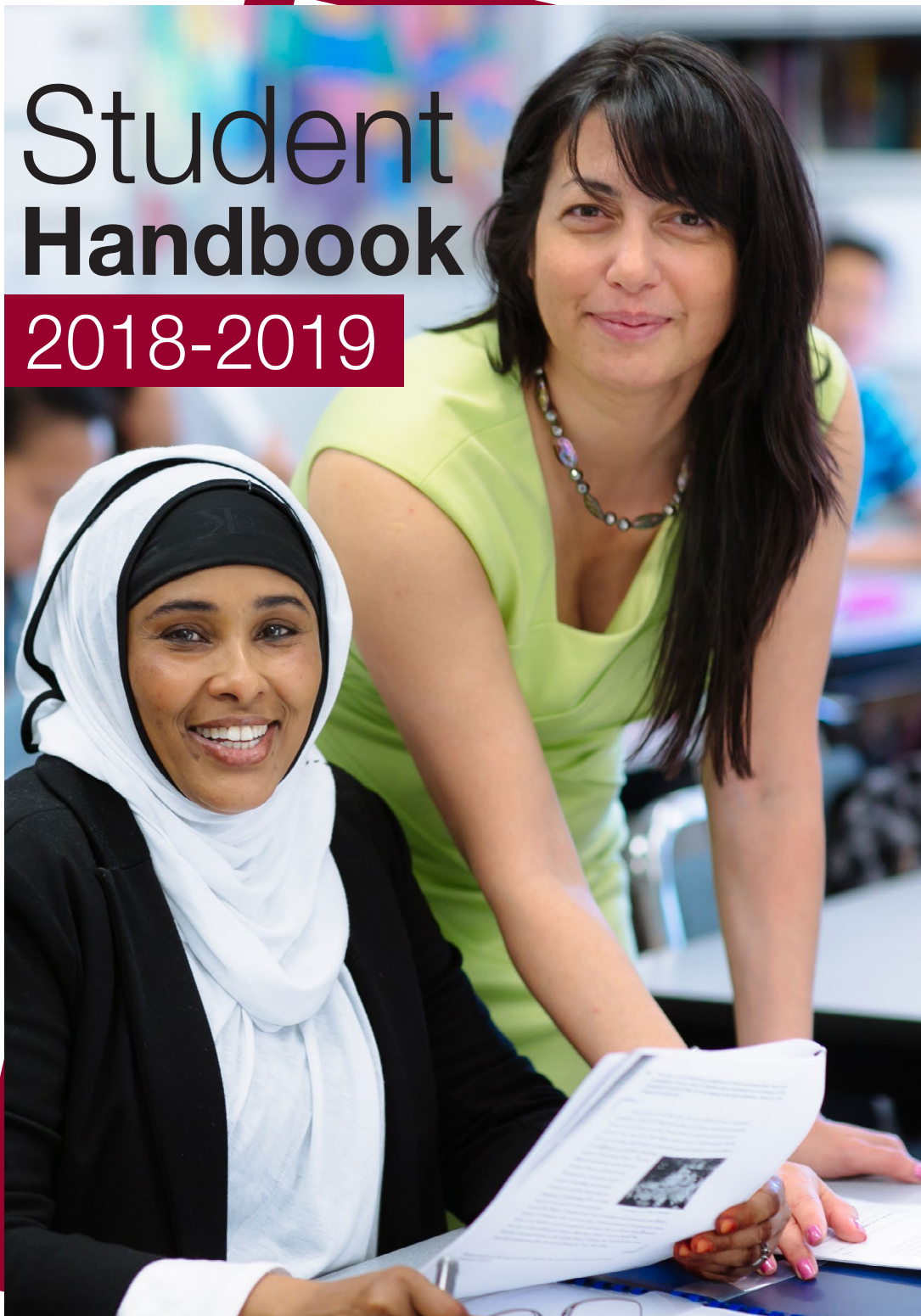




RENTON  
TECHNICAL  
COLLEGE®

# Student Handbook

2018-2019



## A - MCCORMICK

Automotive/Ford ASSET - Temp. Location  
Property Maintenance  
Welding

## B - ALLIED HEALTH

**Dean, Allied Health**  
**Director, Nursing**  
Anesthesia Technologist  
Central Service Technician  
Dental Assistant  
Massage Therapy Practitioner  
Medical Assistant - Phlebotomy  
Pharmacy Technician  
Registered Nurse  
Surgical Technologist  
Veterinary Assistant

## C - TECHNOLOGY RESOURCE CENTER

**Executive Director, Institutional Advancement**  
**Director, College Relations & Marketing**  
**Director, Foundation**  
**Director, Library**  
Boeing Classroom  
Communications & Marketing  
Foundation  
Harry Blencoe Auditorium  
Institutional Advancement  
Learning Resource Center  
Library  
McLendon Hardware Conference Room  
Renton Rotary Suite  
Shannon Parker Media Lab

## D - BASIC STUDIES CENTER

**Dean, Basic Studies**  
**Associate Dean, Basic Studies**  
Adult Basic Education (ABE)  
English as a Second Language (ESL)

## E - HOUSER

Major Appliance and Refrigeration  
Technology - Domestic/Commercial  
Plasterers Apprenticeship

## F - ANDERSON

**Executive Dean, Workforce, Trades & Economic Development**  
Computer Numerical Control  
Construction Management  
Machinist Apprenticeship  
Multipurpose Science Lab  
Precision Machining Technology

## G - ELECTRICAL MECHANICAL

## H - BUSINESS TECHNOLOGY

**Dean, Business Technology, Education & Human Services**  
**Manager, Workforce Education**  
Accounting  
Administrative Office Management  
Computer Applications  
Conference Center  
Instructor Resource Room  
Legal Assistant  
Medical Office Programs  
Nursing Assistant  
Nursing Lab  
Registered Nurse  
Workforce Education

## I - ROBERTS CAMPUS CENTER

**Dean, Culinary Arts**  
**Dean, Student Success**  
**Director, Enrollment Services**  
**Director, Financial Aid**  
Administration  
Bakery  
Bookstore  
C.A.F.E.  
Cafeteria  
Cashiering  
Catering  
Culinaire Express  
Culinaire Room  
Culinary Arts  
Enrollment Services/Registration  
Financial Aid  
Mailroom/Print Shop  
Professional Baking  
Student Success Center

