



Student Handbook

2022 - 2023

**215 Beecham Drive - Pittsburgh, PA 15205
412-521-6200 – 800-521-6262 – fax 412-521-2520
www.RosedaleTech.org**

School Philosophy

Mission: The mission of Rosedale Technical College is to enable students to obtain employment in positions related to the trade industries using hands-on training programs aligned with industry needs and effective student services designed to promote student success.

Vision: We are the engine of our regional economy by providing genuinely valuable hands-on training which adapts to meet the needs of employers. We unlock the energy of our students and provide the spark of knowledge which gives our students the confidence to change their lives.

Values: RTC values a student-centered approach in everything we do. We also value continuous improvement and self-development along with honesty, humility, and enthusiasm.

Catalogs, Addenda and Related Information

Information about the College's accreditation, licensing facilities, programs offered, admissions requirements, Financial Aid services, placement services, transfer of credit policies, tuition, refund policy and other institutional standards and requirements are available in the College Catalog. The catalog is published annually and updated throughout the year with addendums as needed. Please see an Admissions Representative for information on these materials.

Financial Aid

Rosedale Technical College is committed to providing students and their families with the best financial aid information and processing alternatives available regarding student borrowing. In support of this, and in an effort to rule out any perceived or actual conflict of interest between Rosedale Tech officers, employees or agents and education loan lenders, Rosedale Technical College has adopted a Code of Conduct which is available from any Financial Aid Officer. For additional information on Financial Aid matters such as: Awarding of Title IV Funds, Credit Balances, NSLDS, Rights & Responsibilities of Students Receiving Financial Aid, Terms & Conditions for Title IV Student Loans, Verifications, etc, see the Financial Aid Department.

Rosedale Technical College defines an academic year as two (2) semesters.

Student Success Center

Rosedale provides its students with a number of services to help them succeed. These include help with career and job placement, in-house tutoring, and an external counseling and coaching service, etc.

Advising: Any school Director, staff member, or faculty members can assist with the identification and resolution of academic and personal concerns. Also, all active students have free access to Back on Track services, a confidential advising program that provides professional assistance with personal issues.

Back on Track which is an external firm contracted by the College to provide various kinds of support services to Rosedale students. Students contacting Back on Track remain confidential. The College receives only summary information from Back on Track, such as how many students have used the service. Back on Track is able to help locate local resources to assist students in dealing with various issues including finances, child care, family, medical, time management, and more. Personal advising is also available.

Additionally, the College facilitates a Mentor Program that provides a one-on-one relationship where faculty/staff (Mentor) provides guidance to a student (Mentee), leading the student toward success in his/her education. The mentor serves as a role model and resource, offering solutions to academic questions and frustrations, and referring the mentee to other resources the school provides when needed.

Career Advising: Career Advising Services is here to help any current students and graduates. The College does not guarantee to find employment for its graduates, but rather offers full assistance when looking for employment after graduation including the identification of job openings.

The extent and nature of the Career Advising Service includes activities such as: classroom visits by a Student Success Coordinator, and assistance in the preparation of resumes, cover letters, and job search techniques.

In addition, students may participate in mock interviews, personal advising sessions, Career Fair activities, on and off site interviews with employers and graduate follow-up. A Student Success Coordinator is available to each student during their enrollment. At that time, field preference, geographic preference, skills, strengths and weaknesses and many other important areas are discussed.

Career Advising Student Expectations: A release form will be signed before employers receive copies of all transcripts and resumes.

Students are expected to alert the Student Success Center of any off-campus interviews. Their absence will be marked as an interview event. The student is still responsible for the make-up time.

When a student receives a job offer and accepts it, it is his/her responsibility to communicate the offer with someone from the Student Success Center.

All employers who visit the campus are to be treated with respect. Students who travel to employer locations should act as professionals in transit and on location.

Student Success interviews are held before the student graduates. All students must have the Interview either in person or via email/text. Texts will be sent out when the interviews are scheduled. Students do not need to wait until this time to seek career advising assistance.

Students with violations on their motor vehicle record, criminal backgrounds, or inability to pass a drug screen may have difficulty securing employment. If a student has employment concerns, it is best to disclose information and begin career advising with the Student Success team as soon as possible.

