



# GENERAL INFORMATION

This catalog is published by United Tribes Technical College to provide information concerning the College. Any part of this publication is subject to change and should not be construed as a binding obligation with United Tribes Technical College. For updated information about UTTC go to [www.uttcc.edu/academics](http://www.uttcc.edu/academics) (<http://www.uttcc.edu/academics/>).

## Accessibility

The major student facilities, dorms, and instructional buildings in use at UTTC are accessible to the physically challenged. In those instances in which services or instruction are given in buildings that are not accessible, accommodations will be made to assure that the needs of individual students are met.

## Drug and Alcohol Policies

UTTC enforces a no alcohol or drug policy on campus. Students, faculty, staff and visitors will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances during their term at UTTC. Additional information regarding the UTTC drug and alcohol policy is located in the Student Code of Conduct section found in the Student Handbook.

## Tobacco Free Campus Policy

Commercial tobacco is defined to include any product that contains tobacco, is manufactured from tobacco, or contains nicotine. This excludes any FDA approved nicotine replacement therapy. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. Smoking also includes the use of an e-cigarette which creates a vapor, in any manner or any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

For information about the complete policy, refer to the UTTC website.

## Equal Opportunity/Affirmative Action

United Tribes Technical College is an equal opportunity, affirmative action employer that does not discriminate on the basis of race, color, national origin, sex, religious preference, or membership or non-membership, except as allowed by the Indian preference provision of the Civil Rights ACT of 1964, as amended.

Further, UTTC does not discriminate in its admissions, access to and conduct of educational programs and activities. Discrimination is prohibited on the basis of race, sex, color, national origin, religion, age, handicap, or marital and parental status. For more information regarding non-discrimination policies, contact:

UTTC Director of Human Resources  
3315 University Drive  
Bismarck, ND 58504  
701-255-3285.

## Disclaimer

Terms, conditions, fees, course offerings, admissions, graduation requirements, Academic Calendar and regulations affecting the student body set forth in the catalog are in accordance with information available

at the time of publication. United Tribes Technical College (UTTC) reserves the right to change these conditions when necessary.

If UTTC decides to terminate a degree program, students enrolled in that program will be provided written notice. Students will be afforded a set time for program completion, determined through a "teach out" plan established by the College and the academic department that offered the degree program.

## Facilities Management

Maintenance, custodial, and transportation are combined components of the Facilities Department. Facilities provides maintenance and custodial services throughout the entire campus. If there is a problem in the dorm or housing that needs attention contact the Housing Director, Housing Administrator, or Resident Service Administrator and a work order will be submitted. After hours, emergency on-call services are available by contacting the UTTC Security Office at (701) 221-1700.

The Transportation Department makes scheduled trips to the supermarkets and malls. Children attending high school in Bismarck are transported daily.

Capital Area Transit (CAT) bus services run Monday through Saturday and stop at nine different scheduled times the hours between 6:30 am to 6:00 pm. The UTTC bus stops are located at the front gate on University Drive and the Wellness Center on campus. Middle school and high school students will be transported by Bismarck Public School busing services, after completing necessary paper work with the Bismarck school system.

## Theodore Jamerson Elementary School (TJES)

UTTC contracts with the Bureau of Indian Affairs Office of Indian Education Programs, to operate the elementary school. Theodore Jamerson Elementary School (TJES) is fully accredited with commendations by the North Dakota Department of Public Instruction and exceeds the educational standards set by the Office of Indian Education Programs. TJES is also accredited by North Central Association of Schools. In addition to comprehensive educational services, TJES offers a variety of social, cultural, and athletic opportunities.

## UTTC Land Grant

The mission of the UTTC Land Grant programs is to improve the health and well-being of all citizens through stewardship of the land and culture, community building, and building life skills for individuals and families.

### UTTC Land Grant Extension

Extension educators offer hands-on workshops and classes in food, nutrition, gardening, food preservation, foraging, and other topics related to food sovereignty. Students participate in gardening projects and cooking classes, as well as having a garden plot or raised bed for personal use. Through the promotion of healthy lifestyles; classes that explore healthy eating habits and food safety procedures are offered.

To learn more about the Land Grant Extension programs, visit Land Grant personnel in the Skill Center. See all the resources available at <https://uttcc.edu/land-grant-extension/>.

UTTC is a 1994 Land Grant College receiving support from the USDA National Institute of Food and Agriculture. The mission is to improve the quality of life through culturally appropriate and scientifically based



education that will strengthen tribal communities, sustain natural resources, and promote healthy lifestyles for citizens of tribal nations.

## Workforce Innovation & Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) is a "Native American Program" as stated in Section 166 of the Workforce Innovation and Opportunity Act and receives grant funds directly from the Department of Labor (DOL). The WIOA program is under the authority of the Office of Workforce Investment, Division of Adult Services, and administered through the Division of Indian and Native American Programs (DINAP).

WIOA section 166 programs are designed to increase the labor participation rate among Indian and Native American (INA) individuals by providing career, training, and support services necessary to enter, reenter, or retain unsubsidized employment.

### Workforce Innovation and Opportunity Act (WIOA)

United Tribes Technical College  
3315 University Drive  
Building 200 - Skills Center  
Bismarck, ND 58504  
Phone: (701) 221-1412

## Jack Barden Center

The upper level of the Jack Barden Center (JBC) is home to Enrollment Management Services. This includes Admissions and Recruitment, Financial Aid, the Registrar's Office, and Career Services. The Housing Department is also located in this area. Prospective and current students are welcome to stop in anytime from 8 AM – 5 PM, Monday through Friday.

For more information, contact [Admissions@uttc.edu](mailto:Admissions@uttc.edu) or [HousingDept@uttc.edu](mailto:HousingDept@uttc.edu).

A computer lab and the Center for Academic Retention and Engagement (CARE) are located in the lower level of the JBC. The computer lab provides a quiet place for college students to work. It is open from 8 AM – 5 PM, Monday through Friday. The CARE Center offers walk-in peer tutoring, online tutoring supports and resources to support your learning. For more information, contact Mika Zephier, Student Activities and Retention Coordinator, at [mzephier@uttc.edu](mailto:mzephier@uttc.edu) ([Admissions@uttc.edu](mailto:Admissions@uttc.edu)).

## Bookstore

The Bookstore is open during regular business hours Monday through Friday to all students, staff and visitors.

The Bookstore sells laptops, school supplies, and backpacks which students may purchase out of pocket or charge to their student account if they are receiving Financial Aid. We also carry a wide variety of college branded apparel, including 'Thunderbird Gear', ranging in sizes from infant to 5X. If in search of a unique gift, please check out our gallery, with everything from Pendleton Blankets, Apparel, and Accessories, to handmade beadwork and paintings from local Native artists.

Students will order their textbooks online through the BNC Virtual UTTC Bookstore process. The step-by-step process may be found on the UTTC Bookstore webpage at <https://uttc.edu/bookstore/>.

The UTTC Bookstore is located on the main campus, Building 10 on Sisseton Street. The bookstore personnel may be reached at [bookstore@uttc.edu](mailto:bookstore@uttc.edu) or at 701- 221-1460.

## Information Technology Department

The United Tribes Technical College Information Technology (IT) department is on hand year-round to provide technology services and infrastructure support to UTTC faculty, staff, and students. With services such as networking, desktop applications, web services, telephone and more, the IT department strives to provide computer and communications services to the campus community that are up-to-date, stable, and secure.

The IT office is located in the Skill Center. Students who need assistance with their email addresses can stop in anytime between 8 am and 5 pm. Students who need Help Desk Support may contact the IT Department by phone at 701-221-1600 or by email at [onlinetech@uttc.edu](mailto:onlinetech@uttc.edu)

## Library/Archive

The United Tribes Technical College Library is an integral part of the College. Although the UTTC Library staff welcomes all users, the Library collections and facilities are primarily intended for the College community. Every effort is made to provide access to materials that continually support the curriculum needs of the institution.

UTTC believes everyone served by the UTTC Library have access to accurate and comprehensive information. To ensure access, the Library staff provides instruction in information literacy through a variety of formats. Library instruction to promote information literacy skills for lifelong learning is offered to classes and individuals. Information literacy aids the patron in lifelong decision- making skills and enhances lives and culture of the community.

The UTTC Library is located in the Education Building. The Library's approximately 10,000 volumes are an integral part of the academic life of the College, supporting the vocational and academic programs through reference and research. It has a sizable Native American collection.

The library's holdings are in a searchable online catalog. This access is available 24 hours a day through both <https://uttc.edu/academics/academic-resources/library/> or on the MyUttc page. The computerized catalog provides online access to library resources, member regional libraries and to high-quality, subscription periodical databases with many full-text articles. Computer access links the UTTC Library to the major academic and public libraries in North Dakota. Resources not available locally may be requested through interLibrary loan. The College community is encouraged to utilize Library services and facilities. Remote access to UTTC Library services is permitted and encouraged.

The UTTC Archive serves as the focal location of the college's institutional memory. The holdings are materials of enduring value to the college, the college's governing tribes, Native People, and about the campus site near Bismarck, ND. Collected and maintained are historical and cultural materials, academic and accreditation records, curricula materials and other educational documents and resources, college administrative and operational files and papers, public information and events materials, and intertribal programs information and records.

These are in the form of hard copy papers and files, maps, books and booklets, photographs, audio and video recordings, digitized and digital documents and media, and some objects.



The Archive is located in the lower level of the Education Building. UTTC welcomes interest from alumni, family members, former faculty and staff, UTTC governing Tribes, Tribal People, Native organizations and associations, researchers and others. Contact the Library/Archive staff at [library@uttc.edu](mailto:library@uttc.edu) or 701-221-1782.

## Eligible Borrowers and Borrowing Privilege

The UTTC Library has a prime responsibility to serve the students, faculty, and staff of the College. The secondary mission of the Library is to provide materials and service to the patrons of the consortium libraries of Central Dakota Library Network (CDLN). Also, the UTTC Library supports service to the residents of North Dakota through ND networks systems.

A valid UTTC library card, which is the UTTC student ID card or CDLN member library card is required to check out materials. Applications are available at the Library circulation desk. UTTC online students can contact the librarian by telephone at (701) 221-1782 to apply for a library card.

Acceptance of a Library card signifies agreement to follow Library policies. Failure to adhere to the policies can result in a Library hold. UTTC Library card holders are responsible for any fines or fees incurred on their card from overdue or lost items from UTTC and /or CDLN member libraries. Patrons will not be able to get an official transcript until this Library hold is cleared. Patrons who are not in good standing at CDLN member libraries will be denied borrowing privileges at UTTC and all member libraries. UTTC patrons who are parents or guardians of Theodore Jamerson Elementary School (TJES) students are responsible for items checked out on their TJES Library card.

## Copyright Policy

The purpose of the UTTC Copyright Compliance Policy is to provide a summary of U.S. copyright law as it relates to the use of text-based copyright-protected works in the classroom, online and library at UTTC, and to provide guidelines and procedures for obtaining copyright permission to use these works.

U.S. copyright laws contain many gray areas, and the goal of this policy is to provide UTTC administrators, faculty, librarians, students, employees, and others with a standard approach for addressing complex copyright issues. This policy covers classroom issues such as photocopying, online and distance education, and course packs.

This policy provides practical advice and procedures on copyright-related matters; however, it is not a substitute for legal advice, and proper legal advice should be obtained when necessary. Please initially contact the UTTC Library with copyright questions at: 701-221-1782.

## Photocopying for Students

The UTTC Library staff may make reproductions for library users (students, faculty, etc.), provided the following criteria are met:

- The library staff makes one reproduction of an article from a periodical or a small part of any other work.
- The reproduction becomes the property of the library user.
- The library staff has no reason to believe that the reproduction will be used for purposes other than private study, scholarship and research.

## Photocopying by Students

Photocopying by students is subject to a fair use analysis as well. A single photocopy of a portion of a copyright-protected work, such as a copy of an article from a scientific journal made for research, may be

made without permission. Photocopying all the assignments from a book recommended for purchase by the instructor, making multiple copies of articles or book chapters for distribution to classmates, or copying material from consumable workbooks, all require permission.