

MTC AT A GLANCE:

In 1971, **Marion Technical College (MTC)** began a history of service, opening its doors to 187 students enrolled in four technical programs. To date, 35,000 students have attended classes in more than 40 associate degree and certificate programs in Business, Engineering, Allied Health, Information, Nursing, and Public Service technologies.

Over the years, MTC has developed courses and programs to meet the educational needs of the community, preparing over 6,000 associate degree graduates for dynamic professional and technical careers. Faculty and staff use national and regional career data and partnerships with employers and other professionals to develop programs that match current and future workplace needs and university transfer opportunities.

Additionally, the college's Center for Workforce Development (CWD) continues to creatively meet the needs of business and industry, such as employee testing and evaluation, job analysis, consulting, and customized training.

To support student success among a diverse student body, the college offers a full range of career services, financial aid counseling, tutoring, recreational activities, a bookstore, computer labs, organizations, technology, and publications.

An equally important part of attending college is making friends and memories. MTC sponsors various clubs and organizations, intramural athletics, unique outdoor pursuit programs, recreational and common areas, a gymnasium, aerobics and weight room facilities, meeting rooms, wireless Internet lounge, library, and other areas.

Throughout the school year, a schedule of fun-filled campus events and activities provides students with opportunities to meet and interact with new and old friends, college staff, and members of the Marion community. Marion Technical College is located on a 180-acre campus just east of the city of Marion on State Route 95, sharing facilities with The Ohio State University at Marion (OSUM).

WHY CHOOSE MTC?

AFFORDABILITY:

As a state-supported college, MTC offers high quality education at an affordable cost. When compared to other institutions, MTC's average annual cost (tuition and fees) is 57% less than the average cost for Ohio's public four-year universities (main campuses).

To further assist students, MTC offers an aggressive financial aid program, providing access to a variety of grants, loans, scholarships, student employment opportunities, and other financial aid resources. Last year, the college awarded more than \$6 million in financial assistance to help make college more affordable.

CONVENIENCE:

MTC is easily accessible from most area communities. For Marion area residents attending MTC, this means avoiding commutes and the expenses of living away from home. MTC also offers convenience with basic services such as parking and an on-campus bookstore.

MTC serves students from Marion, Delaware, Crawford, Morrow, Wyandot, Hardin, and Union counties, as well as students who commute from surrounding counties.

FLEXIBILITY:

Today's students often face the task of balancing education with work and family responsibilities.

Classes at MTC are offered during days, evenings, weekends, on-line, and at various locations each quarter to allow students to develop a schedule that matches their needs. MTC also offers one-time-per-week programs.

The academic year is divided into three quarters (fall, winter, and spring) of about 11 weeks each and a summer quarter, which is seven weeks. Quarters begin in September, January, March, and June; however, an increasing number of courses are flexibly scheduled, beginning and ending at varying times. Add to this the growing number of online classes, concentrated formats, and distance learning options, and you'll see that MTC puts you in the driver's seat of your education.

Marion Technical College is proud of its rich history of serving students and the community. The following sections will help you learn more about the college and what you can expect from a Marion Technical College education.

QUALITY:

Courses and programs at MTC are designed by faculty in cooperation with employers to equip students with the skills, knowledge, and competence they will need in the workplace and/or to transfer to another college or university to continue their education.

All programs use **advisory committees** comprised of education, industry, business, and community leaders and practitioners to advise college faculty and staff on employment needs, transfer opportunities, course and program content, learning assessment, facilities, policies, and equipment. These advisory committees ensure that programs are developed and operated in accordance with the needs of the community and reflect the latest employment trends and practices.

Additionally, through the Student Learning Assessment process, faculty continuously improve teaching and learning, and ensure that students are assessed in accordance with employers' expectations. MTC students also succeed when they transfer to a four-year university or college.

MTC's programs are approved by and meet or exceed state educational guidelines set by the Ohio Board of Regents, the Higher Learning Commission, and other national accrediting agencies

A major quality focus at MTC is faculty selection and development. The approximate 150 full-time and community faculty members are academically and professionally competent men and women who possess a wealth of professional experience and formal education. They are chosen selectively on the basis of their academic qualifications, professional experience, technical expertise, and commitment to the college's educational mission and purpose. Full-time

faculty often pursue advanced degrees and credentials that augment their teaching and/or complete externship experiences that put them into the workforce to experience similar challenges that graduates will also face.

