Introduction
The Salt Lake Community College School of Applied Technology (SAT), provides quality career and technical education in a flexible, competency-based format, meeting the needs of students desiring low-cost training in high-skill job fields. SAT courses are offered in a hybrid format that combines classroom and online instruction. At the SAT you do not have to wait for the beginning of a semester because classes begin weekly. You will work closely with qualified instructors who will teach, guide, coach, mentor, and evaluate your progress. After successfully completing your coursework you will be awarded a certificate showcasing mastery in your program of study.

Student Services
Enrollment Services will help you get started by assisting you with the application process, providing program information, and connecting you with a SAT advisor.
SAT Advisors will work with you during the enrollment process by providing information which may help you select the program that best suits your goals. They will also verify that all enrollment and program requirements are met prior to you registering for classes. If at any time you need assistance contact your SAT Advisor for help.
Career Services will assist you with your job search by offering services that include: job referrals; help with your resume; interview techniques; access to computers and help with on-line applications; on-campus employer visits; etc. Don’t wait until the end of you program to start working with an employment advisor.
Disability Resource Center (DRC) assists students with medical, psychological, learning or other disabilities desiring accommodations with their coursework. The DRC determines eligibility for and authorizes the provision of accommodations and services for the college. To learn more go to www.slcc.edu/drc.
Financial Aid may be available through federal financial aid, sponsoring agencies, or scholarships to help pay for tuition, fees, and books. Students receiving Pell grants must schedule a minimum of 16 hours per week in order to receive timely disbursement of their federal financial aid. Please check with an SAT Financial Aid Advisor or with a SAT Advisor for more information.

Student ID Card (OneCard)
Your student ID card is also known as the OneCard. You can get your OneCard at the ID center at any SLCC campus. The OneCard can be used as an ID card, library card, debit card for use at the bookstore and cafeteria, activity card for entrance into college events. You can also use your OneCard to use the B-Line shuttle to travel between campus locations. A picture ID and copy of your class schedule are required before your OneCard can be issued.

Parking Permits
Parking permits are required at Redwood, South City, Westpointe, and Jordan Campuses (only one permit is needed and it is good at any of these locations). To obtain your parking permit visit the cashier office.

Student Code of Conduct
Please read policies presented in the student code of conduct to familiarize yourself with your rights and responsibilities as a student.
Attendance and Schedules
It is very important to attend your scheduled classes. Most students will be scheduled for 16 hours per week or more to ensure timely completion of their programs. If there are any circumstances that may prevent you from attending class please talk to your instructor and advisor to avoid being dropped or have it affect your grade in the class. If you plan to miss more than a week of classes you may want to consider taking a leave of absence to avoid being dropped from your program. Students can take up to 30 days leave of absence during their program of study.

Payments for Tuition and Fees
Initial payment for tuition and fees is required before beginning your program of study. While continuing in your program payment should be made within 3 days of adding new courses to avoid a hold being placed on your account. You can pay for tuition and fees at any cashier office, online with a credit/debit card through your MyPage account, or by calling the Payment Hotline: 801-957-4868.

Refunds
Full refunds for withdrawals are awarded only if the student drops within the specified rules for the course type, typically if you drop before 20% of the listed course hours have been utilized. More specific information is available on the Student Procedure Guidelines on the SAT website www.slcc.edu/sat.

SAT Student Procedure Guidelines
For a full understanding of one’s rights and responsibilities at the School of Applied technology, all new students are expected to read the complete SAT Student Procedure Guidelines document, which is available through the SAT Website: www.slcc.edu/sat.

MyPage Account
Accessing your MyPage account will enable you to view your account status, whether you have any holds on your records, pending bills, your schedule and other important information. You are encouraged to access it regularly. Below are steps on how to access MyPage.

1. Go to the college website at www.slcc.edu and click the “MY SLCC” link at the top of the page. Then select the “MyPage” link from the drop-down menu.
2. The first time you log into MyPage click on “Get your username and password (New Users)” on the left side of the screen. Fill out the form and click the Submit button. It typically takes up to 10 minutes to get your login information into the system. In rare cases, it may take longer, and if you still can’t login, call the HelpDesk at 801-957-5555.
3. Once you have your username and password, log into MyPage.
4. You will see three tabs labeled MyPage, Student and My Courses. While the MyPage tab will contain college wide information, the Student tab will contain most of the information related to your accounts, pending bills, course registrations, financial aid, and course schedules for individual students.

BruinMail (Student Email)
Your student email is called BruinMail and is the primary way the college communicates important information with you. To check your email, login your MyPage account and click the E-mail icon on the upper-
right side. To learn more about BruinMail and Google Apps go to SLCC Google Apps. A quick reference guide is found under the BruinMail link on left side of the screen. Students need to be familiar with the Student Email Policy.

**How to print your Schedule**

If you are in a program that has regularly scheduled class times you will need to print a copy of your schedule to show your instructor that you are registered for the class. **You will need to print your schedule the Friday before you begin classes.**

If you are in a competency based education (CBE) program you do not need a printed schedule because your instructor will help you register for the first course.

Your SAT Advisor will be able to let you know if a printed schedule is needed for your program. To print your schedule, follow the steps below:

1. Log into MyPage.
2. Click the Student tab and look at the very bottom and to the right of the page for a box titled School of Applied Technology. Click the link that says “Printable Schedule”.
3. You will see the Select Schedule Date box appear. Select the date your classes will begin by clicking on the arrows.
4. Enter your name and student ID number and click “Search”.
5. Select your name when it appears in the box on the right and click the Select button after you selected the date.
6. You will see your schedule appear.
7. Print your schedule using the browser menu.

**About Canvas**

Canvas is a web-based teaching environment known as a "Learning Management System", or "LMS". Many of the SAT courses will be delivered through Canvas, although other sites and tools might be linked through that site. To login to Canvas follow the steps below.

1. Go to www.slcc.edu and click the link “Canvas” at the top of the page.
2. At the login screen, enter your MyPage username and password. Students are encouraged to view the Canvas Student Tour. They are a series of videos that show students how to navigate Canvas.

**Contact & General Information**

For a listing of SLCC Campus Locations and Maps please visit the Locations page on the SLCC website.

**Inclement Weather!** Are we open or closed? When heavy snow storms or other emergency conditions arise, the most accurate sources of information about whether the College campuses are open or closed may be obtained by calling (801) 957-INFO or checking www.slcc.edu.

You can schedule an appointment with an SAT Advisor, at (801) 957-3778 if you have further questions.