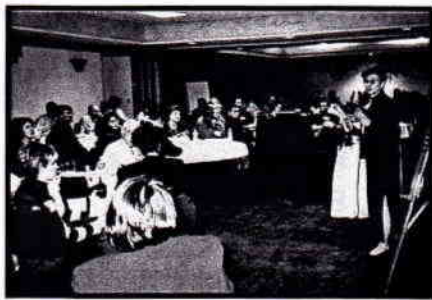


UTTC co-hosts successful 1994 Tribal Land Grant Conference



Dr. Barbara Gray, one of the speakers at the Tribal Land Grant conference.

Nearly 100 representatives from U.S. Land grant colleges and universities gathered February 5-7th in Albuquerque, N.M. for the annual 1994 Tribal Land Grant Conference sponsored by the U.S. Department of Agriculture (USDA).

"Articulating the Tribal Land Grant Vision" was the theme guiding conference activities, planned by John Phillips, American Indian Higher Education Consortium/USDA liaison; Marsha Azure, UTTC Extension program director; and Virgil Dupuis, Salish Kootenai College Extension program director. These organizations served as co-hosts along with support from the W.K. Kellogg Foundation.

"One of the major outcomes

of the conference was the development of a draft vision statement about 1994 Tribal land grant colleges and universities," said Azure. "It was a great effort on the part of those who are in the trenches everyday doing the land grant work."

UTTC President David M. Gipp provided a conference keynote presentation with an overview of the proposed USDA/AIHEC Action Plan. "We must work to shape our future agenda based on the needs and issues of our American Indian communities," he said. "And it is a very full and very important agenda for Tribes and Native people."

Policy implications emerging from the work of Tribal land grant colleges and universities was the topic of a conference presentation by Phil Baird, UTTC's dean of institutional development and intertribal service programs.

"The tribal land grant agenda has a direct relationship with Tribal, state, and federal policies affecting Tribal human and land resources," said Baird, a two-

time graduate of 1862 land grant universities. "It's these policies that will dictate the future well-being of Tribal resources in the 21st century."

In a panel discussion about successful land grant programs, Judi Wood of Lower Brule Community College discussed the history of the Northern Plains Bison Education and Research Network, a collaboration project initiated by UTTC and nine other Tribal colleges. Wood serves as UTTC's field coordinator for the network's projects.

Rounding out a successful conference, contributions were acknowledged from UTTC land grant staffers, Kim Hinnenkamp and Wanda Agnew, who assisted with conference registration and coordination activities.



Marsha Azure, UTTC's USDA Director, assisted in coordinating the conference.

Newsletter Guidelines

Below are a few guidelines for submitting articles for the newsletter. We would appreciate it if you could follow these guidelines as it makes the newsletter more interesting and more timely for all concerned.

1. ALL COPY SUBMITTED should relate to UTTC, its students, faculty or staff - or be directly beneficial to the functions/daily operations of UTTC.

2. PLEASE, EDIT YOUR COPY before sending it over for publications. This is a "Newsletter" not a newspaper. Limit your article to what is necessary and informative. Also, limit all POSTERS to 8 1/2" X 5 1/2". It is not necessary to use the full sheet. Posters or advertisements can be just as effective when half the size.

3. If contact persons are required with your article, please make sure you list that person's name and where they can be reached.

4. If submitting photos, please submit them either on disk or zip or email directly to the newsletter e-mail site as a JPEG, TIFF, OR EPS or SUBMIT THE ACTUAL PHOTO. Do not send over photos that have been preprinted on your computer printer. They are not clear and do not reproduce well. Also, if submitting an article needing photos make sure these are attached.

5. ALL ARTICLES SHOULD BE SUBMITTED ONE WEEK IN ADVANCE. All articles submitted for the newsletter should be in Arrow Graphics the preceding Monday before the next newsletter is due (1 week in advance). Any late article will be included in the following newsletter.

We receive a lot of articles and it takes 2-3 days to type all of the articles. PLEASE adhere to the deadline and policy. The newsletter is distributed by Monday.

6. If you are sending your articles through e-mail, please send them to nduttcnews@hotmail.com.

SEND ARTICLES AS "TEXT FILES" AND PHOTOS AS EPS, TIFF, OR JPEG, TO ABOVE EMAIL ADDRESS.

Our newsletter is sent all over the nation so other colleges and organizations can see how we are progressing. Let's show our UTTC spirit with great news articles.

Dennis Lucier's ~UTTC Diner~ Bi-Weekly Menu

(Each meal served includes 2% or Skim Milk, Coffee or Tea and Salad Bar or Assorted Fresh Fruit/Vegetables)

Dinner

Mar. 4 - Mar. 8

- M Chicken Fried Steak, Mashed Potatoes, Cream Gravy
- T Oriental Chicken Stir Fry, Rice
- W Baked Chicken, Mashed Potatoes, Gravy
- T Sloppy Joe On A Bun, Baked Tator Tots
- F Chicken Nuggets, Macaroni & Cheese

Mar. 11 - Mar. 15

- M Beef Stroganoff, Noodles
- T Indian Taco
- W Hamburger On A Bun, Baked Beans
- T House Special Pizza
- F Pork Chow Mien, Rice

Supper

Mar. 4 - Mar. 15

- M Meatloaf, Baked Potato
- T Buffalo Sausage, Fried Potatoes
- W Bar-b-Que Ribs, Potato Salad
- T Swiss Steak, Buttered Noodles
- F Shrimp, Wild Rice

Mar. 11 - Mar. 15

- M Chili, Dinner Roll
- T Bar-b-Que Chicken, Baked Potato
- W Chicken Burger, Chicken Noodle Soup
- T Sub Sandwich, Bean Salad
- F Tator Tot Hot Dish

Attention graduates

Graduation Committee

Please stop in at the bookstore to be measured for your graduation cap & gown. The deadline to be measured for your cap and gown is February 28, 2002. It will take 8 weeks for the order to be delivered, so please do your part by visiting the bookstore ASAP.

Just a reminder to the graduates that you also need to register with the UTTC Registrar to graduate this spring. Please see your vocational advisor to make sure that you have already registered and will graduate as planned.



Nutrition students meet liaison to National CDM Association

UTTC has 8 students enrolled in the new Nutrition and Dietary Management vocation.

