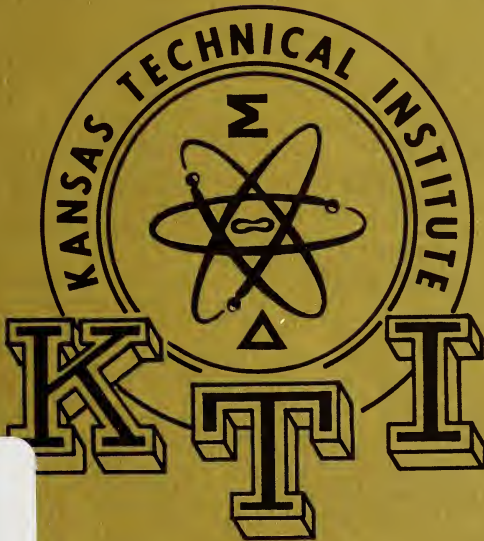


GENERAL BULLETIN



1969
Vol. 3
KTI

(PLEASE PRINT OR TYPE)

DATE: _____

Name _____ Age _____ Sex _____
Last First Middle

Address _____ Phone _____
Street City zip code Area Code—Number

High School _____ Grade 9, 10, 11, 12 Graduate ___Yes___No
Date _____

I am interested in the following program(s) _____Aeronautical _____Civil _____Computer
_____Electronic _____Mechanical _____Summer Technology Exploratory Program (STEP)
_____ Science Program Available for Common Entrance (SPACE)

I am interested in _____Student Loan _____Sponsorship _____Work-Study Program
_____Part-Time Employment _____Dormitory & Food Service _____Placement Service
_____Veteran Benefit _____Draft Deferment.

_____Please send a copy of General Information Bulletin.

_____I want to visit the Kansas Technical Institute campus.

33-9003-S-9-81



9-69-8600

KANSAS
TECHNICAL INSTITUTE

Salina, Kansas

GENERAL INFORMATION
BULLETIN

Engineering and Science Technology

Volume 3

1969



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Comparison of Engineering College, Technical Institute and Trade School

ITEM OF COMPARISON	THE ENGINEERING COLLEGE	THE TECHNICAL INSTITUTE	THE TRADE SCHOOL
1. Entrance requirements	High school graduation or equivalent with applicable credits in Mathematics and Science	High school graduation or equivalent with applicable credits in Mathematics and Science	May be high school undergraduate
2. Treatment of fundamentals	Mathematics and Science taught with principal emphasis upon theoretical derivations and basic laws	Mathematics and Science taught with principal emphasis upon application to industrial uses	Trade Mathematics, a form of excerpts from Arithmetic for specialized use in the trade
3. Industrial Arts and craft skills	Not offered	Not offered, except as a minor supplement in laboratory programs for the purpose of industrial application	Principal area of instruction
4. Level of studies	Post high school and graduate	Post high school	Grade or high school
5. Designation of educational levels	"Higher Education," "College," "University," "Professional"	"Higher Education," "College"	"Secondary School," "Trade School"
6. Initial Employment	Engineer, Engineering Designer	Engineering Aide, Research Associate, Engineering Technician, etc.	Mechanic, Tradesman, Operator
7. Work assignments of graduates	Synthesizing, analyzing, designing, testing and supervising	Assisting engineers in analyses, design, testing and supervision	Installation, maintenance, repair and manufacturing
8. Proportion of theoretical engineering instruction and practice	Emphasizes theoretical instruction and less practical application	Adequate coverage of theory with emphasis upon practical application	Little theory, nearly all practice
9. Transfer of credit to professional training	Considerable, often full credit is given although this varies substantially between colleges	In general some transfer credit is granted. Achievement examinations may be required	None
10. Accrediting or approval agency	Engineers' Council for Professional Development and Regional Associations	Engineers' Council for Professional Development, The National Council of Technical Schools, and Regional Associations	No information
11. Typical certification of graduates	Bachelor of Science Degree	Associate in Science Degree, Diploma, or Associate in Engineering	Certificate or Diploma

NOTE: The starting positions of Engineering College and Technical Institute graduates are often similar. Advancement thereafter within industry depends upon individual qualifications with the Technical Institute graduate favoring applied technology.— (Reprinted from National Council of Technical Schools Engineering Technology Publication No. 1065, copyright 1966.)

STATE BOARD OF EDUCATION

The Board charged with the responsibility of establishing and developing the Kansas Technical Institute is the State Board of Education. This Board assumed its responsibilities on January 14, 1969.

The ten (10) elected members of the State Board of Education are:

- District 1—Joe Steineger, Kansas City, Kansas
- District 2—Dorothy O. Ballard, Shawnee Mission
- District 3—John W. Frazier, P. E., Topeka
- District 4—Dorothy G. Groesbeck, Manhattan
- District 5—Harold H. Crist, Scott City
- District 6—Mrs. Clarence W. Carlson, Salina
- District 7—Will T. Billingsley, Hutchinson
- District 8—Harry O. Lytle, Jr., Wichita (*chairman*)
- District 9—Karl M. Wilson, Coffeyville
- District 10—Dr. Wm. A. Black, Pittsburg

OFFICE OF THE PRESIDENT

H. M. Neely, Jr., *President*: B. S. Mechanical Engineering; M. S., Mechanical Engineering, Kansas State University. Professional Engineer.

Mrs. Glenda S. Evans, Secretary to President

Mrs. Juanita Kent, Personnel Officer.

ADMINISTRATION

Academic Affairs

Thomas F. Creech, Professor, Director of Academic Affairs: B. S. Mechanical Engineering; M. S. Applied Mechanics, Kansas State University.

Mrs. Dixie Henderson, Secretary.

Operational Affairs

George E. Evans, Director of Operational Affairs: B. S. Business Administration, Washburn University.

Mrs. E. Gail Edwards, Accounts and Reports.

Student and Public Affairs

William C. Carter, Professor, Director of Student and Public Affairs: B. S. Industrial Engineering; B. S. Business Administration, Kansas State University.

Mrs. Mary Hensley, Secretary.

FACULTY

M. T. Baer, Teaching Technician, Electronics Field Engineering Technician Philco Corp., 1st Class Radio Telephone License.

Donald L. Buchwald, Professor and Head, Mechanical Technology: B. S. Technical Education, Oklahoma State University.

Larry A. Farmer, Instructor, Electronics Technology: A. S. Sayre Junior College, B. S. Education, Oklahoma State University FFA Private Pilot.

Harrell Guard, Instructor, General Technology: A. B. Social Science, Tabor College; B. A. History, Manhattan Bible College.

Clark W. Harrison, Instructor, Mechanical Technology: A. A. Pre-Engineering and Drafting, Hutchinson Junior College, B. S. Math and Physics, Sterling College.

Jerome A. Hill, Instructor, Computer Technology: B. S. Electrical Engineering, Oklahoma State University.

Joseph K. Hill, Professor and Head, Computer Technology: A. S. Electrical Engineering; B. S. Technical Education, Oklahoma State University.

Mrs. Rita Hill, Teaching Technician, Computer Technology.

William T. Holburn, Instructor, Aeronautical Technology: B. S. Aircraft Maintenance Engineering, Northrup Institute of Technology; FAA Airframe and Power Plant Mechanic.

Charles D. May, P. E., Professor and Head, Civil Technology: B. S. Civil Engineering, Kansas State University.

David E. Michael, Instructor, General Technology, Mathematics: B. A. Mathematics, Kansas Wesleyan University.

William E. Rakestraw, Professor and Head, Aeronautical Technology: B. S. Technical Education, Oklahoma State University; FAA Airframe and Power Plant Mechanic, FAA Private Pilot.

Chester L. Rankin, Professor and Head Electronic Technology: B. S. Technical Education, Oklahoma State University; FAA Private Pilot, First Class Radio-telephone License.

Reinhart Schwemmer, Instructor General Technology, Mathematics and Physics: A. B. Physics, Pittsburg State College, AAPT.

Fahim A. Shahid, Instructor, Civil Technology: B. S. Mechanical Engineering, University of Alexandria, Egypt.

John W. Steer, Jr., Teaching Technician, Aeronautical Technology, A. S. Aeronautical Technology, Kansas Technical Institute; FAA Airframe and Power Plant Mechanic.

Arnold Stephens, Teaching Technician, Civil Technology: Engineering Technician.

Kenneth F. Stubbs, Professor, General Technology: B. S. Mathematics, University of Missouri; M. S. Mathematics, University of Arizona.

Robert L. Tambling, Instructor, Electronic Technology; A. B. Physics, University of Illinois.

James E. Tullis, Professor and Head, General Technology: B. S. English, Kansas State University.

Mrs. Josephine Williams, Instructor, General Technology, B. A. Psychology, University of Kansas; M. S. Psychology, Kansas State University.

STAFF

Mrs. Roberta Albright, Personnel.
Mrs. Marilyn Albert, General Technology.
Mrs. Christine Bennett, Aeronautical and Electronics.
Mrs. Carol Lawson, Dormitory Director.
Mrs. June Clancy McKee, Librarian.
Mrs. Cindy Montgomery, Receptionist.
Mrs. Dorothy Olney, Physical Plant.
Mrs. Sarah Owens, Student and Public Affairs.
Mrs. Wanda Stewart, Computer Operator.
Mrs. Angie Vanderbilt, Civil and Mechanical.

Physical Plant

Richard E. Moses, Superintendent, Physical Plant.
Bryce Seusy, Storekeeper.
Arlie Haymond, Maintenance Engineer.
Alfred Bartel, Building Maintenance.
Arthur Bettenbrock, Building Maintenance.
Jerry Cusick, Building Maintenance.
Ronald Johannes, Electrician.
Charles Jones, Auto Mechanic.
Charles Packer, Stationary Fireman.
Martin Pew, Carpenter.
William Scriven, Plumber.
Avon Selleck, Dormitory Maintenance.
Jack Taylor, Stationary Fireman.
James Tisdell, Repairman.
Malvin Winn, Repairman.
Charlie Yawn, Stationary Fireman.

AERONAUTICAL TECHNOLOGY ADVISORY COMMITTEE

Industry

Cliff Titus, Beech Aircraft Corporation, Wichita, Kansas.

Dr. Leslie Thomason, Cessna Aircraft Corporation, Wichita, Kansas.

Education

Vincent Muirhead, Associate Professor of Aeronautical Engineering, University of Kansas, Lawrence, Kansas.

Dr. M. H. Snyder, Professor of Aeronautical Engineering, Wichita State University, Wichita, Kansas.

Robert Clack, Assistant Professor of Nuclear Engineering, Kansas State University, Manhattan, Kansas.

Professional Society Representation

Charles V. Petrie, P. E., Boeing Aircraft Company, Wichita, Kansas.

Richard J. Crupper, P. E., Cessna Military Aircraft, Wichita, Kansas.

Members at Large

Nick Delere, Capital Air Service, Municipal Airport, Manhattan, Kansas.

Roy Daugherty (Chairman), Associated Aviation Underwriters, Inc., Kansas City, Missouri.

Dan Meisinger, Municipal Airport, Topeka, Kansas.

CIVIL TECHNOLOGY ADVISORY COMMITTEE

Industry

Martin K. Eby, P. E., Eby Construction Company, Wichita, Kansas.

E. M. Johnson, Black & Veach, Kansas City, Missouri.

Education

D. Haines, Associate Professor of Civil Engineering, University of Kansas, Lawrence, Kansas.

Dr. W. D. Bernhart, Professor of Mechanics, Wichita State University, Wichita, Kansas.

Dr. Jack Blackburn, Professor, Head of Department of Civil Engineering, Kansas State University, Manhattan, Kansas.

Professional Society Representation

L. E. Dobbs, P. E., Assistant Div. Construction Engineer, State Highway Commission, Hutchinson, Kansas.

Paul E. Nixon, P. E., Nixon & Seaman, Liberal, Kansas.

A. S. C. E. T. Representation

Hugh Steadman, Evans & Bierly, Great Bend, Kansas.

Charles Hyde, State Highway Commission, 323 Broadway, Newton, Kansas.

Members at Large

Harold Frame, State Architect Representative, Kansas State University, Manhattan, Kansas.

Paul B. Adrian, 217 West Ash, Salina, Kansas.

ELECTRONIC TECHNOLOGY ADVISORY COMMITTEE

Industry

Virgil Lundberg, P. E., Lundberg Engineering Company, Salina, Kansas.

Education

Dr. Don Daugherty, Associate Professor of Electrical Engineering, University of Kansas, Lawrence, Kansas.

Colon Dunn, Professor of Electrical Engineering, Wichita State University, Wichita, Kansas.

Leo Wirtz, Associate Professor of Electrical Engineering, Kansas State University, Manhattan, Kansas.

Professional Society Representation

James M. Berry, Department of Business Administration, Wichita State University, Wichita, Kansas.

James T. Arthur, P. E., 124 North Fountain, Wichita, Kansas.

Member at Large

Phil Wilcox, Cable TV—Junction City TV Company, Post Office Box 125, Junction City, Kansas.

MECHANICAL TECHNOLOGY ADVISORY COMMITTEE

Industry

L. M. Van Doren, P. E., Van Doren-Hazard-Stallings-Schnacke, 2910 Topeka Avenue, Topeka, Kansas.

Education

Charles Baer, Professor of Engineering Graphics, University of Kansas, Lawrence, Kansas.