PERSONAL ATTENTION:

Small class size at MTC allows for high levels of interaction between instructor and student. The college also utilizes an advising system and tutoring program that supports the needs of individual students.

Each year, many students “transfer in” to MTC from larger colleges because they prefer smaller class size and more personal attention.

WORKPLACE EXPERIENCE:

Nearly all applied degree programs at MTC incorporate one or more structured workplace experiences to link students’ classroom/lab skills to on-the-job experiences. Each experience (clinical, practicum, co-operative education, internship, etc.) is supervised by faculty and participating employers who serve in their role as “workplace mentor”.

A number of MTC students have been hired by sponsoring employer sites after graduation.

TRANSFER PROGRAMS:

Many options for transferring your MTC credits to other college and universities are available. See Page 10 for details.

VISION and MISSION:

Vision As the center for higher education, Marion Technical College will be the community’s first choice for learning.

Mission To provide an enriched and personal educational experience for our community.

CORE VALUES:

People

MTC believes in the “power” of people and each individual’s dignity and self-worth. The college focuses resources to create an environment of quality and support to assist students in attaining their highest accomplishments. Likewise, MTC provides a challenging workplace that hones individual skills, fosters teamwork, and supports both professional and personal development.

Learning

MTC emphasizes “real-world” learning by blending practical theory, cooperative education, internships, and laboratory experiences to prepare students for employment.

MTC views education as a lifelong continuum. The college acknowledges learners’ past experiences, capitalizes on current employment needs and training trends, and looks to the future needs of prospective students, alumni, and the community.

Innovation

MTC embraces innovative thinking and technological advancements that allow for greater access to education. Innovation allows the college to better engage the non-traditional learner, explore more efficient ways to use resources, and stay in tune with program development and

labor trends. Without innovation, MTC cannot lead its students into a successful future.

Diversity

MTC recognizes the importance of diversity. With the growth of global culture the college actively pursues students, employees, and collaborators with varied backgrounds. MTC classrooms are composed of students with varying viewpoints, perceptions, and experiences to strengthen the college’s real-world approach to learning.

Integrity

MTC believes that its actions and reactions not only reflect its mission and goals, but are tempered with the basic principles of honesty, respect, professionalism, fairness, candor, and ethical behavior. College practices are consistent with institutional policies, and employees conduct themselves as extensions of the college.

Community

MTC thrives on a multi-level sense of community. Advisory boards comprised of interested community representatives shape curriculum content. Many of the college’s most significant programming advancements stem from collaborative partnerships with area businesses and organizations and agreements with other colleges and universities. Each day, the college shares and strengthens a “family” bond with employees, and shepherds students into the “communities” of higher learning and the workplace.

ACCREDITATION:

The process of accreditation consists of a formal external review that assures that the college and individual programs meet stringent national standards of excellence. Individual program accreditation further ensures quality curriculum that enables graduates to qualify for applicable certification examinations and/or licensures.

MTC

Marion Technical College is accredited by The Higher Learning Commission and a member of the North Central Association (www.ncahlc.org or **800-621-7440**). In addition, MTC is approved by the Ohio Board of Nursing, Ohio Bureau of Vocational Rehabilitation, the Ohio College Association, the Ohio State Department of Vocational Education, and the State Approving Agency for Veterans Training.

Nursing

The Nursing (R.N.) Technology program is accredited by the National League for Nursing Accrediting Commission (NLNAC, 3343 Peachtree Road N.E., Suite 500, Atlanta, Georgia 30326, 404-975-5000, FAX 404-975-5020) and approved by the Ohio Board of Nursing.

Medical Laboratory Technology

MTC’s Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS, 5600 North River Road, Suite 720, Rosemont, IL 60018, 773-714-8880, www.naacls.org).

Physical Therapist Assistant

The Physical Therapist Assistant program at Marion Technical College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; e-mail: accreditation@apta.org; web site: www.capteonline.org.