Disability Services: At the college level, students are expected to advocate on their own behalf in a timely manner to the Academic Services Coordinator, (412-521-6200 x 121). Students must affirmatively request specific accommodations, provide recent documentation completed by a recognized authority, engage in interactive process, obtain approval letters for approved accommodations, notify faculty about approved accommodations, notify the Academic Services Coordinator if there are problems or additional needs. All information shall remain confidential unless the student provides written authorization. Students should not assume information discussed with a funding agency, staff member, and/or faculty member has been relayed to each faculty member or Student Success team member. Rosedale Technical College is approved to train individuals who are referred and funded by the Pennsylvania Office of Vocational Rehabilitation and is also approved for Veterans Rehabilitation enrollees.

Since the outcome of each program is to prepare the student for entry level employment in specific fields, learning objectives, outcomes, and assessments cannot be altered. Academic standards will not be altered, but the mission of

disability services is to create equal opportunity for access. In some instances, the College is limited on the services or accommodations it may provide in specific instances of assessments regulated by outside agencies, for example, Commercial Driver License examinations, State Inspection examinations, EPA tests, etc.

Textbook Information: In accordance with the Higher Education Opportunity Act (HEOA) of 2008 and in addition to the Higher Education Act of 1965 (as amended), each postsecondary educational institution must disclose information on the recommended and required textbooks needed to complete each course of study. For a list of textbook names for our courses, their ISBN numbers and their approximate costs, please see the Student Success Center.

Student Activities: The College offers a wide variety of activities that support the student's efforts at the College and provides the motivation for success. On average there is an activity scheduled once a month, most of which could be considered seasonal activities. However, there are dedicated reoccurring activities that focus on student's success and fulfilling their career objectives. Any and all of the College policies are in effect for any school related activities held off campus grounds.

Some of these activities include: Career fairs, community service activities, graduation ceremonies, orientation activities, monthly in-house student activities, student focus groups, and tool agent activities.

Voter Registration: Rosedale Technical College encourages everyone to register to vote. Each year during Constitution Day activities, the College encourages students who have not registered to vote to complete a voter registration form. The National Mail Voter Registration Form can be obtained from the U.S. Election Assistance Commission (EAC) website. The EAC website is a comprehensive resource for information on the federal elections process and includes voting resources for uniformed service members, the Federal Post Card Application, and voter registration – 800.0438.8683. Additionally, these forms are available from the Student Success Center and the National Mail Voter Registration Form is available at their website by visiting www.eac.gov/voterresources or by calling ECA at 866-747-1471.

Education Policies

Electronic Devices: All personal electronic devices, including, but not limited to cell phones, tablet PCs, MP3 Players, headphones, or laptops, are not to be used in class/shop/lab unless the instructor authorizes usage for a class-related purpose. Devices are to be on silent/vibrate and stored out of sight and may not be placed on the table or individual's lap. All electronic devices must be turned off and not used during any testing period unless otherwise permitted by an instructor. Electronic devices are not permitted to be used as calculating devices. Any student with documented disabilities or exceptional needs, who require the assistance of an electronic device must clear use with the Director of Education or Academic Services Coordinator. Students who do not comply are subject to disciplinary actions.

Dress Code: Rosedale Technical College maintains an appearance code that encourages the professional development of our students, prevents disruption to the learning process and avoids safety hazards for our students. Safety shoes, long pants, and shirts with sleeves must be worn each day a student is in school regardless of class assignment unless enrolled in the Truck Driving program. Safety glasses must be worn at all times when in shop/lab areas.

Shirts: All students are required to wear official Rosedale Technical College attire on campus at all times. Shirts must be clean without excessive holes, tears or frayed edges and tucked (preferred) in to avoid injury and project a professional image. Each student is issued, during the first week of the classes, uniform items from the College and additional apparel is available for purchase through the Gear Store. Students are permitted to wear long sleeve shirts under their uniform shirt. Any article of clothing over a uniform shirt is acceptable if the student is wearing an official Rosedale hat or tossle cap. Students **MUST** always have a uniform shirt on and cannot wear only a hat.

