriate Vice President within 30 calendar days of the alleged infraction.
- Members of the grievance committee will be selected by the appropriate Vice President. This committee will consist of the appropriate Vice President, two faculty members, one student, and one representative from the GBC Student Government Association.
- The student and involved parties will be given opportunity to present their case in a formal hearing to the selected grievance committee.
- The committee will then recommend a course of action to the college President.
- The student will receive written notification of the final decision from the college President.



Student Evaluations of Faculty and Learning Outcomes Toward the end of each course, students will be asked to complete an evaluation instrument. An analysis of the student responses is sent to faculty members after the completion of the term and the recording of grades. This data assists the faculty in self-improvement of their teaching and helping future students achieve course learning outcomes.

Cleanliness/Hygiene

Hygiene and personal cleanliness are crucial in presenting a professional appearance and essential in maintaining your health.

- Hair should be clean and neat for both men and women. Hair should be secured so that it does not fall forward over the face or shoulders. Hair longer than shoulder length should be contained with a clip or elastic band. Only conventional hair styles are permitted. Hair should be secured so it does not create a safety hazard.
- Use only fragrance free body products. Perfumes and body fragrances are not permitted.
- Gum chewing, sun flower seeds or tobacco chewing/dipping is prohibited.

Jewelry

- May or may not be allowed. No loop or dangling earrings, and exposed bars, or gauges are allowed in lab settings.
- Additional jewelry must be minimal. A watch and one or two small rings are acceptable. Students may be asked to remove rings that may be caught in equipment or tools.

Student Uniform:

1. Students will wear appropriate clothing for the lab setting, they are working in. Mechanical CTE programs may require students working in lab setting to wear coveralls. Coveralls will not be worn outside of immediate areas. A professional appearance will be maintained outside of lab areas.
2. It is essential that clothing and other attire fit well so it allows effective functioning in lab classes.
3. Students are required to have specific equipment and tools for the CTE program they are enrolled in. Check with your course instructor for details.

Judgment of adherence to appearance standards and the appropriateness of any aspect of appearance are at the discretion of the CTE faculty. Students whose appearance does not meet the school's standards may be excluded from participation in class activities and receive an absence for the day.

LAB AREAS

Working in Lab Areas

- Students are allowed to work in CTE lab areas with direct supervision as part of a class they are enrolled in. At no time shall students work without supervision. The student's instructor may assign another instructor or an employee of the college to supervise the student. Students who are enrolled, but have been purged for non-payment will not be allowed to work in lab areas until instructor receives notification for Students Services that the deficiencies have been rectified. No individual will be allowed to work in lab areas without being part of a CTE program. A student who wishes to work in the lab area outside of class times must have permission from his/her instructor, and be supervised. Under no condition will a student be allowed to work unsupervised in a CTE lab area.
- Appropriate PPE must be worn in all lab areas – you can be dismissed from class and receive an absence.
- Meet and follow department safety procedures and/or test at all times
- Children are not allowed in the laboratory under any circumstances.
- All accidents, no matter how minor, MUST be reported to the instructor, and may require filling out an injury report (see appendices).
- No horse play will be accepted in lab areas.
- All who work in lab areas are responsible for their safety and the safety of others.

STUDENT SERVICES

Academic Advising

CTE students will be assigned a faculty advisor by the Admissions and Registration office upon admission to GBC. During enrollment in the program each student should make an appointment with his/her advisor at least one time per semester to review their progress.

Students experiencing academic problems should be encouraged to meet with their advisor when problems first become apparent rather than waiting until they receive a failing grade.

Students experiencing non-academic health or emotional issues which require professional care should be referred for help outside the Career and Technical Education Department. Service is available through the Student Services Office.

Information & Academic Technology

Library Services

Fall semester GBC Elko library hours are:

Monday - Thursday	8 am	to	6 pm
Friday	8 am	to	5 pm

Library Services are also available online.

