Start Here, Charge into the Future!

Greetings to the entire SKC community! As valued members of our family, this **Undergraduate Student Success Guide** serves as your essential resource throughout your journey here at SKC. We are dedicated to supporting you in achieving your educational and professional goals, whether you are a student exploring degree paths, enhancing your cultural knowledge, preparing for transfers, earning certificates, or pursuing a two- or four-year degree program. Our legacy of guiding individuals toward more confident and fulfilling lives continues.

While each of you may have unique objectives for your time at SKC, research shows that obtaining a college degree offers numerous benefits, such as:

- **Increased Earnings Potential**: College graduates can earn up to twice the lifetime income of high school graduates, with annual earnings approximately 130% higher.
- **Improved Quality of Life**: Graduates tend to live healthier and more satisfying lives.
- **Community Engagement**: College graduates are more likely to participate in their communities and experience long-term job satisfaction.

This **Undergraduate Student Success Guide** is designed to be your reference for navigating the resources and services available at SKC. Inside, you will find essential information about college services, locations, contact numbers, and links to help answer your questions during your time here. Whether you need to locate a specific department, contact someone, or discover what support services are available, this guide should be your first stop.

We encourage you to familiarize yourself with the 2026-2027 **SKC Student Code of Conduct (SKC Way of Being)** and the **SKC Catalog**. Regularly review the SKC website, keep your digital accounts updated, connect to SKC's Google Calendar, and ensure you are signed up for our RAVE system. Successful students often utilize calendars to manage their schedules effectively, balancing study times, class schedules, assignments, exams, and important notes.

Remember, regular check-ins with your advisor and seeking assistance promptly are key to navigating the challenges of college life. Although being a college student can be demanding, the rewards are significant. We are here to support you and believe in your potential for success. Together, let's make your time at SKC not only rewarding but transformative.



Wishing you a wonderful SKC experience!

Antony R. Berthelote, Ph.D.
Vice President of Enrollment Management and Student Affairs

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Disclaimer:

This Guide is not a legally binding contract between students and Salish Kootenai College (SKC). The Guide is a source of information on the many services, activities, and policies of SKC. Every effort has been made to provide current and accurate information in this publication; however, SKC administration reserves the right to alter, amend, or abolish its policies, procedures, and guidelines at any time.

Non-Discrimination Statement:

SKC does not discriminate on the basis of race, ethnicity, national origin, sexual identification, gender, age, or disability, except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended. Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities.

The SKC Director of Human Resources is responsible for coordinating the College's compliance with federal and state discrimination and sexual harassment laws, including Title II, Title VI, Title IX, and Section 504. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director, Human Resources
58138 US Highway 93, Pablo, MT 59855
(406) 275-4977



Academic Calendar

Fall Quarter	**Fall 2026 (2026_10)**	**Fall 2027 (2027_10)**
Faculty Return	8/31/26	8/30/27
Last Day to Apply for Fall Term-undergrad	9/4/26	9/3/27
Labor Day Holiday	9/7/26	9/6/27
New Student Orientation (NSO)	**9/9 - 10/26**	**9/8 - 9/27**
Last Day to Register for Fall Quarter	9/11/26	9/10/27
Classes Begin	**9/14/26**	**9/13/27**
Last Day to Drop or Add Classes	9/18/26	9/17/27
Indigenous People's Day Holiday	10/12/26	10/11/27
Midterm (Week 5)	10/12 - 16/26	10/11 - 15/27
Winter Quarter Registration Begins (Week 6)	10/19/26	10/18/27
Last Day to Withdraw from Classes (Week 7)	10/30/26	10/29/27
Veterans Day Holiday	11/11/26	11/11/27
Last Day of Classes	**11/20/26**	**11/19/27**
Winter Break (Students)	11/23/26 - 1/1/27	11/22/27 - 1/328
SKC Closed for Christmas Holiday	12/23 - 25/26	12/23 - 27/27
SKC Closed for New Year's Holiday	12/31/26 - 1/1/27	12/30/27 - 1/3/28
Winter Quarter	**Win 2027 (2026_20)**	**Win 2028 (2027_20)**
Last Day to Apply for Winter Quarter-undergrad	12/25/26	12/24/27
Last Day to Register for Winter Quarter	1/4/27	1/4/28
Faculty Return	1/4/27	1/4/28
New Student Orientation	**1/4/27**	**1/4/28**
Classes Begin	**1/5/27**	**1/5/28**
Last Day to Drop or Add Classes	1/8/27	1/11/28
Martin Luther King Jr. Holiday	1/18/27	1/17/28
Graduation Application Deadline	1/22/27	1/21/28
Midterm (Week 5)	2/1 - 5/27	1/31/28 - 2/4/28
Spring Quarter Registration Begins (Week 6)	2/8/27	2/7/28
Last Day to Withdraw from Classes (Week 7)	2/19/27	2/18/28
Virtual Bookstore Opens for Spring	3/8/27	3/6/28
Last Day of Classes	**3/12/27**	**3/10/28**
Spring Break (Students)	3/15 - 26/27	3/13 - 24/28
Spring Quarter	**Sp 2027 (2026_30)**	**Sp 2028 (2027_30)**
Last Day to Apply for Spring Quarter-undergrad	3/19/27	3/17/28
Faculty Return	3/25/27	3/22/28
Last Day to Register for Spring	3/26/27	3/24/28
New Student Orientation	**3/26/27**	**3/23/28**
Classes Begin	**3/29/27**	**3/27/28**
Last Day to Add or Drop Classes	4/2/27	3/31/28
Midterm (Week 5)	4/26 - 30/27	4/24 - 28/28
Next Fall Quarter Registration Begins (Week 6)	5/3/27	5/1/28
Graduation Pow Wow	5/14 - 15/27	5/12 - 13/28
Last Day to Withdraw from Classes (Week 7)	5/14/27	5/12/28
Community Service Day (No Classes)	5/14/27	5/12/28
Memorial Day Holiday (No Classes)	5/31/27	5/29/28
Last Day of Classes	**6/4/27**	**6/2/28**
Graduation Day	6/5/27	6/3/28
Summer Term (8-weeks condensed term)	**Sum 2027 (2026_40)**	**Sum 2028 (2027_40)**
First Day of Classes	6/14/27	6/12/28
Juneteenth Holiday	6/21/27	6/19/28
Last Day of Classes	8/6/27	8/4/28

Steps to Success

Use this resource guide each quarter to discover new friends, find your path, and stay the course.