Workpants: Workpants and jeans need to be clean and presentable without excessive holes, tears or frayed edges and worn in an appropriate manner at the natural waistline with no revealing undergarments. Shorts, leggings, yoga/pajama/stretch pants and sweat pants are not acceptable. Pant length must be, at the minimum, to the ankles. Excessively long pant legs which drag on the floor are a safety hazard and not acceptable.

Footwear: All students must wear properly laced and tied steel toe/composite safety shoes. Students enrolled in the Truck Driving program are not required to

wear safety shoes, but must be wearing close-toed shoes and are permitted from entering shop/lab areas unless wearing safety shoes.

Headwear: Safety glasses must be properly worn at all times in designated areas. Long hair should be tied back in a ponytail, tucked inside the shirt collar or confined under a hat. There are serious safety concerns with jewelry being worn in any lab area. Rings and earrings that dangle are never to be worn and all chains must be confined inside clothing.

Safety: Students may be required to utilize additional personal protective equipment (PPE) during certain activities or in addition to the school's uniform.

Students who do not comply are subject to disciplinary actions.

Attendance: For attendance grade, each day is assessed out of 4 points. Student present for the entire class will be awarded 4 points, students absent the entire class will be awarded 0 points. For excused missed time, students will be awarded 3 points. For partial absences (late arrivals/leaving early), students will receive 2 points. Partial and excused designations are at the discretion of the instructor. Excused absences typically require documentation. For an excused absence, the missed time is still counted against overall attendance. Students with military orders are credited missed time. Additionally, students receive two days of bereavement for the death of an immediate family member. The attendance grade for a course is not the attendance percentage reflected on a student transcript. Transcript attendance is based on number of minutes absent vs. scheduled.

Students may visit the Student Success Center to discuss make-up time. Make-up time cannot be done on days when time is missed or during regularly scheduled class time. Students must be completing work for their courses or will be assigned work. Lab/shop is not available for make-up time. Make-up time does not affect grades, but is reflected in overall attendance. Students who regularly miss class can be denied the opportunity to make-up time.

Absence or Tardiness: Students are expected to be present and on time for class every day. Classrooms may be locked after the class begins. Late students may need to wait for a scheduled break to enter the classroom. Any students who will be absent or late must call the college at 412-521-6200 (preferably before class start), notify their instructor, or contact the Student Success Center.

Assessments: Any student scoring below a 65% on a test is able to retake the test with a maximum score of 65% given. Missed tests with a valid excuse (approved by the Director of Education) are assessed deducting 10% for each day late. Missed tests without a valid excuse will receive a zero grade for the initial test.

Personal Property: The College is not responsible for damage or theft of any personal property. Upon graduation, withdraw, or termination arrangements must be made to remove any personal property from the College within 30 days or the property will be considered abandon and become property of the College.

Rosedale Property: Any student that damages, misuses, or loses any of the College's property can be held financial responsible for repair and/or replacement as well as face disciplinary actions up to and including termination.

School Publications: Students will receive copies of the College Catalog and Sexual Violence and Sexual Harassment Misconduct Policy. Students are subject to guidelines and policies outlined in those publications as well as this handbook.

Student Code of Conduct: The College is committed to the advancement of knowledge and learning and the development of responsible individuals. In meeting this commitment, the College has an obligation to provide a secure environment. Students are expected to respect the rights and property of others and to uphold appropriate standards of integrity and behavior both in campus and at College sponsored activities off campus.

Each student is considered to be a responsible adult. As such, emphasis is placed on standards of mature conduct rather than on restrictions. However, any student who demonstrates an inability to conform to acceptable social conduct through disruptive behavior will be subject to disciplinary measures, up to and including termination from the program.

The College believes that every student is honor bound not to cheat or act dishonorably in or out of the classroom. Academic dishonesty is a serious offense because it undermines the bonds of trust among members of the campus community.

Should any criminal violations occur on campus or at College sponsored events off campus, the College has a legal obligation to report those violations to the appropriate law enforcement agency. In addition to being subject to possible

criminal liability, a student violator may be sanctioned via the Student Code of Conduct.

The College will not waive its right to restitution or reimbursement for damages to its property or equipment. Therefore, prompt action will be taken to prosecute any claim against any person damaging or stealing school property.

