

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 504 Student Computer Requirements

**Effective 8-24-20
Approved 8-24-20**

POLICY:

- (A) Effective August 24, 2020, all Marion Technical College (MTC) students are required to have access to a computer for use in their coursework. MTC courses, whether online or in-person, utilize an online learning management system (i.e., Canvas), require completion of coursework in digital programs (e.g., Microsoft Word, Access), and require students have access to resources available online. Therefore, in order for students to be successful, access to a computer is critically important.
- (B) Students are eligible to use financial aid dollars to purchase a laptop through MTC's online bookstore, e-Campus. The process for purchase is detailed under "procedures." Additionally, students may choose to purchase a laptop or desktop computer with their own money and through their desired vendor and marketplace.
- (C) MTC will adopt laptop standards based on the College's curriculum and will notify students of laptop models that will meet the standards. In addition, certain programs may require enhanced standards based on program technology needs.
 - (1) All laptops available for purchase through the online bookstore will meet the College's laptop standards.
- (D) In addition to laptops, MTC may recommend the purchase of accessories, including but not limited to, headsets, microphones, and webcams, for the purposes of instruction. These items are only recommendations, unless specifically required by a program. While students may purchase such items on their own, recommended models may be listed on the online bookstore and may also be purchased using financial aid dollars.
- (E) While a variety of laptop models are sufficient, it is important to note that tablets, iPads, MacBooks, and Chromebooks will not meet the College's laptop standards as they are unable to run Microsoft programs used in MTC courses.

PROCEDURES:

- (A) Process for students to purchase laptops using financial aid:
 - (1) All MTC students are eligible to purchase one laptop through the online bookstore with financial aid dollars during their enrollment at the College.
 - (2) Once tuition and fees are paid by financial aid dollars, any remaining aid will be held by the online bookstore to purchase textbooks and course materials, and a laptop if needed by the student.

- (a) While financial aid may be used to purchase laptops, MTC **strongly** encourages all students to first purchase required textbooks and course materials.
 - (3) The student will select a laptop to purchase using financial aid, and purchase the laptop directly through the online bookstore.
 - (a) A credit card will be held on file by the online bookstore to ensure the laptop is paid for in full in the event a student terminates their enrollment and financial aid funds are returned.
 - (4) Laptops will be shipped directly to students, and cannot be held by MTC for pickup. Shipping time frames will be set by the vendor.
 - (5) If a student changes majors after purchasing a laptop, the student should be referred to their program director to ensure the laptop meets the program's technology needs.
- (B) Process for returning a laptop or requesting service:
- (1) All laptops purchased through the online bookstore will be the responsibility of the student. MTC does not provide technical support for student-owned laptops.
 - (2) Should a laptop purchased through the online bookstore be dead on arrival or have performance issues, students must contact the laptop manufacturer.
 - (3) If a student chooses to return the laptop, the student must contact the online bookstore for assistance.
- (C) Process for academic departments to request laptop requirements:
- (1) Faculty will assess course software needs for the upcoming academic school year (fall – summer).
 - (2) Faculty will report any software and programming changes needed, or if no changes are needed, to department director or chair by April 15th for courses starting fall term by completing a Program Laptop Specifications form.
 - (3) Department directors or chairs will report any new laptop specifications to the Executive Director of IT by May 15th.
 - (4) The Executive Director of IT will be responsible for researching, reviewing prices, and selecting laptop models that meet the College's minimum laptop standards by May 31st.
 - (5) The Executive Director of IT will submit selected laptop models to the online bookstore, will share prices with the Controller, and share models with Marketing for publishing on the College's website.

- (6) The online bookstore will make the laptop models available for students to purchase online.