1. Start Your Journey Off Right

Step 1. Getting Started

- Submit your SKC Admission Application
- Request a Student Email
- Complete the online Placement Assessment
- Apply for financial aid, complete the FAFSA
- Start submitting required documents

Step 2. Get Registered

- Comple Online New Student Orientation Modules
- Meet with an Advisor to select classes.
- Register for classes
- Get Your Textbooks

Step 3. Get Ready for Classes

- Set Up Digital Accounts
- Complete mandatory EverFi/Foundry Training

2. Start Each Quarter off Right

- Login to JICS to register for classes, check your class schedules, print transcripts and more.
- Meet with your advisor as soon as registration opens and **register for classes early**.
- Upcoming quarterly course offerings are available online at skc.edu
- You can also check your class schedule under the "For Students" tab at https://www.skc.edu/myskc-students/
- Review your course syllabi in Brightspace or the paper copy.
- Use a planner or the calendar on your phone to plan your college schedule:
    - Class times
    - Study and work schedules
    - Appointments with Instructors
    - Study and work schedules
    - Exam dates
    - Project and homework due dates
    - Time to read, study, and do homework
- Order your books online before classes begin and review your books before the first day. Visit the SKC virtual bookstore at Ordering Textbooks - Salish Kootenai College

3. Take the Right Steps

- Advocate for yourself: Ask questions and seek assistance.
- Attend all classes.
- Participate in class discussions.
- Ask questions and listen to other students.
- Take notes.
- Review your notes after each class.
- Make an appointment to speak with your instructor during office hours to ask questions and get help; do so before you are struggling.
- Get to know students in your classes. Form and attend study groups.

4. Get Involved & Have Fun

Cultural Freedom. SKC encourages students to exercise freedom of speech and expression as outlined in the First Amendment of the Constitution of the United States. Additionally, we encourage you to practice, engage in, and share your culture throughout the College whenever possible or appropriate.

- Experience campus events, discuss hot topics, join in round dances, or other cultural activities. Watch the bulletin board for activities.
- Join a campus club or start your own club by contacting student_senate@student.skc.edu
- Maintain life balance with time for family, friends, work and fun!
- Connect to the SKC Calendar so you are updated on campus events, holidays, and more.

5. Plan Your Degree Path

First-time new students

- Advisors will help navigate the transition into college, including investigating choices before selecting a certificate or degree program, sharing college preparation course information, core program requirements and how to access college support services.
- Review your degree path and required courses in the SKC Catalog.

Continuing students

- Advisors serve as your 'graduation coach' and offer continued support focused on the successful completion of your chosen academic program. Meet with your Academic Advisor regularly (several times a quarter) to discuss campus resources and your graduation plan
- Register early as classes tend to fill up fast.
- Registration generally opens around the 6th week of each quarter
- Check your student email addresses regularly for SKC correspondence.

Review the section on Advising in this Undergraduate Student Success Guide.

Need to Drop a Class or Withdraw? Consult with your Academic Advisor and Financial Aid for the impact on your degree plan and your aid.

Need Accommodations for a Disability? Contact SKC Disability Services at 406-275-4959 or email at disabilityservices@skc.edu

6. Discover Supports

SKC offers many supports to help you on your path. From tutoring and success coaching to counseling, our staff is ready to assist you in achieving your educational goals.

- Need some help navigating an academic question, setting goals, or attending class? Meet with one of the Success Coaches in Academic Success or TRIO.
- Want an A instead of a B? Not sure if you will pass a class? Use free tutoring services regularly for assistance. Visit the Writing Center, STEM Lab, or Academic Success using the location and contact information in resources below.
- Feeling sad or confused? Visit with a Counselor. You can make an appointment through the Center for Prevention and Wellness.
- Need assistance in connecting with support and unsure of where to start? Contact the Retention Coordinator upstairs in the John Peter Paul building.

7. Explore Your Career Path and Find a Job

- Not sure if you've chosen the right major? Career Services is here to help! Schedule a career counseling appointment to explore your interests, skills, and goals.

- Visit the Career Center in the John Peter Paul building to check out the jobs board or https://career.skc.edu
- Explore job opportunities as a work-study, intern, or student employee. Access Handshake, the SKC's online student job board. Visit Sign In | Handshake (joinhandshake.com)

8. Get Financial Aid
Robert Depoe III Building
406-275-4857
Financial Aid

Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov to determine eligibility for financial aid money such as the Federal Pell Grant, Work Study, Direct Loans, and Scholarships.

- The FAFSA application is updated and available every year on Oct. 1st. SKC's School Code is **015023**.
- Financial aid application processing takes two to four weeks for you to be awarded. Some funds run out quickly, so apply early and follow up with the Financial Aid office.
- To retain financial aid eligibility, you must meet Satisfactory Academic Progress (SAP) requirements, which include maintaining an overall 2.0 GPA and not failing or withdrawing from too many classes.

Questions? Email the financial aid office at financialaid@student.skc.edu or call 406-275-4857 to speak with a Financial Aid Assistant. Renew your FAFSA for the upcoming academic year at fafsa.ed.gov or stop by the Financial Aid Office at the RDIII Building.

9. Pay for Classes

Big Knife Building, Business Office
406-275-4967

Pay your tuition and fees in full by the payment deadline. For deadlines or to set up a payment plan, visit the Business Office.
If you are approved for financial aid, confirm that your award is enough to cover the bill.