Any student engaging in the following misconduct may be subject to disciplinary sanctions:

- Disruptive physical behavior or verbal interference with normal activities of the college community including classroom, offices, shop, and public areas
- Threats, physical or verbal abuse, obscene conduct, intimidation, harassment, or any conduct which threatens or endangers the health or safety of another person
- Possession of any weapon including but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury. As part of training, students have access and may be required to utilize some items listed above. Those items, when used for their intended purposes, are not deemed weapons.
- Theft, defacement or destruction of College property or another's personal property on College premises
- Unauthorized entry to or use of College facilities, electronic resources, or equipment
- Alteration or unauthorized use of College documents.
- Intentionally supplying false information to the College
- Possession, sale, use, or being under the influence of alcohol, or illegal or controlled substances on campus or at College sponsored off campus activities. See College Drug & Alcohol Policy and Campus Crime Report.
- Gambling in any form, including the use of playing cards and dice. Subject to local statutes, activities such as raffles or drawings that benefit recognized campus organizations are permitted with the approval of the College Director
- Use of tobacco products, including cigarettes, e-cigarettes, pipes, and cigars, except in designated outdoor locations
- Failure to respond to reasonable instructions or requests by identified school personnel

- Serious insubordination towards any identified College personnel
- Excessive violations of school parking regulations

Soft Skills Transcript: The Soft Skills Transcript is designed to help students identify and improve on nontechnical characteristics that make them desirable employees. These skills not only help students get employment, but help them maintain it and be considered a company asset. A student's progress is tracked throughout their program as instructors evaluate and provide feedback in each course.

Computer Policy: The Rosedale Technical College network system provides access to resources within the campus and to communicate with others users. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of others: respect the integrity of the system and related physical resources; and observe all relevant laws, regulations and contractual obligations related to their use.

Misuse of computing, networking, or information resources may result in disciplinary action, up to and including legal action or the loss of computing privileges. Additionally, misuse can be prosecuted under applicable statutes. Knowing reproduction or distribution of copyrighted works, including, but not limited to images, text, or software, without permission of the owner is an infringement of federal copyright law. Such action is subject to civil damages and criminal penalties including fines and imprisonment.

Computer hardware, software and other equipment are the property of Rosedale Technical College and are intended for academic-related purposes only. College computer resources shall not be used for personal gain or profit or to access offensive or obscene material.

Surveys: Student surveys are conducted on a regular basis and designed to give the students an opportunity to share feedback regarding various departments and their educational experience. It is important for students to give honest, constructive feedback to assist the College in continual improvements. Students do not need to wait for a survey in order to share feedback and may do so at any time with a College administrator.

General Complaint Procedure: The College is committed to providing the best educational experience possible. To this end, we are always open to discuss any and all issues, problems or concerns with any student or group of students.

The President of the College is the individual to whom questions or concerns may be directed regarding the college's satisfying the terms of the enrollment agreement.

Additionally, questions, concerns, or complaints may be sent to the attention of the: Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, 12th Floor, Harrisburg, PA 17126, 717-783-8228 or RA-HigherEducation@pa.gov

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools & Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, (703) 247-4212, www.accsc.org. A copy of the ACCSC complaint Form is available at the school and may be obtained by contacting Student Success Center or front desk or online at www.accsc.org.

Title IX: Title IX is a federal civil rights legislation that prohibits sex discrimination in any education environment. Our college is fully committed to a culture that prevents sexual harassment & violence and any form of discrimination. The campus is found in compliance of all areas of Title IX from marketing to recruiting to education to student services. RTC is also and has always been in full support of enforcing protection for all students and employees against sexual harassment, sexual misconduct, stalking and violence of any nature and retaliation.

To learn more, please contact the Title IX Coordinator by calling 412-521-6200, and asking for the Title IX Coordinator or emailing help@rosedaletech.org.

Please refer to the College's Sexual Violence and Sexual Harassment Misconduct Policy for comprehensive information including information on anonymous reporting. Information can also be found by emailing help@rosedaletech.org or visiting <https://www.rosedaletech.org/act16/>

Students who are more comfortable speaking to another Rosedale Technical College employee in lieu of the Title IX Coordinator are permitted to do so.

Discrimination Complaint Procedure: This procedure is limited to those complaints which allege discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, handicap, disability, or any other protected status. Harassment based on any of these characteristics is a prohibited form of discrimination and is a violation of college policy.

A complaint should include the name, address, and telephone number of the person filing the complaint, a brief description of the complaint and/or alleged violation of policy, law or regulation, and the date of the incident(s). It should be delivered to the College Director in written form.

This complaint procedure is available and applicable to any person who, at the time of the act(s) complained of, was a member of the school community. The college community includes, but is not limited to, students and any other individual enrolled or employed at the College. This would include full time, part time, or temporary administrators, faculty and staff, and all users of the college's services.

No individual shall be subject to penalty or retaliation in any way by a member of the college's community for his or her participation in this complaint procedure.

Timely Warnings and Emergency Notifications: In an emergency situation, Rosedale Technical College will use our texting system to inform members of the RTC community. The system transmits short notifications by text messages to cell phone users. Some mobile carriers or SPAM filters may block text messages sent by the College.

The messages are initiated by a College administrator or representative only when required for safety purposes. All security issues should be brought to the attention of any College employee.

It is the practice of the College to hold regular classes on all days scheduled on the school's calendar. If an emergency develops that requires the cancellation of classes and activities, the College's closing will be announced on local television stations and their web-sites: KDKA, WPXI , WTAE

When winter weather makes driving unsafe, please look for Rosedale Technical College on the school closings and delays list on the local media outlets before coming to College.

Text Messages: Students can elect to receive text messages from RTC and its employees regarding school events, information, and personal communications. Students should notify the Executive Assistant of any phone number changes. Students can opt out of this service at any time.

Drills: It is the College's policy to conduct periodic drills practicing emergency evacuations and lockdowns.

For a fire or evacuation, the building must be completely evacuated in a calm and orderly fashion. Students should leave the building as quickly and quietly as possible via the nearest exit and report to a Rosedale employee. There is a map in each classroom and shop room identifying the nearest exit and passage.

In the event of a lockdown, students should proceed to the nearest room and lock/barricade doors/window, turn out lights, remain silent and out of sight.

Lost & Found: Property found on campus should be turned in to the Student Success Center or tool room. Individuals who have lost property on campus can check with the Student Success Center or tool room to see if it has been recovered.

Student Photo ID's: Each student is required to obtain a Rosedale student photo ID card. To receive your ID card, please see the Admissions Assistant at the front desk of the main office. Student photo ID cards should be carried at all times while on college property and while attending any college sponsored off-campus activity.

Your student ID may permit you to take advantage of student discounts at various local businesses, such as auto parts stores or restaurants. See the Student Success Center for details.

Student Withdrawal: To officially withdraw, a student must notify the Director of Education or designee and complete the exit process which includes finalization of the student's record with the College. The College encourages the student to withdraw in person, but accepts written or verbal notification. The official withdrawal date will be the date the College receives notification of the withdrawal or the last day of attendance.

Upon official withdrawal, grades will be recorded on the transcript as “W” (withdrawal). RTC does not consider absence from class an official notice of withdrawal. A student who stops attending class without officially withdrawing will receive the grade of “W” (withdrawal).

Vehicle Service: Rosedale Technical College believes that students learn best when they are able to work on real, live projects. For this reason, we have established a policy where members of the college community may bring in vehicles to be worked on by students, based on the procedures listed below.

There is a limit of one (1) vehicle per student to be permitted on the college property for repairs at any time. In order to bring in a vehicle, the proper forms must be obtained from the Tool Room Coordinator, filled out completely, including signatures from the registered owner, and be turned back in to the Tool Room Coordinator. The current vehicle registration card and proof of insurance must also be provided.

The only vehicles permitted to be worked on are:

- (A) Students personal vehicles
- (B) Students relatives’ vehicles
- (C) Vehicles from business partners with prior approval of the College Director

There is to be no compensation provided for any repair work performed at the College. All labor must be free of charge. Any parts or materials necessary to repair the vehicle will be paid for by the owner of the vehicle. Small tokens of gratitude, such as baked goods or pizza, may be accepted by the students who worked on the vehicle, as long as the items are able to be consumed on the school premises by the end of the day.

