Start Here, Charge into the Future

Congratulations on becoming an SKC Bison! SKC welcomes you into our family. We are ready to assist you to meet your educational goals, whether you are here to explore a degree path, enhance your cultural knowledge with a single class, take some classes before transferring to another college, earn a certificate to enhance your work skills, or complete a 2 year or 4 year degree program. We have a legacy of guiding students just like you towards more confident and fulfilling lives.

While you may have your own goals for college, research continues to demonstrate that being a college graduate has many benefits (https://www.aplu.org/projects-and-initiatives/college-costs-tuition-and-financial-aid/publicvalues/employment-earnings.html).

- Data shows that college graduates make up to twice the lifetime earnings of high school graduates, and annual earnings are about 130% higher.
- College graduates are more likely to live healthier, more satisfying lives.
- College graduates are also more likely to be involved in their community and have higher long-term job satisfaction.

This Student Success Guide is a resource is filled with valuable information about college services, resources, locations, phone numbers, and web links that will answer many of your questions during your time at SKC. The guide is the first place you should go when you need answers to inquiries, like: Where do I find a certain department? How do I contact someone? Are there any college services if I need help for a particular problem?

Take the time to familiarize yourself with the SKC Code of Conduct, (skc.smartcatalogiq.com/2020-2021/Catalog/Student-Code-of-Conduct) and the SKC Catalog, and review the SKC website. Also, make sure that you update digital accounts regularly, link to SKC’s Google Calendar, and sign up for our RAVE alert system. Successful students generally use calendars to organize their day to make sure that they complete tasks needed for academic success, such as studying, attending class, and notating assignments, exams, and important notes during class. Successful students also check in with their advisor regularly and ask for assistance as soon as it is needed. We know that being a college student can be challenging and difficult, but the payoff is well worth it. We are here to help, and we believe in you and your success. Let us work together to make your time here at SKC rewarding, successful, and life changing.

Have a wonderful year!
Antony R. Berthelote, Ph.D.
Vice President Enrollment Management and Student Affairs
Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Calendar</td>
<td>Pg. 3</td>
</tr>
<tr>
<td>Steps to Success</td>
<td>Pg. 4</td>
</tr>
<tr>
<td>Campus Map</td>
<td>Pg. 7</td>
</tr>
<tr>
<td>Have Questions? Contact Information</td>
<td>Pg. 9</td>
</tr>
<tr>
<td>Accessing Resources</td>
<td>Pg. 11</td>
</tr>
<tr>
<td>What Will Your Advisor Do?</td>
<td>Pg. 15</td>
</tr>
<tr>
<td>Policies to Know</td>
<td>Pg. 16</td>
</tr>
<tr>
<td>Safety and Security on Campus</td>
<td>Pg. 17</td>
</tr>
<tr>
<td>General Education Courses and Outcomes Assessment</td>
<td>Pg. 19</td>
</tr>
<tr>
<td>Information Technology Services (Printing, ID Cards, Others)</td>
<td>Pg. 20</td>
</tr>
</tbody>
</table>

Disclaimer:
This Guide is not a legally binding contract between students and Salish Kootenai College. The Guide is a source of information on the many services, activities, and policies of the College. 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.

NOTE:
Due to the COVID-19 Pandemic, many SKC processes, procedures, and contacts have been altered. Please contact the main college phone number at 406.275.4800 if you are having difficulty reaching the personnel or offices listed in this Guide.
## Academic Calendar

### Fall Quarter 2021

- **New Student Orientation Available (Online)**: May 3, 2021 – September 13, 2021
- **Classes Begin**: September 13, 2021
- **Last Day to Add Classes**: September 20, 2021
- **Midterm**: October 11-15, 2021 (Week 5)
- **Winter Quarter Registration Begins**: October 18, 2021 (Week 7)
- **Last Day to Withdraw from Classes**: October 29, 2021 (Week 8)
- **Veterans Day Holiday**: November 11, 2020
- **Last Day of Classes**: November 19, 2021
- **Winter Break (Students)**: November 22, 2021 – December 31, 2021