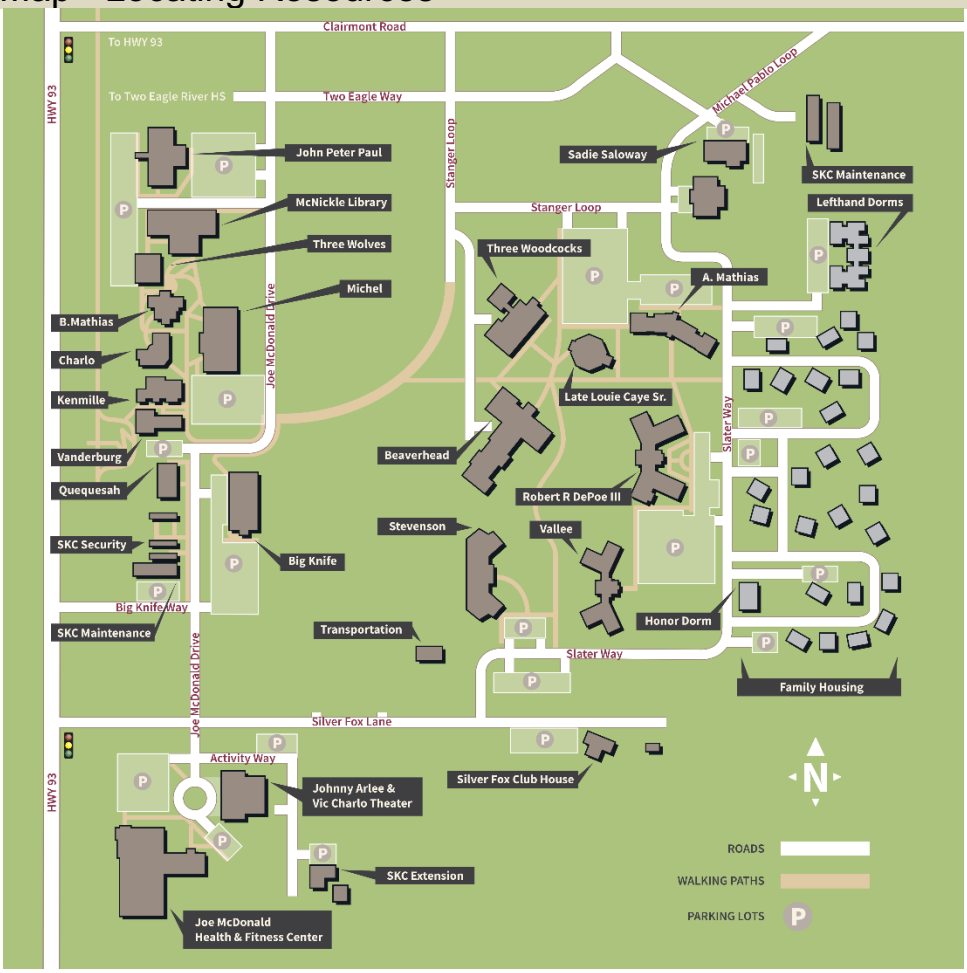
10. Plan your Budget

Creating and following a budget is an important part of being a successful student. The costs of being a student include not only expenses such as tuition and fees, housing, food, and transportation, but also books, supplies, and emergency expenses.

11. Graduate!

- Talk with your advisor each quarter about your intention to graduate so you can get help verifying you have met all degree requirements.
- Your advisor will assist you in completing your graduation application the quarter before you intend to graduate. Your advisor will perform a degree audit and ensure you have met all graduation requirements, including all required classes. Make sure you complete all required classes in your final quarters.
- Attend SKC's graduation Pow Wow in May to celebrate your achievement and receive a graduate tassel.
- Attend SKC's commencement ceremony in June. Participate in commencement, whether you graduate in the summer, fall, winter, or spring.
- Celebrate this achievement with friends, family and those who have supported you on your journey.

Campus Map - Locating Resources



Where can you find…

Business Office (Mail, Tuition)	Big Knife Building
Business Programs	John Peter Paul Building
Center for Prevention and Wellness & Disability Services	Vanderburg Building
Childcare	Sadie Saloway Building
Education Programs	Stevenson Building
Fine Arts, Digital Design Tech Programs	Three Woodcocks Building
Information Technology Program and IT Services	A. Mathias Building
STEM Lab, Math Tutoring	Beaverhead Building (PQLAW)
Native American Studies, Liberal Arts	Michel Building
Natural Resources, Life Sciences Departments	Beaverhead Building (PQLAW)
Nursing, Allied Health, Dental Asst. Programs	Vallee Health Sciences Building
Psychology, Social Work Programs	Charlo Building
Academic Success, Career Center & Success Coaches	John Peter Paul Building
TRIO Student Services, Registrar, Financial Aid, Housing	Robert DePoe III Building
Liberal Arts, Writing Center Tutoring	Michel Building

Have Questions?

What	Where	Website	Phone
Admissions	Robert DePoe Bldg. Rm. 106	Admissions	406-275-4855
Book Order Help	John Peter Paul Bldg. Rm 206	Ordering Books	406-275-4791
Campus Safety	SKC Security Office	Campus Security	406-239-6267
Career Services	John Peter Paul Rm. 204	https://career.skc.edu/	406-275-4826
Catalog		SKC Academic Catalog	
Child Care and Early Learning	Sadie Saloway Child Care Facility	Child Care Center	406-275-8475
Complaints		Salish Kootenai College - Student Complaints and Grievance Procedure	
Counseling	Agnes Kenmille Building	SKC's Center for Prevention and Wellness	406-275-4913 406-212-5454
Disabilities	Agnes Kenmille Building	Disability Services	406-275-4959
Emergencies			Call 911
Financial Aid	Robert Depoe Bldg. Rm. 108	Financial Aid	406-275-4857
Grievances		Salish Kootenai College - Student Complaints and Grievance Procedure	
Health Center	Agnes Vanderburg Building	SKC Health Clinic	406-275-2767
Housing	Robert Depoe Bldg. Rm. 132	Housing	406-275-4827
IDs for Students	Adeline Mathias Building	IT Services	406-275-4357
Internships	John Peter Paul Rm. 204	Career	406-275-4826
Library Services	D'Arcy McNickle Building	D'Arcy McNickle Library	406-275-4812
Math Tutoring	PQLAW Beaverhead Building Rm. 109	Tutoring	406-275-4903

