



DAVIS APPLIED
TECHNOLOGY COLLEGE

ORIENTATION PACKET

WELCOME

Michael J. Bouwhuis, Campus President
Davis Applied Technology College
550 East 300 South
Kaysville, UT 84037

CONGRATULATIONS!

You have been accepted for enrollment at the Davis Applied Technology College.

This is an important moment in your life. Whether you're here to begin a new career or to improve your skills in your current job, we're glad you've come to the DATC.

In this packet you'll find everything you need to complete your enrollment.

Please read through this material carefully, and pay special attention to the Enrollment Checklist. This Checklist will guide you through the rest of the enrollment process.

To finalize your enrollment, you'll need to attend an Orientation Session. You'll find a schedule showing the next several sessions in this packet. Pick the session you'd like to attend and then review the Checklist to see what you should bring. If you're not sure about something on the checklist, please give us a call at 593-2332 or drop by. We'll be happy to help you.

At the Orientation, you'll be able to talk to experts about the DATC including Counselors, Enrollment Specialists, and Financial Aid Advisors. If you'd like to talk to someone before the Orientation, please feel free to call on a DATC Certified Counselor at 593-2332.

We're eager to see you at the DATC and want to do everything we can to make this process simple and friendly. Please let us know how we're doing.

Again, we congratulate you on being accepted to the DATC and we're looking forward to helping you reach your dreams.

Regards,

Michael J. Bouwhuis, Campus President

ENROLLMENT CHECKLIST

This checklist will guide you through the rest of the enrollment process. To complete enrollment, you will need to complete the following steps. For detailed information, please check the inserts provided in this packet or call us at 593-2332.

Student Name _____ Student ID # _____

_____ **Select your program of choice** _____

_____ **Complete assessment or provide one of the following:**

- ✓ Admissions placement exam (picture ID required)
- ✓ Provide college transcripts or copy of college degree
- ✓ Provide evidence of work or life related experience

_____ **Attend New Student Orientation**

_____ **Meet with a DATC Enrollment Technician or Academic Counselor**

_____ **Discuss funding options** (*if desired*)

_____ **Decide on your class schedule**

_____ **Pay tuition**

_____ **Begin class**

Return all signed forms to Student Services to complete the enrollment process.

I would like to meet with an academic counselor regarding special needs, issues or other barriers to my education.

Yes

No

Note *

A number of programs have additional entry requirements. Some classes may not be available during all class periods. For details please contact Student Services or call us at 593-2332.

FINANCIAL AID

We're glad you've chosen to enroll at the DATC. You might be interested to know that there are several financial aid options available to you.

To get started, you'll need to complete a Free Application for Federal Financial Aid (FASFA). We encourage you to fill out the web-based version of this form. To help you, we've included a reference card and a worksheet. You can also access the application by going to:

www.fafsa.ed.gov

Please be aware that it takes at least 10-14 days to process the FASFA application. Avoid delay by applying early!

In addition to various federal programs, we have several scholarship options. We've included information about them as well.

If you have any questions, please feel free to contact our Financial Aid office at 593-2516.

SERVICES

Adult Ed/ESOL

Davis School District operates the Adult Ed program that offers the opportunity for students to get their Adult High School diploma or GED. Students can take College courses at the DATC and use those credits toward elective credits for their High School diploma. College tuition can be waived while pursuing the elective credits for the diploma.

DSD also offers English for Speakers of Other Languages (ESOL) classes to help non-native English speakers establish and build their proficiency in the English language.

ADA

The DATC provides reasonable accommodations for documented disabilities according to the Federal Americans with Disabilities Act. If you require any accommodations during your admissions process or at any time within your program, please see the Counselors in Student Services for details regarding the application process.

Student Leadership

The DATC Student Leadership Council is composed of representatives from each school within the college. This Council meets regularly to discuss student needs, advocacy, and feedback. The Council also engages in regular community outreach and volunteer activities such as Sub for Santa, Warm the Soles, and the annual DATC Stop Smoking Campaign. If you would like to learn more, investigate becoming part of the Leadership Council, or would like to participate in sponsoring a community event, please contact Dwight Hurst or Karson Kinikini in Student Services (593-2332).

Multicultural

The DATC is excited about diversity. Culture is an inherent part of each person and we seek to have students experience their own culture while exploring and gaining an appreciation of other cultures. The College sponsors activities focused on the expression and exploring of cultures.

N.O.W. (Non-traditional Opportunities for Women)

The DATC believes in out-of-the-box thinking. This applies to career fields as well. We find that many women do not initially think about programs such as welding, mechanics, machine tool, drafting, computer tech, and electronics systems as their future career. N.O.W. allows women to consider some high paying careers in fields they hungry for skilled, dedicated workers. Come find out if N.O.W. is the time for a career change.

Turning Point

Are you unsure about how to make school work for you? Do you know someone who is? Turning point is a program designed to assist women in getting

ASSESSMENT

Congratulations, on your decision to attend the Davis Applied Technology College.

