

## Wes Watkins Technology Center 2021-2022

### Annual Notice of Required Disclosures of Student Consumer Information

What to Disclose, When and to Whom	Description of Information to be Disclosed	Where to Find Information
<p><b>What:</b> <i>Institutional Information</i></p> <p><b>When:</b> Upon Request</p> <p><b>To:</b> Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> <li>● Cost of attending school i.e.: Tuition and Fees</li> <li>● Institutional Refund Policy</li> <li>● Requirements for officially withdrawing from school</li> <li>● Information regarding the school's academic support and career tech career majors</li> <li>● Entities that accredit, license, or approve the school and its career majors and procedures for reviewing school's accreditation, licensing, or approval documentation</li> <li>● Description of any special services and facilities for disabled students</li> <li>● Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them</li> </ul>	<p><a href="#">Wes Watkins Technology Center Student Handbook</a></p> <p><a href="#">Consumer Information Handbook</a></p>
<p><b>What:</b> <i>Financial Assistance Information</i></p> <p><b>When:</b> Annually by 1st day of class</p> <p><b>To:</b> Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> <li>● Description of all available federal, state, local, private and institutional financial assistance, and a description of: (1) application form and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student's award</li> <li>● Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method and frequency of financial aid disbursements</li> </ul>	<p><a href="#">Student Handbook</a></p> <p><a href="#">Consumer Information Handbook</a></p> <p><a href="#">Wes Watkins Technology Center Financial Aid</a> **Financial Aid Policy and Procedures Manual</p>
<p><b>What:</b> <i>Copyright</i></p> <p><b>When:</b> Annually by first day of class</p> <p><b>To:</b> Enrolled Students Current Employees Prospective Students Prospective Employees</p>	<ul style="list-style-type: none"> <li>● Wes Watkins Technology Center requires that all student employees adhere to current copyright laws and congressional guidelines and avoid plagiarism (using another person's ideas or creative work without giving credit to that person).</li> <li>● The copyright law of the United States makes it illegal for anyone to duplicate copyrighted materials (the work of another person) without written permission. Serious penalties are provided for unauthorized copy of copyrighted materials or the act of plagiarism.</li> <li>● Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws Anyone found liable of civil copyright infringement may be ordered to pay either actual damages or "statutory" damages at no less than \$750 and not more than \$30,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For a more detailed listing please see, Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.</li> </ul>	<p><a href="#">Consumer Information Handbook</a></p>

<p><b>What:</b> <i>Net Cost Calculator</i></p> <p><b>When:</b> Upon Request</p> <p><b>To:</b> Prospective Students</p>	<ul style="list-style-type: none"> <li>The calculator is intended to provide estimated net price information (defined as estimated cost of attendance — including tuition and required fees, books and supplies, room and board (meals), and other related expenses — minus estimated grant and scholarship aid) to current and prospective students and their families based on what similar students paid in a previous year.</li> </ul>	<p><a href="#">Wes Watkins Website</a></p>
<p><b>What:</b> <i>Vaccination Policy</i></p> <p><b>When:</b> Annually by first day of class</p> <p><b>To:</b> Enrolled Students Current Employees Prospective Students Prospective Employees</p>	<ul style="list-style-type: none"> <li>Students enrolled in a health program will be required to show proof of the following immunizations:</li> <li>Tetanus (within last 10 years) Tdap MMR# 1 or titer if indicated by Physician-A titer must be indicated for each: Measles, Mumps, Rubella, Varicella. MMR and Varicella Vaccinations must be separated by 28 days. MMR has MMR# 2 or titer if indicated by Physician- A titer must be indicated for each: Measles, Mumps, Rubella, Varicella. MMR and Varicella Vaccinations must be separated by 28 days.</li> <li>MMR has Varicella Vaccination# 1 or titer (Chicken Pox)-A titer must be indicated for each: Measles, Mumps, Rubella, Varicella. MMR and Varicella Vaccinations must be separated by 28 days. MMR Varicella Vaccination# 2 or titer (Chicken Pox)- .</li> <li>MMR and Varicella Vaccinations must be separated by 28 days. MMR has to Influenza or H1 N1 Vaccination Hepatitis B (HBV) #1 Hepatitis B (HBV) #2 Hepatitis B (HBV) #3 TB Skin Test (PPD) 2-step required</li> </ul>	<p><a href="#">Student Handbook</a></p>
<p><b>What:</b> <i>Voter Registration</i></p> <p><b>When:</b> Upon Request</p> <p><b>To:</b> Enrolled Students</p>	<p>VOTER REGISTRATION- Due to the passage of the Higher Education Act of 1998, educational facilities must make available to every enrolled student who is an eligible, but a non-registered voter, the opportunity to register to vote. Registration forms will be available at the Student Services counter. Under the HEO (Sec. 493(a)(1)) WWTC also provides the following link to the Oklahoma Voter Registration Form: <a href="http://www.ok.gov/elections/Voter_Registration/Voter_Registration_Application_Form/">http://www.ok.gov/elections/Voter_Registration/Voter_Registration_Application_Form/</a></p>	<p><a href="#">Student Handbook</a> <a href="#">Consumer Handbook</a></p>
<p><b>What:</b> <i>Constitution Day</i></p> <p><b>When:</b> Annually September</p> <p><b>To:</b> Enrolled Students</p>	<ul style="list-style-type: none"> <li>In 2004, Sen. Robert Byrd, (D-WV) inserted language into the Consolidated Appropriations act of 2005, requiring educational institutions receiving federal funds, as well as federal agencies, to implement an annual education program related to the United States Constitution beginning on September 17, 2005. September 17 is the date which commemorates the 1787 signing of the Constitution. On May 24, 2005, the U.S. Department of Education issued a Notice of Implementation, indicating that all educational institutions receiving federal funding must provide an educational program pertaining to United States Constitution..</li> </ul>	<p><a href="#">Student Handbook</a> <a href="#">Consumer Handbook</a></p>
<p><b>What:</b> <i>Grievance Policy</i></p> <p><b>When:</b> Annually by first day of class</p> <p><b>To:</b> Enrolled Students Current Employees Prospective Students Prospective Employees</p>	<ul style="list-style-type: none"> <li>A written or verbal complaint alleging any action, policy, procedure or practice that discriminates on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment and retaliation).</li> </ul>	<p><a href="#">Student Handbook</a></p>
<p><b>What:</b> <i>Family Education Rights and Privacy Act (FERPA)</i></p> <p><b>When:</b></p>	<ul style="list-style-type: none"> <li>Right to and procedures for inspecting and reviewing student's education records</li> <li>Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights</li> <li>Right to consent to disclosure of personally identifiable information contained in student's education records</li> </ul>	<p><a href="#">Student Handbook</a></p> <p>Board of Education Policy and Procedure Manual</p>

<p>Annually by first day of class</p> <p><b>To:</b> Enrolled Students Parents of enrolled students under the age of 18 Prospective Students</p>	<ul style="list-style-type: none"> <li>● Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements</li> <li>● Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school's or educational agency's policy is to disclose personally identifiable information from a student's education records under §99.31 without prior consent</li> <li>● Directory Information</li> </ul>	
<p><b>What:</b> <i>Completion/Graduation Rate and Transfer-Out Rates</i></p> <p><b>When:</b> Upon Request</p> <p><b>To:</b> Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> <li>● The institution's completion or graduation rate for full-time, first-time, certificate seeking students enrolled at the post-secondary level who graduated or completed their career major within 150% of the normal time (scheduled length of career major) for graduation or completion</li> <li>● Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 15 days if their career major is less than or equal to 1050 clock hours, or 30 days if their career major is longer than 1050 clock hours</li> <li>● Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution</li> <li>● Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants</li> <li>● Retention rates of certificate or degree-seeking first-time full-time undergraduate students</li> </ul>	<p>U.S. Dept of Ed's College Opportunities On-Line website: <a href="https://nces.ed.gov/collegenavigator/?q=wes+watkins&amp;s=OK&amp;fv=418357&amp;id=418357">https://nces.ed.gov/collegenavigator/?q=wes+watkins&amp;s=OK&amp;fv=418357&amp;id=418357</a></p>
<p><b>What to Disclose, When and to Whom</b></p>	<p><b>Description of Information to be Disclosed</b></p>	<p><b>Where to Find Information</b></p>
<p><b>What:</b> <i>Campus Security Report</i></p> <p><b>When:</b> Annually by Oct. 1 Prospective Employees Request Job Application</p> <p><b>To:</b> Enrolled Students Current Employees Prospective Students Prospective Employees</p>	<ul style="list-style-type: none"> <li>● Statistics for 3 most recent school years concerning the occurrence on campus, in or on non-campus buildings or property and public property of following offenses reported to campus security authority or local police: (1) murder and non-negligent manslaughter; (2) negligent manslaughter; (3) sex offenses-forcible and non-forcible; (4) robbery; (5) aggravated assault; (6) burglary; (7) motor vehicle theft; (8) arson; (9) arrests for liquor law violations; (10) drug law violations; (11) illegal weapons possession; and (12) simple assault</li> <li>● Policies concerning the security of and access to campus facilities and procedures to report campus crimes</li> <li>● Disciplinary actions imposed for the possession, use and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws</li> </ul>	<p><a href="#">Student Handbook</a></p> <p><a href="#">Consumer Information Handbook</a></p> <p>WWTC Website – <a href="#">WWTC Website-Campus Security Report</a></p> <p>*Paper Copy available upon request in the Financial Aid Office</p>
<p><b>What:</b> <i>Drug and Alcohol Abuse Prevention</i></p> <p><b>When:</b> Annually by first day of class</p> <p><b>To:</b> Enrolled Students</p> <p><b>When:</b> Annually during Employee Orientation To: Current Employees</p>	<ul style="list-style-type: none"> <li>● Information on preventing drug and alcohol abuse</li> <li>● Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities A description of the sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and alcohol</li> <li>● A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees</li> <li>● A description of the health risks associated with the use of illicit drugs and alcohol</li> <li>● A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state and federal law) and a description of these sanctions, up to</li> </ul>	<p><a href="#">Student Handbook</a></p> <p>*Paper Copy available upon request in the Financial Aid Office</p>

	and including expulsion, termination of employment, and referral for prosecution	
<p>*Paper Copy available in the Student Services Office and on the WWTC website at <a href="http://www.wwtech.edu">www.wwtech.edu</a></p> <p>** Paper Copy available in the Financial Aid Office and on the WWTC website at <a href="http://www.wwtech.edu">www.wwtech.edu</a></p>		

### Additional Student Consumer Information

A copy of the Student Handbook is provided to all students (via orientation and online) enrolled in approved/accredited programs. The contents of the Student Handbook are reviewed with students during an orientation meeting scheduled at the beginning of each school year. Additional copies of the Student Handbook or a separate paper copy of each disclosure are available upon request from the Student Services office.

All prospective students must complete the admissions process which includes taking an assessment test. At this time, this list of required disclosures is provided to each prospective student in paper copy.

All prospective employees receive a copy of this disclosure with every application for employment.

The Board of Education is responsible for adopting policies and procedures to implement each of the required disclosures and the additional consumer information. The Board Policy Manual is available for public/student access in the Student Services office.