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INFORMATION DISCLAIMER:

Information contained in this edition of the Dixie Technical College Student Handbook is, to the best knowledge of Dixie Technical College, correct at the time of publication. Dixie Technical College reserves the right to cancel or change any information contained in this publication without notice.
I was taught a fundamental truth growing up that has motivated me in all that I do: my success is dependent on helping others succeed.

This truth has motivated me to set big goals and accomplish hard things. It is at the heart of everything I plan to do for our community as the new President of Dixie Technical College.

Only as we turn outward and focus on how to help others will we achieve our own potential, and it is by helping others reach their potential that we truly succeed.

With that said, I have two core goals moving forward. Everything else we’re about to do is an appendage to these goals:

1. Become incredibly effective at accomplishing our Dixie Technical College mission:

   DIXIE TECHNICAL COLLEGE TRAINS STUDENTS TO MASTER ESSENTIAL SKILLS THEY WILL TAKE DIRECTLY INTO THE WORKFORCE, ENABLING THEM TO SUPPORT THEIR FAMILIES, STRENGTHEN THE COMMUNITY, AND CONTRIBUTE TO LOCAL INDUSTRY WHILE ADVANCING THEIR CAREERS.

2. Increase collaboration with our local industry leaders and educational partners.

   At Dixie Technical College we keep the cost of learning affordable and only offer the most in-demand technical programs to help train our Southern Utah workforce. We consult with local industry experts and ask for direct information on the types of technical abilities and skills they need from their employees—then we start training the workforce of tomorrow!

   We fully support our friends at Utah Tech University, Washington County School District, and our local industry partners in meeting their needs by supplying technical programs to help build our community and economy.

   Serving students is at the forefront of my mind and the foundation of all we do at Dixie Technical College. Come and see us on Tech Ridge and learn about our in-demand programs and the affordable way we can get you ready for an exciting new career!

   
   Jordan Rushton
   President, Dixie Technical College
Dixie Technical College was created during a special session of the Utah State Legislature in 2001 through House Bill 1003, which created the Utah System of Technical Colleges (UTECH) and its regional campuses: Bridgerland, Davis, Dixie, Mountainland, Ogden-Weber, Tooele, Southwest, and Uintah Basin. The UTECH Board of Trustees provides oversight and governs the activities of the eight campuses.

Our charge is to provide relevant skill and competency-based training to prepare students for good jobs and careers. To that end, Dixie Technical College commits to our vision, mission, and guiding principles.

**DIXIE TECHNICAL COLLEGE CURRENTLY OFFERS CERTIFICATE PROGRAMS IN:**

**COMPUTER TECHNOLOGIES**
- // APP DEVELOPMENT
- // DIGITAL MEDIA DESIGN
- // DRAFTING & DESIGN
- // INFORMATION TECHNOLOGY

**CONSTRUCTION TECHNOLOGIES**
- // AM STEM ELECTRICAL*
- // ELECTRICAL RESIDENTIAL
- // ELECTRICAL COMMERCIAL
- // HVACR
- // PLUMBING RESIDENTIAL
- // PLUMBING COMMERCIAL

*HIGH SCHOOL DEDICATED COHORT

**HEALTHCARE SCIENCES**
- // AM STEM EMT*
- // AM STEM NURSING ASSISTANT*
- // EMERGENCY MEDICAL TECHNICIAN
- // ADVANCED EMT
- // BIOTECHNOLOGY
- // MEDICAL ASSISTING
- // NURSING ASSISTANT
- // PHARMACY TECHNICIAN
- // PHLEBOTOMY TECHNICIAN
- // PRACTICAL NURSING

*HIGH SCHOOL DEDICATED COHORT

**INDUSTRIAL PROGRAMS**
- // PRECISION MACHINING
- // WELDING

**SERVICE PROFESSIONALS**
- // CULINARY ARTS

**TRANSPORTATION TECHNOLOGIES**
- // AUTOMOTIVE TECHNICIAN
- // COLLISION REPAIR
- // COMMERCIAL DRIVERS LICENSE
- // DIESEL TECHNICIAN
// ACCREDITATION
Dixie Technical College is accredited by the Council on Occupational Education. Information regarding accreditation may be obtained at:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350

