

COLLEGE CATALOG

2008 – 2010

MORRISON INSTITUTE OF TECHNOLOGY

701 Portland Avenue
Morrison, Illinois 61270
815-772-7218 Phone
815-772-7584 Fax

“Training Tomorrows Technicians Today”

Visit us on the Web at: <http://www.morrisontech.edu>

Failure to read this catalog does not excuse students from the requirements and regulations described herein. While every effort is made to provide accurate and current information, Morrison Institute of Technology reserves the right to change, without prior notice, any rules, policies, fees, curricula, courses, and programs described herein to reflect board of directors, administrative, or faculty action.

President's Welcome

Welcome to Morrison Institute of Technology. I congratulate you on making that all important decision to continue your education beyond that of the secondary level; for it is vital in today's world to acquire not only the technical skills of today's work place, but also to have in your possession the necessary skills in communication and the basic sciences. Your decision to continue and acquire these skills will become most gratifying to you in the years ahead as you face life's many demanding experiences.

I also welcome those who have chosen to attend Morrison Institute of Technology in order to become retrained in a technical field in order to meet today's requirements for employment in the field of engineering technology.

In your selection of Morrison Institute of Technology, I am sure you will find that the college offers one of the finest educational opportunities available in the field of engineering technology and System and Networking Administration. The college is proud of the credentials of its staff and the educational equipment and facilities it has to offer its students. You will find the small college environment has many benefits, particularly for those that need that extra assistance in their studies or needs. Class sizes are small, providing each student the fullest opportunity to benefit from the instructor's expertise. You will not be lost in the masses at Morrison, but will be known by each and every instructor you are assigned. You will find a staff, both instructional and administrative here to assist you in your every need.

Richard C. Parkinson

Richard C. Parkinson, Interim Director

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Academic Calendar

Fall Semester 2008

June 13	New Student Registration (by mail) For Fall 2008
August 19	Freshmen Registration
August 20	Upperclassmen Registration
August 22	Faculty Workshop
August 24	Dorm Rooms available for Students
August 25	Classes Begin Student Fun Day Special Scheduling Special Registration
September 1	Labor Day - <i>No Classes</i>
September 9	Last day for late registration Last day for adding classes
September 24	Campus Preview Day
October 14	Mid-term slips distributed
October 18	Prospective Student Open House
October 24	Faculty Workshop – <i>No Classes</i>
November 3	New Student registration (by mail) For Spring 2009
November 11	Veterans Day - <i>No Classes</i>
November 15	Prospective Student Open House
November 27-28	Thanksgiving Vacation
December 2	Current Student Pre-Registration For Spring 2009
December 5	Last Day of Classes for Graduates
December 6	Graduation Ceremony
December 8-10	Final Examinations
December 12	Semester Ends

Academic Calendar Spring Semester 2009

November 3, 2008	New Student Registration (by mail) For Spring 2009
December 2, 2008	Current Student Registration For Spring 2009
January 4 January 5	Dorm Rooms available for Students New Student Assessment - AM Upperclassmen Registration – AM Upperclassmen Book Sales –AM Freshmen Registration - PM Freshmen Book Sales – PM Freshmen Orientation Special Scheduling
January 6 January 14	Classes Begin - All Students Last day for late registration Last day for adding classes
February 18 February 24	Campus Preview Day Mid-term Slips Distributed
March 7 March 16-20	Prospective Student Open House Spring Break
April 10-13 April 14-15	Easter Break- <i>No Classes</i> Current Student Pre-Registration For Fall 2009
April 22 April 24 April 25 April 27-29	Freshmen Pre-Registration Last Day of Classes for Graduates Graduation Ceremony Final Examinations
May 1	Semester Ends
June 16	New Student Registration (by mail) For Fall 2009

General Information

Facts about Morrison Institute of Technology

Morrison Institute of Technology is an independent, co-educational, not-for-profit institution of higher learning. The college was founded in 1973 by acquiring the assets of the Institute of Drafting and Technology located in Morrison, Illinois. The college was originally a for-profit corporation. In 1977, the corporation sought not-for-profit corporation status and is presently governed by a local board of directors.

The college was first authorized by the State of Illinois to grant an Associate in Technology Degree in 1973. The first accreditation held by the college was granted by the Engineers' Council for Professional Development (ECPD) in 1976. In 1980 ECPD changed its name to the Accreditation Board for Engineering and Technology (ABET). The Technology Accreditation Commission of ABET currently accredits our program. The design and drafting concentration is also accredited at the design/drafter level by the American Design and Drafting Association (ADDA). In 2000 the college received full accreditation with the Council on Occupational Education (COE). In the Fall of 2005 the college added an Associates in Applied Science Degree in System and Networking Administration.

College Mission Statement

The mission of the Morrison Institute of Technology is to provide, for those technology oriented students in the Midwest and surrounding areas, a quality education in the fields of engineering technology and allied programs. The college is a two year undergraduate institution, which provides educational experiences that (a) prepare the student to function successfully in his/her personal life and chosen career, with special emphasis on communication skills and other skills basic to general education, (b) provide an academic foundation on which the student may continue a lifelong learning process on a formal or informal basis, and (c) prepare the student to assume a productive and contributing role as a citizen, locally, nationally, and worldwide. In order to best achieve its philosophy of higher education, Morrison Institute of Technology is committed to providing:

- * An admissions policy allowing the opportunity for all interested high school graduates, or equivalent, to test and challenge themselves in an Engineering Technology program or System and Networking Administration.
- * Accredited courses of study leading to an Associate in Applied Science degree.
- * A student centered faculty, qualified to meet the ever-changing academic needs of the student.
- * A personalized institutional and student support staff.
- * Modern classrooms, laboratories, and equipment necessary to support the teaching of the academic curriculum.

General Information

- * A campus environment conducive to a fulfilling educational experience for all students.
- * A core of general education courses in all programs, especially emphasizing the communication skills necessary to all individuals.
- * The maintenance of technologically current programs by constant review of the curricula by the college faculty, college administration, industry officials, and selected accreditation organizations.
- * An acceptable student/faculty ratio in all classes, allowing the personal relationship between student and instructor that is necessary to the academic success of many students.

Accreditation and Approvals

The college is authorized to operate and grant degrees in the State of Illinois under the applicable state statutes administered by the Illinois Board of Higher Education. The Engineering Technology program is accredited by the Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology (ABET), 111 Market Place, Suite 1050, Baltimore, MD 21201 (410) 347-7700. Additionally, the design drafting program at Morrison Institute of Technology is certified by the American Design Drafting Association P.O. Box 11937, Columbia, SC 29211 (803) 771-0008, at the design/drafter level. Morrison Institute of Technology is accredited by the Council on Occupational Education (COE) 41 Perimeter Center, NE Suite 640, Atlanta, GA 30346 (800) 917-2081. The State of Illinois Department of Veterans Affairs State Approving Agency has approved Morrison Institute of Technology for veteran's training under Chapter 36 of Title #38, U.S. Code. The Department of Rehabilitation Services (DORS) and the Partners for Employment, formerly Job Training Partnership Act (JTPA), both refer clients to the college for training. The college is listed in the Educational Directory, U.S. Department of Education, as a legally authorized institution of higher learning, allowing qualified students to participate in a number of federally funded student financial aid and grant programs. There are also scholarship and special loan programs available to qualified students. The college is also a member of the Service Members Opportunity Colleges (SOC), thus extending educational opportunities to service personnel while on active duty. The college is also a member of the Better Business Bureau.

Consumer Information and Nondiscrimination Policy

Information furnished in this catalog is an attempt to conform to Consumer Information Regulations. Further Student Consumer Guidance is available in pamphlet form which may be obtained from the Admissions Office.

