

So, you want to go to



5 step process



DAVISTECH

DAVIS TECHNICAL COLLEGE

1. Decide on the
DTC Program that
fits you

To help with this decision you can:

WHAT ARE YOU INTERESTED IN DOING AT THE DTC?

- Plan to attend one of the **DTC Information Meetings** in the Fall or in the Spring.
- Visit the **DTC Website** at davistech.edu
 - Look at the DTC Future Students → High School Students information.
 - Look through the DTC Programs
 - ✓ Length of the program
 - ✓ Enrollment Type
 - ✓ Program Links
 - ✓ Cost for a High School student
 - ✓ Cost after HS graduation
 - ✓ Admission Requirements
 - ✓ And more
- **Make an Appointment** with the CTE coordinator, Stacy Johnson, in the counseling center.
 - You can, also, email stajohnson@dsdmail.net or call 801-402-4829.
- Consider setting up a tour of the DTC Campus at 801-593-2500. ****Tours are very limited.***



WHAT SHOULD I KNOW ABOUT THE DTC?

■ **When can I register for the DTC?**

Once you meet the age requirement for the program, you can register a month before you want to begin the *open enrollment program* or before you leave school for the Summer.

If the program has a lock step *training schedule*, you can register as soon as you see the schedule you wish to attend.

■ **How do classes at Davis Tech work?**

Watch this *DTC video* that explains Davis Tech, registering for MOST classes, our processes for MOST classes, how grading works with progress and attendance, how to access your Student Portal, and how competency-based education works. <https://www.youtube.com/watch?v=sr0QkGyPWxs>

■ **Do I pay tuition at Davis Tech?**

High school students pay a \$40 registration fee and fees, but do not pay tuition while in high school. Scholarships and Financial Aid are available for those needing to finish their program shortly after graduation.

■ **Can my parent/guardian complete my registration for me?**

The person who will be attending Davis Tech must be the one completing the registration to acknowledge and accept policies and procedures at Davis Tech. Davis Tech is a college and has different rules and laws than high schools. We follow the FERPA law severely limiting us on what we can and cannot disclose to parents (even if the student is under 18). Your parent/guardian can certainly assist with the registration process.

■ **What will I need to complete my registration?**

Each application's requirements are different so refer to the program's webpage for admission requirements. However, all students completing registration will need the following:

A government-issued photo ID (driver's license, state ID, passport, etc.), Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN), Copy of transcripts to see if you qualify to have assessment testing waived

■ **Do I have to take entrance assessments for all programs?**

Some programs require entrance assessments. If contacting the Assessment Center is on your Task List during the registration process, you will need to go to Davis Tech to do so.

■ **How can I get to campus if I don't have transportation?**

All Davis Tech students are eligible for a free UTA bus pass! Go to Student Services and ask for your UTA pass.

■ **If you have any questions regarding registration or enrollment, please contact Student Services at 801-593-2332 or enrollment@davistech.edu.**

ARCHITECTURAL AND ENGINEERING DESIGN
Business and Technology

Ex: Year-Round
Open
Enrollment

NURSE ASSISTANT
Health Professions

MEDICAL ASSISTANT
Health Professions

Ex: Lock step Training
Schedule or Start Dates

COSMETOLOGY
Service Professions

ESTHETICIAN
Service Professions

Ex: One time a year
application

EMERGENCY MEDICAL TECHNICIAN
Health Professions

Ex: Done through the high
school internship program

To help with the decision process, visit the DTC Program Websites

WHAT ARE MY STUDENT RESPONSIBILITIES? SIGNED DISCLOSURE

- 1) If you **receive Special Ed services**, contact the DTC site rep, *Shara Ballstaedt 801-593-2370*, BEFORE PROCEEDING with any DTC enrollment paperwork.
- 2) DTC credits count as CTE or Elective credits towards High School graduation. Attending the DTC could prevent you from graduating. Speak with your counselor to see if attending the DTC will affect your graduation credits BEFORE enrolling in the DTC.
- 3) The cost of DTC enrollment, fees, books, and materials are the student's responsibilities, and a **district fee waiver may not be** applied. The DTC does offer its own financial aid which can be discussed with student services.
- 4) The cost of tuition for a high school student to attend the DTC is free. This is a privilege and an amazing opportunity which is to be respected. This privilege is only in place while the student is in high school. After high school, adult costs are in place.
- **5) The DTC is an adult environment.** FERPA does not allow the DTC to provide parents with information concerning the student's education. The student is expected to be their best advocate and communicate with their teacher about any issues, concerns, or questions.
- **6) The DTC attendance record** goes on LHS attendance for each period that the student is at the DTC. Check in and check out on time.
- **7) Excessive absences and tardies at the DTC will result in an LHS citizenship grade of a "U" for each LHS period** that the student is at the DTC. **LHS school excused absences** need to be reported to CTE secretary and she will pass it on to the DTC.
- **8) Consecutive absences occurring over the course of ten DTC business days will result in a withdrawal from the DTC program.** The student will need to speak with the CTE Coordinator, the program instructor, and student services to re-enroll.