To ensure you are successful in your program of choice please let us review the following items:

- High School Transcripts (less than 1 year old)
- College Transcripts
- College Degrees
- Evidence of Work Experience

If this information is unavailable, you will need to take a placement exam. This placement exam will ensure that you have the necessary skills to succeed in your program. If your test scores do not meet the minimum requirement for your program we have an excellent Academic Development class that will bring your skills up to the required level.

The placement exam tests in two basic areas, Reading Comprehension and Basic Math (addition, subtract, multiplication, division, fractions, decimals and percents). Some programs may require spelling, language or the Accuplacer exam. Practice tests, for your review, are available in Student Services you can also access them at the following web site:

<http://www.datc.edu/sampletests>

You should plan on spending approximately 1 hour for each exam. Placement exams must be completed prior to finalizing your enrollment.

Picture ID is required for all tests.

Hours for testing:

Testing must be completed before closing times.

Monday 7:45 to 5:00

Tuesday 7:45 to 7:00

Thursday 7:45 to 2:00

Any questions please call Julie at 593-2361 or Marie at 593-2336.

COMPUTER USE

The Davis Applied Technology College: A Utah College of Applied Technology Campus (College Campus) establishes this Student Network Resources Acceptable Use Policy to ensure that all users consistently support the purpose, goal, and mission of the College Campus through their appropriate use of College network resources.

However, it is important to recognize that with increased access to computerized information, access to controversial material may increase, which may contradict the educational purpose of the College Campus. While some internet site information accessed via College Campus network resources may contain material that is illegal, defamatory, offensive or inaccurate, neither the UCAT, the Utah State Board of Regents, nor does the College Campus have control of such information.

The following uses of network and computing resources are prohibited:

- Any use for personal financial gain;
- Any use for product or service advertisement or political lobbying;
- Any use which shall serve to disrupt the use of the network by other users.
- Any File Sharing or P2P file sharing allowing computing devices to upload/download information from any other computing device violating copyright infringement.
- Any use of College Campus network resources for illegal or inappropriate purposes or to access materials that are objectionable in an Applied Technology Education environment, or in support of such activities. Material or communication that is deemed to be offensive, such as pornographic or sexually explicit material, in the view of a reasonable person in an educational setting, is also prohibited.
- Access private, protected or controlled records regardless of the electronic form without management authorization;
- Divulge or make known his/her own password(s) to another person;
- Distribute offensive, disparaging or harassing statements including those that might incite violence or that are based on race, national origin, sex, sexual orientation, age, disability or political or religious beliefs;
- Distribute information that describes or promotes the illegal use of weapons or devices including those associated with terrorist activities;
- View, transmit, retrieve, save, print or solicit sexually-oriented messages or images;
- Use College-provided IT resources to violate any local, state, or federal law;
- Use College-provided IT resources for commercial purposes, product advertisements or “for-profit” personal activity;
- Represent oneself as someone else including either a fictional or real person;
- Knowingly or recklessly spread computer viruses, including acting in a way that effectively opens file types known to spread computer viruses particularly from unknown sources or from sources from which the file would not be reasonably expected to be connected with;

Infractions and Due Process

In the case of infractions of this policy, notice and hearing is provided through individual notification or, if necessary, through the disabling of an account, which provides an opportunity to discuss this action and violations with the appropriate system administrator. As with other College Campus policies, rights of appeal or grievance are provided as appropriate. A determination is then followed by the appropriate suspension or revocation of any or all network privileges and/or disciplinary action.

CONDUCT

- Any smoking on campus must be done in the designated smoking area (East parking lot) or inside your vehicle. Smoking by minors and the supplying of tobacco products to minors by adults are prohibited by law.
- No parking in the Cosmetology Saloon customer parking in the West parking lot. All other parking areas are available for public use, with no requirement of passes or stickers.
- No use, sale, distribution, or possession of alcohol, drugs, or any other controlled substance.
- No weapons or firearms are allowed on campus.
- No lewd public behavior or sexual behavior on campus.
- No skateboarding, roller skating, or rollerblading on campus. Bicycles may be used on road areas but must be walked on sidewalks and locked to a bike rack.
- Young children may not be on campus unsupervised. Young children are not allowed in labs or classrooms. Children are also not allowed to wait outside the assessment center while their parent is completing admissions testing. Please make arrangements for your children to be cared for off campus while you are in your training program.
- No one is allowed in a lab area or classroom unless they are registered as a DATC student, a participant in a campus sponsored program (NUAMES, ESL, Adult Education), or otherwise authorized to be there.
- The campus resources such as the library, the commons areas, or the smoking area are for the use of those registered as a DATC student, a participant in a campus sponsored program, or those actively and officially pursuing enrollment.
- Adult students are asked to be aware that a number of our students are high school students and to behave appropriately.
- The DATC has zero tolerance for any language or behavior that creates or contributes to harassment or discrimination. This includes sexual harassment and any discrimination based on race, gender, religion, sexual orientation, or any other protected status.