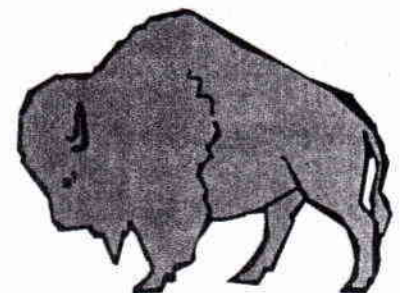
The vocation's first student is planning to graduate in May 2002. The vocation is planned around a scientific-based systems model surrounding nutrition policy. The curriculum includes two tracks. The first focuses on nutrition and wellness, while the second focuses on healthful food preparation and culinary arts.

Students from both tracks will have the opportunity to write an exam certifying them to be safe food handlers. During their third semester, students will be encouraged to write a national exam allowing them to be credentialed as Certified Dietary Managers (CDM).

The national CDM organization has appointed a local liaison, Cheryl Kraft, to communicate between UTTC's students and the national organization. Last week Cheryl toured the campus

and met the students. She encouraged the students to become members of the North Dakota Dietary Manager's Association. The North Dakota organization volunteered to pay membership dues for UTTC's students. Cheryl shared the benefits of joining a professional organization and invited the students to attend their spring conference in April. She was impressed with the training offered to the students in the nutrition vocation and stated to students, "You are very fortunate to have this training program available. It is much more extensive than I took and you should have no trouble passing the national exam. You are especially lucky to get the food safety exam offered during your training. All restaurants and health care providers will require staff to have that certification in the near future." Cheryl inquired about having her employment agency work with UTTC to make the food safety exam available to their employees.

Students especially enjoyed Cheryl as she was nominated to carry the Olympic Torch on February 1. She was sponsored by Coca Cola and shared her story about the unique experience. She said it made her feel humble and honored.



Congratulations!

To Phillamine Smith and Melanie Wilson.

Health Information Department has nominated these learners for the Student of the Month for February 2002! Good Luck!

Student Support Services National Trio Day

The Student Support Services staff held a National TRIO Day. The program staff had an open house providing snacks and refreshments during the day. Program staff provided brochures and educational materials about all five of the TRIO programs: Upward Bound, Talent Search, Educational Opportunity Centers, Student Support Services, and Ronald E. McNair Post-Baccalaureate Achievement. These programs are funded through the U. S. Department of Education. The program staff would like to thank all the students, staff, and faculty who participated and celebrated the day with us.

Health Tips:

Cantaloupe:

A quarter of a delicious melon supplies almost as much vitamin A and C as most people need in an entire day.



Park Ranger (temporary) State Parks and Recreation Dept.

Position No: 750-9005
Category: Park Technician II
Salary Range: \$6.25 to \$8.00
Closing Date: April 12, 2002
Status: Temporary Seasonal
Recruitment: Internal/External
Location: State Parks in North Dakota

Minimum Qualifications:

- Able to respond to medical and other emergency situations in a variety of terrain settings.
- Able to withstand exposure to varying weather conditions/temperatures of extended periods, and work effectively during daylight or nighttime hours.
- Able to move 50-100 lbs. on a regular basis.
- Able to clearly communicate on and operate park radios and base station.
- Able to operate power tools and equipment.

- Able to successfully complete law enforcement requirements.

- Requires valid drivers license with ability to operate motor vehicles to include car, tractor, and riding mower.

Application Procedures:

Please include a brief summary of work experience and submit with state application form #10950. Please indicate on your application if interested in being considered for more than one position. Applicants claiming veterans preference must submit Form DD214 with the completed application and those applicants needing accommodation with the application and/or interview process should call ND Parks & Recreation at (701) 328-5357 or the North Dakota Job Service TDL 1-800-438-2513.

An application must be sent to each park in which you are requesting consideration for employment. Please call the State Park and Recreation Department for specific addresses at (701) 328-5357 or visit our web site at www.ndparks.com.

Summary of Work:

Responsible to the park manager, the classified park ranger, or the supervisory park ranger., (temporary) for performing park administration, maintenance, enforcement, interpretation, safety and visitor services pro-

Continued on next page

Placement

Continued from page 4

grams in a state park. May be required to work evenings, weekends, and holidays.

- Enforcement of state laws and park rules and regulations which involves routine patrol, park user assistance, and fee collection.

- May be required to participate in the interpretive activities of the park including campfire programs, nature/historical walks, and special programs.

- Assists in the maintenance of the park and its facilities.

- Assists in the administration of park operations including preparation and submission of required reports and records.

- Assists in visitor services programs of the park including fee collection, visitor facility use, land use programs, safety programs, and public relations programs.

Maintenance Supervisor (temporary) State Parks and Recreation Dept.

Position No: 750-9003
Category: Park Technician III
Salary Range: \$6.25 to \$9.00
Closing Date: April 1, 2002
Status: Temporary Seasonal
Recruitment: Internal/External
Location: State Parks in
North Dakota

Minimum Qualifications:

- Able to use objects associated with general maintenance (Ladder, buckets, step stool, etc.) in all park areas.

- Able to move 50-100 lbs. on a regular basis.

- Able to withstand exposure to varying weather conditions/temperatures for extended periods.

- Able to operate and use power tools and equipment.

- Able to plan and schedule work assignments as well as train, supervise, and evaluate subordinate staff.

- Able to clearly communicate instructions, directions, and information to staff and general public.

- Required to wear necessary safety equipment.

- Required valid drivers license with ability to operate motor vehicles to include car, tractor, riding mower.

Application Procedures:

Please include a brief summary of work experience and submit with state application form #10950. Please indicate on your application if interested in being considered for more than one position. Applicants claiming veterans preference must submit Form DD214 with the completed application and those applicants needing accommodation with the application and/or interview process should call ND Parks & Recreation at (701) 328-5357 or the North Dakota Job Service TDD 1-800-438-2513.

An application must be sent

to each park in which you are requesting consideration for employment. Please call the State Park and Recreation Department for specific addresses (701) 328-5357 or visit our web site at www.ndparks.com.

Summary of Work:

Responsible to the park manager or the assistant park manager for temporary employee supervision, park operations, equipment, facility and ground maintenance, and visitor safety in a state park. May be required to work evenings, weekends and holidays.