## J - DE MOSS

**Chief Information Officer**  
**Dean, Automotive, Technology & Distance Education**  
**Director, Financial Services**  
**Director, Human Resources**  
**Director, Student Programs & Engagement**  
**Manager, Custodial**  
**Manager, Institutional Research**  
Access Services  
Aerospace Assembly Mechanic  
Aerospace Quality Assurance  
Aerospace Tool Maker  
Applications Developer  
Autodesk Training Center  
Band Instrument Repair Technology  
Basic Studies - ABE/GED & ESL  
Business Office  
Civil CADD  
Computer Network Technology  
Computer Science  
Engineering Design Technology  
Human Resources  
Information Technology  
Institutional Research  
Land/Field Surveying Technician  
Multipurpose Science Lab  
Ophthalmic Assistant  
Registered Nursing  
Student Leadership  
Testing Services  
Veteran's Services

## K - GRECO

Auto Parts Store (K1)  
Autobody Repair & Refinishing (K1)  
Automotive Service Technician/ITEC (K4)  
Automotive Technology (K2, K4)

## L - ODEM

Carpenters Apprenticeship  
Heat and Frost Insulators and Asbestos  
Workers Apprenticeship

## N - FACILITIES AND SECURITY

**Director, Campus Safety & Security**  
**Director, Plant Operations**  
Campus Security  
Early Childhood Careers  
Facilities

## O - ANNEX

**Director, Construction Center of Excellence**  
Conference Center  
Construction Center of Excellence  
Roofers Apprenticeship



## PHONE NUMBERS

Bookstore.....	425-235-2323
Campus Security: Dial 9-911 to report an emergency.	
Then, call .....	425-235-7871
Disability Resource Services.....	425-235-5840
Enrollment Services .....	425-235-2352, ext. 5978
Financial Aid .....	425-235-5841
Foundation .....	425-235-2415
International Student Services.....	425-235-5840
Library .....	425-235-2331
Running Start/Tech Prep .....	425-235-5840
Student Success Center (Entry Services/Advising) .....	425-235-2352, ext. 5562
Testing Services .....	425-235-2352, ext. 5704
Veterans Services.....	425-235-5840
Workforce Programs.....	425-235-5804

## DEPARTMENTS

Allied Health.....	425-235-2470
Automotive Technology/Distance Learning .....	425-235-2352, ext. 5501
Basic Studies.....	425-235-5840
Business Technology .....	425-235-2285
Construction .....	425-235-2352, ext. 5751
Culinary Arts .....	425-235-2352, ext 5754
General Education .....	425-235-2285
Trades and Industry and Apprenticeship.....	425-235-7863

## ADMINISTRATORS

President .....	425-235-2235
Vice President, Administration/Finance.....	425-235-5846
Vice President, Instruction.....	425-235-2369
Vice President, Student Services .....	425-235-2463





# WELCOME TO RENTON TECHNICAL COLLEGE

For over 70 years, Renton Technical College has been proud to serve the community by providing relevant, quality training and education, giving our students the opportunity to develop the necessary skills to compete in the job market. Our career training programs are designed to replicate the work environment, giving our students the opportunity to train on equipment that is used in the workplace. Whether you intend to be a welder, surgical technologist or computer network technician, your experience at RTC will be hands-on and relevant. When you successfully complete your program at RTC, you'll be ready to seek employment in your chosen field.

Students are at the center of all we do at Renton Technical College. They enjoy our caring environment, small class sizes and the individualized attention they receive. In fact, the majority of our students tell us they come to RTC because a relative or friend had a positive experience here. A high percentage of our students find employment when they leave our campus.

Thank you for choosing RTC as your college. We look forward to partnering with you to reach your personal and professional goals. Please reference this handbook as it will provide you with useful information about RTC.

## **PUBLICATION DISCLAIMER**

The Student Handbook is published for information purposes only. Although every effort is made to ensure accuracy at the time of publication, this student handbook shall not be construed to be an irrevocable contract between the student and Renton Technical College. The College reserves the right to make any changes in the content and provisions of the Student Handbook without notice.

## **NON-DISCRIMINATION STATEMENT**

Renton Technical College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veterans or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations.

The following college official has been designated to handle inquiries regarding this policy: Lesley Hogan Title IX / EEO Coordinator, Executive Director of Human Resources 3000 NE 4th Street Renton, WA 98056

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# ABOUT RENTON TECHNICAL COLLEGE



## OUR MISSION

Renton Technical College engages a diverse student population through educational opportunities for career readiness and advancement, serving the needs of individuals, the community, businesses, and industry.

## OUR VISION

Renton Technical College will be a locally, regionally, and nationally recognized leader for improving lives and inspiring lifelong learning.

## RTC VALUES

Renton Technical College is committed to the following values as we fulfill the mission and move towards our vision:

**Community** – create an inclusive environment where all are celebrated and welcome.

**Empowerment** – promote strength and confidence to embrace challenge, creativity, and intellectual risk.

**Equity** – nurture an academic and work environment that promotes fairness and removes systemic and institutional barriers.

**Integrity** – foster an ethical environment of trust and honesty.

**Learning** – pursue excellence by engaging in critical thinking, problem solving, and technical expertise.

**Respect** – value humanity and the diversity of people, perspectives, and ideas.

**Stewardship** – build a stronger, accountable institution for future generations.



## RTC LEARNING OUTCOMES



### RESPONSIBILITY

- Display honest and ethical behavior in all actions.
- Demonstrate accountability for performance.
- Apply effective work habits and attitudes.
- Articulate a plan for career pathways.

### COLLABORATION

- Participate effectively within groups.
- Demonstrate the value of diversity and the necessity for equity.
- Use effective communication skills that encourage all members of the team.
- Demonstrate ability to work effectively with diverse populations.

### PERFORMANCE

- Demonstrate content specific skills.
- Perform competencies to program-specific, or certification standards.
- Demonstrate skills, knowledge, and abilities for matriculation or employment.

### PROBLEM SOLVING

- Use multiple resources to find pertinent information.
- Organize information into a usable format.
- Apply decision-making strategies to come to reasonable solutions.

### COMMUNICATION

- Demonstrate clearly understood purpose.
- Analyze audience appropriately and recognize diverse needs.
- Deliver information accurately.
- Interpret feedback constructively.