Dr. John Severt, Assistant Professor of Mechanical Engineering, Wichita State University, Wichita, Kansas.

Dr. Robert Gorton, Professor of Mechanical Engineering, Kansas State University, Manhattan, Kansas.

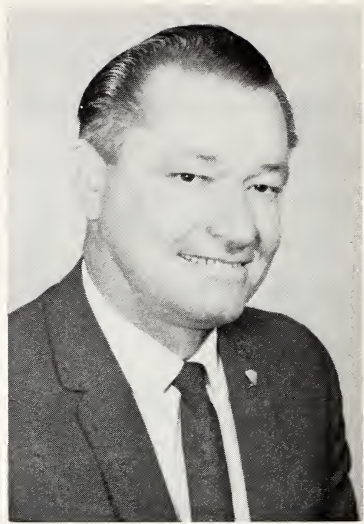
Professional Society Representation

Douglas S. McCully, P. E., Brink & Dunwoody, Iola, Kansas.

A. S. C. E. T. Representation

Walter J. King (Chairman), Wilson & Company, Salina, Kansas.

Gerald Cooksey, Beach Aircraft, Salina, Kansas.



Students are the life line of Kansas Tech; without them we would not be. Our students can be proud to be a part of a new educational concept in Kansas . . . Technical Education. They are to be admired and commended for being pioneers in this new, but rapidly expanding field. Our students are setting precedents in many areas for future classes; what they are accomplishing in the "formative" years of the Institute will be the beginning of its heritage.

The administration of KTI is continually adopting policies and practices conducive to a well-rounded educational and social campus life, keeping in mind both the needs and desires of its students, all well as those necessary for an efficiently-operated institution of higher education.

As the state's only public technical institute, Kansas Tech has been established to provide the technicians so eagerly sought and urgently needed by industries today. We constantly strive to "spread the word" to Kansas youth about the career opportunities available in the challenging and rewarding world to tomorrow's technology. Our programs prepare graduates for immediate placement, as para-professionals in the engineering and scientific fields of industry.

With this in mind, I extend to every interested youth in Kansas, a personal invitation to visit our campus to discuss our programs with both faculty and students, and to let us help you plan your future in technology.

If you have the interest and ability, we are here to help you in seeking a better position in life.

Sincerely,

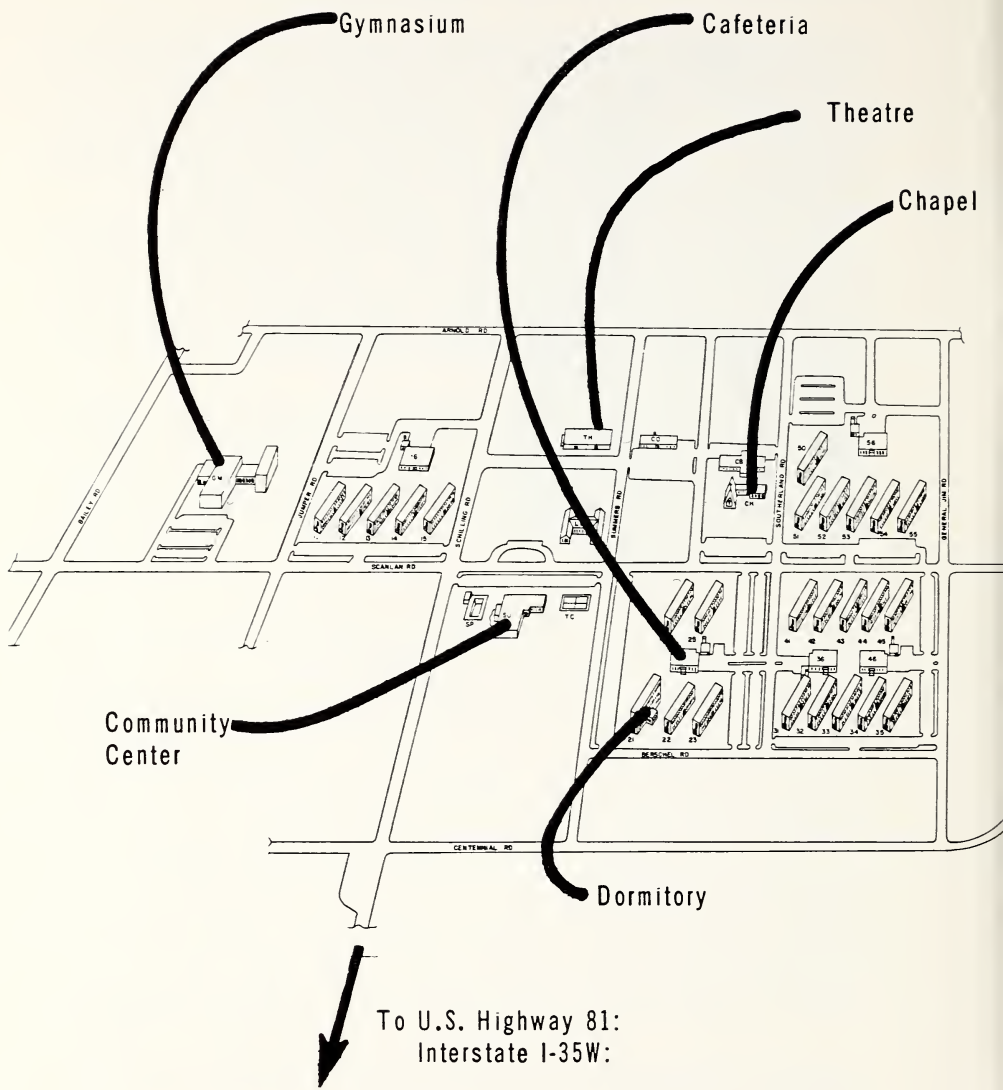
HENRY M. NEELY, P. E.,
President.

Kansas Technical Institute

Kansas Technical Institute, originally named Schilling Institute, was created by the Kansas Legislature in the 1965 General Session. Authorization was granted for the establishment of the institute on the site of the deactivated Schilling Air Force Base near Salina, Kansas, and the first student body enrolled in the fall of 1966. The first graduates received their degrees in the spring of 1968.

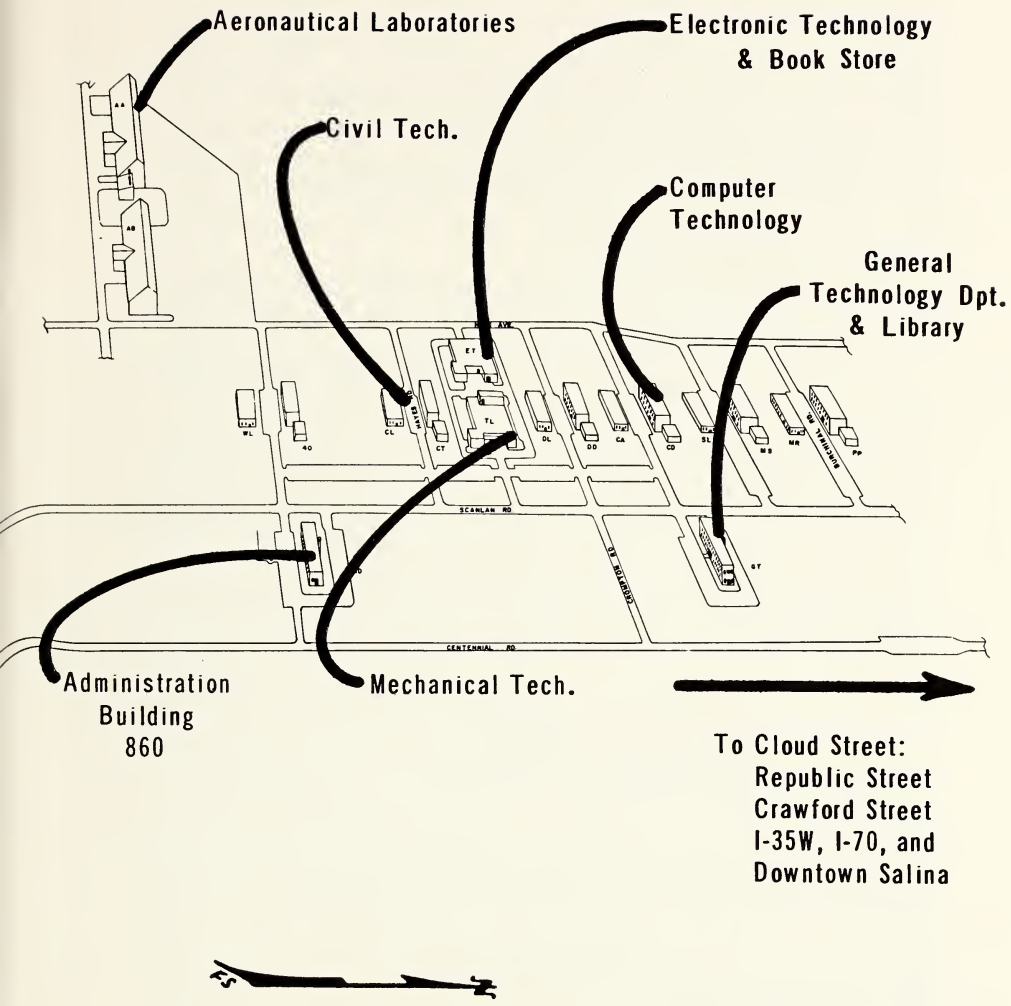
The institute offers two-year collegiate-level programs in five engineering and science technologies. Each program is occupationally oriented in that it prepares graduates for immediate employment in their specialized fields. The Associate of Technology Degree is granted to those persons satisfactorily completing curricula requirements.

Since it is the only institution of its kind in the State of Kansas, industries and business enterprises who need highly-trained technicians work closely with the institute in exploring the needs for educational programs in technological fields. This effort is necessary to keep abreast of the demands of our state and our nation for specialized technicians.



Kansas Technical Institute Campus

The Kansas Technical Institute campus is located in a suburb of Salina, Kansas, approximately one-quarter mile west of the Schilling Road interchange on Highway 35W and approximately three miles south of the interchange of Interstate Highway 35W and I-70.



The campus is divided into two major areas: the education complex consists of classroom, laboratory building and aircraft hangars. The second area, approximately one-quarter mile south of the instructional area is the residential area where residence halls, sports facilities, cafeteria, Student Union and gymnasium are located.

Admission

Students interested in attending Kansas Technical Institute should contact the Director of Admissions requesting an application for admission. The student should complete the application form, indicating the curriculum in which he plans to enroll, and return it to the Admissions Office. All correspondence with respect to admissions should be addressed to the Director of Admissions.

Admission Requirements

Applicants for admission should be graduates of an accredited high school. Although specific courses of instruction in high school are not required for admission of Kansas residents, an applicant's high school background should include courses in Communications, Mathematics, and Physical Sciences.

In summary, students wishing to obtain admission should follow the following procedure:

1. Submit to the Institute a completed Application for Admission.
2. Have forwarded directly to the Institute, a transcript of high school work. If not a high school graduate, an official copy of scores attained on the General Education Development (GED) Test. Also have forwarded to the Institute a complete transcript of college level work if another college has been attended.
3. Include with Application for Admission or submit at registration a Certificate of Eligibility if entitled to assistance under the Veteran's Administration Act. (GI Bill.)
4. Include a signed Certificate of Health.
5. Submit the Housing Request Agreement if required to live in the residence hall.

Each applicant will be notified by mail as to his status. If accepted, the notification will include detailed information as to procedures for registration, orientation and advisement.

Admission as a Transfer Student— Advanced Standing

Applicants may be accepted for enrollment with transfer from an approved university, college, junior college, or technical institute, if their records indicate the ability to successfully pursue the courses included in their chosen curriculum.

The following procedures should be followed:

1. Applicant for transfer from another college or university must provide a valid transcript from each college attended.
2. Students expecting to obtain Waiver or Credit for previous college work should submit copies of appropriate transcripts to the Director of Admissions thirty days prior to our matriculation date.

The credits will be evaluated and if they can be related to the student's field of study, and meet all other necessary criteria, the student will be given credit for work accomplished at other institutions.

Credit by Special Examination

Credit in any subject may be granted by special examination. In general, permission to take a special examination is granted by the administrative head of the technology curriculum in which the student is enrolled. A record of successful completion of special examinations will be placed in the student's permanent file. A student requesting permission to take a special examination for course credit may be required to pay an examination fee.

Medical Examination

A complete medical examination is required of each new student. Applicants who have been tentatively accepted for admission at Kansas Technical Institute will be mailed a medical form which should be given to their family physician at the time they appear for a medical examination.

The medical report, filed with the institute by the student's family doctor, will become a part of the student's confidential file. The purpose of the report is to provide medical history in the event a student requires medical aid while enrolled in Kansas Technical Institute.

American College Test (ACT)

All applicants for enrollment will be required to take the American College Testing Battery (ACT) tests prior to enrollment. High School students should arrange with their counselor or principal to take the tests during their senior year and request that these scores be sent to the Director of Admissions at Kansas Technical Institute. Other applicants may contact a local high school or the Admissions Office at the institute for test information on the American College Testing Program. This battery is used as a counseling and guidance aid only and is not used as a pre-admission requirement. The ACT college code number assigned to Kansas Technical Institute is 1453.