- Supervises employees assigned to park maintenance tasks.

- Provides maintenance staff with work schedules and work assignments.

- Performs park maintenance tasks such as grounds upkeep, mowing, tree pruning and removal, facility repairs, cleaning and long range preventive maintenance, equipment servicing and repairs and long range preventive maintenance, plumbing repairs, electrical repairs, small engine tuneup and repairs, and welding (both gas and arc).

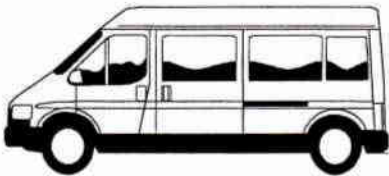
- Performs administrative duties such as preparing vehicle and equipment use and repair reports, repair orders, purchases necessary items and finalizes transactions utilizing department approved processes.

- Assumes a leadership role in employee training and work place safety programs.

Transportation

The Transportation Department would like to introduce the new **Transportation request** form for use in all campus requests for the use of all United Tribes Technical College owned vehicles. Each department is being sent 10-15 request forms and any additional forms can be ordered from Property and Supply. All requests must be submitted 2-3 weeks in advance prior to date of use. If you have any further questions, you can contact Red Koch at Ext. 301.

Thanks for your cooperation.



Tidbits

If you yelled for 8 years, 7 months and 6 days you would have produced enough sound energy to heat one cup of coffee.

(Hardly seems worth it.)

Rise Above

Former U.S. President John F. Kennedy received endless advice and criticism from the media concerning how he should run the country. Much of it he took good-naturedly. In fact, he often used a favorite story in response to the media's comments about how they thought he could do a better job.

He told about a legendary baseball player who always played flawlessly. He consistently hit when at bat and was never thrown out at first. When on base he never failed to score. As a fielder, he never dropped a ball and he threw with unerring accuracy. He ran swiftly and played gracefully.

In fact, he would have been one of the all-time greats except for one thing - no one could ever persuade him to put down his beer and hotdog and come out of the press box to play!

Most of us can empathize, for we all have people in our lives who criticize and second - guess. They are quick to point out flaws and quicker yet to offer advice.

When it comes to receiving criticism, I believe it helps to remember first that not all criticism is invalid. Wisdom listens for the kernel of truth and saves it for future growth. But when criticism seems unfair, I believe it helps to remember the hawk. When attacked by crows, it does not counterattack. Instead, the hawk soars higher and higher in ever-widening circles until the pests leaves it alone.

When there is nothing to learn from criticism, can you rise above it and soar?

--Steve Goodier



Kids Korner



Terri asked her Sunday School class to draw pictures of their favorite Bible stories. She was puzzled by Kyle's picture, which showed people on an airplane, so she asked him which story it was meant to represent. "The flight to Egypt," said Kyle. "I see...And that must be Mary, Joseph, and Baby Jesus," Ms. Terri said. "But who's the fourth person?" "Oh, that's Pontius - the Pilot."

A college drama group presented a play in which one character would stand on a trap door and announce, "I descend into Hell!" A stagehand below would then pull a rope, the trapdoor would open, and the character would plunge through. The play was well received. When the actor playing the part became ill, another actor who was quite overweight took his place. When the new actor announced, "I descend into hell!" the stagehand pulled the rope, and the actor began his plunge, but became hopelessly stuck. No amount of tugging on the rope could make him descend. One student in the balcony jumped up and yelled: "Hallelujah! Hell is full!"

Student Health Center Calendar for March:

Custer Family Clinic for the month of March has been rescheduled for Monday, March 18th. If you would like to schedule an appointment, contact Student Health at Ext. 286 or stop by. Custer Family Planning provides the following services: PAP tests, breast examinations, contraception, screening for sexually transmitted diseases, pregnancy testing, & FREE HIV testing. Monthly head lice screenings will be held at the Child Development areas on March 21st beginning at 9 a.m. TJES students will be screened on March 22nd beginning at 9 a.m.

BACK INJURY PREVENTION TIPS:

There are three essential requirements for maintaining a healthy back. A person needs to stay healthy and maintain the best possible mental and physical condition. Exercise to strengthen and stretch back muscles. Avoid risk factors for back injury. Tips include:

1. Place objects often used within arm's reach, between knuckle and shoulder height. Avoid reaching across an extended space, and modify work habits that result in unnecessary motions.
2. Modify your worksite to match your height. Avoid repetitive or sustained bending over.
3. When talking on the telephone, use a speakerphone, headset, or shoulder rest, or rearrange your writing position to free one hand. Cradling the phone between your ear and shoulder is a cause of neck and upper back strain.
4. When carrying luggage, shoulder bags, or briefcases, balance the load equally, shift the weight from one side to the other, or use a luggage carrier.
5. Heavy shoulder bags and briefcases throw your body off balance. Lighten the load by carrying only frequently used items.
6. Avoid carrying heavy objects, and get help if the load is too heavy or too awkward to handle. Use a dolly.
7. Avoid awkward or unbalanced postures, such as standing with all your weight on one leg, sitting with your weight shifted to one side, crossing your legs while sitting or carrying your wallet in your back pocket. Don't slouch!
8. Get plenty of rest on bedding that provides adequate support.

Early Childhood Education:

by Liz Miller

The Early Childhood Education vocation students were asked to respond to the question, "**What are children learning when they play?**" The following is a sampling of some of the responses:

BenniLee Roberts: There are many benefits to letting your child have free play. Play is an essential part of a child's life. Children find that in free play they may relieve any kind of stress that may be built up inside. It allows them to communicate, and socialize with chil-

dren their own age. Play encourages the child to do physical exercise such as run, crawl, and jump. It is a benefit for the parents as well as the children. Not only is play an advantage to children, it also gives parents a little time to themselves as well. When children play it gives them a chance to explore and learn new things about life. Last but not least, the child models what adults do.

Bunni Shoyo: I want to describe the value of play to you today so you know why play is

so important in the classroom. The children need to play so they can learn to communicate with others. It lets them be free to explore what are in the certain play areas in the classroom without the teacher telling them what to do. Play also helps the child with physical, social, and emotional development. Play has a positive relationship with the children to play with each other and to get along with one another. Play is the way children develop and learn, the way they express their understanding of the world around them. The children move

Continued on page 8.