## DIVERSITY STATEMENT

Renton Technical College seeks to create a healthy, positive, respectful environment where the many voices of our students, faculty, and staff are heard and valued. The RTC community will accomplish this through awareness and the ongoing development of the knowledge and skills necessary to learn, work, and thrive in a diverse community.

## ACCREDITATION

Renton Technical College is accredited by the Northwest Association of Schools and Colleges and governed by the Washington State Board for Community and Technical Colleges.

## CAMPUS SECURITY DEPARTMENT

The primary goal of RTC Security is to provide a safe learning and working environment for all RTC students, staff, faculty, and visitors. The RTC Security department accomplishes this through crime prevention and technological advances to improve security on campus. Security staff accomplish this through pro-active patrol, and engaging RTC community members with integrity, respect, and commitment to service. Student success is a core theme of RTC and one of the characteristics that sets us apart from other Higher Educational institutions. RTC Security believes a safe learning environment for the community promotes success of all departments and students. Renton Technical College Campus Security office is located in building N-101 and is staffed with administrative personnel from 7:00am to 4:00pm M-F and Security Officers from 6:00am to 10:00pm M-F, 6:00am to 12:00am Saturdays. To reach a Security Officer call 425-235-7871.

Security Officers provide proactive patrol of campus facilities and property, parking enforcement, emergency response coordination, incident reporting, vehicle unlock assistance, vehicle jumpstart assistance, and campus escorts to the campus community either walking or by vehicle when requested and available.

RTC Security Officers are not conduct officers, however, RTC Security works closely with other campus departments such as the office of Student Success for student conduct referrals and the office of Human Resources for investigations of Title IX complaints. RTC Security will also work in conjunction with Local, State, and Federal Police when alerted of an active investigation or when investigating criminal activity.

RTC Security would like to encourage anyone who is a victim of a crime on or off campus to report the incident so RTC can help provide support services as available to those in need. If you would like to file a report please call 425-235-7871 to speak with one of our Security Officers. In addition to filing a report, please see the community resources 2018-2019 STUDENT HANDBOOK section of the handbook.

## CRIME STATISTICS

<http://rtc.edu/clery-act>



# STUDENT SERVICES AND CAMPUS RESOURCES

## ADVISING & ENTRY SERVICES

Academic, Admissions and Career Counseling are provided in the Student Success Center Office, which is located on the second floor of Roberts Campus Center, Building I. To schedule an appointment, call 425-235-5840. In addition to information about your training program and the degree and/or certificate requirements, referrals are also made for supportive services from a variety of community programs.

## DISABILITY RESOURCE SERVICES

Many RTC students are aware of challenges and/or disabilities which may impact their learning. We respond to these challenges through a combined process of strategies, accommodations and Universal Design for Learning (UDL).

If you are experiencing challenges in learning, please contact our Student Success Center desk at 425-235-5840 to schedule an appointment with a counselor or advisor. You will be asked a few questions so that you are scheduled with the appropriate counselor or advisor.

If you would like to request reasonable accommodations, please schedule an intake appointment with Disability Resource Services.

To ensure access, RTC considers all requests for accommodations in accordance with:

- The Americans with Disabilities Act of 1990 (ADA)
- The Americans with Disabilities Act Amendments Act of 2008 (ADAAA)
- Section 504 of the Vocational Rehabilitation Act of 1973 (504)
- Documentation of a disability including diagnosis and functional limitations
- Core competencies of the curriculum - For more information or to schedule an appointment, please contact:

Student Success Center                      425-235-5840

Disability Resource Services              [drs@RTC.edu](mailto:drs@RTC.edu)

Note: Please feel free to use the Video Relay service of your choice, if applicable.

## ASSISTIVE TECHNOLOGY

Assistive Technology is designed for students with disabilities but at RTC these technologies are offered to help ALL students learn. The Assistive Technologies read to you, print the words you say, teach you to type and change the way the computer screen looks through the use of color or magnification. There are also special keyboards and standing/sitting work tables for comfort. You can use these tools for help with reading and comprehension, writing papers, making study notes, improving grammar and organization.

Assistive Technology can be accessed the Learning Resource and Career Center, the Library, and in many classrooms. The library also loans out digital notetaking devices as well as flash drives loaded with software programs to help you in school or at home.

## COLLEGE AND CAREER PATHWAYS

The College & Career Pathways programs support students to succeed in the next steps for enrolling in a certificate or degree program. Whether you need to complete a high school diploma, improve your English, or develop skills to succeed in your college program, opportunities are available to build reading, writing, listening, speaking, math, technology, and information literacy skills.

## BOOKSTORE

Textbooks, supplies, gifts, and snacks can be found in the Bookstore which is located on the second floor of the Roberts Campus Center, Building I.

Purchases can be made by cash, check with a valid picture ID, and by VISA or MasterCard. Bookstore hours are available at [www.rtc.edu/bookstore](http://www.rtc.edu/bookstore)

Refund policy and deadlines are posted at the bookstore. Please save your receipt, it is needed for returns, exchange of defective merchandise, class cancellations, etc. At the end of each quarter, the bookstore hosts a buyback. A buyback is when the bookstore and a used-books wholesaler repurchase textbooks from students as they are needed by the Bookstore and the wholesaler for the following quarter. Buyback dates are posted at the bookstore.

## COST OF TRAINING

The State of Washington contributes approximately 61 percent of the cost of student's education through the support of the basic instruction costs. Students are responsible for the remaining 39 percent. In addition to the state support of the basic instructional cost, students may also receive state-supported financial aid, if eligible.

## FINANCIAL AID

To apply for financial aid, students submit the Free Application for Federal Student Aid (FAFSA) online by going to [fafsa.gov](http://fafsa.gov). The Financial Aid Office is located in the Roberts Campus Center, Building I, and open Monday-Thursday, 9 a.m. - 4:30 p.m. and Fridays, 9 a.m. - 1 p.m.

the key to obtaining financial aid is to apply early. Financial aid is provided in the form of grants, loans, scholarships and work-study. Eligibility criteria, application process and deadlines on available scholarships are posted in the Financial Aid Office in the Roberts Campus Center, Building I. The financial aid staff is available to assist you with the application process and provide general financial aid information. The Financial Aid Office also processes all paperwork for Veterans educational benefits and acts as the liaison for many agency-funded students attending our college.