Special Students

A limited number of courses will be open to individuals who wish to enroll as special students. Prior to acceptance, special students must provide the information necessary to determine if they have the required background of education or experience to successfully complete the specific course, and in most cases, must obtain written permission from the instructor to enroll in the course. Special students may take a course for credit or they may audit the course if

they have no intention of taking the course for credit at some later date. Auditors will not be required to take examinations, nor will they receive credit on their transcript for completion of the course. Persons desiring to audit a course must obtain permission from the instructor of the course and pay audit fees of \$3.00 per credit hour.

Out-of-State Applicants

Out-of-state applicants for admission to Kansas Technical Institute will be required to pay nonresident fees (see fee schedule) and generally must have a good academic rank in their high-school graduating class. The residence of students entering Kansas Technical Institute is determined by an act of the legislature (Sec. 76-2701, Kansas Statutes Annotated, Volume 6) which reads as follows:

“Persons entering the state educational institutions who, if adults, have not been, or if minors, whose parents have not been residents of the state of Kansas for six (6) months prior to matriculation in the state educational institutions, are nonresidents for the purpose of payment of matriculation and incidental fees: *Provided further*, That no person shall be deemed to have gained a residence in this state for the aforesaid purpose while or during the elapse of time attending such institution as a student, nor while a student of any seminary of learning, unless, in the case of a minor, his parents shall have become actual residents in good faith of the state of Kansas during such period, or unless, in the case of the minor, he has neither lived with nor been supported by his parents or either of them for three (3) years or more prior to enrollment and during said years has been a resident in good faith of the state of Kansas.”

Foreign Applicants

The credentials of applicants from foreign countries are evaluated in accordance with the general regulations governing admission. An application and detailed transcripts of records must be submitted to the institute six (6) months in advance of reopening of the class in which the applicant seeks to gain admission. This will allow time for the exchange of necessary correspondence and documents relative to the securing of passports and visas for study in the United States. Candidates for admission must complete all arrangements for the necessary American dollars to cover tuition and living expenses and must furnish advance proof according to the amount shown on the certificate of eligibility of the U. S. Emigration Service Form I-20A.

Candidates for admission are required to consult the American Embassy in their country of residence and make arrangements to take an English language examination. The results of this examination are an important factor in determining the acceptability of an applicant. Kansas Technical Institute must receive this information directly from the Consular's Office before a decision concerning admission will be reached.

Foreign students will be considered nonresidents for the purpose of paying student fees.

Fees and Expenses

The amount of student spends and the actual cost of obtaining an education at Kansas Technical Institute are two different items. A student can anticipate certain fixed expenses, such as enrollment fees, but beyond that financial outlays depend to a considerable extent on the personal habits and management ability of the student. The fixed education cost of attending Kansas Technical Institute is shown in the supplement which is enclosed in this bulletin.

Enrollment Fees

Enrollment fees at Kansas Technical Institute are established by the State Board of Education and are subject to change at any time. Following is a description of the types of fees assessed at Kansas Technical Institute.

INCIDENTAL FEES

The incidental fee is used to pay in part Administration, operation and maintenance of buildings and equipment, inventory for library and other supplies. These fees constitute approximately 15% to 20% of the total cost of instruction.

LABORATORY FEES

Miscellaneous laboratory expenses are included in the incidental fee and are used to cover replacement, breakage and repair of equipment and supplies used in laboratory instruction. However, students will be required to provide their own slide rules, small hand tools, drafting instruments and similar personal equipment necessary in their chosen technology. A listing of the minimum requirements of such items will be issued by the class instructors.

STUDENT UNION FEES

A Student Union fee is assessed to support the operation of the Student Union. This support would include acquisition of supplies and equipment.

STUDENT ACTIVITY FEES

The Student Activity Fees are used for student activities, including intramural sports, student organizations, religious oriented activities, and student union activities.

VEHICLE OPERATION FEES

Students enrolled at the institute who wish to operate motor vehicles on the campus must register their vehicle with the Business Office. Upon payment of a parking and use fee, established by the Traffic Control Board, the student will be issued an identification sticker permitting parking in all non-restricted parking areas. Violation of traffic and parking regulations will be subject to progressive fines and, if excessive, may result in dismissal from the Institute.

PAYMENT OF FEES

Each student must pay the total amount of enrollment fees on the day of enrollment. Checks drawn on out-of-town or local banks are acceptable. Also, students living in institute housing facilities must make the initial payment (by separate check) on their room and board contract at the time of enrollment.

LATE REGISTRATION FEE

If a student enrolls and pays his fees on any other than the day or days prescribed for enrollment, he is assessed a \$5 late registration fee. In the event a student finds it impossible to pay his fees at the scheduled time, he should contact the Director of Operational Affairs by letter prior to the scheduled enrollment day requesting permission to pay his fees at a later date.

Refunds

A student who enrolls at Kansas Technical Institute, but who finds it necessary to withdraw from school, is entitled to a refund of enrollment fees as determined by the Office of Admissions. The refund schedule allows 80% refund after the first class day. This refund percentage diminishes at a rate of 4% for each class day. After the 20th class day, no refund will be allowed.

Housing and Food Service

Recognizing the benefits to be gained from experience in group living, Kansas Technical Institute provides modern dormitory and dining facilities for students enrolled in a resident instruction program.

All single male freshman students under 21 years of age who live beyond commuting distance will be required to live in the dormitory. Any other enrolled students may live in the dormitory if they desire. A freshman student is defined as one who has not yet successfully completed 39 semester credit hours, or the equivalent, toward the associate degree.

Dormitory rooms are reserved by paying a deposit of Twenty-Five Dollars (\$25.00) which is not refundable after August 15. Reservations, including the deposit, should be made as early as possible. As soon as an applicant's reservation has been confirmed by the Institute's Housing Department, contracts for room and board will be sent to applicants for their signature. Housing regulations, refund policies, and campus rules of conduct will be printed on and attached to the contract and each student must agree to abide by these rules and regulations.

Dormitory facilities are designed to accommodate two (2) students per room. All rooms are equipped with single beds, adequate storage, and comfortable furniture. Dormitory fees include weekly linen service. Blankets and other incidental room furnishings are supplied by occupants.

Food Service

The institute provides a pleasant cafeteria conveniently located near the dormitory complex for the convenience and enjoyment of students, staff and visitors. The preparation of food is under the supervision of qualified dietitians to insure balanced and wholesome meals.

The meal contract for students residing in institute dormitories include twenty-one (21) meals per week. Institute housed students will not be entitled to a refund if they miss meals.

Student Welfare and Services

The primary goal of Kansas Technical Institute is to prepare its students for rewarding and satisfying careers in their chosen areas of specialization. To attain this goal, the institute not only provides educational opportunities in the classroom and laboratories, but also provides the means whereby students can develop their individual talents and meet their many nonacademic needs.

Health Service

Facilities for emergency first aid and minor medical services are provided on the institute campus. Injuries or illnesses which require the attention of a physician are referred to a Salina medical clinic which has agreed to perform any medical service required by a student at Kansas Technical Institute. The cost of this service, of course, will be assumed by the student.

A special student health and accident program is available to all students enrolling at Kansas Technical Institute. This program is optional but deserves serious consideration from students who are not covered under some form of medical insurance or for those who wish to supplement their existing coverage. Representatives of the insurance agency will be available to explain and enroll students in the program in conjunction with the institute's regular enrollment schedule.

Placement Service

Kansas Technical Institute maintains close contact with numerous industries and business firms who are interested in graduates of Technical Institutes as prospective employees. Students taking advantage of the institute's Placement Center are given the opportunity to discuss their employment goals with representatives of these firms during the final year of their educational programs. These discussions may take place on the campus, or if feasible, the student is provided the opportunity to visit the site of the firm itself in order to obtain a clearer picture of the working conditions and operations of the business establishment.

The Placement Center does not limit its service to graduates of the institute. A complete and current file of part-time job opportunities is maintained for the use of students who are interested in supplementing their income while they are enrolled in their educational program. Whenever possible, part-time employment will be related to the student's chosen curriculum. This will give the student the opportunity to supplement his income as well as

permit him to apply some of the knowledge he has gained in regular classroom and laboratory studies.

Recreation and Intramurals

Recognizing the benefits to be derived from activities other than those connected with formal instruction, Kansas Technical Institute has facilities for a well-rounded program of recreation and entertainment for its students.

Students will be urged to form teams for intramural competition in such sports as flag football, basketball, softball, volleyball, tennis, handball, squash, and badminton. In some instances, a small fee may be assessed for participating teams or individuals to defray the cost of trophies and other awards of achievement.

Various social events will be scheduled throughout the year for the social development and enjoyment of students at the institute. In most cases, the planning and organization of social activities will be the responsibility of representatives from the student body.

Student Activities

A wide range of student activities is provided for the enjoyment and development of the student. These activities are widely diversified and all students, regardless of their personal interests, should find a group or club which will appeal to their special interests.

Students are urged to take an active role in the development of a Student Governing Association. The Governing Association will participate in the development of basic codes of conduct, dress, disciplinary measures, and other facets of the administrative organization and control of the institute by submitting recommendations for consideration to the Institute Administration.

The student chapter of the American Society of Certified Engineering Technicians (A. S. C. E. T.) was formed February 9, 1967. This is the first student chapter established for student technicians in the United States. Students are encouraged to join A. S. C. E. T. as it will provide an opportunity to become part of what will be their future professional organization.

Counseling

Kansas Technical Institute administrative and faculty personnel are available at all times to counsel students in their educational programs and to help the student who seeks vocational guidance. Students will find that institute personnel are eager to contribute their training and knowledge to aid students in solving their specific problems.

Each student at Kansas Technical Institute will be assigned a faculty advisor and students are urged to take their academic problems and questions to their advisors for counsel and assistance. A student's personal or nonacademic problems may be discussed with personnel of the Dean of Students Office at any time or, in some instances, the student may prefer to discuss these problems with his faculty advisor. In either case, every effort will be made to help students through personal counseling and guidance while they are enrolled in an educational program at Kansas Technical Institute.

Student Financial Aid

"Any person who has the ability and desire to continue his education should not be discouraged because of a lack of funds." H. M. NEELY
—*President, Kansas Technical Institute.*

The primary function of the Aids and Awards office is to help prospective students who are in need of financial aid.

A student may receive aid from the following sources:

Scholarships and Sponsorships.

College Work Study.

Educational Opportunity Grants.

Student Loans.

United Student Aid Loans.

Federally Insured Student Loans.

Scholarships and Sponsorships

A limited number of these grants are available through the Kansas Technical Institute Endowment Association. These grants vary in amounts of from \$100 to \$500 per year and are available during the fall and spring semesters. These grants will continue for four regular semesters or until the the student graduates, whichever comes first.

College Work Study

The college work study program was established to assist students of low income families by providing jobs on campus. These jobs are available in various departments and will permit a student to earn part of his educational expenses. A student may work an average of 15 hours per week while classes are in session, or up to 40 hours per week when classes are not in session. The pay rate is the minimum wage as established by law.

Educational Opportunity Grants

A student may receive a non-obligatory grant based on exceptional financial need. These grants will range from \$200 to \$1000 per year.

Student Loans

UNITED STUDENT AID FUND (USAF)

An eligible student may borrow up to \$500 per semester through his hometown bank and Kansas Technical Institute. These are institutional student loans that are repaid by the student after his graduation.

FEDERALLY INSURED STUDENT LOAN

This loan is similar to the USAF loan in most respects. The only differences occur in the administration. The student, with the aid of his hometown banker decides how much he wants to borrow. The loan application is endorsed by the admissions officer of the college and returned to the student's banker. The banker then completes the loan processing.

LOANS

While enrolled and until the repayment period begins, the interest on the loan (7%) is paid by the federal government. The repayment period begins nine months after graduation. The payments usually vary from \$30 to \$100 per month, and during this repayment period the graduate pays the interest on the loan.

NOTE: The interest rate on student loans may be increased by the United States Congress in 1970.

How May a Prospective Student or an Enrolled Student Apply for Financial Aid?

A person interested in obtaining financial aid must be enrolled or accepted for enrollment as a full-time student.

Applications for the fall semester should be submitted by the first of February. This will allow enough time for the necessary processing and will enable the student to be notified prior to his graduation from high school.

Application forms will be mailed to persons on request. The application packet consists of:

1. Application for Admissions.
2. Kansas Technical Institute Financial Aid Application.
3. Family Financial Statement (ACT).

The Aids and Awards Office uses the Family Financial Analysis

provided by ACT in determining the actual need of the student. The handling and processing of these statements is done in a most confidential and discreet manner.

After the student and his family completes the financial statement it is submitted to the Aids and Awards Office of Kansas Technical Institute along with a check in the amount charged by ACT for this service. The Aids and Awards Officer will then review the statement for completeness and forward it to:

Financial Aid Services
American College Testing Program
P. O. Box 1000
Iowa City, Iowa 62240

or

The student may choose to send the statement directly to ACT. ACT will then send a detailed financial analysis to the institution. The analysis is done by computer and will indicate the student's financial need. The Aids and Awards committee uses this analysis as an aid only.

The final evaluation is and will continue to be made by members of the Aids and Awards Committee.

