Welcome to Meridian Technology Center!

We’re excited that you have made the decision to pursue career training at Tech. Whether you’re college or career bound, students like you who attend Meridian gain valuable experience through our hands-on programs. Our instructors are experts in their fields and curriculum is shaped with input from industry experts.

While you’re here, you’ll have the opportunity to participate in real-world learning projects in every program, earn college credit, meet students from 10 area school districts and participate in leadership opportunities. You’re going to have many opportunities to learn and grow.

We’ve put this guide together to provide you with all of the information you need to help you succeed during your career training at Tech. We encourage you to make the most of your time here with us. We’re here to help you every step along the way.

Dr. Douglas R. Major, Superintendent/CEO
2016 - 17 SCHOOL CALENDAR

1ST QUARTER
Class Begins ................................................................. Wednesday, August 17, 2016
Labor Day (Campus Closed)........................................... Monday, September 5, 2016
First Quarter Ends ....................................................... Friday, October 14, 2016

2ND QUARTER
Second Quarter Begins ................................................ Monday, October 17, 2016
No School for Students ...................................... Thursday-Friday, October 20-21, 2016
Thanksgiving Holiday (Campus Closed)......................... Wednesday-Friday, November 23-25, 2016
No School for Students .............................................. Wednesday, December 7, 2016
Second Quarter Ends ................................................... Tuesday, December 20, 2016
Christmas Holiday ....................................................... Wednesday, December 21, 2016-Monday, January 2, 2017

3RD QUARTER
Student Advisement Day ........................................... Tuesday, January 3, 2017
Third Quarter Begins ................................................ Wednesday, January 4, 2017
Martin Luther King Jr. Day (Campus Closed) .................. Monday, January 16, 2017
Presidents Day (Campus Closed) ................................ Monday, February 20, 2017
Third Quarter Ends ..................................................... Friday, March 10, 2017

4TH QUARTER
Spring Break .............................................................. Monday-Friday, March 13-17, 2017
Fourth Quarter Begins .............................................. Monday, March 20, 2017
No School for Students (Snow Days) ................. Monday-Tuesday, April 24-25, 2017
Graduation ............................................................... Thursday, May 18, 2017
Last Day of School ..................................................... Wednesday, May 24, 2017
ATTENDANCE

Classes held during the morning session at Tech are from 7:50 – 10:40 am. The afternoon classes are from 12:45 – 3:35 pm. Students are expected to attend class daily and be on time. An absence is defined as missing more than 30 minutes of class time.

It is the student’s responsibility to call and inform the instructor when they are not going to be in class. Students who exceed nine absences per semester or nine consecutive days with no contact will be withdrawn or dropped.

When a student reaches four absences, a meeting will be called between the student and a student advisor. It is the instructor’s responsibility to call a parent/guardian each time a student is absent and document the call. Missing less than 30 minutes of class by either arriving late or leaving early results in a “tardy” or an early “out.” Each incident of either will count as one tardy or one out. Three tardies and/or outs equals one absence.

Pre-approved school activities, leave of absence, inclement weather days (if secondary student’s high school is closed), jury duty, subpoenas for court appearance and military duty are the only absences that will be considered “exempt.” All students are expected to make up missed assignments due to an absence or tardy.

GRADING

Meridian students are on a four-quarter plan. At the end of each nine-week period, evaluations will be made and grades sent to the secondary student’s home high school to be recorded. Grades for adult students will be given to the instructor to distribute to those students. Meridian uses the following grading scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawl</td>
</tr>
</tbody>
</table>

Students failing to make satisfactory progress may be placed on academic probation for one semester. If at the end of that semester the student has not achieved a 70% average (C grade level) or better, continued enrollment in the same training program may not be permitted. The student may change to another training program only with the permission of the administration.
TRANSPORTATION TO TECH

If you’re in high school, we hope that you’ll let us help you get to Tech. Meridian buses run daily from each high school, so hop on!

Home-schooled, private schooled and adult students can also take advantage of this opportunity as well when space is available and should arrange transportation from home to the local high school. Students need prior written approval from the sending school superintendent or designee and a Meridian Technology Center Director of Instruction.