## LIBRARY

The RTC Library is dedicated to supporting the information needs of the College's students. It is located on the second floor of the Technology Resource Center in Room C-202 and is open every weekday and four evenings a week during the academic quarter. The library's phone number is 425-235-2331. It offers the following services to RTC users:

Checkout Services – The library's online catalog lists over 37,000 items, including audiocassettes, books, CD's, DVD's, magazines, newspapers, and videos. Users may check most items out of the library.

Materials from Other Libraries – If the library doesn't have the materials you need, it may be able to borrow them for you from another library.

Media Equipment Services – The library has media equipment available to listen to audio materials or to view DVDs and videos.

Computer Services – The library has a scanner and computers with Internet access, Microsoft Office and some other software. Black and white printouts are 5¢ a page. Color printouts are 50¢ a page.

Online Databases and Services – Users can access the library’s online resources from on and off campus via the library’s website [www.RTC.edu/library](http://www.RTC.edu/library). Users need a student ID number to access the databases from home.

Photocopying Services – The library has a self-service photocopier. All copying must be done in compliance with copyright laws and is 5¢ a page for black and white and 50¢ for color .

Study Rooms – The library has ten study rooms available for RTC-related use at no charge. They can be reserved up to seven days in advance.

Help 24 hours a day/7 days a week – Online help is available from a reference librarian every hour of every day. Just go to [www.RTC.edu/library](http://www.RTC.edu/library) and click on the “Ask WA” button.

## LEARNING RESOURCE AND CAREER CENTER

The Learning Resource & Career Center (LRCC) offers personalized assistance and specialized tools that help students and staff achieve their academic and career goals. The center is located on the first floor of building C in room 102. Students have access to a variety of free services which include:

- Tutoring
- Career Services
- Student ID cards
- Scholarship & financial aid help
- Computer use with free printing
- Open space for study groups and meetings
- CHIPS: Free computer help & repair (Chips@student.rtc.edu)

The RTC student body is diverse and so are the ways we can help everyone succeed.

Hours of Operation: Monday–Friday 8 a.m. - 8 p.m., Saturday 10 a.m. – 3 p.m.

\*Drop-in Help Monday – Thursday 11:00a.m. – 4:00p.m.

## LRCC Career Connections

The LRCC Career Services is committed to helping students make connections between academic experiences and career paths. Providing compassionate, comprehensive career assistance to RTC students and alumni is our top priority. Our mission is to help students pursue a lifelong career of success and meaningful employment by guiding them in the diverse and evolving industries of today.

Please visit our online RTC Career Connections site for current job opportunities, career fair events, resume guides, career exploration and more.

eTutoring: Free Online Tutoring

Can’t make it to the LRCC during regular hours? Access our FREE 24/7 online eTutoring service. [rtc.edu/etutoring](http://rtc.edu/etutoring)

Have questions? Contact the LRCC or click on the following link to watch a short instructional video about eTutoring. [etutoring.org/video/video1/video1.html](http://etutoring.org/video/video1/video1.html)

Contact Us: Learning Resource & Career Center Technology Resource Center (C-102)425-235-2352 Ext. 5721, [LRCC@RTC.edu](mailto:LRCC@RTC.edu)  
RENTON TECHNICAL COLLEGE



## REGISTRATION SERVICES

The Enrollment Services Office is located in the Roberts Campus Center, (Building I). For hours, visit: [rtc.edu/enrollment-services](http://rtc.edu/enrollment-services). You may register for classes at this office. Continuing students are expected to register by using the web at [www.RTC.edu](http://www.RTC.edu)

Students who have had program-related coursework at other institutions prior to attending Renton Technical College may be awarded transfer credit. RTC maintains credit reciprocity agreements with many institutions of higher learning. Students transferring from other institutions must have an official transcript. Courses with less than a “C” or 2.0 grade will not be accepted by RTC. To have your transcript evaluated, submit your Official Transcript and a Request for Transcript Evaluation form to the Office of Enrollment Services. Once the paperwork is submitted, determinations are generally made within two weeks.

## STUDENT ONLINE SERVICES

You can view and/or print your schedule, your financial aid status, and an unofficial copy of your transcript online. You may enter the site directly through [www.RTC.edu](http://www.RTC.edu) Once you are at the main menu and make your selection, you will need to know the following information: the quarter and year of attendance; the student ID number and a pin number (the date of birth in MM/DD/YY format). If you don't know your Student ID number, there is a feature on the web site that will take your Social Security Number and find the Student ID number that was assigned to you. Click on Hints and Help on the main menu for suggestions if you are having trouble in obtaining your requested information. If you continue to have difficulties, contact Registration at 425-235-2352 for assistance.

## CASHIERING

Cashiering is located in the Roberts Campus Center (Building I). All manner of student payments may be paid in cashiering, including tuition and fees, testing charges, etc. Payments may also be made online at <http://www.ctc.edu/~renton/wts/kiosk/index.html> Students wanting to sign up for STEPP (Student Tuition Easy Payment Plan) should visit, or call, cashiering. Financial Aid, and other disbursements, as well as paychecks are handed out at the cashiering window. Cashiering contacts: phone: 425-235-2352 ext. 5910, fax: 425-235-2445, email: [cashiering@rtc.edu](mailto:cashiering@rtc.edu)

## TESTING SERVICES

The Testing Center is located in the DeMoss Building (J-218). The Testing Center publishes a monthly calendar which is available both on campus and online. Children are not permitted in the Testing Center. All tests administered in the Testing Center require approved picture identification and a copy of the receipt showing payment for the test. For questions, please call and leave a detailed message at 425-235-2352, ext. 5704 or visit <http://www.rtc.edu/testing-services>.

## PLACEMENT ASSESSMENT

Before enrolling in a career training or direct transfer program, students take a placement assessment. The placement assessment is administered on a computer in the Testing Center and has no time limit. The assessment is used to help determine class placement for math and writing, and referral to services such as tutoring. An advisor will review the assessment results with the student during the mandatory new student advising session, which occurs prior to registering for the first quarter.

Exceptions:

- If you have attended other colleges and have completed writing or math courses with at least a 2.0 grade, bring your transcript (unofficial is ok) to the Student Success Center in the Roberts Campus Center (Bldg I) to seek waiver of the placement assessment.
- If you have taken a placement assessment at another community or technical college in Washington State within the last 2 years, you may seek 'placement reciprocity' by bringing your placement results to the Student Success Center. Your placement at the other Washington community or technical college will be honored at RTC.
- Students registering for continuing education classes are not required to take the placement assessment.