General Information

Equal Educational Opportunity

Morrison Institute of Technology is committed to a policy of equal opportunity for all applicants for admission and all students without regard to race, color, religion, sex, sexual preference, age, national origin, disability, marital status, or veteran status. The college prohibits discrimination in all matters involving admission, registration, admission policies, scholarship and loan programs, and all other official relationships with applicants and students, including evaluation of academic performance.

Equal Opportunity Employer

Morrison Institute of Technology is an equal opportunity employer. It is institutional policy that there shall be no discrimination against any applicant for employment or any employee because of race, color, religion, sex, sexual preference, age, national origin, disability, marital status or veteran status. There are regulations prohibiting such discrimination. Inquiries concerning the college's obligation under any local, state, or federal nondiscrimination acts, or the college's grievance procedures concerning alleged discrimination, should be directed to the following compliance officer:

Richard C. Parkinson, Interim Director
701 Portland Avenue
Morrison, IL 61270
Phone: 815-772-7218 Ext. 202

Inspection of Records-Family Educational Rights and Privacy Act

Morrison Institute of Technology intends to comply fully with the Family Educational Rights and Privacy Act (FERPA). This act was designed to protect the privacy of educational records; to establish the right of students to inspect and review their educational records; and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the college to comply with the act.

College policy explains in detail the procedures used for compliance with the provisions of the act. Copies of the policy are kept on file in the Business Office. Information relating to the foregoing may be obtained in person, or by mail from:

Morrison Institute of Technology
Registrar's Office
701 Portland Avenue
Morrison, IL 61270
Phone: 815-772-7218 Ext. 200

General Information

Liability Disclaimer

All individuals applying for admission or re-admission, or continuing their enrollment for subsequent terms at Morrison Institute of Technology agree to *release, waive, discharge, and covenant not to sue* Morrison Institute of Technology or the Board of Directors of Morrison Institute of Technology, their officers, servants, agents, or employees (hereinafter referred to as *releasees*) from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by said individual, *whether caused by the negligence of the releasees* or otherwise, while those individuals are students at the college. This waiver of liability and hold harmless statement shall apply to, but not in any way be limited to, the following:

Any injury, damage, or loss incurred on property owned by or under the control of the college, such as classrooms, housing units, any other structures, all common areas and grounds, and vehicles.

Any injury, damage, or loss incurred as a participant, spectator, or otherwise in any college, intramural or intercollegiate event, contest or activity, athletic or otherwise, or while in transit thereto or therefrom.

Any injury, damage, or loss incurred while attending or participating in a class or related activity, whether required or elective, whether conducted on-campus or off-campus, or while in transit thereto or therefrom.

Any injury, damage, or loss incurred by reason of theft, fire, damage by the elements or other casualty.

Any injury, damage, or loss incurred by reason of any act or omission of any college director, officer, member of the faculty or support staff, employee, contractor, agent, or other student.

Admissions

Admission Requirements

Admission to Morrison Institute of Technology will be considered if the applicant has graduated from high school or has obtained a GED. It is recommended, but not required, that an applicant's high school education include at least one semester of Algebra and Geometry. ACT or SAT test scores are suggested but not required. Students may be administered an institutional assessment test for academic placement purposes. However, a score of 20 or higher on an ACT test in Reading, Math, and English, will excuse a student from taking that specific test. The test date must be within the past five years of the semester start date to be accepted in place of the required assessment test. See "Remedial Class Policy" for additional information.

All applicants for admission to Morrison Institute of Technology will be required to submit an application fee at the time of application, as indicated in the schedule of current tuition rates, fees, and other charges. Upon receipt of a signed application for admission, together with the application fee and an official transcript or other evidence of achievement as outlined above, the Business Office will act to insure a definite reservation for the semester for which attendance is requested.

Admissions Procedure

All applicants are encouraged to schedule a tour of our campus. Tours are conducted during any of the formal open houses held by the college. If an applicant is unable to attend an open house, tours can be arranged on an individual basis by appointment. To complete the application process the following items are to be mailed to the college:

1. A completed application for admission.
2. The appropriate fees (refer to application for amounts)
 - a. Application Fee
 - b. Housing Reservation Fee (if living in dorm)
 - c. Transfer Analysis (credits from another college to be evaluated, see item four below)
3. An official high school transcript showing date of graduation or proof of completing the GED requirements (transcript can be sent separately after graduation).
4. If transfer analysis is requested, an official transcript from the institution granting the credit must be mailed directly from that institution to Morrison Institute of Technology.
5. A copy of the applicant's immunization record.
6. Receipt of ACT, SAT or placement test scores, if taken. After receiving the above items, the applicant will be notified in writing of his or her admission to the college, or the reason for denial

Admissions

Admission of International Students

In general, international students must meet the same entrance requirements as those required of native students. In addition, international students are considered for admission on the basis of their former academic work, their English proficiency, and evidence of adequate financial resources. In addition to submitting copies of secondary school records, international students must obtain a Test of English as a Foreign Language (TOEFL) score of 425 or better on the paper version or a score of 133 or better on the computer version. International students will be considered if they have completed course level 107 at an ESL Language Center.

Accepting Course Credit from Other Institutions

An incoming transfer student may be given credit for courses successfully completed (grade of C or better, *or the equivalent*) at other institutions of higher education. Morrison Institute of Technology must determine that the considered courses are equivalent in content and credit hours. The transferring student must furnish the college with the official transcripts from the previous institution no later than one week prior to first day of attendance of the student's first semester. Any later requests for credit transfers will only be granted with prior approval from the Academic Affairs Office.

Credit hours are transferred only. Grades for courses transferred in will not be used in calculating grade point averages. Of the total credit hours required for graduation, a minimum of 40 credit hours must be earned at Morrison Institute of Technology.

Proficiency Examinations

A student may request to prove proficiency in certain courses by taking an examination. This request should be made to the Vice President of Academics within two weeks of starting their first semester at Morrison Institute of Technology. The instructor in charge of the course will issue the examination. He or She shall report the recommendation to grant or deny credit to the Vice President of Academics. Should a student be granted proficiency, the grade scored on the examination will be the course grade and shall be recorded as such on the official transcript.

Admissions

Service Members Opportunity College (SOC)

Upon enlistment in the military or any time thereafter, service personnel may enroll in SOC. This program permits military personnel to begin their college careers while serving their military obligations or careers, thus avoiding any interruption of their educational objectives. Credits earned at other SOC colleges may be transferred to Morrison Institute of Technology and applied towards their degree requirements. Likewise, credits earned at Morrison Institute of Technology may be transferred to other member SOC colleges to complete degree requirements at the receiving institution. For additional information of the SOC program, contact the Academic Office.

Re-Admission of Students Dismissed for Academic Reasons

A student who has been dropped due to unsatisfactory academic performance may request re-enrollment by submitting a written request to the Appeal/Waiver Board no later than the end of the first week of the semester for which re-enrollment is requested. If the Appeal/Waiver Board denies a student's request for re-enrollment, the student may appeal the decision to the College Board of Directors. The decision of the Board of Directors is final.

Re-Admission of Students Dismissed for Administrative Reasons

A student who has been dismissed due to administrative reasons may request re-enrollment by submitting a written request to the Appeal/Waiver Board 30 days prior to the start of the semester. Request should state reasons why the Board should grant re-admission to the college.

To Request Additional Information

For additional questions please contact the Admissions Department by writing to the address below. The Admissions Department can be reached by calling (815) 772-7218 Ext. 205 or by email at: admissions@morrison.tec.il.us

Morrison Institute of Technology
Admissions Office
701 Portland Avenue
Morrison, IL 61270

Tuition and Fees

Pre-Registration & Registration

Pre-registration & registration dates will be announced by the Business Office.

Payment of Tuition, Fees, and Charges

All financial obligations may be satisfied with cash, approved check, money order, and MasterCard/Visa credit card. Checks and money orders must be made payable to: Morrison Institute of Technology. All tuition, fees, charges and other outstanding financial obligations are due and payable in full on the applicable date of registration, unless other arrangements have been made officially through the Business Office. Failure to do so may result in a temporary hold on the official issuance of grade sheets, transcripts, statements of student status, degrees, and other records, and in suspension from classes.