Guidelines for Veterans on the GI Bill

The GI Bill which was passed by Congress in 1966 establishes a comprehensive program of governmental assistance to help restore lost educational opportunities for persons who have served on active duty in the Armed Forces for a period of at least 181 consecutive days, any part of which was after January 31, 1955, and who were discharged or released under conditions other than dishonorable. The mechanics of such a program are vast. The following material was prepared in an attempt to better acquaint the individual veteran with those procedures which must be performed either by himself or by the Veterans' Service Office at Kansas Technical Institute.

We want the veteran to keep in mind that the Veterans' Service at KTI was established to assist the veteran in matters relating to the Educational Benefits under the Veterans' Programs. If there are specific problems, veterans should come to the Admissions Office or phone TA5-0275, Ext. 25.

The following are explanations of procedures and guidelines used in the Veterans' Program. Please read the material carefully.

I. APPLICATION PROCEDURES

Applications for the benefits may be obtained at your Regional Veterans' Administration Center. Your application must be in the Veterans Administration Center office in Wichita within 15 days after enrollment date in order to receive benefits for the beginning of the session. Read your

instructions carefully and answer all questions completely. Care must be taken to insure that all necessary documents are included with the application. These may be Xerox copies as they are not returned.

1. **DD-214**—this is the separation from active duty.
2. **Marriage certificate**—copy of a public of church record of the marriage.
3. **Birth certificate**—if any children are being claimed for dependency, birth certificates should be sent to prove dependency.
4. **State of dependency**—if a father or mother are being claimed as dependent upon the applicant, a birth certificate, showing that the applicant is the child of the person being claimed, and a Statement of Dependency (VA 21-509) from the VA are needed.

Application and all necessary documents should be mailed to your Regional Veterans' Administration Center prior to the time you plan to enroll. This will give them ample time to determine your eligibility and issue your Certificate of Eligibility.

II. ENROLLMENT PROCEDURES

When a veteran initially enrolls he should provide both copies of his *Certificate of Eligibility* to the Admissions Office. The *Enrollment Certification* which is on the back side of the *Certificate of Eligibility* will then be completed by the Registrar. On all subsequent enrollments, the Registrar will provide the VA with information concerning the veterans course load, address, etc.

NOTE: When a veteran wishes to change his place or course of training, he should obtain a special VA form for requesting such a change. If the request is approved, a new Certificate of Eligibility will be issued to the veteran.

III. PROCEDURES FOR REPORTING CHANGES

Any changes in a veteran's address, course load, dependency, educational program, place of training, etc., should be reported to the Registrar's Office at Kansas Technical Institute immediately. The Veterans' Administration has forms for reporting these changes, and they may be obtained through the Registrar's office. In most cases, the school must certify the changes on these forms, and payments will not be released until the school certification is received by the VA.

NOTE: When a veteran changes his course-load during a part of the month, he will receive the monthly payment for the course-load which he was carrying at the beginning of the month. His payments will not be reduced until the beginning of the following month. For example, a veteran who drops from a full-time course load to a three-fourths load during the second week of the month will receive a payment for full-time benefits for the month in which the drop occurs, but will be reduced to the three-fourths rate at the beginning of the following month. Also, when a veteran acquires a dependent, either a wife or a child, he should immediately notify the Veterans' Administration Center, 5500 East Kellogg, Wichita, Kansas 67218, by letter. The date of receipt of his letter claiming a dependent, establishes the effective date for payment of that dependent. If the veteran does not furnish proof of the dependent with his letter, he will be asked to do so, at a later date.

IV. GUIDELINES FOR EVALUATING SEMESTER HOUR—COURSE LOAD EQUIVALENTS

Regular Semester

<i>Course Load</i>	<i>Semester Hours</i>
Full-time	14 or more
$\frac{3}{4}$ time	10, 11, 12, 13
$\frac{1}{2}$ time	7, 8, 9
less than $\frac{1}{2}$ time	6 or less

AMOUNT OF PAYMENTS

<i>Course Load</i>	<i>No Dependents</i>	<i>One Dependent</i>	<i>Two or More</i>	<i>Each Additional</i>
Full-time	\$130.00	\$155.00	\$175.00	\$10.00 each
$\frac{3}{4}$ time	95.00	115.00	135.00	7.00 each
$\frac{1}{2}$ time	60.00	75.00	85.00	5.00 each

6 hours or less—Cost of the course reimbursed to Veteran.

Summer Semester

<i>Course Load</i>	<i>Semester Hours</i>
Full-time	7 or more
$\frac{3}{4}$ time	5, 6
$\frac{1}{2}$ time	4
less than $\frac{1}{2}$ time	3 or less

The amount of payments is the same as for the regular semester.

NOTE: Non-credit deficiency courses may be included in arriving at the course load level.

NOTE: The payment schedule shown here may be increased by the United States Congress in 1970. Consult your local V. A. representative for current benefits.

Draft Status

A major concern of students who are eligible to be drafted into the armed services is their current status with their local draft boards. Normally students are given student deferments but they must meet certain criteria established by their local boards. To be eligible for consideration of draft deferment, a student must satisfy the following conditions:

- He must be enrolled or accepted for enrollment at Kansas Technical Institute. He must attend class regularly.
- He must make satisfactory progress toward the completion of his degree requirements.
- He must complete 30 semester hours per year. In this context, the year means the normal academic year which consists of 2 regular semesters.

If a student meets these general requirements then he is considered for a 2A classification. After consideration, the student's local draft board may award the 2A classification to the student who is working toward an Associate Degree. During a student's academic tenure at any school, contingencies of many different types may arise. If a student anticipates any problem, he should contact the Director of Student Affairs immediately, and he should contact his local draft board immediately. Accurate and timely communications with the student's local draft board will eliminate many such problems before they occur. In general it is strongly suggested that the student confer with his local draft board clerk or draft board as soon as he registers and obtain from these people the necessary information about their draft status as soon as possible.

Students will find that representatives of their local draft boards are reasonable and prudent people who will listen and consider any valid plea. They cannot however, read the student's mind nor help him without full knowledge of the student's personal situation. It is therefore recommended that the student acquaint himself with the acceptable procedures of his own local draft board.

General Information and Regulations

Scope

The academic year at Kansas Technical Institute consists of two semesters and a summer session. A student who carries a prescribed credit hour load and who make normal progress can graduate after the completion of five regular semesters (two and one-half years). Classes are in session Monday through Friday each week except as noted in the institute calendar. Class periods are fifty minutes in duration with a ten minute interval between periods.

Registration

A student will enroll in a set of courses for a semester or summer session. At the end of the term, the student receives a grade based on performance and this grade is entered on the student's transcript. The student enrolls in a new set of courses for the next term.

The following are examples of schedules that students may have their first semester.

SCHEDULE LINE NO.		SUBJECT	Cr. Hrs.	ROOM	NAME
4200	A	CP101 Intro. to Mach. Proc.	1 1/2	CD 103	Mary McPater
5151	B	SM101 Coll. Alg & Trig.	3/0	GT 211	CURRICULUM Computer Tech.
5161	C	SM102 App. Chem	3/0	GT 201	SEMESTER Fall 1972 CLASS Fr
5110	D	RC103 Elem. Logic	3/0	CD 104	
5124	E	RC105 Written Comm.	3/0	GT 106	
F					
G					
H					
I					
J					
K					
L					
M					
N					
TOTAL CREDITS				16	

USE TO AVOID CONFLICTS											
HOURS											
	8:00	8:00	10:00	11:00	1:00	2:00	3:00	4:00	5:00	7:00	8:00
Mon		D	C	B	E						
Tue				B							
Wed		D	C	B	E						
Thur	A			B		A	A	A			
Fri		D	C	B	E						
Sat											
Signature <i>R. Hill</i> (Ambiguor)											

In this instance, Mary is enrolled in 16 credit hours for the fall semester.

A closer look at some of the courses this student is taking will reveal more details, for example:

4200 CP 101 INTRO MACH PROC 1/1 CD 303

4200—The line number of this course. This number is used to indicate where and when the course will be offered.

CP 101—The catalog number of the course.

INTRO MACH PROC—Introduction to Machine Processing (Computer shorthand for the name of the course).

1/1—These numbers identify the course as being recitation of laboratory. The first number means 1 hour recitation. The second number means 1 hour laboratory.

CD 103—This number tells where (which building, which room) the course will be offered.

With this schedule, Mary will be in class 18 hours a week.

SCHEDULE LINE NO.		SUBJECT	Cr. Hrs.	ROOM	NAME
4300	A	CL100 Intro. to Civil	1/0	TL 109	John Centerline
4410	B	MT102 Graph Comm I	0/3	DL 105	CIVIL TECH.
4420	C	MT104 Indus. Safety	0/1	TL 109	SEMESTER Fall 1971 CLASS Fr.
5123	D	RC105 Written Comm	3/0	GT 106	
5150	E	SM101 Coll. Alg & Trig	5/0	GT 211	
5162	F	SM102 App. Chem	3/0	GT 207	
	G				
	H				
	I				
	J				
	K				
	L				
	M				
	N				
		TOTAL CREDITS	16		Signature C. May P.E. (Assigner)

		USE TO AVOID CONFLICTS													
		HOURS													
		8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00
Mon			D	E	F			B	B	B					
Tues			E				C	C	C						
Wed			D	E	F			B	B	B					
Thur				E											
Fri			A	D	E	F		B	B	B					
Sat															

In this instance, John is enrolled in 16 credit hours for the fall semester. He is scheduled for college algebra and trigonometry, 5 days a week. To determine when he will take this course glance at the day-hour section in the right division of the proof ticket. Since college algebra and trigonometry is identified as Course E, look for the hour block which has been marked with the letter E. In this particular case he is scheduled Monday through Friday from 10-11 a. m. With this schedule, John will be in class 24 hours a week.

It must be emphasized that schedules will vary from student to student. Each individual schedule will be made out with the help and advice of the student's faculty advisor.

Grading System

The institute uses the following grade and grade point system:

A—Superior	4 Points
B—Above Average	3 Points
C—Average	2 Points
D—Below Average	1 Point
F—Failure	None

A grade of "I" (Incomplete) may be given a student who has not completed the work in a course. The student receiving the "I" grade may complete the course by special arrangement with the instructor within certain time limitations. If the student fails to make the necessary arrangements or fails to make up work within the allotted time period, the grade for the course automatically becomes a failure (F).

During the first eight weeks of a regular semester or the first four weeks of a summer session, a student may withdraw from a course without grade penalty. After the start of the ninth week during the regular semester or the fifth week in the summer session, withdrawal from a course will automatically cause a Failure(F) to be entered on a student's record unless withdrawal from the course is made as an emergency measure.

The grade point average for each student is computed by dividing the total number of grade points earned at Kansas Technical Institute by the total number of semester credit hours in which a grade has been recorded.

Semester Credit Hours

A "Semester Credit Hour" is based on one hour of recitation per week for a semester of seventeen weeks. In general, a recitation course for which three semester hours of credit is earned will meet for one hour three times a week. The time a student must spend outside the classroom in preparation will vary with the student, however, a student should normally allow at least two hours of preparation for each one hour of recitation. Laboratory courses, on the average, require the student to spend three hours in the laboratory for each semester credit hour earned. Generally, a laboratory course will require little outside preparation.

Course Load

Students carrying twelve or more semester credit hours are classified as full-time students. Normal loads for full-time students are considered to be fourteen semester credit hours. Students who desire to register for more than eighteen semester credit hours must obtain

the permission of the Director of Academic Affairs in advance of the registration period. Students attending Kansas Technical Institute for the first semester will not be permitted to carry an overload. A student with a relatively poor scholastic record or a student who has part-time employment may find it to his advantage to carry a lighter semester hour load.

President's Honor Roll

The President's Honor Roll includes those students carrying at least fourteen credit hours who make a grade point average of 3.0, with no grade below "C." The Honor Roll is published at the close of each regular semester. A graduating student who has earned a grade point average of 3.0 at Kansas Technical Institute will be granted the Associate Degree "With Honors."

Academic Probation and Dismissal

A student is required to attend classes regularly and earn a minimum grade point average of 1.8 in all degree-credit courses each semester or summer session. Failure to earn the minimum 1.8 grade point average in any semester will result in the student being placed on Academic Probation. A student who is on probation and fails to attain a 1.8 grade point average in all degree-credit courses in the next semester or summer session in which enrolled will be dismissed for academic reasons. A student who earns a grade point average of less than 1.0 in all degree-credit courses in any semester other than his first enrolled semester, will be dismissed for academic reasons. A student on Academic Probation may be dropped from Kansas Technical Institute by the Academic Standards Committee for failure to attend classes regularly or for failure to make satisfactory academic progress. Persons dismissed for academic reasons will not be allowed to enroll again except with special permission of, and under conditions set by, the Academic Standards Committee.

Students enrolled in six or less degree-credit hours will be exempted from the above grade point requirements.

Reinstatement

Students who have been dismissed for academic reasons and who wish to petition for reinstatement must follow the following procedure:

1. Submit a letter to the Chairman of the Reinstatement Committee requesting permission to petition for reinstatement, giving accurate and complete information regarding the circumstances surrounding his dismissal.

2. The student must appear in person before the Reinstatement Board at the prescribed date and time. The Reinstatement Board normally meets during enrollment week of each of the regular semesters and summer school. The student who wishes to petition for reinstatement should make the necessary arrangements prior to the date that the Reinstatement Board meets.

Granting of the Degree

The administration of Kansas Technical Institute is authorized to grant the degree of Associate of Technology. To meet the requirements for the degree, students must satisfy the following criteria.

1. Students must successfully complete the courses of study outlined and authorized at the time of their initial enrollment or complete appropriate course substitutions.

2. Students must apply and be admitted to candidacy for the degree.

3. Applicants must be approved by the Academic Standards Committee.

4. Students must attend the commencement exercise or obtain permission from the Director of Academic Affairs to graduate in absentia.

The student may not apply for candidacy unless he has maintained an overall grade point average of 1.8 (4 points—A, 3 points—B, 2 points—C, 1 point—D) in degree credit courses.

The Office of Academic Affairs will notify those students who are eligible to apply for candidacy during the early part of their terminating semester. It will be the responsibility of the student to apply for candidacy in compliance with the instructions in the letter of notification.

Graduation and Graduation in Absentia

The commencement ceremony will be held at the end of the spring semester of each academic year. Each student seeking the degree will be required to participate in the commencement activities. In cases of extreme hardship or emergency, the candidate for the degree may obtain the degree in absentia. Any student who finds it impossible or extremely difficult to attend the commencement ceremony must obtain permission from the Director of Academic Affairs for graduation in absentia.

Repetition of Courses

Only courses in which "D" or "F" have been earned may be repeated for the purpose of raising the grade. All grades received in a given

course will be shown on the student's record. The grade received the last time the course is taken will be used for the purpose of computing the grade point average.

Waiver of Credit

Any student who is accepted for admission and who has completed college level courses is required to submit complete transcripts as a part of the Application for Admission. If records indicate an acceptable level of achievement in courses corresponding to those in the Institute curriculum, waiver of credits may be granted. A student who has acquired extensive knowledge of a subject through military, industrial or other experience without a college level course, may be given credit for corresponding courses in the Institute curriculum. The student may be required to take an examination to determine if he qualifies for advanced credit at the Institute. Limitations of the number of credit hours that can be waived for a given curriculum will be determined by the Credit Review Committee.

Examinations

Final examinations are considered a part of each course and are scheduled during the closing week of each semester and at the end of the summer session. All students are required to take the examinations. Only in emergency cases will a student be allowed to take the final examination at other than the scheduled time.

Class Attendance

Regular and punctual class attendance is important to a high standard of work. The student is expected to recognize the importance of regular class attendance. Each instructor makes his own regulations regarding tardiness and attendance in his classes. It is the responsibility of the student to know, and to comply with, each instructor's regulations. It is also the responsibility of the student to make up the work that was missed due to absence.

Library Services

The Institute Technical Reference Library is for the convenience of the Institute student body. Reference materials relating to each specific technology are indexed and readily available for use by the student either in the library, or library material can be checked out to use in the student's living quarters. Students may also take advantage of reference materials available through the City of Salina Public Library.

Community Activities

Salina and the surrounding community offers cultural opportunities of a wide variety, including the Community Theater, Marymount Concert Series, Municipal Concert Band, Kansas Wesleyan Concert Series. Lindsborg's annual "Messiah" is nationally known.

Salina parks provide wooded and landscaped areas, picnic grounds and recreational facilities so essential to a complete community. Indian Rock Park offers a panoramic view of Salina from the top of the hill.

Spectator sports programs ranging from college level to little league baseball, including football, basketball, baseball, tennis and track events, are available throughout the year.

There are over 60 churches in Salina representing nearly all denominations of the Christian faith. Jewish faiths are also represented.

Conduct

Students entering the Institute are considered to be mature individuals who are responsible for their own behavior. High standards of personal, ethical, and moral conduct are expected of all students, on campus and elsewhere. The capacity for sound planning and a desire to establish good study and work habits are characteristic of a successful student.

Students are expected to use the Institute facilities with consideration, and to conduct themselves with decorum. Students who refuse to conform to accepted standards of conduct will be dismissed from the Institute.

Special Programs

Transfer Programs to Other Colleges

At some point in his academic tenure at Kansas Technical Institute a student may want to consider a continuation of his education. That is, the student may want to transfer his work to some other college to obtain a Bachelor's Degree.

At the present time Kansas Technical Institute and Kansas Wesleyan University are cosponsoring transfer programs. The programs apply to the following students.

1. Kansas Technical Institute graduates of Electronic or Computer Technology may transfer all course work to Kansas Wesleyan University and in two additional years obtain a Bachelor's Degree in Mathematics or Physical Science.

2. Students enrolled at Kansas Wesleyan University may elect to enroll in Computer or Electronic Technology at Kansas Technical Institute. The course work completed at Kansas Technical Institute will meet the requirements of a minor in the student's chosen field. That is, it is possible for a student attending Kansas Wesleyan University and Kansas Technical Institute to obtain a major in Mathematics and a minor in Computer Technology.

The trend towards four year Bachelor degree programs in Engineering and Science Technology is apparent in other states. Some of the educational institutions now offering four (4) year Baccalaureate programs are Oklahoma State University, Houston University and Purdue University. There are a number of reasons for this, but primarily because of the fantastic changes in engineering and science technology within the past few years. This has further widened the gap between technicians and the engineer, presenting a definite problem to industrialists attempting to solve their staffing problems. The need for personnel prepared for managing and supervisory positions in various technology fields can only be answered by an experienced technology program. It is expected that this trend will increase in greater proportion within the next few years.

The "3 E" Program

(Education—Experience—Earnings)

The purpose of this program, sometimes called a cooperative or industrial work-study program is two-fold:

1. To give student technicians practical occupational experience as an integral part of their formal education.

2. To assist industries and governmental agencies in fulfilling their need for qualified professional technicians.

Private industries and governmental agencies participate by providing positions in their technical departments to be filled by student technicians from Kansas Technical Institute.

Kansas Technical Institute participates by coordinating the placement of interested and capable student technicians in work positions compatible with their occupational goals.

A student is eligible to apply for participation in the program after successful completion of two semesters of academic study. Selections are based on job availability, competitive screening tests, satisfactory completion of industrial employee requirements, results of interviews, and the recommendation of the institute program coordinator.

The nature of the student's participation is optional in that he may:

1. Work with another student, alternating semesters of work and study.

2. Work individually, alternating semester of work and study.

3. Work individually on a seasonal basis either full-time or part-time.

Thus the program is cooperative with Kansas Technical Institute providing the academic training and the Associate of Technology degree, and with private industry and governmental agencies providing the student technician the opportunity for practical experience.

The student benefits through academic Education, practical Experience, and Earnings during his preparation for a professional career.

To insure that the program contributes in a meaningful way to the student's total educational experience, KTI monitors the performance of each student technician during the work periods of the program. At the end of each work period the student submits a report, summarizing his technical experience, for assigned credit toward graduation.

Step (Summer Technology Exploratory Program)

This program is primarily an orientation program for young people who have an interest in engineering and science technology but who need additional information.

“STEP” OBJECTIVES

The objectives of the one-week summer program are to:

1. Permit students to become acquainted with various fields of Engineering.
2. Provide students an opportunity to discover and appraise their abilities and careers as Engineering Technicians.
3. Acquaint students with the type of effort required to successfully pursue a college education in the field of Technology.
4. Enable students to understand the demands placed on practicing Engineering Technicians.

PROGRAM STAFF

The academic staff is composed of Kansas Technical Institute faculty as well as practicing engineering technicians, engineers, and industrialists. The administrative staff includes a program director and counselors for both young men and women.

TYPICAL DAY SCHEDULE

- 9:00-11:00 a. m. General Technology Dept., Math, Physical Science, Slide Rule.
- 11:00-12:00 p. m. Technology Lectures, Aeronautical, Civil, Computer, Mechanical, Electronics.
- 12:00- 1:30 p. m. Lunch
- 1:30- 4:30 p. m. Technology Laboratories, Aeronautical, Civil, Computer, Mechanical, Electronics.

PROGRAM CONTENT

The program will be divided into six basic areas:

Faculty Lectures—Faculty members will lecture on the diverse job assignments and functions performed by Engineering Technicians today.

Demonstrations and Experiments—Students will observe and participate in the solution of actual technical problems. Methods used by the practicing technicians and engineers will be stressed in the solution of these problems.

Problems—Students will observe and participate in typical college-level technical experiments, using the same laboratory equipment and facilities as the Kansas Technical Institute students.

Related Sciences—The basic principles of mathematics, physics, chemistry, and communications (both written and graphical) will be introduced in lectures and laboratory work.

Guest Lecture Series—Prominent practicing engineering technicians, engineers and industrialists will discuss current technical subjects of interest to further clarify areas of career opportunities.

Career Counseling—At the student's option, appointments may be made with any program staff member for additional career information in areas of personal interest.

RECREATIONAL OPPORTUNITIES

Although the “STEP” Program will require full-time attendance in classes during the day, opportunities for recreation will be included in the program.

CAMPUS LIVING

Students may wear the same type of clothing worn in high school. Since the "STEP" Program is held during the summer, practical and comfortable clothing is recommended.

GRADUATION

Parents are most cordially invited to attend the ceremonies which will be held on the last day of the Program. During this time students participate in a critique of the Program.

Information regarding the STEP program can be obtained from your high school counselor or the Admissions Office at Kansas Technical Institute will provide any information on request.

Curricula

Kansas Technical Institute is currently authorized to grant the Associate Degree in the following five (5) technologies:

Aeronautical Technology.

Civil Technology.

Computer Technology.

Electronic Technology.

Mechanical Technology (Detail and Design).

Emphasis is centered upon instruction in the student's chosen area of specialization; however, enrollment in a basic core of general education, mathematics and physical science courses are required of each student attending Kansas Technical Institute.

The detailed curricula outline for each technology and the brief course descriptions presented on the following pages are designed to provide general information on the programs of study offered at Kansas Technical Institute.

'Space' (Pre-Technology)

(Science program available for common entrance.) Students who have majored in vocational arts, music, business or other non-technical subjects in high school may enter in SPACE for up to one year to provide for a more technical background for competitive entry into the technology major. Although SPACE is designed to provide for more uniform entrance capability into the technology majors, it may be useful to the student in other ways. Students at Kansas Technical Institute may use SPACE for any of the following reasons:

1. To explore the various technologies before choosing a major.
2. To obtain an introduction to the field of technology.
3. To determine early in the academic career if the field of technology is the field of major interest.
4. To fulfill all entrance requirements of the technology major.
5. To provide an orderly review of technical topics that have been studied at some earlier date.
6. To evaluate the adaptability of "military service courses" or "industrial short courses" to the technology program.

There is no prerequisite for any SPACE course except that a person be eligible to enroll as a student at Kansas Technical Institute. The student does not need to select a major while enrolled in SPACE, however, a student may not enroll in SPACE for more than two semesters.

SPACE courses will not normally be offered each semester, however, any course in SPACE will be taught upon sufficient demand and will be taken for non-degree college credit. The following courses constitute SPACE:

SP-001. Mathematics. 5 (non-degree) credit hours of recitation. A course required of all entering students whose record does not indicate a minimum of three credits in high-school algebra, geometry and trigonometry, or whose performance in advanced mathematics classes is unsatisfactory.

SP-002. Physical Science. 3 hours recitation plus 1 hour lab. This course is designed for those students having no background in Physics or Chemistry. Emphasis is placed on physical fundamentals without specific emphasis for application.

SP-003. Slide Rule. 1 hour recitation. This course includes basic elements of logarithms, use of scientific notation and theory and practice in the use of the slide rule.

SP-010. Perceptual Development. 2 hours recitation plus 1 hour lab. This course is included to improve the reading rate and the comprehensive level of the student. "Speed Reading" is supplemented by a testing program to aid the student in developing his reading comprehension level concurrently with an increase in reading rate.

SP-015. Writing Analysis. 3 hour recitation. This course is designed to give the student an insight into the field of technical writing. A strong review of mechanics and composition is included with emphasis placed on organization and practice.

SP-020. Professional Exploration. 1 hour lab. This course is available to provide a study of the world of work of the technician. The student enrolled in this course will be given the opportunity to visit industrial plants, evaluate actual job practices of technicians, study the nature and trend of each technical department of the Institute and study the professional role of the technician in society

SP-030. Fundamentals of Drafting. 2 hours of lab. This course includes: Use of instruments, lettering practice, problems of orthographic projection and point location in SPACE. Time will be devoted to practice in sketching and three dimensional drawing to include some use of perspective.

Aeronautical Technology

- **Associate Degree Program**
- **FAA Certificated Program No. 3344**

A career as a technician in the expanding field of Aeronautical Technology offers a challenge to the individual with the necessary educational background. The conquest of space, the military and commercial uses of rockets and guided missiles, the conversion of commercial airlines to the use of jet power plants, and the tremendous growth in all areas of aeronautics offers unlimited career opportunities to qualified individuals who are willing and capable of completing the required program of training.

Modern aircraft represents a variety of technologies which involve the latest developments in heat engines, hydraulics, pneumatics, electronics, electricity, air conditioning, instrumentation, metals design, and processing. The design, development, operation, and maintenance of all types of aircraft require the services of an Aeronautical Technician in one or more of a wide variety of specialized activities. The person trained to carry out a function in aeronautics must have an appreciation of physical principles, be thoroughly familiar with the practical application of the laws of science, and be capable of performing a variety of mechanical operations.