<table>
<thead>
<tr>
<th>AM Schedule</th>
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</thead>
<tbody>
<tr>
<td><strong>School</strong></td>
</tr>
<tr>
<td>Agra</td>
</tr>
<tr>
<td>*Carney</td>
</tr>
<tr>
<td>*Glencoe</td>
</tr>
<tr>
<td>*Guthrie</td>
</tr>
<tr>
<td>*Morrison</td>
</tr>
<tr>
<td>Mulhall-Orlando</td>
</tr>
<tr>
<td>*Pawnee</td>
</tr>
<tr>
<td>Perkins-Tryon</td>
</tr>
<tr>
<td>Perry</td>
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<tr>
<td>Stillwater</td>
</tr>
</tbody>
</table>
OSU TRANSIT

Meridian is happy to have a stop on the OSU Community Transit System. OSU students and Stillwater residents can ride the bus to the Meridian campus from just about anywhere in town and take advantage of opportunities available at Meridian. The “Off-Campus Brown” route runs between the Meridian campus and OSU throughout the day. The route goes to Meridian, Stillwater Medical Center, the Oklahoma Technology & Research Park and Wal-Mart West on Highway 51.

PM Schedule

<table>
<thead>
<tr>
<th>School</th>
<th>Departure Area</th>
<th>Departure Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Guthrie</td>
<td>West side of Guthrie HS</td>
<td>11:55 AM</td>
</tr>
<tr>
<td>Morrison</td>
<td>South side of Morrison HS</td>
<td>12:05 PM</td>
</tr>
<tr>
<td>*Pawnee</td>
<td>South side of Pawnee HS</td>
<td>11:50 AM</td>
</tr>
<tr>
<td>Perkins-Tryon</td>
<td>East side of Perkins HS</td>
<td>12:20 PM</td>
</tr>
<tr>
<td>*Perry</td>
<td>East door of Perry auditorium</td>
<td>12:00 PM</td>
</tr>
<tr>
<td>Stillwater</td>
<td>Stillwater HS main entrance</td>
<td>12:20 PM</td>
</tr>
</tbody>
</table>

*High school students from these schools are not permitted to drive.
All buses leave Meridian from the Skywalk at 10:45 AM and 3:40 PM to return to the high schools.
HIGH SCHOOL CREDIT

By working with their high school counselor in advance, students make the most of their time at Tech by earning high school credit for the courses they’re taking at Meridian. It’s easy to do, but be sure to talk to your high school guidance counselor to make sure that you have everything in place to get the credits you need to graduate. Classes not listed typically qualify for elective credit.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biomedical Sciences</td>
<td>Pre-AP Chemistry, Chemistry, AP Physics I, Algebra II, Trigonometry, Pre-Calculus, AP Calculus AB and BC, AP Statistics</td>
</tr>
<tr>
<td>Business Technology</td>
<td>Computer Science</td>
</tr>
<tr>
<td>Computer Aided Drafting</td>
<td>Computer Science</td>
</tr>
<tr>
<td>Digital Media</td>
<td>Computer Science</td>
</tr>
<tr>
<td>Health Careers</td>
<td>Anatomy</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Computer Science</td>
</tr>
<tr>
<td>Pre-Engineering Academy</td>
<td>Algebra II, Trigonometry, Pre-AP Calculus, AP Calculus AB, AP Calculus BC, Pre-AP Chemistry, AP Chemistry, AP Physics I, AP Statistics, Anatomy, Physiology, AP Biology</td>
</tr>
</tbody>
</table>

MATH CREDIT

Scheduling conflict? Can’t seem to fit in everything you want to do? If you need a math credit, you can enroll in one of our majors and attend a math class while you’re at Tech. We offer Geometry, Algebra II and Math of Finance. Check with your high school counselor to see which class best fits with your graduation plan. A representative from the Career Planning Center can help ensure that you’re able to take part in the math class you need.

TRANSFERRING CREDIT

Students may be able to receive advanced standing for coursework completed at other schools or other technology centers. Career counselors will review a transferring student’s transcripts to determine what previous work may be eligible. We want you to make the most out of your time here with us.
EARN ONLINE CREDITS TO GRADUATE

The High School Online Curriculum Program provides assistance to high school students needing additional credits in order to graduate from high school. Visit meridiantech.edu/academics and download the application. Complete your part, get approval from your high school and return it to the Career Planning Center at Meridian Technology Center.

