UNITED TRIBES TECHNICAL COLLEGE

2021-2022
Academic Catalog

Leadership Begins Here

VETERANS MEMORIAL

UNITED TRIBES TECHNICAL COLLEGE

Academic Catalog
2021-2022

Message from the President

Leadership Begins Here

Hau' Mitakiyapi na Mikodapi (Hello my relatives and friends):

On behalf of the Board of Directors, administration, and staff, I welcome you to the United Tribes Technical College (UTTC) campus! We are honored you have chosen UTTC as your institution of higher education! UTTC, as the second tribal college and university in the Nation, has been providing quality workforce development and higher education services for more than 50 years to the United Tribes of North Dakota (UTND) and Indian Country.

All certificate, associate of applied science, and baccalaureate programs of studies are aligned with tribal and non-tribal workforce needs for North Dakota and the Great Plains Region to enhance students' employment opportunities upon graduation. UTTC is fully accredited through the Higher Learning Commission to include the provision of online programs of study, and continues to collaborate with the North Dakota Association of Tribal Colleges (NDATC) and the North Dakota University System (NDUS), to enrich a seamless transfer between tribal and state colleges.

The recent updates and adaptations of the Student Services, Education Building, Cafeteria, and Student Union create a modern learning and social environment for our students and employees. These updates are further enhanced by the Information Technology (IT) infrastructure upgrade, which increased our internet capabilities from 100 Mbps to 10 Gig capacity (100 times faster) for all of the buildings on campus to include the dormitories and student housing. Ongoing street infrastructure, handicap accessibility, and lighting projects further enhance a safe environment as we continue to transition our rural to urban campus with sidewalks and curb work.

We challenge you to become involved in organizations such as the Student Government Association, American Indian Science and Engineering Society (AISES), or American Indian Business Leaders (AIBL). These student organizations will help to enhance your academic experience as well as build your network within your chosen discipline. UTTC is here to support you as a student and we are committed to providing a quality education experience that will serve you throughout your careers. We are excited and honored to have you here, and we wish you tremendous academic success!

Hecetu (so be it)

Leander R. McDonald, PhD

(Ihanktowan/Hunkpapa/Sahnish/Hidatsa)

Mahto Zso Zso - Whistling Bear

President

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Fall 2021

August 4 ....
Family Housing Check-In

August 16 ....
UTTC Employee Family Fun Day

August 17-18 ....
UTTC All Campus Professional Development

August 19 ....
Daycares Open for the Semester

August 19 ....
Dorm Check-In

August 20 ....
Application Deadline for Fall 2021

August 20 ....
FAFSA Deadline for Continuing Students for Native American Tuition Waiver

August 21-22 ....
New Student Welcome Weekend

August 19 ....
TJES First Day of School

August 23 ....
New Student Orientation and Accuplacer Testing Due – 12 Noon

August 23 ....
Registration Deadline for 2021 Fall Semester

August 23 ....
Self-Pay or Proof of Payment for Fall Semester Due – 5 pm

August 24 ....
First Day of Classes

September 3 ....
Last day to add courses or drop without a record (Census Date) – 5 pm

September 6 ....
Labor Day (College Closed)

September 7-9 ....
Tribal Leaders Summit Canceled for 2021

September 10 ....
Family Day at Powwow (No Classes)

September 10-12 ....
UTTC International Powwow

September 13 ....
Indigenous Day (College Closed)

September 17 ....
U.S. Constitution Day

September 22 ....
Career Fair

October 15 ....
Midterm Grades Due

November 1 ....
Native American Tuition Waiver Deadline for Spring Semester for New/Transfer Students

November 11 ....
Veterans Day (College Closed)

November 12 ....
Last day to withdraw from term or course with a 'W' grade on transcript

November 15 ....
Spring Registration Hold for Student Accounts Exceeding $750

November 17 ....
Registration Opens for Spring Semester

November 24 ....
No Afternoon Classes - Daycares Close at Noon

November 25-26 ....
Thanksgiving Break (College Closed – Nov. 25, No Classes – Nov. 26)

December 3 ....
Fall Graduation Applications Due

December 6-10 ....
Last Week of Classes/Final Exams

December 13 ....
Final Grades Due – 5 pm

December 14-15 ....
UTTC All Campus Professional Development

December 17 ....
UTTC Fall 2021 Commencement

December 20 ....
Dorm Check out

December 21 ....
Family Housing Check-In for Spring Semester

December 22 ....
Academic Suspension Appeals Due

December 31 ....
Dorm Check-Out for Graduates

Spring 2022

January 4 ....
Daycares Open for the Semester

January 4 ....
TJES Starts School

January 4-5 ....
UTTC All Campus Professional Development

January 6 ....
Dorm Check-In

January 7 ....
Application Deadline for 2022 Spring Semester

January 8-9 ....
New Student Welcome Weekend

January 10 ....
New Student Orientation and Accuplacer Testing Due – 12 Noon

January 10 ....
Registration Deadline for 2022 Spring Semester

January 10 ....
Self-Pay or Proof of Payment for Spring Semester Due – 5 pm

January 11 ....
First Day of Classes

January 17 ....
Martin Luther King Day (College Closed)– No School for TJES

January 21 ....
Last day to add courses or drop without a record (Census Date) – 5 pm

February 21 ....
President's Day (College Closed)

March 11 ....
Mid-term Grades Due

March 14-18 ....
Spring Break

TBA ....
2022 AIHEC Student Conference

April 1 ....
Native American Tuition Waiver Deadline for Summer Semester for New/Transfer Students

April 7 ....
College & Career Fair

April 8 ....
Last day to withdraw from term or course with a 'W' grade on transcript

April 11 ....
Summer and Fall Registration Hold for Student Accounts Exceeding $750

April 13 ....
Registration Opens for Summer and Fall Semesters

April 15 ....
Good Friday (College Closed)

April 18 ....
Easter Monday Holiday (College Closed)

April 29 ....
Spring Graduation Applications Due

May 2-6 ....
Last Week of Classes/Final Exams

May 9 ....
Final Grades Due – 5 pm

May 10-11 ....
UTTC All Campus Professional Development

May 13 ....
UTTC Spring Commencement – 10 am

May 13 ....
Daycares Open until 5 pm

May 13 ....
TJES Last Day of School

May 16 ....
Daycares Open for Summer School – Monday - Thursday

May 16 ....
Dorm Check-Out

May 18 ....
Academic Suspension Appeals Due

May 27 ....
Dorm Check – Out for Graduates

Check for catalog updates at www.uttc.edu

Board of Directors

United Tribes Technical College is a nonprofit corporation owned and governed by the five Indian tribes located wholly or in part within the state of North Dakota. UTTC's governing body is a ten-member board of directors made up of the tribal chairperson and one representative from the tribal councils of each of the five reservations.

Three Affiliated Tribes

Chairman
Mark Fox
Councilman
Mervin Packineau

Spirit Lake Tribe

Chairman
Doug Yankton
Councilwoman
Rena Little-Lohnes

Turtle Mountain Band of Chippewa Indians

Chairpman
Jamie Azure
Councilman
Nathan Davis

Sisseton-Wahpeton Sioux Tribe

Chairman
Delbert Hopkins Jr.
Councilman
Louie Johnson

Standing Rock Sioux Tribe

Chairman
Mike Faith
Councilman
Charles Walker

Mission and Vision

Mission

United Tribes Technical College provides quality post-secondary education and training to enhance knowledge, diversity, and leadership for all indigenous nations.

Vision

Striving to build cultural, educated, and healthy leaders who empower their communities.

Accreditation

HIGHER LEARNING COMMISSION

Accreditation is a voluntary process of external review that evaluates programs, colleges and universities to ensure they provide high-quality education and services and continuously seek to improve. This process provides assurance to the public that United Tribes Technical College (UTTC) meets, and will continue to meet, clearly communicated criteria and regulations. Accreditation also ensures faculty and students are eligible for federal grants and other funding. UTTC was granted candidacy status for accreditation by the North Central Association of Colleges and Schools in 1978. In 1982, UTTC was granted full accreditation status and has maintained continuous accreditation status since that time. The most recent comprehensive evaluation was October 2020. The next comprehensive evaluation is scheduled for 2030-2031.

UTTC also has programs that are individually accredited by the following discipline-specific accrediting bodies:

- ASE Education Foundation
- Association of Nutrition and Food Services Professionals
- North Dakota Education Standards and Practices Board (ND ESPB)

United Tribes Technical College Institutional Learner Outcomes

Graduates of UTTC will…

1. **Exhibit effective oral and written communication. (Communication)**
   a Organize various types of communication
   b Articulate content knowledge
   c Demonstrate appropriate delivery (i.e. body language, tone, voice)
   d Apply mechanics of writing (standard grammar, punctuation, spelling)

2. **Employ critical thinking skills in the processes used to identify and solve problems. (Critical Thinking)**
   a Identify and define key issues
   b Determine information needed, find and cite relevant information
   c Integrate other relevant points of view of the issue
   d Evaluate supporting information and evidence
   e Construct appropriate and defensible reasoning to draw conclusions

3. **Develop solutions to mathematical and scientific problems (Quantitative & Scientific Reasoning)**
   a Interpret data from a variety of sources
   b Demonstrate hypothesis-based problem solving
   c Estimate answers for reasonableness
   d Communicate quantitative information

4. **Demonstrate skills necessary for living and working in a global society. (Personal & Social Responsibility)**
   a Identify themselves as contributing members of the campus community
   b Demonstrate they are prepared to learn, regularly attend class, complete assignments on time, and demonstrate other positive work habits that contribute to achieving career pathway goals
   c Model confidence and the ability to work through life challenges through effective planning and prioritizing
   d Believe in their ability to accomplish challenging tasks and that with effort, their ability can grow
   e Exhibit knowledge of diverse cultures, identities and societies

Family Educational Rights and Privacy ACT (FERPA)

Under the terms of FERPA, United Tribes Technical College has established the following as directory information and may be released to those requesting it unless the student specifically requests otherwise on the form provided or by submitting written notification to the Office of the Registrar:

1. Student Name
2. Local Address/Phone
3. Permanent Address/Phone
4. E-mail Address
5. Date and Place of Birth
6. Hometown
7. Degrees and Awards Received & Dates
8. Dates of Attendance (Current and Past)
9. Full or Part-time Enrollment Status
10. Participation in Officially Recognized Activities
11. Participation in Officially Recognized Sports
12. Weight/Height of Member of Athletic Teams
13. Most Recently Attended Education Institute
14. Major Field of Study
15. Academic Level
16. Residency Status
17. Photographs

With the exception of security reports, all other information may not be released without written consent of the student. Grades, social security numbers, ethnic background and student schedules may not be released to anyone other than the student — and never over the phone.

NOTE: Students are given the opportunity to restrict directory information each year. If the student restricts the release of directory information, a notation of "n" is placed on the directory information and no information can be released on that student without further written permission from the student. Appropriate faculty/staff response: "There is no information available from that person."

Any questions concerning FERPA may be referred to the Office of the Registrar.

History of United Tribes Technical College

Enter United Tribes Technical College and you're on Indian land. The 230-acre campus along Bismarck's University Drive is a place of historic significance. It is owned and governed by the tribal nations of North Dakota to serve education.

American Indian students are joined by students of all racial and ethnic backgrounds, who are welcomed to this culturally diverse setting. The 100 year-old buildings are a clue to a past here to discover.

Tribal Homeland

UTTC is the site of the former military post Fort Lincoln. But long before the first brick buildings took shape in 1900, this was open prairie. Wooded ravines nearby and fertile bottomlands were the life-sustaining homelands of the Mandan, Hidatsa and Arikara tribes.

In 1863 – after the Minnesota-Dakota Conflict – Lakota and Dakota People avoided an almost certain massacre at this site by outmaneuvering a vengeful militia from Minnesota.

Hunting grounds, battle sites, villages and sacred locations abound near the confluence of Apple Creek and the Missouri River.

Military Post

Unmistakable on the campus today are Fort Lincoln's parade grounds, brick buildings and other facilities that served military purposes on and off through the first half of the 20th Century. Periodically troops were garrisoned, assembled, trained and mobilized here. The post was a central location for assembling North Dakota National Guard troops departing for Europe during World War I.

Over the years the facilities also served government and civic purposes as Bismarck locals lobbied to maintain a presence that would continue the flow of government dollars into their community.

Internment Camp

During World War II, Fort Lincoln was tapped for another purpose. In 1941 a portion was cordoned off with 10-foot-high cyclone fences topped with barbed wire and fortified by guard towers. The post became an enemy alien internment camp of the U.S. Justice Department. Detained and confined were men primarily of German and Japanese ancestry – some of whom were U.S. citizens. By 1946, upwards of 4,000 internees passed through what has become known as "Snow Country Prison," connecting this site to the national disgrace of unjust treatment of groups and individuals targeted by race and ethnicity.

Post-War Era

After the war, Fort Lincoln continued in government service. It became the U. S. Army Corps of Engineers headquarters for planning the Garrison Dam, a public works project that flooded tribal land, devastating citizens of the Mandan/Hidatsa/Arikara Nation.

In 1964 the fort was declared surplus property, remodeled and used as a Job Corps training center and later by the Peace Corps.

College Bound

The start of United Tribes Technical College is rooted in the vision and activism of tribal leaders in the 1960s. Faced with threats to their tribal sovereignty and the need for training and jobs development, the tribes of North Dakota incorporated in 1968 and obtained the fort for education and training. Classes began in September 1969. Thus, it became the second tribal college in the nation and one of the founding institutions of the nationwide American Indian Higher Education Consortium.

Because several tribes were involved, UTTC holds the distinction of being the first intertribally controlled and operated postsecondary vocational school in the country. The governing tribes are located wholly or in part in North Dakota: Mandan/Hidatsa/Arikara Nation, Spirit Lake Tribe, Sisseton-Wahpeton Oyaté, Standing Rock Sioux Tribe and Turtle Mountain Band of Chippewa Indians.

Setting the Pace

United Tribes was developed as a supportive campus-community, where students could maintain their culture and build on their experience as tribal people, as they acquire an education leading to employment and life-long opportunities. A hallmark has been the ability to identify and respond to the changing needs for jobs training and education. In 1982 the College attained full membership accreditation with the Higher Learning Commission of the North Central Association of Colleges and Schools, maintaining its good standing ever since. The College's first associate degrees were offered in 1987. Accreditation followed for all of the College's associate level programs in 1993. Tribal College Land Grant status was conferred in 1994. UTTC was the first tribal college in the nation to receive accreditation to offer associate degrees online.

Now, bachelor's degree programs round out the offerings that make UTTC one of the leading tribal colleges in the nation.

Transformation

Today, the UTTC campus is a learning environment with modern educational buildings and equipment. The historic setting is transformed, serving students from tribes all across the country and non-Native students.

Thousands have been successful, demonstrating that educating students at United Tribes Technical College is the highest and best use of a one-time military fort in the tribal homeland.

UNITED TRIBES TECHNICAL COLLEGE

General Information

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General Information

This catalog is published by United Tribes Technical College to provide information concerning the College. Any part of this publication is subject to change and should not be construed as a binding obligation with United Tribes Technical College. For updated information about UTTC go to www.uttc.edu/academics.

Accessibility

The major student facilities, dorms, and instructional buildings in use at UTTC are accessible to the physically challenged. In those instances in which services or instruction are given in buildings that are not accessible, accommodations will be made to assure that the needs of individual students are met.

Chapel Services

UTTC has a nondenominational chapel on campus. Sunday church services include Episcopal, All Nation's Christian Fellowship, and Catholic mass. Prayer services, fellowship, and bible studies are held on weekday evenings.

Drug and Alcohol Policies

UTTC enforces a no alcohol or drug policy on campus. Students, faculty, staff and visitors will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances during their term at UTTC. Additional information regarding the UTTC drug and alcohol policy is located in the Student Code of Conduct section found in the Student Handbook.

Tobacco Free Campus Policy

Commercial tobacco is defined to include any product that contains tobacco, is manufactured from tobacco, or contains nicotine. This excludes any FDA approved nicotine replacement therapy. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. Smoking also includes the use of an e-cigarette which creates a vapor, in any manner or any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

For information about the complete policy, refer to the UTTC website.

Equal Opportunity/ Affirmative Action

United Tribes Technical College is an equal opportunity, affirmative action employer that does not discriminate on the basis of race, color, national origin, sex, religious preference, or membership or non-membership, except as allowed by the Indian preference provision of the Civil Rights ACT of 1964, as amended.

Further, UTTC does not discriminate in its admissions, access to and conduct of educational programs and activities. Discrimination is prohibited on the basis of race, sex, color, national origin, religion, age, handicap, or marital and parental status. For more information regarding non-discrimination policies, contact: UTTC Director of Human Resources, 3315 University Drive, Bismarck, ND 58504, 701-255-3285.

Disclaimer

Terms, conditions, fees, course offerings, admissions, graduation requirements, Academic Calendar and regulations affecting the student body set forth in the catalog are in accordance with information available at the time of publication. United Tribes Technical College (UTTC) reserves the right to change these conditions when necessary.

If UTTC decides to terminate a degree program, students enrolled in that program will be provided written notice. Students will be afforded a set time for program

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completion, determined through a "teach out" plan established by the College and the academic department that offered the degree program.

Facilities Management

Maintenance, custodial, and transportation are combined components of the Facilities Department. Facilities provides maintenance and custodial services throughout the entire campus. If there is a problem in the dorm or housing that needs attention contact the Housing Director, Housing Administrator, or Resident Service Administrator and a work order will be submitted. After hours, emergency on-call services are available by contacting the UTTC Security Office at (701) 221-1700.

The Transportation Department makes scheduled trips to the supermarkets and malls. Children attending high school in Bismarck are transported daily.

Capital Area Transit (CAT) bus services run Monday through Saturday and stop ay nine different scheduled times the hours between 6:30 am to 6:00 pm. The UTTC bus stops are located at the front gate on University Drive and the Wellness Center on campus. Middle school and high school students will be transported by Bismarck Public School busing services, after completing necessary paper work with the Bismarck school system.

Theodore Jamerson Elementary School (TJES)

UTTC contracts with the Bureau of Indian Affairs Office of Indian Education Programs, to operate the elementary school. Theodore Jamerson Elementary School (TJES) is fully accredited with commendations by the North Dakota Department of Public Instruction and exceeds the educational standards set by the Office of Indian Education Programs. TJES is also accredited by North Central Association of Schools. In addition to comprehensive educational services, TJES offers a variety of social, cultural, and athletic opportunities.

UTTC Land Grant

The mission of the UTTC Land Grant programs is to improve the health and well-being of all citizens through stewardship of the land and culture, community building, and building life skills for individuals and families.

UTTC Land Grant Extension

Extension educators offer hands-on workshops and classes in food, nutrition, gardening, money management and lifeskills. Opportunities for children include: planting their own raised garden bed, sampling and learning how to cook home grown vegetables. Adults participate in gardening projects and cooking classes, as well as having a family garden plot or raised bed for personal use. Through the promotion of healthy lifestyles; classes that explore healthy eating habits, food safety procedures, and good money management are offered.

To learn more about the Land Grant Extension programs, visit Land Grant personnel in the Skill Center. See all the resources available at https://uttc.edu/land-grant-extension/.

UTTC is a 1994 Land Grant College receiving support from the USDA National Institute of Food and Agriculture. The mission is to improve the quality of life through culturally appropriate and scientifically based education that will strengthen tribal communities, sustain natural resources, and promote healthy lifestyles for citizens of tribal nations.

Workforce Innovation & Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) is a "Native American Program" as stated in Section 166 of the Workforce Innovation and Opportunity Act and receives grant funds directly from the Department of Labor (DOL). The WIOA program is under the authority of the Office of Workforce Investment, Division of Adult Services, and administered through the Division of Indian and Native American Programs (DINAP).

WIOA section 166 programs are designed

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to increase the labor participation rate among Indian and Native American (INA) individuals by providing career, training, and support services necessary to enter, reenter, or retain unsubsidized employment.

Workforce Innovation and Opportunity Act (WIOA)

United Tribes Technical College
3315 University Dr-Bldg. 1A
Bismarck, ND 58504
Direct Line: (701) 221-1732/1729
Fax: (701) 530-0635

Jack Barden Center

The upper level of the Jack Barden Center (JBC) is home to Enrollment Management Services. This includes Admissions and Recruitment, Financial Aid, the Registrar's Office, and Career Services. The Housing Department is also located in this area. Prospective and current students are welcome to stop in anytime from 8 AM – 5 PM, Monday through Friday. For more information, contact Darko Draganic, Dean of Enrollment Management, at ddraganic@uttc.edu, or Melissa Plenty Chief, Housing Director, at mplentychief@uttc.edu.

A computer lab and the Center for Academic Retention and Engagement (CARE) are located in the lower level of the JBC. The computer lab provides a quiet place for college students to work. It is open from 8 AM – 5 PM, Monday through Friday. The CARE Center offers walk-in peer tutoring, online tutoring supports and resources to support your learning. For more information, contact Paige Jensen, Student Activities and Retention Administrator, at pjensen@uttc.edu.

Art Gallery & Bookstore

The College Art Gallery & Bookstore is open during regular business hours Monday through Friday to all students, staff and visitors.

The College Art Gallery & Bookstore sells laptops, school supplies, and backpacks, which students may purchase out of pocket or charge against their student accounts. We also carry a wide variety of college branded apparel, including 'Thunderbird Gear', ranging in sizes from infant to 5X. If in search of a unique gift, please check out our gallery, with everything from Pendleton Blankets and Leanin' Tree greeting cards, to handmade beadwork and paintings from local Native artists.

Students will order their textbooks online through the BNC Virtual UTTC Bookstore process. The step-by-step process may be found on the UTTC Bookstore webpage at https://uttc.edu/bookstore/

The UTTC Bookstore and Gallery is located on the main campus, Building 10 on Sisseton Street. The bookstore personnel may be reached at bookstore@uttc.edu or at 701-221-1460.

Information Technology Department

The United Tribes Technical College Information Technology (IT) department is on hand year-round to provide technology services and infrastructure support to UTTC faculty, staff, and students. With services such as networking, desktop applications, web services, telephone and more, the IT department strives to provide computer

and communications services to the campus community that are up-to-date, stable, and secure.

The IT office is located in the Skill Center. Students who need assistance with their email addresses can stop in anytime between 8 am and 5 pm. Students who need Help Desk Support may contact the IT Department by phone at 701-221-1600 or by email at onlinetech@uttc.edu

Library

The United Tribes Technical College Library is an integral part of the College. Although the UTTC Library staff welcomes all users, the Library collections and facilities are primarily intended for the College community. Every effort is made to provide access to materials that continually support the curriculum needs of the institution.

UTTC believes everyone served by the UTTC Library have access to accurate and comprehensive information. To ensure access, the Library staff provides instruction in information literacy through a variety of formats. Library instruction to promote information literacy skills for lifelong learning is offered to classes and individuals. Information literacy aids the patron in lifelong decision making skills and enhances lives and culture of the community.

The UTTC Library is located in the Education Building. The Library's approximately 9,000 volumes are an integral part of the academic life of the College, supporting the vocational and academic programs through reference and research.

It has a sizable Native American collection. Approximately 100 magazine and journal titles and daily and weekly newspapers are maintained to provide students and staff with materials for study, research and recreational reading.

The Library's holdings are in info*lynx, an automated catalog. Info*lynx can be accessed 24 hours a day at infolynx.org or uttc.edu. This computerized catalog provides online access to library resources, member regional libraries and to several periodical indexes with many full-text articles. Computer access links the UTTC Library to the major academic and public libraries in North Dakota. Resources not available locally may be requested through interLibrary loan. The Internet can be accessed for research at the Library. The College community is encouraged to utilize Library services and facilities. Remote access to UTTC Library services is permitted and encouraged.

Eligible Borrowers and Borrowing Privilege

The UTTC Library has a prime responsibility to serve the students, faculty, and staff of the College.

The secondary mission of the Library is to provide materials and service to the patrons of the consortium libraries of Central Dakota Library Network (CDLN). Also, the UTTC Library supports service to the residents of North Dakota through ND networks systems and the North Dakota Library Association's Network for Knowledge.

A valid UTTC library card or CDLN member library card is required to check out materials. Applications are available at the Library circulation desk. Proper I.D. is required. UTTC online students can contact the librarian by telephone at (701) 221-1782 to apply for a library card.

Acceptance of a Library card signifies agreement to follow Library policies. Failure to adhere to the policies can result in a Library hold. UTTC Library card holders are responsible for any fines or fees incurred on their card from overdue or lost items from UTTC and /or CDLN member libraries. Patrons will not be able to get an official transcript until this Library hold is cleared. Patrons who are not in good standing at CDLN member libraries will be denied borrowing privileges at UTTC and all member libraries. UTTC patrons who are parents or guardians of Theodore Jamerson Elementary School (TJES) students are responsible for items checked out on their TJES Library card.

Check for catalog updates at www.uttc.edu

Copyright Policy

The purpose of the UTTC Copyright Compliance Policy is to provide a summary of U.S. copyright law as it relates to the use of text-based copyright-protected works in the classroom, online and library at UTTC, and to provide guidelines and procedures for obtaining copyright permission to use these works.

U.S. copyright laws contain many gray areas, and the goal of this policy is to provide UTTC administrators, faculty, librarians, students, employees, and others with a standard approach for addressing complex copyright issues. This policy covers classroom issues such as photocopying, online and distance education, and course packs.

This policy provides practical advice and procedures on copyright-related matters; however, it is not a substitute for legal advice, and proper legal advice should be obtained when necessary. Please initially contact the UTTC Library with copyright questions at: 701-221-1782.

Photocopying for Students

The UTTC Library staff may make reproductions for library users (students, faculty, etc.), provided the following criteria are met:

- The library staff makes one reproduction of an article from a periodical or a small part of any other work.
- The reproduction becomes the property of the library user.
- The library staff has no reason to believe that the reproduction will be used for purposes other than private study, scholarship and research.
- The library staff displays the register's notice at the location in which Library users make their reproduction requests to the library staff.

Photocopying by Students

Photocopying by students is subject to a fair use analysis as well. A single photocopy of a portion of a copyright-protected work, such as a copy of an article from a scientific journal made for research, may be made without permission. Photocopying all the assignments from a book recommended for purchase by the instructor, making multiple copies of articles or book chapters for distribution to classmates, or copying material from consumable workbooks, all require permission.

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Student Support Services

Office Hours: 8 am to 5 pm • Jack Barden Center
Contacting Student Support Services: (701) 221-1850
Toll Free: 888-643-8882
Emergency: Call 911

Admissions

Financial Aid

Student Accounts

Registrar's Office

Career Services

CARE Center

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UNITED TRIBES®
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Admissions

Campus Visits

Anyone interested in attending UTTC is welcome to visit the campus at any time; prospective student tours begin in the Admissions Office located in the Jack Barden Student Life & Technology Center. Tours are available all year round from 9 am - 5 pm. To schedule a tour please contact the Admissions Office or complete the online form available at www. uttc.edu. UTTC Admissions will contact the requestor to confirm availability.

Admissions Policy

United Tribes Technical College (UTTC) maintains an "open door" admissions policy and welcomes all qualified applicants. The College believes that every person who has a sincere interest in learning should be given the opportunity to do so; however, the general policy does not ensure admittance to a particular course of study or to all applicants. Some programs have limited enrollment and may have more stringent academic, medical, and legal requirements. Applicants must have earned a high school diploma or GED. Admittance priority is given to those who are members of a federally recognized tribe and who have demonstrated the ability to pay for their education. All applicants, including those returning to UTTC after an absence or following graduation, may be subject to a criminal background check.

Admissions Procedure

The UTTC Admissions Office will consider all applicants for admission to UTTC and will process and review all applications. The Admissions Office makes all initial acceptance and denial decisions. Reviewed applications are referred to the Committee Review Team (Financial Aid, Student Accounts, and Campus Security) to certify that applicable standards have been met for registration.

A request for admissions shall not be granted in the absence of all required documents, as detailed in this procedure. The details of the procedure are as follows:

1. The Admissions Office will certify that the student's application file is received on time (per the academic calendar deadlines) and includes all required documents.
2. All students with a felony record will be subject to a background check and security review prior to consideration for acceptance. The College reserves the right to refuse admission to any applicant with a criminal background. Any applicant found to have failed to disclose all or part of a criminal record is subject to suspension or expulsion if the failure is discovered after the applicant is admitted. An applicant who is a registered sex offender will not be admitted to any on-campus programs, but may be eligible for online programs. Criminal convictions of various kinds may bar a student entering into certain programs, including: Criminal Justice, Teacher Education, and any other program where a criminal record can hinder licensure or certification in that academic discipline.

The Student Code of Conduct panel determines decisions regarding background checks and security reviews for admissions purposes. The background check process can take up to four (4) weeks for completion. Please be aware of the additional time needed to process applications with criminal convictions and all admissions deadlines.

3. If all required documentation has been received, and all other admissions criteria is met, the applicant shall be eligible for admissions into UTTC.
4. All offers for admission are conditional based upon the completion of the final requirements identified in the student's acceptance letter, which must be complete prior to registering for classes. The Committee Review Team will

UNITED TRIBES
TECHNICAL COLLEGE

verify that all requirements have been met, including a completed FAFSA and Student Account Review. An admissions hold will remain in effect until the final requirements are complete.

NOTE: *The Elementary Education BS degree program has separate admissions requirements in addition to the College requirements. For more information about admissions to this program, visit the UTTC website at www.uttc.edu.*

Admissions Requirements

All documents submitted for admissions purposes become property of United Tribes Technical College and cannot be photocopied or returned.

First Year Applicants

Applicants applying for admission who have not attended college after high school graduation or GED completion:

- Completed application for admission
- Official high school transcripts or GED scores

NOTE: *If you are a current high school student, a transcript demonstrating progress may be used for acceptance. A hold will be placed on your account until the final high school transcript is received.*

- Copy of degree of Indian blood
- Copy of immunization record showing proof of two (2) MMR shots and Meningococcal is required, if age 21 or younger and/or residing in the dorms
- Copy of a photo ID with birth date
- ACT test scores. UTTC will provide Accuplacer testing during orientation if applicant has not taken ACT test.
- A completed FAFSA application

Stop-Out Returning Applicants

Applicants applying for admission who attended UTTC in the past and have not attended any other colleges since then:

- Completed application for readmission.
- Copy of degree of Indian blood
- Copy of immunization record showing proof of two (2) MMR shots and

Meningococcal is required, if age 21 or younger and/or residing in the dorms
- Copy of a photo ID with birth date
- A completed FAFSA application

Transfer Applicants

Students who have attended another institution of higher education:

- Completed application for admission
- Official transcripts from all other colleges or universities previously attended mailed directly to the Admissions Office.
- High School Transcripts or GED. Official transcripts with a conferred graduation date or official GED scores are required for transfer students who completed less than 24 semester hours of college level coursework.

NOTE: *Failure to disclose and provide official transcripts for all previously attended schools, colleges, and universities during the admissions process will result in denial of admission.*

- Copy of degree of Indian blood
- Copy of immunization record showing proof of two (2) MMR shots and Meningococcal is required, if age 21 or younger and/or residing in the dorms
- Copy of a photo ID with birth date
- All Transfer Bachelor's applicants must meet program of study requirements (Refer to # 3 of Admissions Procedure)
- A completed FAFSA application

Continuing Bachelor's Applicants

Students who have graduated with an AS/AAS degree from UTTC and are continuing on for a bachelor's degree:

- Meet program of study requirements (Refer to # 3 of Admissions Procedure)
- Complete Academic Major Change form, available on the Registrar's Office web page
- A completed FAFSA application

Online Applicants

A student who is pursuing their degree completely online:

- Completed application for admission
- A completed FAFSA application
- Official high school transcripts or GED scores, or official transcripts

from all other colleges or universities previously attended mailed directly to the Admissions Office. In progress or unofficial transcripts will be required for any institution currently in attendance. A final transcript will also be required once grades are posted.

NOTE: *If you are a current high school student, a hold will be placed on your account until the final high school transcript is received.*

- Copy of degree of Indian blood
- ACT test scores
- Copy of a photo ID with birth date

Non-Degree Seeking Applicants

An applicant with a high school diploma or GED who wishes to take undergraduate courses and does not want to pursue a degree at UTTC is considered a non-degree seeking student.

- Completed application for admission
- Copy of degree of Indian blood
- Copy of a photo ID with birth date

NOTE: *Should a change be made from non-degree seeking to degree seeking; an admissions application must be completed to indicate the intended degree or certificate. All admissions requirements must be met.*

** A non-degree seeking student is not eligible for financial aid funding

Staff and Faculty Applicants

- Completed application for admission
- Official transcripts from all other colleges or universities previously attended mailed directly to the Admissions Office
- Copy of degree of Indian blood
- Copy of a photo ID with birth date
- Employee Tuition Waiver form completed and approved prior to starting classess

Dual Credit Applicants (High School)

United Tribes Technical College invites eligible students to take a limited number of credits of undergraduate study while they are still in high school. All of the academic policies that apply to regular undergraduate students at the College apply to dual credit students, in addition to the academic policies specifically referring to Dual Credit students. Students invited to apply to the College as dual credit students must submit the following documents in order to be considered for participation:

- Completed Dual Credit application for admission
- Copy of degree of Indian blood
- High school transcript
- Parental Consent form
- FERPA Release of Information form
- Student Enrollment Agreement

International Student Policy

UTTC accepts applications for admissions from non U.S. citizens who are lawful permanent residents of the United States.

- Completed application for admission
- Official high school transcripts, or official transcripts from all other colleges or universities previously attended mailed directly to the Admissions Office
- Naturalization Certificate or Permanent Resident Card
- Copy of Social Security Card
- Copy of immunization record showing proof of two (2) MMR shots and Meningococcal is required, if age 21 or younger and/or residing in the dorms
- Copy of a photo ID with birth date
- A completed FAFSA application

In addition, applicants for admissions must submit certification of satisfactory completion of one of the following measures of English proficiency:

- **TOEFL:** minimum score of 550 on paper based test, 213 on computer-based test, or 80 on internet-based test
- **IELTS:** minimum score of 6.5
- **ELS:** Level 112 score
- **Pearson English Test – Academic:** minimum score of 58.
- Completion of college-level English course (Composition I and/or Composition II) completed at a regionally accredited U.S. post-secondary college and/or university with a grade of 'C' or higher and reflected on applicant's official transcript.