RAVE Emergency	Emergency Alert System	Rave Alert	406-275-4357
Registrar	Robert DePoe Bldg.	Registrar	406-275-4854
Scholarships	Alec Quequesah Building	Scholarships	406-275-4944
SKC Security	Security Building	Campus Security	211 (on campus phones only) 406-239-6267 (off campus)
TRIO SSS	Robert DePoe Bldg. Rm. 128	TRIO Student Support Services	406-275-4823
Transfer to Other Colleges	Robert DePoe Bldg. Rm. 115	SKC for Transfer Students	406-275-4774
Transportation	SKC Transportation CSKT DHRD Transportation	Bus Schedule CSKT DHRD Transit	406-275-4846 406-275-2877
Tuition Payments	Big Knife Bldg., Business Office	Make a Payment	406-275-4967
Work Study	Robert DePoe Bldg. Rm. 135	Student Employment and Internships	406-275-4826
Writing Tutors	Michelle Bldg. Rm. 103	Tutoring	406-275-4520 406-275-4760



Accessing Resources

Admissions
Robert DePoe III Rm. 106 | 406-275-4855
admissions@skc.edu

Recruitment and Outreach
Robert DePoe III Rm. 106 | 406-275-4028
recuitment@skc.edu

Transfers
Robert DePoe III Rm. 106 | 406-275-4774
transfer@skc.edu

The Admissions team is the first point of contact for prospective and new students. We provide information about college programs, services and how to get from applying to registering.

All new students should complete online and face-to-face orientation before meeting with an advisor. You'll learn about financial aid, academic advising, student rights and responsibilities, campus resources, how to be a successful student, ways to get involved on campus and it is a great opportunity for you to ask questions.

Career Services / Career Center (Rm 212)
John Peter Paul Rm 204/212 | 406-275-4826
Website: https://career.skc.edu/
Facebook: https://www.facebook.com/SKC-Career-Services-2163429137061864

SKC Career Services is committed to providing comprehensive services that empower students to identify and attain their educational and career goals. We assist current and potential students and graduates with career exploration and planning, preparing for employment, networking with potential employers, writing cover letters and resumes, developing interview skills, and finding jobs and internships.

Career Exploration, Preparation, Student Employment, and Job Search

Explore careers: Unsure which major or career path is right for you? Considering changing careers? Want to understand the labor market trends and what the most opportune fields to consider are?

- Talk to your academic advisor, instructors, professionals in the industry, and Career Services staff to discuss your options.
- Actively pursue volunteering, job shadowing, internships, and other work-based learning opportunities to explore different job roles and organizations.
- Visit the Career Exploration and Planning page (Career Exploration and Planning – Career Services at Salish Kootenai College (skc.edu)) to explore on your own.
- Attend on-campus employer presentations and career events, and virtual fairs and information sessions to explore various career paths and network with potential employers.
- We frequently forward information about on-campus events and external webinars offered through the American Indian College Fund and many other organizations to the student email bulletin board. We also post them on our Facebook page, linked above.
- Build your skills and earn money while in school.
- Build your resume, gain experience, and equip yourself with job-ready skills through on-campus jobs and internal and external internships.

- Career Services manages the Federal Work-Study and Project Success Paid Internship programs. Contact Career Services or visit the Student Employment and Internships page (Student Employment and Internships) to explore these and other work-based learning opportunities.
- Many departments offer other internal and external paid research and internship opportunities to their students. Talk to your academic advisor to explore your options.
- Find hundreds of internships on Handshake and directly on employers' websites.

    - Sign in | Handshake: joinhandshake.com
    - USA Jobs: USAJOBS Help Center | Students & recent graduates

- Pursue short-term, professional, paid work experiences through micro-internships. Through micro-internships, you can demonstrate your skills, explore career paths, and develop professional networks. Learn more and apply at https://info.parkerdewey.com/skc.

Prepare for a successful job application: Are you planning to apply for graduate school, an internship, or a job? Career Services is here to help you craft a strong resume and cover letter and be prepared for an interview.

- Access the SKC Resume and Cover Letter Guide on the Career Preparation and Job Search Resources page at https://career.skc.edu/resources.
- Contact Career Services for one-on-one assistance with building or revising your resume and cover letter.
- Big Interview is a proven step-by-step system that combines expert video lessons and interactive practice tools to help you ace your interview and land your dream position. Register or log in with your SKC student email address at https://skc.biginterview.com/ to get started.



Find a job: SKC uses Handshake to coordinate on-campus employment and advertise jobs from tribal, local, state, and federal government agencies, corporations, and private entities. All students are encouraged to activate their accounts and explore jobs/internships available across the nation. Activate your account or log in with your SKC student email address at https://skc.joinhandshake.com/login

You will find the SKC Student Employee Policy in the Policy Handbook: https://policy.skc.edu/223-00-student-employees/



Student pay rates are governed by the SKC pay schedule. Students are only paid for the hours worked and are not eligible for institutional

leave (holiday, administration, sick, or other). If a student's scheduled work hours land on a holiday or the campus closes unexpectedly, the student may lose the hours for that time. Students may work with their supervisor to adjust their scheduled hours during the pay period.

Catalog
SKC Catalog

The college catalog is an important publication that details college procedures, degree requirements, course descriptions, and provides other needed information. Academic definitions and policies are also published in the SKC Catalog. Consult the catalog to be familiar with policies and requirements while attending SKC. Assistance in understanding the requirements outlined in the catalog can be clarified by an advisor.

Center for Prevention and Wellness
Agnes Kenmille Building | 406-275-4913
SKC's Center for Prevention and Wellness

The SKC Center for Prevention & Wellness (CPW) is dedicated to supporting the health, safety, and overall well-being of SKC students. Through prevention education, wellness programming, advocacy, and direct support services, CPW helps students navigate challenges, build healthy lifestyles, and succeed both personally and academically.

CPW provides a welcoming, supportive environment where students can access resources, connect with services, and participate in activities that promote mental, emotional, and physical well-being.