Academic Success Center

The Elko center hours are:

Regular Semester Hours:

Monday–Thursday:

9 am – 8 pm

Friday: 9 am – 4 pm

Saturday and Sunday: Closed

Summer Hours:

Monday – Friday:

10 am – 4 pm

Saturday and Sunday Closed

Note – these hours may change during spring break and winter break.

Student Government Assoc.

CTE students are encouraged to be an active part of the Student Government Assoc. (SGA). A variety of activities are provided throughout the school year. Students have the opportunity to participate individually or as a group.

SkillsUSA

CTE students are encouraged to be an active part of SkillsUSA.

FINANCIAL INFORMATION

Scholarships & Financial Aid

Financial Aid is intended to help students pay for their education. The aid available at Great Basin College includes grants, loans, employment and scholarships, some of which are specifically designated for CTE students. Students are encouraged to contact Student Financial Services at (775) 327-2095 for further information.

FACILITIES

Building Use Guidelines

Building hours vary based on classes.

Great Basin College maintains open centers available to faculty, staff, students and the local community during normal hours. During those days and hours classes, meetings and special events are scheduled security will have staff on site to provide assistance.

Open access to site facilities is provided with the understanding that:

- All persons will be treated with courtesy and respect;
- All buildings and equipment are used in the manner originally anticipated;
- All persons will comply with any posted signage;
- All persons will follow normally accepted safety and behavior standards.

The offer of open access may be revoked should any person be found to cause damages to any Great Basin College property or be involved in harmful, unsafe or illegal behavior while on GBC property.

Security

Security and law enforcement on all Great Basin College centers is dependent upon GBC personnel working well with their respective local law enforcement agencies. Knowledge of any crime or emergency should be reported to the center security or center director immediately. Any crime or emergency requiring immediate assistance should be reported immediately to the police or sheriff by dialing 9-911 on any center phone.

Security may be contacted by dialing the Elko site operator (Dial "0") from any extension and requesting assistance. On the Elko site assistance may be obtained by activating any of the call boxes located on the pathways or phoning the security cell phone at (775) 934-4923. If the police department, fire department or ambulance are required dial, 9-911 from any extension and tell the dispatcher of the emergency.

Fire Evacuation Plan

Before a fire happens know the following:

- Know the location of the exit nearest your area (evacuation maps posted).
- Know the location of the fire alarm pull box nearest your area.
- Know the location of fire extinguishers in your area.
- Know how to use a fire extinguisher.

Upon discovery of a fire:

1. Pull fire alarm and give verbal warning.
2. Call **911**.
3. Follow **evacuation procedures**.
4. Close doors to contain fire and smoke.

Personal Property Use

GBC is not responsible for loss or damage to personal property owned by faculty, staff, or students, including personal computers, tool, equipment and personal items, which are used or left in the building. The college is also not responsible for any thefts or damages done to vehicles parked on the premises. Most areas of the parking lot and the interior of the building are under video surveillance. If a student's personal computer is used in one of the buildings, a multi-dimensional surge protector (common and transverse spikes) should be purchased and utilized to prevent electrical damage.

Any personal items left in the classroom or lab area after the class is completed, will be turned over to GBC Security. Students may retrieve these items from security upon request.

Children and Non-Students

Great Basin College is committed to providing a place of instruction that is conducive to learning; and that is, to the greatest extent possible, free from distractions. Only enrolled students should be present in classrooms, field trips, fitness center(s) and lab facilities.

Pets

The only pets (dogs, cats, birds, rabbits, ferrets, etc.) that are allowed anywhere on our campus and inside the buildings are those trained and licensed as service animals. Please be courteous to our faculty, staff and students and leave your pets at home.

Tobacco Use / Smoking

Tobacco use and smoking is prohibited in all GBC buildings. Please use outdoor designated areas only.