All transcripts (Secondary and Post-

Secondary) for education completed outside of the U.S. must be evaluated by World Education Services (WES), www.WES.org.

Application Status

Applicants may track the status of their admissions applications by logging into My.UTTC.edu, https://my.uttc.edu/ics, with the user ID and password assigned in their initial acknowledgement correspondence (letter and e-mail). If a user ID and password are not received, please contact UTTC Admissions.

Wait List for Academic Programs

Each year, the number of qualified applicants exceeds the number of available spaces in certain certificate and degree programs. This is most common in the Welding and Heavy Equipment Operations certificate programs, and occasionally in the Sustainable Agriculture and Food Systems and Computer Information Technology AAS degree programs. As a result, the UTTC Admissions Office maintains an active wait list of qualified students to fill spaces in these programs that might become available.

Any student who has been accepted to UTTC and is on a wait list for one of these programs may choose to register for classes in another academic program, most often General Studies. If a spot opens in the wait-listed program, qualified students on the wait list are contacted by the Admissions Office and offered the opportunity to do a degree change at the end of the semester. Applicants may also choose to delay their enrollment to the next semester in anticipation of a secured spot in the program. For more information, contact the UTTC Admissions & Recruitment Director.

Concurrent and Sequential Degrees

Glossary of Terms

Concurrent degree: UTTC refers to concurrent degrees as dual majors.

Dual major: The student is completing two academic programs, or degree majors, concurrently (at the same time). The student graduates with two degree majors at the same time in the same semester.

Dual Major Requirements

Students must meet the entrance requirements for each major. The dual majors must be declared by completing the Recommended Academic Progress (RAP) and Academic Dual Major Request form, with signature approval, no later than the end of the first week of the student's second semester. The Academic Dual Major Request form may be found on the Registrar's Office webpage at https://uttc.edu/registrars-office/.

Levels of Study

Dual majors must be at the same level of study and are only an option for associate degrees (AS and/or AAS). Baccalaureate (BS) degrees and certificate programs cannot be completed concurrently. If a student intends to complete two BS degrees, or certificate programs, they must complete them sequentially.

Graduation Requirements

- Requirements in effect at the time of entrance to each degree major must be met prior to graduation.
- General education courses may be used to meet the requirements for both majors.
- The student must take courses from both degree majors every semester to qualify as a dual major.
- The student will have one primary advisor for one degree major and a secondary advisor from the other major.
- A student graduates from both degree majors in the same semester.

Check for catalog updates at www.uttc.edu

Academic Records

Degree Audit: At the time a student is admitted, the degree and year are listed on the degree audit. Up to two degree majors can be listed. A separate degree audit is generated for each degree.

Transcript: The student has one transcript, regardless of having dual degree majors.

Diploma: The student receives a diploma for each degree major earned.

Student Action

Using the Academic Dual Major Request form found on the Registrar's Office webpage at UTTC.edu the student will:

1. Initiate a meeting with the Financial Aid Office to discuss rationale for combining majors and the impact on financial aid eligibility.
2. Meet with the Academic Advisor from one of the degree majors to complete a Recommended Academic Plan (RAP) form that identifies which courses will be taken when. This advisor is considered the primary advisor.
3. Meet with the Academic Advisor from the second degree major to expand on the RAP form, adding the courses from the second major. This advisor is considered the secondary advisor.
4. Submit the completed RAP form to the Vice President of Academic Affairs (VPAA) for approval and signature.
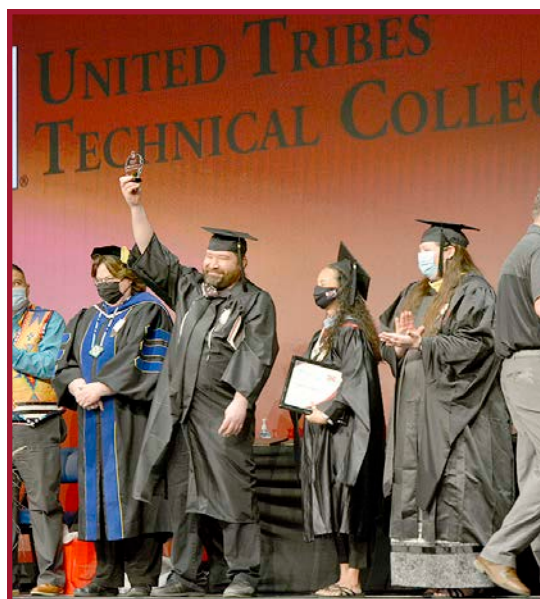
Application Deadline and Approval Notification

If the student's request is approved, the VPAA will reproduce the RAP form and send a signed copy of the RAP form to the student, the Registrar's office, and the Department Chairs for both degree majors.

Cancelation of an Approved Dual Major

To cancel an approved dual major, the student must notify the primary advisor by email and register for courses in one major only the following semester. The primary advisor will forward the email to the Registrar's Office and the secondary advisor.

Sequential Degrees
Glossary of Terms

Sequential degree: The student graduates with an associate (AS/AAS) or baccalaureate (BS) degree program and enrolls in another AS/AAS or BS degree.

Returning student: The student who "stops out" for one or more semesters and then returns for another degree. Returning students are required to re-apply to the institution.

Entry Requirements

Approval for admission to a sequential degree must be obtained from the Admissions Office. The student must meet Financial Aid, Student Accounts, and Housing (if applicable) requirements, as part of the admissions process, similar to being admitted for any degree program.

Some academic departments have additional entrance requirements. Students should contact the appropriate academic Department Chair for specific information.

Levels of Study

- A student who has earned a BS degree may seek another BS degree; a student who has earned an AS/AAS degree may seek another AS/AAS degree or BS degree.

- A student who has earned a BS degree cannot enroll in an AS/AAS degree after completing the BS degree. Instead, the student is encouraged to complete another BS degree or continue his or her education in a graduate degree program.

- A student can complete no more than three AS/AAS degrees from UTTC. After the third AS/AAS degree, the student will apply to the next level and complete a BS degree.

Academic Records

Degree Audit: The student's sequential degree will be listed on the degree audit.

Transcript: Each student has only one undergraduate transcript, regardless of the number of degrees earned.

Cumulative Grade-Point Average: When a student enrolls in a sequential degree, the student's cumulative grade-point average is computed using the grades earned in all UTTC courses, including those from any previous degrees completed.

Diploma: Upon completion of the sequential major, the student receives another diploma.

Student Action

The student will:
1. Contact the Financial Aid Office about the availability of funding for a sequential degree. If the student is eligible for continued funding, the student will proceed to the next step.
2. Officially apply for the sequential major, follow the Admissions process for UTTC on the UTTC website.

Adviser Assignment

The student is assigned an Academic Advisor when accepted for admissions for the sequential degree.

Online Orientation

Orientation is available online year-around at UTTC. All new and transfer accepted applicants must complete orientation prior to registering for classes. All Stop-Out Returning applicants who have not attended UTTC for one year or more are encouraged to complete orientation. This orientation provides important information about campus, classes, and faculty and an opportunity to meet other students. It is designed to help students better understand college requirements and make a successful transition to UTTC life.

Students are not able to register for classes until after they complete orientation.

An Admissions hold will remain in effect until orientation attendance is confirmed.

Placement Test Policy (ACCUPLACER/ACT/SAT)

The Accuplacer test and other accepted placement tests (ACT/SAT) are used for academic assessment and to determine course placements. The Accuplacer test will be administered each semester for all new and transfer students, who have not completed college level Math or English coursework to assess their academic needs.

Exceptions

- Students who have taken the ACT or SAT prior to registration will not be required to the Accuplacer tests. Test scores must be within the past three (3) years from date of application.
- Previous Accuplacer scores, taken within the past one-year from date of application, will be accepted.
- Students accepted in the Welding and Heavy Equipment Operations certificate programs are not required to take the Accuplacer Exam.

Financial Aid

The mission of the Financial Aid Office is to provide prospective and enrolled students with information and resources to financially support their educational goals. We will work together to provide service in a timely, equitable and caring manner.

We sincerely hope that the services and financial aid we offer will help you achieve your educational goals at UTTC. Contact us at: Financialaid@uttc.edu.

How to Apply for Federal Student Aid

- Getting federal student financial aid begins with completing the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov.
- You will need to create an Federal Student Aid (FSA) ID and password. Your FSA ID is your personal signature

and allows you to access your FAFSA information online. You will need your FSA login information for all future FAFSA applications, and because the credentials are linked to your social security number, you cannot create multiple accounts. You will need to sign your online FAFSA form using your FSA ID and Password in order to submit your FAFSA. If your parent is going to sign your FAFSA form electronically, they will need their own FSA ID.

- If you have already filed the taxes needed for your FAFSA, you may be able to use the IRS Retrieval Tool. The tool is accessible through the online FAFSA application, and will connect you directly to the online Internal Revenue Service for your tax data. Using the IRS Retrieval Tool reduces the chances of having your FAFSA selected for Verification by the Department of Education, which may delay your application.

- Be sure to file early to meet deadlines.

- Students cannot register for classes until their FAFSA is completed for the academic year.

What Happens Next

- The Department of Education will e-mail you a confirmation of a submitted FAFSA. You'll be sent a link from them to view your Student Aid Report (SAR) and Expected Family Contribution (EFC). Review it and make any corrections. You may also have to complete additional paperwork if you have been selected for a process called Verification. You will receive an email from the Financial Aid Office letting you know if you have been selected for verification and/or if additional paperwork is required to process your FAFSA.

- Next you will receive an award letter from UTTC Financial Aid Office stating the aid you can expect if you attend school. Consider the options outlined in the letter including grants, scholarships, and work-study programs.

- Your financial aid will be considered accepted by you unless you contact the Financial Aid Office in writing (or by e-mail) saying you wish to deny some award.

UTTC does not participate in the Federal Student Loan programs.

Apply for Aid Each Year You are in College

- You must complete the FAFSA each year. Be sure to keep your FSA ID and password in a safe place as you will need it each year in order to renew your FAFSA.

- Never assume that because you received aid in one academic year you will automatically get it again the next year. Review each program's application procedures carefully and reapply each year when necessary.

- If you filled out a FAFSA the year before, you can use the shorter Renewal FAFSA application located at www.studentaid. gov.

Grants and Scholarships

Grants and scholarships come from several sources, including UTTC, the state of North Dakota and the federal government. Other sources include funding from tribal agencies, corporations, unions, trust funds, religious and fraternal organizations, and other associations.

Grants and scholarships do not have to be paid back. You should always explore the "free money" opportunities available to you.

NOTE: Scholarships and tribal agency funding have a variety of application deadlines. Please refer to the UTTC website for specific information related to each funding source. It is important to apply early.

Financial Aid Programs

United Tribes Technical College is proud to offer many forms of financial aid.

- **Native American Tuition Waiver:** UTTC offers a tuition waiver for Native American students. Any student who selects a tribal affiliation on their application will be automatically applied for the Native American Tuition Waiver:

  Fall 2021 - July 1

  Spring 2022 - November 1

  Summer 2022 - April 1

  Eligibility information can be found at: https://uttc.edu/financial-aid/native-american-tuition-waiver/.

- **Federal Pell Grant:** This is a grant program for undergraduate students based on financial need, cost of attendance and student enrollment.

- **Federal Supplemental Educational Opportunity Grant (FSEOG):** FSEOG is awarded to undergraduate students with exceptional financial need – those with the lowest Expected Family Contributions (EFCs). Limited funds are available.

- **Federal Work Study Program:** The Federal Work-Study Program (FWS) is a federally funded need-based student employment program. FWS funds are earned through campus-based employment opportunities and paid bi-weekly for hours worked. FWS is designed to promote student leadership and development though employment opportunities while also assisting students with the financial means to defray educational costs.

- **Leadership through Experience Program:** the Leadership through Experience Program (LTE) is an institutionally funded need-based student employment program. LTE funds are earned through campus-based employment opportunities and paid bi-weekly for hours worked. LTE is designed to promote student leadership and development though employment opportunities while also assisting students with the financial means to defray educational costs.

- **Institutional Scholarships:** UTTC administers a variety of scholarship funds set up to benefit UTTC students. The Financial Aid Office facilitates the award of various scholarships based on financial need and academic achievement. Such grants are awarded to students based on the eligibility and selection criteria provided by the funding source. Requirements vary from program to program.

- **Private Scholarships:** Students are encouraged to search online or through local agencies for private scholarships. Many scholarship opportunities are available through various businesses and foundations. When searching online for scholarships, students should use caution and be aware of scholarship scams. Never pay to send a scholarship application in, and never give out personal banking or other financial information. The UTTC website has a list of current private scholarships: https://uttc.edu/financial-aid/scholarships/

- **Tribal (Agency) Funding:** Students enrolled in a federally recognized tribe should apply for tribal (agency)funding. The Financial Aid Office can assist with these applications, be sure to apply early as deadlines may vary. The UTTC website has a list of some of the Tribal Education Programs here: https://uttc.edu/financial-aid/scholarships/.

- **Workforce Innovation & Opportunity Act (WIOA):** The Workforce Innovation & Opportunity Act is funded through the Department of Labor. This program will assist eligible Native American participants with the following training services: workplace training, occupational skills training, skill upgrading/retraining, on-the-job training, workplace instruction, and education/tuition assistance.

- **Vocational Rehabilitation:** Vocational Rehabilitation offices support individuals who are training or retraining for a new profession due to a diagnosed disability or injury. The programs are administered by state and tribal governments. Students are encouraged to contact their tribe's Tribal Agency Vocational Rehabilitation Office and/or local county office for further information on assistance programs available to them. The Financial Aid Office can provide further information about the UTTC vocational rehabilitation program.

Check for catalog updates at www.uttc.edu

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STUDENT SUPPORT SERVICES

*Check for catalog
updates at
www.uttc.edu*

Semester Tuition and Fees

100-200 Level Courses $115.00

300-400 Level Courses $200.00

Audit courses, charged the same as 100-200 level and 300-400 level courses.

Audit courses must be paid prior to the start of the course.

Mandatory Fees:

All students pay mandatory fees of $43 per credit hour up to 12 credits per semester. This includes costs of activities, student government, facilities and technology fees. Classes taken for audit are not assessed the mandatory fees.

Program Fees:

Automotive Technology
(1st term) $1300.00
(2nd term) $1300.00

Automotive Technology
S/P2 Training $25.00

Criminal Justice department:
Background Check fee CJU 225/
CJU 204 .... $70.00

*students in this degree program have a choice of taking either CJU 225 or CJU 240 to complete their degree requirements.

*Elementary EDU-AS degree
Substitute Teaching fee*
EDU 296 .... $285.00

*Elementary EDU-BS
Student Teaching Fees*
(EDU 498) $800.00

HEO Program $450.00

Welding Technology
(1st term) $350.00
(2nd term) $150.00

Supplies required to complete course requirements will be available for purchase at the UTTC Bookstore; students may purchase supplies at a vendor of choice also.

Tuition and fees are put in effect Fall 2020 semester. These costs are subject to change without notice.

Fees Charged to Students in UTTC Managed Housing

Subject to change. For current rates, refer to the UTTC website.

Application Fee (Non-Refundable) ... $150.00

Dorm Rent (per Semester) $900.00

Meal Plan A $1742.00
per Fall/Spring semester
Summer $850.00

Meal Plan B $1360.00
per Fall/Spring semester
Summer $645.00

Meal Plan C $975
per Fall/Spring semester
Summer $465.00

Temporary Family Housing
per month $300.00

Efficiency per month $400.00

1 Bedroom per month $475.00

2 Bedroom per month $540.00

3 Bedroom per month $590.00

Other Financial Aid Information

Financial assistance may be given to students who are in a program that awards certificates, diplomas, associates, or bachelors degrees. Students who are not enrolled in a degree-seeking program may not be eligible for financial aid.

NOTE: *Federal financial aid may be available for up to 30 credits of developmental coursework if the classes are prerequisites for the degree program selected by the student.*

Internship and Practicum

Some UTTC degree programs require students to participate in professional experience activities such as internship and practicum courses for credit. Students are responsible for all of the costs associated with these courses. Students may contact their Academic Advisor(s) and Financial Aid staff to see if any assistance is available.

Withdrawal Policy

If a student officially withdraws from UTTC during the semester (period of enrollment), they may be subject to the cancellation, proration, return or recalculation of all or part of their financial aid award, subject to the determination made by the Financial Aid Office and the funding agency. More information of the Return of Title IV funds can be found on the Financial Aid webpage. Failure to attend any classes in a semester will result in the return of financial aid funding received for a student.

Scholarships

The Financial Aid Office facilitates the disbursement of scholarships awarded to UTTC students. It is the student's responsibility to comply with scholarship eligibility requirements.

Athletic scholarships may be offered depending on availability of funds. Athletes must maintain full-time status and satisfactory academic progress, as determined by the conditions of their award.

Transfer Students

Students transferring to UTTC from another institution of higher education shall have their financial aid eligibility evaluated before attending classes at UTTC. Academic entrance requirements, including the assessments of prior course credits completed, may affect the determination of financial aid. Students who are on probation or suspension status from another institution will have their Financial Aid under a probationary status at UTTC unless they submit a Financial Aid Satisfactory Academic Progress (SAP) appeal.

Students & Military Service

A student not on active military service at the beginning of an academic term and who is called or ordered to active military service for fourteen (14) consecutive days or longer during the term shall have the right, at the student's option, to withdraw from classes. The following criteria apply:

- The student may withdraw from any or all classes in which the student is enrolled, even if after the established deadline for withdrawal.

- The student is entitled, subject to applicable laws or regulations governing federal, state or tribal financial aid programs, to a refund of tuition and fees.

- The student shall not receive credit or a grade for classes from which the student withdraws.

- A student in good standing at the time of exercising this right shall have the right to be re-admitted and re-enroll, without penalty or redetermination of admission eligibility, within one year following release from active military service.

VA Benefits Chapter 31/33 Covered Individuals

Definition: A covered individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI BillTM benefits.

- UTTC permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

  1. The date on which payment from VA is made to the institution.

  2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

- UTTC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Financial Aid Disbursements

All financial aid received on behalf of the student is first applied to all eligible charges.

Check for catalog updates at www.uttc.edu

Credit balances are refunded in accordance with federal regulations for handling of Title IV funds. Students are responsible for all expenses they incur while attending UTTC.

Financial aid is processed by the Financial Aid Office but Student Accounts is the office that actually processes the payments (disbursements) to students. The Student Accounts Office is located in the Finance Department in the Administration Building. Students pick up their checks in this office. The Financial Aid Office does not disburse funds to students.

Limitation of Student Debt Policy

UTTC students who owe $750.00, or more, will not be able to register for subsequent semesters. Current students who owe a balance to the College are encouraged to participate in the College's Leadership through Experience Program or Work Study. Contact the Financial Aid Office for more details.

Satisfactory Academic Progress (SAP)

Federal regulations require that all students who receive financial aid must maintain satisfactory academic progress and work towards an eligible degree or certificate. In addition, federal regulations require students be on pace to complete their degree or certificate before reaching the 150% maximum time frame limit (see maximum time frame eligibility section at https://uttc.edu/financial-aid/satisfactory-academic-progress/).

Grades are reviewed at the end of each term to determine if the student is meeting SAP for both the term and cumulatively. Failure to meet SAP may result in the loss of financial aid. Federal/State Regulations require students to achieve a minimum level of SAP. UTTC adheres to this policy and the following is an overview of the policy:

- The student must have a term GPA minimum of a 2.00 and maintain an overall career GPA minimum of a 2.00.

- Each semester the student must pass 67% of the credits that he/she is enrolled in for the term and maintain an overall career completion rate of 67%.

- The Department of Education mandates that a student has a maximum timeframe to complete their education program. Therefore, this policy adheres to the Maximum Time Frame requirement not to exceed 150% of the published length of the educational program. Information may be subject to change without notice

due to changes in federal, state and/or institutional rules and regulations.

***Sec 484 (a)(2) - In order to receive Title IV (TIV) aid the student must be maintaining Satisfactory Academic Progress (SAP) in the program of study.

For more information on Satisfactory Academic Progress, please visit the webpage at https://uttc.edu/financial-aid/satisfactory-academic-progress/

SAP Levels

Financial Aid Warning

Any student who fails to meet and maintain the term and career GPA minimum of a 2.0 and/or meet the term and career completion rate (pace rate) standard which is 67% is automatically placed on Financial Aid Warning. The student will continue to receive federal financial aid for one semester/payment period.

Financial Aid Suspension

Any student that does not meet the minimum requirements for SAP at the end of the Financial Aid Warning semester will be ineligible for federal financial aid, institutional aid, and/or VA benefits until SAP standards are met. This means the student will not receive any federal financial aid the next semester and will have to find other means to continue his/her education. However, a student has the right to appeal the loss of financial aid eligibility if mitigating circumstances (events beyond the student's control) occurred during the preceding semester/payment period. The student will also be required to complete an academic plan with his/her advisor and return

it along with an appeal before any federal aid can be reinstated.

A student must complete the Satisfactory Academic Progress Appeal form and attach the supporting documentation and submit it to the Financial Aid Office by the deadline date. Appeals received after the deadline can be automatically denied. The decisions of the Financial Aid Office are final and students will receive electronic communication to their UTTC email address regarding the outcome. A student who successfully appeals the loss of his/her financial aid termination will be placed on Financial Aid Warning for the following semester/payment period in order to retain financial aid.

Federal Work Study Program (FWS) & Leadership through Experience (LTE)

To qualify for the Federal Work Study Program students must complete the Free Application for Federal Student Aid (FAFSA). Students must have a minimum GPA of a 2.0. This is a need-based program that will allow students to work part-time and earn money to help pay for their educational expenses while they are in school. Contact the Financial Aid Office for more details.

Cost of Attendance Information

All information regarding cost of attendance for UTTC students is currently published on the College's website at this link: https://uttc.edu/tuition-fees/. Students can also find this Tuition & Fees link by going to www.uttc.edu and selecting the "Financial Aid" webpage.

It is the student's responsibility to make sure all transactions have been completed. Students have the ability to view their account and class schedule online by logging into My.UTTC.edu to verify transactions are complete and accurate.

IMPORTANT: *Students who are registered for classes at UTTC are responsible for the balance due in full by the end of the term. Students may be subject to financial suspension if not in compliance to the Limitation of Student Debt policy.*

Students Accounts

The Students Accounts Office provides assistance with questions regarding all charges and payments applied to your account (tuition, book charges, fees, room & board, childcare, security deposit, refunds). The office is located in the Finance Department in Building 5, upstairs from the President's Office in Administration. Contact us: Studentaccounts@uttc.edu

Account Information

Students are responsible for reviewing their student accounts for accuracy. Students are also responsible for ensuring that account balances are paid by the scheduled due dates.

We mail billing statements for all students, past, and present, at the end of each semester for those that owe a balance.

Payment Options
1. Financial Aid (Pell Grant)
2. Scholarships (Higher Education, State, Private, etc.)
3. Third Party (Tribal Funding, WIA, Job Service, Vocational Rehabilitation, Military)
4. Self-Pay: Payment Plan

To ensure accuracy in payment submission, include your student ID number.
1. **Online:** Credit and Debit card payments can be submitted through "MyUTTC. edu" student account 24 hours a day. Select My Account Balances to view and make payments toward your student account.
2. **Mail:** Check, money order or cashier's check can be mailed to Attn: Student Accounts
3. **In Person:** Cash, money order or cashier's checks are accepted at the Finance Office from 1:00 pm thru 5:00 pm.

Self-Pay Student
A "self-pay student" is one who will not be receiving Federal Student Aid (Pell grant). Self-pay students are required to show proof that payment will be received in full or make a payment in full, before the first day of class.

Tuition & Fees Refund Policy

This policy places responsibility on the student and informs the student of Tuition and Fee charges and allowable refunds.

Tuition & Fees:
This policy allows Student Accounts the ability to charge student's Tuition and Fees for courses based on term date and the deadline by term.

- Failure to drop a course, on or before the last day to drop, will result in full tuition and fees to be charged to a student's account.

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- Students will not be charged until after census date and no refunds will be issued after census date.

- When students drop a course or courses after census date they will still be responsible for 100% of tuition and fees.

Allowable Student Refunds:

- This policy allows Students Accounts to print checks for applicable credits on a student's account who withdraws after the census date. The policy includes room and board, and housing refunds.

- Student Accounts processes refund checks for students who receive credits processed by the Financial Aid and Housing departments.

- Refer to Financial Aid and Housing policies for applicable credits.

Student Responsibilities:

It is the student's responsibility to make sure all transactions have been completed. Students have the ability to view their account and class schedule online by logging in to myuttc.edu to verify transactions are complete and accurate.

Students who are registered for classes at UTTC are responsible for the balance due under $750, or in full if graduating, by the end of the term. Students may be subject to financial suspension if not in compliance with the Limitation of Student Debt policy. This policy is in alignment with the Registrar's Office Census Date.

Child Care Assistance Program

Child Care Assistance Program (CCAP) provides payment assistance with child care costs for families with low income while they are participating in work, allowable education or training programs, and job search. The parent will be responsible for any amount not covered by the CCAP.

For more information about where to apply for CCAP, go to https://uttc.edu/payment-options/

Essentially the student is responsible for all charges on their account even if they have other resources or programs that are making payments on their behalf.

Registrar's Office

Registration

Registration is one of the conditions required to maintain enrollment at United Tribes Technical College. To register is to become an official member of a class roster. To be officially enrolled, students must meet the student account balance threshold and be registered in at least one course by the end of the add/drop period. Students who fail to do this are not eligible for college services or use of facilities.

Enrollment in regular college courses is available through the regular college registration procedures, administered by the Registrar, to full-time and part-time degree seeking students, and to non-degree seeking students.

All students must register for their courses with their Academic Advisor prior to attending classes. Registration deadlines are listed on the official Academic Calendar and all students must register within the dates specified there.

Prior to registering, students are strongly encouraged to log into their My.UTTC.edu to view possible registration holds. Students with registration holds will not be allowed to register. Therefore, students with a registration hold must contact the appropriate office to resolve the outstanding issue(s), so the hold can be lifted.

Academic Advising

All academic departments have **Academic Advisors** who are readily available to assist students with questions pertaining to academic regulations and procedures, selection of courses that satisfy degree requirements, major options, and alternatives. Academic Advisors confer with students about overall degree requirements, academic difficulty,

program planning, or assistance with anything related to academics. All Department Chairs and faculty serve as Academic Advisors for students in their programs.

First year students are assigned a First Year Advisor who works in partnership with the student and the Academic Advisor through the first year. The First Year Advisor makes sure new students have what they need during their first year of college, so they know who to contact for various services provided, and offer the tools and resources available to help them as a new student. The First Year Advisor will assist students with creating their own Academic Success Plan that identifies what courses will be taken each semester. The student's Academic Advisor will then use the Academic Success Plan to register the student for his or her classes. For more information about First Year Advising, visit the CARE Center in the lower level Jack Barden Center.

Name/Address Change Request

A student who chooses to change or correct his or her name on academic records will need to complete and submit the Name Change form (available on the Registrar's Office webpage) and provide the following documentation:

- A student ID card or driver's license with the former name, and

- At least two of the following documents, with one having a photograph for verification purposes:
  - Driver's license
  - Passport
  - Birth certificate
  - Tribal ID
  - State ID
  - Social security card

The student will bring the completed form and required documents to the Registrar's Office or mail them to the following address:

United Tribes Technical College.
Registrar's Office
3315 University Drive
Bismarck, ND 58504

All requests for changes or corrections of a name must be accompanied by the required legal documentation. Photocopies are sufficient if the student is mailing the request.

A student can change his or her local or permanent address, email address or phone number by emailing Address_Priority@uttc.edu.

All communications from UTTC are provided to students through their UTTC email account. This includes notifications regarding billing and instructions related to registration. If a student is expecting a refund or waiting for information from any of the departments on campus, the address on file will be used for mailing purposes.

It is important to make sure the permanent mailing address is accurate when the student graduates. The diploma and any alumni information will be mailed by the Registrar's Office to the permanent address on file at the time of graduation.

Preferred First Name Procedure

In an effort to accommodate students who are known by a first name that is different from their legal first name, UTTC has created a preferred first name option for student information as it appears in select locations. Students will be able to request adding a preferred first name to their student information profile by submitting the completed Preferred First Name form, found at https://uttc.edu/registrars-office/, to the Registrar's Office that includes the circumstances for the request. The completed form will be maintained in the student's confidential file. The form is available on the Registrar's Office webpage.

The Registrar will consult with the student's Wellness Counselor and respond to the student within five (5) days of receiving the request. If approved, the preferred first name would replace the student's legal name as it appears on course lists, student email, and the directory.

UTTC endeavors to display preferred first names to the UTTC community where feasible and has made a good faith effort to update the systems that are designated to use a preferred name. In the event the student's preferred first name is not displaying correctly, they must contact the Registrar's Office.

Disclaimer:
UTTC reserves the right to approve or disapprove preferred first name change requests.

Required Use of Legal First Name

In some instances, students' legal names must always be used regardless of whether preferred names have been added to the system. Legal names will always appear on all external use reports and documents including, but not limited to, hiring paperwork, paychecks, student billing, financial aid forms, tax forms, official transcripts, official

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diplomas, and any other documents required by law. Legal first names can only be changed on these records when students pursue a legal name change with their home state and/or federal authorities and then submit that documentation to the Registrar's Office. If students are using a preferred name in the campus systems they must be prepared to use legal name and identification in all instances where legal identification or official information is necessary.

Transfer Credits & Transcript Evaluations

The Registrar's Office administers the policy that grants the transfer of credit for courses completed at other regionally accredited institutions of post-secondary education. Department Chairs will be consulted on transfer course equivalencies pertaining to their respective fields.

The following steps are followed when requesting the transfer of credits from other colleges or universities:

1. Initiating Transfer Evaluation Request

   • The student requests one official copy of his or her academic transcripts from each of any previous institution(s) and has the official transcript sent directly to the UTTC Admissions & Recruitment Office as part of the application process.

   • The transcript must be in an unopened envelope sealed by the sending institution to be "official".

   • The student's official transcripts are forwarded to the Registrar's Office for an evaluation of transfer credits upon acceptance to UTTC.

   • The Registrar's Office will complete a Transfer Credit Evaluation Advisement Report for the student that identifies the transfer credits that have satisfied courses on the student's intended degree plan.

   • The student is advised to review the Advisement Report, and Transfer Credit Evaluation with his or her Academic Advisor prior to registration for classes.

Credits earned by students who have completed post-secondary courses after high school at regionally accredited colleges or universities will be reviewed for transfer at UTTC. General guidelines for acceptance of transfer credit include:

1. College-level credits (100 level or higher) earned at regionally accredited institutions will be transferred provided a grade of "C", or higher, is earned in the course.
2. Courses with a grade of "C", or higher, that fulfill specific degree requirements will be identified on the student's Transfer Credit Evaluation Advisement Report. The Elementary Education BS degree program requires a "B", or higher, in 300-400 level teaching methodology courses.
3. Developmental courses will not be accepted for college credit, but may fulfill prerequisite requirements for college level courses.
4. The North Dakota University Systems common numbered courses will transfer in as the direct equivalent course at UTTC, as applicable.
5. Repeated courses can only be granted credit for each course once. The course meeting the highest grade for the transfer of credits policy will be transferred.
6. Credits from institutions on the quarter system will be converted to semester hour credits.
7. Students who have earned credits from an international institution must have their work evaluated by the World Education Services (www.wes.org). The student will be required to provide a fee to the credit evaluating service.
8. In general, undergraduate credits do not expire; however, certain courses (i.e. technology, engineering, education and law-related) taken five (5) or more years prior to the request for transfer will be reviewed on a course by course basis for relevance by the Dean of Instruction to determine if the course(s) meets a degree requirement.
9. Students must submit an official copy of their AARTS or SMART transcript for transfer of military credits. UTTC follows the American Council on Education recommendations for transfer of military credit.
10. Transcripts will include the name of the transferred course, the institution from where it was transferred, and the credit recommendation. Transfer credits will not be included in the student's institutional or cumulative GPA at UTTC.
11. Credit by examination or life experience will be excluded in transfer credit evaluations.

12. Graduate level courses (500 and above), as defined on the transferring institution's transcript legend, will not be considered for transfer.

13. As with any other institution of higher education, UTTC reserves the right to determine courses for transfer into the College.

UTTC has developed program articulation agreements with several institutions to aid in the transfer process. The program agreements will be used as a guide when choosing courses for transfer, when applicable.

Transfer of Credits to Other Colleges

The UTTC student who expects to transfer credits to any other institution of higher learning will be expected to meet the program requirements in effect at the institution to which the student transfers. Credits accepted for transfer into another institution are determined solely by that other institution. A student who plans to transfer to another college or university should:

- Meet with a transcript evaluator at the institution; and

- Maintain a UTTC Academic Catalog and all course syllabi for all coursework in case the transcript evaluator at the other institution needs further detail of UTTC courses.

Reverse Transfer Initiative

The UTTC Registrar's Office supports the North Dakota University System's ("NDUS") 407.0 Reverse Transfer initiative to assist students who have transferred from UTTC and are currently enrolled at a NDUS university by offering an additional opportunity to complete an associate degree. This initiative applies to former students from North Dakota

public or tribal colleges who completed at least 36 credits while at the College but transferred prior to completing an associate degree. UTTC will work with the colleges and universities to develop a process for qualified students to apply for and be granted this degree. The Reverse Transfer initiative does not apply to baccalaureate degrees.

1. Students who have transferred to a NDUS university or other TCU from UTTC will be eligible to complete an associate degree through the reverse transfer of completed coursework.

2. Eligible students will have completed at least 36 semester hours at UTTC without completing an associate degree prior to transfer to another TCU or an NDUS university.