Programs and services include:

- Counseling & Behavioral Health Services: Free, confidential counseling, crisis intervention, and mental health support.
- Advocacy & Student Support: Assistance connecting students with campus and community resources, navigating personal challenges, and accessing additional support services.
- Health & Wellness Education: Educational programs focused on mental health, substance use prevention, healthy relationships, stress management, and overall wellness.
- Certified Peer Education: Opportunities for students to develop leadership skills, promote healthy behaviors, and support campus wellness initiatives.
- Campus Wellness Events: Workshops, awareness campaigns, and activities that encourage student engagement, connection, and healthy lifestyles.
- Basic Needs Resources: Access to the campus food pantry and assistance connecting with additional resources to support student well-being.

All CPW programs and services are available at no cost to currently enrolled SKC students. Stop by the Agnes Kenmille Building to learn more, connect with resources, or get involved!

Child Care
Sadie Saloway Childcare Facility
Early Learning Center
406-275-4785

The Early Learning Center provides full and part-time programs for children 6 weeks to 6 years old. The center serves the students, faculty and staff.

Computer Labs
SKC has 36 computer labs, of which 21 are open to all students. Computer labs are located in the library and multiple other buildings on campus. If you need to access a computer with special software, e.g. GIS, speak to your instructor.

Counseling Resources
Agnes Kenmille Building | 406-275-4913

The SKC Center for Prevention & Wellness provides free, confidential counseling and behavioral health support to all currently enrolled SKC students. Services are provided by licensed, independent mental health professionals who are contracted with SKC and are not College employees.

Our therapists provide a welcoming, supportive environment where students can discuss personal concerns, manage stress, navigate life challenges, and support their overall mental health and well-being. Services include individual counseling, stress management, grief and loss support, crisis intervention, coping skills, and referrals to community mental health resources.

Confidentiality is a priority. Counseling sessions are confidential, and information shared with therapists is not disclosed to SKC faculty, staff, or administration without student authorization, except as required or permitted by law.

Counseling services are available in person at the Agnes Kenmille Building. Students are welcome to call or stop by the Center for Prevention & Wellness to schedule an appointment or request immediate support during regular office hours.

Disability Services
Agnes Kenmille Building | 406-275-4959
Disability Services

The Disability Services Office (DSO) is committed to creating an accessible, inclusive campus community. DSO partners with students with temporary or permanent disabilities to coordinate reasonable accommodations and ensure equal access to all educational programs and campus activities. Whether you have a documented disability, temporary injury, or questions about accessibility support, we encourage you to connect with us.

To learn more or request accommodations, visit the Disability Services website, email disabilityservices@skc.edu, or call.

Financial Aid
Robert DePoe III | 406-275-4857
Financial Aid

The Financial Aid Office will assist you with the federal funding available at SKC and the financial aid process to meet the cost of attendance for your college expenses. The Free Application for Federal Student Aid (FAFSA) is required to apply for grants, scholarships, work-study employment, and direct loans.

Complete the FAFSA online at fafsa.ed.gov. After submission of the FAFSA application, it can take 3-5 business days to process and 2-4 weeks to receive funds. After SKC receives your FAFSA, you will receive an email notification from the financial aid office to start the required documents to complete your file and determine eligibility for federal student aid. Students will need to follow up with the email and request documents. Documents required to determine your aid eligibility include financial aid forms and

income documents (such as federal income tax transcripts and/or verification worksheets). Please call, email, or stop by for help with all of your financial aid questions.
SKC offers students many institutional and non-institutional scholarship opportunities. Scholarships can be based on financial need, merit, or other criteria. Scholarships for SKC students include those funded by: SKC Employees Fund, American Indian College Fund, SKC Foundation, among others. These scholarships are to honor and promote academic excellence among SKC's present and potential students. Scholarship amounts vary depending on available funds. Scholarships require separate applications than Financial Aid. Information for internal and external opportunities is available online at Scholarships - SKC.edu.

For scholarship assistance, contact The Office of Institutional Effectiveness in the Alec Quequesah Building or call 406-275-4983 for any questions regarding internal and external scholarship opportunities.

Graduate Studies
Quequesah Building
406-275-4023
Graduate Degree Programs

Salish Kootenai College's Graduate Division offers master's degrees that help elevate your career while you become a part of a community where academics and cultural knowledge are intertwined and valued. Hands-on Indigenous and Western science research, critical thinking, and knowledge are academic focal points of our graduate degrees.

Graduation Application
Robert DePoe III Building, Registration Office
406-275-4864

During the Winter Quarter Registration period in the year you will receive your certificate or degree (or the quarter preceding your final quarter), meet with your advisor so they can perform a degree audit and you can complete all graduation application materials before submitting them to the Registrar's Office in the RDIII Building.

A degree audit must be completed by your Advisor and attached to your graduation application showing you have or will meet all requirements. It is essential to ensure that all substitutions, transfer credits, waivers, and other transcript alterations are completed and accurately documented before your Degree Audit is finalized. You and your advisor should initiate these changes early to give the Registrar's Office sufficient time to verify the accuracy of your records.

Housing Services
Robert DePoe III Building
406-275-4827 or 406-275-4884
Housing

SKC Student Housing provides safe, affordable, on-campus housing options to full-time SKC students. Options are available for single students as well as students with children. Applications and information are available on Housing's website.

Joe McDonald Health and Fitness Center
406-275-4978

The Joe McDonald offers a variety of workout equipment such as treadmills, bikes, bench presses, and free weights. We also have a walking track and a collegiate basketball court. A variety of health and fitness classes are open to all students.

The Health Facility is open to students, faculty, and staff. The current hours of operation are Monday through Friday, 8:00am-4:30pm. Summer hours are Monday through Friday, 7:00am-5:00pm.

Library
D'Arcy McNickle Building 406-275-4875
D'Arcy McNickle Library

The D'Arcy McNickle Library provides services for SKC students and houses archives of CSKT documents. Library services include assistance with reference materials, interlibrary loans, and access to online databases of articles and books.

