



DAVIS TECHNICAL COLLEGE

STEC 0000 Surgical Technology Orientation

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	Room:	2016	

Advisement Hours: Monday - Thursday, 3pm – 4pm by appointment

Introduction

Welcome to the Surgical Technology program at the Davis Technical College (Davis Tech)! The purpose of this program orientation is to acquaint you with information specific to the program and its unique policies and procedures. You are required to read this document thoroughly and discuss any unclear sections with your instructors or a Career and Academic Advisor. You may also review college policies on the Davis Tech website (www.davistech.edu) or in Student Services.

Program Description

Students in the Surgical Technology program apply their skills to become allied health professionals who work in the surgical suite delivering patient care. Surgical technologists ensure the operating room environment is safe, the equipment functions properly, and the operative procedure is conducted under conditions that maximize patient safety. Surgical technologists are the surgical team's experts in aseptic technique. After completion of required classroom hours, the student is required to complete a non-paid clinical externship in an operating room. The Surgical Technology program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Students completing this program are required to take the National Certified Surgical Technologists Exam.

Program Objectives

The Surgical Technology program is designed to prepare students for entry-level employment as a Surgical Technologist. This is achieved by a combination of didactic (classroom/textbook) learning, laboratory practice of skills used in the career, and 500 clock hours of actual clinical/externship in an operating room. Students will have the opportunity to learn and apply the following while enrolled in the Surgical Technology program:

- Demonstrate knowledge of and apply the concepts of human anatomy & physiology and microbiology to practices utilized in the operating room to prepare for surgical procedures and maintain sterile technique.
- Utilize communication skills necessary to effectively function as part of the surgical team.
- Recognize safety risks and implement practices that ensure a safe surgical environment for both the surgical patient and the surgical team members.

- Explain the purpose of medications commonly used in the operating room and demonstrate practices of safe medication administration.
- Recognize the names and uses of instruments and other equipment commonly used for specific surgical specialties.
- Correctly demonstrate all skills that are utilized during surgical procedures in order to provide safe, efficient surgical patient care.

General Information

You can access this orientation on the Davis Tech program web site, as well as current information on the following items:

- Admission Requirements
- Classroom Availability
- Training Location
- Graduation Requirements
- Course Descriptions
- Program Requirements
- Gainful Employment Disclosures
- Estimated Cost (*tuition, fees, program and course materials*)
- Financial Aid
- Credentials
- Job Outlook
- Transfer Options
- Academic Agreements
- Industry Licensing and Certification
- Program Accreditation

Learning Resources

Student Resource Center

The classroom includes a Student Resource Center where you will find industry publications, periodicals, manuals, media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access and software applications that are currently being used in industry.

Electronic Student Resources

Your Canvas orientation course contains electronic learning resources that can be used throughout your time in the program. Each canvas course links to these resources, and they will be updated regularly. If you find a frequently used resource (website, video, tutorial, etc.) that you think would be helpful for other students in your program, consider sharing the link with your instructor.

First Aid Supplies

The classroom also includes first aid kit, and other supplies needed in case of emergency. Evacuation maps can be found in strategic locations throughout the college.

Instructor Response Time

Your instructors will respond to any question regarding the program, assignments, or assessments in 24 hours within the Davis Tech operational schedule.



Student Policies and Procedures

You may find further information on institutional student policies and procedures here:
<http://www.davistech.edu/student-policies>.

Advisement

Instructor advisement is important for your success at Davis Tech. Students who receive regular advisement are more likely to achieve their goals and complete their training program on schedule. Your instructors are available to meet with you during the advisement hours listed at the beginning of this orientation. These meetings are used for you and the instructors to accomplish the following tasks:

- Update contact information in Northstar, the Student Information System.
- Review performance and attendance.
- Define and clarify training and career goals.
- Select appropriate courses according to interest and aptitude.
- Select courses that achieve program completion requirements.
- Discuss professional work ethic in performance, attendance, attitude, dress, behavior, and communication.
- Discuss challenges with referral to appropriate institutional support systems that can help improve your success.

