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. For example, see the following link: How does a college degree improve graduates' employment and earnings potential?

· 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 Code of Conduct, (Student Code of Conduct and Misconduct) 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, exams, and important notes you have taken 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 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

Table of Contents

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.

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 nondiscrimination policies:

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

Academic Calendar

Fall Quarter 2024

Virtual New Student Orientation	May 30, 2024 – September 30, 2024
Classes Begin	September 9, 2024
Last Day to Change Registration	September 13, 2023
Midterm	October 7-11, 2024 (Week 5)
Winter Quarter Registration Begins	October 14, 2024 (Week 7)
Last Day to Withdraw from Classes	October 25, 2024 (Week 8)
Veterans Day Holiday	November 11, 2024
Last Day of Classes	November 15, 2024
Winter Break (Students)	November 18, 2024 to January 3, 2025

Winter Quarter 2025

Online New Student Orientation	October 8, 2024 - January 78, 2025
Classes Begin	January 6, 2025
Martin Luther King Day Holiday	January 20, 2025
Last Day to Change Registration	January 10, 2025
Midterm	February 3-7, 2025(Week 5)
Spring Quarter Registration Begins	February 10, 2025 (Week 6)
Last Day to Withdraw from Classes	February 23, 2024 (Week 7)
Last Day of Classes	March 14, 2025
Application Deadline for Spring Quarter	March 21, 2025
Spring Break (Students)	March 17-28, 2025

Spring Quarter 2025

Online New Student Orientation	January 29, 2024 - March 31, 2024
Classes Begin	March 31, 2025
Last Day to Change Registration	April 4, 2025
Midterm	April 28–May 2, 2025 (Week 5)
Fall 2025 Registration Begins	May 5, 2025 (Week 6)
Last Day to Withdraw from Classes	May 17, 2025 (Week 7)
Community Service Day (No Classes)	To Be Announced
Memorial Day Holiday	May 26, 2025
Last Day of Classes	June 6, 2025
Graduation Day	June 7, 2025

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 Bookstore - 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.

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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 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 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

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.
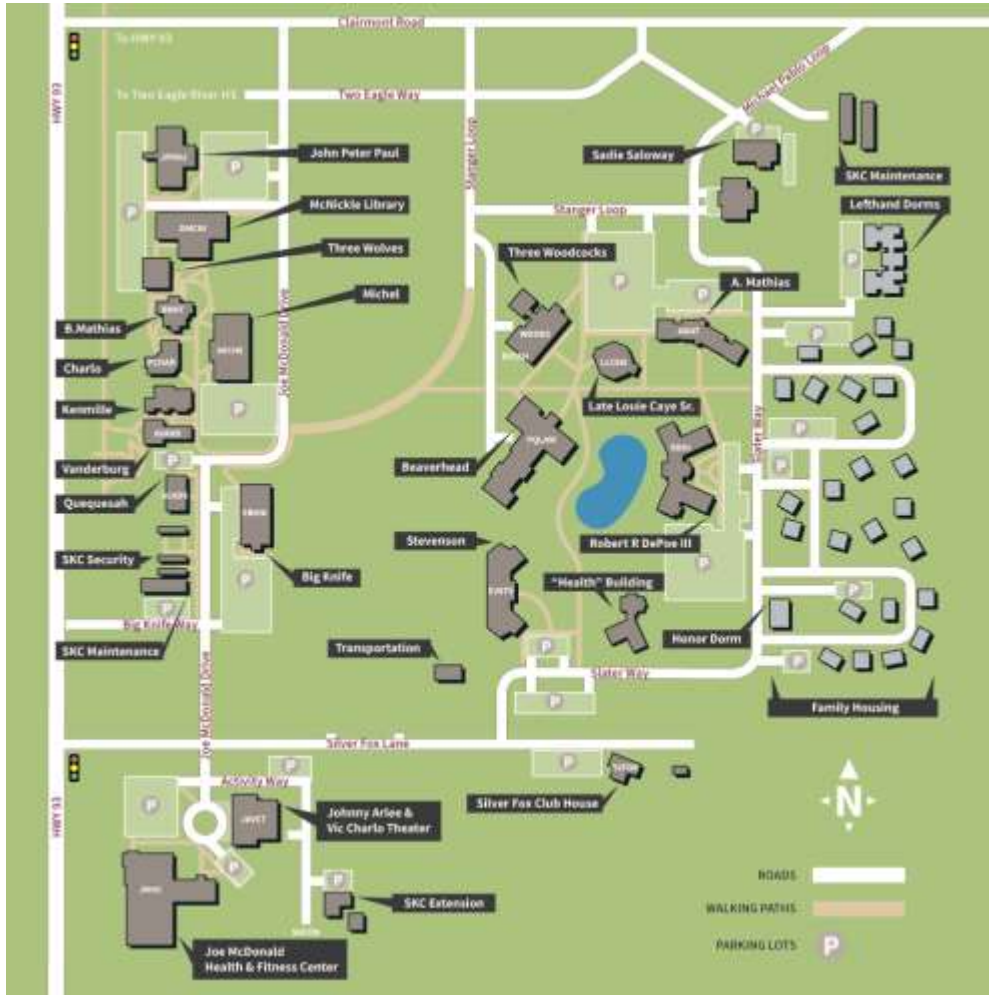
10. Graduate!