SKC Student Health Center
Agnes Vanderburg Building 406-675-2767
SKC Health Clinic

The Student Health Center is available for scheduled appointments or walk-in care. All SKC students and their dependents are eligible for care at the Health Center. The Center provides health evaluations, treatment of minor injuries and acute health problems such as colds and sprains, reproductive health care, STI testing and treatment, physical examinations for some employment or college requirements, and some procedures and testing. For more information and current times of service, call or see the Center's website.

Student Success Coach Team
John Peter Paul Building
406-275-4772
successteam@skc.edu

Success Coaches are located in the Department of Academic Success and TRIO. Success Coaches assist students with issues that may arise during their time on campus. This includes academics, such as attendance and grades, and non-academic factors, such as housing, financial, and personal issues. Success Coaches provide referrals for counseling, tutoring, act as a liaison between students and faculty, and offer other services to support and encourage, while assisting the student's best plan of action to achieve academic success.

Text Books and Course Resources
Department of Academic Success
John Peter Paul Building
406-275-4791

SKC utilizes MBS, a virtual store with the textbooks required for classes. Visit Ordering Books to get started in purchasing your required course materials. The site also has a module in the new student orientation guide which shows you step by step how to order your books. If you need additional assistance purchasing from the virtual store, please contact successteam@skc.edu.

TRIO Student Support Services
Robert DePoe III Bldg.
406-275-4823 or 406-275-4980
TRIO Student Support Services

TRIO SSS is an all-inclusive student success program for eligible students, providing mentorship and assistance to students as they work to overcome economic, social, and academic barriers to higher education by assisting with basic college requirements and providing students with needed services and support. The program works specifically with students overcoming obstacles to education.

TRIO SS Eligibility Requirements: participants must be a SKC student and meet at least one, and preferably two, of the following three requirements:

- Income eligible as defined by the U.S. Department of Education
- Be from a family in which neither parent nor guardian has a bachelor's degree
- Have a documented disability and be registered with SKC's campus Disability Services.

TRIO SSS provides comprehensive academic, financial, and personal guidance through a range of services:

- Academic planning
- Tutoring and skills development
- Financial Aid assistance
- Financial literacy and counseling
- Transfer assistance
- Career development

Tutoring
STEM Lab
PQLAW Building Rm. 109
406-275-4903
stemtutor@skc.edu

Students at SKC have access to a SEM Math and Science Lab that provides drop-in and online synchronous tutoring services. Peer tutors and instructors support students in science & mathematics coursework. Office hours are Monday-Thursday, 9-6 and Friday, 9-4, although hours can change due to circumstances.

Writing Center
Michel Building Rm. 103
406-275-4760
writingtutors@skc.edu
The Writing Center provides a collaborative learning environment for the Salish Kootenai College community. Qualified tutors support undergraduates, graduate students, alumni, faculty, and staff working on academic, professional, and creative writing. Students may schedule appointments by emailing or visiting in person (Michel 103).

What Will Your Advisor Do?

At SKC, students receive advising from faculty members. Each student is assigned an advisor based on the student's declared major. Your advisor is an important part of your educational pathway. You can consider your advisor the "go to" person when you need support and guidance.
Your advisor will have regular office hours that provide times for meetings. You may also contact your advisor via email or use their office phone number. Many advisors will ask you to set up an appointment for quarterly academic advising. However, if you want to talk to your advisor between regular appointments, you can drop in during office hours, email, or call to request an appointment.

Your advisor will provide the following assistance:

As you start at SKC, your advisor may ask questions about your career goals and factors that may affect your success, such as employment, housing, and child or eldercare. Based on your responses, your advisor may recommend SKC resources such as the Career Center, the SKC Housing Office, the Student Support Services (TRIO) Program, or others. During the first meeting, your advisor will help you register for courses in your major. Your advisor will also show you the curriculum plan for your major and discuss any other concerns you may have.

Before each new academic quarter, you will meet with your advisor to review your success in current coursework and discuss

courses needed for the next quarter so you stay on track with your curriculum plan. Your advisor will help guide you toward graduation. However, ultimately, it is your responsibility to track your academic progress toward graduation.
You will also visit with your advisor for the following reasons:

- If you need to add or withdraw from a course.
- To complete graduation paperwork.
- To discuss support available if you are having difficulty with a particular course.

In addition to these roles, your advisor may check in with you about your developing career plans. Your advisor may have information about internships or work study positions that would help you build your resume. Advisors also may write letters of recommendation for scholarships or employment. Advisors are also aware of campus and community supports and will refer you to these supports if you are experiencing difficulties with issues such as food security or mental health.
If you change majors, you will be assigned an advisor in your new program.



Policies to Know

Student Code of Conduct (Way of Being)
Student Code of Conduct

The Student Code of Conduct and misconduct procedures provide information about student rights and responsibilities, academic misconduct, plagiarism, and other important information.
SKC values integrity, respect, and the community of learners that make up our student body. In the spirit of these values, we expect that you adhere to the **Code of Conduct**, which reflects the values of the College.

Academic Integrity

You are expected to maintain academic integrity. The following are guidelines to assist you in observing academic integrity:

• You must do your own work and submit only your work on examinations, reports, and projects, unless otherwise permitted by the instructor.
• You are encouraged to contact your instructor about appropriate citation guidelines.
• You may benefit from working in groups. However, you must not collaborate or cooperate with others on graded assignments, examinations, or other academic exercises unless directed to do so by the instructor.
• You must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, and evaluations.
• You are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

SKC has a specific Plagiarism Policy that provides definitions and examples of plagiarism and possible consequences.

Artificial Intelligence (AI) Applications

Salish Kootenai College places a high value on academic honesty within its campus community. Students are expected to uphold academic integrity by avoiding acts of plagiarism, which is defined as presenting the work of others as one's own without proper acknowledgment of the original source. This definition also includes presenting one's own previous work without proper citation. Given the evolving landscape of academic tools, the use of generative Artificial Intelligence (AI) Chatbots, such as ChatGPT, or other AI applications including Google Gemini (available through SKC Google Apps), falls under the scope of plagiarism if used inappropriately or to submit work not composed by oneself. Instructors will set individual expectations for AI tool usage within their specific courses, and students are responsible for adhering to these course requirements as specified in the course syllabus.