Telephone: 770.396.3898 | Fax: 770.396.3790
http://www.council.org

// GOVERNANCE
Dixie Technical College is part of the Utah System of Higher Education (USHE), which consists of sixteen colleges and universities: eight degree granting institutions (six universities and two community colleges), and eight technical colleges. USHE is governed by a Board of Directors with 18 members appointed by the governor and approved by the Senate. Two of the board members are students. The Board selects a Commissioner as their chief executive officer, who is also approved by the governor and the State Senate. Dixie Technical College is governed by a Board of Trustees with nine members. One member is from the Washington County School Board and another is from Utah Tech University’s Board of Trustees. The remaining seven are from local business and industry and are appointed by the Governor and confirmed by the State Senate. A list of the current trustees can be found online at dixietech.edu/campus/board.

The College’s President is appointed by the USHE Board of Directors. Jordan Rushton was appointed President in 2022.

// OUR MISSION
Dixie Technical College trains students to master essential skills they will take directly to the workforce, enabling them to support their families, strengthen the community, and contribute to local industry while advancing their careers.

// OUR VISION
FORWARD THINKING.
FUTURE FOCUSED.
CAREER READY.
// FACULTY

Dixie Technical College has some of the finest instructors in the technical education community. These instructors are closely tied to the industries they are preparing their students to enter. Programs and curriculum are developed with ongoing involvement and input from local industry and business partners. This helps ensure that students receive relevant, industry-driven training to prepare them to land a great career. For a complete list of Faculty members visit dixietech.edu/campus/faculty-staff.

// NONDISCRIMINATION

NOTICE OF NONDISCRIMINATION: Dixie Technical College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, genetic information, veteran status, gender identity or expression, or sexual orientation in its educational programs or activities. This is in compliance with state and federal laws, including: Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and other applicable statutes and College policies. College programs and activities include, but are not limited to, admissions, financial aid, and employment. Dixie Technical College will not tolerate any form of harassment, including sexual violence and sexual harassment.

Reports or inquiries of policy violations involving only students should be directed to:

Tyce Peterson - Director of Student Services  
Phone: 435.674.8663  
Email: tpeterson@dixietech.edu

Address: 610 S. Tech Ridge Drive, St. George, UT, 84770

Reports or inquiries of incident involving faculty, staff, or on campus employment, should be directed to:

Sam Draper - Vice President of Administrative Services  
Phone: 435.674.8636  
Email: sdraper@dixietech.edu

Address: 610 S. Tech Ridge Drive, St. George, UT 84770

// CONFIDENTIALITY OF STUDENT INFORMATION (FERPA)

The College maintains the confidentiality of student educational records and protects the privacy rights of all students in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1973.

As a student, you have the right to:

• Inspect your educational record and request amendments,
• Consent to disclosures of your non-directory information,
• File a complaint with the US Department of Education concerning alleged failures by the College to comply with FERPA requirements.

Unless specifically withheld by the student, the College is permitted to release directory information without consent, as noted in the online College application. Directory information includes:

<table>
<thead>
<tr>
<th>Name</th>
<th>Program(s) of study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Honors received</td>
</tr>
<tr>
<td>Telephone number</td>
<td>Certificates, Diplomas, or Degrees awarded</td>
</tr>
<tr>
<td>Date and Place of Birth</td>
<td>Activities</td>
</tr>
<tr>
<td>Dates of attendance and registration</td>
<td>Photos for publicity</td>
</tr>
<tr>
<td>Enrollment Status</td>
<td></td>
</tr>
</tbody>
</table>

Students who do not want directory information released, or who have questions regarding their student record or their rights under FERPA, should visit Student Services.

FERPA 34C.F.R., Part 99 Subpart D provides that certain governmental institutions may have access to student records without student consent. Students may grant access to their educational record to someone else with written permission. The official form is available in Student Services and must be signed in the presence of a Student Services representative or a notary public.