The College is not responsible for lost or stolen items on the vehicle. Due to limited space and safety reasons, keys for the vehicle must be left in the Tool Room if the vehicle is to remain overnight. Also, if work is not performed on the vehicle daily, it may be moved outdoors until work can be resumed on the vehicle.

Vehicles left on the premises for more than 30 days may be considered to be abandoned, and are subject to towing at the owner's expense.

Students may be prohibited from bringing vehicles in for repairs or maintenance based on scope and/or timeliness of the project as well as the student’s academic

or attendance performance. Students who desire to bring other motorized vehicles or equipment in for repairs/maintenance, must get approval from the College Director, Student Success Center, or Educational Facilities Manager.

Student Information Documentation

Availability of Employee for Dissemination Purposes: Students requesting information about the college should be directed to: Dennis Wilke, President, Rosedale Technical College, 215 Beecham Drive, Pittsburgh, PA 15215. Phone 412-521-6200. Other Rosedale Technical College employees such as student services, student accounts, financial aid, admissions, and education departments may also provide information regarding their areas of responsibility.

Method of Disclosure: Consumer Documents are available on an ongoing basis for all students and interested parties. Information such as our Drug & Alcohol Policy, FERPA, Student Diversity, Student Right to Know and Campus Crime Report can be obtained from the Student Service Coordinator.

College Navigator Website: Students who are interested in identifying additional information concerning Rosedale Technical College may visit NCES's College Navigator by using the following website: <http://nces.ed.gov/collegenavigator>.

Copyright Policy: It is the policy of the College to respect the copyright protections given to authors, owners, and publishers under federal law including the Digital Millennium Copyright Act of 1998.

Copyright is legal protection for creative intellectual works, which is broadly interpreted to cover almost any expression of an idea. This can be in the form of text (including email and web information), graphics, photography, video and other media types, and software are examples of types of works protected by copyright. The creator or sometimes the person who hired the creator, is the copyright owner. Copyright infringement (violation) is the unauthorized or prohibited use of works covered by copyright law.

It is against the policy of the College for any student, faculty, staff member, or any worker at the College to copy, reproduce, share, or distribute any software, music, games, or movies on School computing equipment except as permitted under federal law. Willful infringement may subject a student or employee to discipline and can impact the privilege to use computing/information resources at the College.

Anyone found to have infringed a copyrighted work may be liable for statutory damages for each work infringed. Penalties for copyright infringement include civil and criminal penalties at not less than \$750 and not more than \$30,000 per work. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to 5 years and fines of up to \$250,000 per offense.

Drug & Alcohol Abuse Prevention Program: No student may engage in the unlawful manufacture, possession, use, or distribution of illicit drugs or alcohol on the Rosedale Technical College campus, or as part of any of its sponsored activities. This policy has been developed in concert with the federal Drug-Free Schools and Communities Act and incorporates the statutory mandates.

Such unlawful activity may be considered sufficient grounds for serious punitive action, including termination. Disciplinary sanctions for students convicted of a felony offense involving alcohol, or the manufacture, distribution, sale possession or use of marijuana, controlled substances, or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. RTC shall notify the appropriate state/federal funding agency within ten days after receiving notice of the conviction.

Referral to an off-site drug & alcohol abuse prevention program is available to any officer, employee or students of Rosedale Technical College. Referral to the appropriate program will be made by the College Director or their designee.

Any student enrolled or accepted to the Truck Driving or AST Diesel program will be subject to random drug/alcohol testing. Federal Motor Carrier Safety Administration Drug & Alcohol Testing Regulations are followed and students should familiarize themselves with these policies. Student are also required to grant RTC permission to access information on the FMCSA Clearinghouse.

Family Educational Rights and Privacy Act (FERPA): The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about

them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter or inclusion in student handbook, or inclusion in the student newspaper (FY1)) is left to the discretion of the school.