### Winter Quarter 2022

- **New Student Orientation Available (Online)**: October 18, 2021 – January 2, 2022
- **Classes Begin**: January 3, 2022
- **Last Day to Add Classes**: January 10, 2022
- **Martin Luther King Day Holiday**: January 17, 2022
- **Faculty/Staff Inservice (No Classes)**: January 28, 2022
- **Midterm**: January 31 - February 4, 2022 (Week 5)
- **Spring Quarter Registration Begins**: February 7, 2022 (Week 6)
- **Last Day to Withdraw from Classes**: February 18, 2022 (Week 7)
- **Last Day of Classes**: March 11, 2022
- **Spring Break (Students)**: March 14-25, 2022

### Spring Quarter 2022

- **New Student Orientation Available (Online)**: February 7, 2022 – March 28, 2022
- **Classes Begin**: March 28, 2022
- **Last Day to Add Classes**: April 4, 2022
- **Faculty/Staff Inservice (No Classes)**: April 20, 2022
- **Midterm**: April 26 - 29, 2022 (Week 5)
- **Fall 2021 Graduation Begins**: May 2, 2022 (Week 6)
- **Last Day to Withdraw from Classes**: May 13, 2022 (Week 7)
- **Community Service Day (No Classes)**: May 27, 2022
- **Memorial Day Holiday**: May 30, 2022
- **Last Day of Classes**: June 3, 2022
- **Graduation Day**: June 4, 2022
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
   - Once you are admitted, you will receive a student ID number.
   - To obtain your student ID card, go to interested.skc.edu to request your digital accounts.
   - Make sure you verify your contact info with the SKC Registrar whenever it changes.
   - Log into the SKC student portal skc.edu/student-portal/
   - Check your student email regularly as it will contain important messages from the college.
   - Apply for scholarships now and every quarter. Contact our Scholarship Office at 406-275-4944 or scholarships.skc.edu.

2. Start Each Quarter Off Right
   - Login to JICS to register for classes, check your class schedules, print transcripts and more.

Register Early for Classes
   - 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 individual class schedule under the “For Students” tab at skc.edu.
   - Review your course syllabi in Brightspace or the paper copy.

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 and Have Fun

Cultural Freedom

SKC encourages students to exercise freedoms of speech and expression that are 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.
- 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 and 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 per 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 account regularly for college correspondence.

Review the section on Advising in this Success Guide.

Need to Drop a Class or Withdraw? Consult with your Academic Advisor and Financial Aid to determine the impact on your degree plan and your aid, so you can make an informed decision.

Need Accommodations for a Disability?
Call the SKC Disability Services Office, 406-275-4968.

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.
- 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, SEM Lab, or the Center for Academic Success using the location and contact information (pg. 9).
  - Feeling stressed and overwhelmed? Visit with a counselor. You can make an appointment through the Center for Prevention and Wellness in the Agnes Kenmille Building or calling (406) 275-4913 or (406) 212-5454
- Need assistance in connecting with support and unsure of where to start? Contact the First Year Retention Director at (406) 275-4776

7. Explore your Career Path and Find a Job
- Not sure that you have picked the right major? Career Services can help! Visit us in RDIII 135 or at the Career Exploration
and Preparation page to access the Montana Career Inventory System (MCIS).

- Visit the Student Employment and Internships page to explore job opportunities as a work-study, intern, or student employee at career.skc.edu
- Explore job opportunities as a work-study, intern, or student employee. Access Handshake, SKC’s online student job board. Visit skc.joinhandshake.com/

8. Get Financial Aid

RDIII Building | 406-275-4857
www.skc.edu/financial-aid/

Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov to determine eligibility to receive 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 October 1st. SKC’s School Code is 015023.

- Financial aid application processing takes two to four weeks. 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 in 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 with 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. 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. A sample budget template is provided at the end of this Guide.

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 complete a degree audit to make sure you have met all graduation requirements, which includes passing all required classes with a C or higher. 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
Where can you find...