Early Childhood Ed.

Continued from page 7

freely to do what they want to do, but they are also learning new things in play and it also is boosting up their self-esteem and self-confidence.

Margaret Vivier: Block play: Builds the child's mind

- Unit blocks may not be as sophisticated as some toys we find in stores or on TV commercials, but they are ideal for learning because they involve, the child as a whole, the way they moves their muscles, the way they discover how different objects feel in their hands, the way they think about spaces and shapes, and the way they develop thoughts and interests.

- Blocks encourage children to cooperate and make friends, also help primary grade children develop skills in design, representation, balance, and stability. Blocks help children learn math and create structures that did not exist before.

Brenda Baumann: We used to think outdoor play was something to just burn off energy. To think it improves the large muscles (gross-motor skills), right arm / left leg or vice versa movement (cross-lateral movement), this will help in reading and writing in later years.

This also lends to imagination that can explore different worlds. It does not matter which form of activity it takes, it could be any one of these and this is just the tip - Circle time, art, free-play, building blocks, music and creative movement, and even snack time.

Any one of these activities can improve reading, math, speaking, and writing.

Skills - coordination with large and small muscles, self-esteem, imagination, basic life skills, independence, self-control, and getting along with others to name a few.

As you can see, play is a very important part of a child's learning. It's not just a way to burn off energy. It is also a basic learning tool that is like a stepping-stone that you build on.

The next time you play with your child, just think of all the things you are teaching them!

Nikole Webster: Councilmen, teachers, blackjack dealers, and secretaries; no matter what line of work you're in, no matter how much money you make there is one thing that as parents you can all give to your children of equal value and that is playing. Yes, playing, playing board games, playing sports, or even playing make-believe. We never really stop to think of how important playing can really be for our children. Many of us never even thought that there might be any importance to playing.

Playing with our children and allowing them to free play time can help develop many skills. Playing helps in the development of having strong healthy physical bodies. It also helps the children learn good coordination skills. As well as having influence in physical development, play also contributes to emotional development. Playing helps children work through anxiety, desires, and fears. When children are at play, they feel a sense of control in their lives, they have a "say so" as to what happens to them. This also gives them practice for the future. Playing also gives them confidence and self-

esteem.

When children reach the age to attend school they learn social skills as well as compromise by playing with other children. Many will get this opportunity before reaching their school age years. Playing with your children will give you, the parent, a chance to learn more about your child's development. Giving your children the opportunity to play alone allows your children to dream. And giving your children the opportunity to play with other children gives them skills that will last them a lifetime.

Sissy Ochoa: Circle Time is a time for the children to get to know each other and share stories about themselves. These stories help children with learning new social skills.

Circle Time is a time for "show and tell". Show and Tell helps children with taking turns and learning about new and different things. Other children may also have the same experiences and can share these also.

Circle Time is a great activity; ask your child what he or she did in Circle Time today! !

Leah Walker:

We would like to tell you briefly about how children learn through play:

- Learn to communicate through talking, visiting, asking questions.
- Practice sharing.
- Simple math, counting, measuring.
- Sorting
- Pretend play, role playing.
- Discovering, experimenting.
- Self-help skills .
- Role modeling.

THANKS FOR YOUR TIME AND INTEREST IN YOUR CHILD'S EDUCATION!

Student retention short story about the principles

(4 years of this?) This actually occurred at a college.

A young woman had arrived on campus with her parents. She was all set to enroll at the college. This was obviously a moment of family solidarity and pride -- the daughter going to college. She had made up her mind. She would attend this institution. The young woman and her parents found their way to the admissions office. They obtained an application form after waiting in line for more than nine minutes. They sat down and the young woman completed the forms. She walked up to the Welcome Desk and handed it to an unsmiling clerk who sat behind the counter. Then she returned to sit with her parents and waited to see a counselor to choose courses. As a new student, she was required to get an admissions counselor's signature before she could register for courses. After sitting for five minutes, the parents said they would take a walk around the campus while she waited. They returned 35 minutes later, walked up to their daughter. "All set, Hon? Let's go," one parent said. She informed them that she had not seen a counselor yet and was still waiting. The father was ap-

palled and marched right up to the Welcome Desk. "My daughter has been waiting here for over half an hour to see somebody. What's the deal? Why hasn't she been waited on yet?"

The woman seated behind the desk coldly stared at him, purposefully waiting about 20 seconds (a period of time that would seem like another half-hour to an irate customer) before she spoke. Then she said, "There are other people here too. Your daughter is not the only one trying to see a counselor who's busy doing things. They have other things they have to do besides seeing students. Your daughter's turn will be as soon as her turn comes. There are a few people before her." "Not anymore," the father said as he motioned to his wife and daughter. "Let's go. You don't want to go here. For what they charge, they should be jumping to help you." With that, they left the college. She did not enroll there. She went somewhere else.

Some colleges provide some of the worst customer service found anywhere.

They are able to take enthusiastic, motivated students whose only goal is to enroll and attend their institution and transform them into people who cannot wait to get away from their campuses. In fact, 12 percent of students who step onto your campus intending to enroll or attend classes don't. That's right. Twelve percent of students who have come to your college or

university with every intention of being a matriculated student - a precious full time employee -- are turned off by what is done to them as they are trying to enroll. And for those who do manage to enroll, the college continues its reverse alchemy by tarnishing students with customer service that will forever stain the student's sentiments about the college. What's worse, these students share their unsatisfactory experiences with at least six others just to make sure that the recruiting job remains stressful and demanding. Colleges are able to work their alchemy from the moment students step onto the campus right through to their stomping out the door mumbling their own incantations, never to return.

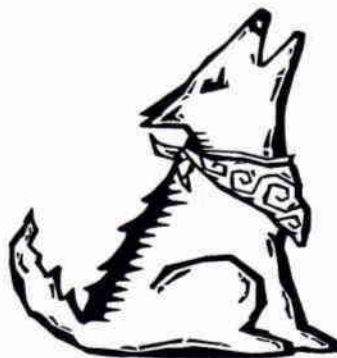
Quotes for the day

"If all my friends were to jump off a bridge, I wouldn't jump with them. I'd be at the bottom to catch them."

"Everyone hears what you say. Best friends listen to what you say and don't say."

"We all take different paths in life, but no matter where we go, we take a little of each other everywhere."

--Tim McGraw



OPEN HOUSE



**CHEMICAL HEALTH CENTER
BUILDING #68**

**MARCH 6, 2002
Wednesday**

**FROM
9:00 A.M. TO 4:00 P.M.**

**COME JOIN THE FUN
DOOR PRIZES
GOODIES**

**Free
food and
prizes**

Is diabetes a concern in your family?

*Your invitation to a series
of four diabetes
education
sessions.*



**WHAT:
FACTS ABOUT...**

- Exercise
- Eating Less Fat and Sugar
- Helping Persons with Diabetes
- Goal Setting

WHO: STUDENTS, FACULTY, AND STAFF
(Administrative leave will be given for faculty and staff.)

WHEN: FRIDAY, APRIL 5, 12, 19, 26
10 AM - 12 NOON

**WHERE: LAND GRANT RESOURCE
ROOM (Skills Center next to Room
111F-Food Lab)**



**United Tribes
Technical College
Extension Program**

"A Strong in Body and Spirit Project"

**Call Kim Hinnenkamp at
Ext. 397 TODAY to enroll!**

TRANSPORTATION REQUEST

Date of Request: _____ Vehicle Required: _____

Department: _____ Driver: _____

Must show proof of a valid North Dakota Driver's License

Date Required: _____ Date Return: _____ Destination: _____

Time: From _____ To _____ Purpose: _____

Number of Adults: _____ Number of Children: _____ Credit Card: _____

Department Supervisor

Dean of Student and Campus Services

OFFICE USE ONLY

VEHICLE RELEASE

Date: _____ Check out mileage: _____

Operator: _____ Check in mileage: _____

Unit: _____ Check out time: _____

Destination: _____ Check in time: _____

Passenger name and emergency contact, this information is required before release of vehicle.

Name

Phone Number

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

*For additional space, use the back of this page or additional paper

ADMISSION DEPARTMENT

The Admissions Committee has revised the Admission applications. We now have two applications, one for NEW STUDENTS ONLY and another for RETURNING/TRANSFER students only. These applications will make the process a lot easier and smoother for everyone.

Please make copies of these applications and mail them to the Admissions Department.

Here is a thought for everyone to ponder on for awhile.

12 PRINCIPLES TO TREATING PEOPLE RIGHT

There are appropriate "incantations" against reverse alchemy. (The art of shooting themselves in the enrollment foot).

Here are the Principles of Good Customer Service for the College.

1. Students should be given courteous and concerned attention to their needs and value as people.
2. Students should come before personal or college-focused goals.
3. The processes, rules and regulations of higher education should be fully and actually student-centered.
4. Be honest in all communications and do not patronize students.
5. Students can never be an inconvenience.
6. There must be a proper match between the vocation and the student.
7. Just because it was someone else who did something that would hurt a student does not relieve you of doing what is right.
8. Students deserve an environment that is neat, bright, welcoming and safe.
9. Students are not really customers.
10. The customer is not always right.
11. Satisfaction is not the gauge of successful customer service in a college.
12. Do not cheapen the college in the name of customer service. No pandering.

By Neal Raisman

APPLICATION FOR ADMISSION TO
UNITED TRIBES TECHNICAL COLLEGE
3315 UNIVERSITY DRIVE
BISMARCK, NORTH DAKOTA 58504
1-701-255-3285 EXT 241/334 FAX: 1-701-530-0640

NEW STUDENT ONLY

Check Semester For Which You Are Applying: Fall Spring 20 M F
Name LastName/Maiden Place of Birth
Address City/ State / Zip
Social Security # Marital Status: Single Married Single Parent
Number of Dependents Are you a U.S. Citizen? Yes No Birthdate: Month Day Yr
Tribal Affiliation BIA Agency
In case of emergency notify (Name/Relationship/PhoneNumber)

(First Generation means, if both or one of your parents attended College.)

Are you First Generation? YES NO
If No, Please Specify: Father Attended College, Yes No Name of College Location Date
Grad
Mother Attended College, Yes No Name of College Location Date
Grad
Both Parents Attended College Yes No If Yes, (Please specify their Colleges above)

Circle Highest Grade Completed: 08 09 10 11 12 High School Graduation Date:
High School Location:
G.E.D. (Date received Certificate) Location:

Vocational Choice: 1st Choice 2nd Choice
Certificate Program (1 year) Degree Program (2 year) AAS Degree

Have you ever been convicted of a crime? Yes No If Yes, Please state nature of offense, when, where, and final outcome:

I have read the above application and answered all questions to the best of my knowledge. Any false information given will be cause for my suspension or dismissal from UTTC. I agree to abide by the rules and regulations of United Tribes Technical College. I authorize the Admissions Office to solicit that information which is necessary for consideration of acceptance.

Applicant's Signature Date:

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION: United Tribes Technical College is an equal opportunity, affirmative action employer which does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, or membership or non-membership in an employee organization except as allowed by the Indian preference provision of the Civil Rights Act of 1964 as amended



**UNITED TRIBES TECHNICAL COLLEGE
ADMISSIONS OFFICE**

3315 University Drive • Bismarck, ND 58504
(701) 255-3285 Ext. 334 • FAX (701) 530-0640

APPLICATION FOR TRANSFER/RETURNING STUDENTS ONLY

Thank you for making a decision to enroll at United Tribes. Please complete this application and return it to us as soon as possible.

You must also submit: A copy of your High School Transcripts or GED Scores along with the latest transcript of all of the colleges that you have attended and/or for which you have received college credit. (Registrar & Financial Aid)

First Name _____ MI _____ Last Name/Maiden _____

Mailing Address _____ City, State, ZIP _____

Home Phone _____ Work Phone/Other (Specify): _____

Social Security #: _____ Date of Birth: _____ Place of Birth: _____

Tribal Affiliation: _____ Home Agency: _____

Are you a U.S. citizen? YES NO

This application is for 20____. FALL SPRING

Applying as: Returning or Attended UTTC Transfer If transfer, have you attended UTTC before? YES NO If yes, year: _____

Full Time Part Time MALE FEMALE

Certificate (1 Year) AAS-Degree (2 Years)

Vocational Choice: 1st Choice: _____ 2nd Choice: _____

I have: High School Diploma G.E.D. School Attended: _____ Location: _____ Year _____

I plan to live: On-Campus Off-Campus Address: _____

Other Colleges Attended: (Beginning with most recent) (Submit all **Official Transcripts**)

Did you leave in good standing at the other colleges? YES NO If no, please specify below:

Have you ever been convicted of a crime? YES NO If yes, please state nature of offense, when, where, and final outcome:

Request official transcripts be sent from all educational institutions you have attended to United Tribes Technical College (Admissions Dept.)

I certify that all the answers I have given in this application are complete and accurate to the best of my knowledge and, if I am admitted, I agree to observe all the rules and regulations of United Tribes Technical College. (Specified in Student Handbook).

Date _____ Signature _____ Print First and Last Name _____

United Tribes Technical College does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, or membership in an employee organization except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

SEND THIS APPLICATION TO: **OFFICE OF ADMISSIONS**, 3315 University Drive, Bismarck, ND 58504

United Tribes Technical College

3315 University Drive • Bismarck, ND 58504 • (701) 255-3285 • Fax (701) 530-0640



ADMISSIONS APPLICATION INFORMATION

All applicants seeking admissions to United Tribes Technical College must send each of the items listed below **BEFORE** our Admissions Office can process your application. **IT IS THE STUDENT'S RESPONSIBILITY TO SEND COPIES TO FUNDING AGENCY.**

1. **APPLICATION (COMPLETE)**
2. **GED SCORES, HS TRANSCRIPT (MANDATORY)**
3. **PELL/AGENCY FUNDING (STUDENT MUST CHECK FUNDING)**
4. **VOCATION (MUST HAVE 1st and 2nd CHOICE ON APPLICATION)**
5. **VERIFICATION OF INDIAN BLOOD (NATIVE AMERICAN STUDENTS, DEPENDENT)**
6. **MARRIAGE LICENSE (WIFE MUST HAVE MAIDEN NAME ON LICENSE)**
7. **BIRTH CERTIFICATES (STUDENTS AND ALL CHILDREN)**
8. **PHYSICALS (UPDATED AND SIGNED BY A DOCTOR)**
9. **IMMUNIZATION RECORDS (STUDENTS AND ALL CHILDREN)
DT, MMR, HEP-B, AND PPD FORM (STUDENT/VOCATION RECOMMENDATION)**
10. **SOCIAL SECURITY NUMBERS (STUDENTS AND ALL CHILDREN) COPY OF CARDS**
11. **TRAINING AGREEMENT (MUST BE SIGNED BY STUDENT AND AGENCY)**
12. **HOUSING APPLICATION (MUST BE COMPLETE)**
13. **TRANSFER STUDENTS MUST SEND OFFICIAL COLLEGE TRANSCRIPTS**
14. **LEGAL DOCUMENTS RE: FOSTER CHILD(REN) AND CUSTODY AGREEMENTS, DIVORCE PAPERS**
15. **DRIVERS LICENSE (CRIMINAL JUSTICE)**

DEADLINE DATES FOR COMPLETION OF STUDENTS FILES IN OUR OFFICE IS:

- | | | |
|-----------------------------------|-------------|--|
| 1. Fall Semester Deadline | August 1 | <i>Vocational Priority Due to
Limited Class Size</i> |
| 2. Spring Semester Deadline | December 17 | |
| 3. Summer Program Deadline | May 7 | |

ALL OF THE ABOVE WILL BE REQUIRED FOR COMPLETION OF FILE BEFORE PRESENTING TO THE ADMISSIONS COMMITTEE FOR REVIEW.

PLEASE MAKE SURE THAT THESE ITEMS ARE COMPLETE PRIOR TO MAILING YOUR APPLICATION TO THE ADDRESS BELOW. FOR FURTHER INFORMATION CALL OR WRITE:

ADMISSIONS OFFICE UNITED TRIBES TECHNICAL COLLEGE

3315 University Drive

Bismarck, ND 58504

Telephone: (701) 255-3285 Ext. 334/241

Fax: (701) 530-0640



United Tribes Technical College

3315 University Drive • Bismarck, ND 58504 • (701) 255-3285



TRAINING AGREEMENT

I, _____, upon acceptance for admission at the United Tribes Technical College, Bismarck, North Dakota, understand and agree to the following terms and conditions:

1. My purpose in attending UTTC is to broaden my educational background and learn vocational skills. With this purpose in mind, I will attend classes/workshops/practicums as scheduled.
2. I will apply myself to the course offered to reach my goals, maintaining good standards of conduct, respecting the rights of persons and property.
3. I will abide by all UTTC rules and regulations which are given in the student handbook. (This book will be available on the first day of orientation. It will be my responsibility to obtain this book and read it.)
4. I will consult with my counselor at UTTC before leaving school for any absence, moving from one location to another, allowing others to move in with me or dropping out of the training program.
5. I realize the Placement Department of UTTC will provide me every assistance but can not guarantee a job at graduation. I, on my part, agree to make myself available for employment for which I have been trained or a related field of my choosing whenever available.
6. UTTC will make available advice, education and training which will be for my best interest as a trainee, and it will enable me to accomplish my training objectives.
7. After successful completion of the vocation course, UTTC will award me a certificate, or diploma, if and when all Academic and Financial obligations are completed.
8. UTTC financial costs and subsistence will be based on my source of funding.
9. I understand that if I do not follow UTTC rules as written in the Student's Rights and Responsibilities Handbook, I can be terminated from training.
10. UTTC will provide health service to all Indian trainee within the limits of the existing contract with the Indian Health Service. Health services will not be provided for preexisting conditions, or unauthorized medical emergencies. It must be understood that the UTTC health contract does not cover pregnancies, therefore if a pregnancy exist the student must seek alternative funds to cover medical cost, prior to arrival. If this is not possible, the applicant can reapply for admission when the child is 6 weeks or older. Babysitters are not acceptable unless they are recommended by a M.D.
11. I understand that UTTC will not be responsible for, nor provide financial assistance to me and that any subsistence allowance or other designated monies, if any, must come from my agency or approved funding source.
12. By signing this agreement, the representing agency guarantees funding for the above named individual.
13. By signing this agreement, the respective agency indicates that its authorized representative has read the above agreement and approved its terms and conditions as related to the trainee and the agency.