GRADUATION

Application for Graduation

The GBC graduation is the ceremony that celebrates graduation from the college. It is a cap and gown ceremony held at the Convention Center. You **MUST** submit an application for graduation before March 15th for the ceremony in May. You can also apply for fall graduation (no ceremony) by October 15th. Please refer to the Great Basin College catalog for further information.

Note – Students must have met all program and general education requirements and have a GPA of at least a 2.0 to graduate.

Caps and Gowns

Cap and gown orders are placed with the GBC Bookstore.

Great Basin College
Department of Career and
Technical Education

CONFIDENTIAL NOTIFICATION OF
UNSATISFACTORY STUDENT PROGRESS

Student Name:	Date:
Course:	Instructor(s):

Check Sheet Notification:

- Physically or mentally unprepared.**
- Treating other disrespectfully.**
- Failure to turn off all electronic devices that could cause disruptions.**
- Academic progress.**
- Safety, including PPE.**

Result: _____Warning

_____ Advised to Withdraw

_____ Terminated from Program

Student Signature: (Signature signifies acknowledgement of this notification only)	Date:
<i>If a student believes that he/she is being treated unfairly or that an injustice of substantial proportion has occurred, the student should refer to the student handbook for information regarding grievance of this notice.</i>	

Instructor Signature:	Date:

Instructions: 1. Instructor prints two (2) copies. 2. Instructor and student sign two copies. Instructor keeps one copy for his/her records and gives one copy to the student. **3. THIS INFORMATION IS HIGHLY CONFIDENTIAL. THIS FORM MUST NOT BE SCANNED OR EMAILED.**

**GREAT BASIN COLLEGE
Career and Technical Education
STUDENT AGREEMENT FOR THE ACADEMIC YEAR**

(initial)

I have read, understand and agree to abide by the policies and guidelines stated in the Great Basin College CTE Certificate and Associate of Applied Science Degree Program Student Handbook.

Student Name Student Signature Date

***Complete this copy of the Agreement
and return to the
GBC CTE Department.***



**CONFIDENTIALITY AGREEMENT
AND CONSENT FOR
PHOTOGRAPHY AND VIDEO
RECORDING**

I _____ give Great Basin College permission to photograph/video tape for the purpose of promoting Great Basin College. I understand that these photos will be used for educational, promotional and recruitment purposes, however no name of subjects will be published. This release is to charge any and all claims and demands arising out of or in connection with the use of the photographs/video, including any and all claims for libel or invasion of privacy. I hereby grant Great Basin College the ownership and full use of any photograph/videos which are taken.

Last Name, First Name *(Please Print)* _____
Date

Signature _____
Witness

***Complete this copy of the Agreement
and return to the
GBC CTE Department.***

**GREAT BASIN COLLEGE
CTE PROGRAM
INJURY REPORT**

Name of Person(s) Injured: _____

Person completing this Form (if different from above): _____

Date of Incident/Accident: _____

Exact location of the Incident/Accident: _____

Description of the injury: _____

Were there witnesses to this accident? If yes, list below:

Describe the circumstances in which the incident/accident occurred:

Describe follow-up care:

Was person injured referred for follow-up care? If yes, which facility? _____

Any further comments:

Signature of Injured/Person Completing Form

Signature of Dean

GREAT BASIN COLLEGE
CTE PROGRAMS
STUDENT AGREEMENT FOR THE ACADEMIC YEAR

(initial) I have read, understand and agree to abide by the policies and guidelines stated in the Great Basin College Certificate and Associate of Applied Science Degree Program Student Handbook.

My emergency contact person(s) are listed below. I understand that this individual or individuals are responsible for ensuring that I am transported home in the event one of my faculty or the Business and Technology Dean determines that I am not able to continue being present in the classroom or lab.

Name	Phone #	Relationship
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Name	Phone #	Relationship
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Printed Name	Student Signature	Date
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Witness: (Faculty/ Dean)	Date
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***Keep this copy in this handbook for future reference.
The Student Agreement at the back of this handbook
must be signed and returned to the
GBC CTE Department.***