

Bolivar Technical College holds memberships or affiliations in several educational or professional organizations, which include:

Missouri Association of Collegiate Registrars and Admissions Officers
Missouri Association of Student Financial Aid Professionals
Missouri Healthcare Association

Physical Location and Contact Information

The Bolivar Technical College campus is located at:

1135 N. Oakland Ave.
P.O. Box 592
Bolivar, MO 65613

The main campus telephone number is:

417-777-5062
1-800-440-6135 (toll free)
FAX: 417-777-8908
info@bolivarcollege.edu

The BTC World Wide Web address is:

www.bolivarcollege.edu

The BTC physical facility consists of classrooms, skills & simulation center, computer labs, science lab, and a library. Students engage in hands-on learning scenarios with science labs, clinical skills instruction, and simulation experiences.

Distance education learning opportunities are offered for programs and courses that are approved for distance learning. Bolivar Technical College is dedicated to providing distance learning experiences that are convenient, challenging, and promote excellence in education.

Notice of Non-Discriminatory Policies

The college affirms a policy of equal employment opportunity, and nondiscrimination in the provision of educational services to the public. The college makes all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on grounds of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, age, genetic marker, disability, or any other characteristic which lawfully cannot be the basis for an employment decision by state, local, or federal law.

The college is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965 as amended
- Title 38, United States Code, Veterans' Benefits
- Title IX, Education Amendments of 1972
- Section 504, Rehabilitation Act of 1973
- Family Educational Rights and Privacy Act of 1974 as amended
- Drug-Free Schools and Communities Act Amendments of 1989

Inquiries concerning the application of these laws and their implementing regulations may be referred to the college president.

Bolivar Technical College complies with Section 504 of the Rehabilitation Act of 1973 and makes every effort to ensure that disabled persons admitted as students or employed by the college are afforded all of the rights and privileges provided to them by this state and federal laws. Bolivar Technical College is committed to providing a sound learning environment to academically qualified students with disabilities. Students must provide complete current documentation of accommodations required to the administrative office. Bolivar Technical College requests that documentation for an existing disability be submitted prior to enrollment. Newly diagnosed disabilities with accommodation requirements should be submitted to the administrative

office as soon as available to the student. Accommodations provided by BTC will be determined based on documentation submitted, in conjunction with non-discriminatory policies, then communicated to the faculty with the consent of the student.

The U.S. Department of Agriculture (USDA) Non-Discrimination Statement

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form found at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form.

Send your completed complaint form or letter to us by mail at:

U.S. Department of Agriculture
Director
Office of Adjudication
14000 Independence Ave, S.W.
Washington, D.C. 20250-9410

By Fax:

(202) 690-7442

Or by email:

program.intake@usda.gov

Admission

Admission requirements are based on current admissions policies and are aligned with the college's equal opportunity practices. All students seeking admission to BTC must complete requirements listed below and must be admitted into a degree or certificate program. Additional requirements are in place for the Practical Nursing, Associate degree in Professional Nursing, and the RN to BSN Completion, and students must be able to attend all clinical sites, as required per program. NO Exceptions.

If a period of one-year elapses during which an admitted student is not enrolled, the student must reapply for admission. Students receiving financial aid and/or students using veterans' assistance must be admitted to the college prior to receiving aid.

For admission to Associate degree or certificate programs, the requirements are:

1. Complete an application for admission to Bolivar Technical College and submit with nonrefundable \$50.00 application fee.
2. Submit proof of high school graduation with official transcript forwarded to Bolivar Technical College directly from the institution granting the diploma/credits or an official GED/HISET transcript from the state administering the test.

The two most common alternatives to attending an accredited high school or earning a GED/HISET are: (1) completing a homeschool curriculum that is the equivalent of a high school diploma (2) earning a high school diploma from a school that has not received accreditation from the state or regionally accrediting association (non-accredited high schools).

BTC welcomes applications from all qualified students, including students who have chosen to complete high school course work through an alternate means. For admission criteria, these students may present the following documentation:

- Pass the GED/HISET test and supply an official transcript.
- Submit a homeschool transcript showing all courses/credits/grades earned from ninth grade through graduation. Transcript may be signed by parent or legal guardian administering the program and show date of completion.
- Submit an official transcript from the institution issuing the high school diploma.

College directly from the institution granting the diploma/credits or an official GED/HISET transcript from the state administering the test.

5. Submit official transcript from the institution granting the associate degree in nursing.
6. Submit official proof of unsuccessful completion of NCLEX-RN.
7. Take and successfully pass the Wonderlic entrance exam.
8. Receive a satisfactory clearance on a Missouri Family Care Safety Registry Background Screening.
9. Submit a letter explaining the purpose of attending BTC as a non-degree seeking student.

Financial Aid nor scholarships are available to non-degree/non-credential or continuing education seeking students.

Student Accommodations Policy

Students who have a known disability or sincerely held religious belief that requires accommodation must make a request after admission but no later than the first day of class with the college. Newly diagnosed disabilities requiring accommodation must be reported to the administrative office at the time of diagnosis. It is the responsibility of the student to make the college aware of the need for accommodation, in advance, and cooperate with the college's attempts to accommodate the request. The student will be asked to provide details to determine the appropriate accommodation and will be asked to provide documentation. Decisions for accommodation will be made by the Administrative Review (AR) Team.

If approved, the student will receive a written AR summary which includes the accommodation description, time in effect, which course(s)/assignment(s) impacted, and specific instructions for the students and instructor. Once provided with the necessary information, the AR team will make a timely decision and notify the student. The AR Team will notify the instructor(s) and Program Coordinators of the plan. The effectiveness of the accommodation will be measured at the end of each semester, unless required sooner.

There may be more than one accommodation possible—The AR Team will select the accommodation that will be used. Short-term accommodation may be granted (i.e., surgery, hospitalization, treatment for illness). These short-term accommodations may be eligible for renewal at the request of the student, with updated documentation required for approval.

Technology

All BTC students are required to have a personal computer with word processing software, web camera (with microphone) and reliable, high-speed internet access. See Student Catalog for Technical Support information. A personal printer is highly recommended.

Risk for Injury

Despite rigorous safety precautions, students enrolled in courses that have live lab, simulation, or clinical components are at risk for exposure to potentially hazardous procedures or events. These types of learning environments are used to prepare our students with the knowledge and hands-on experiences needed by healthcare professionals. Bolivar Technical College ensures that students have pre-requisite knowledge and appropriate protective equipment available in all lab, simulation, and clinical settings to promote safety. However, despite all precautions, students occasionally encounter biological, chemical, physical, ergonomic, and psychological risks that healthcare professionals may face in their work environments.

Licensure and Certification

Nursing Licensure

Nursing is a licensed profession with nurses practicing according to state-specific provisions outlined in the Nursing Practice Act, Missouri Statutes Chapter 335, RSMO and Missouri Code of State Regulations 20