Radiography

The Radiography program is accredited by the Joint Review Commission on Education in Radiologic Technology (JRCERT, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606, 312-704-5300, www.jrcert.org).

Medical Assisting

The Medical Assisting program at Marion Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 1361 Park Street, Clearwater, FL 33756, 727-210-2350, www.caahep.org), on recommendation of the Medical Assisting Education Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Respiratory Therapy, Occupational Therapy Assistant (Northwest Ohio Allied Health Education Consortium)

Marion Technical College and Rhodes State Community College entered into a health care partnership in order to offer an *associate degree in Respiratory Care* and an associate degree in Occupational Therapy Assistant to MTC students. This agreement allows MTC students to take general studies courses at MTC, and a blend of technology courses from Rhodes State. The plan allows for clinical experiences available close to Marion.

A very important aspect of these programs is that these seats are reserved for qualified MTC students or individuals living in MTC's service area. To learn more about the Northwest Ohio Allied Health Education Consortium and Rhodes State visit: www.ohioalliedhealth.com.

STUDENT SERVICES:

Admission

Marion Technical College has an "open door" admission policy – if you are a high school graduate or have successfully completed the General Education Development (GED) test, you are eligible for admission to the college as a General Admission Student. If you do not meet these criteria, you may still be eligible for admission (see admission packet).

Certain academic programs are limited in enrollment. You should submit the MTC Application for Admission to the MTC Office of Admission well in advance of your intended starting date. For programs having plenty of seats, early application is not necessary; however, a timeframe of three months in advance of your intended start date is recommended. High school students should apply early during their senior year (especially if applying for financial aid).

E-mail any questions regarding admission criteria or procedures to enroll@mtc.edu.

Advising

The college provides you with advising for your major or program throughout your enrollment. After you have met with an admission counselor and selected a major/program, you

typically will meet with a department member from your chosen major/program to discuss course and program requirements and a study plan. Your first quarter class schedule will usually be developed at this time so that you may register for classes. You should see your dean, director, or program coordinator for advising until you receive the name of your permanent academic advisor.

Students must meet with their academic advisor at the times listed in the box below. All students are encouraged to meet with their advisors when they have questions, experience problems, or fail to progress satisfactorily in their classes.

You must meet with your academic advisor at the following times:

- Prior to registering for 1st term classes
- Prior to registering for 2nd term classes
- After completing 50-60 credit hours
- Prior to the term you plan to graduate
- After an absence of one year or longer from MTC
- If you change your major/program

Registration

Registration for MTC classes is conducted each term on-campus and at select off-campus locations. Upon request, registration can also be offered at company locations. Online registration is offered for continuing students.

For each term you wish to be enrolled, you must register for courses, complete appropriate paperwork, and pay all required tuition and fees.

It is the students' responsibility to provide updated contact information to the Office of Student Records.

Specific registration dates and details are available in the Student Handbook, the quarterly class schedule, from the Office of Student Records and at www.mtc.edu.

Selective Service Registration

Ohio Revised Code, Section 3342.52 requires that all eligible students register for selective service in order to qualify for various benefits. Marion Technical College and other publicly assisted institutions are required to certify eligible students' registrations to the Ohio Board of Regents.

If you are a male between the ages of 18 and 26, you must register for selective service. Failure to register will result in the college being required to charge out-of-state tuition and fees. Also, eligible students not registered for selective service are not eligible for state and federal financial aid.

You can register for selective service at any area post office or via www.sss.gov.

Student Resource Center

Located in Room 183 of the Technical Education Center, the Student Resource Center (SRC) is a hub of support and services for MTC students. It provides students, faculty, and staff with a variety of academic materials, services, and equipment.

The SRC is your resource for:

- Tutoring
- Audiovisual Equipment
- Educational Materials
- Mentorship Program
- Make-Up Testing
- Study Areas
- Counseling
- Disability Services

For students without ACT scores, the first interface with the SRC and its personnel is **Basic Skills Assessment (COMPASS)** testing, a requirement for all students before selecting initial

English and/or math courses. COMPASS is offered free and is designed to help match you with the appropriate courses for your current academic skill level. Assessments are also made in the areas of writing, reading, and mathematics.