## PROCTORED TESTING

Renton Technical College is a testing location for the GED® examination, as well as other exams administered by Pearson Vue testing, and a number of professional certification exams. Additionally, we provide proctored testing for other institutions and agencies. Testers pay fees to take proctored tests; visit the Testing Center website for additional information <http://www.rtc.edu/testing-services>

## TRANSCRIPT EVALUATION

### TRANSCRIPTS

#### Official & Unofficial Transcripts

Both the official and the unofficial transcripts contain the same information about a student's academic record at Renton Technical College: a chronological list of classes, grades, and credits.

#### Official Transcript (Online only)

An official transcript includes the Registrar's signature, the Renton Technical College seal, and the date issued. An official transcript is delivered in a sealed envelope that should not be opened by anyone except the addressee. RTC has authorized The National Student Clearinghouse to process and accept payment for transcript requests. Each official transcript order will be assessed a service fee of \$2.25. Multiple transcripts may be sent to the same addressee for no additional charge up to a maximum of 10 copies. It typically takes 2-3 business days to process an order, but may take up to a week. This does not account for an additional 2-3 days to reach the addressee by mail.

#### Unofficial Transcript

An unofficial transcript consists of the student's academic record without signature, seal, date, or sealed envelope. There is no fee to obtain your unofficial transcript. Viewing an unofficial transcript is the best way for students to get their grades once they have been posted after the quarter's end. To access your Unofficial Transcript, visit the [Student Online Services](#) page and then click 'Transcript' on the bottom left of the proceeding page. You will need your Student ID and your Student PIN to obtain your unofficial transcript.

#### Transcript Evaluation

Transfer credits from other institutions will be considered upon validation of transcripts and assessment of coursework. Students interested in transferring credits from other institutions should have an official transcript sent directly to the Credentials Evaluator at Renton Technical College. Transcripts will be evaluated within 2 weeks after the Transcript Translation

Request Form is completed and returned to Enrollment Services. These forms are available in Enrollment Services or online at <http://www.rtc.edu/student-forms-library>

## **VETERAN SERVICES**

The Veteran Services Office provides prompt and thorough service to veteran students in a confidential, respectful, and safe environment. Veteran Services offers assistance to veterans when choosing educational and vocational goals, building community, and increasing their potential. A wide range of support services and resources are offered which increases the potential of individuals to complete their academic goals successfully.

For general inquiries and information about Veteran Services at Renton Technical College, please contact the Veteran Services Manager, 425-235-2352 ext. 5805 or visit J-218.

## **RE-ENTRY SERVICES**

Renton Technical College, in collaboration with the State Board for Community and Technical Colleges and the Washington State Department of Corrections, offers services to individuals who have been recently released from state prison and are pursuing educational and career goals.

For general inquiries and information about these services, please contact the Re-Entry Services Manager, 425-235-2352 ext. 5733 or visit J-218.

## **STUDENT LEADERSHIP**

Student Leadership supports diverse activities and programs which create an atmosphere of opportunity for students to develop and practice leadership skills in a nurturing learning environment.

Students can join the Associated Student Government (ASG). The ASG is the representative voice of the RTC Student Body. ASG members are responsible for representing student interests to the college administration and for facilitating the organization of a broad range of student committees that work to address issues and concerns and promote services that enhance students' experience at RTC. The Director of Student Programs & Engagement serves as advisor to the ASG. The ASG has two bodies: the nine-member paid Executive Board and the 40+ member volunteer Student Senate.

Students can also start and join clubs and student organizations and can be program related, identity related or interest related. Visit the Student Leadership office in J-216 for support and information.



# ACADEMIC ACHIEVEMENT

## PRESIDENT'S HONORS LIST

Students who complete a Certificate, AAS or AAS-T degree of 21 credits or more with a GPA of 3.7 or higher by the end of the previous quarter are recognized with the right to wear gold cords to distinguish them during the graduation ceremony. If they continue to qualify after the grades for their graduating quarter are posted, students will receive a letter signed by the President of the college and a statement will appear on their transcript.

## VICE-PRESIDENT'S HONORS LIST

To qualify for the quarterly Vice-President's List, students must be registered for 12 or more credits and complete all courses for which they are registered with a GPA of 3.7 or higher. There is no limit to the number of quarters that a student may appear on the list. Students who achieve this distinction will receive a letter signed by the Vice-President of Instruction acknowledging their achievement.

## PHI THETA KAPPA

Phi Theta Kappa is the International Academic Honor Society of the Two Year College. Students who earn at least 12 college-level credits and a 3.0 cumulative GPA will be invited to join. Invitations are sent in October and April of each year. A one-time membership fee applies and scholarships are available. Contact Student Leadership at [studentleadership@rtc.edu](mailto:studentleadership@rtc.edu) with questions.



# ADDITIONAL SERVICES

## ATM CASH MACHINE

An ATM is available in the Roberts Campus Center, (Building I), just outside the cafeteria. All major bank debit and credit cards are accepted. Additional fees may apply.

## AUTO SERVICE

Is your car in need of brakes or do you need your transmission checked? If you need your car serviced, consider having it done by one of the automotive programs in the Greco Building (K). Services are available on a limited basis, depending on students' learning objectives throughout the year. Call 425-235-2430 for more information about service availability and cost.

## BAKERY

An assortment of freshly baked goods is prepared daily by students in the Professional Baking program and sold in the RTC bakery. Special order cakes, pies or other breads and pastries are available by calling 425-235-2352, ext. 5596. Minimum three (3) day notice required for special orders. The bakery hours are Monday-Friday, 7a.m.-1 p.m., when school is in session. Check, cash, Visa or MasterCard are accepted.

## CATERING

Let RTC make your event special, whether it's a wedding, box lunch, or special occasion. Rental facilities are available for groups of all sizes. See "Renting of Facilities" in this section. Renton Technical College will cater on and off campus. Call the Catering Department to discuss special orders and catering arrangements, 425-235-5845, ext. 4 or visit our website at <http://www.rtc.edu/catering-and-events>.

## COMMENCEMENT CEREMONY

Renton Technical College holds one commencement each year in June. Graduation applications are due the first week of the quarter of anticipated graduation date. All graduates are encouraged to participate and to celebrate this occasion with family and friends. Caps and gowns are required for the Commencement Ceremony and can be purchased in the bookstore.

## DINING SERVICES

Weekly menus can be found by visiting, [www.rtc.edu/dining-services](http://www.rtc.edu/dining-services).

## CULINAIRE EXPRESS

Fast foods for people on the go! Featuring quick burgers, wraps, baskets, pizza and daily specials. Monday-Friday, 11:00 a.m.-2:45 p.m., when school is in session. Cash, Visa or MasterCard are accepted.

## CULINAIRE ROOM

The Culinaire Room is a sit-down restaurant featuring upscale menus at reasonable prices. It offers a delicious selection of Northwest, ethnic and international cuisine. Monday-Friday, 11:15 a.m.-1 p.m., when school is in session. During Fall, Winter, and Spring Quarters the Culinaire Room offers a Friday Buffet in place of the regular menu. Check, cash, Visa or MasterCard are accepted.

## **C.A.F.E. (Culinary Arts Furthering Education) Dining**

The College C.A.F.E. features daily specials from the grill, breakfast, deli, salad bar and beverage station. Open Monday–Friday 7 a.m.–10:00 a.m. for breakfast, 11:15 a.m.–1:00 p.m. for lunch. Check, cash, Visa or MasterCard are accepted.

## **VENDING MACHINES**

RTC has numerous vending machines located around campus. Most Vending Machines take card only. There are a few select that take cash.

## **DENTAL CLINIC**

Students and the general public can receive dental services during the clinical session of the Dental Assistant program. For specific dates and times, call 425-235-2297.

## **FACILITIES RENTALS**

The Culinaire Dining Room seats up to 60 people comfortably and is beautifully appointed for your dining enjoyment. It provides an intimate atmosphere for special occasions or business breakfast meetings..

The Renton Technical College campus catering facilities will hold groups up to 350 people. Please contact our catering department for specific facility charges at 425-235-5845, ext. 4 or visit our website at <http://www.rtc.edu/catering-and-events>.

## **INSURANCE, STUDENT INJURY AND SICKNESS**

Students are urged to have insurance against accidents and illness while they are enrolled at the College. Students in some health occupations may be required to carry accident/illness insurance. A plan has been developed especially for students of Community and Technical Colleges. Application forms and information are available in Student Success Center, and Enrollment Services in Roberts Campus Center, Building I, or by calling 425-235-5840.

## **MASSAGE CLINIC**

Our massage therapy program offers massage to the RTC community and general public at specific times of the year for a small fee. Call 425-235-2352, ext. 5305 to get more information or to make an appointment.

## **TRANSIT & TRANSPORTATION**

Renton Technical College is served by Metro Buses. For bus schedules or information on bus routes to our other sites, call Metro Transit Information Line at 206-553-3000 or log on to <https://kingcounty.gov/depts/transportation/metro.aspx>

## **PARKING RULES & PERMITS**

Free student parking is available in designated parking lots P2, P3, P4, P9, P10, P11, P12 spaces not designated for Public Health patients, and at the Annex. Parking lots P1, P6, P7, P8, and P13 are designated for Faculty and staff. Students, Faculty, and Staff may park in any ADA space on campus as long as the appropriate ADA placard or License designation is displayed.

Student parking permits are available at no cost at the Cashiering Office in Building I-230 in the Student Services area.



## General parking rules

Students are required to park in student parking lots on weekdays unless a visible ADA permit is displayed on the vehicle. Students may park in any parking lot on weekends, ADA and Fire Lane restrictions are always enforced.

Vehicles must be parked inside a set of white parking lines. If there are no white lines indicating a parking space is available, a vehicle cannot be parked in that location.

Parking on roadways, Fire Lanes, blocking loading zones, blocking service driveways, blocking sidewalks, blocking ADA ramps, and parking in any landscape area on campus is prohibited. In addition to receiving parking citations from RTC, City of Renton Parking Enforcement patrols the campus as well and enforces ADA and Fire lane violations.

Reserved parking spaces require a special permit separate from student and staff issued permits.

In addition to imposing fines, vehicles may be impounded for the following violations: Blocking a roadway and impeding flow of traffic, blocking a fire hydrant, blocking a fire lane, creating a safety hazard, blocking another legally parked vehicle, parking in a marked “tow-away” zone, and due to refusal to pay outstanding parking citations.

The complete chapter on Renton Technical College WAC parking and traffic regulations can be found here: <http://apps.leg.wa.gov/wac/default.aspx?cite=495E-116>

# COMMUNITY RESOURCES

In addition to seeking the resources and services available at Renton Technical College, students are encouraged to seek additional supports available in the community. Detailed information about agency services can be obtained by contacting the agency directly. Renton Technical College does not endorse any agency or clinic. Visit <http://www.rtc.edu/community-resources>.



# STUDENT RIGHTS AND RESPONSIBILITIES

## STATEMENT OF STUDENT RIGHTS

As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community.

The following enumerated rights, academic freedom and due process, are guaranteed to each student within the limitations of [statutory law](#) and college policy which are deemed necessary to achieve the educational goals of the College.

## STATEMENT OF STUDENT RESPONSIBILITIES

The College may impose disciplinary sanctions against a student who commits, or aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct, which include, but are not limited to the following prohibited conduct as outlined in the Student Handbook

## STUDENT CODE OF CONDUCT & HEARING PROCEDURES

- [Student Code of Conduct](#)
- [Hearing Procedures](#)

## STUDENT CONCERN PROCESS

The student concern process provides students a way to resolve problems. This process is a conduit for a student to address instructional and non-instructional concerns.

The student concern process does not apply to complaints related to sexual, racial, and other harassment, or bias-related behaviors. If a concern of this nature occurs, the report should be filed with the Office of Human Resources, per RTC Policy/Procedure 4.1, Equal Opportunity and Non-Discrimination Policy and Complaint Procedure and 4.2, Sexual Harassment / Discrimination Procedure. For instructions on how to file a student concern, visit: <http://www.rtc.edu/student-rights-and-responsibilities>

## NOTIFICATION OF TITLE IV STUDENT COMPLAINT PROCESS

The Higher Education Act (HEA) prohibits an institution of higher education from engaging in a “substantial misrepresentation of the nature of its educational program, its financial charges, or the employability of its graduates.” 20 U.S.C. §1094(c)(3)(A). Further, each state must have “a process to review and appropriately act on complaints concerning the institution including enforcing applicable state laws.” 34 C.F.R. § 600.9. The Washington State Board for Community and Technical Colleges (SBCTC) maintains a process to investigate complaints of this nature brought by community and technical college students in the state of Washington. For information, contact SBCTC Student Services, PO Box 42495, Olympia, WA 98504-2495, [ballinder@sbctc.edu](mailto:ballinder@sbctc.edu), 360-704-4315 or visit [sbctc.edu](http://sbctc.edu). [Download the form here.](#)

## **ANIMALS**

Only service animals used by persons with disabilities are allowed on campus (see ADA Accommodations on page 9).

## **WITHDRAWAL**

Withdrawal is initiated by the student. The student must submit a Student Registration/Change of Schedule form to the Enrollment Services by dates in quarterly class schedule. No refunds will be processed without an official withdrawal by the student. Students should pay close attention to the college refund policy before they withdraw from a class or program. The policy is available in the front section of the quarterly class schedule, in the school catalog, or at Enrollment Services. It is also advised that students check with Financial Aid before withdrawing. It could impact future Financial Aid eligibility.

## **CHILDREN ON CAMPUS**

In order to ensure the safety and security of child visitors, and to safeguard the educational and work environment of the College, no employee, student, or visitor to Renton Technical College shall leave a child unsupervised at the College, including in campus buildings, grounds, or in a vehicle. Unless enrolled in an authorized program of the College, children are not permitted in classrooms except on an emergency basis, and for a specified and limited period of time with the specific approval of the faculty member for the class.

Children are not allowed in areas where dangerous equipment is operated and/or where chemicals, cleaning products, solvents or any hazardous products are stored or used. A child is an individual under the age of 18. The exception is the 16 to 18 year old student who has applied for admission and registered for classes after graduating high school or is a Running Start student.

## **INFORMATION TECHNOLOGY RESOURCES ACCEPTABLE USE POLICY**

### **What You Should Know Before Using RTC's Information Technology**

1. It is expected that any and all use of the College's information technology resources will be consistent with the laws of the State of Washington and the policies and procedural guidelines established by the College.
2. The use of these resources is a privilege, not a right.
3. It is the user's responsibility to use these resources in a manner that is efficient, ethical, and legal.
4. There are no facilities provided by Renton Technical College for sending or receiving confidential messages.
5. Users must be aware that electronic messaging systems may not be secure from unauthorized access and should not be used to deliver confidential information.

### **What You May And May Not Do**

1. You may use college computing resources only for authorized purposes.
2. You may use only those computing resources that you have been authorized to use.



3. If your access to computer resources is protected by a personal password, you must not make this password available to others.
4. You may not allow someone else to give his/her password to you or attempt to find out the password of another user, or aid such attempt by any other person.
5. You may not copy, rename, alter, examine, or delete the files or programs of another user without the user's permission.
6. You may not interfere with the use of computing resources by any other authorized user or compromise the confidentiality of the College's internal business practices or records.
7. You must be aware of the copyright law as they apply to computer software and other materials that you may access with college computing resources.
8. You may not impersonate someone else in any electronic message or send messages that do not clearly identify you as the sender.
9. You may not use the College's computing resources to send, receive, or display information including text, images, or voice that is sexually explicit or constitutes discrimination or harassment.
10. You may not subvert (known as hacking), or attempt to subvert or assist others to subvert, the security of any computing resources.
11. You may not request computer support from college personnel for home systems.
12. You may not use devices designed to capture or examine network data.
13. You may not use college resources to create, disseminate or execute self-replicating or similar nuisance programs (e.g. virus, Trojan horse), whether or not they are destructive in nature.
14. If you use the College computing resources to access external networks and computing resources, you agree to comply with the policies of those external networks and computing resources.

#### Disclaimer

The College accepts NO RESPONSIBILITY for any damages to or loss of data due directly or indirectly to the use of Renton Technical College computing resources or any consequential loss or damage. It makes representation of NO WARRANTY, expressed or implied, regarding the computing resources offered, or their fitness for any particular use or purpose. The College's liability in the event of any loss or damage shall be LIMITED TO THE FEES AND CHARGES, IF ANY, PAID TO THE COLLEGE for use of the computing resources, which resulted in a said loss or damage.

For the complete text of Renton Technical College's acceptable use policy and procedures, please refer to sections 20051 and 20052 of the RTC procedure manual.

## **DISTRIBUTION OF MATERIALS**

(cf WAC 495 E-120-090)

The distribution on campus of printed materials by Executive Board Associated Student Government or student groups is permitted provided that a copy of the material has been approved by the Vice President for Student Services, or designee, and the distribution does not disrupt the educational process and the operation of the College. Materials must indicate the name of the publisher and the distributing organization or individual.

The distribution on campus of printed material for purely commercial purposes is prohibited.

Distribution of material on campus by non-college-related individuals is prohibited unless they have registered with the Vice President for Student Services or designee before the distribution of any materials.

## **DRUGS AND ALCOHOL POLICY**

The College is committed to maintaining an environment of teaching and learning, which is free of illicit drugs and alcohol. Any student who, while in any college facility or participating in a college-related program, uses, possesses, consumes, is demonstrably under the influence of, or sells any narcotic drug or controlled substance as defined in RCW 69.50.101, in violation of law or in a manner which significantly disrupts a college activity, shall be subject to discipline. A separate student brochure with drug and alcohol information is available through Human Resources. This includes all of the definitions of the Uniform Controlled Substances Act, which includes marijuana.

## **SMOKING, EATING AND DRINKING**

Smoking and the use of E-Cigarettes or Vaping is permitted only at designated smoking areas. Eating and drinking are not permitted in any RTC classroom or laboratory. Violations shall be cause for discipline.

## **RIGHT TO DEMAND IDENTIFICATION**

(cf WAC 495 E 120-070)

College personnel may demand that any person on college property identify themselves.