Alternate Documentation

Credit given to students who have taken Anatomy and Physiology and/or Microbiology at other institutions is determined by the instructors of the program. You will be asked to provide official transcripts. Many students are asked to re-take these courses if their transcripts are not current. After your transcripts are reviewed and you have received approval from the instructor, you may take the Davis Tech proficiency exam for that particular subject to demonstrate competency. The exam must be passed with a score of 85 percent or higher. Students not scoring at or above 85 percent will need to complete the material in the proficiency. Alternate documentation is not granted for other core courses in the Surgical Technology program due to program accreditation regulations.

Scheduling

Courses in this program have an open-start/defined-end schedule. Students in this program may start courses at any time. Following course enrollment, you will receive a schedule that shows the date by which you must complete the course. You will be required to pay your tuition for that course when you are scheduled into it. If you fail to complete a course by the end date, you will be required to re-enroll and repay for the course. This type of scheduling is also referred to as course-based, because you pay for one course at a time. If you have questions about course-based scheduling, you can view the Frequently Asked Questions at www.davistech.edu/faq/course-based.

The course-based scheduling method will allow a certain amount of flexibility in regards to when you choose to attend class. For the first part of the program, you will be scheduled into one course at a time. When you have progressed to the point of needing to schedule into the lab to learn hands-on skills, you will be scheduled into a lab course in addition to the program core course. Students who are working in the skills lab will be required to attend during their assigned lab periods. You must be present, on time and ready to begin lab at your assigned time. You are also required to stay



for the entire lab session. Most students are scheduled in labs for 3 hour blocks twice a week. Labs that you need to take may only be available on certain days and students are required to attend all scheduled class periods on lab days.

Successful completion of the Surgical Technology Program requires a commitment of both time and effort to the program. Students must be scheduled for a minimum of 18 hours per week. Full-time scheduling is recommended. Schedules are set in 3-hour blocks and students will choose either morning (8:00 a.m. – 11:00 a.m.) sessions or afternoon (12:00 p.m. – 3:00 p.m.) sessions, or a combination of both. . The class times for Surgical Technology courses are only available Monday – Thursday. The clinical externship portion of the program requires full-time attendance. Students working in the clinical setting will be required to work a minimum of 40 hours a week. The student also must be available before 7:00 a.m. and are expected to stay at least 8 hours each day.

Campus Technology

Each time that you attend class, you will log in to and out of the Northstar Classroom Login Station using your 10-digit student number. You were given this number when you completed the Davis Tech enrollment process. You will use your student number to access the Student Portal as well. Your instructors will provide you with information on Canvas access.

You can access Canvas from any internet-connected computer at the following URL: <https://davistech.instructure.com/login>. If you have problems logging in to Canvas, please see your instructors or email online.support@davistech.edu. If you encounter technical problems while in Canvas, use the Help button in Canvas and the “Report a Problem” link. A general orientation to Canvas can be found in the New Student Orientation, but faculty will also offer an orientation specific to technology in your program on your first day of class.

Students with Disabilities

If you have a disability that may require accommodations, contact and work through the counseling service located in Student Services.

Performance Standards

Students are expected to complete course work according to a timeline in the course curriculum. The timeline shows the maximum number of hours it should take you to complete each module of the course. If you are not able to maintain this progress you should meet with your instructors or a College counselor.

The best way to keep your progress at 100 percent is to do homework by studying your material and completing your assignments at home. Come to class prepared to view your related video material, complete assigned hands-on skills, and pass tests. Students whose progress drops below 85 percent will be placed on probation. Failure to meet the terms of the probationary contract can result in dismissal from the program.

Competency-Based Training

Davis Tech courses are competency based, requiring you to demonstrate your knowledge and skill according to industry-based objectives and performance standards. Course lengths are based on actual clock-hours and are calculated on the average length students are expected to complete designated coursework. At the beginning of each course, you will purchase or receive course curriculum, which provides guided learning modules to follow. This includes the amount of time



you should spend on each learning activity. This will help you meet industry time standards and complete coursework in an appropriate amount of time.

Grading

Each course has specific requirements in the course curriculum. However, for all courses, you are required to achieve 85 percent or higher to pass all written exams and assignments. Skill competencies must be passed off without error (at 100 percent). If you do not pass any given written exams, assignments, or skill competencies, you will be required to retake or rework it. If you are unable to meet the required competency level in a given course or module, you will not receive credit for having completed it. You will receive a grade for each course. The assignments and activities that will be used to calculate your grade will vary according to the course. The specific details for each course can be found in the course curriculum.

The grading scale used throughout this program will be:

A	94 – 100%	A-	90 – 93%		
B+	87 – 89%	B	84 – 86%	B-	80 – 83%
C+	77 – 79%	C	74 – 76%	C-	70 – 73%

Progress

The Surgical Technology program requires 85 percent minimum progress. Progress is calculated using the number of scheduled hours in a course divided by the number of hours of completed work. However, you are expected to complete coursework according to the timeline in the course curriculum. The timeline shows the maximum number of hours it should take you to complete each module of the course. Completing the course by the end date will result in 100 percent progress. If you are unable to maintain this progress, you should meet with your instructors or a Davis Tech counselor before the end of the course.

If you are unable to complete a course by the end date or meet program performance standards, you will be placed on a Student Improvement Plan. The plan will include details of the unsatisfactory performance, outline and timeframe for improvement, and describe the process that will be used to monitor and evaluate future performance. This plan will be submitted to Student Services to become part of your student record. This plan will be signed by you and your instructors.

Probation and Termination

Students who are either unwilling or unable to meet program standards regarding attendance, punctuality, progress, hands-on skills, patient safety, or professional behavior may be placed on probation or terminated from the program. Under most circumstances, any concerns will be discussed with you privately by your instructors. If the concern is not corrected, you may then be placed on an official probation contract. Students who are placed on academic probation may lose federal financial aid, scholarship eligibility, or sponsorship and benefits, as determined in accordance with college Financial Aid requirements and Department of Education requirements. If the terms of the contract are not met, then the student may be dismissed from the program. Depending on the nature and severity of any particular issue, a student may be terminated immediately from the program.



The following are reasons that you may be placed on probation or terminated from the Surgical Technology Program:

- Failure to:
 - Maintain 90 percent attendance.
 - Call the program instructors when you are absent or leave a voicemail if no answer.
 - Progress through courses in a timely manner (85 percent of standard time).
 - Comply with appropriate use of campus internet and copyrighted material.
 - Acquire competency in required laboratory/clinical skills.
 - Follow CDC Standard Precautions during clinical/externship.
 - Complete clinical rotations due to lack of professionalism, safety, absenteeism, and/or skill. (If you are asked to leave a clinical site due to the behaviors listed above, you will be removed from the program.)
- Excessive tardiness (more than 6 tardies in a year).
- Unsafe actions in the lab or clinical site that place you, other students, surgical staff, or the patient at risk for injury.
- Breach of confidentiality (HIPPA).
- Displays of behavior that are considered harassment, sexual or otherwise.
- Cheating on tests.
- Positive drug screening or questionable background check.

Any student caught cheating on a test will be permanently dismissed from the program. Discussing information related to test questions with fellow students is considered cheating.

Problem Resolution

If you are not satisfied for any reason with classroom management, grading or academic disciplinary actions taken, discuss your concerns with faculty in your program. If this does not resolve your concerns, please contact Student Services.

Attendance

Attendance is calculated by the number of scheduled hours versus the number of hours you are present in the classroom. Attendance requirements may be higher depending on sponsorship or financial aid stipulations.

You are responsible to sign in and out of Northstar at the beginning and the end of each class period. Problems with signing in must be reported to an instructor as soon as possible. Missing a clock-in or clock-out may be marked as a tardy (missing a timecard punch in industry is marked as a tardy).

Program policy requires that you maintain an attendance of at least 90 percent. There are no excused absences, you are either here or you are not. Please make alternative plans for transportation, childcare, etc., so that you can attend class as scheduled. Dropping below this standard will result in disciplinary action. Failure to improve attendance can result in probation and dismissal from the program.

You should plan to be in school the entire scheduled time. Leaving early will be noted and reported in Northstar. ***If you are going to be late or absent, you are expected to call the program***



instructors. If there is no answer leave a voicemail message. To avoid problems, please save the instructors office phone numbers into you cell phone. Missing a portion of a scheduled class, either by coming in late or leaving early may cause you to be counted absent for that class.

Plan to arrive in class on time. If you arrive 5 minutes late in the morning, you will be counted tardy. If you arrive for class 20 minutes or more after the scheduled class start time or leave 20 minutes or more before the scheduled end time, you will be marked absent. Prompt return from breaks and lunch is also necessary. Five minutes late from lunch counts as a tardy. Excessive tardiness will be addressed in the same manner as absenteeism.

If you experience a situation that will require you to be absent more than just a day or two, such as a major illness, accident, or family tragedy, please notify your program instructors to see if withdrawing you temporarily from the program would be the best choice. You may still have to pay a re-enrollment fee when you return, but it will keep your time away from school from adversely affecting your attendance and progress.

Students wishing to take time off for vacation or other reasons, may not schedule out of a course they are currently enrolled in. Time off must be scheduled at the end of a course. In other words, you complete one course, take your week or so vacation, and then are scheduled into the next course. If you must be absent from school during a currently scheduled course, you will still be expected to complete the course by your scheduled end date.

Due to the fact that the number of student slots in this program is limited, you are expected to progress through the courses in a timely manner, so please limit the amount of time you take off from school. Time off that exceeds a week must have prior approval of the program instructors. Students who take excessive time off from school may have to give up their program slot to other waiting students.

Please understand that if you are not able to maintain an attendance percentage of 90 percent or higher and keep tardiness to a minimum, you may have difficulty finding employment as a surgical technologist. The first question a prospective employer asks during a reference call is about attendance and punctuality. An employee who can be counted on to show up to work when scheduled and be there on time is essential for this career field.

Withdrawals

If the necessity exists for you to withdraw from the program, you must discuss the situation with the program instructors. You must understand that, depending on the reason for withdrawal and the amount of time taken off, you may lose your slot in the program. If you do not notify the instructors of your intent to withdraw and fail to attend class, you will be withdrawn for lack of attendance/progress which may jeopardize the possibility of future enrollment at Davis Tech.

Taking a leave of absence for a week or two for vacation or other reasons in between courses is usually not a problem if done once or twice while attending this program. However, please do not plan vacations or other time off during scheduled lab time. There will be no time off allowed during the clinical externship portion of this program. Other students may be waiting for you to complete your time at a clinical site so they can begin their rotations.



Placement Services

Placement services are available to you when you complete your program. These services include resume review, interview skills, and job placement assistance.

Student Follow-up

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify us of your employment status. If you are already employed, become employed, or if your employment status changes, please notify your instructors. You may also report current military service, the pursuit of additional education, or indicate reasons that may prevent you from completing your program or finding employment. If we don't receive a response from you, a Davis Tech employee will contact you to request your employment status.

Program Safety

You will be introduced to industrial safety standards and guidelines in STEC 1031 Introduction to Surgical Technology and WKSK 1400 Workplace Relations. Safety guidelines specific to each classroom course, lab course, and clinical externship are listed in the course curriculum.

Course Evaluations

At the end of each course, your curriculum will guide you to an online evaluation with questions about instructional content and your instructors. We appreciate and value your feedback. Although you will be asked to enter your student number, this is simply to verify the evaluation is completed only once per student. The results of the actual survey are anonymous. Feedback is used for program improvement and professional development.

Program Specific Student Organization

The Association of Surgical Technologists (AST)

You are strongly encouraged to join the Association of Surgical Technologists (AST), which is the professional organization for Surgical Technologists. As a student you receive a reduced membership fee of \$45. This membership will allow you to save \$100 on the coast of your certification exam. More information about AST and how to become a member can be found at their website www.ast.org.

Work-Based Learning

You become eligible for clinical externship placement by a combination of completing the required core courses and acquiring competency in skills in the classroom laboratory. You must have completed STEC 1070 Surgical Procedures I, STEC 1075 Surgical Technology Lab II, and be considered proficient in all required clinical skill check-offs before you are eligible to be placed in a clinical site. Please understand that you **will not** be scheduled to begin a clinical experience until the program instructors feel that you are comfortable and competent in the skills and knowledge expected of clinical students. If you are unable to achieve a level of competence in the required skills after continued practice in the lab, you will not progress to a clinical site. ***The safety of the patient is the primary concern and quality of care will not be compromised by an unsafe or incompetent student.***

The clinical externship component of the Surgical Technology Program consists of 500 actual clock hours of experience. This is scheduled at facilities that meet accreditation criteria and have



contractual agreement with Davis Tech to provide this portion of Surgical Technology training. Clinical sites offer a limited number of student slots due to personnel availability, student load from other programs, and patient safety concerns. There is a possibility that a clinical slot may not initially be available for you as soon as you are ready for that component of the program. You will be able to enter the clinical externship as soon as a clinical slot becomes available. Any student withdrawing from the program during the clinical rotation may have to be placed at the end of a waiting list for a clinical slot if other students are also waiting to be placed. If you are withdrawn from clinicals for an extended length of time. You will be required to complete “refresher labs” at the school, prior to being placed in a new clinical rotation.

While every effort will be made to assign students to clinical sites that they prefer, it is not always possible. Clinical sites are spread geographically throughout the valley and a student eligible for the next available site may need to travel a bit to take that site. You may refuse an offered clinical site but you may have to wait an additional period of time for a more desirable site to be available. It’s just a simple fact; there are more clinical sites available in the southern end of the valley than the northern.

Professional Certification

The Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC-STSA) now requires that all graduates of an accredited Surgical Technology Programs take the National Certification Exam (CST) that is administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). This exam is provided via web-based testing here at Davis Tech for our program graduates. Data collected from pass/fail scores is reported to the ARC-STSA annually in order to meet program accreditation requirements. For a student to complete the program and already be Nationally Certified is a tremendous benefit to both you and the employers and helps to promote professionalism for Surgical Technologists in this area. Students who complete the program will be required to take the CST to be considered a program completer. The cost of the exam is \$190 (with AST membership) which must be paid at the time the application packet is completed. Applications must be sent in to the testing organization at least 45 days before the test date. This is usually sometime early in your second clinical extern rotation. Students must be a member of the Association of Surgical Technologists prior to program completion to take the CST exam at the reduced price of \$190.

Health Requirements

The Surgical Technology program requires a number of health requirements that must be completed by the time you enroll in STEC 1031 Introduction to Surgical Technology. If there is a failure to provide this documentation in full by the time you enroll in STEC 1031, this will result in a formal write up for noncompliance with our program policy. You should review the critical program webpage here: http://www.davistech.edu/public/programs/admitReqs_surgical

Student Conduct

Professionalism

The focus of our educational programs is to prepare students for employment. This means that we promote good employability practices as well as instruct students on particular job skills. Prospective employers are far more interested in your attendance, punctuality, initiative, and attitude than what your academic achievement scores are.



In the classroom, practices that demonstrate good work ethics are as follows:

- **Good attendance:** Employers want workers they can depend on to show up and to stay at work for their entire shift.
- **Punctuality:** Employers want workers to show up on time, ready to work, and to return from breaks and lunch in a timely manner.
- **Responsibility:** Employers want workers who take responsibility for doing a job correctly and completely, for learning new skills, and for asking for assistance when necessary.
- **Honesty:** A good surgical conscience requires that workers possess personal integrity and are able to admit to mistakes. Even a small error in the surgical setting can be fatal.
- **Initiative:** Employers want workers who make an effort to go over and above the minimal acceptable standard and to show pride in their career.
- **Cooperation:** Employers want workers who can work with other people in all types of situations. This is especially important in health care careers where each member must remain focused on the patient regardless of the stressfulness of the situation.
- **Dedication:** Employers want workers who are dedicated to their profession, their place of employment, to continuously learning new skills, and most importantly, to the patient who has placed his life in their hands.

You will be evaluated by your preceptors in the area of work ethics which is part of the clinical grading tool.

Confidentiality

The maintenance of patient confidentiality is of utmost importance. Students may not share information about any patient outside of the educational realm of this program. Surgical schedules with patient information may not be taken from any clinical site. Students must have completed HIPAA training prior to clinical experience.

Dress Code and Grooming

You are required to wear scrub attire, which includes both a scrub top and pants, and appropriate footwear to class. Lab participation requires much practice in the areas of scrubbing, gowning, and gloving, and you will need to be wearing scrubs to accomplish this. You need to obtain a picture ID badge specific for Surgical Technology in Student Services at the *beginning of the program*.