DATE

SIGNATURE OF TRAINEE

DATE

SIGNATURE OF AWARDED OFFICER

PROGRAM /ADDRESS

UNITED TRIBES TECHNICAL COLLEGE

Statement of Medical Examination

Name _____ Date of Birth _____

Address _____

If Minor, Name of Parent/Guardian: _____

Past Medical History:

DISEASES/ILLNESS

Disease	When Diagnosed	Treatment	Resolved Chronic or Freq. Occurance
Hypertension			
Diabetes			
Heart Disease			
Kidney Disease			
Tuberculosis			
Seizures			
Anxiety/Nervous Reactions			
Ulcers/Gastritis			
Resp. Infections			
Gastroenteritis			
Ear Infections			
Alcoholism			
Musculoskeletal			
Other			

HOSPITALIZATION/SURGERIES

Where	When	Why

OB/GYN hx. P. _____ G. _____ Pap _____

Allergies, food sensitivity _____

IMMUNIZATIONS:

DPT. _____

OPV. _____

DT. _____ MMR _____ PPD _____

Current Medications: _____



CERTIFICATE OF IMMUNIZATION
NORTH DAKOTA STATE DEPARTMENT OF HEALTH AND CONSOLIDATED LABORATORIES
Division of Disease Control
SFN 16038 (6-93)

PART I: TO BE COMPLETED BY PARENT OR GUARDIAN AND SUBMIT ORIGINAL TO SCHOOL OR DAY CARE ON OR BEFORE CHILD'S ENTRY.

Name of Pupil (last, first, initial)	Date of Birth	Phone Number	
Name of Parent or Guardian	School		
Street Address	City	State	Zip Code
Child's Physician	Address		

PART II: TO BE COMPLETED BY PHYSICIAN OR HEALTH CARE AUTHORITY PRIOR TO ADMISSION IN SCHOOL OR DAY CARE.

RECOMMENDED IMMUNIZATION SCHEDULE					VACCINE	Enter Month/Day/Year for Each Immunization Given														
Doses:	1st	2nd	3rd	4th	Oral / Inactivated Polio OPV / IPV	1	2	3	4											
Age:	2 Mo.	4 Mo.	15 Mo.	4-6 Yrs.		1	2	3	4	5										
Doses:	1st	2nd	3rd	4th	5th	Diphtheria - Tetanus - Pertussis (DTP)	1	2	3	4	5									
Age:	2 Mo.	4 Mo.	6 Mo.	15 Mo.	4-6 Yrs.		1	2	3	4	5									
Doses:	1st			2nd	Measles - Mumps - Rubella	1	2													
Age:	≥ 15 Mo.			4-6 Yrs.		1	2													
Doses:	1st			2nd	Measles (Rubeola)	1	2													
Age:	≥ 15 Mo.					1	2													
Doses:	1st			2nd	Mumps	1	2													
Age:	≥ 15 Mo.					1	2													
Doses:	1st			2nd	Rubella (German Measles)	1	2													
Age:	≥ 15 Mo.					1	2													
Doses:	1st	2nd	3rd	4th	Hemophilus b Conjugate Vaccine (HbCV)	1	2	3												
Age:	2 Mo.	4 Mo.	6 Mo.	15 Mo.		1	2	3												
Doses:	1st		2nd		3rd	Hepatitis B Vaccine (HBV)	1	2	3											
Age:	0-2 Mo.		1-2 or 4 Mo.		16-18 Mo.		Mo.	Yr.	Mo.	Yr.	Mo.	Yr.	Mo.	Yr.	Mo.	Yr.	Mo.	Yr.	Mo.	Yr.
EVERY 10 YEARS					Tetanus - Diphtheria (Adult TD)	Mo.	Yr.	Mo.	Yr.	Mo.	Yr.	Mo.	Yr.	Mo.	Yr.	Mo.	Yr.	Mo.	Yr.	

1. This child has received the above immunizations by me or validated from acceptable documents:

Signature of Physician or Public Health Authority _____
Date

2. This child is in the process of receiving the required immunizations this school year.

Signature of Physician or Public Health Authority _____
Date

PART III: IF THE CHILD HAS NOT MET THE ABOVE REQUIREMENTS, INDICATE BY SIGNING ACCORDINGLY.

1. I hereby request that the above named child be administered the needed immunizations by the local department of their representative as prescribed by the North Dakota State Department of Health and Consolidated Laboratories.

Signature of Parent or Guardian _____
Date

2. The physical condition of the above named child is such that immunization would endanger life or health.

Signature of Parent or Guardian _____
Date

3. I, the parent or guardian of the above named child, adhere to a belief whose teaching is opposed to such immunizations. It is hereby requested that the above named child be enrolled without immunizations.

Signature of Parent or Guardian _____
Date

Will this person need:

YES NO

- 1) Follow up for any Med./Surg. Problem? YES NO
- 2) Glasses? YES NO
- 3) Dental work? YES NO
- 4) Immunizations? YES NO
- 5) Hearing Evaluation? YES NO

Physical Exam: Wt. _____ Ht. _____ B/P _____ Vision _____
 Hearing: Normal _____ Abnormal _____

	Normal	Abnormal		Normal	Abnormal
HEENT			Extremities		
Neck			Musculoskeletal		
Thorac			Spine		
Breast/Axillae			Skin		
Lungs			Genitalia		
Heart			Neurological		
Abd.			Mental Status		

If abnormal, please explain: _____

Lab	Hct _____	UA _____

Other Comments: _____

Service Unit _____ MD Signature _____ Date _____

STUDENT HEALTH CENTER RECOMMENDATIONS:

The Student Health Center (SHC) at United Tribes Technical College recommends that the following medical needs be met prior to your arrival at United Tribes Technical College.

Yearly Physical Examinations – Yearly physical examination (sports physicals, gynecological, etc.) should be done at your home agency with your records forwarded to UTTC. The Student Health Center will not pay for yearly physical examinations.