// AMERICANS WITH DISABILITIES ACT (ADA)

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), Dixie Technical College offers reasonable accommodations to students with documented learning, medical, physical and/or psychological disabilities. Students needing assistance or accommodations should contact the Dixie Technical College ADA Coordinator at 435-674-8620. It is the responsibility of the student to contact the ADA Coordinator, preferably prior to the beginning of the program start date, to initiate the accommodation process. Students should start the process early since accommodations are not retroactive. See the Students with Disabilities Policy for more information.

// NETWORK RESOURCES ACCEPTABLE USE

The Network Resources Acceptable Use Policy supports the idea that all employees and students consistently uphold the purpose, goal, and mission of Dixie Technical College through their appropriate use of College network resources. Additionally, the policy seeks to protect Dixie Technical College network resources from damage and undue wear caused by inappropriate use or harsh treatment. Dixie Technical College encourages, in both implementation and spirit, the pursuit of improved training utilizing network resources in its open network structure.
Student Services is located on the main level of the Dixie Technical College Professional Building (A). Students can obtain information about programs, admission, registration, advising, financial aid, scholarships, veteran's benefits, student records, transcripts, graduation, and other student related information in Student Services.

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>PHONE</th>
<th>HOURS OF OPERATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECRUITING</td>
<td>435.674.8419</td>
<td><a href="https://dixietech.edu/schedule-tour/">https://dixietech.edu/schedule-tour/</a></td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td>435.674.8400</td>
<td><a href="https://dixietech.edu/apply-for-financial-aid/">https://dixietech.edu/apply-for-financial-aid/</a></td>
</tr>
<tr>
<td>CASHIER’S OFFICE</td>
<td>435.674.8412</td>
<td>MON - THURS</td>
</tr>
<tr>
<td>STUDENT SERVICES (FRONT DESK)</td>
<td>435.674.8400</td>
<td>MON - FRI</td>
</tr>
</tbody>
</table>

Hours for specific services may vary slightly depending on other required functions. For assistance or to schedule an appointment, please call Student Services.

// ACADEMIC CALENDAR

Dixie Technical College students do not attend class on most major holidays, spring break, fall break, and other days as scheduled. For a detailed breakdown, students can access the academic calendar online at dixietech.edu/calendar.
// ORIENTATION AND REGISTRATION

An accepted student completes the online New Student Orientation course before the start date of their program. This orientation course is mandatory, and students may not be allowed to register for class until they have completed orientation.

Accepted students receive a welcome email as well as an emailed invoice containing instructions and payment due date. Students are encouraged to meet with a Financial Aid Advisor to discuss payment options.
// ATTENDANCE STANDARDS

Students are expected to attend scheduled classes and arrive on time. Attendance policy standards are set by each individual program. Students with 3 or more consecutive absences may be reported to Student Services by their instructors. Students who are absent for more than two consecutive weeks may be withdrawn from the college.

At Dixie Technical College, students are expected to perform as they would perform on the job. Employers report that work ethic and attitude are as important as the skills learned in a program. It is important that students arrive on time to class, stay on task, abide by the program dress code, be respectful of classmates, and maintain program progress and attendance standards. Read the Grading & Performance Policy at for more information.

// CAMPUS HEALTH & SAFETY

Health and Safety procedures at Dixie Technical College comply with relevant institutional, industrial, and governmental agency regulations, policies, and procedures. Dixie Technical College is committed to ensuring that students feel safe and secure. To that end, Dixie Technical College has developed and follows an Emergency Response Plan to facilitate appropriate actions. If a student needs any assistance or notices a concerning situation, they should notify a staff member immediately. Safety is a priority for all faculty, staff, and students. For more information, see the Health & Safety Plan.