Allow up to five (5) business days for transcripts requests to be completed. For electronic official transcripts visit the National Student Clearinghouse website.

Graduation Requirements

Each candidate for graduation must fulfill the following requirements for a certificate of completion, an associate degree, or baccalaureate degree:

1. Complete a graduation application, found on the Student Information page at My.UTTC.edu, and submit it to the Registrar's Office no later than 14 calendar days before the ceremony, as indicated on the academic calendar.

2. Review the advising worksheet (also referred to as the graduation report) with the Academic Advisor to make sure all program requirements are met. This should be completed prior to the last day to add/drop courses for the semester the student intends to graduate.

3. Verify all personal information is correct in My.UTTC.edu and on the graduation application. The name entered on the diploma, and the address to which it will be mailed will be taken from the graduation application.

4. Courses considered for meeting graduation requirements must have been completed with a minimum grade of 2.0 ("C", or higher"). Courses that resulted in a grade of less than 2.0 will not meet graduation requirements.

5. Students who are enrolled in the summer semester, and will have fulfilled the graduation requirements for their program of study at the end of the

summer semester, will be allowed to participate in the preceding May commencement ceremony. The degree will not be conferred until the end of the summer semester after grades are posted and the student has met the minimum requirements.

6. The current Academic Catalog will list requirements for the granting of degrees, diplomas and certificates of completion.

Graduation Ceremonies

UTTC has two formal graduation ceremonies each academic year. Fall graduates participate in the December commencement (graduation) and spring graduates participate in the May commencement. Summer graduates are allowed to participate in the May commencement immediately preceding the summer semester but diplomas will not be mailed until the summer semester is complete, degree requirements are met, and grades are reported.

Graduation Attire

All United Tribes Technical College graduating participants must wear full academic regalia – gown, mortarboard cap, and tassel – in recognition of the significance of commencement (the graduation ceremony). Any exceptions to the academic regalia (gown, mortarboard cap, and tassel) must be requested in writing and approved by the Vice President of Academic Affairs at least five (5) days prior to the date of graduation.

Accessories Guidelines

- Gold cords are reserved for honor students (awarded by the Registrar's Office).
- Other cord colors may be available for other honorary societies.
- Sashes and stoles for student organizations, military, and veteran students, cultural representation, and personal adornment may be worn.
- Pins are presented to graduates from the UTTC Graduation Committee.

Graduation with Honors

Graduation with Honors requires having obtained a cumulative GPA of 3.5 or better.

Changes to Course Registration (Add/Drop)

Students have the flexibility to make schedule changes during the first two weeks of the semester (one week for the summer semester). This period ends at the Census Date identified on the Academic Calendar. Students can add and drop courses during this time without penalty, meaning they will not be charged for any classes dropped and the dropped class will not appear on the student's transcript.

Adding a Course(s)

Students may add courses during the first two weeks of the semester (one week for the summer semester) prior to Census Date. Students must meet the pre-requisites for the added course(s), the course must have open seats, and the Add/Drop Course form must be completed with instructor and advisor consent, Financial Aid approval and delivered to the Registrar's Office. The Add/Drop Course form is found on the Registrar's Office's webpage, or at Enrollment Services in the upper level Jack Barden Center.

Dropping a Course(s)

If a student chooses to drop a course(s) prior to Census Date (see Academic Calendar), courses dropped will not display on the academic record (transcript). The student will not be charged for courses dropped on or prior to Census Date.

Dropping all courses prior to Census Date will not affect students' financial aid eligibility.

After Census Date, students can drop a course but will be responsible for paying for it. The course will appear on the student's transcript with a W grade and will count toward attempted credits by the Financial Aid Office.

Students wishing to drop a course(s) will complete the Add/Drop Course form found

on the Registrar's Office's webpage, or at Enrollment Services in the upper level of the Jack Barden Center, and deliver "the form" to the Financial Aid Office and the Registrar's Office for required signatures.

The Add/Drop Course form is used if a student is adding an additional course before the last day to add or if the student wishes to withdraw from any courses in which they are currently enrolled. If the student is withdrawing from one or more courses that will result in the student no longer being enrolled in any courses for the term, the Student-Initiated Withdrawal form is used.

- If a student requests to be withdrawn prior to or on Census Date, the Student-Initiated Withdrawal form is processed and the student is not charged for the semester.
- If a student requests to be withdrawn after Census Date, the Student-Initiated Withdrawal form is processed and the student is charged for the semester.
- If a student is withdrawn after Census Date due to excessive absences, and has attended any class periods, the College-Initiated Withdrawal form is processed and the student is charged for the semester.

Students should be aware that dropping a course (s) after Census Date might affect their full-time status. Students are required to contact the Financial Aid Department as the first step in the add/drop process so they are aware of any impact on financial aid eligibility.

Withdrawal for Non-Attendance

UTTC will initiate a withdrawal at close of business on Census Date for students who are registered and have not attended any of their classes during the first two (2) weeks. This will prevent the student from being responsible for payment and having W grades on the transcript. If it has been determined the student has not attended classes, the student's Academic Advisor will initiate the Official Institutional Withdrawal form to depart the student on non-attendance during the first two (2) weeks or the fall or spring term (first week of summer). The Wellness Counselor will complete the Official Institutional Withdrawal form and submit to the Registrar's Office for processing. The Wellness Counselor will notify the appropriate parties on campus that the student is no longer enrolled at UTTC.

Credit by Examination

Currently, registered students in good standing may receive course credit by taking an examination without formally enrolling in a course under certain prescribed conditions. Credit by examination is an option for students who have strong academic backgrounds or who have studied on their own. Students must be registered in the current semester in which the exam is taken to be eligible for credit by examination. Credit by examination may be applied for in any course listed in the current Academic Catalog.

The examination is created by the appropriate academic department and administered by appointment with the instructor. The examination must be completed in a three (3) hour period and taken within thirty (30) days of approval. A passing grade on an examination is recorded with a grade of P for Passing on the student's academic record. The credits for the course count toward graduation but neither the credits nor the grade is used in the calculation of the student's grade point average. Examinations that are attempted but not passed are not recorded. Examinations for course credit may only be taken once.

The Petition for Credit by Examination form (available on the Registrar's webpage) is completed by the student and identifies the course the student wants to petition. The form is subject to the approval of the instructor, the chair of the department involved and the Dean of Instruction or Career and Technical Education Director. The student is responsible for submitting the approved form, with all of the signatures, to the Registrar with the $10 non-refundable fee. The completed petition and fee must be submitted to Registrar before the examination is scheduled.

The final result of a student's work in an examination for credit shall be reported to the Registrar by the instructor in terms of a "pass/fail". Students are not eligible to take a credit by examination in a semester in which they are not currently enrolled.

Exclusions

Credit by examination may not be used to:

- Duplicate any credit already earned by the student towards their degree.
- Repeat any course a student has taken previously, regardless of the grade earned.

Petition for Credit by Examination form Instructions

The student will:

- Enter the course information from the course schedule and indicate how you intend to prepare for the examination.

- Seek signature approval from the instructor who will administer the examination and specify the examination date. The Department Chair who has oversight of the petitioned course must also sign the form.

- Obtain signature approval of either the Dean of Instruction or the Career and Technical Education Director.

- Submit the approved Petition form to the Registrar with the $10 non-refundable fee.

- Make an appointment to take the examination within 30 days of when the Petition for Credit by Examination form is approved.

- Complete the examination within a three (3) hour period.

After the examination, the instructor will submit the P/F grade to the Registrar. If a passing grade is entered, the graduation requirement for the course is considered met.

Credits earned by examination may not be acceptable for transfer to other institutions. The student is advised to check with that school for their policy on transfer of credits from a course marked as "pass/fail".

Substitution of a Course

Students and Academic Advisors may request that a particular course be substituted for a course required in the student's major. The course to be substituted may be one that the student has completed at UTTC or at another college/university; it should carry the same credit and level as the course it is to replace. Course substitutions are not reflected on the academic transcript. The Academic Advisor completes and submit the Course Substitution form to the Registrar's Office for processing.

Independent Study Course Procedures

Rationale

These procedures will outline the steps associated with requesting and scheduling an independent study course for a given semester at UTTC. These steps will ensure the requests for independent studies are communicated from the student, to the instructors, and to the Registrar.

Independent Study Request Procedures

UTTC recognizes there may be instances when a student needs to take a course that is currently not being offered according to the master course schedule. In these exceptional cases, the course or courses may be offered as independent study courses, providing the following steps have been taken:

1. When the need for an independent study course for a student is determined, the student's primary advisor will request approval from the Dean of Instruction to offer a class as an independent study course provided there is a legitimate student need (i.e., extenuating circumstances). The advisor will complete the Independent Study Contract form that is available from the Registrar's Office.

2. The Dean of Instruction will approve, on a case-by-case basis, the independent study course request based on student course need and availability of instructional resources.

3. Provided there is a legitimate student need, approval will be given by the Dean of Instruction to offer the course as an independent study.

4. The advisor will inform the student that the course will be offered as an independent study course, and:

   A. Inform the student the standard tuition rates and applicable fees apply to independent study courses.

   B. Discuss with the student the dynamics of an independent study course, including limited face-to-face instructional time, adherence to student learning objectives and assessment processes, self-directed learning, timeframe and deadlines, adherence to the other course syllabus requirements, etc.

5. The student requesting the independent study must agree to attend scheduled meetings with the instructor, with a mandatory face-to-face meeting with the independent study instructor at the beginning of the course and at the end of the term.

6. The student must sign the Independent Study Student Contract, a copy of which will be given to the student and the Dean of Instruction.

7. Once the advisor has a signed Independent Study Student Contract, the Dean of Instruction will contact the Registrar's Office to have the course scheduled as an independent study course. The Dean of Instruction will provide the Registrar's Office with the course, name of the instructor, and name of the student. The Registrar's Office will add the course to the schedule and permit registration for the student. The course will then be closed to additional registrations to ensure other students are not inadvertently enrolled. Independent study courses will be scheduled to run for the same number of weeks as other courses in the term, and maintain established course codes, names and numbers. For ease of identification, these courses will be coded as an "I" section.

The independent study course student and instructor will adhere to established instructional policies, including regular tracking of satisfactory academic progress, grading procedures, and submitting mid-term and final grades as scheduled. The instructor has the responsibility of maintaining the integrity and high expectations for the independent learning process and its outcomes.

Student Course Load

A full-time student is registered for a minimum of 12 credit hours during the fall and spring semester and 6 credit hours during the summer semester. Any student wishing to enroll in more than 20 credit hours in a semester (9 during the summer semester) must submit an email request to his or her advisor who will forward it to the Vice President of Academic Affairs for approval. If the student is approved for an overload, the Registrar will register the student for the additional credit(s).

Prerequisite and Corequisite Courses

It is the intent of United Tribes Technical College (UTTC) to guide students into courses in which they will have the greatest chance for academic success. Prerequisites and corequisites for each course are listed in the catalog description. A prerequisite is a course requirement a student must meet in order to demonstrate current readiness for enrollment in a course or educational program. A corequisite is a course a student is required to take concurrently (at the same time) in order to enroll in another course.

UTTC requires students to successfully complete prerequisites as pre-enrollment preparation, with successful completion defined as a grade of C or better in the prerequisite course. It is the student's responsibility to meet the necessary prerequisite(s) for any course taken. The student may be dropped from any class where it is verified that the necessary prerequisite has not been met.

There are unique instances in which the prerequisite course can be waived. For example, transfer students who have taken a course similar to the prerequisite can submit the Petition for Prerequisite/Corequisite Override form for approval that will allow the student to register for a course without successfully completing the prerequisite course. This form can be found on the UTTC Registrar's website page.

Corequisite courses at UTTC are courses that require the student to register for two courses at the same time. For example, students enrolled in lab science courses are required to also register for the corequisite lab course. One of the courses provides an opportunity for the student to apply what they are learning in the corequisite course so must be taken at the same time.

If a student chooses to withdraw from

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a course with a corequisite, the student must withdraw from both the course and the corequisite, and not one or the other. If the student fails a corequisite course, and has to retake the course, the student will be required to submit the Petition for Prerequisite/Corequisite Override form prior to registration. If approved, the student will retake the corequisite course he or she failed without having to re-take the corequisite course. This form can be found on the UTTC Registrar's website page.

Questions about prerequisites and corequisites should be resolved with an Academic Advisor prior to the first day of class.

Catalog Rights

A student must fulfill degree requirements as stipulated in the UTTC Academic Catalog. A student who maintains "continuous enrollment" will adhere to the Catalog in effect at the time the student began attending UTTC.

Continuous enrollment is defined as being officially enrolled in one primary term per academic year regardless of the number of credits completed. Active military duty will maintain a student's continuous attendance status providing the student returns at the first registration for fall/spring semester following release.

Grading

UTTC uses letter grades to evaluate student work in each class. In order to receive grades and credit, students must meet course requirements. Instructors are responsible for determining final grades. A student's GPA is determined by dividing the number of honor points earned each semester by the total semester hours attempted. The cumulative GPA is determined by the same formula. Incomplete and withdrawn semester hours are not used in calculating a student's GPA. Semester hours failed are used in calculating GPA. When a course is repeated, the most recent grade will be used to calculate GPA.

Grade	Explanation	Honor Points Per Credit
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Unsatisfactory	1
F	Failure	0
I	Incomplete	0
W	Withdraw	0
N	Non-Credit	0

A student is required to earn a grade of 'C' or higher in any course required for the degree that he or she is seeking. A degree of any type will not be granted until all requirements identified on a degree plan are fulfilled. A grade of 'D' or 'F' will not fulfill the requirements for any course listed on any degree plan at United Tribes Technical College.

Grade of Incomplete

A grade of I (Incomplete) will be recorded when a student is making progress in classes, but is unable to complete course requirements for reasons beyond the student's control and after negotiation between the teacher and the student about how the course can be completed. Except for emergencies, such as exceptional personal illness, a death in the family, or other unforeseeable emergencies, a student must contact their instructor within two weeks prior to an event or events that they feel would interfere with their ability to attend class and finish the semester successfully. The student must have a minimum of a current 'C' grade or higher at the time the incomplete is requested for it to be considered. A request for an incomplete grade cannot be perceived

as a "last ditch" effort to pass a course. Copies of the negotiated agreement will be filed with the Registrar, the advisor, and the student. Students have two weeks into the succeeding semester to complete the necessary work.

The instructor must contact the Registrar's Office and request to change the incomplete grade to the appropriate letter grade by the deadline or it converts to an "F."

Grade Changes

The determination of the student's grade by the instructor shall be final. The following policies apply to changes of grades, except for changes of Incomplete (I) and Withdrawal (W) grades:

- In general, all course grades are final when filed by the instructor at the end of the term. These grades become a part of the student's permanent record.

- A change of grade shall not occur as a consequence of the acceptance of additional work or re-examination beyond the specified course requirements.

- A request for a grade change shall be initiated by the student affected or by the instructor within one week (5 business days) following the award of the original grade. If the instructor determines there is a valid basis for the grade change, due to a calculation error, a grade change request will be submitted to the Registrar. If the instructor determines there is not a valid basis for the change and denies the student's request, the grade will remain

as recorded.

The student may formally appeal the grade by submitting a written letter of appeal (email) to the Dean of Instruction or Career and Technical Education Director within ten (10) business days after the award of the original grade. The Dean or Director will respond to the appeal within three (3) business days with the final decision.

Repeated Courses

When a student repeats a course, only the last grade received and credits earned are included in the GPA computation. If a student withdraws (W) while repeating a course, the original grade is included in the GPA computation. Once the degree has been awarded, the student cannot repeat any course to improve his/her GPA.

Classification of Students

UTTC students are classified according to the number of credit hours earned numbered 100 level or above.

Freshmen	Students who have earned less or equal to 30 credits.
Sophomores	Students who have earned 31-60 credits.
Juniors	Students who have earned 61-90 credits.
Seniors	Students who have earned 91 credits or more.

Satisfactory Progress

To maintain good academic standing, a student must have a minimum UTTC Cumulative and Term GPA of a 2.0. First semester students are considered to be in good academic standing by default until grades are reported at the end of their first semester. Only students in good standing may represent the College at authorized academic, vocational, and athletic events.

Academic Honors

UTTC believes it is important to recognize students who have distinguished themselves with high scholastic achievement. Full-time students with a term GPA of 4.0 will be placed on the President's List. Full-time students with a term GPA of 3.50-3.99 will be placed on the Vice President's List. These lists are publicized to give recognition to the students and are noted on the student's transcript.

Academic Probation

A student will be placed on probation (and will remain on probation) at the end

of a semester if either the term Grade Point Average (GPA) is below 2.00. When a student is on academic probation, the student must achieve a term GPA of at least 2.00 during the subsequent semester to be removed from probation. If these conditions are not met by the end of the semester in which the student is on probation, the student will be academically suspended.

Academic Suspension Appeals Procedure

The student has the right to appeal the withdrawal action within 3 business days of the date that they are emailed the notification of withdrawal and explanation of appeal rights.

Examples of extreme circumstances that may warrant an exception:

- The cumulative GPA is so low that it was mathematically impossible to meet the required standard, but there was significant progress (the term GPA met the required standard).

- The student was directly involved in a serious personal or family issue during the semester.

How to submit an appeal:

- The student's appeal must be made in writing and emailed to the Vice President of Academic Affairs (VPAA).

- The written appeal must contain a clear statement about the extreme circumstances outside the student's control that warrant an exception. The student should submit evidence of the situation.

- The VPAA will review the email and visit with the student's Academic Advisor(s), instructors, and Wellness Counselor about attendance, completion of assignments, and how well the student communicated with instructors.

- The appeal must be submitted by the deadline indicated in the suspension letter sent by the Registrar's Office.

After the appeal is submitted:

- The VPAA will acknowledge receipt of the appeal and respond within two (2) business days.

- Once the decision has been reached, the student will receive a written response from the VPAA. The student should not travel back to campus with the expectation of re-enrolling unless he or she has been notified the appeal has been granted.

- The VPAA will officially notify Financial Aid, Housing and the Registrar of the outcome of the appeal. A copy of the decision notification will be placed in the student's file in the Registrar's Office.

- If the appeal is successful, the student's end-of-term academic standing will be changed from academic suspension to academic probation by appeal for one semester. The student will be expected to raise his or her GPA to the required level during that term, or be suspended.

- A student can only have one successful suspension appeal. If a student is suspended for a second time, the student is eligible to re-apply after a one-year (12 months) period.

- The decision by the VPAA is final. The student will not attend classes any day after the final decision.

Withdrawal from the Institution

A student wishing to withdraw from the College and all classes may do so by meeting with their Academic Advisor or Wellness Counselor. A Student-Initiated Withdrawal form will be completed and signed by the advisor and Wellness Counselor. The counselor will process the withdrawal and submit it to the Registrar's Office.

College-initiated withdrawals of students are initiated upon occurrence of any of the following: (1) the student is unable to meet their payment obligations; (2) lack of required academic progress; (3) excessive absences; or (4) violations to the Student Code of Conduct. If students are unable to meet their payment obligations with UTTC by the Census Date, Student Accounts will submit a

request to the student's Wellness Counselor to depart the student based on non-payment. Payment obligations are defined as having a bill that exceeds $750 or the ability to pay in full for the self-paying student. The Wellness Counselor will complete the Official Institutional Withdrawal form and submit it to the Registrar's Office at the close of business on the Census Date for processing. The Wellness Counselor will notify the appropriate parties on campus that the student is no longer enrolled at UTTC.

The grades recorded for students who choose to withdraw, or are withdrawn, are the same as with the Add/Drop process.

Student Appeals

A student who is withdrawn from the College for whatever reason has the right to appeal the withdrawal. The student has three (3) business days after receiving the withdrawal notice to submit a written appeal to the appropriate Vice President. If the withdrawal is disciplinary, the student will appeal to the Vice President of Campus Services. If the withdrawal is due to excessive absences and/or failing grades, the student will appeal to the Vice President of Academic Affairs. The decision of the Vice President is final.

Student Complaint

The administration, faculty and staff at UTTC do everything they can to make sure services are provided to students in a prompt, courteous, and consistent manner. If a student feels this is not happening, and has tried to resolve the issue with those involved, he or she can file a student complaint. The link to file a complaint can be found by logging into My.UTTC.edu and clicking on the Student Information tab. On the bottom of that page, there is a Student Complaints box. The student will complete the form and hit "submit". A response will be provided within 3-5 days.

Continuing Education Units

UTTC offers Continuing Education Units (CEUs) to document and provide credit for professional development activities. These units are offered through workshops, institutes, and a variety of other training formats. All training for CEUs must be pre-approved through the Registrar's Office.

Career Services

UTTC Career Services provides an array of career resources to assist students in reaching their college to workplace goals. Incoming students will be introduced to a career exploration assessment called the Focus 2. The Focus 2 is to help narrow down a major and career path. This career assessment can be taken online after registering on the career services website. Usernames are the student ID numbers, and passwords are created by the student on the above website. Results are available immediately to the student and the Career Services Director. Each first year student completes the Focus 2 in their first year experience class; however, an incoming student may take the Focus 2 prior to the class and schedule a time to go over the results with the Career Services Director.

After students have declared a major, Career Services guides student career paths through work-related experiences. Examples of these are job shadowing, attending employer talks, working off campus, attending tours of graduate schools and companies, career fairs, and internships. All of these experiences are explained and advertised. Students may also visit the Career Services Director to set up a work-related experience.

Career Services also provides students with sample cover letters and resumes for each major. These are used when applying to jobs. In addition, students are educated on soft skills, interviewing, job searching, salary information within their major, and transitioning to the world of work. The Career Services Director visits classrooms with this information.

Each UTTC student should register online with the Career Services website listed below to gain access to local and national job listings, podcasts on career related topics, internships, the Focus 2 career assessment, ability to create a free online portfolio and resume for employers to view, and much more.

Career Services also offers free professional clothing to students at the Career Closet on campus. Simply make an appointment with the career services director and look for work appropriate clothing, shoes, accessories, and more.

A career corner in the upper level of the Jack Barden Center is available for students to find information on transferring, jobs, community resources, athletic transfers, parent guides, sample resumes for each major, and salary and job websites specific to each major. Please help yourself to any information.

In working with employers, Career Services can assist a company or organization in finding skilled UTTC talent. Some partnering options include: registering as an approved employer on the career services website: www.collegecentral.com/ to post job openings and view student resumes, hosting student internships, providing short job shadowing experiences and tours at your site, speaking to classes about their chosen fields, being part of the advisory board, on campus interviewing, and attending the on campus Career Fair twice per year.

The UTTC Career Services Director and Career Resource Center is located at the southeast end of campus on the upper level of the Jack Barden Center, in the Student Services Department.

Please call UTTC Career Services at 701-221-1863 for more information and register online at www.Collegecentral.com/uttc. Contact Connie Sheehan, Career Services Director at csheehan@uttc.edu for any questions. Visit the UTTC career services page at: https://uttc.edu/career-services/

CARE Center

The Center for Achievement, Retention and Engagement (C.A.R.E.) was created in January 2020 to provide equity and access for first year college students. All UTTC college students are welcome and encouraged to stop in for tutoring needs, assistance with developing study skills and time management, and more. The CARE Center also provides information about resources and activities available on campus and in the community. The CARE Center is located in the lower level of the Jack Barden Center. Contact Paige Jensen, Student Activities and Retention Coordinator, at pjensen@uttc.edu for more information.

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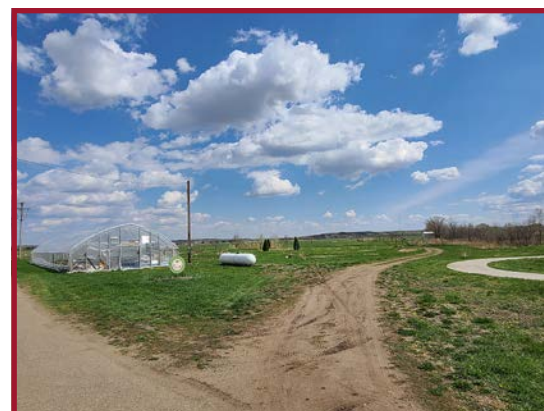
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Academic Affairs

Office Hours: 8 am to 5 pm • Skill Center
Contacting Academic Affairs: (701) 255-3285
Toll Free: 888-643-8882
Emergency: Call 911

UTTC Academic Programs

Division of Academic Affairs

Institutional Review Board

General Educational Matrix

Institutional Requirements for
Certificates and Degrees

Leadership Begins Here

Academic Affairs:

UTTC Academic Programs					
Program	Diploma	Certificate	AS	AAS	BS
Automotive Technology	●			●	
Business Administration			●**		●
Computer Information Technology				●	
Criminal Justice			●**		●**
Elementary Education			●		●
Environmental Engineering			●		
Environmental Science and Research			●		●
Graphic Design				●	
General Studies			●**		
Health, Phy. Education & Recreation			●		
Heavy Equipment Operations (HEO)		●			
Human and Social Services			●		
Pre-Engineering			●		
Sustainable Agriculture and Food Systems				●	
Welding Technology		●			

AAS - Associate of Applied Science

BS - Bachelor of Science

AS - Associate of Science

** Available Online

Division of Academic Affairs

The Division of Academic Affairs oversees and provides leadership for all academic programs and functions at United Tribes Technical College (UTTC). The Academic Affairs division has the lead responsibility for academic planning and academic budget administration, academic personnel decisions, curricular requirements, degree program development, assessment of student learning, and academic accreditation.

Academic Affairs Division Goals

Goal 1: Develop educational programs that differentiate United Tribes Technical College as a leader in education, leadership development and innovation in student research

Goal 2: Implement best practices for advancing student learning in an environment focused on student success

Goal 3: Establish a scholarly environment for faculty and staff

Attendance Policy & Withdrawal

Students at UTTC are expected to actively engage in all of their class sessions. Expectations for attendance are shared by the faculty members at the beginning of each semester and included in course syllabi. Instructors set up the grade book in their courses in My.UTTC.edu to report absences as "hourly", which is the standard at UTTC for tracking attendance. Students can track and monitor their own attendance, per class, on the Learning Management System (LMS) found at My.UTTC.edu.

It is the student's responsibility to communicate with their instructors regarding any emergencies that cause them to miss class. Regardless of the circumstances, the student is responsible for obtaining any information missed because of the absence and completing any outstanding assignments. The student may refer to the course assignments in My.UTTC.edu, contact another student enrolled in the course, or meet with the course instructor during office

hours to get the missing information.

Instructors enter student attendance into My.UTTC.edu on a daily basis during census period (the first two weeks of fall and spring semesters, and the first week of summer semester) and on a weekly basis throughout the academic semester. Attendance is entered as "Present", "Absent-Unexcused", or "Excused" (college-sanctioned absences).

"Absent-Unexcused" Absences

All absences, with the exception of those referred to as college-sanctioned, are reported in the Jenzabar system (My.UTTC.edu) as "Absent-Unexcused". Students are still able to obtain information about any missed assignments and complete those assignments according to the criteria for late assignments that is detailed in the course syllabi.

"Excused": College-Sanctioned Absences

College-sanctioned absences are reported as "Excused". College-sanctioned absences include mandatory military obligation, cultural events, religious observances, mandatory court appearances, and participation in college activities at the request of college authorities, such as academic and athletic events. Instructors may request third party documentation and may consult with the Vice President of Academic Affairs regarding what constitutes college- sanctioned events.

Students are responsible for notifying their instructors of expected college-sanctioned absences prior to the event. If the student does not notify the instructor in advance, the absence will be reported as "Absent-Unexcused".

Check for catalog updates at www.uttc.edu

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Early Alert Criteria

Instructors will initiate an Early Alert, beginning with Level 1 and progressing to Level 3 (see Early Alert System Resource Guide for more information):

Early Alert Intervention: Level 1

The student misses one or more of the following:

- The first week of class
- One full calendar week of consecutive classes
- Three (3) consecutive sessions in one course
- Two (2) consecutive lab sessions in one course
- One (1) block class session (HEO, Welding, Automotive, Culinary, Sustainable Ag)

    OR the student has less than 60% as a grade in one course.

At this first level of Early Alert intervention, the primary academic advisor will convene a meeting with the student. In preparation for the meeting, the academic advisor will utilize current early alert data to determine if there are additional attendance and/or satisfactory academic progress concerns in other courses. Issues and factors related to absenteeism will be identified and discussed at this meeting with the student. The student will be provided with resources for improving attendance, as well as the consequences for continued absenteeism.

Early Alert Intervention: Level 2

The student misses one or more of the following:

- Four (4) or more consecutive sessions in one course
- Three (3) or more lab consecutive sessions in one course
- Two (2) or more consecutive block class sessions (HEO, Welding, Welding, Automotive, Culinary, Sustainable Agriculture)

    OR the student has less than 60% as a grade in two courses.

At this second level of Early Alert intervention, the student will be scheduled for a meeting with the primary academic advisor and Wellness Counselor to establish an academic contract to identify specific actions that need to be met for the student's academic success. The academic advisor will utilize current early alert data when preparing the contract to determine if there are additional attendance and/or satisfactory academic progress concerns in other courses.

This written contract is signed by the student as acknowledgment and understanding of the problem areas and potential steps for improvement. The student will be informed at this meeting that continued absenteeism and poor academic progress will jeopardize the student's academic standing and result in the student being put on probation or being suspended from college.

Early Alert Intervention: Level 3

The following circumstances will initiate a college-initiated (involuntary) withdrawal from the institution:

- If a student is registered and has not attended any of his or her classes within the Census period, which is the first two weeks of the fall or spring semester and the first week of the summer semester.
- A student who misses two consecutive weeks of all current courses without any communication with the academic advisor or Wellness Counselor.

    OR the student has less than 60% as a grade in all courses.

In the case of a college-initiated withdrawal due to excessive absences and unsatisfactory academic progress, the primary academic advisor will consult with the Wellness Counselor who will initiate the Official Institutional Withdrawal form, indicating a college-initiated withdrawal for the student. The last date the student attended class must be indicated on the withdrawal form.

The Wellness Counselor is responsible for notifying the student's academic advisor about the withdrawal action, as well as Financial Aid, Registrar's Office, Housing, Safety and Security, Student Accounts, and others as necessary. The academic advisor contacts the student and lets them know they have been withdrawn. The student is informed of the right to appeal the withdrawal as part of the notification process.

Appeal Process

The student has the right to appeal the withdrawal action within three (3) business days following the date on the Official Institutional Withdrawal form. Appeals for withdrawals due to excessive absences and lack of academic progress are submitted to the Vice President of Academic Affairs (VPAA). Any information that may support

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the student's appeal should be included in the email, such as circumstances outside of the student's control. The VPAA will respond to the student's email within two (2) business days.

If the appeal is successful, the VPAA will notify the student, the primary academic advisor, Wellness Counselor, Financial Aid, the Registrar's Office, Housing and Vice President of Campus Services. If the appeal is not supported, the VPAA will notify the same parties and the Registrar's Office will record the official institutional withdrawal on the student's official record.

The student submitting the appeal assumes all responsibility for filing appropriate documentation in a timely manner. The decision by the VPAA is final.

Assignment Deadlines

UTTC supports and fosters the student's responsibility for completing and submitting assignments on or before scheduled due dates and times. If an assignment is due, the student should make every effort to submit the assignment on time. Occasionally, a student may experience an unexpected life event that results in the submission of late work. Communication is the key. Instructors are more than willing to work with students in the event of an emergency if the student communicates with them before the date and time the assignment is due to make other arrangements.

Late assignment deadlines will vary among departments but will not exceed more than five (5) business days after which the assignment was initially due. Assignment due dates, late assignment deadlines, and late assignment penalties are outlined in course syllabi. Assignments not submitted by the initial deadline date will be reflected in the course gradebook as a zero (0) until the assignment has been submitted.

Missed Tests, Exams and Quizzes (Formal Assessments)

Students may not make up a missed test, exam or quiz without a valid reason for their absence (illness, family emergency). It is the student's responsibility to contact their instructors before the absence, or within 24 hours after missing the formal assessment. The instructor will review the reason the student missed and determine if the circumstance justifies the student being allowed to take the formal assessment.

Approved make-up assessments must be taken outside of the student's regular class schedule and during a time and location agreed upon between the student and instructor. Students are not to miss another class in order to make-up an assessment for another course.

If the student fails to show on the date and time of the makeup assessment, the student will not be permitted to reschedule the makeup and the assessment will earn a 0% grade.

Student Behavior in the Classroom

UTTC students will conduct themselves in a responsible and respectful manner in accordance with the Student Code of Conduct (SCC) in the physical classroom, traditional online courses, hyflex courses, and on campus. A student's behavior that interferes with the learning of their peers will not be tolerated in the physical or virtual classroom. This behavior includes chronic tardiness, threatening confrontations, intoxication, inappropriate physical contact, lewd or disrespectful language or gestures directed at the instructor or at fellow students, bullying, direct or indirect intimidation, refusal to turn on their video camera, refusal to be visible via their video camera, or distractions in Zoom sessions. Inappropriate conversations concerning student behavior may be those that are face-to-face, through email, on the telephone or through the use of text messages.

Faculty members are expected to maintain professional management of classroom activities at all times in accordance with the Faculty and Employee Handbooks. As such, if a student demonstrates behavior that disrupts or interferes with other students,

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instructors reserve the right to ask the student to leave the classroom, contact Campus Security, request mediation by the Academic Department Chair or a Wellness Counselor, or file a formal complaint subject to a student disciplinary hearing. This applies to campus-based, hyflex, and online students. The complete Student Code of Conduct can be found in the UTTC Student Handbook.

Background Checks

All students are required to self-disclose their criminal history on their UTTC admission application. Some programs, such as Elementary Education, Criminal Justice, and Human & Social Services, also require students to complete a criminal background consent form. Acceptance into any one of these three programs is contingent on the results of the student's criminal background; however, not all convictions will prohibit a student from pursuing one of these degrees. For more information about these three programs, contact the department chair.