WHAT ARE MY STUDENT RESPONSIBILITIES? SIGNED DISCLOSURE

- **9)** When a student **finishes a course module**, they must go to student services to have the next module set up or they are seen as a student without a schedule and not given credit for attending.
- **10)** The **DTC grade goes on the LHS grade** for each period that the student is at the DTC.
- **11)** The DTC is a **work at your own pace environment**. To succeed, students are expected to display time management, self-direction, and self-starting skills.
- **12)** If the student **changes their mind** about attending the DTC or their enrolled program of choice, they must speak with the CTE secretary in the Counseling Center. Do not just stop going to the DTC or begin another program of interest.
- 13) Neither the district, high school, nor the DTC are responsible for a **student's transportation** to and from the education site. As a student at the DTC they can be provided with a bus pass. See student services for more information on the bus pass.
- 14) The **DTC is a Released Time** and neither the district, high school, nor the DTC are to be held liable for what happens to the student during their DTC release time. A student with DTC on their schedule is not to be at the high school during this time.
- 15) Layton High does not receive updates on current status, grades, or attendance records for students enrolled in the DTC night program attending after high school hours. Issues concerning these students are handled between the DTC and the student and there is limited communication with Layton High School. The responsibility is heavily placed on the student to become their own advocate in having a successful experience.
- 16) If the student will be attending the DTC from 8:00-11:00, they will need a 3rd/7th period Home Release/TA/class they can be late to placed in their LHS schedule to allow for travel time from the DTC to the High School.

Now that you have decided on a DTC Program, how do you become a DTC student?

The rest of the steps

REMINDER: Once you meet the age requirement for the program,

- Register a month before you want to begin the *open enrollment program* or before you leave school for the Summer.
- If the program has a lock step *training schedule*, you can register as soon as you see the schedule available.

2. Contact your counselor to discuss graduation credits and to see how the DTC will fit into your schedule.

When there is a concern for the student's success in the program or an *F* or a *U* on the student's transcript, a **Success Plan Contract** is set up to work towards removing the *F* or *U*. A contract not adhered to may mean removal from the DTC.

If you receive Special Ed services, contact Shara Ballstaedt 801-593-2370 BEFORE any DTC enrollment paperwork is completed and turned in. She will get you all set up, walk you through the registration process, and then send you back to us to create your transmittal.
www.davistech.edu/disability-services

STARTED ON **Tue, April 12, 2022**
DUE ON **Thu, June 30, 2022**



It will take about 3 minutes to finalize your application

FINISH APPLICATION

[Withdraw Application](#)

[Start a New Application](#)

3. Complete the electronic DTC Enrollment Process application for the program.

THIS IS THE RED BUTTON FOUND ON THE PROGRAM'S INFORMATION PAGE.

APPLY TO INJECTION MOLDING

DTC ELECTRONIC ENROLLMENT APPLICATION

1. GO TO davistech.edu
2. USE THE PROGRAM DROP DOWN MENU TO FIND THE DTC PROGRAM THAT YOU ARE GOING INTO. CLICK ON IT.
3. FIND THE RED **"APPLY TO PROGRAM"** BUTTON ON THE PROGRAM PAGE AND CLICK ON IT.
4. READ THE INSTRUCTIONS AND THEN FIND THE RED **"APPLY TO DAVIS TECH"** BUTTON AND CLICK ON IT.
5. FROM THE SIGN IN SCREEN – CLICK **"SIGN UP"** (UNDER THE SIGN IN BUTTON), FILL IN NAME AND EMAIL, CLICK *NOT A ROBOT*, AND CLICK *SUBMIT*.
 - IF A DTC ACCOUNT HAS ALREADY BEEN CREATED, ENTER YOUR INFORMATION AND CLICK **"SIGN IN"**.
6. YOU WILL BE SENT AN E-MAIL FROM DAVIS TECHNICAL COLLEGE WITH A LINK TO A PAGE TO SET YOUR PASSWORD. CLICK THE LINK IN THE E-MAIL. IF YOU HAVE NOT RECEIVED THIS EMAIL, PLEASE CHECK YOUR 'PROMOTIONS' OR 'JUNK' FOLDERS. PLEASE KEEP THIS INFORMATION.
7. AFTER YOU HAVE RESET YOUR PASSWORD, LOOK UNDER APPLICATIONS AND CLICK ON **'START A NEW APPLICATION'**
8. UNDER PROGRAM, SEARCH FOR AND SELECT THE PROGRAM YOU ARE APPLYING FOR. **IF YOU DO NOT SEE YOUR PROGRAM, IT IS NOT OPEN FOR ENROLLMENT AND YOU WILL WANT TO CHECK THE TRAINING SCHEDULE ON THE PROGRAM PAGE** TO SEE WHEN THE NEXT ENROLLMENT OPENS.
9. UNDER TERM, SELECT THE CURRENT SCHOOL YEAR (NOT THE SCHOOL YEAR YOU WANT TO ATTEND)
10. COMPLETE THE PROGRAM CHECKLIST ITEMS LISTED WITHIN YOUR DASHBOARD UNTIL IT SAYS YOU ARE 100% COMPLETE.
 - The application does not have to be completed in one sitting. Save and continue later.
11. **If a submission or DTC ID# email is not sent to you within 3 days, CALL THEM** at 801-593-2500 or 801-593-2332.

MY DTC ID # _____

4. Once you have received your DTC ID

complete the green *DTC Transmittal Request form* and return it to CTE secretary, *Marian Robinson*, in the counseling center or at MROBINSON@dsdmail.net

5. Go to DTC Student Services with your official *DTC* *Transmittal* print out

- They will get your DTC class schedule set up.
- Plan to **PAY** the **\$40.00 enrollment fee plus additional program fees** using a card.

6. After you have met with DTC Student Services, come back to CTE secretary, *Marian Robinson*, and she will help get the DTC put into your high school schedule.

If you have any problems getting registered at DTC Student Services or change your mind and decide not to attend the DTC, please let us know.



QUESTIONS