Crucially, students must never place culturally sensitive data or information into any AI application, including Google Gemini, to ensure the protection and privacy of such data. Students are encouraged to contact their instructors about appropriate citation guidelines and to utilize the SKC Writing Center for questions, support, and further education to avoid plagiarism.

Financial Aid Policies

To remain eligible for financial aid, students must maintain Satisfactory Academic Progress (SAP). A definition and explanation of SAP can be found in the SKC Catalog on the SKC Financial Aid website. If you have questions, contact the Financial Aid Office.

Procedures for Grade Appeal, Complaints, Grievances

Procedures for Grade Appeal Procedure and Student Complaints and Grievance Procedure are found in the SKC Catalog.

Alcohol & Drug Policy & Testing

Please refer to the Student Code of Conduct and Alcohol and Substance Abuse Policy. Students enrolled in or participating in academic programs, courses, or training activities designated by the college as safety-sensitive/testing designated are subject to drug and alcohol testing. "***Safety-Sensitive/Testing Designated***" programs or activities are those for which testing is required by federal regulations or other applicable requirements, or where participation includes activities that would be particularly dangerous if performed under the influence of drugs or alcohol. Academic departments will set the criteria for drug and alcohol testing.

Drug Free Schools and Communities Act

In accordance with the Drug Free Schools and Communities Act of 1989, the unlawful possession, use, or distribution of alcohol and illicit drugs by SKC employees and students on college property or any college activity is prohibited. SKC will uphold the Standards of Conduct below.

Violations of this policy will result in disciplinary action, up to and including expulsion, and may have serious legal consequences. Information regarding health risks associated with the use of illicit drugs and alcohol, as well as alcohol counseling,

treatment, and rehabilitation programs, is available through the SKC Counseling Department and the SKC Disability Coordinator.

SKC is an Alcohol and Drug-Free Campus. Alcohol and Drug Free is defined to include all food and beverages containing alcohol in open or unopened containers as well as any form of tobacco, electronic cigarettes, marijuana, and any drug defined as illegal in the State of Montana. This includes medical marijuana, which is not recognized as legal on the Flathead Reservation.

If you have questions about alcohol or drug use and need counseling, treatment or rehabilitation programs, information is available through the Center for Prevention and Wellness.

Tobacco and Smoking Policy

Smoking tobacco or related products is prohibited in all college buildings, including classrooms, lobbies, office spaces, restrooms, student residences, recreational, athletic facilities, and college-owned vehicles. Smoking is permitted outdoors at a distance of 25 feet or more from any building entrance or exit, HVAC system, and window and more than 50 feet from any area where flammable materials are handled or stored. The use of e-cigarettes and smokeless tobacco is prohibited in all college facilities and vehicles. Anyone who chooses to smoke or use smokeless tobacco where permitted on campus must properly discard the waste. The use of tobacco in connection with the practice of cultural activities by American Indians is an exception to the above policy. This exception must be approved by the Vice President of Enrollment Management and Student Affairs or designee. Reasonable advance notice of three (3) days should be provided for such review.

Safety and Security on Campus

SKC strives to provide a safe and healthy environment that enhances learning. Each student and employee should be able to attend classes, work on campus, and/or participate in activities with a feeling that they are safe and secure.

The College provides all prospective students and SKC employees with the campus security policies and procedures and the most recent campus crime statistics. This is part of Federal Law No.101-542, the Student Right-to-Know, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999 (formerly the Campus Security Act of 1990). The most recent SKC Clery Report may be found here: 2023 Annual Security & Fire Safety Report (skc.edu)

Hazing

Salish Kootenai College prohibits hazing. "Hazing" means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

1. The act was committed in connection with recruitment, an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with the College; and
2. The act contributes to a substantial risk of potential physical injury, mental harm, or personal degradation; or causes physical injury, mental harm, or personal degradation — even if the conduct

appears minor, harmless, or is willingly participated in.

Hazing includes any activity expected of someone in joining or participating in a group that humiliates, degrades, abuses, or endangers them, regardless of the person's willingness to participate.

Example: Requiring someone to wear pink or outrageous attire as part of an initiation or recruitment process may seem harmless but could constitute hazing if it is intended to embarrass, humiliate, or single out the individual in a degrading way. The key factor is whether the act causes emotional or psychological harm, even if the person consents or finds it amusing at the time.

A. Prohibited Activities that Constitute Hazing

1. Hazing is against the Salish Kootenai College Student Code of Conduct.

a. Any solicitation to engage in hazing is prohibited.
b. Aiding and abetting another person who is engaged in hazing is prohibited.
c. It is not a defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing activity.

2. Examples of hazing include but are not limited to the following:

a. Forcing or coercing consumption or use of any substance
b. Activities that a reasonable person would view to be frightening, humiliating, intimidating, or deceptive
c. Physical abuse, e.g., whipping, paddling, beating, tattooing, branding, shaving and exposure to the elements, or the threat of such behaviors.
d. Threatening or causing physical restraint
e. Throwing substances or objects at individuals
f. Assigning unreasonable chores or acts of servitude
g. Causing excessive exercise, sleep deprivation or excessive fatigue
h. Subjecting students to abusive or demeaning conduct
i. Any destruction or removal of public or private property.
j. Activities that violate federal, state, or local laws
k. Activities that violate college policies

3. In addition to the actual act of hazing, the following actions are prohibited:

a. Involvement in the planning of and/or being present during the commissioning of hazing.
b. Implying that a person will be shunned, removed, or unable to join, participate, or maintain affiliation or membership in any organization, athletic team, or living group for failing or refusing to partake in or submit to any form of hazing activity.
c. Failure to intervene, prevent, or stop hazing if the individual has prior knowledge of a planned hazing activity.
d. Knowingly making a false accusation of hazing.
e. Failure to report information about suspected violations of this policy if required to do so as described in Section (F) of this policy.
f. Failure to cooperate in an investigation or Student Conduct Resolution Process, as outlined in the Abuse of the Student Code of

Conduct System section of the Student Code of Conduct.

4. This policy is not intended to prohibit or sanction the following conduct:

a. Customary public athletic events, contests, or competitions that are sponsored by the College; or
b. Any activity or conduct that furthers the goals of a legitimate educational curriculum or a legitimate extracurricular program.

B. Duty to Report. A person who witnesses hazing or has reasonable cause to believe hazing has occurred or will occur and makes a report in good faith may not be sanctioned for the violation of hazing unless the person is engaged in the planning, directing, participating, or the act of hazing reported.

C. Consequences. Hazing may result in serious individual and/or group consequences including, but not limited to: disciplinary action up to and including expulsion for individuals and permanent loss of recognition for groups. Any individual who plans or intentionally assists in hazing activity has engaged in hazing, regardless of whether that individual is present when the hazing activity occurs.

1. All students must take reasonable measures within the scope of their individual authority to prevent violations of this policy.

2. Violations of this policy or interference in an investigation under this policy by students or student organizations are subject to sanctions under the Student Code of Conduct.

D. Reporting to Law Enforcement. The College will report to law enforcement any complaint of hazing involving criminal conduct that creates a substantial risk to the health or safety of any person in the college community.

Sexual Violence and Title IX

Salish Kootenai College's Title IX Policies address sexual violence and discrimination. The policies can be found at the following site: Title IX Policy and Procedures – SKC Policy & Procedures

Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA) establishes guidelines under which students may access their education records maintained by Salish Kootenai College and under which those records may be disclosed by the College to others. For more information about FERPA, see the explanation in the catalog: Family Educational Rights and Privacy Act FERPA

Safety and Security on Campus

SKC Security Department

The SKC Security Department may be accessed using the following numbers:

- SKC Security - 211 from campus phones
- SKC Security – 406-239-6267 call or text

For emergencies including health, fire, or police, please call 911.

SKC Security Officers are on duty 24 hours a day, 7 days a week. They are not law officers and cannot apprehend individuals. Security Officers will call CSKT Tribal Police or other law enforcement or emergency responders as necessary.

SKC Security can assist with the following:

- Temporary and yearly parking permits for students in SKC Housing

- Vehicle jumpstarts
- Lock out assistance
- Building and housing security
- Emergency assistance
- Reporting safety problems
- Escort services for students who do not feel safe leaving a building (for instance, leaving the library at night)
- Victims of stalking or persons with restraining orders against another party are strongly encouraged to notify the SKC Security Department of the threat and to provide Security with a copy of the restraining order so that campus security may enforce it.

Notifying Campus of Potential Threats

Timely advisories are made to the campus community about crimes that are reported to SKC Security or local law enforcement and may be considered a threat to other students or employees. These reports are made available through the RAVE Alert system. All SKC students, faculty or staff who register at Rave Alert automatically be entered into the RAVE (Emergency Alerts) system. You can opt out of getting emergency notifications by visiting the website and following directions.

Salish Kootenai College General Education Outcomes and Assessment

What are "general education courses?" They are a set of courses that students take outside of their academic major. All degree and certificate of completion programs have requirements for general education courses built into the curricula.

SKC's general education courses help students develop knowledge and skills and become more effective life-long learners. Because SKC is a tribal college, general education courses also emphasize the Native American cultures, particularly those of the Salish, Pend d'Oreille, and Kootenai tribes and their histories, cultures, and languages.

SKC has four college-wide learning outcomes known as the "4 Cs": Critical Thinking, Communication, Cultural Understanding, and Citizenship. You will hear a lot about these outcomes, as they appear in many classes and are highlighted in general education courses.

SKC defines the 4 Cs as follows:

Critical Thinking: A self-directed process for refining thought. Critical thinkers validate and reflect on their thinking, consider the validity of information sources, context, and multiple perspectives, and apply both logic and traditional understandings to make decisions.

Cultural Understandings: SKC emphasizes sustaining and perpetuating the living cultural traditions of the Selis, Qlispe, and Ksanka peoples.

Citizenship: This includes informed and committed participation in the life of one's community at the local, national, and global levels. Citizens recognize and address community issues, apply ethical and legal knowledge and reasoning, and respect the rights of others.

Communication: A clear, respectful sharing of information guided by critical thinking and mindful consideration. Skilled communicators connect with people through spoken, written, and media methods that effectively convey content knowledge and individual values.

SKC assesses student learning in many ways. Assessment provides the College with a means to determine whether students are learning the expected knowledge and skills to become competent in their chosen field of study or career. Documentation of assessment processes and results is an important part of SKC's continuous efforts to improve student learning.



Information Technology Services Department

Adeline Mathias Building
Information Technology (IT) Services

IT Services Department plays a significant role at SKC. The use of technology will enhance learning experiences in most courses across all disciplines.

Computer Labs

There are multiple computer labs on campus available for student use. The library also has some computers available for general Internet use.

Email

Email is the primary form of communication between the college, faculty and students. Contact the IT Department to set up your SKC Student email account. It's important to check it often. This is where you will learn about opportunities for scholarships, fellowships, free food, employment, campus activities, last minute course changes, important announcements (e.g. weather-related closures), and more.

Student email format:
firstnamelastname@student.skc.edu

Faculty and staff format:
firstname_lastname@skc.edu

JICS
JICS is the system that allows students to check class lists, grades, and complete work study time cards. Contact IT Services for assistance.

Managed Print System
All printers on campus use the SKC OneCard which allows students to access printers using their SKC Student ID card. Toshiba Multi-Function Printers (MFP) can also scan and forward documents to student email. To add funds to the OneCard account, contact the SKC Business Office.

Student Identification Card (OneCard)
All students are required to have student ID cards (SKC OneCard). This card can be obtained through the IT Services Department. The SKC OneCard serves as a picture ID and allows access to campus services, including printing (prepay) and attending SKC student events for free. For more information about the SKC OneCard, contact IT.

Learning Management System
Brightspace is the online platform available for all instructors to use whether for online, hybrid, or in person courses at SKC. Once your email is established, an account on Brightspace will be created for you. Log in here: Brightspace