You may contact the Student Services Office for more information about the FERPA Act or the U.S. Department of Education at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-5920

Student Body Diversity: The available chart provides the diversity of our student body as reported on our most recent IPEDS report. This chart includes statistics for all enrolled, full-time students for Rosedale Technical College. Copy of our Student Body Diversity statistics can be obtained from the Student Success Center.

Graduation/Completion/Placement Rates: Annually the College compiles, publishes and makes available our Student Success Graduation/Completion/Placement rates for the program offerings. The most current statistics are available in the College's Catalog.

Annual Campus Crime Statistics: In order to inform students of any crime statistics that may occur on campus and the immediate area, annually the College will compile, publish and make available to students, staff and interested parties our Campus Crime Report. The most current statistics are available from the Student Success Center.

Clubs & Programs

Tech Vets is Rosedale Tech's Veterans club. The organization is open to any students, faculty and staff members that have served our country. Meetings occur every other month during lunch. Typically there is a guest speaker sharing information that will benefit Veterans. For additional questions about Tech Vets please contact Student Services.

Rosedale Riveters is Rosedale Tech's female organization. The organization is open to all female students who are interested in helping encourage and support young women in the trades. The Rosedale Riveters represent and symbolize a positive image of women in the trades. Meetings occur every other month during lunch. For additional questions about the Rosedale Riveters please contact Student Services.

Tech Tokens are an employee reward system used to recognize an employee that has gone above and beyond their typical job duties. Tech Token nominations can be made by students or faculty and staff members by alerting any Director of the notable action.

Student Ambassadors acknowledge students for their academic, attendance, community service, or support of the College's mission, vision, and values.

Have a Question?

School Director

- The College Director is interested in your success and wants to know how you feel about your school. You may contact the College Director on any issue.

Your Instructor

- Questions about your grades and attendance
- Arranging extra help outside of class hours
- Arranging time to make up assignments

Student Success Center

- Questions about graduation requirements
- Problems that might interfere with your training
- Questions about the College rules and regulations
- Questions about your education, grades, or make up time
- Problems not solved by your instructor
- Questions about your job search
- Part-time work while attending classes
- Questions about parking permits or carpools
- Questions about books

Financial Aid

- Questions about your financial aid status
- Information on educational loans
- When you will receive your tools and safety shoes
- Questions about training agencies (i.e. TRA, WIB, OVR, Veterans)

Student Accounts

- Clarifying tuition and fees due to the College
- Payment Information
- Refund Checks

Admissions

- Clarifying the program as explained by your admissions representative
- To get College information for interested friends
- Questions about housing
- Interest in taking a second program

Marketing

- Ideas, projects, and articles for publication
- Public Relations or community service opportunities

ROSEDALE TECHNICAL COLLEGE

Code of Ethics

While technical skill is a must, the manner in which you use your skills is just as important as your ability to perform them. To this end, the staff and students of Rosedale Technical College have developed Rosedale technical acronym to enable you to have a successful career. PRIDE encompasses the following:

Professionalism: Professional performance is that type of behavior that produces confidence in your abilities from your employer, your customers, and co-workers. Doing the job right the first time, in a reasonable amount of time, and communicating clearly to customers and employers of the repairs needed or completed are all part of being a professional. A professional is respectful of his customer's concerns and acts responsibly.

Reliability: Be at your work site and ready to begin work on time. If unable to make it to work on time, notify your employer as soon as possible. Remember that in most cases you are a member of a team and when you are absent others are affected and must assume your duties.

Integrity: Be honest when dealing with your employer and your customers. Of the five attributes, integrity reflects your moral code more than any of the others. You have chosen a career where applying your skills and good decision making is a must. Performing your duties in an ethical manner that conforms to professional standards can not only increase your own pride, but will gain for you the respect of your employer and your customers.

Diligence: Work to the best of your ability and develop a constant pace with which you and your employer are comfortable. That pace should allow for careful and skillful application of your knowledge and skills. Remember that careless work can not only cost you your job, but can also be a factor in causing accidents and perhaps loss of life. Your customers trust you to keep their equipment in safe operating condition.

Enthusiasm: Enjoy working in your profession, and show it. If you have chosen the right career then the eagerness and willingness to cooperate with the people that you will encounter will come easily. Consideration for others and their property will be second nature.