Advance Payments

The following fees are required and due with a person's application for admission at Morrison Institute of Technology. Enrollment is not complete until these fees are paid.

Application Fee: \$30.00

Housing Reservation Fee Payment (if housing is requested): \$25.00

Miscellaneous Fees and Charges

Transcripts \$5.00 per copy

Late Registration Fee \$25.00

Graduation Fee (4th Semester Only) \$50.00

*Housing Security Deposit \$100.00

*(Must be maintained while residing in college housing)

Fee Schedule		
Term	Fall 2008	Spring 2009
Tuition*	\$6540.00	\$6540.00
Housing	\$1350.00	\$1350.00
Housing Security Deposit**	\$100.00	\$100.00
Technology Fee	\$150.00	\$150.00
Parking Fee	\$30.00	\$30.00
Computer Usage Fee	\$100.00	\$100.00
Activity/ Student Center Fee	\$30.00	\$30.00
Estimated Books & Supplies (average)	\$525.00	\$525.00

* Based on 12-19 credit hour load

**Paid once

Tuition and Fees

Refund Policies

Tuition

1. Refunds for class cancelled by the institution

If tuition and fees are collected in advance of the start date of a program, and the institution cancels the class, 100% of the tuition and fees collected for that class will be refunded within 30 days of the planned start date.

2. Refunds for students who withdraw on or before the first day of class

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of class, no more than \$100 of the tuition and fees will be retained by the College. The refund will be made within 30 days of the class start date.

3. Refunds for students enrolled prior to visiting the College

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of equipment.

4. First time students*

First time students who officially withdraw from all classes prior to the end of the 10th week of their first semester will have their percent of tuition refund calculated on a pro rated basis. i.e. the number of full weeks remaining divided by 16 and expressing this quotient as percent.

5. Refunds for withdrawal after classes begin*

After the first day of classes and during the first 8 days of class, the college will refund 90% of the tuition.

After the 8th day of class and through the end of the 4th week, the college will refund 50% of the tuition.

After the fourth week of classes and through the end of the 8th week of classes, the college will refund 25% of the tuition.

After the 8th week of class the college will refund 0% of the tuition.

For the purpose of calculation, a week of class is any calendar week containing three days of scheduled classes.

Tuition and Fees

Books and Supplies

Books and supplies expenses vary greatly. Some books can be purchased used. In general, books and supplies cost more for the first semester than for subsequent semesters. The average cost for books and supplies is between \$200.00 and \$525.00.

Miscellaneous Items

Prior to receiving a degree, a student must pay all financial obligations to the college.

Fee Changes

Morrison Institute of Technology reserves the right to change the residence hall fees and other charges, along with the applicable refund policies, without advance notice. The college will make every effort to announce and publish any changes as soon as they are approved by the College Board.

Dormitory Room Rental and Security Deposit Refund Policy

New applicants and current students who officially remove their names from the dormitory reservation list by the Friday before the start of the semester will receive a 100% refund of any paid dormitory room rental. No refund will be allowed after the Friday before the start of the semester. Dormitory students will also receive a full refund of the dormitory security deposit fee, less any assessments for excessive wear and tear or damage, after officially ending their dormitory occupancy.

Graduation Fee Refund Policy

Candidates for graduation who do not graduate because of not fulfilling all requirements will receive a 50% refund of paid graduation fees upon request. The graduation fee must be paid again in full if the student becomes a candidate for graduation at a later date.

Financial Aid

Financial Aid

The curricula offered at Morrison Institute of Technology has been accredited by a nationally recognized accrediting agency, and qualified students, therefore, may take advantage of a number of federally funded student financial aid programs. The free application for Federal Student Aid (FAFSA) is available online at www.fafsa.ed.gov. This form must be completed as soon as possible after January 1st. The information for financial assistance is then processed by the federal processor and sent to state agencies and the financial aid office at Morrison Institute of Technology. The college's federal school code for filing the FAFSA is 008880.

Federal Grant Programs

1. Federal Pell Grant is a federally funded program to assist needy students and awards are determined by the U.S. Department of Education.

2. Federal Supplemental Educational Opportunity Grant (FSEOG) is a campus-based grant made available to students with exceptional financial need. Only Pell eligible students with low family income contributions will be considered.

3. Federal College Work-Study (FCWS) is designed to help defray indirect educational college expenses. Students must first apply for financial aid to demonstrate financial need. A limited number of jobs are available on campus. Jobs will be assigned on a first come, first serve basis, and demonstrated need.

4. Academic Competitiveness Grant (ACG). Students who complete a rigorous program in high school (determined by evaluation of an Official High School Transcript) and complete the Free Application for Federal Student Aid (FAFSA) may be eligible for up to \$750.00 for first year ACG students and \$1300.00 for second year ACG students. Available to federal Pell grant students only.

Financial Aid

Federal Loan Programs

1. Subsidized Federal Family Education Loan Program (student loan) is based on financial need. The federal government pays the interest on the student's behalf while the student is in school, during the grace period, and during authorized deferment periods.

2. Unsubsidized Federal Family Education Loan Program (student loan) is not based on need, and can be used to replace the Expected Family Contribution. The student will be given the option to pay the interest or let the interest accrue and be added to the principal balance of the loan (capitalize). An independent student, as determined by the financial aid office, may apply for this loan in addition to the subsidized loan.

3. Federal Parent Plus Loans are loans that enable parents with good credit histories, to help pay for their dependent undergraduate student's education. An eligible parent may borrow an amount equal to the student's cost of attendance, minus any other financial aid which may be awarded. A parent must not have adverse credit to qualify for this loan. If the parent is rejected for this loan, then and only then, may a dependent student apply for additional loan money (unsubsidized loan).

Other Loan Program

1. Alternative loans are **not** federally funded loans. These loans were created by independent lenders to assist in the help of paying for college education. These loans are in the student's name and have higher interest rates than the traditional federal student loans. To qualify for this loan a student may need to be employed or have a credible co-signer. The financial aid office requests that you apply for this type as a last resource.

State Grants

1. Illinois Student Assistance Commission Monetary Award Program (Map Grant) is a grant funded by the State of Illinois (Illinois residents only) to assist students with the cost of education. Upon completion of the Free Application for Federal Student Aid (FAFSA) the federal processor will automatically forward a student's information to the State of Illinois for awarding.

2. Silas Purnell Illinois Incentive for Access Grant (IIA). This grant is a one-time award for freshman students who, based on the Federal formula and half-time status, are determined to have no family resources for college costs.

Financial Aid

Scholarships

A student who has been accepted by the Admissions Office at Morrison Institute of Technology and has completed the scholarship application procedure will be considered for one or more of the scholarships offered. Students who feel they qualify for one or more of the scholarships listed below should apply immediately after completing their seventh semester of high school to ensure consideration from the college. Only applications and procedures completed in full will be considered. Students who are awarded scholarship(s) will be required to maintain continuous academic performance for continuation of the scholarship(s). Applications need to be in no later than May 1st of each year.

1. Academic Scholarships are designed to award students who have an overall high school grade point average of 3.25 or better based on a 4.0 grading system after completing their seventh semester of high school. Required continuous college performance of a 3.0 GPA is needed for further semesters.

2. Performance Scholarships are designed to award students who have achieved an overall grade point average of 2.65 or better based on a 4.0 grading system after completing their seventh semester of high school. The student must have achieved a grade point average of 3.5 or better in technology related high school prep courses such as drafting or CAD, computer technology courses, attended a vocational school in the related field, or competed in a drafting or industrial regional and/or state competition. Required continuous college performance of 2.5 GPA is needed for further semesters.

3. Family Scholarships are awarded to students who have a parent, legal guardian, sibling, or other immediate family member who graduated from Morrison Institute of Technology (since 1973) or its predecessor, the Institute of Drafting and Technology (1961-1973). Students are required to submit their request in writing along with their family member's name, year of graduation, and social security number. Required continuous performance of 2.0 GPA is needed.

4. Military Service Appreciation Scholarships are awarded to students who have actively served our country with any branch of the service. For more information and document requirements, contact the financial aid office at Morrison Institute of Technology.

5. Private Scholarships should be searched for at the beginning of a high school student's senior year. Contact your high school counselor, parent(s), place of employment, community organizations, or websites www.collegezone.com and www.fastweb.com.

Financial Aid

Other Services

1. Department of Rehabilitation Services (DORS) is an excellent source of assistance to anyone with a mental or physical disability. Contact your local DORS office for program requirements.

2. Partners for Employment is a program designed to help students with employment and training. Eligibility is based on unemployment status. Contact your local office for additional information. Once again eligibility has been based established, applicants may request referral to our college.

3. Veterans Educational Programs qualifiers should contact their local veterans administration representative or state veterans representative for qualifying information.

4. The Hope Credit & Lifetime Learning Credit are tax credits through the Internal Revenue Service. Information on these credits may be found at www.irs.gov.

Standards of Academic Progress

To be entitled to receive state and federal student financial assistance benefits, a student must maintain prescribed financial aid standards for academic progress. A copy of the Financial Aid Standards of Satisfactory Progress and the Institutional Financial Aid Application is mailed to all enrolled students.

Voter Registration

Students who are not registered to vote and wish to become a registered voter may obtain information regarding procedures to register online at www.elections.il.gov, the county clerks office located in Morrison, or at any driver's license facility.

Housing

On Campus Housing

Student housing facilities are available on campus in Odey Residence Hall. This facility has been designed to provide housing for students in an apartment arrangement. The residence hall is co-educational, but individual rooms are not co-educational. Accommodations for married couples are not available. The thirty-four apartment building, has a capacity of up to 170 students and is managed by a college residence hall supervisor with the aid of student resident assistants. Every effort is made not to exceed an assignment of four students to a room, and in many instances the assignment will not exceed three students per room. Each room has a bathroom, shower, two vanities, and a kitchenette. All rooms are equipped with a twin extra long bed frame and wardrobe for each occupant, a desk area, a kitchen table with chairs, and a refrigerator. These furnishings are not to be altered or removed from the room.

Morrison Institute of Technology believes that living on campus contributes significantly to both the academic and personal development of the student. Therefore, when accommodations are available, all unmarried, full-time first and second semester students under the age of 21 who do not commute from the permanent legal residence of their parents are required to live in the residence hall. Room assignments are made by the residence hall supervisor and special requests for accommodations will be honored as long as space is available. Schedules of the current residence hall fees and other charges, along with the applicable refund policies, may be found in the “tuition and fees” section of this catalog. Morrison Institute of Technology reserves the right to change the residence hall fees and other charges, along with the applicable refund policies, without advance notice. Please refer to the Albert Odey Residence Hall Policy Handbook and other related policy statements for additional information and regulations pertaining to the residence hall.

Students residing in on-campus housing are to abide by the rules and regulations stated in the Student Housing Handbook. All campus residents should be in possession of the handbook and be familiar with regulations pertaining to housing and visitor policies. A copy of the handbook is issued to all new residents and copies may also be obtained at the administrative office or on the College’s web site.

Housing

Personal Property and Loss

Morrison Institute of Technology is not responsible for the damage or loss of personal property belonging to students or residents, nor does the college maintain insurance covering said damage or loss. Students are therefore urged to carry their own insurance to cover any personal property losses that might occur on campus. If it appears that something has been stolen or tampered with, take the following action:

1. Make a list of all personal items affected, including descriptions and serial numbers when available.
2. Report the incident and the above items to the college Business Office, to the local law enforcement authorities, and to your insurance agent when applicable.

Regulations

Each resident should be in possession of the college housing handbook and review the policies that regulate the housing residents. Every first-time resident should receive a copy of the handbook at the time of registration. Additional copies may be obtained from the college administrative offices.

Off Campus Housing

The Business Office and the Admissions Office will assist eligible students with off campus housing arrangements.

Policies and Regulations

Appeals, Waivers, Or Grievances

Students who wish to appeal an administrative disciplinary action, obtain a waiver of any college rule or regulation, or file a grievance against the school or any of its employees may do so by filing a written statement which clearly lays out the nature of the appeal and all the circumstances surrounding it. This statement must be submitted to the college Appeal/Waiver Board via the Vice President of Academics within 10 days of the occurrence being presented. The Appeal/Waiver Board will meet and take action within 10 days of receipt of the statement. This board is made up of the following six Morrison Institute of Technology administration, faculty, and staff members:

President of the College or Director
Executive Vice President
Vice President of Academics
Three (3) Faculty Members

Any decision by the Appeal/Waiver Board may be appealed to the College Board of Directors whose decision will be final. Such appeal must be made within 10 days after the student has been notified about the initial decision. The College Board of Directors will consider the request at its next scheduled meeting unless circumstances dictate the need for a special meeting. Students also have the right to direct any comments regarding any decision to the Council on Occupational Education, 41 Perimeter Center, NE Suite 640, Atlanta, GA 30346 (800) 917-2081.

Academic Information

Grading System

<u>Grade</u>	Quality Points	<u>Per Credit Hour</u>
A		4.00
A-		3.67
B+		3.33
B		3.00
B-		2.67
C+		2.33
C		2.00
C-		1.67
D+		1.33
D		1.00
D-		0.67
F		0.00
RP		Not Calculated
RF		Not Calculated
W		Not Calculated
I		Not Calculated

W - Withdrawn. A grade of W (withdrawn) is given to a student who officially withdraws from a course prior to the start of the eleventh week.

I - Incomplete. An incomplete grade of I may be given, at the discretion of an instructor, when unusual circumstances prevent the student from completing the course requirements in the scheduled time. An incomplete may only be used in cases of extended absences due to illness, as verified by a doctor's statement, accident, military service and other extreme circumstances beyond the control of the student. The circumstances must be documented to the instructor's satisfaction and the student must request the incomplete one week prior to the course final exam or last day of class. All required course work must be turned into the instructor before the end of the second week of the next semester. If the incomplete is not resolved within this time frame the grade will be based upon the instructor's evaluation of completed work and the course requirements.

RP - Remedial pass. A passing grade for any remedial course satisfactorily completed. No credits are given towards the degree program.

RF - Remedial Fail. A failing grade for any remedial course that was not completed satisfactorily.

Academic Information

Make-up Work

Students are expected to make up work missed due to illness or other circumstances and are responsible to contact the instructor to make arrangements for such completion.

Repeat Courses

Any courses taken at the college may be repeated for a higher grade. All failed courses must be repeated at Morrison Institute of Technology. Both courses attempted will appear on the official transcript, but only the most recent grade (whether higher or lower than the previous grade) and its corresponding hours attempted, hours earned, and quality points earned will be honored. The most recent course attempt is used for determining accumulative grade point average. The grades of “W” and “I” will not replace a prior grade.

Change of Grade

Any student who feels that there are errors in grade entries should immediately contact his/her instructor or the Registrar. All grade changes must be cleared through the Vice President of Academics and must be recorded prior to the start of the third week of the next semester.

Developmental Class Policy

Students will be required to take a developmental course in English and Mathematics if they score below the minimum accepted standard on our institutional assessment tests. Students taking developmental courses should be aware that it could result in a fifth semester in order to complete the program requirements. They will be given developmental scholarships which will pay the tuition for courses required during this fifth semester. However, in order to receive this scholarship a student must not fail any course in the first four semesters of attendance. No credits are earned in developmental courses.

A student who has been placed in a developmental course, may request an audience with the instructional staff in the department of the course that is in question. The department members will use assessment scores, high school transcripts, ACT or SAT test scores when available and a personal interview with the student to determine whether placement in the developmental course can be waived.

Academic Information

Final Grade Report

Final grade reports are mailed directly to the student after the close of the semester, unless a temporary hold has been placed on the issuance of grade reports due to outstanding financial obligations. In accordance with the Federal Family Educational Rights and Privacy Act, final grades will not be disclosed to third parties who are not authorized college officials, including parents, without the prior consent of the student, or the filing of a dependency affidavit by the parents.

Standards of Academic Progress

The level of a student's academic success is shown in terms of the Accumulative Grade Point Average (AGPA). The accumulative grade point may be determined by dividing the total number of quality points earned by the total number of credit hours attempted minus repeated hours and remedial hours. Only the most recent grade is figured on a repeat course in determining the accumulative grade point average. The minimum satisfactory scholastic achievement for graduation is represented by a 2.00 accumulative grade point average. Students must meet the minimal standards of accumulative grade point average shown in the table below or be placed on academic probation:

Semester hours attempted	Accumulative grade point average
0-17	1.50
18-36	1.75
37 +	2.00

Students with an accumulative grade point average below the required standards will be notified by letter of their probationary status. Students will be removed from probation when their accumulative grade point average for the semester hours attempted is at or above the specified level. Any student on academic probation will not be allowed to hold a class office, take part in any extracurricular activities, work for the college, or represent the college at any function.

Academic Suspension

A student who has been on academic probation for any two consecutive semesters must meet the minimum academic standards stated previously at the end of the following semester, or that student will be subject to a college suspension. A student subject to college suspension for unsatisfactory academic performance may request re-enrollment by submitting a written request to the appeal/waiver board no later than the end of the first week of the semester for which re-enrollment is requested. If the appeal/waiver board denies a student's request for re-enrollment, the student may appeal the decision to the College Board of Directors whose decision is final.

Academic Information

Academic Honors

Students who achieve a 3.50 to 3.89 grade point average for their semester work will be placed on the Dean's List. Students who achieve a 3.90 or better grade point average for their semester work will be placed on the President's List. The names of the students who have achieved this significant accomplishment are published and posted during the next semester.

Full-Time Student Classification

Students enrolled at Morrison Institute of Technology will be classified as full-time students if they are registered for a minimum study schedule of twelve (12) credit hours per semester.

Graduation Requirements

The Associate in Applied Science degree will be conferred on students who meet the following requirements:

1. The satisfactory completion of all required program course work.
2. The satisfactory completion of all courses in oral and written communication indicating proficiency in those areas.
3. The achievement of a 2.00 accumulative grade point average or higher.
4. The payment of all outstanding financial balances due to the college.
5. The filing of an "Intent to Graduate" form with the Registrar by the end of the fourth week of the semester in which the student intends to graduate.

Graduate Academic Honors

Students graduating with an accumulative grade point average of 3.90 - 4.00, will graduate Summa Cum Laude, those attaining an accumulative grade point average of 3.75 - 3.89, will graduate Magna Cum Laude, and those attaining an accumulative grade point average of 3.50 - 3.74 will graduate Cum Laude. Appropriate seals shall designate such honors on the degrees and will be recognized at commencement ceremonies.

Academic Advising

Each student at Morrison Institute of Technology is assigned an academic advisor. In most cases, this advisor will be a faculty member familiar with the student's field of concentration. Academic advisors will maintain scheduled office hours as announced or posted on their office doors. Students are strongly urged to visit regularly with their advisors, especially when academic problems develop.

Academic Information

Transfer Between Programs at Morrison Institute of Technology

Transfer between programs offered by Morrison Institute of Technology can be arranged by contacting the Vice President of Academic Affairs and presenting a written letter requesting a transfer. All credits will transfer, but only those directly applying to the newly selected program will apply toward the completion of the requirements for the newly chosen program.

Transfer to Other Institutions of Higher Education

A transfer agreement has been established with many regional four year colleges for transfer to their technology programs. The Vice President of Academics at Morrison Institute of Technology should be contacted when considering transfer to another institution of higher education. Assistance will be provided to the student in working with the receiving institution to determine which Morrison Institute of Technology courses will transfer. As is the case in transferring between colleges, credits that will transfer are those which align with the program to which the student is transferring. A list of the colleges which offer the best transfers from Morrison Institute of Technology is available upon request from the Vice President of Academics.

Academic Progress Reports

Only those students whose academic record in a course indicates unsatisfactory performance will receive a midterm progress report. The instructor will issue a "DF" slip at mid-semester to notify the student of unsatisfactory performance in that course.

Adding Courses to Schedule

Students wishing to officially add a course or courses to their schedule must first consult with their assigned faculty advisor and then contact the Registrar's Office for the proper forms and procedures. Courses may be added only with administrative approval during the first week of the semester.

Dropping Courses from Schedule

Students wishing to officially drop a course or courses from their schedule must contact the Registrar's Office for the proper forms and procedures. Students following the procedure to officially drop a course, or who have been dropped by administrative action prior to the start of the eleventh week of the semester will receive a grade of "W" in that course. A grade of "W" in a course is not included in the calculation of grade point averages or total hours attempted. It is imperative that the official drop procedure be followed to receive a grade of "W" in a dropped course. Failure to attend class does not constitute an official course drop. After the start of the eleventh week, only administrative drops will be processed. The student's grade for a course will be the grade issued by the faculty at the end of the semester, regardless of the student's attendance history.

Academic Information

Withdrawal from College

Students wishing to officially withdraw from the college must contact the Registrar's Office for the proper forms, exit procedures and must request all applicable partial refunds. This may include tuition, residence hall security deposit, and graduation fee. Students following the procedure to officially withdraw from the college or who have been suspended by administrative action prior to the start of the eleventh week of the semester will receive grades of "W" in all courses for that semester. A grade of "W" in a course is not included in the calculation of grade point averages or total hours attempted. It is imperative that the official withdrawal procedure be followed to receive grades of "W" in all courses and any applicable partial refunds. Failure to attend classes does not constitute an official withdrawal. After the start of the eleventh week, only administrative suspensions will be processed, and a student's grade for a course will be the grade issued by the faculty at the end of the semester, regardless of the student's attendance history.

Administrative Termination

A student may be subject to termination for any of the following:

- a. Failure to maintain the required grade point average.**
- b. Failure to comply with the college student conduct policy.**
- c. Failure to make satisfactory academic progress.**
- d. Failure to meet all financial obligations to the college.**

A student may appeal the termination to the Appeal/Waiver Board. The decision of the Appeal/Waiver Board may be appealed to the College Board of Directors whose decision is final.

Attendance

Regular attendance is expected of all students. If a student must be absent from class, they must report the reason for their absence to the instructor at the next class meeting. It is at the discretion of the instructor to determine whether the student is permitted to make up work missed. Instructors may publish in their course syllabus, specific, additional standards of attendance for their classes. The Illinois Student Assistance Commission also requires attendance as a "demonstration of academic progress towards a degree".

Academic Program Information

Engineering Technology

Associate in Applied Science Degree

The engineering technology program has been developed and is kept current in accordance with suggested guidelines provided by nationally recognized technical education groups, accrediting organizations, and the college Industrial Advisory Board. This program is accredited by the Accreditation Board for Engineering and Technology (ABET), the sole accrediting agency for accrediting engineering and engineering technology programs. It is also certified by the American Design and Drafting Association (ADDA).

The curriculum for the engineering technology program has been designed with an appropriate balance of study in the areas of engineering technology and computer aided drafting. In addition, to assure that a student is prepared to assume a productive and contributing role as a citizen a core of general education courses including: basic sciences, humanities or social sciences, written and oral communications, mathematics, and computer literacy are required to provide that academic foundation which the student must acquire to continue a lifelong learning process on a formal or informal basis.