NOTE: If the background check for the Elementary Education teacher candidate reveals a conviction, that record must be submitted to the school district in which the candidate intends to student teach. Based on the nature of the conviction, the College and/or the school district can refuse to have the candidate placed as a student teacher in that school district. As a result, the candidate will not complete the requirements for an Elementary Education bachelors degree.

Student Organizations (Clubs)

Each degree program offered at UTTC is represented by a Student Organization Club. In addition to the clubs, UTTC sponsors a Student Government organization that represents student government. For more information about Student Government, visit the UTTC website at www.uttc.edu. Clubs are pre-professional student organizations or clubs that provide a unique program of career and leadership development, motivation, and recognition for postsecondary students enrolled in a career and technical education program.

Clubs meet on a monthly basis and consist of elected representatives who govern the organization and a faculty/staff member serving as an advisor. The faculty/staff advisor collects minutes from the monthly meetings and summaries of club functions and activities. These minutes and summaries are housed in a folder on the share drive.

Student Academic Honesty Policy

Academic dishonesty includes plagiarism; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using course materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, misrepresenting, or misusing an academic record; or fabricating or falsifying data, research procedures, or data analysis.

Plagiarism is representing the words, creative work, or ideas of another person as one's own without providing proper documentation of source. Examples incudes, but are not limited to:

- Copying information word for word from a source without using quotation marks and giving proper acknowledgement by way of footnote, endnote, or in-text citation;

- Representing the words, ideas, or data of another person as one's own without providing proper attribution to the author through quotation, reference, in-text citation, or footnote;

- Producing without proper attribution, any form of work originated by another person such as a musical phrase, a proof, a speech, an image, experimental data, laboratory report, graphic design, or computer code;

- Paraphrasing without sufficient acknowledgement, ideas taken from another person that the reader might reasonably mistake as the author's; and

- Borrowing various words, ideas, phrases, or data from original sources and blending them with one's own without acknowledging the sources.

It is the responsibility of all students to understand the standards and methods of proper attribution and to clarify with each instructor the standards, expectations, and reference techniques appropriate to the subject are and class requirements, including group work and internet use. Students are encouraged to seek out information about these methods from instructors and other resources (UTTC Librarian) and to apply this information in all submissions of academic work.

Academic Dishonesty Procedure

When the faculty member suspects academic dishonesty, the instructor should first confer with the student. If the student admits to the violation, the instructor should inform the student of the grade penalty and document the action taken in the Early Alert System. If it is the student's first offense for the semester, the student will receive a failing grade (0%) on the assignment. If the student has committed the same offense more than once in the same course, the student will fail the course.

If a student is found to have violated the Student Academic Honesty Policy, the faculty member will report the student's position in the email to the faulty's supervisor and submit a grade of "INC" or incomplete until the matter is decided. If the student chooses to appeal the allegation of academic dishonesty, the student will submit a written statement to the Department Chair within three (3) business days of when the grade is recorded. The Dean of Instruction will conduct a fact-finding investigation and attempt to resolve the matter.

If the matter cannot be resolved then mediation will be proposed between the student, the faculty member and the Dean of Instruction. The Dean of Instruction will render a final decision within five (5) business days.

If the student fails a course due to repeated academic dishonesty violations, it will be reported on the student's permanent academic record in the Registrar's Office.

Cell Phone Usage

In general, cell phones will be limited to silent or vibrate mode during class time and meetings. Instructors reserve the classroom management privilege to restrict cell phone usage as specified on course syllabi and for classroom activities, guest presentation, and during tests. For parental or family emergency situations, students will consult in advance with their instructors about using personal cell phones for accommodating such situations.

Institutional Review Board

The Institutional Review Board (IRB) reviews and approves of research conducted on human subjects. IRB approval must be obtained before the data collection begins and specific IRB paperwork must be submitted to the UTTC IRB before research can be approved.

There are four main reasons that UTTC has created an IRB. One, the IRB process ensures that any and all UTTC-associated research does not harm human subjects in any way. This goes in hand with the Native view of taking care of relatives and community. Two, adherence to IRB guidelines helps to ensure the highest quality research at UTTC. Third, federal laws mandate that institutions of higher education that are participating in any type of government-sponsored research have an IRB in place. Finally, all universities and nearly all colleges have IRBs. The UTTC IRB is registered with the U.S. Department of Health and Human Services Office for Human Research Protections (OHRP). The registration number for the United Tribes Technical College IRB #1 is IRB00005063. For more information about the UTTC IRB, please visit the UTTC website.
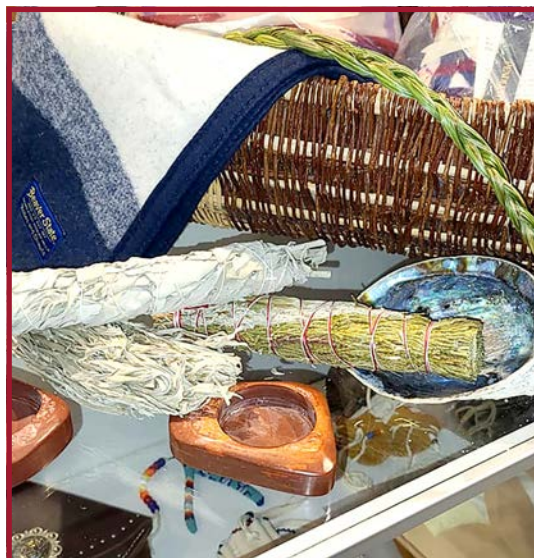
GENERAL EDUCATION MATRIX			
Course/Number	**Course/Title**	**Credits**	**GERTA**
COMMUNICATIONS			
COM 110	Fundamentals of Public Speaking	3	•
ENG 110	Composition I	3	•
ENG 120	Composition II	3	•
ARTS & HUMANITIES			
ANT 241	Contemporary Issues of Indigenous Peoples*	3	
ANT 171	Introduction to Cultural Anthropology*	3	
ART 130	Drawing I	3	
HUM 101	Introduction to Humanities	3	•
HUM 106	Readings in Native American Literature*	3	•
NAS 112	Tribal Arts I*	3	
NAS 117	Arikara I*	3	
NAS 122	Indigenous Food Sovereignty*	3	
NAS 191	Očhéthi Šakówin (Seven Council Fires) History and Culture*	3	
NAS 213	Tribal Arts II*	3	
PHI 100	Critical Thinking (OL)	3	
PHI 210	Ethics	3	•
SOCIAL SCIENCES			
HIS 103	U. S. History to 1877	3	•
HIS 104	U. S. History since 1877	3	•
POL 115	American Government	3	•
PSY 111	Introduction to Psychology	3	•
PSY 251	Developmental Psychology	3	•
PSY 252	Psychology of Child Development	3	•
PSY 270	Abnormal Psychology	3	•
SOC 110	Introduction to Sociology	3	•
SOC 275	Native American Studies*	3	•
MATH, SCIENCE & TECHNOLOGY			
NAS 240	Ethnobotany**	4	
MTH 101	Introduction to Algebra	3	
MTH 102	Intermediate Algebra	3	
MTH 103	College Algebra	4	•
MTH 104	Finite Math	4	•
MTH 107	Precalculus	4	•
MTH 129	Basic Linear Algebra	3	
MTH 165	Calculus I	4	•
MTH 166	Calculus II	4	•

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MTH 210	Elementary Statistics	3	•
MTH 265	Calculus III	4	•
MTH 266	Differential Equations	3	
BIO 111/LAB 111	Concepts of Biology/Lab**	3/1	•
BIO 124	Environmental Science	3	•
BIO 150/LAB 150	General Biology I/Lab**	3/1	•
BIO 151/LAB 151	General Biology II/Lab**	3/1	•
BIO 230	Ecology	4	•
BIO 312	Evolution	3	
BIO 315	Introduction to Genetics	3	
CHM 121/LAB 121	General Chemistry I/Lab**	3/1	•
CHM 122/ LAB 122	General Chemistry II/Lab**	3/1	•
GIS 105	Fundamentals of GIS	3	
LAB 252	University Physics II Lab	1	•
PHY 105/LAB105	Physical Science by Inquiry/Lab**	3/1	
PHY 211	College Physics **	4	•
PHY 251	University Physics I	4	•
PHY 252	University Physics II	4	•
SCI 201/LAB 201	Earth Science/Lab**	3/1	
SOI 210	Introduction to Soil Science	3	
CSC 101	Introduction to Computers	3	•
CSC 160	Computer Science I	4	
INSTITUTIONAL SPECIFIC (Campus-based only)			
FND 106	First Year Experience and Healthy Living	2	
GPE 101	First Aid & CPR	1	
GPE 102	Introduction to Fitness	1	
GPE 104	OSHA 10 Safety	1	
GPE 106	Introduction to Sports Officiating	1	

* Meets Native American Course Requirements
** Satisfies the 4 Credit Lab Science Requirements

The General Education matrix is a listing of the general education courses offered at United Tribes Technical College (UTTC). Most, but not all, of the courses listed on the General Education matrix are based on GERTA (General Education Requirement Transfer Agreement), an approved set of general education courses that are transferable between North Dakota University System campuses and North Dakota's five tribal colleges. Some general education courses, such as Career Math, are not included on the matrix because they are specific to certificate or diploma programs and not applicable to degree programs.

Students who are planning to transfer to a different college or university should be informed about which courses will transfer, particularly the electives. It is the student's responsibility to contact the institution to which they intend to transfer to find out which courses will transfer. The Career Services Director is available to assist students with the transfer process.

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INSTITUTIONAL REQUIREMENTS FOR AS, AAS AND BS DEGREES, CERTIFICATES AND DIPLOMAS

INSTITUTIONAL REQUIREMENTS FOR AS DEGREES

AS	REQUIRED COURSES	HLC REQUIRES 24 CREDITS
Communication	COM 110, ENG 110, ENG 120	9
Arts and Humanities*	See Gen Ed Matrix	3
Social Science	See Gen Ed Matrix	3
Math, Science & Tech.	See Gen Ed Matrix	10
Institutional Specific	FND 106 *(Not required for online degree seeking students)*	2
Total Required by UTTC		27

INSTITUTIONAL REQUIREMENTS FOR AAS DEGREES

AAS	REQUIRED COURSES	HLC REQUIRES 15 CREDITS
Communication	COM 110, ENG 110	6
Arts and Humanities*	See Gen Ed Matrix	3
Social Science	See Gen Ed Matrix	3
Math, Science & Tech.	See Gen Ed Matrix	6
Institutional Specific	FND 106 *(Not required for online degree seeking students)*	2
Total Required by UTTC		20

INSTITUTIONAL REQUIREMENTS FOR BS DEGREES

BS	REQUIRED COURSES	HLC REQUIRES 30 CREDITS
Communication	COM 110, ENG 110	9
Arts and Humanities*	See Gen Ed Matrix	6
Social Science	See Gen Ed Matrix	6
Math, Science & Tech.	See Gen Ed Matrix	10
Institutional Specific	FND 106 *(Not required for online degree seeking students)*	2
Total Required by UTTC		33

INSTITUTIONAL REQUIREMENTS FOR CERIFICATES

CERTIFICATE	REQUIRED COURSES	UTTC REQUIRES 5-7 CREDITS
Math, Science & Tech	MTH 106	
Institutional Specific	GPE 101; GPE 104; FND 106 (optional)	

INSTITUTIONAL REQUIREMENTS FOR DIPLOMAS

DIPLOMA	REQUIRED COURSES	UTTC REQUIRES 11 CREDITS
Communication	ENG 105	
Math, Science & Tech	MTH 106; CSC 101	
Institutional Specific	FND 106	

*Approved Native American Studies Course see Gen Ed Matrix

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UNITED TRIBES
TECHNICAL COLLEGE

UNITED TRIBES TECHNICAL COLLEGE

Academic Programs

Automotive Technology

Business Administration

Computer Information Technology

Criminal Justice

Elementary Education

Environmental Engineering

Environmental Science & Research

General Studies

Graphic Design

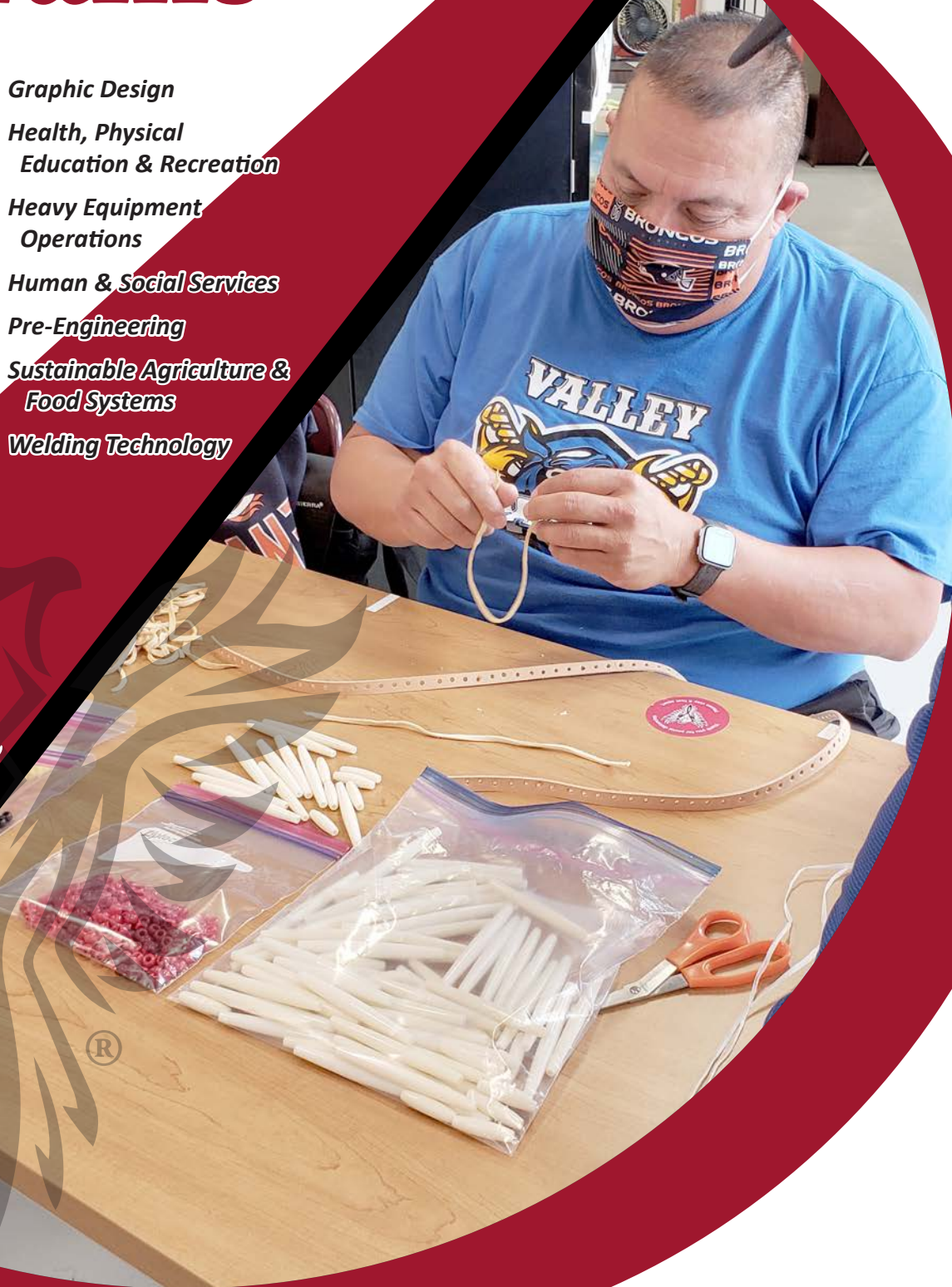Health, Physical Education & Recreation

Heavy Equipment Operations

Human & Social Services

Pre-Engineering

Sustainable Agriculture & Food Systems

Welding Technology

Leadership Begins Here

AUTOMOTIVE TECHNOLOGY

Automotive technicians face a challenging future in the automotive field due to the increased complexity of the electronic controlled components. Government sources say the United States will need 32,000 new technicians every year just to keep up with the demand. The qualified automotive technician is assured full-time work and a favorable income.

The Automotive Technology (AUT) program provides theory plus the technical skills needed to enter the automotive repair job market. Upon completion, the graduate can continue a course of study in the field or pursue a career such as: Auto Specialist Line Technician, Service Manager, Shop Foreman, Service Consultant at the Apprentice/Entry Level Position or as an owner of an independent repair facility. Upon completion of the hours of each course, the graduate is qualified to take the Automotive Service Excellence (ASE) certification test, a nationally recognized technician certification. UTTC automotive training facility is equipped with state-of-the-art equipment used in major dealerships and repair facilities.

Students entering the Automotive Technology program should have good math, reading and computer skills to successfully complete the required courses.

The Automotive Technology program, working in conjunction with the National Automotive Technicians Education Foundation, qualifies students to take the nationally Approved Automotive Service Excellence (ASE) certification exams.

Program Outcomes

Graduates of the UTTC Automotive Technology AAS degree and diploma programs will:

1. Diagnose and repair or replace engines and components.
2. Diagnose and repair or replace electrical and electronic systems and components.
3. Diagnose and repair or replace drivablility systems and components.
4. Diagnose and repair or replace steering and suspension systems and components.
5. Diagnose and repair or replace HVAC systems and components.
6. Diagnose and repair or replace brake systems and components.
7. Diagnose and repair or replace manual drivetrain and components.
8. Diagnose and repair or replace automatic transmission/transaxles.
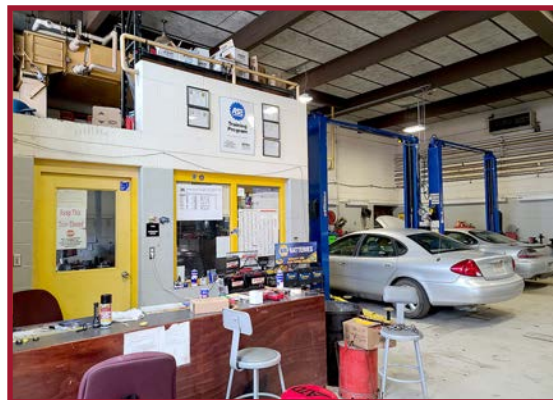
AUTOMOTIVE TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE
(61 Credits Required)

GENERAL EDUCATION REQUIREMENTS (20 CREDITS)

Course Number	Title	Credits
COMMUNICATIONS (6 CREDITS)		
ENG 110	Composition I	3
COM 110	Fund of Public Speaking	3
ARTS & HUMANITIES (3 CREDITS)		
	See Gen. Ed Matrix*	3
SOCIAL SCIENCES (3 CREDITS)		
	See Gen. Ed Matrix*	3
MATH, SCIENCE & TECHNOLOGY (6 CREDITS)		
CSC 101	Introduction to Computers	3
MTH 101	Introduction to Algebra	3
INSTITUTIONAL SPECIFIC (CAMPUS-BASED ONLY) (2)		
FND 106	First Year Exp. & Healthy Living	2
REQUIRED PROGRAM CORE COURSES (41 CREDITS)		
AUT 101	Intro to Automotive Service and Safety	1
AUT 102	Engine Repair and Service	4
AUT 104	Manual Drive Trains & Axles	4
AUT 105	Automotive Brakes	4
AUT 106	Automotive Electrical Systems	8
AUT 201	Engine Performance	8
AUT 202	Steering & Suspension	4
AUT 203	Automatic Transmissions/Transaxles	4
AUT 204	Heating and Air Conditioning	4
FREE ELECTIVES (3 CREDITS)		
WLD 150	Intro to Welding	4

* Denotes Native Studies institutional requirement.

UNITED TRIBES® TECHNICAL COLLEGE

AUTOMOTIVE TECHNOLOGY

Check for catalog updates at www.uttc.edu

AUTOMOTIVE TECHNOLOGY DIPLOMA
(52 Credits Required)

GENERAL EDUCATION REQUIREMENTS (11 CREDITS)

Course Number	Title	Credits
COMMUNICATIONS (3 CREDITS)		
ENG 105	Technical Communications	3
MATH, SCIENCE & TECHNOLOGY (6 CREDITS)		
CSC 101	Introduction to Computers	3
MTH 106	Career Math	3
INSTITUTIONAL SPECIFIC (CAMPUS-BASED ONLY) (2)		
FND 106	First Year Exp. & Healthy Living	2
REQUIRED PROGRAM CORE COURSES (41 CREDITS)		
AUT 101	Intro to Automotive Service and Safety	1
AUT 102	Engine Repair and Service	4
AUT 104	Manual Drive Trains & Axles	4
AUT 105	Automotive Brakes	4
AUT 106	Automotive Electrical Systems	8
AUT 201	Engine Performance	8
AUT 202	Steering & Suspension	4
AUT 203	Automatic Transmissions/Transaxles	4
AUT 204	Heating and Air Conditioning	4
FREE ELECTIVES (3 CREDITS)		
WLD 150	Intro to Welding	4

* Denotes Native Studies institutional requirement.

BUSINESS ADMINISTRATION

In a rapidly changing economy, new opportunities arise every day for individuals with specific business knowledge and administrative skills. Top careers available to business administration majors include: accountant, administrative executive, chief executive officer, manager, consultant, director, human resource manager, public relations specialist, and many other rewarding careers. Our business administration degree programs will provide you with the skills needed to be competitive and effective leaders in the business world.

Program Outcomes

Graduates of the UTTC Business Administration AS degree program will:

1. Apply generally accepted accounting principles to business activities.
2. Distinguish marketing strategies appropriate for diverse populations.
3. Recognize basic management principles as they apply to diverse organizations.
4. Identify micro-and macro-economic theories.

BUSINESS ADMINISTRATION ASSOCIATE OF SCIENCE (63 Credits Required)		
GENERAL EDUCATION REQUIREMENTS (33 CREDITS)		
Course Number	**Title**	**Credits**
COMMUNICATIONS (9 CREDITS)		
ENG 110	Composition I	3
ENG 120	Composition II	3
COM 110	Fund of Public Speaking	3
ARTS & HUMANITIES (6 CREDITS)		
	See Gen. Ed Matrix*	6
SOCIAL SCIENCES (6 CREDITS)		
PSY 111	Introduction to Psychology	3
	See Gen. Ed Matrix*	3
MATH, SCIENCE & TECHNOLOGY (10 CREDITS)		
CSC 101	Introduction to Computers	3
MTH 102	Intermediate Algebra	3
or MTH 103	College Algebra	4
or MTH 104	Finite Math	4
LAB Science	**See Gen. Ed Matrix**	4
INSTITUTIONAL SPECIFIC (CAMPUS-BASED ONLY) (2)		
FND 106	First Year Exp. & Healthy Living	2

UNITED TRIBES®
TECHNICAL COLLEGE

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REQUIRED PROGRAM CORE COURSES (30 CREDITS)		
ACT 200	Elements of Accounting I	3
ACT 201	Elements of Accounting II	3
BUS 120	Fundamentals of Business	3
BUS 130	Tribal Government	3
BAD 201	Principles of Marketing	3
BAD 202	Principles of Management	3
BAD 251	Personal Finance	3
BAD 282	Human Resource Management	3
ECO 201	Microeconomics	3
ECO 202	Macroeconomics	3

Denotes Native Studies institutional requirement.

BUSINESS ADMINISTRATION BACHELOR DEGREE

Program Outcomes

Graduates of the UTTC Business Administration BS degree program will:

1. Interpret generally accepted accounting principles in a business environment.
2. Apply management principles to diverse organizations.
3. Investigate the different leadership styles within a diverse business framework.
4. Apply economic theory within a business environment.
5. Apply business research strategies

BUSINESS ADMINISTRATION BACHELOR OF SCIENCE (121 Credits Required)		
GENERAL EDUCATION REQUIREMENTS (43 CREDITS)		
Course Number	**Title**	**Credits**
COMMUNICATIONS (9 CREDITS)		
ENG 110	Composition I	3
ENG 120	Composition II	3
COM 110	Fund of Public Speaking	3
ARTS & HUMANITIES (6 CREDITS)		
	See Gen. Ed Matrix*	6
SOCIAL SCIENCES (12 CREDITS)		
PSY 111	Introduction to Psychology	3
SOC 110	Introduction to Sociology	3
	See Gen. Ed Matrix*	3
MATH, SCIENCE & TECHNOLOGY (14 CREDITS)		
CSC 101	Introduction to Computers	3
MTH 103	College Algebra	4
or MTH 104	Finite Math	4
MTH 210	Elementary Statistics	3
LAB Science	**See Gen. Ed Matrix**	4

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UNITED TRIBES® TECHNICAL COLLEGE

INSTITUTIONAL SPECIFIC (CAMPUS-BASED ONLY) (2)		
FND 106	First Year Exp. & Healthy Living	2

REQUIRED PROGRAM CORE COURSES (78 CREDITS)

ACT 200	Elements of Accounting I	3
ACT 201	Elements of Accounting II	3
ACT 315	Government and Not-for-Profit Accounting	3
ECO 201	Microeconomics	3
ECO 202	Macroeconomics	3
BAD 201	Principles of Marketing	3
BAD 202	Principles of Management	3
BAD 217	Promotion and Advertising	3
BAD 251	Personal Finance	3
BAD 282	Human Resource Management	3
BUS 120	Fundamentals of Business	3
BUS 130	Tribal Government	3
BUS 254	Financial Statement Analysis	3
BUS 310	Grant Writing	3
BUS 315	Business Law	3
BUS 318	Business Communications	3
BUS 356	Organizational Behavior	3
BUS 366	American Indian Entrepreneurship	3
BUS 401	Tribal Enterprise	3
BUS 406	Business Ethics	3
BUS 436	Organizational Leadership	3
BUS 493	Business Research Methods	3
BUS 497	Business Internship	3
BUS 491	Senior Seminar	3

ELECTIVES (6 CREDITS REQUIRED)

CIS 180	Creating Web Pages	3
BAD 240	Sales	3
CSC 103	Intro to Computer Graphics	3

* Denotes Native Studies institutional requirement.

BUSINESS ADMINISTRATION

UNITED TRIBES®
TECHNICAL COLLEGE

*Check for catalog
updates at
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COMPUTER INFORMATION TECHNOLOGY

Graduates of the Computer Information Technology AAS degree program will be able to work in business and industry with skills in computer programming, software application, computer networks & security and web page development and management. State-of-the-art equipment and computer programs combine with a professional curriculum and educational environment to provide the skills, attitudes, and knowledge essential for effective technical support.

Program Outcomes

Graduates of the UTTC Computer Information Technology AAS degree program will:

1. Construct a Graphical User Interface (GUI) using an appropriate computer languages.
2. Produce accurate and formatted reports form self constructed relational database.
3. Monitor computer system performance to ensure proper operation.
4. Monitor network performance to ensure proper operation.

COMPUTER INFO. TECH. ASSOCIATE OF APPLIED SCIENCE (60 Credits Required)		
GENERAL EDUCATION REQUIREMENTS (27 CREDITS)		
Course Number	**Title**	**Credits**
COMMUNICATIONS (6 CREDITS)		
ENG 110	Composition I	3
COM 110	Fund of Public Speaking	3
ARTS & HUMANITIES (3 CREDITS)		
	See Gen. Ed Matrix*	3
SOCIAL SCIENCES (3 CREDITS)		
	See Gen. Ed Matrix*	3
MATH, SCIENCE & TECHNOLOGY (6 CREDITS)		
CSC 101	Introduction to Computers	3
CSC 160	Computer Science	4
MTH 101	Introduction to Algebra	3
INSTITUTIONAL SPECIFIC (CAMPUS-BASED ONLY) (2)		
FND 106	First Year Exp. & Healthy Living	2
REQUIRED PROGRAM CORE COURSES (33 CREDITS)		
CIS 104	Database Management	4
CIS 128	Microcomputer Hardware I	3
CIS 129	Microcomputer Hardware II	3
CIS 147	Principles of Information Security	3
CIS 164	Networking Fundamentals I	4
CIS 165	Networking Fundamentals II	4
CIS 180	Creating Web Pages I	3
CIS 212	Microsoft Windows OS Client	3
CIS 215	Implementing Microsoft Window Server	3
CIS 260	Fundamentals of Wireless Technology	3
FREE ELECTIVE (3 CREDITS)		
CSC 103	Intro to Computer Graphics	3

* Denotes Native Studies institutional requirement.

UNITED TRIBES® TECHNICAL COLLEGE

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UNITED TRIBES TECHNICAL COLLEGE

CRIMINAL JUSTICE

The Criminal Justice department offers a Bachelor of Science and Associate of Science degree program of study. The program provides a broad curriculum for students who wish to pursue entry and intermediate level careers in Criminal Justice. Since 2001, the Criminal Justice field has experienced significant expansion and several new careers fields have developed, many requiring Bachelor and Associate degrees.

Upon completion, our graduates will be prepared for employment as Federal, State or Tribal Law Enforcement Officers, Corrections Officers, Parole and Probation Officers, Transportation Safety Officers, Victim Advocates, United States Customs, Homeland Security, Military Investigative Services and private security agencies. All employment opportunities have pre-employment requirements and many agencies require college degrees, background checks, physical and psychological examinations, and licensing examinations. The student must be motivated to demonstrate the attitude and behavior connected with the professional career being pursued.

Program Outcomes

Graduates of the UTTC Criminal Justice AS degree program will:

1. Describe the foundations of the multiple entities within the criminal justice system at the state, federal and tribal levels.
2. Diagram the stages of the criminal justice process.
3. Analyze the significant foundations of law in the state, federal and tribal legal systems.
4. Apply interagency communication skills among state, federal and tribal agencies.
5. Evaluate ethics within the criminal justice system at the state, federal, and tribal levels.

CRIMINAL JUSTICE ASSOCIATE OF SCIENCE (61 Credits Required)		
GENERAL EDUCATION REQUIREMENTS (30 CREDITS)		
Course Number	Title	Credits
COMMUNICATIONS (9 CREDITS)		
ENG 110	Composition I	3
ENG 120	Composition II	3
COM 110	Fund of Public Speaking	3
ARTS & HUMANITIES (3 CREDITS)		
	See Gen. Ed Matrix*	3
SOCIAL SCIENCES (6 CREDITS)		
PSY 111	Introduction to Psychology	3
SOC 110	Introduction to Sociology	3
MATH, SCIENCE & TECHNOLOGY (10 CREDITS)		
CSC 101	Introduction to Computers	3
LAB Science	**See Gen. Ed Matrix**	4
MTH 102	Intermediate Algebra	3
	See Gen. Ed Matrix*	
INSTITUTIONAL SPECIFIC (CAMPUS-BASED ONLY) (2)		
FND 106	First Year Exp. & Healthy Living	2

REQUIRED PROGRAM CORE COURSES (31 CREDITS)		
Course Number	**Title**	**Credits**
CJU 150	Patrol Procedures	3
CJU 201	Introduction to Criminal Justice	3
CJU 211	Introduction to Policing	3
CJU 212	Intro to Homeland Security	3
CJU 221	Criminal Law	3
CJU 225	Weapon and Physical Fitness	3
or CJU 204	Traffic Law and Enforcement	3
CJU 226	Criminal Investigations	4
CJU 231	Ethics in Criminal Justice I	3
CJU 254	Juvenile Justice	3
CJU 270	Corrections	3

* Denotes Native Studies institutional requirement.

CRIMINAL JUSTICE BACHELOR OF SCIENCE

Program Outcomes

Graduates of the UTTC Criminal Justice BS degree program will:

1. Develop professional conduct expected of state, federal and tribal criminal justice professionals.
2. Interpret criminological theory to evaluate justice-involved individuals at the state, federal and tribal levels.
3. Execute the technological expectations necessary in the criminal justice profession at the state, federal and tribal levels.
4. Employ communication skills for working with diverse populations.
5. Assess the effectiveness of the criminal justice system at the state, federal and tribal levels.

CRIMINAL JUSTICE BACHELOR OF SCIENCE (121 Credits Required)		
GENERAL EDUCATION REQUIREMENTS (45 CREDITS)		
Course Number	**Title**	**Credits**
COMMUNICATIONS (9 CREDITS)		
ENG 110	Composition I	3
ENG 120	Composition II	3
COM 110	Fund of Public Speaking	3
ARTS & HUMANITIES (12 CREDITS)		
	See Gen. Ed Matrix*	12
SOCIAL SCIENCES (12 CREDITS)		
PSY 111	Introduction to Psychology	3
SOC 110	Introduction to Sociology	3
	See Gen. Ed Matrix*	6

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MATH, SCIENCE & TECHNOLOGY (10 CREDITS)		
CSC 101	Introduction to Computers	3
Lab Science	**See Gen. Ed Matrix**	4
MTH 103	College Algebra	4
or MTH 104	Finite Math	4
or MTH 210	Elementary Statistics	3
INSTITUTIONAL SPECIFIC (CAMPUS-BASED ONLY) (2)		
FND 106	First Year Exp. & Healthy Living	2
REQUIRED PROGRAM CORE COURSES (76 CREDITS)		
CJU 150	Patrol Procedures	3
CJU 201	Introduction to Criminal Justice	3
CJU 211	Introduction to Policing	3
CJU 212	Intro to Homeland Security	3
CJU 221	Criminal Law	3
CJU 225	Weapons and Physical Fitness	3
or CJU 204	Traffic Law and Enforcement	3
CJU 226	Criminal Investigations	4
CJU 231	Ethics in Criminal Justice I	3
CJU 254	Juvenile Justice	3
CJU 270	Corrections	3
CJU 300	Comm. Policing in Diverse Cultures	3
CJU 310	Media Relations	3
CJU 320	Parole and Probation	3
CJU 330	Criminological Theory	3
CJU 346	Forensics / Criminalistics	3
CJU 350	Criminal Evidence and Procedure	3
CJU 351	Administration of Criminal Justice	3
CJU 360	Victims and Victimology	3
CJU 370	Court Processing	3
CJU 410	Constitutional Law	3
CJU 420	Interview Techniques	3
CJU 431	Ethics in Criminal Justice II	3
CJU 435	White Collar Crime	3
CJU 491	Senior Seminar	3
CJU 493	Research Methods	3

* Denotes Native Studies institutional requirement.