- 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	Silver Fox 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	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?

What	Where	Website	Phone
Admissions	Robert DePoe Bldg Rm. 106	Admissions	406.275.4855
Books	Robert DePoe Bldg Rm. 139	Bookstore	406.275.4739
Campus Safety	SKC Security Office	Campus Security	406.239.6267
Career Services	Robert DePoe Bldg Rm. 135	https://career.skc.edu/	406.275.4826
Catalog	SKC Academic Catalog		
Child Care	Sadie Saloway Child Care Facility		406.275.8475
Complaints		Salish Kootenai College - Student Complaints and Grievance Procedure	
Counseling	Center for Prevention & Wellness Rm. 108	SKC's Center for Prevention and Wellness	406.275.4913 406.212.5454
Disabilities Information	Robert Depoe Bldg Rm. 121	Disability Services	406.275.4968
Emergencies			Call 911
Financial Aid	Robert Depoe Bldg Rm. 108	Financial Aid	406.275.4854
Grievances		Salish Kootenai College - Student Complaints and Grievance Procedure	
Health Center	Agnes Vanderburg Building	SKC Health Clinic	(406) 675-2700 X1630
Housing	Robert Depoe Bldg Rm. 132	Housing	406.275.4827
IDs for Students	Adeline Mathias Building	IT Services	406.275.4357
Internships	Robert DePoe Bldg Rm. 135	Career	406.275.4826
Library Services	ĊArcy McNickel Building	D'Arcy McNickle Library	406.275.4812
Math Tutoring	Beaverhead Building Rm. 109	Tutoring	406.275.4903
RAVE Emergency Alert		Rave Alert	406.275.4357

Registrar	Robert DePoe Bldg	Registrar	406.275.4773?
Scholarships	SKC Foundation Rm. 117	Scholarships	406.275.4944
SKC Security	Security Building	Campus Security	211 (from on campus phones only) 239-6267 (from off campus)
TRIO SSS	Robert DePoe Bldg Rm. 133	TRIO Student Support Services	406.275.4980
Transfer to Other Colleges	Robert DePoe Bldg Rm. 115	SKC for Transfer Students	406.275.4774
Transportation	SKC Transportation CSKT DHRD Transportation	Bus Schedule Flathead Transit (csktdhrd.org)	406.275.4846 406.275.2877
Tuition Payments	Big Knife Building, Business Office	Make a Payment	406.275.4967
Tutoring		Tutoring	
Work Study	Robert DePoe Bldg Rm. 135	Student Employment and Internships	406.275.4826
Writing Tutors	Michelle Building Rm. 103	Tutoring	406.275.4520 406.275.4760

Accessing Resources

Admissions
Robert DePoe III 106 | 406-275-4855
admissions@skc.edu,
Recruitment and Outreach
Robert DePoe III 106 | 406-275-4028
recuitment@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
dustin_hutchins@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.
- 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 (https://www.facebook.com/SKC-Career-Services-2163429137061864).

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 (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.

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 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

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 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

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

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

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   Disability Services

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

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 13 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

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

D'Arcy McNickle Library

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](#)

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
successteam@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](#)

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 SS 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
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 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.

TutorMe
Online | 406-275-4772
successteam@skc.edu

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. Contact the Success Team to access services.

Books and Course Resources

SKC utilizes MBS, a virtual store with the textbooks required for classes. Visit Bookstore 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 [Student Code of Conduct and Misconduct](#) 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.

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 Procedure](#) and [Student Complaints and Grievance Procedure](#) are found in the SKC Catalog.

Alcohol & Drug Policy

Please refer to the Student Code of Conduct and [Alcohol and Substance Abuse 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 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: 2023 Annual Security & Fire Safety Report (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)

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.

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:
Family Educational Rights and Privacy Act FERPA

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.

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. You will hear alot 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.

Technology Information Services

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.

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.