Business Office (Mail, Tuition)  Big Knife Building
Business Programs  Silver Fox Building
Center for Prevention and Wellness  Kenmille Building
Childcare  Sadie Saloway Building
Education Programs  Stevenson Building
Fine Arts, Digital Design Tech Programs  Three Woodcocks Building
First Year Retention  Robert DePoe III Building
Health Clinic  Vanderburg Building
Information Technology Program and IT Services  A. Mathias Building
Library  D’Arcy McNickle Building
Math Tutoring [SEM Lab]  Beaverhead Building
Native American Studies, Liberal Arts  Michel Building
Natural Resources, Life Sciences Departments  Beaverhead Building
Nursing, Allied Health, Dental Asst. Programs  John Peter Paul Building
Psychology, Social Work Programs  Charlo Building
Success Coaches, Tutoring  Quequesah Building
Student Services, Registrar, Financial Aid Bookstore  Robert DePoe III Building
Writing Center  Michel Building
# Have Questions?

<table>
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<td>Robert DePoe III Bldg Rm. 106</td>
<td><a href="mailto:admissions@skc.edu">admissions@skc.edu</a></td>
<td>406-275-4855</td>
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<td>Robert DePoe III Bldg Rm. 139</td>
<td>bookstore.skc.edu/</td>
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<td>406-212-5454</td>
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<td>406-275-4357</td>
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| Writing Center                  | Michel Building Rm. 103         |                                            | 406-275-4520  
|                                 |                                 |                                            | 406-275-4760              |
Accessing Resources

Admissions, Recruitment
Robert DePoe III 106  |  406-275-4855
admissions@skc.edu, recruitment@skc.edu
Admissions is the first point of contact for prospective and new students. We provide information about college programs, services and enrollment.

All new students should attend orientation or complete online orientation before receiving advising. 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.

Bookstore
Robert DePoe III 131  |  406-275-4739

The Bookstore loads the virtual store with the textbook required for classes. Visit bookstore.skc.edu to get started in purchasing your required course materials. The Bookstore also has a module in the new student orientation guide which shows you step by step on how to order your books. If you need additional assistance in purchasing from the virtual store please stop by the campus store or call us. The staff are happy to answer questions.

The campus store, located in the Robert DePoe III building is open Monday through Friday from 8:00am to 4:00pm. The campus store carries a selection of general interest books, class and office supplies, SKC memorabilia, imprinted clothing and gifts, snack food and miscellaneous items.

Career Services
Robert DePoe III 135  |  406-275-4826
eva_oruste@skc.edu
career.skc.edu/ | www.facebook.com/SKC-Career-Services-2163429137061864

SKC Career Services is committed to providing comprehensive services that will empower students to identify and attain their educational and career goals. We assist current and potential students with:

- Exploring careers, planning coaching
- Networking with potential employers
- Finding jobs and internships
- Writing cover letters and resumes
- Developing interview skills
- Preparing for employment

We offer online career preparation and job search tools as well as one-on-one assistance. Career Services manages Project Success Paid Internship and Federal Work-Study programs, hosts career events, workshops, and presentations by organizations seeking to hire our students and graduates.

Catalog
2020-2021 Catalog
The college catalog is an important publication that details college procedures, degree requirements, course descriptions, and provides other information needed for college success, including academic definitions and policies. Consult the catalog to become familiar with policies and requirements while attending SKC. Your advisor can help clarify any questions you have about requirements outlined in the catalog.
Center for Prevention & Wellness
Kenmille Building | 406-275-4826 | skc.edu/cpw/

The Center for Prevention & Wellness specializes in health promotion and direct services related to advocacy, mental health counseling, and public health services. All services are free and confidential for all SKC students. Services offered:
- Advocacy and Support Services
- Certified Peer Education
- Prevention Education

Counseling Services
Counseling services are available to all registered SKC students at no cost. The Center for Prevention & Wellness (CPW) is located in the Agnes Kenmille Building. Services include stress management, grief support, crisis intervention and self-care support. Call 406.275.4913 or stop by to schedule an appointment. You may utilize this resource for immediate mental health care and assistance regardless of the nature of the need and should contact the CPW for information about appropriate resources and support.

Disability Services
Robert DePoe III Rm. 111
406-275-4968
skc.edu/students-with-disabilities/

SKC is committed to providing educational opportunities for individuals with disabilities. Reasonable accommodations are provided for eligible students with identified disabilities. Visit with Disability Services to understand your rights and responsibilities related to accommodations for disabilities.

Financial Aid & Scholarships
Robert DePoe III | 406-275-4857
skc.edu/financial-aid/

The Financial Aid Office will assist you with the federal funding available at SKC and 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 the FAFSA application is submitted, it can take up to 3-5 business days to process, and 2-4 weeks to receive funds. Once SKC receives the application, you will

Child Care
Salish Kootenai College Early Learning Center
406-275-4785

The Early Learning Center provides full- and part-time programs for children 2 years to 5-years-old. The center serves the needs of SKC students, faculty, and staff.

Computer Labs
SKC has 34 computer labs, 23 of which are open to all students. Computer labs are located in the D’Arcy McNickle library and multiple other buildings on campus including the Robert DePoe III building and the Michel building. If you need to access a computer with special software, e.g. GIS, speak to your instructor.
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 needed to determine your eligibility for aid 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 a number of 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 skc.edu/scholarships/.

For assistance with scholarships, contact the SKC Foundation, at 406-275-4983 or visit the SKC Foundation Office for any questions regarding both internal and external scholarship opportunities.

First Year Retention
Robert DePoe III 134 | 406-275-4776
The Office of First Year Retention works with multiple departments and community organizations to make sure students are connected with proper resources in order to positively navigate through their first year of classes and assist in the positive connectivity of students to SKC’s campus and community.

Graduation Application
Robert DePoe III Building Rm. 116
406-275-4864
In the quarter prior to graduation, meet with your advisor to complete a degree audit and all graduation application materials prior to 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.

Joe McDonald Health Facility
406-275-4978
The Joe McDonald Health Facility offers a variety of workout equipment, such as treadmills, exercise bikes, bench presses, and free weights. The facility also has 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.

Library
McNickle Library Building
406-275-4875 library.skc.edu/
The D’Arcy McNickle Library provides services for SKC students and also houses archives of CSKT documents. Library services include assistance with reference materials, interlibrary loans, and access to online databases of articles and books. The library also has study rooms, computer labs, and computer access for individual research.
SKC Student Health Center  
[skc.edu/skc-health-clinic/](skc.edu/skc-health-clinic/)  
406-675-2700 ext. 1630  
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; physical examinations for employment or college requirements; and some other procedures and testing. For more information and current times of service, call or see the Center’s website.

Student Housing  
Robert DePoe III Building  
275-4827 or 275-4884  
[housing.skc.edu/](housing.skc.edu/)  
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.

Student Success Coaching  
The Department of Academic Success is a critical link between student services, students, and faculty in helping students complete their education. Students are assisted by department staff in conjunction with other campus programs to help students achieve success. Success Coaches:

- Serve as liaisons between students and faculty
- Provide referrals to on and off campus services and resources
- Assist eligible students with emergency aid
- Provide progress reports for financial aid

TRIO Student Support Services  
Robert DePoe III Bldg. | 406-275-4797 or 406-275-4980  
[sss.skc.edu/](sss.skc.edu/)  
TRIO SSS is an all-inclusive student success program for eligible students, providing mentorship and assistance to students as they work to attain academic success. The program works specifically with students in overcoming obstacles to education, including students with limited income, who are first generation to college, or have a disability. 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  
Students at SKC have access to a STEM Math and Science Lab that provides drop-in and online synchronous tutoring services. Tutoring is provided by student workers and instructors and is available during college business hours. Similarly, students can access the Writing Center, which provides drop-in and online synchronous tutoring services. Students who qualify for TRIO SSS have access to subject-specific tutors as needed.

In addition, the Department of Academic Success provides students with eight hours of online tutoring through TutorMe.com. This service is available through Brightspace.
and is available 24 hours a day. Students are paired with certified, subject qualified tutors. TutorMe services are provided fully online in a live session with the tutor.

Use the information below to access SKC tutoring options.

- **Math/Science Lab and Tutors**, email stemtutor@skc.edu
- **Writing Lab and Tutors**, email writingtutors@skc.edu
- To access online synchronous 24-hour tutoring, TutorMe, contact the Department of Academic Success.

**What Will Your Advisor Do?**

At SKC, faculty members provide student advising. Each student is assigned an advisor based on the student’s declared major. Your advisor is an important part of your educational pathway. 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 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 first start at SKC, your advisor may ask you questions about your career goals as well as factors that may impact 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, Student Support Services (TRIO), or others. During the first meeting, your advisor will help you register for courses in your major. Your advisor will show you the curriculum plan for your major and discuss any academic or other concerns.