- Scrubs must be worn every day.
- Scrubs should be clean and not excessively wrinkled.
- Exposed underwear and/or butt cheeks are inappropriate.

Students in clinical/externship have very specific dress code requirements that are specified in the clinical proficiency module. You must purchase protective eyewear prior to beginning skills/labs. Artificial, acrylic, or polished nails are not allowed in this career field.

- Good hygiene and grooming are essential components of professionalism in the health care field and are also essential to help prevent the spread of infection. You are expected to come to class each day adhering to the same standards that are expected of you in the operating room, in other words, clean and neat.



- Students must bathe daily and use deodorant/antiperspirant.
- Students must be free of offensive odors that can be caused by excessive perfume/cologne use, cigarette smoke, or body odor.
- Hair must be clean and neat.
- Male students are expected to be clean shaven or have neatly trimmed facial hair.
- No facial piercing jewelry may be worn in class or in the clinical setting.

Food and Drink Policy

Food and beverages are allowed in the classroom area as long as you clean up after yourself. Food and beverages are not allowed in the Surgical Technology lab.

Children/Visitors in the Classroom

Due to the graphic nature of some audio/visual material viewed in the classroom as a part of this program, children are not allowed in the classroom. Students enrolled in other programs, as well as your friends and acquaintances, are not allowed to “visit” with you in the classroom during class time.

Cell Phone Use

No cell phones are allowed to be out on the table or in use during class (this includes text messaging). If you have an extenuating circumstance that you feel is necessary to have your cell phone on, please discuss this with your instructors.

Classroom Computers and Video Material

Internet accessible computers are available in the classroom for your use. You may use them to access your Canvas site, complete course-assigned internet research, or write and print assigned research papers. However, classroom computers are not to be used for personal use, such as accessing personal email accounts or social media.

All required videos for the course are uploaded onto Canvas. In the event that Canvas is not working, DVDs are available in the classroom and may be viewed on the classroom DVD player or on your personal laptop computers. However, DVDs may not be removed from the classroom or downloaded onto your personal computer. These DVDs are copyrighted and Federal law prohibits them from being copied in any fashion.



Surgical Technology Program Student Awareness Form

After you have read the program orientation concerning the policies and rules of this program, the instructors will answer any questions or concerns you may have. You will then be asked to read this form and initial each statement, then complete the required signatures and return the form to your instructors.

1. (____) I have read and understand the grading policy of this program.
2. (____) I have read and understand the work ethics and professionalism policy of this program.
3. (____) I have read and understand the dress code and grooming policy of this program and agree to comply with it.
4. (____) I have read and understand the attendance, tardiness, and progress policy of this program.
5. (____) I have no physical limitations which would limit my ability to lift, stand for extended periods of time, or perform other physical skills required of the profession. As found in the critical program information located at:
http://www.davistech.edu/public/programs/admitReqs_surgical
6. (____) I understand that I must have the physical exam form, with proof of negative TB and required vaccinations, completed by my physician prior to enrollment into STEC 1031 Introduction to Surgical Technology. As found in the critical program information located at: http://www.davistech.edu/public/programs/admitReqs_surgical
7. (____) I understand that I must provide documentation of completing 3 injections in the Hepatitis B vaccine series and a positive antibody titer prior to enrollment into STEC 1031 Introduction to Surgical Technology. As found in the critical program information located at: http://www.davistech.edu/public/programs/admitReqs_surgical
8. (____) I have read and understand the information regarding pregnancy. As found in the critical program information located at:
http://www.davistech.edu/public/programs/admitReqs_surgical
9. (____) I understand that I must maintain current CPR certification status throughout the duration of this Program. As found in the critical program information located at:
http://www.davistech.edu/public/programs/admitReqs_surgical
10. (____) I have read and understand the confidentiality statement.
11. (____) I have read and understand the withdrawal and termination policies.
12. (____) I understand that a clinical extern slot may not be immediately available and may necessitate a short waiting period.
13. (____) I have read the rules of conduct and agree to comply with them.
14. (____) I understand that I am responsible for the cost of the CST Certification Exam which will be administered at the end of the program.
15. (____) I understand that I am responsible for the full amount of tuition for each course at the time I am scheduled into that course.

Student Signature _____

Date _____