The Aeronautical Technology program at Kansas Technical Institute is designed to develop a fundamental knowledge of air frame and power plant systems, a knowledge of navigation aids, a study of the functions of various communication transceivers, and a study of procedures and regulations pertaining to aircraft flight and maintenance. The student enrolling in this curriculum will be made aware of the responsibilities and exacting standards of technical knowledge and skill that is required in the field of aeronautics. The courses and methods of instruction are designed not only to develop the student in terms of required skills and knowledge but also to develop within the student a sense of pride and responsibility in becoming a part of the aeronautical profession.

Aeronautical technicians will find employment in one of the following fields:

1. Aircraft Manufacture
 - a. Air frame and power plant maintenance and inspector
 - b. Quality control
 - c. Design and Production
 - d. Plant supervision

2. Major Airlines
 - a. Air frame and power plant maintenance inspector
 - b. Plant supervision
 - c. Air frame modification
3. Fixed Base Operations
 - a. Air frame and power plant maintenance and inspector
 - b. Airport management
 - c. General aircraft modification.

Aeronautical Technology

Aeronautical students may take advantage of a flexible curriculum. They may choose one or more of the following options:

- Option 1. Complete the Federal Aviation Administration certificated program in Airframe and Power Plant Maintenance Technology. Graduates will receive a certificate and may take the FAA examinations.
- Option 2. After completion of the certificated Airframe and Power Plant program, a student may continue his education toward the Associate Degree of Aeronautical Engineering Technology.
An additional forty-six semester hours are required to obtain the Associate Degree.
- Option 3. A student may initially enroll in the Associate Degree program which consists of 76 semester credit hours. Upon successful completion of required course work and specified graduation requirements, the student will be eligible for the Associate Degree.

PROGRAM DESCRIPTION

The Aeronautical Maintenance Technology Curriculum has been designed to meet the needs and interests of students who wish to work toward the General Aviation Airframe and/or Power Plant license.

The student will be thoroughly involved in Aircraft studies during his first semester and should be able to complete the requirements to take either the FAA Airframe or the Power Plant examination at the completion of one year of study. The second year of study will prepare the student for both the Airframe and Power Plant license.

AIRFRAME AND POWER PLANT MAINTENANCE TECHNOLOGY OPTION

COURSE TITLE	Semester Credit Hours		FAA Contact Hours	
	Lecture	Lab	Lecture	Lab
COMMON (Airframes and Power Plants)				
SM-101—Technical Mathematics	5	0	80	0
MT-102—Graphical Communications I,	0	3	0	144
AM-105—Aircraft Standards	1	1	16	48
AM-102—Basic A/C Electricity	2	1	32	48
AM-203—Advanced A/C Electricity	3	1	48	48
AM-109—Metallic Materials and Processes	1	1	16	48
Subtotal—(Common)	12	7	192	336

AIRFRAMES

AM-103—Aircraft Science	2	2	32	96
AM-107—Aircraft Coverings	1	1	16	48
AM-207—Airframe Systems	3	2	48	96
AM-205—Airframe Structures and Repair	2	2	32	96
AM-209—A/C Fluid Power Systems ..	2	1	32	48
AM-303—Navigational Aides and Communication Systems	2	1	32	48
AM-101—A/C Welding	1	1	16	48
AM-301—Airframes Review	0	1	0	48
<hr/>				
Subtotal—(Airframes only)	13	11	208	528

POWER PLANTS

AM-104—Power Plant Fundamentals ..	3	1	48	48
AM-201—Power Plant Overhaul	1	3	16	144
AM-202—Power Plant Induction and Fuel Systems	2	1	32	48
AM-304—Power Plant Operation and Trouble Shooting	2	2	32	96
AM-206—Power Plant Ignition Systems	2	1	32	48
AM-208—Gas Turbine Power Plants ..	2	1	32	48
AM-204—Propellers	1	1	16	48
AM-302—Power Plants Review	0	1	0	48
<hr/>				
Subtotal—(Power Plants only)	13	11	208	528

Total Combined Program	38	29	608	1392
<hr/>				
		67	2,000	
		sem. hrs.	contact hrs.	

ASSOCIATE DEGREE OPTION—AERONAUTICAL ENGINEERING
TECHNOLOGY

Students desiring an associate degree in Aeronautical Engineering Technology may work toward this goal by completing the following course requirements:

<i>Mathematics</i>	Sem. Cr. Hrs.
SM-101—College Algebra and Trigonometry	5
SM-201—Analytic Geometry and Calculus	4
	<hr/> 9
<i>Communications</i>	
RC-105—Written Communications	3
RC-205—Technical Writing	3
RC-106—Oral Communications	2
	<hr/> 8
<i>Physical Science</i>	
SM-102—Applied Chemistry	3
SM-202—Technical Physics I	4
	<hr/> 7

<i>Technology Related</i>	
RC-201—Industrial Economics	3
RC-102—Industrial Relations	3
MT-104—Industrial Safety	1
	7
<i>Technical Specialty</i>	45
Total semester hours	76

Twenty-five hours of credit will be waived in the area of technical subjects for students who have completed the Aeronautical maintenance technology program. The remaining twenty hours will include a planned sequence of engineering oriented design course to be selected from the Aeronautical, Civil, Electronics and/or Mechanical Technology departments.

This program will be established by the student and his faculty advisor with the approval of the Director of Academic Affairs. The planned program must be approved before the student is officially recognized as an Engineering Technology student.

Students enrolled in the Airframe and Power Plant Maintenance program may continue to the Associate Degree of Engineering Technology by earning the appropriate additional credits. While the Maintenance Technology courses are not specifically designed for the Associate Degree program, there is sufficient parallel in course content that students completing the Airframe and Power Plant Certificate Program will be granted advanced credit toward the Associate Degree.

Total Semester Hours required for the Associate Degree 76
Average time for completion:

- Option 1.—Five Semesters—Two and one half years
- Option 2.—Eight Semesters—Four Years
- Option 3.—Five Semesters—Two and one half years

Civil Technology

The general field of Civil Technology is extremely broad in scope. The field is involved with the construction of highways, railroads, bridges, irrigation and reclamation projects, water power developments, city planning, and other projects ranging from small scale construction jobs to projects involving tremendous capital expenditures. The technician trained in Civil Technology may find himself employed as a surveyor, a laboratory technician, an inspector, a purchasing agent, a cost estimator, a photogrammetrist, a construction foreman, or in one of countless positions related to the entire field of Civil Engineering.

A Civil Technician, although highly specialized, must acquire a considerable store of technical knowledge on a variety of subjects. The Civil Technology program offered by Kansas Technical Institute is designed to provide the student with the ability to apply the knowledge gained.

The program will include the study of construction materials and equipment, surveying principles and application, construction methods common to modern structural design, fabrication, industrial relations and economics.

The field of Civil Technology will offer an increasing number of career opportunities to skilled and trained technicians as the economy of our nation continues to expand. Successful completion of the program in Civil Technology will provide the graduate technician a much greater opportunity to employ his leadership capability as a member of the technological team of our society.

Civil Technician Program is designed to provide the student with a general background in the Consulting, Construction and Highway industries and the ability to apply the knowledge gained.

The general objective of the Civil Technology Program is to prepare the student for work in the area of Contract Construction or in the field of Highway Technology.

The graduate Civil Engineering Technician will find employment in a variety of areas. The following applications are typical:

1. Construction Industry
 - a. Cost estimator
 - b. Project layout technician
 - c. Instrument technician
 - d. Construction supervisor
 - e. Specification writer
2. Consulting Engineering
 - a. Instrument technician
 - b. Cost estimator
 - c. Crew chief (survey party)
 - d. Project supervisor
 - e. Specification writer
3. Highway Design Construction and Maintenance
 - a. Materials inspector and analyst
 - b. Photogrammatist
 - c. Instrument technician
 - d. Cost estimator
 - e. Specifications writer and supervisor.

Civil Technology (Highway Option)

Associate Degree Program (5 Semesters)

	Sem. Cr. Hrs.
<i>Mathematics</i>	
SM-101—College Algebra and Trigonometry	5
SM-201—Analytic Geometry and Calculus	4
	9
<i>Communications (Written and Oral)</i>	
RC-105—Written Communications	3
RC-106—Oral Communications	2
RC-205—Technical Writing	3
	8
<i>Physical Science</i>	
SM-102—Applied Chemistry	3
SM-202—Technical Physics I	4
SM-205—Technical Physics II	4
	11
<i>Technology Related</i>	
RC-201—Industrial Economics	3
RC-102—Industrial Relations	3
MT-104—Industrial Safety	1
	7
<i>Technical (Highway Option)</i>	
CL-100—Introduction to Technology	1
CL-201—Plane Surveying	3
CL-300—Route Surveying	3
CL-302—Photogrammetry Methods	2
CL-303—Mechanics I	3
CL-304—Construction Methods and Procedures	3
CL-305—Soils and Foundations	3
CL-401—Structural Materials	4
CL-409—Specifications and Office Practice	2
CL-410—Highway Design and Construction	5
CP-201—Fortran Programming	3
MT-102—Graphical Communications I	3
MT-202—Graphical Communications II	3
	38
Total Semester Hours Required	74

Civil Technology (Building Option)

Associate Degree Program (5 Semesters)

	Sem. Cr. Hrs.
<i>Mathematics</i>	
SM-101—College Algebra and Trigonometry	5
SM-201—Analytic Geometry and Calculus	4
	9
<i>Communications (Written and Oral)</i>	
RC-105—Written Communications	3
RC-106—Oral Communications	2
RC-205—Technical Writing	3
	8

	Sem. Cr. Hrs.
<i>Physical Science</i>	
SM-102—Applied Chemistry	3
SM-202—Technical Physics I	4
SM-205—Technical Physics II	4
	11
<i>Technology Related</i>	
RC-201—Industrial Economics	3
RC-102—Industrial Relations	3
MT-104—Industrial Safety	1
	7
<i>Technical (Building Option)</i>	
CL-100—Introduction to Technology	1
CL-201—Plane Surveying	3
CL-303—Mechanics I	3
CL-304—Construction Methods and Procedures	3
CL-305—Soils and Foundations	3
CL-306—Structural Plans	3
CL-401—Structural Materials	4
CL-403—Reinforced Concrete	2
CL-409—Specifications and Office Practice	2
CL-411—Building Construction	5
CP-201—Fortran Programming	3
MT-102—Graphical Communications I	3
MT-202—Graphical Communications II	3
	38
Total Semester Hours required for Associate Degree Building Option ...	73
Total Semester Hours required for Associate Degree Highway Option ...	73

Average time for completion—two and one-half years.

Computer Technology

Paralleling the rapid advances in technology in our society has been the development and recognition of the need for trained personnel to work with computer systems. As private industry, government agencies, and the military expand their use of computers, educational institutions must provide programs designed to meet the demands for specially trained personnel with skills and aptitude for careers in all phases of the computer industry.

The Computer Technology program at Kansas Technical Institute has been developed to provide students with the background necessary to qualify them for entrance into the computer field as programmers and system analysts. As a result, each student graduating in Computer Technology from Kansas Technical Institute will be capable of determining the equipment and procedures required to process a problem with computers and creating the new programs for both scientific and business needs as well as operating the computer itself.

To achieve these objectives, students in Computer Technology receive instructions in three areas:

First: They are given a sound background in mathematics, science and business. This provides them with both the skills of these areas and the vocabulary to communicate with the people who will require their services.

Second: They receive extensive experience in writing programs in a variety of languages and processing these programs.

Third: They study in depth the computer systems and peripheral equipment which are available and the merits and limitations of these various systems.

Employment Opportunities

The graduate Computer Technician will find career opportunities in all fields of science and business. Typical opportunities of employment are:

1. Research Assistant
2. Programmer
3. Systems Analyst
4. Computer System Supervisor.

Associate Degree Program (5 Semesters)

	Sem. Cr. Hrs.
<i>Mathematics</i>	
SM-101—College Algebra and Trigonometry	5
SM-201—Analytic Geometry and Calculus	4
SM-301—Differential Equations	2
CP-401—Numerical Methods	3
CP-407—Topics from Applied Mathematics	3
	17
<i>Communications (Oral and Written)</i>	
RC-105—Written Communications	3
RC-106—Oral Communications	2
RC-205—Technical Writing	3
	8
<i>Physical Science</i>	
SM-102—Applied Chemistry	3
SM-202—Technical Physics I	4
	7
<i>Technology Related</i>	
RC-201—Industrial Economics	3
RC-102—Industrial Relations	3
RC-103—Elementary Logic	3
	9

<i>Technical</i>	Sem. Cr. Hrs.
CP-101—Introduction to Machine Processing	2
CP-202—Programming Languages I	3
CP-203—History and Theory of Machine Computation	2
CP-302—Programming Languages II	2
CP-402—Programming Languages III	4
CP-403—Programming Languages IV	4
CP-404—Programming Projects I	3
CP-405—Programming Projects II	3
CP-406—Analog Computation	3
CP-408—Computer Systems Seminar	3
ET-102—Direct Current Circuits	3

32

Total Semester Hours Required for the Associate Degree 73

Average time for completion—Two and one-half years

Electronic Technology

Electronics is a rapidly-growing science which offers unlimited opportunities for the individual choosing this field as a career. As technology advances, the uses of electronics are expanding into every major industry and are becoming a common part of the lives of every citizen of our nation. Advances in electronics have resulted in the creation of entirely new industries and have accelerated nearly every segment of our economy.