// EMERGENCY RESPONSE/INCIDENT REPORT

In an emergency faculty, staff, and students should:

- Stay Calm
- Make safety the first priority
- Assess the situation
- Summon appropriate response services
- Document everything they remember

All incidents on campus are followed up with an Incident Report, which allows the College Safety Committee to document the incident, evaluate the response, and determine if further action is needed. Incident Reports are filled out by instructors, supervisors, or students. Incident Reports can be accessed from Security and Incident on the website or in Student Services. For more information, refer to the Emergency Response Plan.

// GRADING AND PERFORMANCE

Dixie Technical College offers career-focused, competency-based training. Student progress is measured by mastery of course/program objectives. Instructors provide performance standards to students in program syllabi, and students must meet or exceed these minimum performance criteria. Instructors monitor and evaluate student performance records and provide appropriate feedback to students. For more information, read the Grading & Performance Policy.
// GRADUATION

Each student eligible for graduation will be contacted via email and asked to RSVP. It is the student’s responsibility to update and ensure that their contact information on record with the College is accurate. Graduation fees are included in the cost of the program. There is no additional charge.

Graduation questions can be answered by contacting Student Services.

// FINANCIAL AID & SCHOLARSHIPS

Dixie Technical College provides federal student financial aid (FSA) assistance under the guidance and supervision of the US Department of Education’s (USDE) Title IV funding programs. Students may also qualify for scholarships provided through contributions from College partners and organizations. Dixie Technical College does not participate in federal student loan programs. Students can apply for federal financial aid and/or scholarships throughout the year. For federal programs, students should complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov. Students will be notified by the financial aid staff if additional paperwork is required.

Students can apply for scholarships throughout the year by completing the scholarship application online at dixietech.edu/students/scholarships. It is a student’s responsibility to understand how their progress and attendance (student performance) affect continued financial aid or scholarship eligibility. Students are responsible for monitoring financial aid eligibility. For complete information, please schedule an appointment with a Financial Aid Advisor in Student Services.

// MEDIA SERVICES

The resources available to Dixie Technical College are not limited to a particular library or resource center. They include a variety of online libraries and learning portals that deliver learning materials to students and faculty across the internet. These resources enhance the learning process for students and assist instructors with the efficient and effective presentation of class information. To further assist instructors and students, these learning resources are located and managed within each program.

// REFUND OF TUITION & FEES

In certain instances, tuition and other fees may be refunded (see Refund of Tuition and Fees Policy for specific refund details). Students are not entitled to refunds for application fees, assessment fees, fees for consumables, background checks, and drug testing.

Refunds, when due, will be made within 45 calendar days of the last day of attendance if written notification of withdrawal has been provided to the College by the student, or from the date the College determines that the student must be withdrawn. If the College cancels a course, tuition and fees that are collected in advance of the start date of a class or program will be refunded.
// SMOKING, CONTROLLED SUBSTANCES, & OTHER RESTRICTED ITEMS & ACTIVITIES

Dixie Technical College has been designated a 'Drug and Alcohol Free' campus. Consumption, possession, sale, manufacture, and distribution of controlled substances or alcohol are illegal under both state and federal laws. Violators are subject to disciplinary action and will be referred to local law enforcement agencies.

The use of tobacco (including dipping tobacco) and e-cigarettes (vaping) are prohibited throughout on Dixie Technical College property and in Dixie Technical College vehicles. Possession of tobacco and related devices (such as e-cigarettes and pipes) are prohibited within Dixie Technical College buildings. This policy applies equally to all employees, students, and visitors.

Illegal possession of weapons is prohibited on campus.

Pets and Emotional Support Animals are prohibited on campus. Service animals that perform a specific task for an individual with a disability are permitted.

Use of skateboards, skates, bicycles, hover boards, and other similar vehicles is prohibited on campus.

// STUDENT ID CARDS

After being accepted into a program, new students will visit Student Services to have their photo taken for their student ID card. Students use these IDs to clock into class using a clocking station located near the program classroom. This allows the College to know that a student attended class. Clocking in or out for another student is in direct violation of the Student Code of Conduct and is prohibited.

The first ID card will be issued at no cost to the student. Replacement cards will have a $5 fee.