A graduate with the Associate in Applied Science degree in Engineering Technology selecting the Construction Concentration will be qualified for entry-level placement as a technician in a number of technical fields, including construction and architecture. Typical job duties would include: construction or architectural CAD operator, bridge and highway construction planning and supervision, project inspection, materials inspection and testing, specification preparation, management and supervision, technical sales, project design, and surveying.

A graduate with the Associate in Applied Science degree in Engineering Technology selecting the Design and Drafting Concentration will be qualified for entry-level placement in the design and drafting field in a number of positions, including, CAD operation and supervision, specification preparation, management and supervision, technical sales, project design, research and development, and human resources.

Engineering Technology Program Educational Objectives

Based on the needs of the program's constituencies the following educational objectives have been established for the Engineering Technology Program:

In their chosen careers, as a result of the education received in the Engineering Technology program, graduates will be able to:

Analyze technical problems and identify and define the requirements appropriate to their solutions.

Read and interpret technical data and apply it in the engineering technology environment.

Effectively use a variety of computer aided drafting platforms to meet the drafting and design needs in engineering or manufacturing.

Use effective verbal and writing skills to communicate with a range of audiences.

Work effectively on a team.

Demonstrate good professional, ethical, and social skills and personal responsibility.

Recognize the need for and pursue continuing professional development.

Academic Program Information
Building and Highway Construction Concentration

Course #	First Semester Course Title	Credits	
DT-103	Professional Drafting Practices	3	
DT-114	AutoCAD I	3	
ET-121	Computer Systems & Applications	3	
GS-130	English Composition	3	
MA-122	College Algebra	<u>4</u>	
			Total: 16
	Second Semester		
DT-118	MicroStation	3	
ET-127	Materials & Methods	3	
ET-129	General Physics	5	
GS-132	Thinking Critically	3	
MA-132	Trigonometry	<u>4</u>	
			Total : 18
	Third Semester		
CT-101	Surveying I	4	
DT-213	Architectural CAD I	3	
ET-224	Engineering Mechanics	3	
GS-221	Industrial Psychology	3	
GS-233	Principles of Technical Writing	3	
MA-232	Advanced Mathematics with calculus	<u>3</u>	
			Total : 19
	Fourth Semester		
CT-204	Surveying II	4	
CT-207	Soil Mechanics	4	
DT-230	Civil Survey CAD	3	
ET-228	Strength of Materials	3	
GS-239	Oral Communication	<u>3</u>	
			Total: 17

Academic Program Information
Computer Aided Design & Drafting Concentration

First Semester		
Course #	Course Title	Credits
DT-103	Professional Drafting Practices	3
DT-114	AutoCAD I	3
ET-121	Computer Systems & Applications	3
GS-130	English Composition	3
MA-122	College Algebra	<u>4</u>
		Total: 16
Second Semester		
DT-112	Mechanical Drafting & Design I	3
DT-222	3D Modeling	3
ET-129	General Physics	5
GS-132	Thinking Critically	3
MA-132	Trigonometry	<u>4</u>
		Total : 18
Third Semester		
DT-117	Advanced Parametric Modeling	3
DT-206	Mechanical Drafting & Design II	3
ET-224	Engineering Mechanics	3
GS-221	Industrial Psychology	3
GS-233	Principles of Technical Writing	3
MA-232	Advanced Mathematics with calculus	<u>3</u>
		Total : 18
Fourth Semester		
DT-226	Advanced Surfacing & Assembly Modeling	3
DT-228	Mechanical Project Development	3
ET-221	Materials & Processes	3
ET-228	Strength of Materials	3
GS-239	Oral Communication	<u>3</u>
		Total: 15

Academic Program Information

System & Networking Administration

Associate in Applied Science Degree

The associate degree program for System and Network Administration prepares students for immediate entry level employment in business, government information centers and general business offices. This program will prepare you for earning industry recognized certifications such as: Microsoft MCP, Microsoft MCP + Internet, CompTIA A+, CompTIA N+, Microsoft MCSE, Microsoft MCSE + Internet, CCNA, CCNP.

The curriculum has been designed with an appropriate balance of study in the technical areas related to systems and network administration. In addition, to assure that a student is prepared to assume a productive and contributing role as a citizen, a core of general education courses including: basic sciences, humanities or social sciences, written and oral communications, mathematics, and computer literacy are required to provide that academic foundation which the student must acquire to continue a lifelong learning process on a formal or informal basis.

Graduates with the Associate in Applied Science Degree in Network Administration will qualify for entry level jobs in system & network design and network setup & troubleshooting. They will also be able to train and support system users, install hardware and software, and maintain and monitor the network security system. System administrators will also monitor existing networks to ensure the network, software, and computer work together properly. They will monitor network performance and recommend possible future network needs.

Academic Program Information
System and Networking Administration Concentration

First Semester		
Course #	Course Title	Credits
ET-121	Computer Systems & Applications	3
GS-130	English Composition	3
MA-122	College Algebra	4
NET-110	Computer Hardware	3
NET-120	LAN Based Network Equipment & Design	<u>3</u>
		Total: 16
Second Semester		
ET-129	General Physics	5
GS-132	Thinking Critically	3
MA-132	Trigonometry	4
NET-160	Operating Systems I	3
NET-170	Operating Systems II	<u>3</u>
		Total : 18
Third Semester		
GS-221	Industrial Psychology	3
MA-125	Principles of Accounting	3
MA-232	Advanced Mathematics with calculus	3
NET-210	Advanced WAN & LAN Networking	3
NET-220	Enterprise Based OS	<u>3</u>
		Total : 15
Fourth Semester		
GS-233	Principles of Technical Writing	3
GS-239	Oral Communication	3
NET-250	WAN Fundamentals	3
NET-260	Internet Fundamentals	3
NET-270	TCP/IP	<u>3</u>
		Total: 15

Course Descriptions (Construction Technology Courses)

CT-101 SURVEYING I Cr. 4 (2-6)

Prerequisite: MA-132

An introduction to the fundamentals of survey measuring, including both horizontal and vertical measurements. Field work involving hands on use of survey instruments. Introduction to survey computations as done on hand-held calculators, including coordinate geometry routines.

CT-204 SURVEYING II Cr. 4 (3-2)

Prerequisite: CT-101

Computation procedures involving latitude and departure, coordinate geometry, parcel areas, and traverse closures. The study of route design including factors affecting location; design and field layout of horizontal curves; and design of vertical curves and profile lines. Drafting projects include topographical maps and survey plats. Computations are done on computers and drafting projects will include AutoCAD.

CT-207 SOIL MECHANICS Cr. 4 (3-2)

An introduction to soil mechanics, geological cycle, soil composition and properties, gradation, texture, soil-water interaction, and soil classification. Supported by both student participation and demonstrations of various standard soils laboratory tests and procedures.

CT-275 SPECIAL PROBLEMS

Credit hours as assigned a - maximum of six (6) hours.

Special assigned projects are arranged by Department Coordinator.

Course Descriptions (Design Drafting and CAD Courses)

DT-103 PROFESSIONAL DRAFTING PRACTICES Cr. 3 (2-2)

This course will present a review of basic drafting skills used by present day drafters. It will also include an in-depth study of descriptive geometry as it relates to multi view drawings, sectional views, auxiliary views, surface intersections, and other related working drawings. This course will employ the current drafting conventions and dimensioning standards as authorized by the American National Standards Institute.

DT-112 MECHANICAL DRAFTING & DESIGN I Cr. 3 (2-2)

Prerequisite: DT-103

This course will provide an in-depth study of precision dimensioning techniques, unilateral tolerance, bilateral tolerance, limits, fits and allowances using ANSII Y14.5 M-1994 standard. It also includes detailed study of standard fasteners, springs, keys, keyways and pins. It will also cover a study of advanced sectional views, assembly drawings and detail drawings.