Immunizations – Immunizations for students and/or their dependents should be up-dated as needed. Bring a copy of each family member's immunization record with you. The SHC will hold immunization clinics throughout the year.

Pregnancy - Women who are pregnant must have financial arrangements made with Social Services, their home medical facility, or another financial source for payment of medical bills related to the pregnancy (delivery, prenatal appointment, post-partum appointments, complications, etc.). The Student Health Center will cover the initial pregnancy test and that is all.

Dental – On-going dental work should be done at the home agency dental clinic. The Student Health Center only covers emergency dental care for adults. No extensive dental care is covered. Children enrolled within the elementary school will be screened shortly after their arrival to UTTC. We encourage you to have your family's dental work complete before you arrive.

Vision – If you are in need of an eye examination, we strongly encourage you and your family members to do this at your home agency prior to your arrival to UTTC.

Chronic Medical Conditions – If you have been diagnosed with a chronic medical condition such as hypertension, diabetes, asthma, etc., the Student Health Center recommends that you bring a (3) month supply of medication with you. Also, please have a copy of your medical record forwarded to the Student Health Center for input into your medical file.

Birth Control/Contraceptives – If you are currently taking birth control pills, the Student Health Center recommends that you bring a (3) month supply with you. The Student Health Center does not cover the cost of Depo-shots or birth control pills. You will be referred to the local Indian Health Service at Ft. Yates for your contraceptive needs.

Pre-existent Medical Conditions – Financial arrangements for continued medical care relating to pre-existent medical conditions must be made prior to the arrival to UTTC. If a medical condition is pre-existent, the Student Health Center is not financially responsible for medical bills that may occur. Prior to your arrival to UTTC, please mail all medical records relating to the pre-existent medical condition to the Student Health Center.

If you have any questions relating to this information, please contact the Student Health Center at (701) 255-3285 Ext. 247 or 286.



HOUSING APPLICATION Agreement/Requirements

1. Applicant/Student must submit a completed Housing Application.
2. **Couples must be married with dependants and both full-time students to be eligible for on-campus housing. Copy of marriage license and class schedules must be provided.**
3. Applicant/Student must have fulfilled Admission Requirements.
4. Applicant/Student must provide verification of funding source.
5. Deadline for completion of a Student housing Application is AUGUST 2, 2002.
6. The Applicant must notify and provide supporting documents (s) to the Housing Officer and Admissions Counselor of any and all changes made after an approved housing status.
7. Applications submitted on or before AUGUST 2, 2002 have priority. Applications submitted after deadline will be treated on a first come, first serve criteria.
8. Must have a Drivers License and Liability Insurance.

DEADLINE TO OCCUPY ASSIGNED ON-CAMPUS HOUSING IS FRIDAY OF ORIENTATION WEEK. FAILURE TO COMPLY WITH ABOVE REQUIREMENTS WILL RESULT IN LOSS OF ASSIGNED HOUSING AND WILL BE REASSIGNED TO ANOTHER APPLICANT/STUDENT. UNITED TRIBES TECHNICAL COLLEGE RESERVES THE RIGHT TO MAKE ANY REVISIONS AS DEEMED NECESSARY.

I have read the above requirements. By applying my signature below, I am verifying my acceptance of the agreement.

Applicant's Signature

Date

Spouse's Signature

Date

ATTEST BY:

Housing Officer

Date



UNITED TRIBES TECHNICAL COLLEGE

3315 UNIVERSITY DRIVE • BISMARCK, ND 58504

Phone: (701) 255-3285 Ext. 200, 300 • Fax: (701) 530-0640

APPLICATION FOR HOUSING

NAME	MAIDEN NAME	
ADDRESS	CITY/STATE/ZIP	
TELEPHONE NO.	DATE OF BIRTH:	GENDER: (CHECK ONE) <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
SOCIAL SECURITY NO.	MARITAL STATUS: (CHECK ONE/Optional Information) <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> SINGLE PARENT	NO. DEPENDENTS
TRIBAL AFFILIATION	BIA AGENCY	
IN CASE OF EMERGENCY NOTIFY (NAME/RELATIONSHIP)		

DEPENDENTS WHO WILL ACCOMPANY YOU: (Please List)

NAME	RELATIONSHIP	DATE OF BIRTH

I have read the above application and answered all questions to the best of my knowledge. By applying my signature below, I hereby agree to abide by the rules and regulations of United Tribes Technical College. I have read the general policies and am willing to accept this housing agreement in accordance with such policies.

Applicant's Signature	Date
Spouse's Signature	Date

***DEADLINE TO OCCUPY ASSIGNED ON-CAMPUS HOUSING IS FRIDAY OF ORIENTATION WEEK. FAILURE TO COMPLY WITH DEADLINE WILL RESULT IN LOSS OF HOUSING AND WILL BE REASSIGNED TO ANOTHER STUDENT ***

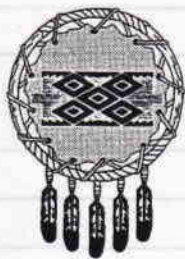
EQUAL OPPORTUNITY / AFFIRMATIVE ACTION: United Tribes Technical College is an Equal Opportunity, Affirmative Action Employer which does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, or membership or non-membership in an employee organization except as allowed by Indian preference provision of the Civil Rights Act of 1964, as amended.



APPLICATION FOR HOUSING

NAME		LAST NAME
ADDRESS		STREET NUMBER
PHONE NO.		HOME OR MOBILE
SOCIAL SECURITY NO.		STUDENT STATUS <input type="checkbox"/> NEW <input type="checkbox"/> TRANSFER
TRIAL ASSIGNMENT		TRIAL ASSIGNMENT

NAME	RELATIONSHIP	PHONE NUMBER



United Tribes Technical College
OFFICE OF ADMINISTRATION
3315 University Drive
Bismarck, North Dakota 58504

DEADLINE TO OCCUPY ASSIGNED ON-CAMPUS HOUSING IS FRIDAY OF ORIENTATION WEEK. FAILURE TO COMPLY WITH DEADLINE WILL RESULT IN LOSS OF HOUSING AND WILL BE REASSIGNED TO ANOTHER STUDENT.