Prior to 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 own 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 supports available if you are having difficulty with a particular course.

In addition to these roles, your advisor may also 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 aware of campus and community resources and will refer you to these services.

If you change majors, you will be assigned an advisor in your new program.
Policies To Know

Student Code of Conduct

The Student Code of Conduct and Misconduct Procedures provides information about student rights and responsibilities; academic misconduct, including plagiarism; and other important information.

SKC values integrity, respect, and the community of learners that makes up our student body. In the spirit of these values, we have the expectation that you adhere to the Code of Conduct, which is reflective of the values of the College.

Academic Integrity

All SKC students 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 own work on examinations, reports, and projects, unless otherwise permitted by the instructor, such as in the case of group work.

• You are encouraged to contact your instructor about appropriate citation guidelines to avoid plagiarism.

• 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 clearly 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 and the course syllabus.

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

Financial Aid Policies

In order 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 and 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 and Complaints and Grievances are found in the SKC Catalog.
Notice of Non-Discrimination
Salish Kootenai College does not discriminate on the basis of race, ethnicity, national origin, gender, age, or disability in admission or access to educational programs or college activities. Because SKC is a tribal college, some academic programs may have tribal preference policies explained in their admissions materials. Inquiries concerning Title VI, IX, and Section 504 may be referred to: Title IX Coordinator, (406) 275-4985; or the Montana Human Rights Commission, 1236 Sixth Ave., PO Box 1728, Helena, MT, 59624, (800)542-0807 or (406) 444-2884.

Alcohol & Drug Policy
Please refer to the Student Code of Conduct and SKC’s Drug and Alcohol Policy.

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 Center for Prevention and Wellness and the SKC Disabilities 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 are in need of counseling, treatment or rehabilitation programs, information is available through the Center for Prevention and Wellness.

Tobacco and Smoking Policy
Smoking of 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 is prohibited in all campus facilities. The use of smokeless tobacco is prohibited in all college facilities and vehicles. Anyone who chooses to smoke or use smokeless tobacco on campus must discard the waste in an appropriate manner.

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 the learning process. Each student and employee should be able to attend classes, work on campus, and/or participate in activities with a feeling that they are in an environment that is safe and secure.


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:


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

SKC Security - 211 (from on campus phones only)

SKC Security - 239-6267 (from off campus)

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

SKC Security Officers are on duty 24 hours per day, 7 days per week. Security Officers are not law officers and, therefore, cannot apprehend individuals. Security Officers will call CSKT Tribal Police, 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)

Reporting Crimes & Emergencies
Crime reports can be made at any time. The SKC Security Department services are available 24 hours a day, seven days a week. Call 211 from on-campus phones or 239-6267 from cell phones.

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 reported to SKC Security or local law enforcement that may be considered a threat to students or employees. These reports are made available through the RAVE Alert system.
All SKC students, faculty or staff who register at getrave.com/login/skc will automatically be entered into the RAVE (Emergency Alerts) system. If at any point you choose to opt out, visit the website for directions.

**Privacy of Student Records**
The Family Educational Rights and Privacy Act (FERPA) establishes guidelines under which students may access his or her 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:


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**Salish Kootenai College General Education Outcomes and Assessment**

General education courses 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 are designed to help students develop a broad base of knowledge and skills and become more effective life-long learners. Because SKC is a tribal college, general education courses also emphasize 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 Understandings, 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** at SKC emphasizes sustaining and perpetuating the living cultural traditions of the Selis, Qlispe, and Ksanka peoples.

**Citizenship** 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 is 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.

Technology Information Services

The Information Technology (IT) Services Department, located in the A. Mathias Building, plays a significant role at SKC. 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 a number of computers available for general Internet use.

Email
Email is the primary form of communication among the college, faculty, and students. Contact the IT Department to get your SKC student email account set up. Remember to check it often to avoid missing out on important information, opportunities, and deadlines.
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 in accessing your student account.

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) also can 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
Brightspace is the platform used for online and hybrid courses at SKC. Once email is established, your account on Brightspace will be created.

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.