COLLEGE CREDIT

Earn college credit while you’re at Meridian Technology Center. Through a cooperative effort between the Oklahoma State Regents for Higher Education and the Oklahoma Department of Career and Technology Education, college credit may be available upon completion of a career major. The College and Career Transition Coordinator will work with students to explain the process so students can earn college credit toward an Associate of Applied Science (A.A.S.) degree. If you have questions regarding the process, please call 405-377-3333, ext. 228.

The A.A.S. is a technical workforce degree. An A.A.S. degree is a great path to follow for someone who is planning on directly entering the workforce after earning the degree. The technical college courses are specific to the technical workforce degree and do not apply to other degrees designed to transfer to bachelor of arts and bachelor of science degrees; however, some credit may apply to a specific bachelor of technology degree. Talk with the college and career transition coordinator to learn more.
Student organizations, commonly known as CTSOs, are designed to complement career training programs available at Tech. When you participate in student organizations, you have an opportunity to expand your leadership skills, connect with other students in similar career paths and meet professionals in your field.

What do members do?
- Participate in chapter meetings
- Compete in skills competitions for scholarships and other prizes
- Contribute to the community through service projects
- Develop leadership and teamwork skills

For students who want to take their involvement in a student organization to the next level, we encourage them to take an active role and run for a student organization officer position. Officers lead the chapter meetings and have the opportunity to make a real impact in the direction of the organization. Officers are also a part of the MTC Leadership Class.

Everyone is eligible to join a student organization and you can get involved as a first-year student. Don’t wait to join the fun!

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

Students who are members of their CTSO and who maintain a 3.5 or higher GPA may be invited to join the National Technical Honor Society (NTHS) at Meridian Technology Center upon the recommendation of their instructor. This is a prestigious honor, and each year we’re thrilled to have so many students meet the criteria.

LEADERSHIP CLASS

Student organization officers comprise the MTC Leadership Class, a program that is designed to develop school and community leaders through monthly meetings and training sessions. Activities take place throughout the school year to build leadership and teamwork skills, and develop ambassadors for Meridian.

Through the Leadership Class students develop an understanding of their roles as student organization officers; take part in leadership and teamwork building activities; develop presentation techniques; volunteer in the community; meet legislators, community and school leaders; and assist with special events at Meridian. Participation in the Leadership Class is limited to student organization officers only.
CAREER ASSESSMENT
Free online career information and assessments are available through the Oklahoma Career Guide. These assessments are available to assist you in learning more about your abilities, interests, personality and values.

Visit the site okcareerguide.org and create your own account.

Explore the various links to learn more about yourself and your career options. You can also learn about hundreds of different careers. For more information, contact the Career Planning Center at (405) 377-3333.

CAREER COUNSELING
We know that deciding a career path is a big choice. Visiting with a Meridian career counselor may help you identify the possibilities. A counselor will sit down with you and ask you about what you like and what you don’t like. They may encourage you to take a career assessment. After you’re done, they will talk with you about your results and offer guidance based on how you answered a few questions.

If you think this would be helpful to you, talk to a staff member of the Career Planning Center. Remember, they’re here to help! They love talking with you, learning about you and assisting you in finding your future career.
EDUCATIONAL ENHANCEMENT CENTER

We want you to complete your career major and have the academic skills to continue to learn long after you graduate Tech. To help ensure that you’ve got the academic skills you need to succeed, you can spend time in Meridian’s Educational Enhancement Center (EEC). The EEC helps you improve your skills in reading, math and locating information. Individualized lessons are geared toward your needs, and students work at their own pace to improve their skills. Once you have reached the skill levels recommended for your career major, you are ready to take the WorkKeys® assessment, which can lead to a Career Readiness certificate.

WORKKEYS® ASSESSMENT & CAREER READINESS CERTIFICATES

There’s a saying that if you love what you do, it’s never work. At Tech we’re focused on getting you ready for something that you LOVE.