United Tribes® Technical College

CRIMINAL JUSTICE

Check for catalog updates at www.uttc.edu

ELEMENTARY EDUCATION

The Teacher Education department at UTTC in Bismarck, ND is dedicated to making a quality education a reality for every student in the United States, specifically those from culturally, linguistically and ability diverse backgrounds. UTTC offers Bachelor of Science (BS) and Associate of Science (AS) degree programs of study. The Elementary Education program curriculum prepares students to enter a profession that is in high demand. Professional educators who graduate from our programs exemplify the unit's conceptual framework as "competent, caring teachers". Our programs of study include coherent and relevant curriculum that meet North Dakota program approval standards as well as specific industry standards. Field experience opportunities allow the student to gain first-hand knowledge of the best practices in education from experienced teachers. The Elementary Education Bachelor of Science (BS) degree program has been approved by the North Dakota Education Standards and Practices Board and is designed as a teacher licensure program. This means students who are accepted into and complete this program of study, as well as meet the other criteria, are eligible to apply for an Educator's Professional License through the State of North Dakota. For more information about the Bachelor of Science degree in Elementary Education, visit the Teacher Education Department website.

Program Outcomes

Graduates of the UTTC Elementary Education AS degree program will:

1. Create supportive and safe learning environments.
2. Recognize diversity in learning and developmental processes.
3. Demonstrate understanding of central concepts to connect with and advance student learning.
4. Monitor learner progress by using multiple methods of assessment.
5. Utilize a variety of instructional strategies to support rigorous goals.
6. Demonstrate ongoing professional learning to continually evaluate and enhance their ethical practice.
7. Facilitate opportunities for leadership and relationships with learners, families, communities and other school professionals.

ELEMENTARY EDUCATION ASSOCIATE OF SCIENCE (60 Credits Required)		
GENERAL EDUCATION REQUIREMENTS (36 CREDITS)		
Course Number	**Title**	**Credits**
COMMUNICATIONS (9 CREDITS)		
ENG 110	Composition I	3
ENG 120	Composition II	3
or ENG 290	English for Elementary Teachers	3
COM 110	Fund of Public Speaking	3
ARTS & HUMANITIES (6 CREDITS)		
HUM 101	Introduction to Humanities	3
	See Gen. Ed Matrix*	3
SOCIAL SCIENCES (9 CREDITS)		
PSY 111	Introduction to Psychology	3
	See Gen. Ed Matrix*	6
MATH, SCIENCE & TECHNOLOGY (10 CREDITS)		
CSC 101	Introduction to Computers	3
MTH 102	Intermediate Algebra	3
Lab Science	**See Gen. Ed Matrix**	4

INSTITUTIONAL SPECIFIC (CAMPUS-BASED ONLY) (2)		
FND 106	First Year Exp. & Healthy Living	2
REQUIRED PROGRAM CORE COURSES (24 CREDITS)		
EDU 200	Classroom Mangement	2
EDU 205	Intro to Exceptional Education	3
EDU 232	Fund. Elements of Effec. Reading Instruction	3
EDU 250	Intro to Education	3
EDU 288	Technology in Education	2
EDU 290	Multicultural Education	3
EDU 296	Field Experience	2
ENG 238	Children's Literature	3
MTH 277	Math for Elementary Teachers I	3

* Denotes Native Studies institutional requirement.

ELEMENTARY EDUCATION BACHELOR OF SCIENCE

Program Outcomes

Graduates of the UTTC Elementary Education BS degree program will:

1. Create supportive and safe learning environments.
2. Recognize diversity in learning and developmental processes.
3. Demonstrate understanding of central concepts to connect with and advance student learning.
4. Monitor learner progress by using multiple methods of assessment.
5. Utilize a variety of instructional strategies to support rigorous goals.
6. Demonstrate ongoing professional learning to continually evaluate and enhance their ethical practice.
7. Facilitate opportunities for leadership and relationships with learners, families, communities and other school professionals.

ELEMENTARY EDUCATION BACHELOR OF SCIENCE (121 Credits Required)		
GENERAL EDUCATION REQUIREMENTS (48 CREDITS)		
Course Number	Title	Credits
COMMUNICATIONS (9 CREDITS)		
ENG 110	Composition I	3
ENG 290	English for Elementary Teachers	3
or ENG 120	Composition II	3
COM 110	Fund of Public Speaking	3
ARTS & HUMANITIES (9 CREDITS)		
HUM 101	Introduction to Humanities	3
HUM 106	Readings in Native American Lit.	3*
NAS 112	Tribal Arts I	3*
SOCIAL SCIENCES (9 CREDITS)		
PSY 111	Introduction to Psychology	3

SOC 275	Native American Studies	3*
HIS 103	U.S. History to 1877	3
or HIS 104	U.S. History since 1877	3

MATH, SCIENCE & TECHNOLOGY (19 CREDITS)

CSC 101	Introduction to Computers	3
MTH 103	College Algebra	4
PHY 105	Physical Science by Inquiry/LAB	4
SCI 201	Earth Science/LAB	4
BIO 111	Concepts of Biology/LAB	4
or BIO 150	General Biology I/LAB	4

INSTITUTIONAL SPECIFIC (CAMPUS-BASED ONLY) (2)

FND 106	First Year Exp. & Healthy Living	2

REQUIRED PROGRAM CORE COURSES (73 CREDITS)

EDU 200	Classroom Mangement	2
EDU 205	Intro to Exceptional Education	3
EDU 220	Geography for Teachers	2
EDU 232	Fund. Elements of Effective Reading Instr.	3
EDU 250	Intro to Education	3
EDU 288	Technology in Education	2
EDU 290	Multicultural Education	3
EDU 296	Field Experience	2
EDU 315	Int. Art, Music & Drama Curric	3
EDU 325	Lang. Arts in the Elem. Classroom	2
EDU 330	Teaching Reading in Elem. Class.	3
EDU 333	Behavior Assess & Intervention	3
EDU 338	Family & School Collaborations	2
EDU 342	Elem. Physical Education Curriculum	2
EDU 345	Assessment of Learning	3
EDU 346	Field Experience	1
EDU 350	Social Studies in the Elem. Class	2
EDU 355	Mathematics in the Elem. Class	2
EDU 365	Science in the Elementary Classroom	2
EDU 396	Field Experience	1
EDU 498	Elementary Education Student Teaching	12
ENG 238	Children's Literature	3
MTH 277	Math for Elementary Teachers I	3
MTH 377	Math for Elementary Teachers II	3
PSY 230	Educational Psychology	3
PSY 252	Psychology of Child Development	3

* Denotes Native Studies institutional requirement.

ENVIRONMENTAL ENGINEERING

UTTC's Environmental Engineering Associate of Science (AS) degree program provides a rigorous and affordable option for students interested in pursuing a career in Environmental Engineering. Small classes ensure personalized attention and extra tutoring when needed.

Modules have been developed in conjunction with the new Environmental Engineering Bachelors of Science (BS) degree program at North Dakota State University (NDSU) so students are able to complete their first two years at UTTC and then transfer directly into the program at NDSU to complete the remainder of their coursework. Students also have the option of seeking employment as an Environmental Engineering Technician after the completion of the AS degree at UTTC.

Environmental engineers are professionals who have broad scientific and technical knowledge, possess strong problem-solving and design skills, and enjoy working with people and communities. Environmental Engineers work collaboratively to improve public health, recycling, waste disposal, and water and air pollution control. Environmental Engineers are concerned with protecting populations from the effects of pollution in addition to improving environmental quality. The goal of any engineer, regardless of discipline, is to design solutions that improve the quality of life for all people.

Program Outcomes

Graduates of the Environmental Engineering AS degree program will:

1. Identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics.
2. Analyze the ethical and professional responsibility of engineers.
3. Apply appropriate mathematical techniques to solve a problem.
4. Communicate effectively with a range of audiences.

UNITED TRIBES®
TECHNICAL COLLEGE

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UNITED TRIBES
TECHNICAL COLLEGE

ENVIRONMENTAL ENGINEERING ASSOCIATE OF SCIENCE
(62 Credits Required)

GENERAL EDUCATION REQUIREMENTS (44 CREDITS)

Course Number	Title	Credits
COMMUNICATIONS: (9 CREDITS)		
COM 110	Fund of Public Speaking	3
ENG 110	Composition	3
ENG 120	Composition II	3
ARTS & HUMANITIES: (3 CREDITS)		
	See Gen. Ed. Matrix*	3
SOCIAL SCIENCES: (3 CREDITS)		
	See Gen. Ed. Matrix*	3
MATH, SCIENCE & TECHNOLOGY: (27 CREDITS)		
CHM 121	General Chemistry I/LAB	4
CHM 122	General Chemistry II/LAB	4
CHM 341	Organic Chemistry I/LAB	4
GEO 105	Physical Geology	3
MTH 165	Calculus	4
MTH 166	Calculus II	4
MTH 265	Calculus III	4
INSTITUTIONAL SPECIFIC: (CAMPUS-BASED ONLY) (2 CREDITS)		
FND 106	First Year Experience & Healthy Living	2
REQUIRED PROGRAM CORE COURSES: (18 CREDITS)		
ENR 111	Introduction to Environmental Engineering	1
ENR 211	Analysis & Design Methods for Environmental Engineers	1
ENR 250	Fundamentals of Environmental Engineering	3
ENR 201	Statics	3
ENR 202	Dynamics	3
ENR 203	Mechanics of Materials	3
PHY 252	University Physics II	4

Denotes Native Studies institutional requirement.

ENVIRONMENTAL ENGINEERING
Associate of Science Degree
Apply Today!

ENVIRONMENTAL SCIENCE AND RESEARCH

(AS) The Environmental Science and Research program lays the foundation for understanding natural systems and human effects on those systems. A focus on applying scientific concepts to address today's environmental questions provides students with the skills to work in a variety of careers or move seamlessly into advanced degrees. Upon completion, graduates of the associate's program will be prepared for employment for such jobs as Agricultural, Environmental, and Lab Technicians. Graduates of the bachelor's degree will be prepared for a career as an Environmental Scientist, Environmental Analyst, Environmental Health Specialist, Ecologist, Hydrologist, Environmental Policy/Law, Environmental Journalist, Forensic Scientist, Natural Resource Managers, Molecular Ecologists, and a host of other related careers.

Program Outcomes

Graduates of the UTTC Environmental Science & Research AS degree program will:

1. Analyze factors that impact environmental issues.
2. Execute introductory research to address an environmental issue.
3. Employ the scientific communication format to present projects.
4. Interact with professionals in the STEM fields.

ENVIRONVEMTAL SCIENCE & RESEARCH ASSOCIATE OF SCIENCE (61 Credits Required)		
GENERAL EDUCATION REQUIREMENTS (40 CREDITS)		
Course Number	**Title**	**Credits**
COMMUNICATIONS (9 CREDITS)		
ENG 110	Composition I	3
ENG 120	Composition II	3
COM 110	Fund of Public Speaking	3
ARTS & HUMANITIES (3 CREDITS)		
	See Gen. Ed Matrix*	3
SOCIAL SCIENCES (3 CREDITS)		
	See Gen. Ed Matrix*	3
MATH, SCIENCE & TECHNOLOGY (23 CREDITS)		
CSC 101	Introduction to Computers	3
MTH 103	College Algebra	4
BIO 150	General Biology I/Lab	4
BIO 151	General Biology II/Lab	4
CHM 121	General Chemistry I/Lab	4
CHM 122	General Chemistry II/Lab	4
INSTITUTIONAL SPECIFIC (CAMPUS-BASED ONLY) (2)		
FND 106	First Year Exp. & Healthy Living	2

REQUIRED PROGRAM CORE COURSES (22 CREDITS)		
BIO 124	Environmental Science	3
BIO 230	Ecology	4
GEO 105	Physical Geology	3
RES 193	Research I	2
RES 194	Research II	2
RES 195	Research III	2
RES 293	Research Capstone	2
SOI 210	Introduction to Soil Science	3
TES 199	Intro to Science Literature	1

Denotes Native Studies institutional requirement.

ENVIRONMENTAL SCIENCE AND RESEARCH

Graduates from the bachelor's degree program work in EPA, water resources, and Game & Fish departments, environmental consulting firms, private industry, or move on to higher degrees in Biology, Natural Resource Management, Conservation Sciences, or Wildlife Biology.

Program Outcomes

Graduates of the UTTC Environmental Science & Research BS degree program will:

1. Use multiple perspectives to evaluate environmental questions.
2. Apply mathematical concepts to find solutions to real world problems.
3. Synthesize scientific concepts and data, social dynamics, and cultural context to formulate sustainable solutions to environmental issues.
4. Defend an original research project.

ENVIRONVEMTAL SCIENCE & RESEARCH BACHELOR OF SCIENCE (120 Credits Required)		
GENERAL EDUCATION REQUIREMENTS (60 CREDITS)		
Course Number	Title	Credits
COMMUNICATIONS (9 CREDITS)		
ENG 110	Composition I	3
ENG 120	Composition II	3
COM 110	Fund. of Public Speaking	3
ARTS & HUMANITIES (6 CREDITS)		
	See Gen. Ed Matrix*	6
SOCIAL SCIENCES (6 CREDITS)		
	See Gen. Ed Matrix*	6
MATH, SCIENCE & TECHNOLOGY (37 CREDITS)		
BIO 150	General Biology I/Lab	4
BIO 151	General Biology II/Lab	4
CHM 121	General Chemistry I/Lab	4
CHM 122	General Chemistry II/Lab	4

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CHM 341	Organic Chemistry I/Lab	4
CHM 342	Organic Chemistry II/Lab	4
CHM 360	Elements of Biochemistry	3
CSC 101	Introduction to Computers	3
MTH 165	Calculus I	4
MTH 210	Elementary Statistics	3
INSTITUTIONAL SPECIFIC (CAMPUS-BASED ONLY) (2)		
FND 106	First Year Exp. & Healthy Living	2
REQUIRED PROGRAM CORE COURSES (60 CREDITS)		
ATM 340	Intro. to Weather and Climate	3
BIO 124	Environmental Science	3
BIO 230	Ecology	4
BIO 312	Evolution	3
BIO 315	Intro to Genetics	3
BIO 320	Botany & Plant Systematics	3
OR NAS 240	Ethnobotany	4
BIO 431	Wildlife Management & Restoration	4
GEO 105	Physical Geology	3
GEO 415	Hydrogeology	3
GIS 105	Fundamentals of GIS	3
MTH 342	Environmental Research Statistics	3
PHY 211	College Physics	4
RES 393	Senior Research I	3
RES 394	Senior Research II	3
RES 395	Senior Research III	3
RES 493	Senior Research Capstone	2
SOI 210	Introduction to Soil Science	3
TES 199	Intro to Science Literature- 1	1
TES 222	Envir. Law & Cons. Programs	3
TES 410	Environmental Regulations	3

* Denotes Native Studies institutional requirement.

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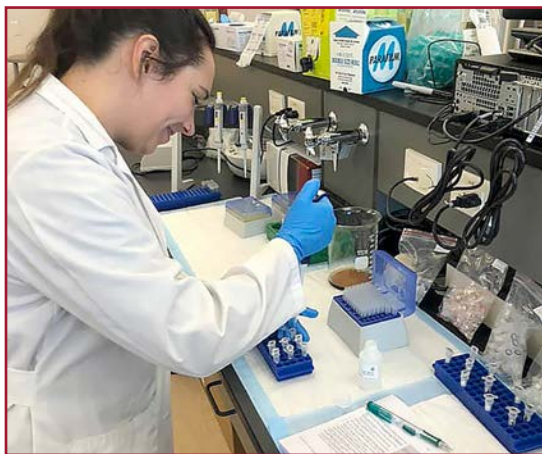
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GENERAL STUDIES

Students completing the General Studies Associate of Science (AS) degree will gain broad knowledge and transferable skills in multiple disciplines.

Coursework will meet General Education requirements for most Career and Technical Education (CTE) programs at the certificate and AAS levels. This program with a Native American studies focus is designed to help students, in particularly Native America students, prepare for success and leadership in the global workforce, military service, tribal government, or in continued higher education.

Program Outcomes

Graduates of the UTTC General Studies AS degree program will:

1. Utilize mathematics to solve problems.
2. Examine the nature of human expression and/or artistic creativity.
3. Apply scientific concepts and methods of inquiry.
4. Apply concepts, principled, and methods of inquiry in social sciences.
5. Demonstrate cohesive communication skills.
6. Demonstrate technical proficiency at college-level writing.
7. Demonstrate information literacy.
8. Demonstrate technological literacy.

GENERAL STUDIES ASSOCIATE OF SCIENCE (62 Credits Required)		
GENERAL EDUCATION REQUIREMENTS (62 CREDITS)		
Course Number	**Title**	**Credits**
COMMUNICATIONS (9 CREDITS)		
COM 110	Fundamentals of Public Speaking	3
ENG 110	Composition I	3
ENG 120	Composition II	3
ARTS & HUMANITIES (15 CREDITS)		
	See Gen. Ed Matrix*	15
SOCIAL SCIENCES (18 CREDITS)		
	See Gen. Ed Matrix*	18
MATH, SCIENCE & TECHNOLOGY (18 CREDITS)		
CSC 101	Introduction to Computers	3
MTH 102	Intermediate Algebra	3
Lab Science	**See Gen. Ed Matrix**	4
	See Gen. Ed Matrix	8
INSTITUTIONAL SPECIFIC (CAMPUS-BASED ONLY) (2)		
FND 106	First Year Exp. & Healthy Living	2

* Denotes Native Studies institutional requirement.

GRAPHIC DESIGN

The Graphic Design department at United Tribes Technical College is committed to encouraging and helping students to develop skills necessary for employment or self-employment in the Graphic Design field.

The coursework reflects UTTC's commitment to preserving the traditional arts of Native people while including state-of-the-art technology with a fully functional print shop. Students will receive work experience by working on projects for departments on campus.

If you want to become a Graphic Designer, UTTC is the best place to prepare yourself and move effectively towards achieving your goals. Students are introduced to a variety of traditional and contemporary designs with a heavy emphasis on developing their own individual style and emphasis on developing products.

Throughout the coursework, professional presentation and marketing strategies are explored and emphasized. The goal of the department is to give our graduates a competitive edge when seeking employment or presenting themselves and their work to prospective clients and employers. A wide variety of opportunities await qualified graduates as entry level employees in the field of graphic design as well as the management and operation of a personal business.

Program Outcomes

Graduates of the UTTC Graphic Design AAS degree program will:

1. Apply principles of graphic design effectively as they relate in the various media.
2. Employ tools and technology appropriate to the mode of production required to achieve a specific product.
3. Carry graphic design projects from creation through production.
4. Create a portfolio of work that provides evidence of the skills, knowledge, and abilities necessary to begin a graphic design career.
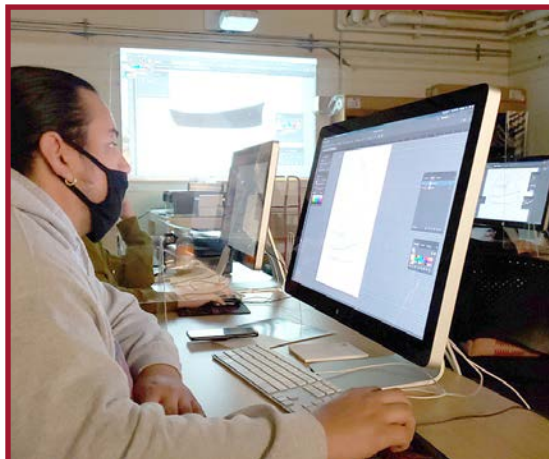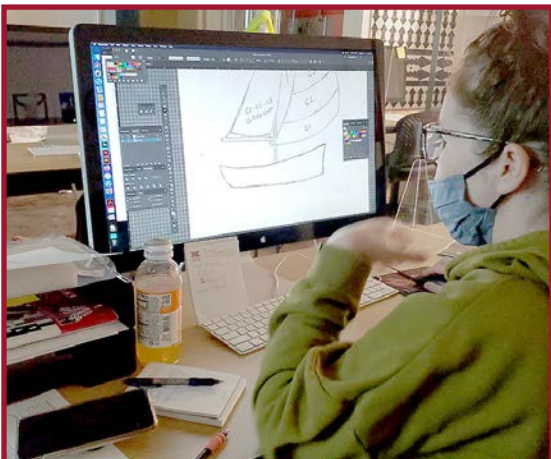
GRAPHIC DESIGN ASSOCIATE OF APPLIED SCIENCE
(61 Credits Required)

GENERAL EDUCATION REQUIREMENTS (29 CREDITS)

Course Number	Title	Credits
COMMUNICATIONS (6 CREDITS)		
ENG 110	Composition I	3
COM 110	Fund of Public Speaking	3
ARTS & HUMANITIES (9 CREDITS)		
NAS 112	Tribal Arts I	3*
NAS 213	Tribal Arts II	3*
ART 130	Drawing I	3
SOCIAL SCIENCES (6 CREDITS)		
	See Gen. Ed Matrix*	6
MATH, SCIENCE & TECHNOLOGY (6 CREDITS)		
CSC 103	Intro to Computer Graphics	3
MTH 101	Introduction to Algebra	3
INSTITUTIONAL SPECIFIC (CAMPUS-BASED ONLY) (2)		
FND 106	First Year Exp. & Healthy Living	2
REQUIRED PROGRAM CORE COURSES (32 CREDITS)		
GDS 142	Design and Desktop Publishing	3
GDS 180	Media Arts I	4
GDS 230	Graphic Design Industry	4
GDS 239	Graphic Design Production	4
GDS 242	Adv. Design & Desktop Publishing	3
GDS 273	Portfolio Presentation	3
GDS 297	Graphic Design Internship	4
LAB 104	Graphic Design Lab	4
BAD 201	Principles of Marketing	3
FREE ELECTIVES		
BAD 217	Promotion & Advertising	3
BUS 120	Fundamentals of Business	3
BAD 260	Principles of Retailing	3
CIS 180	Creating Web Pages	3

* Denotes Native Studies institutional requirement.

UNITED TRIBES® TECHNICAL COLLEGE

HEALTH, PHYSICAL EDUCATION & RECREATION

The Health, Physical Education & Recreation Associate of Science (AS) degree prepares students for leadership roles in health, fitness and recreation as well as a minor when completed in conjunction with a bachelor degree. In addition, this degree option prepares students for transfer to four-year colleges and universities for bachelor degrees in physical education, coaching, health education, or recreation.

If you are an individual who enjoys (1) physical activity, (2) fitness, (3) sports activity, (4) working with people (young and old) and who is interested in their personal health and the health of others, then this degree program is for you.

The curriculum combines courses in health, fitness, wellness, and technology, with an introduction to education, physical education and parks and recreation. General education courses include an emphasis in life science, anatomy and physiology, and communication skills, both verbal and written. Students in this program will participate in field placements in school and health settings and with the local parks and recreation facilities.

The AS degree prepares students for entry-level positions in health, fitness and physical education professions. Potential careers for graduates with an AS degree in Health, Physical Education & Recreation include diabetes prevention leaders in tribal programs, athletic trainers, fitness specialists, recreation specialists, and other positions related to wellness initiatives. The employment projections for graduates with this degree is expected to continue to rise with the increased demand for people to work in health and wellness initiative programs focusing on wellness and healthy living and combating obesity.

Program Outcomes

Graduates of the UTTC Health, Physical Education & Recreation AS degree program will:

1. Explore the scope of the coaching profession.
2. Apply the components of various recreational programs.
3. Develop procedures for designing health and physical education activities.
4. Analyze health-related programs promoting physical education.
5. Promote healthy lifestyles through physical education and sports.
6. Exhibit appropriate dispositions for the Health, Physical Education and Recreation profession.
7. Distinguish social and environmental dimensions in nutrition.

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HEALTH, PHYSICAL EDUCATION & RECREATION
ASSOCIATE OF SCIENCE
(60 credits required)

GENERAL EDUCATION REQUIREMENTS (44 CREDITS)

Course Number	Title	Credits
COMMUNICATIONS (9 CREDITS)		
ENG 110	Composition I	3
ENG 120	Composition II	3
COM 110	Fund of Public Speaking	3
ARTS & HUMANITIES (6 CREDITS)		
	See Gen. Ed Matrix*	6
SOCIAL SCIENCES (9 CREDITS)		
	See Gen. Ed Matrix*	6
PSY 111	Intro to Psychology	3
MATH, SCIENCE & TECHNOLOGY (14 CREDITS)		
CSC 101	Introduction to Computers	3
MTH 102	Intermediate Algebra	3
BIO 150	General Biology I/LAB	4
or **BIO 111**	Concepts of Biology/LAB	4
Lab Science	**See Gen. Ed Matrix**	4
INSTITUTIONAL SPECIFIC (CAMPUS-BASED ONLY) (3)		
FND 106	First Year Exp. & Healthy Living	2
GPE 102	Intro to Fitness	1
GPE 106	Intro to Sports Officiating	1
REQUIRED PROGRAM CORE COURSES (19 CREDITS)		
HPR 200	Intro to Parks & Rec	3
HPR 207	Prevention and Car of Injurries	3
HPR 230	Intro to Coaching	3
HPR 240	Intro to Physical Education	3
HPR 242	Principles of Sports Psychology	3
HPR 297	Park & Rec Internship	1
NUT 240	Fundamentals of Nutrition	3

Denotes Native Studies institutional requirement.

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UNITED TRIBES TECHNICAL COLLEGE

HEAVY EQUIPMENT OPERATIONS

The Heavy Equipment Operations (HEO) program is a one-semester program. It delivers instruction in a way that the "hands on" learner can really grasp. A dynamic combination of classroom instruction, field demonstrations, and in-the-seat training allows students the opportunity to apply knowledge and skills in real-life construction type situations at our on campus training site. UTTC prepares students to succeed in one of the nation's fastest growing industries as a heavy equipment operator.

UTTC collaborates with local construction industries to stay updated on current industry demands. In addition to operating heavy equipment you will have the opportunity to learn about the general maintenance performed on heavy equipment, take an intro. to welding class, and receive a First Aid/CPR and OSHA 10 certificate once training is completed.

Upon completion of the program you will be have the basic skills to operate these 7 pieces of heavy equipment: Front End Loader, Skid Steer, Bulldozer, Backhoe, Excavator, Motor Grader, and a Scraper.

Industry Expectations

Due to the stringent safety requirements and rigorous physical demands of operating specific tools, equipment, and machinery, students participating in the UTTC Heavy Equipment Operations program must meet certain physical requirements. The physical demands described here are representative of those that must be met by any employee in specific industries to successfully perform the essential functions of the training and industry jobs. Reasonable accommodations may be requested by individuals with disabilities. The Disabilities Services Coordinator will determine, on a case-by-case basis, if the accommodation requested is reasonable.

1. The student is regularly required to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble large and very small objects or controls.
2. The student is frequently required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, and crouch, or crawl.
3. The student must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100+ pounds with assistance.

Program Outcomes

The graduates of the UTTC Heavy Equipment Operations program will:

1. Safely operate various types of equipment utilized in the construction industry.
2. Apply essential problem solving skills in the construction industry.
3. Read and analyze industry-type documents.
4. Integrate construction industry language.

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HEAVY EQUIPMENT OPERATIONS CERTIFICATE
(24 credits required)

GENERAL EDUCATION REQUIREMENTS (5 CREDITS)

Course Number	Title	Credits
MATH, SCIENCE & TECHNOLOGY (3 CREDITS)		
MTH 106	Career Math	3
INSTITUTIONAL SPECIFIC (CAMPUS-BASED ONLY) (2)		
GPE 101	First Aid & CPR	1
GPE 104	OSHA 10 Safety	1
REQUIRED PROGRAM CORE COURSES (19 CREDITS)		
HEO 101	Basic Principles of HEO	3
HEO 124	Basic Safety for HEO	3
HEO 130	Project Layout	3
HEO 150	Heavy Equipment Operations	6
WLD 150	Intro to Welding	4

Denotes Native Studies institutional requirement.

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TECHNICAL COLLEGE

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HUMAN AND SOCIAL SERVICES

The Human & Social Services Associate of Science (AS) degree provides the generalist education for employment in a wide variety of social service agencies. This degree is designed as a transfer degree for graduates who wish to continue their education by completing a baccalaureate degree in Social Work or a related field.

Human services degrees are for students who want to help others in their day-to-day work. Because its ultimate goal is to meet human needs, whatever they may be, the human services field is ideal for someone who wants their work to truly affect social change within communities.

- Case management aide: This job allows you to work with low-income, disabled and elderly clients by providing administrative assistance to a case manager. This is an ideal job for organized people who have strong communication skills and understand the value of advocacy for underserved individuals.
- Social work assistant: A career as a social work assistant is another option for someone with an associate degree in human services. This position would likely be a great fit for candidates with strong interpersonal skills who are patient, sympathetic and can be flexible in their job.
- Community outreach worker: Community outreach workers coordinate educational, training, youth and health services for the communities in which they work. If you are a social person who has a strong desire to directly improve the community in which you live, working as a community outreach worker could be a great fit for you.
- Substance abuse counselor technicians: Substance abuse counselor technicians provide services in both the treatment and prevention of alcohol and drug addiction. If you have compassion and a strong desire to help those who are in crisis and likely underserved, this job could be a great fit for you.

Program Outcomes

Graduates of the UTTC Human & Social Services AS degree program will:

1. Distinguish functions within generalist social work practice.
2. Examine the tribal, county, state, and federal child welfare policies used in the social work profession.
3. Explain the interaction of culture and environment in micro systems in which people engage.
4. Appraise social welfare policies that impact micro, macro, and mezzo practice.
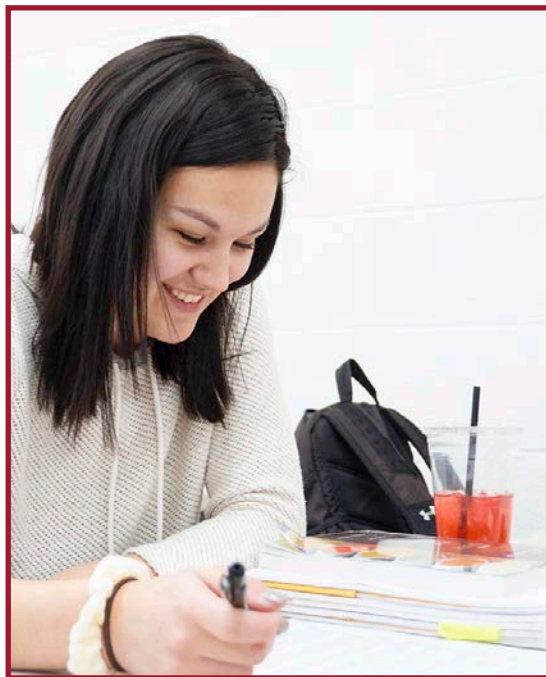
HUMAN & SOCIAL SERVICES ASSOCIATE OF SCIENCE
(62 credits required)

GENERAL EDUCATION REQUIREMENTS (34 CREDITS)

Course Number	Title	Credits
COMMUNICATIONS (9 CREDITS)		
ENG 110	Composition I	3
ENG 120	Composition II	3
COM 110	Fund of Public Speaking	3
ARTS & HUMANITIES (3 CREDITS)		
	See Gen. Ed Matrix*	
SOCIAL SCIENCES (9 CREDITS)		
PSY 111	Introduction to Psychology	3
SOC 110	Introduction to Sociology	3
PSY 270	Abnormal Psychology	3
MATH, SCIENCE & TECHNOLOGY (11 CREDITS)		
CSC 101	Introduction to Computers	3
BIO 111	Concepts of Biology/LAB	4
or BIO 150	General Biology I/LAB	4
MTH 103	College Algebra	4
or MTH 104	Finite Math	4
INSTITUTIONAL SPECIFIC (CAMPUS-BASED ONLY) (2)		
FND 106	First Year Exp. & Healthy Living	2
REQUIRED PROGRAM CORE COURSES (28 CREDITS)		
HSS 250	Interpersonal Skills	3
HSS 254	Introduction to Social Work	4
HSS 256	Development in Social Welfare	3
HSS 258	Human Behav Social Env I	3
HSS 228	Crisis Intervention	3
HSS 260	Alcohol & Drug Use in Amer. Soc.	3
CHILD & FAMILY TRACK (9 CREDITS REQUIRED)		
HSS 201	Case Management	3
HSS 286	Family Dynamics	3
HSS 285	Child Welfare in Rural Communities	3
ADDICTION TRACK (9 CREDITS REQUIRED)		
HSS 223	Prin. of Interview & Counseling	3
HSS 235	Group Work in Human Services	3
HSS 244	Addiction Counseling	3

* Denotes Native Studies institutional requirement.

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PRE-ENGINEERING

UTTC's Pre-Engineering Associate of Science (AS) degree program provides a rigorous and affordable option for students interested in pursuing a career in Engineering. Small classes ensure personalized attention and extra tutoring when needed. Interactive modules are a focus of the program and include topics such as ROV submarines and 3D-printing.

When you graduate from a pre-engineering associate degree program, you have the potential to begin a career as an engineering technician. An electrical engineer will design a computer motherboard, or an industrial engineer will create a new productivity measurement, and their respective technicians will assist them with specific areas of the design or creation process as well as implementation and maintenance of the tools created. Ultimately, engineering technicians specialize in focused areas, including quality control, testing, inspection, installation and repair of tools and products created by engineers and scientists.

Students entering the program should be comfortable with mathematics or have a strong desire to learn math concepts in a challenging but supportive atmosphere. The AS degree is designed to transfer to Engineering bachelor's degree programs at institutions such as North Dakota State University, the University of North Dakota, and South Dakota School of Mines and Technology.

Program Outcomes

Graduates of the UTTC Pre-Engineering AS degree program will:

1. Employ technology for engineering applications.
2. Solve mechanics problems.
3. Articulate the ethical responsibility of engineers.
4. Derive units for successful problem solving.
5. Conduct introductory scientific research.

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PRE-ENGINEERING ASSOCIATE OF SCIENCE
(60 Credits Required)

GENERAL EDUCATION REQUIREMENTS (41 CREDITS)

Course Number	Title	Credits
COMMUNICATIONS: (9 CREDITS)		
COM 110	Fund of Public Speaking	3
ENG 110	Composition	3
ENG 120	Composition II	3
ARTS & HUMANITIES: (3 CREDITS)		
	See Gen. Ed. Matrix*	3
SOCIAL SCIENCES: (3 CREDITS)		
	See Gen. Ed. Matrix*	3
MATH, SCIENCE & TECHNOLOGY: (24 CREDITS)		
CHM 121	General Chemistry I/LAB	4
MTH 107	Precalculus	4
MTH 165	Calculus	4
MTH 166	Calculus II	4
MTH 265	Calculus III	4
CSC 160	Computer Science I	4
INSTITUTIONAL SPECIFIC: (CAMPUS-BASED ONLY) (2 CREDITS)		
FND 106	First Year Experience & Healthy Living	2
REQUIRED PROGRAM CORE COURSES: (7 CREDITS)		
ENR 116	Introduction to Engineering	3
ENR 117	Computer-Aided Design & Drafting (CADD)	1
ENR 201	Statics	3
PROGRAM CORE ELECTIVES: (12 CREDITS)		
ENR 202	Dynamics	3
ENR 203	Mechanics of Materials	3
ENR 204	Surveying	4
ENR 217	Advanced Manufacturing	2
MTH 129	Basic Linear Algebra	3
MTH 266	Differential Equations	3
CHM 122	General Chemistry II/LAB	4
CHM 341	Organic Chemistry I/LAB	4
PHY 251	University Physics I	4
PHY 252	University Physics II	4
LAB 252	University Physics II Lab	1
GEO 105	Physical Geology	3

* Denotes Native Studies institutional requirement.

SUSTAINABLE AGRICULTURE AND FOOD SYSTEMS

The Sustainable Agriculture and Food Systems Associate of Applied Science (AAS) degree program provide students with the technical skills and knowledge needed to manage or develop a small farm or agricultural business. The course work will utilize a problem-solving approach to engage students in solving complex real-world problems presented by faculty members with expertise and experience in the industry. Students will expand their knowledge and hone their skills in sustainable farm principles and practices by participating in year-around internships in the campus greenhouse and gardens or local agricultural business. The two-year curriculum includes classes in soil, plant science, crop production, integrated pest management, and farm infrastructure.

Graduates of the UTTC Sustainable Agriculture and Food Systems Applied Science AAS degree program will:

1. Investigate Indigenous issues of food sovereignty.
2. Carry out crop production operations in outdoor and greenhouse environments.
3. Examine economic, ecological, and social aspects of sustainability in agriculture.
4. Practice community engagement through presentations, food preparation, and food distribution to promote consumption of produce.

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SUSTAINABLE AGRICULTURE & FOOD SYSTEMS

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SUSTAINABLE AGRICULTURE AND FOOD SYSTEMS
ASSOCIATE OF APPLIED SCIENCE
(60 Credits Required)

GENERAL EDUCATION REQUIREMENTS (27 CREDITS)

Course Number	Title	Credits
COMMUNICATIONS (6 CREDITS)		
ENG 110	Composition I	3
COM 110	Fundamentals of Public Speaking	3
ARTS & HUMANITIES (3 CREDITS)		
	See Gen Ed Matrix*	3
SOCIAL SCIENCES (3 CREDITS)		
	See Gen Ed Matrix*	3
MATH, SCIENCE & TECHNOLOGY (10 CREDITS)		
CSC 101	Introduction to Computers	3
MTH 102	Intermediate Algebra	3
SCI 201	Earth Science w/Lab	4
INSTITUTIONAL SPECIFIC (CAMPUS-BASED ONLY) (5)		
FND 106	First Year Experience & Healthy Living	2
GPE 101	First Aid / CPR	1
GPE 102	Intro to Fitness	1
GPE 104	OSHA 10 Safety	1

REQUIRED PROGRAM CORE COURSES (33 CREDITS)

Course Number	Title	Credits
AGR 111	Small Farming Fundamentals	2
AGR 210	Horticulture Science	3
AGR 227	Intro to Integrated Pest Management	3
AGR 242	Introduction to Agricultural Management	3
AGR 297	Spring Farm Internship	2
AGR 298	Summer Farm Internship	3
AGR 299	Fall Farm Internship	3
NAS 122	Indigenous Food Sovereignty	3
NAS 240	Ethnobotany	4
NUT 200	Food Science and Cooking Skills	4
S0I 210	Introduction to Soil Science	3

* Denotes Native Studies institutional requirement.

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WELDING TECHNOLOGY

The Welding Technology department is committed to training students to become the best welders they can be. The field of welding continues to evolve with significant advances in technology. In our state-of-the-art welding shop, students begin by using our Virtual Reality VRTEX 360 Simulators. The VRTEX 360s prepare students to become skilled welders, learning proper body positions, gun and rod angles and positions, travel speeds, and overall welding techniques in an eco-friendly manner. Students apply the knowledge and skills learned on the simulators to an actual state-of-the-art welding shop, using a live welder. In addition, students will apply safe working practices and read welding symbols and blueprints.

Upon completion of the Welding Technology Program, graduates will be prepared for employment as a welder in manufacturing, maintenance, and repair, building and construction trades. Graduates will have skills acquired in gas metal arc, short circuit transfer, spray transfer, metalcore arc welding, oxy-acetylene, braze welding, gas tungsten arc welding, flux core arc welding, oxyacetylene cutting, plasma arc cutting, and shield metal arc welding.

Students entering the Welding Technology program should have good math, reading and computer skills to successfully complete the required courses.

Welding has become a dominant force in virtually every aspect of life, and with the continued advances the industry is experiencing, welding will provide endless opportunities for those on the cutting edge. Upon successful completion of the Welding Technology certificate program, students may be eligible to become AWS Certified.

Industry Expectations

Due to the stringent safety requirements and rigorous physical demands of operating specific tools, equipment, and machinery, students participating in the UTTC Heavy Equipment Operations, Welding, and Automotive Technology programs must meet certain physical requirements. The physical demands described here are representative of those that must be met by any employee in specific industries to successfully perform the essential functions of the training and industry jobs. Reasonable accommodations may be requested by individuals with disabilities. The Disabilities Services Coordinator will determine, on a case-by-case basis, if the accommodation requested is reasonable.

1. The student is regularly required to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble large and very small objects or controls.
2. The student is frequently required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, and crouch, or crawl.
3. The student must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100+ pounds with assistance.

Program Outcomes

Graduates of the UTTC Welding Technology certificate program will:
1. Practice industry standard safety procedures.
2. Perform welds to industry standards.
3. Communicate with effective welding terminology.

WELDING TECHNOLOGY CERTIFICATE (31 Credits Required)		
GENERAL EDUCATION REQUIREMENTS (7 CREDITS)		
Course Number	**Title**	**Credits**
MATH, SCIENCE & TECHNOLOGY (3 CREDITS)		
MTH 106	Career Math	3
INSTITUTIONAL SPECIFIC (CAMPUS-BASED ONLY) (4 CREDITS)		
FND 106	First Year Exp. & Healthy Living	2
GPE 101	First Aid/CPR	1
GPE 104	OSHA 10 Safety	1
REQUIRED PROGRAM CORE COURSES (24 CREDITS)		
WLD 135	Basic Metallurgy	2
WLD 151	Welding Theory I	3
WLD 153	Welding Lab I	5
WLD 152	Welding Theory II	3
WLD 154	Welding Lab II	5
WLD 155	Blueprint Symbols for Welding	3
WLD 165	Blueprint Reading for Welders	3

Denotes Native Studies institutional requirement.

UNITED TRIBES TECHNICAL COLLEGE

Course Descriptions

Leadership Begins Here

Course Table of Contents

ACT 200 ELEMENTS OF ACCOUNTING I (3 CREDITS)

This course includes an overview of the accounting process then covers topic such as computerized accounting procedures, the accounting cycle of a merchandising business, and purchase and sales invoice processes and inventory controls. Also included is an overview of fixed assets, payroll, partnerships and corporations, financial statement analysis, and departmentalized accounting.

ACT 201 ELEMENTS OF ACCOUNTING II (3 CREDITS)

The emphasis of this course is on managerial and financial accounting issues. Topics include the reporting of long-term liabilities and investments; the accounting for corporations, partnerships and LLCs; the statement of cash flows; and the use of accounting information for analysis and decision-making.

Prerequisite: ACT 200

ACT 315 GOVERNMENT AND NOT-FOR-PROFIT ACCOUNTING (3 CREDITS)

To develop skills in understanding, preparing, and analyzing financial reports for governmental and not-for-profit organizations. The course will cover basic accounting principles, reporting requirements, and budgeting for these organizations.

Prerequisite: ACT 201

AGR 111 SMALL FARMING FUNDAMENTALS (2 CREDITS)

Introduces students to operations on the campus farm, including fall planting, harvesting, and distribution. Economic, social, and ecological concepts of sustainability in agriculture are introduced.

AGR 210 HORTICULTURE SCIENCE (3 CREDITS)

Principles of plant classification, structure, function, growth, propagation, culture, and use of horticultural crops. This course focuses on organic production of vegetables and fruits in a small, intensive, produce operation.

AGR 227 INTRODUCTION TO INTEGRATED PEST MANAGEMENT (3 CREDITS)

Integrated Pest Management (IPM) is the coordinated use of pest and environmental information along with available pest control methods, including cultural, biological, genetic and chemical methods, to prevent unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

AGR 242 INTRODUCTION TO AGRICULTURAL MANAGEMENT (3 CREDITS)

Economic and managerial concepts related to farm or agribusiness production process, development of cost data, enterprise analysis, organization and management of production inputs. Students will examine social, economic and ecological considerations of sustainability in the context of a farm management plan.

AGR 297 SPRING FARM INTERNSHIP (2 CREDITS)

Students work alongside small farm and Indigenous food sovereignty experts on campus through the months of January, February, March and April. Students will create a plan that will feed and engage the community focusing on food sovereignty.

AGR 298 SUMMER FARM INTERNSHIP (3 CREDITS)

Students work alongside small farm and Indigenous food sovereignty experts on campus through the months of May, June, July and August. Students will implement the AGR 297 plan that will feed and engage the community focusing on food sovereignty.

AGR 299 FALL FARM INTERNSHIP (3 CREDITS)

Students work alongside small farm and Indigenous food sovereignty experts on campus through the months of September, October, November and December. Students will implement the AGR 298 plan that will feed and engage the community focusing on food sovereignty.

ANT 171 INTRODUCTION TO CULTURAL ANTHROPOLOGY (3 CREDITS)

Cultural anthropology examines human cultural differences and similarities from a holistic, comparative cross-cultural perspective. This course is an introduction to the field of cultural anthropology and the ways it seeks to study the diversity of human societies in time and space while looking for commonalities across them.

ANT 241 CONTEMPORARY ISSUES OF INDIGENOUS PEOPLES (3 CREDITS)

The purpose of this course is to explore contemporary issues facing Indigenous peoples through social activism, cultural revitalization movements, literature, media, as well as perspectives, experiences, and resilience of Indigenous peoples and communities.

ART 130 DRAWING I (3 CREDITS)

This course introduces basic drawing skills and techniques through traditional approaches to line, form, composition, and perspective.

ASC 087 EFFECTIVE WRITING (3 CREDITS)

This course is a fundamental English course designed to aid the student in acquiring the basic skills needed for college-level writing. Primary emphasis is placed on sentence and paragraph development, with additional attention given to grammar, punctuation and vocabulary usage. Credit earned does not count towards any degree, nor does it transfer.

ASC 090 PRE-ALGEBRA I (2 CREDITS)

This course improves basic computational skills; addition, subtraction, and multiplication of whole numbers, fractions, decimals, and integers. Credit earned does not count towards any degree, nor does it transfer.

ASC 091 PRE-ALGEBRA II (2 CREDITS)

This course is designed for students who need a refresher prior to entering the required math courses for their degree. Topics include operations with integers and fractions, orders of operation, simplification and evaluation of expressions, and evaluation of one and two step linear equations. Study skills will be incorporated throughout the course. Credit earned does not count towards any degree, nor does it transfer.

Prerequisite: ASC 090 or placement test

ATM 340 INTRODUCTION TO WEATHER AND CLIMATE (3 CREDITS)

Students will be introduced to concepts of weather and climate, including atmospheric measurements, radiation, precipitation, winds, fronts, forecasting, and severe weather. Applied topics include global warming, ozone depletion, and world climates.

Prerequisite: PHY 211

AUT 101 INTRODUCTION TO AUTOMOTIVE SERVICE/SAFETY (1 CREDIT)

This course is an introduction to the automotive service field which covers service procedures, tools of the trade, career opportunities, personal and shop safety, and chemicals present in the shop.

AUT 102 ENGINE REPAIR AND SERVICE (4 CREDITS)

This course covers diagnosis, repair, adjustment, inspection, and basic theory which includes: automotive engines, theory of engine operation, engine operating systems, engine materials and fasteners, intake and exhaust systems, factors affecting engine performance, engine configurations, mounts, and remanufactured engines, cylinder heads, camshafts and valve trains, timing mechanisms engine block construction, pistons, rings, connecting rods, and bearings and alternative fuel and advanced technology vehicles. This course meets ASE contact hours (120).

AUT 104 MANUAL DRIVE TRAINS AND AXLES (4 CREDITS)

This course covers automotive manual drive train diagnosis, repair, adjustment, inspection, and basic theory which includes drive train theory, clutches, manual transmissions, and transaxles, front drive axles, drive shafts and universal joints, differential and drive axles, four-wheel-drive systems, and drive train electrical and electronic systems. This course meets ASE contact hours (100).

AUT 105 AUTOMOTIVE BRAKES (4 CREDITS)

This course covers diagnosis, repair, adjustment, inspection, and basic theory of automotive brake systems which covers disc brakes, drum brakes, power boosters, master cylinders, wheel cylinders, valves and hydraulic principals related to automotive brake systems. This course meets ASE contact hours (105).

AUT 106 AUTOMOTIVE ELECTRICAL SYSTEMS (8 CREDITS)

This course covers diagnosis, repair, adjustment, inspection, and basic theory of the automotive electrical system which covers starting system, charging system, batteries, basic electrical theories, electrical components, testing equipment, wiring diagrams, and automotive computers. This course meets ASE contact hours (230).

AUT 201 ENGINE PERFORMANCE (8 CREDITS)

This course covers diagnosis, repair, adjustment, inspection, and basic theory of automotive tune-ups, input sensor diagnosis and service, ignition system service and diagnosis, fuel tank, line and pump service, conventional and computer controlled carburetor diagnosis and service, electronic fuel injection diagnosis and service, idle speed control systems service and diagnosis, exhaust gas recirculation, secondary air injection, and evaporative emission control systems diagnosis and service, positive crankcase ventilation, spark timing control, and intake manifold heat control systems, service and diagnosis, engine diagnosis with infrared analyzer, engine analyzer, and oscilloscope, turbocharger charger and supercharger diagnosis and service. This course meets ASE contact hours (220).

AUT 202 STEERING AND SUSPENSION (4 CREDITS)

This course covers automotive steering and suspension diagnosis, repair, adjustment, inspection, and basic theory which covers wheel bearings, tires and wheels, shock absorbers and struts, front and rear suspension systems, steering columns, power steering pumps, steering gears, and two and four wheel alignments. This course meets ASE contact hours (95).

AUT 203 AUTOMATIC TRANSMISSIONS/TRANSAXLES (4 CREDITS)

This course covers diagnosis, repair, adjustment, inspection, basic theory of hydraulics, automatic transmission, transaxles and fluid coupling which covers valve body service, clutch packs, bands, torque converters, planetary gear sets, and hydraulic pumps. This course meets ASE contact hours (120).

AUT 204 HEATING AND AIR CONDITIONING (4 CREDITS)

This course covers diagnosis, repair, adjustment, inspection, and basic theory of automotive heating and air conditioning systems which covers history and purpose, health and safety, temperature and pressure fundamentals, refrigeration system and components, system testing and servicing, case and duct systems, retrofitting, system controls, and engine cooling and heating systems. This course meets ASE contact hours (90).

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B

BAD 201 PRINCIPLES OF MARKETING (3 CREDITS)

This course introduces the contemporary system of buyers and sellers in today's competitive business markets. Marketing mixes strategy and resources of people; money, technology, and materials are included as well as the influence of media on today's marketplace.

BAD 202 PRINCIPLES OF MANAGEMENT (3 CREDITS)

This course provides an overview of the latest managerial theories and skills needed to prepare students for contemporary managerial roles in today's organizational environments.

BAD 217 PROMOTION AND ADVERTISING (3 CREDITS)

This is a study of how to increase customer traffic in a retail setting by using both promotion and advertising. This includes a discussion on how to utilize the elements of promotion (advertising, publicity, sales promotion, personal selling) in a coordinated way to meet organizational objectives. An emphasis will be placed on the practical applications of retail concepts.

BAD 240 SALES (3 CREDITS)

This course explores the principles and psychology of selling products and services. Focus is placed on the history of sales, understanding today's buyers and sellers, sales communications skills, and sales strategy.

BAD 251 PERSONAL FINANCE (3 CREDITS)

This course is an introduction to the fundamentals of personal finance including banking, loans, credit, home ownership, budgeting, tax liability, auto financing, insurance, investments, retirement, and estate planning. An overview of the tribal, state, and federal laws that are applicable to these finance topics will be explored.

BAD 282 HUMAN RESOURCE MANAGEMENT (3 CREDITS)

This course is an overview of human resource management to include topics relating to job analysis, employment, legislation, recruitment, selection, performance appraisal, compensation, training, and labor relations.

BIO 111 CONCEPTS OF BIOLOGY (3 CREDITS)

Introduction to a wide range of biological topics, from the organism, ecology, and evolution to the cell, molecular biology, and genetics. This course is intended for non-Science majors.

Corequisite: LAB 111

BIO 124 ENVIRONMENTAL SCIENCE (3 CREDITS)

This course is an introduction to the environmental sciences and human impacts on the environment. Emphasis is placed on sustainability in a changing world.

BIO 150 GENERAL BIOLOGY I (3 CREDITS)

This course will focus on the "Study of Life" at a cellular and physiological level. Basic concepts such as cellular components, cellular physiology, and genetics will be explored.

Corequisite: LAB 150

BIO 151 GENERAL BIOLOGY II (3 CREDITS)

This course focuses on the "Study of Life" at an evolutionary and ecological perspective. Basic concepts such Darwin's evolution, conservation, and human impacts and ecological footprint on the planet is explored.

Corequisite: LAB 151

BIO 230 Ecology (4 Credits)

This course is an introduction to the principles of Ecology, including those that govern survival, growth, distribution, and abundance of organisms. A focus is on the interactions and relationships among populations in ecological communities and ecosystems.
  Prerequisite: BIO 151

BIO 312 Evolution (3 Credits)

A study of evolution beginning with the origin of life and characterizing biological mechanisms of evolution leading to present biodiversity.
  Prerequisite: BIO 151

BIO 315 Introduction to Genetics (3 Credits)

A study of classical genetics, gene structure, and mechanisms of gene expression.
  Prerequisite: BIO 150

BIO 320 Botany and Plant Systematics (3 Credits)

This course covers plant biology and systematics with a focus on variation between selected families and orders of vascular plants. Students are introduced to basic plant structure and function as well as the identification, collection, handling and preservation of specimens.
  Prerequisite: BIO 151

BIO 431 Wildlife Management & Restoration (4 Credits)

Theory and methods of management of game and non-game populations are studied. Principles of endangered species and invasive species management include case studies of local and regional populations. The focus is on issues of the Northern Plains.
  Prerequisite: BIO 150, BIO 151, BIO 230

BUS 120 Fundamentals of Business (3 Credits)

This course serves as an introductory overview of business, including management and organization, human resource management, marketing, social media and e-business, information systems, accounting, and finance.

BUS 130 Tribal Government (3 Credits)

Tribal nations are governed by tribal governments. This course is a study of tribal governments using their history, constitutions, jurisdictions, economic development, intergovernmental relations, and leadership to better understand working within reservation boundaries.

BUS 254 Financial Statement Analysis (3 Credits)

Financial reporting and analysis develops the basic principles of accounting on which financial reports are based. This course includes financial topics that contribute to the understanding of financial reporting and builds skills in analyzing real financial reports through statements, exhibits, and cases of actual companies. Emphasis is placed on the analysis and interpretation of the end result.

BUS 310 Grant Writing (3 Credits)

This course addresses proposal writing and grant award management with special emphasis on procurement of funding sources for Native American and/or minority populations.

BUS 315 Business Law (3 Credits)

This course will provide a broad overview of law that affects business transactions and issues, including an overview of the legal system, torts, contracts, business organizations, employment law, and property.

BUS 318 BUSINESS COMMUNICATION (3 CREDITS)

This course develops a comprehensive knowledge of the communication skills needed for success in today's business environment. Audience analysis, message development and delivery, and communication in diverse teams are included, as well as various forms of technological communication in business.

BUS 356 ORGANIZATIONAL BEHAVIOR (3 CREDITS)

This course provides an overview of individual, group, and intergroup behavior in organizations with an emphasis on building managerial skills for behavioral performance in the workplace.

BUS 366 AMERICAN INDIAN ENTREPRENEURSHIP (3 CREDITS)

This course provides a comprehensive perspective of ownership and management of a small business or new venture. The course will include basic entrepreneurship principles and philosophies that have been used in helping Native American, Alaska Native and Native Hawaiian people succeed in entrepreneurial opportunities.

BUS 401 TRIBAL ENTERPRISE (3 CREDITS)

This course provides a framework for understanding historical and contemporary tribal business, leadership, governance, and economic development. Students will gain an understanding of the role and responsibilities of a tribal planner or program director who may function as a grant writer, a grant researcher, a project manager, or a development specialist.

BUS 406 BUSINESS ETHICS (3 CREDITS)

This course addresses business decisions in the context of evaluating moral principles and values. Students engage in analysis of ethical issues, dilemmas, and conflicts that transpire in business.

BUS 436 ORGANIZATIONAL LEADERSHIP (3 CREDITS)

This course provides a framework that analyzes managerial leadership styles at various levels within an organization. The course examines contemporary perspectives involving leadership ethics, strategic plan leadership, leading organizational change, networking, and crisis leadership.

BUS 491 SENIOR SEMINAR (3 CREDITS)

This is a capstone course in business. Students apply knowledge gained in accounting, economics, management, marketing, and human resources to a case study, simulation, or other exercise.

BUS 493 BUSINESS RESEARCH METHODS (3 CREDITS)

This course cultivates comprehensive knowledge of business research methodology and how various forms of research can be utilized to guide informed decision-making in business.

BUS 497 BUSINESS INTERNSHIP (3 CREDITS)

The purpose of this for-credit internship experience is to integrate knowledge from the Business Administration courses into the job experience. The intern will be required to complete five requirements to complete an internship. These are: the final presentation, a daily log, an analysis of the company or organization for the internship, a skill-based resume, and a performance evaluation from your supervisor. The intern will be mentored by the employer and supervised by the Business Administration department chair.

Prerequisite: BUS 356

CHM 121 GENERAL CHEMISTRY I (3 CREDITS)

This course is an introduction to the fundamentals of chemistry including: atoms and molecules, chemical reactions and stochiometry, solutions, chemical bonding, and periodic table and trends.

Prerequisite: MTH 102

Corequisite: LAB 121

CHM 122 GENERAL CHEMISTRY II (3 CREDITS)

This course is an introduction to the fundamentals of chemistry including: solutions, thermodynamics, kinetics, chemical equilibrium, and organic chemistry.

Prerequisite: MTH 102

Corequisite: LAB 122

CHM 341 ORGANIC CHEMISTRY I (3 CREDITS)

Course will emphasize structure and bonding, nomenclature, stereochemistry and functional groups.

Prerequisite: CHM 122

Corequisite: LAB 341

CHM 342 ORGANIC CHEMISTRY II (3 CREDITS)

Students will study the structure, properties, and chemical reactivity of the basic classes of organic compounds, including: aromatic compounds, alcohols, ethers, aldehydes, ketones, carboxylic acids, and amines. Additionally, students will gain an understanding of the methodology and logic of organic synthesis. Finally, students will also gain an understanding of spectrometric techniques for organic structure determination.

Prerequisite: CHM 341

Corequisite: LAB 342

CHM 360 ELEMENTS OF BIOCHEMISTRY (3 CREDITS)

This course covers the foundations of biochemistry, with a focus on protein structure, function conformation, and dynamics, enzymes, DNA-RNA, structure and flow of genetic information, biological membranes, and metabolism.

Prerequisite: CHM 341

CIS 104 DATABASE MANAGEMENT (4 CREDITS)

This course is an application course designed to plan, design, and implement database systems using Microsoft Access software.

CIS 128 MICROCOMPUTER HARDWARE I (3 CREDITS)

Students will explore hardware and software components and best practices in maintenance and safety. Participants completing CIS 128 will be prepared to take the industry CompTIA A+ certification.

CIS 129 MICROCOMPUTER HARDWARE II (3 CREDITS)

Students learn the functionality of software components as well as suggested best practices in maintenance and safety issues. The students, through hands-on activities and labs, learn to assemble and configure a computer, install operating systems and software, and troubleshoot software problems. In addition, this course helps students prepare for the CompTIA A+ certification.

Prerequisite: CIS 128

CIS 147 PRINCIPLES OF INFORMATION SECURITY (3 CREDITS)

This course introduces computer and network security topics, including cryptography, authentication, VPNs, assessments, audits, and other aspects of enterprise security. Prerequisite: CIS 165 Participants completing CIS 147 will be prepared to take the industry CompTIA S+ certification

Prerequisite: CIS 165

CIS 164 NETWORKING FUNDAMENTALS I (4 CREDITS)

This course focuses on Network terminology and protocols, Local Area Networks (LANs), Wide Area Networks (WANs), Open System Interconnection (OSI) models, Cabling, Cabling tools, Routers, Router programming, Ethernet, Internet Protocol (IP) addressing, and Network standards. The first of two courses leading to the CompTIA Network+ certification. Participants completing Levels 1 & 2 will be prepared to take the industry certification Network+ exam and become N+ Certified through CompTIA.

CIS 165 NETWORKING FUNDAMENTALS II (4 CREDITS)

This course focuses on Network terminology and protocols, Local Area Networks (LANs), Wide Area Networks (WANs), Open System Interconnection (OSI) models, Cabling, Cabling tools, Routers, Router programming, Ethernet, Internet Protocol (IP) addressing, and Network standards. The second of two courses leading to the CompTIA Network+ certification. Participants completing Levels 1 & 2 will be prepared to take the industry certification Network+ exam and become N+ Certified through CompTIA.

Prerequisite: CIS 164

CIS 180 CREATING WEB PAGES I (3 CREDITS)

This course covers creating basic web sites by manually writing HTML/XHTML and Cascading Style Sheets (CSS) using a text editor. The fundamentals of site layout and design, and the process of uploading completed web sites to a remote server will be covered. Other skills used include critical thinking by solving problems with coding syntax and viewing websites "live" on the World Wide Web.

CIS 212 MICROSOFT WINDOWS OPERATING SYSTEM CLIENT (3 CREDITS)

The course helps learners to gain the knowledge and skills to install, configure, customize, optimize, and troubleshoot the Microsoft Windows operating system in a stand-alone and network environment.

CIS 215 IMPLEMENTING MICROSOFT WINDOWS SERVER (3 CREDITS)

This course introduces the Windows Server and the networking technologies it supports. Networking and operating system concepts and the common tasks required to administer and support the Windows operating system in a network environment will be covered.

Prerequisite: CIS 212

CIS 260 FUNDAMENTALS OF WIRELESS TECHNOLOGY (3 CREDITS)

This course introduces the fundamentals of Radio Frequency (RF) behavior, basic technologies and operations of wireless LAN topologies, proper implementations and functions of wireless components and the skills needed to install and configure wireless network hardware components.

Prerequisite: CIS 164

CJU 150 PATROL PROCEDURES (3 CREDITS)

This course introduces the fundamentals of policing and the personal side of law enforcement, including methods of operations associated with police work and patrol duties.

CJU 201 INTRODUCTION TO CRIMINAL JUSTICE (3 CREDITS)

This course provides an examination of the criminal justice system and process, including crime, law-making, prosecution, police, courts, and corrections.

CJU 204 Traffic Law and Enforcement (3 Credits)

This course provides an introduction to traffic control, traffic laws, driver and pedestrian behavior, techniques used to detect violators, and crash reduction strategies. Emphasis is placed on traffic codes, DUI, pursuit procedures, and discretionary police powers.

CJU 211 Introduction to Policing (3 Credits)

This course centers on the role of law enforcement at the local, state, tribal and federal levels within the criminal justice system.

CJU 212 Introduction to Homeland Security (3 Credits)

This course introduces students to current public management policies and issues relevant to the security of the United States. The coordination of federal, state and local government agencies and nonprofit organizations that respond to threats is vital to the security of people, property and our way of life. The course relies upon theories, concepts and case studies to explore the challenges facing organizations that are a part of protecting our homeland security.

CJU 221 Criminal Law (3 Credits)

This course is a study of classification of crimes and evolution of criminal law. Essential elements of a criminal offense are covered along with an in-depth understanding of state, federal, and tribal courts.

CJU 225 Weapons and Physical Fitness (3 Credits)

This course covers the use of firearms commonly utilized by law enforcement agencies and places emphasis on weapons safety, cleaning, and maintenance. Physical fitness training and healthy lifestyle choices are included.

CJU 226 Criminal Investigations (4 Credits)

This course provides an introduction to criminal investigation procedures including theory of an investigation, conduct at a crime scene, and methods used in the forensic laboratory. Fingerprinting, ballistics, hand writing analysis, and surveillance techniques are covered.

CJU 231 Ethics in Criminal Justice I (3 Credits)

This course covers the theoretical foundation for solving ethical criminal justice dilemmas. Scenarios of ethical issues arising in state, federal, and tribal legal systems are covered.

CJU 254 Juvenile Justice (3 Credits)

This course provides an introduction to the juvenile justice system including history, officer contact, the court process, guardianship, dependency and questions of delinquency, measurement and theory.

CJU 270 Corrections (3 Credits)

This course provides an overview of the history of corrections in criminal justice. Prison operations, overcrowding, and inmate subculture are explored. Correctional officer duties, training, and responsibilities are addressed.

CJU 300 Community Policing in Diverse Cultures (3 Credits)

This course examines the relationship between law, police, and community in the context of community policing within diverse cultures. The history and development of community policing, community relations, problem solving/problem oriented policing, and issues of organizational change are covered. The effectiveness of community policing strategies are covered.

CJU 310 Media Relations (3 Credits)

This course is designed to familiarize students with the relationship between media and law enforcement agencies.

CJU 320 PAROLE AND PROBATION (3 CREDITS)

This course explores probation and parole procedures as well as community corrections options. Students will gain an understanding of the importance of the presentence investigation and the duties that parole/probation officers fulfill in conducting those reports.

CJU 330 CRIMINOLOGICAL THEORY (3 CREDITS)

This course is an examination of the major theories relied upon to explain criminal behavior. Criminological perspectives from the historical to the contemporary will be evaluated along with applicability to offense categories and offender typologies.

CJU 346 FORENSICS/CRIMINALISTICS (3 CREDITS)

This course provides a theoretical and practical understanding of how a crime scene is processed, evidence is collected, and tested. Technology is used in crime scene investigation, preservation and testing of evidence. Students learn chain of custody and case law for collecting, handling, and use of evidence in preparation for trial.

CJU 350 CRIMINAL EVIDENCE AND PROCEDURE (3 CREDITS)

This course focuses on the development of evidentiary rules in federal, state, and tribal courts. General admissibility tests, rules of admissibility, and the law governing identification evidence will be covered. Specific emphasis is placed on the application of the rules in preparing for and presenting evidence in court.

CJU 351 ADMINISTRATION OF CRIMINAL JUSTICE (3 CREDITS)

This course examines the basic structures and processes of the main components of the American criminal justice system and the interrelationship between the system components.

CJU 360 VICTIMS AND VICTIMOLOGY (3 CREDITS)

This course provides an in-depth examination of the role of a victim in the criminal justice process. Particular emphasis will be placed on the Victim's Rights Movement and ensuing legislation.

CJU 370 COURT PROCESSING (3 CREDITS)

This course provides an overview of the court system from its inception to present day operations. Key personnel, including the judge, prosecutor, defense attorney, victims, and witnesses and their roles will be covered. Courtroom proceedings, court rulings, and rules of evidence are addressed.

CJU 410 CONSTITUTIONAL LAW (3 CREDITS)

This course provides an in-depth examination of constitutional law as it relates to the criminal justice system with particular emphasis on the Bill of Rights. A historic overview of the creation of the U.S. Constitution, the formation of the American legal system, and the three branches of government are covered.

CJU 420 INTERVIEW TECHNIQUES (3 CREDITS)

This course provides students with the skills necessary to ethically interview suspects, witnesses, and victims. Students acquire the skills to obtain reliable information through psychological and physiological methods.

CJU 431 ETHICS IN CRIMINAL JUSTICE II (3 CREDITS)

Ethical dilemmas, decisions and conflicts of interest as they occur in law enforcement agencies, correctional institutions, and the court system are examined. Particular emphasis is placed on the concepts of due process, fundamental fairness and the implementation of models for ethical decision making.

CJU 435 White Collar Crime (3 Credits)

This course examines crime committed by corporations as well as by individuals in white-collar occupations. The course addresses how such crimes are socially defined, who commits them, who is victimized by them, which social contexts promote them, and how society and the criminal justice system respond to them.

CJU 491 Senior Seminar (3 Credits)

Senior Seminar serves as the culmination of acquired knowledge and skills for a criminal justice major. The purpose of the course is to integrate all prior learning as students actively engage professional preparation for employment in the criminal justice system.