## FERPA

### Nondisclosure of Certain Personal Information

The following laws and regulations may prevent Renton Technical College from disclosing the personal information about you except for directory information. Only directory information can be released without student's authorization. Students must sign a release in order to have any other information disclosed or to withhold all information. Education information may be released to other institutions that have requested the records and in which the student seeks or intends to enroll. Information may be released to a third party without student's consent if an emergency situation exists or if information is requested officially by means of a subpoena, court order or legal report. Additionally, Congress requires student information to be released to military recruiters if officially requested. Directory information may include student's name, address, telephone number, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

- [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#) Section 438, Public Law 90-247 Title IV, as amended, 88 Stat 571-574 (20 USC 1232g) otherwise known as the Buckley Amendment Family Educational Rights and Privacy Act.
- RCW 42.17.310 (a) and (ss) exempts the following from public inspection and copying: (a) Personal information in any files maintained for students in public schools, patients or clients of public institutions or public health agencies, or welfare recipients; (ss) Credit card numbers, debit card numbers, electronic check numbers, card expiration dates, or bank or other financial account numbers supplied to an agency for the purpose of electronic transfer of funds, except when disclosure is expressly required by law.

It is the student's responsibility to withdraw from the College or from individual classes. Students must submit a Change of Schedule form to guarantee the accuracy of their permanent records and to begin refund procedures when applicable. Date of registration activity using web registration or receipt of Change of Schedule form in the Enrollment Services office establishes the rate at which refunds will be made.

### BOARD OF TRUSTEES:

Debra Entenman

Tyler Page

Susan Palmer

Frieda Takamura

Kirby Unti

## INSTRUCTIONAL CALENDAR 2018-2019

<b>JULY 2018</b> (19) S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>AUGUST 2018</b> (9) S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>SEPTEMBER 2018</b> (10) S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>OCTOBER 2018</b> (22) S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>NOVEMBER 2018</b> (18) S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>DECEMBER 2018</b> (5) S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>JANUARY 2019</b> (21) S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>FEBRUARY 2019</b> (18) S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>MARCH 2019</b> (16) S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>APRIL 2019</b> (21) S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>MAY 2019</b> (20) S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JUNE 2019</b> (14) S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

## IMPORTANT DATES

### QUARTERS

JULY 5, 2018 - First Day of Summer Quarter  
AUGUST 13, 2018 - Last Day of Summer Quarter  
SEPTEMBER 17, 2018 - First Day of Fall Quarter  
DECEMBER 7, 2018 - Last Day of Fall Quarter  
JANUARY 2, 2019 - First Day of Winter Quarter  
MARCH 22, 2019 - Last Day of Winter Quarter  
APRIL 2, 2019 - First Day of Spring Quarter  
JUNE 20, 2019 - Last Day of Spring Quarter

### NO SCHOOL FOR STUDENTS / WORK DAY FOR FACULTY

AUGUST 14, 2018  
SEPTEMBER 11, 13-14, 2018  
DECEMBER 10-12, 2018  
APRIL 1, 2019  
JUNE 21, 25-27, 2019

### HOLIDAYS & BREAKS

JULY 4, 2018 - Independence Day  
AUGUST 15 - SEPTEMBER 7, 2018 - Fall Break  
SEPTEMBER 3, 2018 - Labor Day  
NOVEMBER 12, 2018 - Veteran's Day Observed  
NOVEMBER 22-23, 2018 - Thanksgiving Break  
DECEMBER 13, 2018 - JANUARY 1, 2019 - Winter Break  
JANUARY 21, 2019 - Martin Luther King Day  
FEBRUARY 18, 2019 - President's Day  
MARCH 25 - 29, 2019 - Spring Break  
MAY 27, 2019 - Memorial Day  
JUNE 24-28, 2019 - Break

### NO SCHOOL FOR STUDENTS / FACULTY IN-SERVICE DAY

SEPTEMBER 10, 12 2018

### STUDENT ADVISING DAYS

OCTOBER 24, 2018  
FEBRUARY 13, 2019  
MAY 8, 2019

### NO SCHOOL FOR STUDENTS / FACULTY MEETING DAY

NOVEMBER 6, 2018 (Mandatory)  
MAY 21, 2019 (Mandatory)  
JUNE 21, 2019 (Mandatory)

No School for Students / Non-Work Day for Faculty  
No School for Students / Faculty In-Service Day  
No School for Students / Work Day for Faculty  
No school for students / Faculty Mandatory Mtg Day  
First/Last Day of Quarter  
Student Advising Days  
( ) Student Contact Days per Month



# RENTON TECHNICAL COLLEGE CLOSURE INFORMATION

Listed below are several outlets to find out school closure information, in the event that Renton Technical College closes due to inclement weather or other emergencies.

1. Television - The following stations are recommended and should have information about Renton Technical College, scrolling on the bottom of the screen:

**KOMO TV 4**

**KING TV 5**

**KIRO TV 7**

**KCPQ TV 13**

2. Log on to [www.flashalert.net](http://www.flashalert.net) and search “Renton Tech” to view the College’s message there.

3. Check the RTC website, [www.RTC.edu](http://www.RTC.edu) Closure information will be listed under “News and Events” on the homepage.

4. Call the College at 425-235-2352 and press 9 for the latest operating schedule. Keep in mind that if many people are calling at the same time, the lines will be busy.

5. Social media - Check the College’s social media outlets to find out about closures.

Facebook – [www.facebook.com/rentontechnicalcollege](http://www.facebook.com/rentontechnicalcollege)

Twitter - [www.twitter.com/rentontech](http://www.twitter.com/rentontech)

6. Radio stations - The following radio stations may voluntarily run closure information. We recommend that you have a radio station tuned into one of the following stations, but not to rely on receiving information solely from this source:

**KBKS 106.1 FM**

**KGRG 89.9 FM**

**KOMO 97.9 FM**

**KIRO 97.3 FM**

**KMPS 94.1 FM**

**KPLZ 101.5 FM**

**KZOK 102.5 FM**

**KIXI 880 AM**

**KGRG 1130 AM**

**KOMO 1000 AM**

**KFNQ 1090 AM**

**KPLU 88.5 FM**

**KUOW 94.9 FM**

7. RaveAlert - A message about any College closure will be sent out by the Director of Safety and Security, via the RaveAlert system. To sign up for RaveAlerts, visit: <https://www.getrave.com/login/renton>

Remember, YOUR power may be out or YOU may have 5” of snow, but not everyone will. You’re encouraged to form a buddy system with someone who does not live close to you, so you can check in with each other for updates.