DT-114 AUTOCAD I Cr. 3 (2-2)

This course is an introduction to the use of Autodesk's AutoCAD Cad software package. It will present all basic 2D and 3D commands used for drawing, editing, display controls, layering, dimensioning, and plotting. It will also provide coverage of entity properties and handling and utilities.

DT-117 ADVANCED PARAMETRIC MODELING Cr. 3 (2-2)

An introductory study of NX software dealing in the 2D and 3D realms. Topics include solid modeling, feature modeling, free modeling, dimensioning, editing commands, creation commands, coordinate systems and layer management.

DT-118 MICROSTATION Cr. 3 (2-2)

This course will provide coverage of the basic commands used in MicroStation CAD software. Such topics as element placement, element manipulations, cell placement, text placement, patterning, and dimensioning will be covered as it relates to two-dimensional drafting.

DT-206 MECHANICAL DRAFTING & DESIGN II Cr. 3 (2-2)

Prerequisite: DT-112

A continuation of the study into the basic detailing methods of power transmission systems. The course includes the study of splines, bevel gears, bearing, chain and sprockets, belts and sheaves, and electric motors. An introduction into jigs and fixtures, and continued coverage of geometric dimensioning and tolerancing will be included.

Course Descriptions (Design Drafting & CAD Courses)

DT-213 ARCHITECTURAL CAD I

Cr. 3 (2-2) Prerequisite: DT-114

This course covers the use of Autodesk's AutoCAD Architectural software package to create 3 dimensional models of single story commercial structures. Topics such as wire frame techniques, solid modeling, attributes, surfacing, paper and model space, viewing commands, UCS commands, basic wall, window and door creation, roof construction, site development, symbol insertion, and various other topics will be discussed and demonstrated.

DT-222 3D MODELING

Cr. 3 (2-2) Prerequisite: DT-114

This course covers 3D elements of the Autodesk software including the use of parametric solid modeling and surfacing, assembly modeling, creating 3D digital prototypes, and 2D orthographic development from 3D drawings.

DT-226 ADVANCED SURFACING & ASSEMBLY MODELING

Cr. 3 (2-2) Prerequisite: DT-117

This course presents additional coverage of commands used in NX software to create working drawings, assembly drawings, manufactured parts, analysis of existing parts, and presentation drawings.

DT-228 MECHANICAL PROJECT DEVELOPMENT

Cr. 3 (2-2) Prerequisite: DT-206

This course will consist of developing a complete set of design calculations, notes, and specifications in the form of a technical report, as well as a complete set of working drawings for the manufacture of some mechanical device and/or components. Emphasis will be on computer-aided work in all phases of drafting and writing. Rendered three dimensional and exploded three dimensional presentations may also be prepared. The course will be conducted on a design team method with formal presentations given at the completion of the project.

DT-230 CIVIL SURVEY CAD

Cr. 3 (2-2) Prerequisite: DT-118

This course will demonstrate the link between survey data and CAD. Demonstrations and projects will include legal survey plans, working with point data, creating topographic survey drawings, subdivision roadways and layouts, roadway alignments, alignment of tangents and curves, and plan and profile drawings.

DT-275 SPECIAL PROBLEMS

Credit hours as assigned - a maximum of six (6) hours.

Special assigned projects are arranged by Department Coordinator.

Course Descriptions (Engineering Technology Courses)

ET-121 COMPUTER SYSTEMS & APPLICATIONS Cr. 3 (2-2)

This Course will provide an overview of microcomputer operation, Microsoft operating Systems, and the Microsoft Office software suite, to include the fundamentals of networks and internet usage.

ET-127 MATERIALS & METHODS Cr. 3 (3-0)

An introductory study of materials and methods of modern construction. Materials included are Portland cement, ferrous and nonferrous metals, plastics, and asphalt. Current equipment and methods of construction will be discussed.

ET-129 GENERAL PHYSICS Cr. 5 (4-2)

Co-requisite: MA-132

A study of the principals of physics, including vectors, waves, laws of motion, friction, equilibrium, energy, work, power, simple machines, temperature, heat and electricity.

ET-221 MATERIALS & PROCESSES Cr. 3 (3-0)

An introductory study of materials and manufacturing processes used in the production of industrial and consumer products.

ET-224 ENGINEERING MECHANICS Cr. 3 (3-0)

Prerequisite: ET-129

An introductory study of static's including: equilibrium, free body diagrams, moments, shear and moment diagrams and friction.

ET-228 STRENGTH OF MATERIALS Cr. 3 (3-0)

Prerequisite: ET-224

An introductory study of effects due to forces acting on deformable bodies; including tension, compression, shear, torsion, bending, combined stresses, and the design of members subjected to such stresses.

ET-275 SPECIAL PROBLEMS Credit hours as assigned -max of six hours.

Special assigned projects are arranged by Department Coordinator.

Course Descriptions (General Study Courses)

GS-096 DEVELOPMENTAL ENGLISH Cr. 2 (2-0)

Developmental course designed to assist the students who have difficulty in written communication and reading. Intensive practice in writing and improving reading skills, reading speed and general vocabulary. (No credit towards AAS degree program).

GS-130 ENGLISH COMPOSITION Cr. 3 (3-0)

This course provides students with the rhetorical foundations required to become proficient writers in the academic and professional world. Students will learn and apply the principles of effective writing through extensive practice in creating drafts, revisions, and final essays in a variety of context. Class discussion and readings will focus on the function of literacy in professional and personal contexts.

GS-132 THINKING CRITICALLY Cr. 3 (3-0)

Thinking is a learned behavior which can be analyzed and modified. Thinking is not an automatic function. This course examines thinking skills and attitudes with the goal of gaining some measure of control over them. Topics discussed include problem solving, goal setting, analyzing situations, bias, and creativity.

GS-221 INDUSTRIAL PSYCHOLOGY Cr. 3 (3-0)

Prerequisite: GS-130

An introduction to the study of human behavior in the workplace. Students will learn to apply knowledge of industrial/organizational psychology as it may affect them as employee, coworker, and/or supervisor. Areas of emphasis include: job analysis, employee selection and placement, organizational structure and communication, motivation, leadership/management styles, employee performance, and job satisfaction.

GS-233 PRINCIPLES OF TECHNICAL WRITING Cr. 3 (3-0)

Prerequisite: GS-130

Students will learn the principles of effective, audience centered technical communication with emphasis on writing and editing technical documents (manuals, recommendations, proposals, business letters, and memoranda) with precision, clarity and purpose while applying the principles of graphic design and visual representation.

GS-239 ORAL COMMUNICATION Cr. 3 (3-0)

The purpose of this course is to instruct students in the principles of effective public speaking so that they will gain confidence, poise and proficiency in delivering speeches in a variety of situations. Students will be required to give impromptu, demonstration, persuasive, informative, and ceremonial speeches and a major business-style group oral presentations. Critical listening skills and ethical public speaking practices will be emphasized.

GS-275 SPECIAL PROBLEMS Credit hours as assigned - max of six hours.

Special assigned projects are arranged by Department Coordinator.

Course Descriptions (Mathematic Courses)

MA-092 INTRODUCTORY ALGEBRA Cr. 3 (3-0)

This course presents topics designed to enhance math skills: It includes: equations, problem solving, exponents, polynomials, factoring, simplifying fractions, fractional equations and graphing straight lines. (No credit towards AAS degree program).

MA-122 COLLEGE ALGEBRA Cr. 4 (4-0)

Topics covered include exponents, word problems, linear equations, graphing straight lines and parabolas, factoring, simplifying fractions, fractional equations, simultaneous equations, solving quadratics, ratio and proportion, and variation.

MA-125 PRINCIPLES OF ACCOUNTING Cr. 3 (3-0)

An introduction to basic accounting concepts and procedures. Use of various accounting systems to maintain financial records, prepare statements, maintain inventory and document plant assets.