CJU 493 Research Methods (3 Credits)

This course provides the Criminal Justice student an opportunity to develop skills for conducting professional research. Students become familiar with research terminology, methodology, and ethics.

COM 110 Fundamentals of Public Speaking (3 Credits)

This course engages the student in the theory and practice of public speaking with emphasis on content, organization, language, delivery and critical evaluation of messages.

CSC 101 Introduction to Computers (3 Credits)

This computer course provides students with a general overview of general hardware and software issues such as terminology and environments.

CSC 103 Introduction to Computer Graphics (3 Credits)

An introduction to the computer as a graphic design and artist tool. Using Macintosh OS, students learn basic use and application of vector illustration (Adobe Illustrator), raster image (Adobe Photoshop), and scanning software programs to the art and design process. Emphasis is on "hands on" use of the computer, and how the computer can aid the artist's and designer's problem solving process through interactive visual alternatives.

CSC 160 Computer Science I (4 Credits)

An introduction to computer science including problem solving, algorithm development and structured programming in a high-level language. Emphasis on design, coding, testing and documentation of programs using accepted standards of programming style.

Prerequisite: MTH 102

E

ECO 201 Microeconomics (3 Credits)

This introductory course includes discussion of the nature and scope of micro economic analysis, introduction of the market system, including structure, pricing, and resource markets.

ECO 202 Macroeconomics (3 Credits)

This introductory course includes discussion of the nature and method of macro economics; demand and supply; economic growth and instability; fiscal policy; and macro theory.

EDU 200 Classroom Management (2 Credits)

This course will prepare prospective educators to be responsive to the needs of students by providing a classroom environment in which all students can grow and thrive, including those from culturally, linguistically and ability diverse backgrounds. Course participants will experience various approaches and models for classroom discipline and develop their own personal style. They will also explore practical techniques for organizing and arranging classrooms to maximize learning.

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EDU 205 INTRODUCTION TO EXCEPTIONAL EDUCATION (3 CREDITS)

Trends and issues concerning exceptional education will be explored and discussed. This course presents an overview of learners with exceptional needs. Emphasis will be on characteristics of various exceptionalities, current issues, and the basic principles of the Individuals with Disabilities Act (IDEA). Consideration of cultural diversity, particularly Native American, will be emphasized in the course content.

EDU 220 GEOGRAPHY FOR TEACHERS (2 CREDITS)

Geography is concerned with the arrangement and location of phenomena on the face of the Earth and with the associations of the phenomena that give character to places. This course introduces students to geographic concepts and methods and to materials fundamental to understanding the earth's various physical and human landscapes. Consideration of cultural diversity, particularly Native American, will be emphasized in the course content

EDU 232 FUNDAMENTAL ELEMENTS OF EFFECTIVE READING INSTRUCTION (3 CREDITS)

This course is designed to introduce students to current research, theories, practices, and materials involved in the development of language and literacy. The five research-based components of reading instruction currently incorporated in the Reading First Initiative: Phonemic Awareness, Phonics, Fluency, Vocabulary, and Comprehension are identified and closely examined.

EDU 250 INTRODUCTION TO EDUCATION (3 CREDITS)

This course is a study of teaching as a profession, including historical, philosophical, and psychological foundations of education. The course explores how children differ, how society and schools respond to children's differences, and how the social and political contexts of schooling affect children's education. Students will participate in a field experience with an area school or community organization. Consideration of cultural diversity, particularly Native American, and special needs will be emphasized in the course content.

EDU 288 TECHNOLOGY IN EDUCATION (2 CREDITS)

This course will enable the student to facilitate learning with technology in the classroom setting. By exploring current theories of computer pedagogy, the student will plan, design, review and analyze specific lesson plans using technology in the elementary classroom. The student will locate and evaluate appropriate technology resources to be used in the elementary classroom. The student will become familiar with the federal guidelines for educators using information obtained from the Internet. The students will identify the social, legal, and ethical issues related to implementing technology in elementary education.

EDU 290 MULTICULTURAL EDUCATION (3 CREDITS)

This course examines how cultural diversity presents major opportunities and challenges in schools today. It focuses on interpersonal and school-wide relations that maximize resources and empower teachers interacting with students, families and communities from a wide variety of cultural backgrounds. The course will focus on diversity consciousness, communication, teaming, motivation, and behavior management in the context of an increasingly diverse school population. Students will be expected to interact with the "real world" around them and relate concepts from the course to not only their own lives, but to current events in their local, national, and international communities. A module on the Essential Understandings of Montana and South Dakota (Indian Education for All) is included within the context of this course.

EDU 296 FIELD EXPERIENCE (2 CREDITS)

This course is based on an independent study contracted between the instructor and a student. The class is a capstone course, taken during the final semester of the program, which provides the student with the opportunity to work with individual and small groups of children in elementary school classrooms, learning and implementing classroom management, curriculum, and observation.

EDU 315 Integrated Art, Music & Drama Curriculum (3 Credits)

This course is designed to give an overview of current theory and practice of an integrated arts curriculum for elementary classroom teaching. Subject matter will include teaching about and through the fine arts, music and drama. Candidates will explore elements of the arts and incorporate these elements into exercises and lessons appropriate for the elementary classroom.

EDU 325 Language Arts in the Elementary Classroom (2 Credits)

This is a survey of methods designed to prepare beginning teachers for instruction in language arts (excluding reading). The course content includes topics such as theoretical models of language development, listening, oral language, spelling, handwriting reference skills, and children's composition. Teacher candidates will also learn about techniques for teaching language arts to mainstreamed exceptional students. Field experience is required.

Prerequisite: EDU 232

EDU 330 Teaching Reading in the Elementary Classroom (3 Credits)

This is a survey course in reading instruction. The course provides a comprehensive treatment of the major topics of reading, including emergent literacy, approaches and materials used to teach beginning reading, word identification, vocabulary, comprehension, and literature-based reading instruction. Teacher candidates also investigate issues in teaching reading to mainstreamed exceptional students. Field experience is required.

Prerequisite: EDU 325

EDU 333 Behavior Assessment and Intervention (3 Credits)

This course provides teacher candidates with an overview of intervention strategies effective with children in elementary educational settings. The course addresses behaviors typically associated with attention deficit/hyperactivity disorder, Autism Spectrum Disorders, emotional disorders and other related conditions. Teacher candidates will learn to modify curriculum, instruction, and assessment to meet the needs of every student; to collaborate when designing and implementing curriculum and instruction for an inclusive classroom; and to develop the affective skills of students in general education classrooms.

Prerequisite: EDU 200, EDU 205

EDU 338 Family and School Collaborations (2 Credits)

This course provides an opportunity for teacher candidates to reflect not only on present issues in schools, but the opportunity to review innovative initiatives and models around the country that give a voice to teachers and families on behalf of children. The course will provide teacher candidates an opportunity to design constructive ways to empower families and teachers to be more effective in creating "schools our children deserve".

EDU 342 Elementary Physical Education Curriculum (2 Credits)

This is an interdisciplinary course designed to prepare teacher candidates with the philosophy, knowledge, and skills necessary to become competent teachers of elementary physical education, safety, and health education. Strategies included are observation, analysis, and journal writing during early clinical experience. Additionally, this course will broaden the candidate's understanding of children's play, health, and physical activity.

EDU 345 Assessment of Learning (3 Credits)

This course is an investigation into the design, assessment, and evaluation of student performance in the elementary classroom. Teacher candidates are required to know, understand, and use formal and informal assessment strategies to plan, evaluate, and strengthen instruction that will promote continuous intellectual, social, emotional, and physical development of each elementary student. In addition, teacher candidates will develop an understanding of the need to differentiate instruction and acquire appropriate strategies to do so.

EDU 346 FIELD EXPERIENCE (1 CREDIT)

This full-semester field experience provides the teacher candidate an opportunity to apply course content in a grade 1-6 classroom and to reflect on the teaching profession as an active participant. A mentor teacher and Teacher Ed. field supervisor provide guidance during this learning experience. The teacher candidate will be challenged to develop ways of articulating subject area knowledge, to collaborate with colleagues and parents, and to apply understanding of students as individuals with social, emotional, physical, and intellectual needs. The teacher candidate will be expected to observe and engage in daily classroom activities and may be called upon to work with individuals or in small group settings during this field experience.

Prerequisite: EDU 296

EDU 350 SOCIAL STUDIES IN THE ELEMENTARY CLASSROOM (2 CREDITS)

The purpose of this course is to introduce future teachers to elementary social studies curriculum and instructional methods. Candidates will review the social studies curriculum as it relates to learning and development, differences in learning styles, critical thinking, problem solving and performance skills, active learning and motivation, inquiry, collaboration and supportive classroom interaction, instructional planning, assessment, reflection and professional growth, and professional leadership (based on pedagogical standards identified by the National Council for the Social Studies).

EDU 355 MATHEMATICS IN THE ELEMENTARY CLASSROOM (2 CREDITS)

This course prepares teacher candidates to teach mathematics in elementary schools. The focus of this course will be on understanding mathematical concepts and developing appropriate lessons and strategies for teaching mathematical concepts to all children. An emphasis is placed on meeting the needs of all learners in culturally diverse educational environments.

Prerequisite: MTH 277, MTH 377

EDU 365 SCIENCE IN THE ELEMENTARY CLASSROOM (2 CREDITS)

This course prepares elementary education teacher candidates to teach science integrated with technology. This course has four components: earth science, space science, physical science, and life science. The focus of this course is on increasing content knowledge and on planning and implementing developmentally appropriate, integrated science units. This course includes inquiry-based and computer laboratory experiences. Field experience is required.

EDU 396 FIELD EXPERIENCE (1 CREDIT)

This full-semester "apprenticeship" field experience provides the teacher candidate continued opportunity to apply course content in a grade 1-6 classroom and to reflect on the teaching profession as an active participant. A mentor teacher and Teacher Ed. field supervisor provide guidance during this learning experience. The teacher candidate will be challenged to develop ways of articulating subject area knowledge, to collaborate with colleagues and parents, and to apply understanding of students as individuals with social, emotional, physical, and intellectual needs. The teacher candidate will be expected to engage in daily classroom activities and will work with students in small group and large group settings during this Level II field experience. (This lab is completed during the semester immediately preceding student teaching.)

Prerequisite: MTH 346

EDU 498 ELEMENTARY EDUCATION STUDENT TEACHING (12 CREDITS)

Student teaching is the opportunity for teacher candidates to participate in an experiential learning setting where they can utilize the skills, strategies, and knowledge they learned during their teacher preparation program. With a theme of Competence and Caring as the underlying focus of the experience, students enrolled in this course will experience firsthand the many facets of teaching in an elementary school setting. Successful completion of this field placement is the culminating activity leading to licensure as a professional educator. (Open only to students approved for student teaching.)

ENG 105 TECHNICAL COMMUNICATIONS (3 CREDITS)

This course concentrates on professional communications, resource searches, and speech for students in two-year technical programs. Includes informal report writing, technical communication, job preparation, and oral presentation.

ENG 110 COMPOSITION I (3 CREDITS)

An introduction to college-level writing as a process of drafting, revising and editing. This course emphasizes critical reading, writing, thinking and research skills as students write for a variety of audiences and purposes. Students will receive guided instruction in the writing process. An introduction to proper crediting of source material and research will occur.

ENG 120 COMPOSITION II (3 CREDITS)

This course continues and reinforces the college-level writing skills practiced in ENG 110. Topics include critical reading, writing, thinking, and research skills. Students will practice textual analysis and synthesizing information from a variety of primary and secondary sources. Writing assignments will emphasize logical argument, persuasion, and collaboration. Major assignments will require proper crediting of source material and research.

Prerequisite: ENG 110

ENG 238 CHILDREN'S LITERATURE (3 CREDITS)

This course will serve as an introduction to children's and adolescent literature, with an emphasis on the integration of literature across the curriculum and on literature response activities. Learners will read a wide range of books and become familiar with a variety of genres, including traditional Native American stories. They will use evaluation criteria to determine the quality of various books and will practice identifying literary elements and devices authors use.

ENG 290 ENGLISH FOR ELEMENTARY TEACHERS (3 CREDITS)

This course is designed as a "skills building" course in the Teacher Education program. The course will cover parts of speech, word use, sentence construction, spelling, capitalization, punctuation and principles of effective writing. Not only will this class enhance speaking and writing skills, it will also prepare the student for the Praxis: PPST, the exam required for North Dakota teacher licensure.

Prerequisite: ENG 110

ENR 111 INTRODUCTION TO ENVIRONMENTAL ENGINEERING (1 CREDIT)

Introduction to environmental engineering discipline; overview of the design process and pertinent regulations; exposure to professional ethics and licensure; and development of technical, communication, and presentation skills. One 2 hour lab per week.

ENR 116 INTRODUCTION TO ENGINEERING (3 CREDITS)

This course is an introduction to the engineering profession. It provides an overview of various engineering disciplines including environmental engineering, and concepts of relevant coursework in mathematics, physics, science, and issues of sustainability engineering.

ENR 117 COMPUTER-AIDED DESIGN AND DRAFTING (CADD) (1 CREDIT)

This course provides students with a broad introduction into two-dimensional and three-dimensional Computer-Aided Design and Drafting (CADD) and modeling with a focus on producing a 3D printable capstone project.

ENR 201 STATICS (3 CREDITS)

This course studies the effects of external forces acting on stationary rigid bodies in equilibrium. Vector algebra is used to study two and three-dimensional systems of forces.

Prerequisite: MTH 165

ENR 202 Dynamics (3 Credits)

This course examines kinematics and dynamics of particles, solid bodies and structures. Topics will cover kinetics and kinematics of two and three-dimensional mechanisms. Emphasis will include free body diagrams, vector analysis methods, and various coordinate systems.

Prerequisite: MTH 166, ENR 201

ENR 203 Mechanics of Materials (3 Credits)

Introduction to stress, strain, and their relationships; torsion of circular shafts, bending stresses, deflection of beams, stress transformations. Understand the reaction of deformable materials to applied loads (both mechanical and thermal).

Prerequisite: ENR 201, MTH 166

ENR 204 Surveying (4 Credits)

This course is designed to introduce students to measurement and errors, topographical and construction surveys, vertical and horizontal control methods, field exercises and computation techniques for surveying data, computation of earthwork volumes.

ENR 211 Analysis and Design Methods for Environmental Engineers (1 Credit)

Exposure to real-life environmental design, analysis, and processes. This will include an overview of contemporary software, exposure to sustainability, cultural, global, environmental, social, risk, and economic considerations. One 3-hour lab.

Prerequisite: ENR 111

ENR 217 Advanced Manufacturing (2 Credits)

This course builds on the ENR 117 Computer-Aided Design and Drafting course and introduces advanced manufacturing. Projects will challenge students to follow the steps of producing a product from need identification through production (art to part) using advanced manufacturing. The course will include a survey of the major advanced manufacturing methodologies, metrology, and material property assessment.

Prerequisite: ENR 117

ENR 250 Fundamentals of Environmental Engineering (3 Credits)

Fundamental principles in environmental engineering; basic principles of calculation; introduction to mass and energy balances; chemical stoichiometry; biology, microbiology, biochemistry, and enzyme kinetics; risk and uncertainty; and, fundamental concepts for assessing sustainability.

Prerequisite: ENR 211, MTH 165

F

FND 106 First Year Experience and Healthy Living (2 Credits)

This course is designed to promote a successful college experience and a healthy lifestyle. Emphasis is placed on realistic, practical guidance ranging from study skills to personal health, from test taking to managing time and money, and from self-awareness to career exploration. Course participants will have the opportunity to engage in a balance of classroom activities, guest speakers, and physical activities, integrated with Native American culture.

G

GDS 142 Design and Desktop Publishing (3 Credits)

This course introduces the student to beginner functions of Adobe software and equipment in the industry.

GDS 180 Media Arts I (4 Credits)

Media Arts I introduces the concepts and technologies of media arts including the tools and terminologies of the trade. Media is incorporated into promotional efforts of organizations to achieve strategic goals. Students develop skills to create and deliver content through media.

GDS 230 Graphic Design Industry (4 Credits)

This course provides opportunities for students to develop the skills necessary to meet graphic design industry standards.

Prerequisite: CSC 103, GDS 142

GDS 239 Graphic Design Production (4 Credits)

This course introduces students to various production techniques in the graphic design industry. Skills that are developed include using press signatures, troubleshooting problem files and recognizing graphic output format.

Prerequisite: CSC 103, GDS 142

GDS 242 Advanced Design & Desktop Publishing (3 Credits)

The students will engage in advanced functions of Adobe graphic software such as importing graphics, exporting files, and demonstrating the use of e-publishing.

Prerequisite: CSC 103, GDS 142

GDS 273 Portfolio Presentation (3 Credits)

Students will prepare a portfolio and resume that demonstrates previously acquired art, design, production, and software skills for use in transfer application and employment search. Topics covered include: self-assessment; portfolio design and creation; taking slides and digital images; resume design; digital image conversion; job search; and transfer to other college curriculums.

Prerequisite: CSC 103, GDS 142

GDS 297 Graphic Design Internship (4 Credits)

This Internship enables students to integrate classroom learning with practical experience in the graphic design industry.

Prerequisite: CSC 103, GDS 142

GEO 105 Physical Geology (3 Credits)

This course covers various topics relating to the study of the inorganic evolution of the Earth. Subjects relating to the natural processes forming the Earth's minerals, rocks, and internal composition are covered.

GEO 415 Hydrogeology (3 Credits)

Students will learn geologic factors influencing the occurrence and distribution of surface and groundwater and its effects on humans; principles of hydrology; water-systems analysis and planning; water quality and pollution; exploration and development of water resources.

Prerequisite: PHY 211, GEO 105

GIS 105 Fundamentals of GIS (3 Credits)

This course is an overview of Geographic Information Systems (GIS) utilizing ESRI's ArcGIS suite of software using a hands-on approach.

Prerequisite: CSC 101

GPE 101 First Aid & CPR (1 Credit)

The course covers first aid and cardiopulmonary resuscitation training to give individuals the knowledge and skills necessary to prevent, recognize, and provide basic care for injuries and sudden illnesses until advanced medical personnel arrive and take over.

GPE 102 INTRODUCTION TO FITNESS (1 CREDIT)

This course introduces techniques on developing fitness levels. The students learn the health factors associated with fitness and wellness which relate to their families and community.

GPE 104 OSHA 10 SAFETY (1 CREDIT)

This course is a basic overview of the requirements of the Occupational Health and Safety Administration as related to working in any industry. It also covers the requirements for treating an ill or injured person.

GPE 106 INTRODUCTION TO SPORTS OFFICIATING (1 CREDIT)

This course will provide the necessary introductory skills and concepts for officiating a variety of sports.

H

HEO 101 BASIC PRINCIPLES OF HEO (3 CREDITS)

This course will provide students with fundamentals and basic operational skills of various types of heavy equipment machinery. Students will practice skills on simulators and on heavy equipment in the field.

HEO 124 BASIC SAFETY FOR HEAVY EQUIPMENT OPERATION (3 CREDITS)

This course prepares students to correlate the steps and procedures necessary for a safe, productive, and responsible career in the HEO Industry.

HEO 130 PROJECT LAYOUT (3 CREDITS)

This course explores a variety of industry situations involving heavy equipment operations. Students plan and evaluate heavy equipment situations, and practice a variety of applications including wind rows and earth moving techniques.

HEO 150 HEAVY EQUIPMENT OPERATIONS (6 CREDITS)

This course is designed to give students the knowledge, skills, and practical experience of heavy equipment operations.

HIS 103 U.S. HISTORY TO 1877 (3 CREDITS)

A survey of United States History to 1877. This course offers students an introduction to the history of the United States from before Native American contact with Europeans through the end of Reconstruction in 1877. This class will follow the development of America as a nation, advances in technology, and the varied means by which Americans met social and economic challenges. Students will be introduced to key events, people, and trends fundamental to any course in American History. The course includes the impact of historical events on Native American people.

HIS 104 U.S. HISTORY SINCE 1877 (3 CREDITS)

This course is a survey of American history covering political, social, economic, and cultural issues from Industrialization to the present. The course includes the impact of historical events on Native American people.

HPR 200 INTRODUCTION TO PARKS AND RECREATION (3 CREDITS)

This course provides an introduction to the recreation, park, and leisure profession. Areas of emphasis within the course include the history of recreation, parks, and leisure services; orientation to the variety of services, settings, populations, and organizations including tribal, commercial, and/or governmental; and an overview of potential career opportunities within the recreation field. A field placement is required for this course.

HPR 207 Preventive and Care of Injuries (3 Credits)

This course will provide students with the principles of athletic training. Students will learn prevention, recognition, treatment of athletic injuries, organization and administration of athletic training and basic taping techniques.

Prerequisite: HPR 230

HPR 230 Introduction to Coaching (3 Credits)

Coaching in today's diverse society is far more complicated than coaching was fifty years ago. Successful coaches must take into account many factors including their own biases to mold a diverse group of athletes into a team. Coaches can expect their athletes to come from diverse experiences and backgrounds. To be successful as coaches, they must take into consideration age, gender, size, culture, family makeup, and many other issues. Coaches as teachers will need to use deeper learning and understanding of today's student population to mold successful athletes.

HPR 240 Introduction to Physical Education (3 Credits)

This course provides an introduction to the recreation, park, and leisure profession. Areas of emphasis within the course include the history of recreation, parks, and leisure services; orientation to the variety of services, settings, populations, and organizations including tribal, commercial, and/or governmental; and an overview of potential career opportunities within the recreation field.

HPR 242 Principles of Sport Psychology (3 Credits)

This course will cover various psychological principles associated with sports. Discussions will consist of which psychological variables can hinder or enhance athletic performance. Class content will also illustrate numerous psychological techniques which can enhance sport performance.

Prerequisite: PSY 111, HPR 230, HPR 240

HPR 297 Park and Rec. Internship (1 Credit)

Students are placed as interns in a community-based park or recreation facility for this field based course. The students receive supervised training in professional development under the supervision of an on-site mentor. In the seminar, students will explore values, roles and responsibilities, and ethical obligations of the recreation and physical education profession.

Prerequisite: HPR 242

HSS 201 Case Management (3 Credits)

This course introduces students to the concept of case management and how it is used to provide human services. Students will learn assessment skills, treatment planning, intervention strategies, and community resources. Exploration of the many factors affecting case management today, including federal legislation, emerging client groups, technology, shifting demographics, new service delivery models, and the resulting ethical and legal dilemmas.

HSS 223 Principles of Interviewing and Counseling (3 Credits)

An introduction to the components of interviewing and counseling to build client relationships and guide the process of personal change.

HSS 228 Crisis Intervention (3 Credits)

In this course, students will engage in concepts related to crises, explore various response strategies, discuss diversity, utilize research findings in connection to crisis events, and explore concepts in self-help strategies.

HSS 235 GROUP WORK IN HUMAN SERVICES (3 CREDITS)

The emphasis of this course is to engage the student in learning the various types of groups, assessing the group, and group dynamics. Various group theories will be reviewed, covering the strengths and weaknesses of each treatment modality, and cultural considerations of each treatment theory.

HSS 244 ADDICTION COUNSELING (3 CREDITS)

Students learn about the causes and symptoms of addiction and treatment strategies used with drug and alcohol-addicted individuals. This course addresses impacts on the family, special groups and issues in chemical dependency, and prevention strategies.

HSS 250 INTERPERSONAL SKILLS (3 CREDITS)

The course is designed to enhance the verbal and non-verbal communication skills necessary for social work practice. Skills, values and knowledge of effective personal and professional communication are introduced in the course. An emphasis is placed on self-awareness, interactive listening, attending behaviors and self-disclosure. This course requires a 25 hour volunteer experience.

HSS 254 INTRODUCTION TO SOCIAL WORK (4 CREDITS)

This course is designed to provide an introduction to the profession of social work. Course content includes the history and development of the profession; the assumptions which underlie social work goals, functions, and methods; the professional values guiding practice; and description of practice methods. The course also offers the student opportunities to learn about social roles and practice settings. 15 hours of volunteer experience is required of this course.

HSS 256 DEVELOPMENT OF SOCIAL WELFARE (3 CREDITS)

This course covers the history, value, political and economic conditions which influence the development and provision of social welfare services.

HSS 257 ETHICS IN SOCIAL WORK PRACTICE (3 CREDITS)

This course provides an overview of the various guidelines for professional ethics, various ethical dilemmas and a review of the National Association of Social Work (NASW) Code of Ethics.

HSS 258 HUMAN BEHAVIOR AND SOCIAL ENVIRONMENT I (3 CREDITS)

The emphasis of this course is on a variety of human growth and development theories including Person-in-Environment theory, systems theory and ecological theory. Students will engage in concepts of ethics in social work practice, cultural competence and diversity.

Prerequisite: PSY 111, SOC 110

HSS 260 ALCOHOL AND DRUG USE IN AMERICAN SOCIETY (3 CREDITS)

This course is designed to introduce the student to the social reality of drug use and drug users. Course participants will study the historical significance and social construction of drug use, users, abuse and addiction.

Prerequisite: HSS 254

HSS 285 CHILD WELFARE IN RURAL COMMUNITIES (3 CREDITS)

This course provides an overview of the child welfare system in the rural United States. Students will identify social factors that influence the child welfare system, prevention strategies, and intervention and treatment modalities. Other topics reviewed in the course will consist of various cultural needs and life cycles of the diverse family.

Prerequisite: SOC 110, PSY 111, HSS 254

HSS 286 Family Dynamics (3 Credits)

This course applies a variety of theoretical perspectives, including systems theory and person-in-environment in order to use skills to engage, assess, intervene, and evaluate social work practice with families.

Prerequisite: SOC 110, PSY 110, PSY 251, HSS 254, HSS 256, HSS 285

HUM 101 Introduction to Humanities (3 Credits)

This course examines how human beings express themselves through the arts, music, literature and other humanities disciplines such as history and philosophy, employs a world and historical view and emphasizes the diversity and commonality in human culture.

HUM 106 Readings in Native American Literature (3 Credits)

Learners read and interpret a variety of texts by Native American writers and Native American culture and history. The selections include fiction and nonfiction, autobiography, poetry, short stories, essays, and one complete novel.

I

INT 297 Summer Internship (3 Credits)

The Summer Internship course is a structured work experience during which students will gain practical experience related to their program of study and career goals. Students work with the internship supervisor to develop specific goals and a plan to achieve the required course objectives. The internship includes experiences related to industry-specific skills as well as soft skills needed in the workplace, such as problem-solving, work ethic, and leadership. The student will have weekly class discussion with the designated UTTC internship supervisor/facilitator. Students will complete 24 hours per week for 7 weeks in their 3 credit internship placement. The course culminates with a performance evaluations by the employer and the internship supervisor.

Prerequisite: Students must have completed a minimum of two full-time semesters at UTTC, or have the transfer equivalent, to register for this course.

L

LAB 104 Graphic Design Lab (4 Credits)

This course provides an opportunity for students to work in a lab with the benefit of immediate instructor feedback. Students will spend a total of 60 hours in the lab setting.

LAB 105 Physical Science by Inquiry Lab (1 Credit)

This course provides hands-on activities discussing properties of matter, light and color, electric circuits, kinematics, astronomy, and basic laboratory procedures. This course is intended for non-science majors.

Corequisite: PHY 105

LAB 111 Concepts of Biology Lab (1 Credit)

One two-hour lab session per week. Labs completed will follow topics covered in the lecture portion of the class.

Corequisite: BIO 111

LAB 121 General Chemistry I Lab (1 Credit)

This course provides hands-on experience with the fundamentals of Chemistry including: atoms and molecules, chemical reactions and stochiometry, solutions, chemical bonding, and periodic table and trends.

Corequisite: CHM 121
Prerequisite: MTH 102

LAB 122 GENERAL CHEMISTRY II LAB (1 CREDIT)

This course is a hands-on experience in the fundamentals of chemistry including solutions, thermodynamics, kinetics, chemical equilibrium, and organic chemistry.

Prerequisite: MTH 102

Corequisite: CHM 122

LAB 150 GENERAL BIOLOGY I LAB (1 CREDIT)

This course is a laboratory section associated with BIO 150: General Biology I and will cover the "Study of Life" at a cellular and physiological level. The lab will use hands on demonstrations and experiments to visualize general biological concepts.

Corequisite: BIO 150

LAB 151 GENERAL BIOLOGY II LAB (1 CREDIT)

The lab will use hands on demonstrations and experiments to visualize general biological concepts covered in the lecture.

Corequisite: BIO 151

LAB 201 EARTH SCIENCE LAB (1 CREDIT)

This course is a laboratory section associated with SCI 201 Earth Sciences: geology, meteorology, oceanography, and astronomy.

Corequisite: SCI 201

LAB 252 UNIVERSITY PHYSICS II LABORATORY (1 CREDIT)

This course is a laboratory component of University Physics II, covering fundamental concepts of physics. Topics include vibrations and waves, electricity and magnetism, light and optics, and an introduction to modern physics.

Prerequisite: MTH 166

LAB 341 ORGANIC CHEMISTRY I LAB (1 CREDIT)

This lab supports Organic Chemistry, CHM 341, by emphasizing the nomenclature, structure, reactivity, methods of preparation, chemical behavior, and reaction mechanisms of carbon compounds together with fundamental principles and theories of organic spectroscopy. The experiments will consist of carbon-based compounds including proteins, medicines, artificial flavorings, and polymers. Prerequisites: Successful completion of UTTC Environmental Science and Research AS degree and acceptance into Bachelor program or recommendation of advisor.

Corequisite: CHM 341

LAB 342 ORGANIC CHEMISTRY II LAB (1 CREDIT)

This lab supports Organic Chemistry, CHM 342, by emphasizing Structures and reactivity, named reactions, carbon-carbon bond forming reactions, aromatic and heterocyclic chemistry, biomolecules and polymers, and multi-step synthesis.

Corequisite: CHM 342

M

MTH 101 INTRODUCTION TO ALGEBRA (3 CREDITS)

This course is an introductory beginning level algebra course. Topics covered include fundamental operations, linear graphing and exponents. This class does not meet transfer requirements for math.

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MTH 102 Intermediate Algebra (3 Credits)

Properties of the real number system, factoring, linear, exponential and quadratic equations, functions, polynomial and rational expressions, systems of equations, exponents and radicals.

Prerequisite: MTH 101 or placement test

MTH 103 College Algebra (4 Credits)

This course is designed to introduce the learner to critical thinking and problem solving skills in algebraic concepts, relations and functions, equations and inequalities, complex numbers; polynomial, rational, exponential and logarithmic functions and systems of equations.

Prerequisite: MTH 102 or placement test

MTH 104 Finite Math (4 Credits)

Systems of linear equations and inequalities, matrices, linear programming, mathematics of Finance, elementary probability and descriptive statistics.

Prerequisite: MTH 102 or placement test

MTH 106 Career Math (3 Credits)

This course covers material designed for career technical students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented on an introductory level and the emphasis is on applications. This class does not meet transfer requirements for math.

MTH 107 Precalculus (4 Credits)

Equations and inequalities, polynomial, rational, exponential, logarithmic, trigonometric and inverse trigonometric functions; trigonometric identities and equations and applications.

Prerequisite: MTH 102

MTH 129 Basic Linear Algebra (3 Credits)

Systems of linear equations, matrices, determinants, vector spaces, lines and planes in space, linear transformations, eigenvalues and eigenvectors.

Prerequisite: MTH 107

MTH 165 Calculus I (4 Credits)

This course introduces the learner to basic concepts of calculus, including limits, derivatives, and integrals. Problem analysis involving rates of change and optimization are emphasized in this course.

Prerequisite: MTH 107

MTH 166 Calculus II (4 Credits)

This course teaches students techniques of integration, polar and parametric equations, sequences and series, and power series and their applications.

Prerequisite: MTH 165

MTH 210 Elementary Statistics (3 Credits)

Elementary Statistics is an introduction to statistical methods of gathering, presenting and analyzing data. Topics include probability and probability distributions, confidence intervals, hypothesis testing, and linear regression and correlation.

Prerequisite: MTH 102

MTH 265 Calculus III (4 Credits)

Student will learn multivariable and vector calculus including partial derivatives, multiple integration and its applications, line and surface integrals, Green's Theorem, and Stoke's Theorem.

Prerequisite: MTH 166

MTH 266 Differential Equations (3 Credits)

Solution of elementary differential equations by elementary techniques, Laplace transforms, systems of equations, matrix methods, numerical techniques, and applications.
  Prerequisite: MTH 265

MTH 277 Math for Elementary Teachers I (3 Credits)

Participants in this course will develop a deep understanding of mathematical concepts, procedures, and skills that are essential to being able to teach children mathematics in the elementary grades. Current trends in mathematics are emphasized, with particular attention to documents created by the National Council of Teachers of Mathematics.

MTH 342 Environmental Research Statistics (3 Credits)

This course is an overview of statistical techniques used to analyze environmental science research data. The focus is on confidence intervals, t-tests, ANOVA, regression analysis, nonparametric tests, and design of experiments.
  Prerequisite: MTH 210

MTH 377 Math for Elementary Teachers II (3 Credits)

This course utilizes a problem-solving approach with topics significant to grades 1-8 standards-based education. This course includes: properties of geometric shapes, measurement, triangle congruence and similarity, geometric constructions, Cartesian coordinates, symmetry, and selected topics from probability and statistics.
  Prerequisite: MTH 277

N

NAS 112 Tribal Arts I (3 Credits)

This course introduces basic skills and techniques in Tribal Art forms. The cultural history of Tribal Art and marketing skills is covered.

NAS 117 Arikara I (3 Credits)

The purpose of this course is to develop beginner level speaking, reading and writing skills in the Arikara language. The course will use a communicative approach for students to learn about the fundamentals of sounds, pronunciation, vocabulary and simple conversation.