Electronic applications to the fields of medicine, geology, public safety, aeronautics, law enforcement, missile guidance, etc., have merely scratched the surface of the ultimate potential of the use of electronics in these and other fields. Because of its many facets, the field of electronics needs technicians to perform a variety of jobs.

The Electronic Technician will find career opportunities in a variety of fields of engineering and science.

Typical opportunities of employment are:

1. Computer system technicians
2. Missile electronics technicians
3. Communications technician (LASER and MASER application and development)
4. Research assistant

Associate Degree Program (5 Semesters)

	Sem. Cr. Hrs.
<i>Mathematics</i>	
SM-101—College Algebra and Trigonometry	5
SM-201—Analytic Geometry and Calculus	4
SM-301—Differential Equations	2
	<hr/>
	11
<i>Communications—Oral and Written</i>	
RC-105—Written Communications	3
RC-106—Oral Communications	2
RC-205—Technical Writing	3
	<hr/>
	8
<i>Physical Science</i>	
SM-102—Applied Chemistry	3
SM-202—Technical Physics I	4
	<hr/>
	7
<i>Technology Related</i>	
RC-201—Industrial Economics	3
RC-102—Industrial Relations	3
Elective	2
	<hr/>
	8
<i>Technical</i>	
ET-100—Introduction to Technology	1
ET-102—Direct Current Circuits	3
ET-199—Special Problems	*
ET-203—Alternating Current Circuits	4
ET-299—Special Problems	*
ET-303—Applied Electronics I	4
ET-402—Electronic Measurements	4
ET-403—Applied Electronics II	5
ET-404—Antenna and Waveguides	3
ET-502—Pulse Circuits	3
ET-503—Solid State Applications	3
ET-504—Applied Electronics III	5
MT-102—Graphical Communications I	3
	<hr/>
	38
	<hr/> <hr/>
Total Semester Hours Required for the Associate Degree	74

Average time for completion—Two and one half years.

* Credit assigned by instructor.

Mechanical Technology

Mechanical Technology in a broad sense is the creation and utilization of mechanical power, and as such enters into every business, industrial, and community activity. This field embraces the design, manufacture, and production of mechanical products and the tools, machines, and processes by which they are made; as well as sales and maintenance of such products, tools and machines.

The Mechanical Technology curriculum is organized to provide thorough technical training, including a background of mathematics and science.

While the graduate may start in one of a variety of positions, career opportunities are to be found in such occupational areas as:

1. Machine and Tool Designer
2. Special Project Designer and Detailer
3. Production supervisor
4. Sales Technician
5. Service Technician
6. Engineer's Assistant
7. Production Planner
8. Application Technician
9. Research Technician
10. Development and Production Technician
11. Technical Illustrator
12. Technical Writer.

Associate Degree Program (5 Semesters)

	Sem. Cr. Hrs.
<i>Mathematics</i>	
SM-101—College Algebra and Trigonometry	5
SM-201—Analytic Geometry and Calculus	4
	9
<i>Communications—Written and Oral</i>	
RC-105—Written Communications	3
RC-106—Oral Communications	2
RC-205—Technical Writing	3
	8
<i>Physical Science</i>	
SM-102—Applied Chemistry	3
SM-202—Technical Physics I	4
SM-205—Technical Physics II	4
	11
<i>Technology Related</i>	
RC-201—Industrial Economics	3
RC-102—Industrial Relations	3
MT-104—Industrial Safety	1
	7

<i>Technical</i>	Sem. Cr. Hrs.
MT-100—Introduction to Technology	1
MT-102—Graphical Communications I	3
MT-106—Manufacturing Methods	3
MT-202—Graphical Communications II	3
MT-204—Properties of Materials	3
MT-302—Elements of Mechanisms	5
MT-306—Fluid Power	3
MT-307—Applied Energy Conversion	3
MT-402—Machine Design	3
MT-403—Technical Design and Specifications	4
CL-303—Mechanics I	3
CL-401—Structural Materials	4
	<hr style="width: 100%; border: 0.5px solid black;"/>
	38
Total Semester Hours Required for the Associate Degree	73
Average Time for completion—Two and one half years.	

Key to Identification of Courses

Courses are listed numerically by identifying letters as follows:

SP—Space (Pre-technology)	CL—Civil
SM—Science-Mathematics	CP—Computer
RC—Related Courses	ET—Electronics
AE—Aeronautical	MT—Mechanical

Courses numbered in 100 series are generally first semester offerings.

200 series courses require 100 series prerequisites

300 series courses require 200 series prerequisites

400 series courses require 300 series prerequisites

500 series courses require 400 series prerequisites

Parenthesis at end of descriptions indicate (recitation—laboratory—credit hours).

Example:

SM-201 Analytic Geometry and Calculus

A study of functions and their properties including two and three dimensional functions. Definition and applications will include the following:

Series, limits, and differential, and the derivative, the definite and indefinite integral, and the processes of applying the various concepts to technical problems.

Prerequisites SM-101 (4-0-4)

The prefix SM indicates science-mathematics courses, a course description follows. At the end of the description, **Prerequisites SM-101** indicates that a course in college algebra and trigonometry must be successfully completed before a student can enroll in course **SM-201**. **(4-0-4)** indicates 4 hours recitation, 0 hours laboratory and 4 credit hours.

Description of Courses

General Technology

SM-101 College Algebra and Trigonometry (Technical Mathematics I)

The fundamentals of algebra and trigonometry as taught at the college level are modified to emphasize application and de-emphasize theoretical development. (5-0-5)

SM-102 Applied Chemistry

A study of the arrangement of matter, the atomic structure, the periodic table and the energy balances relating the interaction of elements. Some physical chemistry concepts are included, an example being ionic effect in corrosion of materials. (3-0-3)

SM-201 Analytic Geometry and Calculus (Technical Mathematics II)

A study of functions and their properties including two and three dimensional functions. Definition and applications will include the following: Series, limits, and differential, and the derivative, the definite and indefinite integral, and the process of applying the various concepts to technical problems. Prerequisite: SM-101. (4-0-4)

SM-202 Technical Physics I

A quantitative investigation into the fundamentals of mechanics, heat and sound. The class work and the supporting laboratory are specifically designed to provide the student with an understanding of and a proficiency in measurement and calculation with these principles as they are applied to the solution of technical problems. Prerequisite: SM-201 or concurrent. (3-1-4)

SM-205 Technical Physics II

A quantitative investigation into the fundamentals of electricity, light and atomic physics. The class work and the supporting laboratory are specifically designed to provide the student with an understanding of, and a proficiency in measurement and calculation with these principles as they are applied to the solution of technical problems. Prerequisite: SM-201 or concurrent. (3-1-4)

SM-301 Differential Equations (Technical Mathematics III)

A review of some of the more common differential equations found in technical problems. Solution and application of the linear homogeneous differential equation is emphasized. Prerequisite: SM-201. (2-0-2)

RC-102 Industrial Relations

Analysis of the relationship of technical growth and industrial development to the action and coordination of various organizations including professional societies, technical societies, industrial organizations, fraternal and social societies, cooperatives, labor relations groups and political orders. The cooperation and lack of cooperation of such activities and the national trends in technical and industrial relations is the basis of study most vital to the technician. (3-0-3)

RC-103 Elementary Logic

A study of the scientific laws of deduction and related analysis of philosophical reasoning. The basic rules of reason are explored as fundamental concept and are then applied to mathematical proofs and computer language programs. (3-0-3)

RC-105 Written Communications (Technical Communications I)

A review of the mechanics of technical writing. A study of types of technical writing, documents, reports, forms and other instruments of communication pertinent to the occupation of the technician. Use of the word, sentence and paragraph with emphasis on technical format. Vocabulary building as necessary and other related topics will be included. (3-0-3)

RC-106 Oral Communications (Technical Communications III)

A review of oral forms of communicating. Presenting technical papers, giving oral instructions, oral reports and related topics necessary to develop proficiency in the oral presentation of technical material. (2-0-2)

RC-107 Seminar

A series of courses broadly covering history, literature, philosophy, and social sciences as they relate to technology or the technician. Various offered by the senior faculty of the Institute, on a variety of subjects, each seminar is specifically designed to emphasize the scope and nature of advanced study carried on in that particular field and, thereby help the technician locate himself in learning and in the world. (1-0-1)

RC-201 Industrial Economics

A review of economic trends, labor costs, operational costs, depreciation vs. maintenance, optimization analysis, estimating, financing and other factors of vital need to technical operations. Prerequisite: SM-101. (3-0-3)

RC-205 Technical Writing (Technical Communications II)

An extension of RC-105 to include advanced study of methods of collection, organization and identification of data, selection of vital data to include in technical reports and the exercise of preparing clear, concise reports. Prerequisite: RC-105. (2-1-3)

Aeronautical Maintenance Technology

AM-101 A/C Welding

Theory and skill in aircraft welding processes. Exercises in both electrical and gas welding processes as applied to ferrous and non-ferrous materials. Inert gas, atomic hydrogen, and resistance welding processes are to be studied. (1-1-2)

AM-102 Basic A/C Electricity

A basic concept of D-C and A-C circuits, basic laws relating to circuit analysis, and a study of measuring instruments. Concepts of relays, switches, and other basic devices encountered in circuit analysis, troubleshooting, and repair. Concurrent: SM-101. (2-1-3)

AM-103 Aircraft Science

A survey of aircraft nomenclature, theory of flight, aerodynamic consideration of rigging and assembly, inspection, installation, and adjustment of flight control systems. (2-2-4)

AM-104 Power Plant Fundamentals

A study of internal combustion engines of the type used in small and intermediate class aircraft. Includes studies of the principles of operation of radial, inline, and opposed reciprocating engines as well as a study of gas turbine engines. Concurrent: AM-101. (3-1-4)

AM-105 Aircraft Standards

A survey of the organization of the Federal Aviation Administration and the Civil Aeronautics Board. Emphasis will be placed on the regulations, standards and specifications of each of these organizations. A detailed study of weight and balance procedures will be conducted in the classroom and in the laboratory. (1-1-2)

AM-107 Aircraft Coverings (Fabric and Dope)

A course designed to acquaint the student with the various fabric coverings used on today's aircraft and the methods used in application of finishes to aircraft surfaces. (1-1-2)

AM-109 Metallic Materials and Processes

A study of metals commonly used in aircraft. Attention is devoted to the properties of the materials and to factors of importance in using such materials under such conditions of service as will be experienced in aircraft. (1-1-2)

AM-202 Power Plant Induction and Fuel System

A study of the fuel systems including the storage components, the transport system, metering systems, carburation systems, and all associated components used to insure a dependable and accurate fuel supply at any flight configuration and altitude. Concurrent: AM-104. (2-1-3)

AM-203 Advanced A/C Electricity

A study of electrical components and systems fundamental to a variety of A/C currently active in general aviation. Attention will be devoted to low tension electrical components of power plants as well as airframes electrical systems. Prerequisite: AM-102. (3-1-4)

AM-204 Propellers

A study of the use, maintenance, and inspection of propellers, and their related control systems. Concurrent: AM-104. (1-1-2)

AM-205 Airframe Structure and Repair

A study of materials commonly used in airframe structures and the associated study of making structural repairs according to recommended procedures. Skills in woodworking and sheetmetal are stressed. Prerequisite: AM-103. (2-2-4)

AM-206 Power Plant Ignition Systems

A study of battery, high and low tension ignition systems for today's aircraft. Emphasis will be placed on troubleshooting, repair and timing of aircraft ignition systems. Concurrent: AM-102, AM-104. (2-1-3)

AM-207 Airframe Systems

A study of the airframe systems and components common to various types of general aviation aircraft. (See list of systems under Airframe curriculum.) Prerequisites: AM-102, AM-103. (3-2-5)

AM-208 Gas Turbine Power Plants

Advanced study of the fundamentals of gas turbine power plants including principles of operation, studies of supporting systems, and methods of inspection are fundamentals of this course. Prerequisite: AM-104. (2-1-3)

AM-201 Power Plant Overhaul

Practical experience in overhauling a reciprocating engine. Some experience will be gained on radial engines; however, emphasis will be placed on small inline and opposed engines of a current popular variety. Attention will be devoted to various inspection methods, allowable tolerances, replacement procedures, assembly and engine test procedures. Prerequisite: AM-104. (1-3-4)

AM-209 A/C Fluid Power Systems

A study of basic fluid mechanics as it applies to practical applications in aircraft systems. Compressible and incompressible fluid systems will be studied. Prerequisites: SM-101, AM-103. (2-1-3)

AM-301 Airframes Review

A review of terminology, methodology, and fundamentals covered in all courses leading to completion of the Airframe curriculum. Prerequisites: All courses except AM-101, AM-109, AM-303, which can be taken concurrently. (0-1-1)

AM-302 Power Plants Review

An overview of the entire sequence of courses developed to prepare the technician as a power plant mechanic. This is a completion course for the power plant phase of the curriculum. Prerequisites: All power plant courses except AM-304 which can be taken concurrently. (0-1-1)

AM-303 Navigation Aids and Communications Systems

A survey study of the aids to navigation and communications used in light and intermediate class aircraft. Field service and troubleshooting of the various types of equipment will be stressed. Prerequisite: AM-203. (2-1-3)