MA-132 TRIGONOMETRY Cr. 4 (4-0)

Prerequisite: MA-122

Topics include the solution of right and oblique triangles, vectors, radian measure, polar coordinates, trigonometric and parametric graphs, trigonometric identities and equations, and exponential and logarithmic equations.

MA-232 ADVANCED MATHEMATICS with calculus Cr. 3 (3-0)

Prerequisite: MA-132

Topics covered include advanced trigonometry, straight lines, conic sections, limits, derivatives of algebraic functions, and problem solving using computer applications in mathematical software.

MA-242 CALCULUS (Elective - Spring Semester only) Cr. 3 (3-0)

Prerequisite: MA-232

Topics covered include derivatives of logarithmic, exponential, algebraic, trigonometric, and inverse trigonometric functions. Tangent and normal lines, slopes, maxima and minima functions, and related and instantaneous rates of change, indefinite and definite integrals with applications.

MA-275 SPECIAL PROBLEMS

Credit hours as assigned - a maximum of six (6) hours.

Special assigned projects are arranged by Department Coordinator.

Course Descriptions (System & Networking Administration)

NET-110 COMPUTER HARDWARE Cr. 3 (2-2)

An introduction to the modern day PC. Topics include motherboards, memory, processors, input devices, storage devices, output devices, basic operating systems, troubleshooting, and configurations. Students will gain hands-on experience through various installation and configuration exercises.

NET-120 LAN BASED NETWORK EQUIPMENT & DESIGN Cr. 3 (2-2)

An introduction to network design fundamentals. Topics include: OSI reference model, LAN topologies, cabling systems, protocols, network design, planning and LAN based equipment. Students will gain hands-on experience through various wiring exercises.

NET-160 OPERATING SYSTEMS I Cr. 3 (2-2)

An introduction to client/server operating systems such as Windows ME, Windows XP and Linux. Topics will include: OS Architecture, planning and installation network components, configuring, managing and troubleshooting. Students will gain hands-on experience through various installation and configuration exercises.

NET-170 OPERATING SYSTEMS II Cr. 3 (2-2)

An introduction to client/server operating systems such as the Windows 2003 server. Topics will include planning and installation, OS Architecture, network components, configuring, managing, security and administration. Students will gain hands-on experience through various installation and configuration exercises.

NET-210 ADVANCE WAN & LAN NETWORKING Cr. 3 (3-0)

Prerequisite NET-120

An advance course in WAN and LAN networks. Topics include: Virtual LAN's, ATM, Gigabit Ethernet, switching technology, Voice or IP, Voice over IP, Voice and Data internetworking, cryptography and network security.

NET-220 ENTERPRISE BASED OS Cr. 3 (2-2)

Prerequisite: NET-170

Severs in an enterprising environment such as Windows 2003 Server. Topics include directory services, advanced network configurations, configuring Internet services, optimization and troubleshooting. Students will gain hands on experience through various installation and configuration exercises.

Course Descriptions (System & Networking Administration)

NET-250 WAN FUNDAMENTALS Cr. 3 (2-2)

Prerequisite: NET-120

The use of WAN network connects. Topics will include: OSI reference model, WAN protocols, Internetworking operating system, network protocols, routing, and network security. Students will gain hands-on experience through various installation and configuration exercises.

NET-260 INTERNET FUNDAMENTALS Cr. 3 (2-2)

A basic understanding of Internet Services. Topics will include; Internet information system and Internet Basics, installation and configuration services, monitoring and optimization, proxy server basics, installing proxy server, configuring proxy server, managing advance features, security, optimization, and troubleshooting. Students will gain hands-on experience through various installation and configuration exercises.

NET-270 TCP/IP Cr. 3 (3-0)

A preparation for students to administrate a TCP/IP network. Topics will include planning, installation, and configuration, IP addressing, subnet addressing, implementing IP routing, IP address resolution, host name resolution, domain name systems, Net BIOS name resolution, dynamic host configuration, IP and Unix printing, connectivity, implementing SNMP service, performance, tuning, optimization, and troubleshooting.

Internships and Cooperatives

NET-295 Networking Internship (Cr. 6)

Prerequisite: 2.0 GPA

The Networking Internship is an on-the-job assignment commensurate with the student's instructional program and approved by the Director of Placement. This course formally integrates the student's academic studies with technical work experiences in a cooperating employer organization. The student will receive first-hand experience in and knowledge of various aspects of computer systems and networking. Internships may be taken as summer work or part-time work during the school year.

NET-295 Networking Cooperative (Cr. 12)

Prerequisite: 2.0 GPA

A program for which a student will be granted credit for full time work in a computer networking position for at least one full semester of the academic year. This course formally integrates the student's academic studies with networking work experiences in a cooperating employer organization. Work experience is supervised by the College Vice President of Academics and reports will be required from students and employer.

ET-280 Engineering Tech Internship (Cr. 6)

Prerequisite: 2.0 GPA

The Industrial Internship is an on-the-job assignment commensurate with the student's instructional program and approved by the Director of Placement. This course formally integrates the student's academic studies with technical work experiences in a cooperating employer organization. The student will receive first-hand experience in and knowledge of various aspects of engineering technology. Internships may be taken as summer work or part-time work during the school year.

ET-285 Engineering Tech Cooperative (Cr.12)

Prerequisite: 2.0 GPA

A program for which a student will be granted credit for full time work in a technical position for at least one full semester of the academic year. This course formally integrates the student's academic studies with technical work experiences in a cooperating employer organization. Work experience is supervised by the College Vice President of Academics and reports will be required from students and employer.

College Personnel

Administration

Richard C. Parkinson-Interim Director & Vice President of Finance
B.S. and M. V. Ed., Iowa State University

Christopher D. Scott-Executive Vice President & Sr. Network Administrator
B. S., Illinois State University

James Prombo-Vice President of Academics
B.S. and M. S., Illinois State University

Faculty

Sarah Bush-Mathematics
B.S., Evangel University

Scott A. Connelly-General Studies
B.A., Western Illinois University

Robert Cox-System and Networking Administration
B.S., Northern Illinois University

Janice Kay J. Drosopoulos-Design Drafting & CAD
B.S., University of Illinois M.S., Northern Illinois University

Ashley N. Eizenga - Accounting
B.S., Western Illinois University

Joann M. Laufenberg-General Studies (Department Coordinator)
B.S., University of Wisconsin, Platteville

Jason Long-Design Drafting & CAD
A.T., Morrison Institute of Technology

Adam R. Reymer - Engineering Technology
B.S. , Western Illinois University

Christopher D. Scott-Design Drafting & CAD (Department Coordinator)
B. S., Illinois State University

Vicky M. Slaymaker--Mathematics (Department Coordinator)
B. S., Western Illinois University

Greg Tully-Engineering Technology
B.S., Northern Illinois University

LaVerne F. VanderSchaaf-Construction Technology (Department Coordinator)
Reg. IL and IA L. S.

College Personnel

College Board

LeRoy Wright
Lynn Knox
Michael Buckwalter
Craig Gray
Everett Pannier
James Workman

Chairman
Secretary
Director
Director
Director
Director

Admissions

Bridgit Schmidt
Melodee Cunningham
Jodie Eaker
Tom Slater

Director of Admissions
Admission Representative
Admission Representative
Admissions Representative

Business Office

Julie Damhoff
Cam Duong
Karen Huff
Tricia Norris
Tammy Pruis
Judy Turney

Financial Aid Officer
Fiscal Operations Officer
Administrative Assistant
Marketing Coordinator
Admissions Secretary
Registrar

Industrial Advisory Board

Andrew Green
Mike Hajny
Ernst Kohn
Ben Rude
Kurt Francis
Jason Stringer

Woods Equipment Co.
Morton Buildings
Patrick Engineering Inc.
JSP Molds
JSP Molds
Illinois Dept. Of Transportation

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