NAS 122 Indigenous Food Sovereignty (3 Credits)

This course will examine the ways in which Native American communities are addressing food related issues - from fighting rising rates of diabetes, heart disease, and obesity stemming from a drastically colonized diet - to preservation of tribal food cultures, to defending treaty-guaranteed hunting, fishing, and gathering rights. This class will also explore the disparate health conditions faced by Native communities, and the efforts made by many community groups to address these health problems through increasing access to traditional foods and medicines - whether by gardening, traditional agriculture, or a revival of hunting, fishing, and gathering traditions. We will also examine the ways in which Native food movements have converged and diverged from general American local food movements and the struggles they often face in protecting and renewing food ways.

NAS 191 Očhéthi Šakówiŋ (Seven Council Fires) History and Culture (3 Credits)

A general history of the Očhéthi Šakówiŋ (Seven Council Fires) or "Great Sioux Nation" from prehistoric times to the present. Participants will examine the cultural and historical changes, experienced by contact and influences of tribes from other regions and non-Indians.

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NAS 213 Tribal Arts II (3 Credits)

This course provides advanced application techniques in the study and creation of Tribal Arts.

Prerequisite: NAS 112

NAS 240 Ethnobotany (4 Credits)

This class will focus on identification of culturally important plants at various stages of growth. Topics will include traditional uses of plants by Indigenous peoples of the world as well as harvesting, preparation, and storage protocols. We will also feature botanical, English, and Indigenous nomenclature. The course will examine habitat diversity, including optimal growth conditions, plant origins (native and invasive) and the interdependence of organisms.

Laboratory required.

NUT 200 Food Science and Cooking Skills (4 Credits)

This course covers basic cooking skills, food preservation, and the chemical and physical changes that occur in foods. Traditional plants and foods relevant to Native people are identified and researched.

NUT 240 Fundamentals of Nutrition (3 Credits)

This course explores the basic principles of nutrients, their functions and food sources, including nutrient application in food preparation, menu planning and promoting a healthy lifestyle.

P

PHI 100 Critical Thinking (3 Credits)

Critical thinking is the practice of effective thinking, both logical and evaluative. It is the process by which we develop and support our beliefs, and evaluate the strength of arguments made by others in real-life situations. This course will focus on applying strategies for understanding current issues, belief systems, and ethical positions. Students will analyze media, the current political environment, and their own beliefs and moral inclinations. The primary objectives of this course are to impart a functional ability to reason well, to improve analytical skills and instincts and to employ methods of building strong arguments for reasoned decision-making.

PHI 210 Ethics (3 Credits)

This course is an introduction to the problems of moral choice, the meaning of value, and the process of making a value judgment. Application of the ethical theory to moral issues and the role action versus theorizing is discussed.

PHY 105 Physical Science by Inquiry (3 Credits)

This course is an in-depth inquiry based exploration of basic principles of physical science and scientific methods that are often taught in elementary school. The focus will be on properties of matter, light and color, electric circuits, kinematics, and astronomy. This course is intended for non-science majors.

Prerequisite: MTH 101

Corequisite: LAB 105

PHY 211 College Physics (4 Credits)

Introductory course for students without a calculus background, and is recommended for pre-medical or pre-professional students. Topics Include Newtonian mechanics and gravitation, work & energy, solids & fluids, vibrations, waves, sounds, and heat & thermodynamics.

Prerequisite: MTH 103

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PHY 251 University Physics I (4 Credits)

This is the first course in a two semester calculus-level sequence, covering fundamental concepts of physics. Topics include Newtonian mechanics and gravitation, work and energy, the mechanics of solids and fluids, heat and thermodynamics.

Prerequisite: MTH 165

PHY 252 University Physics II (4 Credits)

This course is the second course in a two-semester calculus-level sequence, covering fundamental concepts of physics. Topics include vibrations and waves, electricity and magnetism, light and optics, and an introduction to modern physics.

Prerequisite: MTH 166

POL 115 American Government (3 Credits)

This course examines mainstream American politics and government as they relate to Native American tribal governments. The class is designed to evaluate the political system, and the international perspective of the ways globalization is changing politics.

PSY 111 Introduction to Psychology (3 Credits)

A survey of the scientific study of behavior and mental processes. This course is a comprehensive study of the basic concepts of psychology, history of psychological thought, and an overview of psychological theories with emphasis on practical information for healthy living skills.

PSY 230 Educational Psychology (3 Credits)

This course introduces students to the fundamental psychological principles underlying education and examines how these principles can be applied in classroom settings. Relevant theories concerning the development of cognition and language; social, emotional, and personal development; learning styles and other learner differences, particularly Native American; motivation of learners; and learning environments are presented. This course is a pre-requisite to all education methodology classes.

Prerequisite: PSY 111

PSY 250 Developmental Psychology (3 Credits)

A survey of the psychology of human life span development.

Prerequisite: PSY 111

PSY 252 Psychology of Child Development (3 Credits)

A study of human development from conception through childhood. Includes language and cognition, physical and perceptual, and social/ emotional aspects, emphasizing typical and atypical childhood development. Consideration of cultural, linguistically and ability diverse development will be emphasized in the course content.

Prerequisite: PSY 111

PSY 270 Abnormal Psychology (3 Credits)

This course is a survey of the classification, symptoms, and etiology of psychological disorders.

R

RES 193 Research I (2 Credits)

The first course of the research series introduces students to the process of developing a research question and provides the scientific background for the research project through an extensive review of published literature.

Corequisite: TES 199

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RES 194 Research II (2 Credits)

In the second course of the research series, students will design scientific methods for gathering data to address a research question. Students will focus on developing a(n) introduction with justification, define methods for sampling, and propose a data management plan. Students will explore statistical tests used to create inferences on their data.

Prerequisite: RES 193

RES 195 Research III (2 Credits)

The third course of the research series focuses on data collection, management, analysis and visualization.

Prerequisite: RES 194

RES 293 Research Capstone (2 Credits)

The fourth course of the research series focuses on the compilation of introductions, methods, results, and conclusion in written and oral presentation forms.

Prerequisite: RES 195

RES 393 Senior Research I (3 Credits)

The first course of the research series introduces students to the process of developing a research question and provides the scientific background for the research project through an extensive review of published literature.

RES 394 Senior Research II (3 Credits)

In the second course of the research series, students will design scientific methods for gathering data to address a research question. Students will focus on developing a(n) introduction with justification, define methods for sampling, and propose a data management plan. Students will explore statistical tests used to create inferences on their data.

Prerequisite: RES 393

RES 395 Senior Research III (3 Credits)

The third course of the research series focuses on data collection, management, analysis and visualization.

Prerequisite: RES 394

RES 493 Senior Research Capstone (2 Credits)

The fourth course of the research series focuses on the compilation of introductions, methods, results, and conclusions in written and oral presentation forms.

Prerequisite: RES 395

S

SCI 201 Earth Science (3 Credits)

This course is an introduction to the Earth Sciences; geology, meteorology, oceanography, and astronomy.

Corequisite: LAB 201

SOC 110 Introduction to Sociology (3 Credits)

The course encompasses an introductory analysis of society, the interrelationship of its component groups, and the process whereby society persists and changes.

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SOC 275 NATIVE AMERICAN STUDIES (3 CREDITS)

This course provides a general introduction to the field of Native American Studies. The course is broken down in to three general areas: 1) "History, Law, and Government," 2) "Cultural and Creative Expressions," and 3) "Policy Studies," which focuses on issues involving Indian health, education, sociology, and language. The goal of this course is for students to be able to understand, analyze, and articulate in a scholarly way the fundamental issues involved with each of these areas.

SOI 210 INTRODUCTION TO SOIL SCIENCE (3 CREDITS)

This course is an introduction to the fundamentals of soil science, including the properties of soil, soil origins and development, soil nutrient cycles, erosion and sediment control, and soil taxonomy. Hands-on learning is emphasized through a combination of lecture, field, and lab activity.

T

TES 199 INTRODUCTION TO SCIENTIFIC LITERATURE (1 CREDIT)

This course covers the foundational format of communicating scientific information. The focus is on practical experience writing and evaluating published primary literature.

TES 222 ENVIRONMENTAL LAW AND CONSERVATION PROGRAMS (3 CREDITS)

This course examines the primary pieces of legislation that affect the environment and wildlife populations. A focus is on conservation programs and incentive programs for landowners. A survey of landownership and public lands is included.

TES 410 ENVIRONMENTAL REGULATIONS (3 CREDITS)

This course provides experience applying federal laws and regulations to environmental issues and compliance with a focus on NEPA and Environmental Assessments.

W

WLD 135 BASIC METALLURGY (2 CREDITS)

This course is a study of the common metals and alloys and welding arc. The history will emphasize the importance of welding theory in today's workforce.

WLD 150 INTRODUCTION TO WELDING (4 CREDITS)

An introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes and basic metallurgy.

WLD 151 WELDING THEORY I (3 CREDITS)

This theory course introduces the processes of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Oxy-Fuel Cutting (OFC). Safety for the student such as Personal Protection Equipment (PPE) and safe welding practices in the welding shop are emphasized. Welding and cutting equipment, selection of welding supplies and metals that are used in industry are introduced.

WLD 152 WELDING THEORY II (3 CREDITS)

This theory course covers Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), equipment and supplies. Shielded Metal Arc Welding (SMAW), Flux Core Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW), Oxy-Fuel Cutting (OFC), Carbon Arc Cutting-Air (CAC-A) are also covered in more detail.

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WLD 153 WELDING LAB I (5 CREDITS)

This course gives beginning instruction in laboratory safety, use of Personal Protection Equipment (PPE), with a strong emphasis on the safe handling of welding and cutting equipment. Students learn basic hands-on instruction in Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Oxy-Fuel Cutting (OFC) on various thicknesses of metal, and the techniques used. Welding supplies and equipment maintenance are also covered. Basic elements in Shielded Metal Arc Welding (SMAW) and Gas Metal Arc Welding (GMAW) are practiced and tested.

WLD 154 WELDING LAB II (5 CREDITS)

Instruction will consist of perfecting skilled welding on plate steel in all positions using Shield Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), Flux-Core Arc Welding (FCAW) and Carbon Arc Cutting-Air (CAC-A). Students will practice and weld plates in accordance to The American Welding Society (AWS) certification guidelines.

WLD 155 BLUEPRINT SYMBOLS FOR WELDING (3 CREDITS)

Welding symbols are considered an integral part of blueprint reading for the welder. Topics include: welding symbols and abbreviations; basic joints for weldment fabrications; industrially used welds; surfacing back or backing, and melt-thru welds; and structural shapes and joint design. Actual prints from industry are used during this course.

WLD 165 BLUEPRINT READING FOR WELDERS (3 CREDITS)

This course will cover visualization of the objects' shape, reading the print for finding size and location dimensions, symbols, notes and related information shown on the print.

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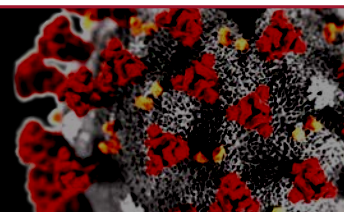TECHNICAL COLLEGE

Check for catalog updates at www.uttc.edu

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COVID-19 Daily Screening Tool

All members of the United Tribes Technical College campus community are responsible for monitoring themselves for signs or symptoms of infection on a daily basis. This guide can be utilized as a self-check for signs and/or symptoms of COVID-19 infection.

Any "YES" responses could indicate possible infection. Please contact your direct supervisor or the Student Health Nurse (221-1331) for further direction.

Do you have a temperature reading greater than 100.4? ☐ YES ☐ NO	Have you had any new onset of cough or shortness of breath? ☐ YES ☐ NO
Have you had any episodes of fever, sweating, or chills (without the use of fever reducing medications such as Tylenol)? ☐ YES ☐ NO	Are you, or anyone in your household, feeling unwell today? ☐ YES ☐ NO
Have you had any episodes of headache? ☐ YES ☐ NO	Have you had close contact with anyone who has been diagnosed with or who is under investigation for COVID-19? ☐ YES ☐ NO
Have you had any episodes of loss of smell or taste? ☐ YES ☐ NO	Do you have any other illness symptoms that are of concern to you (e.g., gastrointestinal issues, body aches)? ☐ YES ☐ NO

ALL INDIVIDUALS MUST WEAR MASKS WHEN INDOORS ON THE UTTC CAMPUS. Physical distancing should be adhered to as much as possible by maintaining a six-foot radius from other people when indoors.

Hand hygiene should be performed frequently throughout the day. Alcohol-based hand sanitizers are available throughout campus and should be used frequently by all individuals. If hands are visibly dirty, soap and water should be used versus hand sanitizer. Wash hands for at least 20 seconds.

Throughout the campus, there are temperature kiosks and wall-mounted temperature monitors. Please check your temperature upon entering a UTTC building. If your temperature is greater than 100.4 degrees, please do not enter the building and contact Student Health for guidance (221-1331).

UNITED TRIBES TECHNICAL COLLEGE

Campus Services

Office Hours: 8 am to 5 pm • Jack Barden Center
Contacting Campus Services: (701) 255-3285
Toll Free: 888-643-8882
Emergency: Call 911

Community Wellness Center
Safety & Security

Leadership Begins Here

Community Wellness Center

The Lewis Goodhouse Wellness Center houses UTTC's community wellness services. UTTC has made a major commitment to the health and wellness of our students, staff and visitors within the campus community. United Tribes Technical College promotes a safe environment to experience diverse cultures, sample the mainstream, and focus on building your future in a good way on your path of life long learning.

Athletic Department

UTTC is home to the Thunderbird Athletic Program. The mission of the UTTC Athletic Department is to provide students who meet National Junior College Athletic Association (NJCAA) guidelines the opportunity to compete in intercollegiate athletics with other Region XIII teams. Since 1985, the Thunderbirds have competed at the highest level of the NJCAA. The Thunderbirds compete at the NJCAA Division II level in Men's and Women's Basketball. United Tribes Technical College is a member of Region XIII and Mon-Dak Athletic Conference.

Student-athletes come from across the United States and around the world to compete for the Thunderbirds. The pride of the Thunderbirds is in its commitment to compete against the best junior college and university teams in the region and country. UTTC's goal is to recruit the very best Native American student-athletes from around the country and to showcase their athletic skills in the spotlight of competition. The men's basketball team features a storied run of three national tournament appearances in the late 1990s and early 2000s, claiming 8th Place in '97-'98, 6th place in '98-'99, and 8th Place in '01-'02. The women's basketball team made its first National Tournament appearance during the 2015-2016 season.

UTTC is committed to growing the Thunderbird Athletic Program. Thunderbird student-athletes must be committed in the classroom as well as on the court. The future of Thunderbird Athletics is bright. Explore the possibilities of becoming the next part of excellence by joining Thunderbird Athletics. Athletic department offices are located in the upper level at the James Henry Community Building, Building 69. Further information can be obtained by contacting the Athletic Director at 701-221-1362.

Child Development Centers

The two centers on campus are licensed to care for 132 children ages birth to six years. All children must have up-to-date immunizations. The centers meet the licensing standards of North Dakota and are reviewed annually. The center staff believe that each child who enters must have every opportunity to grow and develop physically, cognitively, socially and emotionally in a culturally-rich environment. Daily activities are planned to provide experiences in art, music, muscle development, cognitive development and socialization appropriate to individual age and development.

The two centers are located on Fort Berthold Ave. Please contact either 701-221-1393 or 701-221-1754 for child care. The hours of operation are 7:30 am - 5:30 pm Monday - Friday.

Wellness Counseling

The Wellness Counseling (WC) staff is committed to providing support services to enhance lifelong learning, personal growth and academic success to UTTC students. Staff offers a variety of services to include: academic guidance and support, assistance in the transition to college life (individual, family, group counseling and vocational guidance), referral services, intervention services and campus educational programs. A holistic approach is utilized to promote the overall well-being of all UTTC students. The Wellness Counseling office hours are Monday through

Friday, 8:00 am to 5:00 pm to include noon-hour coverage. After-hours emergency on-call services are available by contacting the UTTC Security Office.

Chemical Health Center

The Chemical Health Center (CHC) provides alcohol and drug education/prevention services, adult outpatient substance abuse services, adult intensive outpatient substance abuse treatment, aftercare counseling, treatment referrals and other referrals as requested. Support group meetings such as Alcoholics Anonymous are held. The CHC holds alcohol/drug free activities, a video library, a North Dakota certified 16-hour DUI seminar, and provides on-going services for students and staff. The CHC office hours are Monday through Friday, 8:00 am to 5:00 pm and include noon-hour coverage. After-hours emergency on-call services are available by contacting the UTTC Security Office.

Domestic Violence Advocate

The primary focus of the Domestic Violence Advocate is to provide culturally appropriate services and protection to the victim(s) of: domestic violence, dating violence, sexual assault and stalking. The advocate partners with Bismarck/Mandan service providers to support UTTC students and is an active member of the community response team. The Domestic Violence Advocate promotes a safe and secure environment for all UTTC students, their families and staff. Office hours are Monday through Friday, 8:00 am to 5:00 pm with on-call coverage. After-hours emergency on-call services are available by contacting the UTTC Security Office.

Health Promotion Center

The Health Promotion Center's (HPC) vision: a safe and healthy campus for all community members, with the goals of providing a safe, comfortable environment conducive to the educational, social, and overall developmental growth of each student. Our staff team is dedicated to the promotion of holistic health, academic excellence, civility and personal responsibility for those in our campus community who use our HPC and wellness facilities.

The focus in student life encompasses a wellness approach through the offering of many student activities such as traditional double ball, hand games, archery, horse shoes, intramural football, basketball,

lacrosse, and coed volleyball. Also provided are family-oriented activities such as movie night, fishing, beading class, swimming, and other activity options. The HPC takes great pride in providing quality services to UTTC students and is committed to making positive connections throughout the college campus for students, faculty and staff. HPC hours vary from 8:00 am - 9:00 pm, Monday - Friday. Saturday and Sunday hours are 9 am - 6 pm during the academic year.

Student Health Center

The Student Health Center (SHC) provides comprehensive medical care to Native American students and/or their dependents. Students are referred to medical facilities within the Bismarck/ Mandan communities or to the nearest Indian Health Services, located at Fort Yates Public Health Service, Fort Yates, ND. The SHC office hours are Monday through Friday, 8:00 am to 5:00 pm to include noon-hour coverage. After-hours emergency on-call services are available by contacting the UTTC Security Office. For more information about Student Health Center services, please contact the center at (701) 221-1331.

Disabilities Support Services

The Wellness Counseling staff works with any student that has a disability to arrange appropriate and reasonable accommodations for their classes. One of our main goals is to encourage self-advocacy for students with disabilities. We also work with students who may have not yet been diagnosed and are in need of support, resources or a referral.

UTTC provides equal access and opportunity for all academic programs and campus activities for students with disabilities. We will work with students to coordinate services with other campus resources, offer

guidance and support to students, and provide services in a confidential and culturally appropriate manner.

Students wishing to be considered for accommodations that are offered at UTTC, must complete an intake form, provide documentation of disability, and maintain contact with a designated Wellness Counselor during the academic semester term. Students will also have to work with their counselor to update the student's accommodations each semester as their class schedule changes.

Campus Services follows rules outlined in Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008, and other applicable federal and state regulations that prohibit discrimination on the basis of disability.

Services for disability support are located in UTTC's Wellness Center (Building 69). A counselor is available Monday - Friday 8 am - 5 pm. Students can call to schedule an appointment at 701-221-1456.

Cafeteria

The cafeteria serves three (3) meals a day Monday through Friday and two brunch style meals on weekends and holidays during the academic school year. Meals are provided for students in the dormitory as part of their housing contract. The general public, single parents, married students and staff are also welcome to eat in the cafeteria but will pay for their meals through cash, debit card, checks or with meal tickets that can purchase at the Finance Office in the Administration Building. Meals and preparation are done by the staff of the cafeteria to provide a wide array of healthy food options for the patrons to enjoy. The cafeteria is managed by Aladdin, a third party management company located in Roseville, MN.

Cozy Creek

Cozy Creek is located in the James Henry Gymnasium. Offering a variety of menu items from pizza and burgers to salads and soups, as well as hot/cold coffee beverages, smoothies, and various sodas. Available for dine in or take out. We accept student flex dollars, credit, debit, and cash.

Hours: 8:30 a.m. – 8:00 p.m. weekdays (subject to change.)

Closing early on game days at 3pm to allow for concession setup.

Housing

The UTTC Housing Department encourages students to develop independence and responsibility by creating a "home away from home" environment for enrolled UTTC students residing in residential hall dormitories or family housing.

Currently, the College has three residential halls: Sakakawea, Sitting Bull, and Itan'can Hall. Residential hall dormitories are staffed 24/7 during the academic year with personnel who offer opportunities that nurture positive social interactions, guide educational development, and health living guided by housing procedures and policies.

UTTC offers convenient and comfortable housing to enrolled students with families. The safe campus environment provides students and families a context that supports wellness, academic excellence, self-sufficiency and a sense of community.

Student safety and security is enhanced by campus Security Officers and Housing personnel.

After hours, emergency on-call services are available by contacting the UTTC Security Office at (701) 221-1700 or 911.

Mail Room

UTTC provides mail services for students and staff. The Mail Room is open from 8:00 a.m. to 5:00 p.m., Monday through Friday and Saturday 8:00 a.m. to 12:00 noon. Mail is received and processed throughout the day; mail is brought to the Bismarck Post Office at 4:30 p.m. daily. Postal stamps and envelopes can be purchased at the mail room. Federal Express and delivery services are available. UPS delivery services are designated through the campus Property and Supply Department.

Safety and Security

The Safety & Security Department provides 24 hour security and patrol services. Security Officers enforce traffic and parking regulations in compliance with the Safety & Security Policy. Security Officers promote crime prevention, and secures the College's buildings and family housing areas. Burleigh County Sheriff's Department also provides vehicle patrols on campus and responds to emergency calls for assistance.

The Safety & Security offices are open Monday to Friday, from 8 aam to 5 pm and can be reached at (701) 221-1700. To contact a Security Officer after hours, call the same number (701) 221-1700 to reach the Security Officer on Duty. Security services are provided 24 hours every day of the week.

Parking on Campus

Students are required to register their vehicles and receive a free parking permit at the Safety & Security Department located in building 61, on Ft. Berthold Avenue on campus. Students who reside on campus in the dorms are eligible for one parking permit, students who reside on campus in Family Housing are eligible for two parking permits, and students who live on campus are eligible up to three parking permits. Parking permits are required every year during the fall semester.

Emergency Notification (Thunder Alerts)

Sign-Up for Thunder Alerts by going to the UTTC Webpage at www.uttc.edu and clicking the THUNDER ALERTS icon.

Thunder Alerts are emergency notifications that are sent out in the event of an emergency or crime alert. The emergency notification service (THUNDER ALERTS) is free and easy to sign up.

Reporting Crimes and Other Emergencies

It is critical, that you report all crimes and other emergencies to 911.

Students, faculty, staff, and guests are encouraged to report all emergencies and crimes to 911 and the Safety & Security Department at (701) 221-1700 in a timely manner.

Reporting to other Campus Security Authorities

While UTTC prefers that you report to 911 or the Safety & Security Department at (701) 221-1700, we also recognize that some may prefer to report to other individuals or college offices. The Clery Act recognizes certain College officials and offices as Campus Security Authorities (CSA). These individuals are "officials" of an institution who have significant responsibility for student and campus activities. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. CSA's are required to report all crimes to the UTTC Safety & Security Director as soon as reasonably possible. While UTTC has identified a number of CSA's, we officially designate the following departments as places where students can report crimes:

- UTTC Safety & Security Department, Building 61, Ft. Berthold Avenue, on campus (701) 221-1700

- Wellness Department, Wellness Center, (701) 221-1764 or (701) 221-1707

- Campus Services (Vice President of Campus Services), Building 69, (701) 221-1708

- Housing Department, on campus, (701) 221-1513

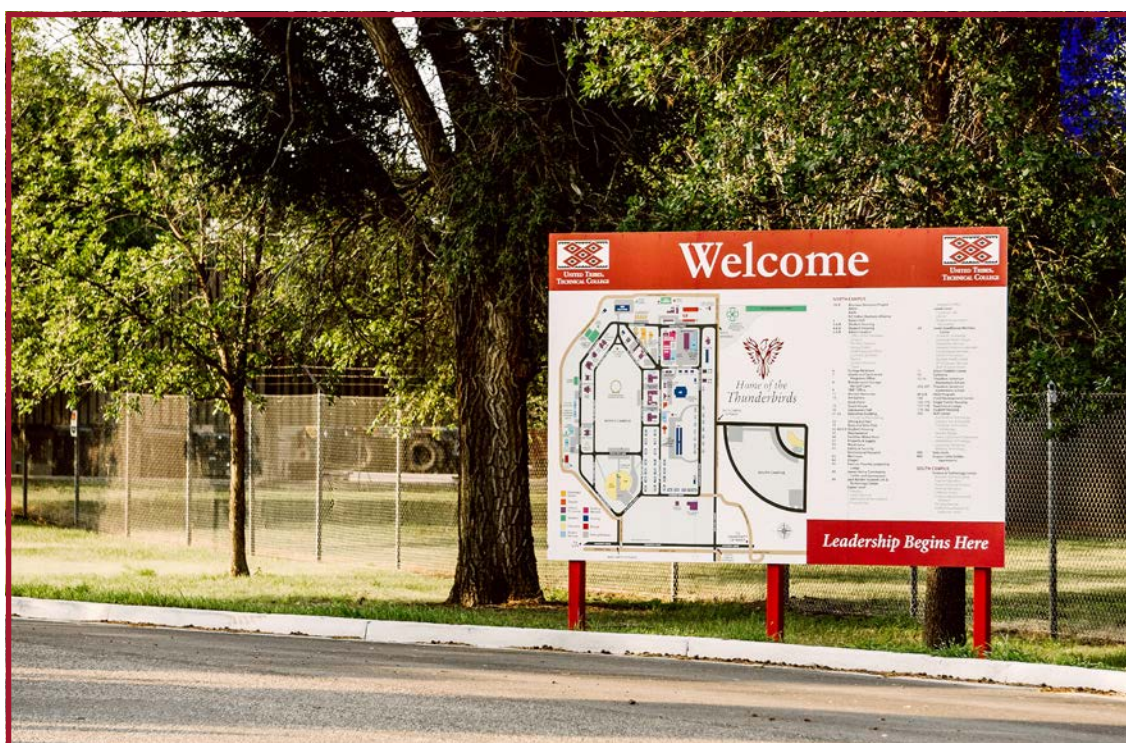## Jeanne Clery Disclosure of Campus Security Policy & Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses. Because the law is tied to participation in federal student financial aid programs it applies to most institutions of higher education both public and private.

It is enforced by the U.S. Department of Education. The Clery Act is named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986.

Jeanne's parents, Connie and Howard, discovered that students hadn't been told about 38 violent crimes on the Lehigh campus in the three years before her murder. They joined with other campus crime victims and persuaded Congress to enact this law, which was originally known as the "Crime Awareness and Campus Security Act of 1990."

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. The law was most recently amended in 2000 to require schools beginning in 2003 to notify the campus community about where public "Megan's Law" information about registered sex offenders on campus could be obtained.
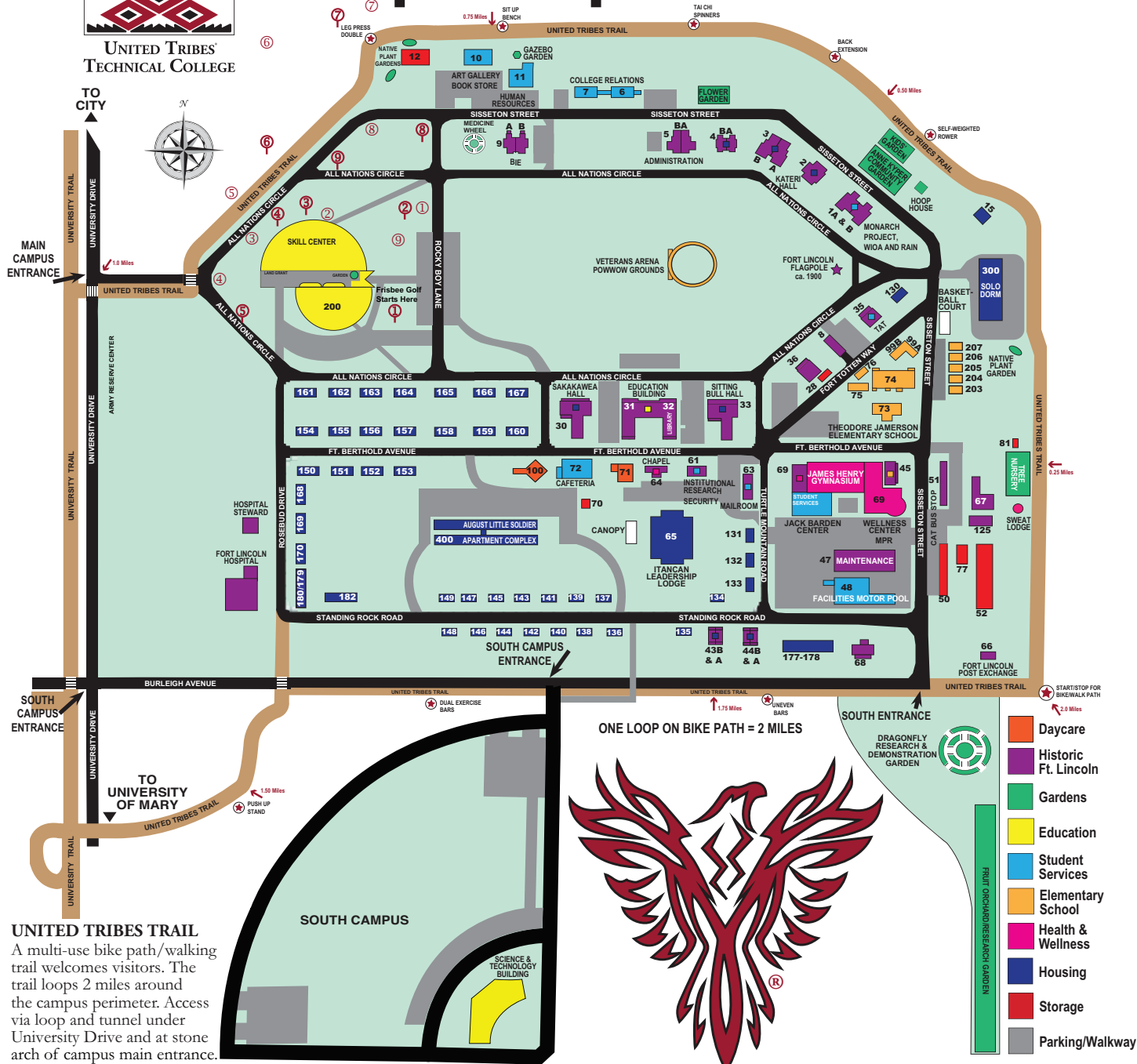
The UTTC Annual Security and Fire Report can be found on the UTTC Webpage at www.uttc.edu and is available at the UTTC Safety & Security Department, located in Building 61, on Ft. Berthold Avenue.

Campus Map 2021-2022

UNITED TRIBES TECHNICAL COLLEGE

TO CITY

MAIN CAMPUS ENTRANCE

SOUTH CAMPUS ENTRANCE

TO UNIVERSITY OF MARY

UNITED TRIBES TRAIL
A multi-use bike path/walking trail welcomes visitors. The trail loops 2 miles around the campus perimeter. Access via loop and tunnel under University Drive and at stone arch of campus main entrance.

ONE LOOP ON BIKE PATH = 2 MILES

SOUTH CAMPUS

SCIENCE & TECHNOLOGY BUILDING

Legend
- Daycare
- Historic Ft. Lincoln
- Gardens
- Education
- Student Services
- Elementary School
- Health & Wellness
- Housing
- Storage
- Parking/Walkway

NORTH CAMPUS

1 A/B	**Monarch Project / WIOA / RAIN**
2	**Kateri Hall**
3 A/B	**Student Housing**
4 A/B	**Student Housing**
5 A/B	**Administration**
	Office of the President
	Finance
	Facilities Director
	Notary Public
	Chief Financial Officer
	Contracts & Grants
	Payroll
	Student Accounts
	Travel
6	**College Relations**
8	**Maintenance Storage for Golf Carts**
9	**BIE**
11	**Human Resources**
10	**Art Gallery / Book Store**
15	**Guest House**
30	**Sakakawea Hall**
31-32	**Education Building**
	Elementary Education
	Health, PE & Recreation
	General Education
	Library
	Institutional Research
	Archive Room
33	**Sitting Bull Hall**
35	**Boys and Girls Club**
43-44 A/B	**Student Housing**
47	**Maintenance**
48	**Facilities Motor Pool**
51	**Property & Supply**
52	**Warehouse**
61	**Safety & Security**
63	**Mailroom**
64	**Chapel**
65	**Itan'can Oyanké Leadership Lodge**
69	**James Henry Community Center and Gymnasium.**
69	**Jack Barden Student Life & Technology Center**
	Upper Level
	Housing
	Career Services
	Admissions & Recruitment
	Financial Aid
	Registrar's Office
	Lower Level
	Computer Lab
	CARE Center
69	**Lewis Goodhouse Wellness Center**
	Personal Counseling
	Chemical Health Center
	Disabilities Services
	Domestic Violence Advocate
	Psychological Services
	Health Promotions
	Student Health Center
	VP of Campus Services
	Multi Purpose Room
71	**Infant/Toddler Center**
72	**Cafeteria**
73-76	**Theodore Jamerson Elementary School**
203-207	**Theodore Jamerson Elementary School**
99 A/B	**FACE Program**
100	**Child Development Center**
130-170	**Single Family Housing**
177-178	**Touchstone Lodge**
179-182	**Student Housing**
200	**Skill Center**
	Automotive Technology
	Computer Information Technology
	Graphic Design
	Heavy Equipment Operations
	Information Technology
	Land Grant
	Sustainable Ag & Food Systems
	Welding Technology
300	**Solo Dorm**
400	**August Little Soldier Apts.**

SOUTH CAMPUS

Science & Technology Center
- Business Administration
- Human & Social Services
- Criminal Justice
- Environmental Science & Research
- Environmental Engineering
- Pre-Engineering
- Institutional Research & Resource Center