AM-304 Power Plant Operation and Troubleshooting

Experience in installation, operation, and removal of reciprocating engines. Engine analysis and diagnosis of malfunctions, including methods of remedy, are items that are fundamental to the operational phase of this course. Prerequisites: AM-104, AM-202, AM-204, AM-206. (2-2-4)

Civil Technology

CL-100 Introduction to Technology

Seminars, field trips and library assignments designed to project the student into the world of the technician and to give the student first-hand knowledge of the current need for technicians in industry. (0-1-1)

CL-201 Plane Surveying

This course in plane surveying contains theory and practice in methods currently used to obtain land survey information. A working knowledge of a variety of surveying instruments will be developed, stressing accuracy and sources of error. Prerequisites: SM-101 and MT-102. (1-2-3)

CL-300 Route Surveying

This course in highway route design is concerned with the effects of traffic and vehicular characteristics on road design, length of highway, curvature and elevation of roadbeds as they affect costs and location, geometric design, field and office practice in route, curve layout and earth work computations. Prerequisite: CL-201. (1-2-3)

CL-302 Photogrammetry Methods

Elementary introduction to the principles, equipment techniques, and applications of photogrammetry as used in topographic mapping and in highway design and construction. Prerequisite: CL-201. (1-2-3)

CL-303 Mechanics I

This course introduces the basic concepts of mechanics, placing emphasis on the action of force systems on rigid bodies and the response of those bodies to the applied forces. Prerequisite: SM-202. (3-0-3)

CL-304 Construction Methods and Procedures

An introductory study of methods to determine quantities of materials, equipment, labor required for construction projects. It includes characteristics and capabilities of work equipment; methods of obtaining unit costs of in-place construction and field reporting practices and responsibilities of field inspection. Prerequisite: CL-201. (3-0-3)

CL-305 Soils and Foundations

This course covers the criteria used in the selection, design, and construction of the elements of a structure that transfers its total load to the underlying formation. Physical characteristics of compacted and uncompacted soils, soil bearing qualities for foundation, insight into the design for footings, walls, piers and columns and pilings used for foundation structures. Prerequisite: SM-202. (2-1-3)

CL-306 Structural Plans

This course is designed to provide the student with training and experience in drafting-room procedures and practice. Prerequisites: CL-303 and MT-202. (1-2-3)

CL-401 Structural Materials

Recitation and laboratory exercises in the study of the application of various types of structural materials including wood, concrete, steel and nonferrous alloys. Internal stresses and deflections of basic load carrying members will be studied. Prerequisite: CL-303. (3-1-4)

CL-403 Reinforced Concrete Construction

This course includes study of properties of concrete, elementary stress calculations, and the specifications for columns, beams and slabs. Construction considerations including forming, shoring, reinforcing and relationship between construction costs and design. Prerequisite: CL-401 or concurrent. (2-0-2)

CL-409 Specifications and Office Practices

A course of specifications, contracts, estimating and office practices pertinent to the field of the technician. The need for and meaning of specifications and technical writing will be emphasized. General office practices and estimate preparation will be studied to familiarize the student with the construction process as a whole. Prerequisite: CL-306 or CL-304. (2-0-2)

CL-410 Highway Design and Construction

This course is concerned with the elements of a transportation roadway and their functions: Roadway foundations, pavement types and structural design and construction procedures. Prerequisites: CL-300 and CL-304. (3-2-5)

CL-411 Building Construction

This course is designed to acquaint the student with the terminology and materials used in building construction, types of construction used for the various parts of buildings, and items to be considered in planning a building. Prerequisites: CL-304 and CL-306. (3-2-5)

Computer Technology

CP-101 Introduction to Machine Processing

An introduction to data processing equipment including the use of the key punch, the sorter, wiring control panels for the reproducer, collator, and accounting machine. Hands-on experience with the above machines as well as some contact with the laboratory's computer system. (1-1-2)

CP-201 FORTRAN Programming

A study of the scientifically oriented language, FORTRAN. Use of the key punch to prepare programs for the computer. Writing and processing of a variety of problems. Study of the recognition of problems which are suitable for computerized solutions. Prerequisite: SM-101 (offered to non-Computer Technology majors). (2-1-3)

CP-202 Programming Languages I

Study and extensive use of the programming language, FORTRAN. Flow diagramming. Emphasis of the variations of FORTRAN for different computer systems. Use of Disk Utility Program. Prerequisite: SM-101. (2-1-3)

CP-203 History and Theory of Machine Computation

The development of machine computation from its early stages to the present. The electrical and logic circuits of computers. Boolean Algebra. Prerequisite: ET-102. (2-0-2)

CP-302 Programming Languages II

Business oriented language for the computer system available in the laboratory. (Presently an IBM 1130 System.) Prerequisite: CP-202. (1-1-2)

CP-401 Numerical Methods

Numerical solution of algebraic equations, numerical integration techniques, numerical solutions of partial differential equations, finite differences. Prerequisites: SM-301 and CP-202. (3-0-3)

CP-402 Programming Languages III

Study of frequently used scientifically oriented programming languages other than FORTRAN. Writing and processing programs in these languages. Prerequisites: SM-301, CP-202. (2-2-4)

CP-403 Programming Languages IV

Study of frequently used business oriented programming languages other than that encountered in CP-302. Writing and processing programs in these languages. Prerequisite: CP-302. (2-2-4)

CP-404 Programming Projects I

General discussion of system analysis in scientific situations. Independent study and programming individually assigned scientifically oriented problems, followed by presentation of seminars on solutions to the class. Prerequisite: CP-302. (1-2-3)

CP-405 Programming Projects II

General discussion of systems analysis in business situations. Independent study and programming of individually assigned business oriented problems, followed by presentation of seminars on solutions to the class. Prerequisite or concurrent: CP-403. (1-2-3)

CP-406 Analog Computation

The analog computing concept and operating procedures. Analog computer solution of differential equations and physical systems. Prerequisites: SM-301 and ET-102. (2-1-3)

CP-407 Topics from Applied Mathematics

Study of selected topics from applied mathematics, including statistics, Fourier series, Bessel functions, elliptical integrals and others. Prerequisite or concurrent: CP-401. (3-0-3)

CP-408 Computer Systems Seminar

Detailed study of computer systems concurrently on the market and their individual merits and drawbacks. Discussion of advanced computer-use techniques: Time-sharing systems, digital analog hybrids, simulation, linear programming, CPM and PERT. Prerequisite or concurrent: CP-404. (3-0-3)

Electronic Technology

ET-100 Introduction to Technology

Seminars, field trips, and library assignments designed to project the student into the world of the technician and to give the student first hand knowledge of the current need for technicians in industry. (0-1-1)

ET-102 Direct Current Circuits

This is a beginning course in basic circuit theory. The concept of current flow and voltage is applied to various direct current circuits including capacitive and inductive circuits. Various electrical components and tools including the slide rule are included in the theory and laboratory sections. (2-1-3)

ET-199 Special Problems

An equipment oriented design course. A project with some original design is selected, researched, built and tested. The results are submitted in the form of a report. Requires much independent effort of the student. Prerequisite: Advanced status. (Credit hours arranged by department head.)

ET-203 Alternating Current Circuits

The study of alternating current circuits. Analysis of impedance networks and time-constants in a-c applications in laboratory work. The use of instruments of various types is required by this course. Prerequisites: SM-101, ET-102. (2-2-4)

ET-299 Special Problems

Prerequisite: ET-199. (Credit hours arranged by department head.)

ET-303 Applied Electronics I

The fundamental study of, and laboratory experiments in electronic devices using Integrated Circuits, transistors, and vacuum tubes. Voltage and current biasing arrangements of electron devices. Uses of families of curves. Simple, functional circuits are studied extensively in this course. Prerequisites: SM-201, ET-203. (2-2-4)

ET-402 Electronic Measurements

Study and exercise in selecting proper equipment and making scientific measurements in electrical and electronic systems, as well as acoustical systems. Linear and logarithmic systems are used. A detailed study of error analysis is included. Analogies of systems is explored as a basis of electronic measurements. Prerequisite: ET-303. (2-2-4)

ET-403 Applied Electronics II

The application of electronic devices to amplifiers and other signal processing units. Emphasis is placed on the application of fundamentals of ET-203 and ET-303. Extensive laboratory work utilizing equipment design concepts. Prerequisite: ET-303. (3-2-5)

ET-404 Antenna and Waveguides

Review of electrostatic and electromagnetic propagation of energy through the use of working model antennae. Study of characteristics of transmission lines and modes of waveguide. Special arrays for VOR, DME and ADF systems, elementary use of the Smith chart. Prerequisites: ET-303, SM-301. (2-1-3)

ET-502 Pulse Circuits

Transit analysis of pulse generation as applied to computer circuits, frequency counters and pulse communication systems such as radio telemetry and transponder systems. The generation and modulation of microwave systems. A study of the equipment necessary for generation, transmission and reception of the short electromagnetic wave. Laboratory experiments measuring pulse width, jitter and other phenomena. Prerequisites: ET-402, ET-403, ET-404. (2-1-3)

ET-503 Solid State Applications

The behavior of semiconductors specifically the transistor, the diode, and the piezoelectric crystal. The application of the solid state components and their behavior under varied environmental condition will be studied extensively. Prerequisites: ET-402, ET-403, ET-404. (2-1-3)

ET-504 Applied Electronics III

Design and analysis of amplifiers and networks for low frequencies to very high frequencies. Coupling, bypass and feedback circuits are analyzed and measured in laboratory systems. White and thermo noise and distortion checks are included. Prerequisites: ET-402, ET-403, ET-404. (3-2-5)

Mechanical Technology

MT-100 Introduction to Technology

Seminars, field trips and library assignments designed to project the student into the world of the technician and to give the student first-hand knowledge of the current need for technicians in industry. (0-1-1)

MT-102 Graphical Communications I

A beginning course in drafting. The ability to produce accurate and complete working drawing is developed with an appreciation of lettering, free-hand sketching and the proper use of equipment and instruments. Descriptive geometry is used early and frequently in the course. Dimensions, symbols, standards and specifications are studied and stressed. (0-3-3)

MT-104 Industrial Safety

The study of industrial accident prevention and safety rules and practices is taught in such a matter to encourage and promote a good attitude towards safety. Topics included are job safety analysis, plant inspection, arrangement, plant housekeeping and the maintenance and handling of materials. A study of industrial safety programs and equipment are major items of importance. The student will complete a first aid training program. (0-1-1)

MT-106 Manufacturing Methods

A combination of recitation and laboratory designed to cover the fundamental types of manufacturing methods. A study of sand casting methods, machine tool operation, tooling, machine procedure, inspection techniques, and a survey of welding principles are basic parts of the course. Automation and numerical control is introduced. (1-2-3)

MT-202 Graphical Communications II

A continuation of MT-102. As in MT-102 interpretation, drafting practices and the use of handbooks are important parts of the subject. Emphasis is placed on design application and a more extensive background of principles. Elementary design problems such as machine parts and assemblies, fasteners and supporting devices, production drawings, structural detailing, intersections and developments and graphs and charts are used to prepare the student for instruction in the advanced design course. Prerequisite: MT-102. (1-2-3)

MT-204 Properties of Materials

Study of physical materials and their adaptability to applications. Emphasis is placed on the study of ferrous and nonferrous metals. Experience in heat treating, inspection and microscopic examination, and materials testing including both destructive and nondestructive methods are important topics in the course. Plastic deformation, corrosion of metals and wear are also topics of consideration as well as principles of power metallurgy and the use of nonmetallic materials. Prerequisite: SM-102. (2-1-3)

MT-302 Elements of Mechanisms

This application of machine design includes fundamentals of displacement, velocity and acceleration used in analysis and design. Both analytical and graphical methods of problems solving are applied to machine elements, linkages, gear trains, cams, pulleys, parts and combinations of such machine elements. Prerequisites: SM-202, MT-202. (3-2-5)

MT-306 Fluid Power

A study of the components of hydraulic and pneumatic systems and their arrangement in systems. The study of energy transmission and control in hydraulic and pneumatic systems, a discussion of fluids, flow measurement and the mechanical components used to create fluids systems. This course is designed to extend basic physical laws to the realities of industrial fluid systems. Prerequisite: SM-201 or concurrent. (3-0-3)

MT-307 Applied Energy Conversion

The conversion of energy from one form to another including potential, kinetics, thermal, electrical, chemical, nuclear, etc. The fundamental thermodynamics that apply to energy conversion and use. Prerequisites: SM-201, SM-202. (3-0-3)

MT-402 Machine Design

An applications course in design including factors which influence the material used in design. The selection of materials and design of parts is based on the analysis of stresses, loading conditions, deformations, vibrations and finish of the completed design project. Prerequisites: MT-302, CL-401 or concurrent. (3-0-3)

MT-403 Technical Design and Specifications

This final design course emphasizes the application of all previously learned design material. A student must analyze the problem, gather data, prepare preliminary sketches, perform all mathematical calculations, establish working drawings and specifications and prepare final checks to assure that his design is workable. Emphasis is placed upon the selection of specifications and the final check on his work. Proper procedure for preparing specifications and the development of design confidence are major objectives of this course. Prerequisites: MT-302, MT-402 or concurrent. (1-3-4)

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