To help with this process, Meridian uses WorkKeys®, an assessment tool from the ACT® organization. WorkKeys® assesses the three areas of Applied Mathematics, Locating Information and Reading for Information. The WorkKeys® assessment measures skills employers have identified as critical to job success in their industry and are used in hiring and promoting employees. Students are able to earn an ACT®-issued National Career Readiness Certificate by meeting the score requirements for their job field on the three assessments.

- **Applied Mathematics** measures the skills used when applying mathematical reasoning and problem-solving techniques for work-related problems.
- **Locating Information** measures the skills people use when they work with workplace graphics such as charts, graphs, tables, floor plans and instrument gauges.
- **Reading for Information** measures the skills used when people read and use written text on the job.

Assessment results are sent to the Oklahoma Department of CareerTech in order to obtain an Oklahoma Career Readiness Certificate free of charge. More than 156,000 Career Readiness Certificates have been issued in Oklahoma. ACT® issues the National Career Readiness Certificate for a small fee.

JOB PLACEMENT SERVICES

When you’re successful, we’re successful. To help you take the skills you learn at Tech and put them to work, Meridian instructors actively assist students as they seek full-time, permanent employment upon successful completion of their training programs.

Meridian also maintains an Area Jobs page on its website. Potential employers are able to submit job announcements. Job seekers are able to learn about available jobs and apply online through the hiring company’s website. Visit meridiantech.edu/areajobs to review current job listings.

Studies have shown that matching the right employees with the right job creates employee job satisfaction, increased self-confidence and the best wages possible for the employee. The employer benefits with reduced turnover and training, increased productivity and overall company success. Essentially, it’s a win-win!
DISABILITY SERVICES

Meridian Technology Center provides reasonable accommodations and support for students with disabilities and special education needs covered by the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Individuals with Disabilities Education Act (IDEA). At the present time, Meridian Technology Center does not offer any comprehensive transition and postsecondary programs for students with intellectual disabilities.

High school students who are on an Individual Education Program (IEP) need to follow the enrollment process for high school students. The student’s special education teacher needs to provide Meridian with a copy of the student’s IEP prior to the first day of class. Meridian staff will work closely with the student’s IEP team to implement the necessary accommodations and modifications.

Adult students should complete a Request for Accommodation as early as possible before the start of school. Students will need to provide appropriate documentation with the request.

For further information, please contact Anne Belanus, Career Development Specialist at (405) 377-3333, ext. 395.

TRANSLATION SERVICES

Don’t let a language barrier keep you from gaining a skill. Spanish-speaking students at Meridian have the opportunity to gain more than career training through free translation services. Contact Martha Walter at (405) 377-3333, ext. 253 or marthaw@meridiantech.edu for more information.

ACT® TEST PREPARATION

To assist students who are planning to pursue college upon the completion of their training at Tech, Meridian hosts an ACT® test preparation class presented by Power Prep. A special session for Meridian students will take place on October 6 while students are at Tech. Please visit www.act.org for ACT® test prep, test-taking tips and practice exams. Please visit with a college counselor about course placement scores.
GRADUATION REQUIREMENTS

When a student completes all standards as set forth in their program of study, they will be considered a graduate of Meridian and receive the Career Ready credential. Students who fail to meet these standards will not be considered graduates of MTC. These standards include:

- Complete all courses in a Career Major with a grade of “C” or above
- Achieve WorkKeys® scores at or above the level required for their Career Major in the areas of Reading for Information, Locating Information and Applied Math. Students may also have earned equivalent ACT® scores in each of these areas. For information on these certificates visit meridian-tech.edu/NCR.

Students also have the option to earn Postsecondary Ready and Citizenship Ready certificates.

Postsecondary-Ready Credential
- Be on track for your high school diploma or GED at the time of Meridian graduation
- Achieve an overall score of 19 or greater on the ACT® or equivalent on alternative assessments

Citizenship-Ready Credential
- Complete employment profile
- Document active membership in a CareerTech Student Organization or professional association related to their program of study
- Document 20 hours of volunteerism or service in a community activity
Whether it’s through financial aid assistance, career exploration, résumé writing assistance or participation in mock interviews, the staff in Meridian’s Career Planning Center have one goal – to help you succeed while you’re here at Tech.

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Meridian Technology Center will not discriminate in its programs, services, activities or employment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment.