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.

While you may have your own goals for college, research continues to demonstrate that being a college graduate has many benefits including improving employment opportunities and wages over a lifetime (APLU).

- Data continues to show that the 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 for student success. The Guide is filled with valuable information about college services, resources, locations, numbers, and links that will answer many of your questions during your time at SKC. This was designed to be 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 Student Code of Conduct and the SKC Catalog. Also review the SKC website, update digital accounts regularly, link to SKC’s Google Calendar, and verify they are signed up for our RAVE system. Successful students generally use calendars to organize their day to do the important things needed for academic success such as study and class times, assignments, and exams. 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 sweet. 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
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Disclaimer:
The Student Success 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.
Academic Calendar

Fall Quarter 2023

- New Student Orientation: May 3, 2023 – September 1, 2023
- Classes Begin: September 11, 2023
- Last Day to Add Classes: October 2, 2023
- Midterm: October 9-13, 2023 (Week 5)
- Winter Quarter Registration Begins: October 16, 2023 (Week 6)
- Last Day to Withdraw from Classes: October 27, 2023 (Week 7)
- Veterans Day Holiday (Observed): November 10, 2023
- Last Day of Classes: November 17, 2023
- Winter Break (Students): November 20, 2023 to January 5, 2024

Winter Quarter 2023 (Winter 2024)

- Online New Student Orientation: October 8, 2023 - January 7, 2024
- Classes Begin: January 8, 2024
- Martin Luther King Day Holiday: January 15, 2024
- Last Day to Add Classes: January 12, 2024
- Midterm: February 5-9, 2024 (Week 5)
- Spring Quarter Registration Begins: February 12, 2024 (Week 6)
- Last Day to Withdraw from Classes: February 23, 2024 (Week 7)
- Last Day of Classes: March 15, 2024
- Spring Break (Students): March 18-29, 2024

Spring Quarter 2023 (Spring 2024)

- Online New Student Orientation: January 29, 2024 - March 31, 2024
- Classes Begin: April 1, 2024
- Last Day to Add Classes: April 8, 2024
- Midterm: April 29 –May 3 2024 (Week 5)
- Fall 2023 Registration Begins: May 6, 2024 (Week 6)
- Last Day to Withdraw from Classes: May 17, 2024 (Week 7)
- Community Service Day (No Classes): May 17, 2024
- Memorial Day Holiday: May 27, 2024
- Last Day of Classes: June 7, 2024
- Graduation Day: June 8, 2024

Summer Quarter 2023

- Summer Quarter Dates: June 10, 2024 – August 16, 2024
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 online Placement Assessment
- Apply for FAFSA –
- Start submitting required documents. See below

Step 2. Get Registered
- Start completing Online New Student Orientation Modules
- Meet with Advisor to select classes. Required for all new students
- Register
- Order Books

Step 3. Get Ready for Classes
- Set Up Digital Accounts

Step 4. Start Classes!
- Complete EverFi/Foundry Training

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 Schoology or the paper copy.

- Use a planner or the calendar in 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
- Get your books and supplies before classes begin and review your books before the first day. Visit the SKC online bookstore at https://bookstore.skc.edu/

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 freedom 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, 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 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 for the impact on your degree plan and your aid.

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 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 First Year Retention Coordinator 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 Career Services 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 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**

RDIII Building | 406.275.4857
https://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 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 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.
10. 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 to complete your graduation application the quarter before you intend to graduate. Your advisor will perform a degree audit and make sure 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

Where can you find...

Business Office (Mail, Tuition)  Big Knife Building
Business Programs  John Peter Paul Building
Center for Prevention and Wellness  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
Math Tutoring  Beaverhead Building
Native American Studies, Liberal Arts  Michel Building
Natural Resources, Life Sciences Departments  Beaverhead Building
Nursing, Allied Health, Dental Asst. Programs  Health 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
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<th>Have Questions?</th>
<th>Where</th>
<th>Website</th>
<th>Phone</th>
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<td>Admissions</td>
<td>Robert DePoe 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>Books</td>
<td>Robert DePoe Bldg Rm. 139</td>
<td>Bookstore - Salish Kootenai College (skc.edu)</td>
<td>406.275.4739</td>
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<td>Campus Safety</td>
<td>SKC Security Office</td>
<td>SKC Campus Security - Salish Kootenai College</td>
<td>406.239.6267</td>
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<td>Career Services</td>
<td>Robert DePoe Bldg Rm. 135</td>
<td><a href="https://career.skc.edu/">https://career.skc.edu/</a></td>
<td>406.275.4826</td>
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<td>Catalog</td>
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<td>Salish Kootenai College Catalog</td>
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<td>Child Care</td>
<td>Sadie Saloway Child Care Facility</td>
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<td>406.275.8475</td>
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<td>Counseling</td>
<td>Center for Prevention &amp; Wellness Rm. 108</td>
<td><a href="https://www.skc.edu/cpw/">https://www.skc.edu/cpw/</a></td>
<td>406.275.4913 406.212.5454</td>
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<td>Disabilities Information</td>
<td>Robert Depoe Bldg Rm. 121</td>
<td><a href="https://www.skc.edu/students-with-disabilities/">https://www.skc.edu/students-with-disabilities/</a></td>
<td>406.275.4968</td>
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<td>Call 911</td>
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<td>Robert Depoe Bldg Rm. 108</td>
<td>Financial Aid 2020 - Salish Kootenai College (skc.edu)</td>
<td>406.275.4854</td>
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<td>Student complaints and Grievance Procedure</td>
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<td>Health Center</td>
<td>Agnes Vanderburg Building</td>
<td><a href="https://www.skc.edu/skc-health-clinic/">https://www.skc.edu/skc-health-clinic/</a></td>
<td>(406) 675-2700 X1630</td>
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<td>Housing</td>
<td>Robert Depoe Bldg Rm. 132</td>
<td>Housing - Salish Kootenai College (skc.edu)</td>
<td>406.275.4827</td>
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<td>IDs for Students</td>
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<td>Student ID - Salish Kootenai College (skc.edu)</td>
<td>406.275.4357</td>
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<td>Location</td>
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<td><a href="https://career.skc.edu/">https://career.skc.edu/</a></td>
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<td>Library Services</td>
<td>D'Arcy McNickle Building</td>
<td><a href="skc.edu">D'Arcy McNickle Library – Improving futures, one page at a time</a></td>
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<td>Math Tutoring</td>
<td>Beaverhead Building Rm. 109</td>
<td><a href="skc.edu">Tutor Program - Salish Kootenai College</a></td>
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<td>Registrar</td>
<td>Robert DePoe Bldg</td>
<td><a href="skc.edu">How to register for classes online - Salish Kootenai College</a></td>
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<td>Scholarships</td>
<td>SKC Foundation Rm. 117</td>
<td><a href="https://www.skc.edu/scholarships/">https://www.skc.edu/scholarships/</a></td>
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<td>TRIO SSS</td>
<td>Robert DePoe Bldg Rm. 133</td>
<td>211 (from on campus phones only)</td>
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<td>239-6267 (from off campus)</td>
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<td>Transfer to Other Colleges</td>
<td>Robert DePoe Bldg Rm. 115</td>
<td><a href="https://www.skc.edu/transferring-credits/">https://www.skc.edu/transferring-credits/</a></td>
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<td>Transportation</td>
<td>SKC Transportation</td>
<td><a href="skc.edu">Bus Schedule - Salish Kootenai College</a></td>
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<td><a href="csktdhrd.org">Flathead Transit</a></td>
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<td>Tuition Payments</td>
<td>Big Knife Building, Business Office</td>
<td><a href="ecsi.net">Make a Payment</a></td>
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<td>Michelle Building Rm. 103</td>
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<td></td>
<td></td>
<td>406.275.4520</td>
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<td></td>
<td></td>
<td>406.275.4760</td>
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Accessing Resources

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

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

Transfers
Robert DePoe III 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 registered.

All new students should complete online 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
Robert DePoe III 135 | 406-275-4826
eva_oruste@skc.edu
Website: https://career.skc.edu/
Facebook:
https://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 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
Not sure 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, and professionals in the industry, and Career Services staff to discuss your options.
• Actively pursue volunteering, job shadowing, internship, 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 different career paths and network with potential employers.
• Hundreds of career events for all majors are offered through Handshake. Activate your account or log in with your SKC student email address at Sign In | Handshake (joinhandshake.com) to start exploring!
• 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.
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 – Career Services at Salish Kootenai College (skc.edu)) 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 (Sign In | Handshake (joinhandshake.com)), USAJobs (USAJOBS Help Center | Students & recent graduates), and directly on employers’ websites.
- 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.

- 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 strongly encouraged to activate their accounts and explore hundreds of jobs and internships available across the nation, virtual career fairs, and employment-related workshops. Activate your account or log in with your SKC student email address at https://skc.joinhandshake.com/login to start exploring!

Catalog

Current 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 also are published in the SKC Catalog. Consult the catalog in order 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 & Wellness
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:

- Counseling Services
- Advocacy and Support Services
- Certified Peer Education
- Prevention Education

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 students, faculty and staff.

Computer Labs
SKC has 34 computer labs, of which 23 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 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 selfcare 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 Bldg Rm 111
406.275.4968  Students with Disabilities - Salish Kootenai College (skc.edu)
Salish Kootenai College 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
Financial Aid - Salish Kootenai College (skc.edu)
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 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 Scholarships - Salish Kootenai College (skc.edu).

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.

Graduation Application

Robert DePoe III Building Room 116
406.275.4864

Following Winter Registration in the year you will receive your certificate or degree, meet with your advisor so they can perform a degree audit and you can complete 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.

Housing Services
Robert DePoe III Building
275-4827 or 275-4884
Housing - Salish Kootenai College (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.

Joe McDonald Health Facility
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.

Library
McNickle Library Building 406.275.4875
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.

SKC Student Health Center
(406) 675-2700 X1630
SKC Health Clinic - Salish Kootenai College

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 some employment or college requirements, and some procedure and testing. For more information and current times of service, call or see the Center’s website.

Student Success Team
Quequesah Building | 406-275-4772
successsteam@skc.edu

The Student Success Team is comprised of a group of caring coaches who work to support students academically and personally, serving as a connection to on and off campus resources related to, but not limited to: adjusting to college life; academic needs, such as free tutoring; personal issues and mental wellness needs; funding for college and textbooks; housing; daycare; time management; and employment. Faculty and staff may refer students to the Success Team to support individual student needs. However, students are welcome to come directly to the Success Team offices, call, or email at any time to access services.

TRIO Student Support Services
Robert DePoe III Bldg. | 406-275-4823 or 406-275-4980
TRIO Student Support Services - Salish Kootenai College (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.

TRIO SSS Eligibility Requirements: participants must be admitted 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 from 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

SEM Lab
PQLAW Building 109 | 406-275-4903
stfmtutor@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 provide support for students in science and mathematics coursework. Services are available during college business hours.

Writing Center
Michel Building 103 | 406-275-4760
writingtutors@skc.edu

The Writing Center provides a collaborative learning environment for all members of the Salish Kootenai College community. CRLA certified tutors support undergraduates, graduate students, alumni, faculty, and staff working on a wide variety of academic, professional, and creative writing tasks. Online and in-person appointments are available five days a week.

We commit to learning with and for our community about the power of language, using what we learn to provide resources and support to our peers, and raising awareness about the power of language in shaping our lives and world. Through this commitment, students are able to develop critical thinking, explore cultural awareness, examine citizenship, and utilize varied modes of communication.

Books and Course Resources

SKC utilizes MBS, a virtual store with the textbooks required for classes. Visit bookstore.skc.edu 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 on how to order your books. If you need additional assistance in purchasing from the virtual store, please contact successteam@skc.edu.

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. 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 or may 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, 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.

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 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, will you 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

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 own 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 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 in the course syllabus.

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

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

The College provides to all prospective students and SKC employees 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: [Clery-Report-2019-2020.pdf](https://skc.edu)

**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](#)

**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 police, 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 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)

**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 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 - Salish Kootenai College (skc.edu)](#) automatically be entered into the RAVE (Emergency Alerts) system.

You can opt out of getting emergency notifications by visiting the website and following 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 that catalog: [FERPA](#)
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 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 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 Understandings, and Citizenship. These outcomes appear in many classes and are highlighted in general education courses. All second year students complete a written assessment that provides the college with information about student learning of the 4 Cs.

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.

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.
Technology Information Services

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 between the college, faculty and students. Contact the IT Department to get your SKC Student email account set up. Remember to check it often.
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) 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
Schoology is the platform used for online and hybrid courses at SKC. Once email is established, your account on Schoology will be created.