// STUDENT GRIEVANCE

While completing technical training at Dixie Technical College, the student has the opportunity to contest any action, grading, or evaluation made by administration, faculty, or staff of Dixie Technical College in an appeal/grievance hearing, if so desired. Grievances can be of an informal or formal nature. The full procedure for filing a student grievance can be found online at dixietech.edu.

// STUDENT PLACEMENT & FOLLOW-UP

Dixie Technical College provides follow-up and placement services for all program completers. Placement and follow-up include the collection of data from students, and employers, to evaluate the impact and resulting quality of programs and
training. Instructors and instructional support personnel, along with industry-driven Occupational Advisory Committees (OACs), play a key role in the placement of program completers.

Placement services are offered to students and may include resume review, interview skills, and assistance with job placement. Students are also encouraged to register with Utah Department of Workforce Services for employment counseling and to explore available local career opportunities.

Notice of employer job openings received by faculty or staff are made available to students and are listed on job boards around campus and online.

// STUDENT RECORDS/TRANSCRIPTS

The Registrar is responsible for preparing transcripts and maintaining records at Dixie Technical College. A student may request an official transcript online at dixietech.edu, a $3 transcript fee is included. Replacement Certificates may also be purchased for $5 each. For more information, read the Records Policy.

// STUDENT STANDARDS & CONDUCT

Students attending Dixie Technical College are required to conduct themselves in a manner consistent with customary standards of employment. Faculty and staff of Dixie Technical College are committed to providing all students a positive learning environment where employment skills can be learned in a safe atmosphere. Consistent with this philosophy is the general expectation that fellow students, faculty, and staff are to be treated in a polite, respectful manner. Each student attending the College will be required to adhere and abide by the standards and guidelines contained in the Student Code of Conduct.

// STUDENT WITHDRAWAL

Students seeking to withdraw from the College must do so officially by completing the Student Withdrawal Form available online or in Student Services, which includes verification that the student does not have outstanding financial balances due to the College. In the event that the student is unable to present themselves personally to complete the Program Exit Form due to extenuating circumstances, the Director of Student Services and/or their designee may document the situation and grant an exception.

Students who are absent for two (2) consecutive scheduled weeks or students who don't have a schedule for five (5) consecutive days may be withdrawn from the College in accordance with relevant regulations and the Student Code of Conduct and Disciplinary Policy and Procedures.
// VETERAN’S SERVICES

Dixie Technical College adheres to the Executive Order 13607 of April 27, 2012, “Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members.”

Veterans and active reservists may qualify for funding, as well as qualified spouses or children of veterans who died in service. See the Financial Aid Advisor for a full list of qualified programs. To inquire about qualifications for VA funding, go to www.gibill.va.gov or call 888-442-4551.

// TESTING CENTER/ACCUPLACER

The Testing Center is located on the first floor of Building C at Dixie Technical College. Students who are applying for a program that has Accuplacer requirement scores in their program application can schedule a time to take the test. The testing center is closed on weekends.

The Accuplacer test has three sections: Arithmetic, Reading Comprehension, and Sentence Skills. The test is untimed; however, students must start the test early enough to finish before the Testing Center’s scheduled closing time. The cost for all three sections is $15, and retakes are $10 per section.

The Testing Center is designed for student use but is also used to proctor external exams. For additional information contact the Testing Center at 435-674-8427.

// TRANSFER OF CREDIT

If a student is requesting a transfer of credits/competencies to Dixie Technical College, official transcripts are submitted to the Registrar’s office for evaluation and are handled on a case-by-case basis. If students have any questions about transcripts they should contact the College’s Registrar.

// TUITION & FEES

Dixie Technical College offers students some of the best value in education. One of the College’s goals is to provide job training at a low cost. Tuition at Dixie Technical College is $2.25 per seat hour. Program fees vary. Tuition and fees for any program can be found online at dixietech.edu or by visiting Student Services.

Dixie Technical College waives tuition for high school students. Program fees, textbooks, and supplies are the responsibility of the student.