Additionally, students must complete the Technology Skills Test to gauge their general computer and keyboarding skills.

COMPASS and technology skills testing can take up to two hours, so students are encouraged to drop by and discuss testing times and requirements with SRC staff. Students should complete all testing before meeting with an advisor to ensure placement in appropriate classes.

Policies and procedures regarding testing may be found in the Student Handbook.

Additionally, the SRC serves as MTC's Office of Disabilities. In order for the college to best meet the needs of students with special requirements, students with disabilities and learning challenges are strongly encouraged to introduce themselves to the SRC Director prior to their first quarter at MTC. The SRC will help develop learning strategies and advocate on students' behalf reasonable accommodations as they relate to physical, mental, and/or emotional disabilities.

The Student Resource Center is open Monday through Saturday, including most evenings. Services are free of charge to all MTC students. See the Student Handbook for more details about SRC-sponsored services.

Course Placement Recommendations & Requirements Guide				
READING SKILLS ASSESSMENT				
ACT	ASSET	COMPASS	Course No	Course Name
0 - 14	0 - 15	0 - 70	ENG 0960	Reading Enrichment I
15 - 17	16	71 - 77	ENG 0965	Reading Enrichment II
18 - 33	17 - 24	78 - 100	None Required	
WRITING SKILLS ASSESSMENT				
ACT	ASSET	COMPASS	Course No	Course Name
0 - 12	0 - 22	0 - 32	ENG 0980	Prep for College Writing I
13 - 17	23 - 28	33 - 68	ENG 0990	Prep for College Writing II
18 - 29	29 - 36	69 - 100	ENG 1090	English Composition I
MATH SKILLS ASSESSMENT				
ACT	ASSET	COMPASS (Pre-Algebra)	Course No	Course Name
0 - 16	0 - 16	0 - 41	MTH 0970	Basic College Math
17 - 18	17 - 21	42 - 100	BUS 1100	Business Math
			MTH 0990	Pre-Algebra
		COMPASS (Algebra)	Course No	College Foundations Course Name
19 - 20	22 - 24	41 - 53	MTH 0990	Pre-Algebra
			BUS 1100	Business Math
			MTH 1010	Business Algebra
			MTH 1110	Beginning Algebra
21	25 - 27	54 - 64	MTH 1015	Basic Algebra
			TMT1500B	Applied Technical Math I
			MTH 1120	Intermediate Algebra
22 - 25	n/a	65 - 100	TMT1550A	Applied Technical Math II
			MTH 1200	College Algebra ¹
TECHNOLOGY SKILLS TEST (TST)				
TST		COMPASS (College Algebra)	Course No	Course Name
0 - 74		46 - 100	MTH1300	Calculus I ¹
75 - 100				
			Course No	Course Name
0 - 74			OIS 1200	Computer Basics
75 - 100			OIS 1240	Computer Applications I

¹ PreCalculus is the second half of College Algebra. Due to TAG/OTM outcomes it is recommended students place into College Algebra or Calculus not "place" into PreCalculus.

“MTC Works!”

Career Services

MTC Works! provides a career planning program to help you make important educational and occupational decisions throughout your academic career ... and beyond.

To explore career fields and set career goals, MTC Works! provides career interest inventory exercises, a variety of employment/career search literature, career counseling services, and computer-assisted career planning services. More and more undecided students are using, web-based career information systems and online interest inventories to help match interests with career fields and occupational skills. MTC Works! Career Services help students with resources to research virtually any occupational field, academic major, and college in the country. (A nominal fee is charged for some services.)

Once a student nears graduation or completes training, MTC Works! can assist with job search and possible placement in a rewarding, challenging job. Although the college cannot guarantee a job, MTC Works! will assist you with résumé development, job search assistance, interview preparation, job opening announcements, and the MTC Works! MTC Works! Electronic Career Network service is an online system that allows students (and alumni) to post resumes and review job postings from potential employers.

For more information, visit www.mtc.edu or contact Deb Murphy @ Ext. 317 or murphyd@mtc.edu or Sheryl Rossi @ Ext 365 or rossis@mtc.edu