BACHELOR OF APPLIED SCIENCE
DIESEL TECHNOLOGY

CENTRALIA COLLEGE
BACHELOR OF APPLIED SCIENCE PROGRAMS

bachelors.centralia.edu • 360-736-9391, ext. 608
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Introduction

Welcome to Centralia College and the Bachelor of Applied Science in Diesel Technology (BAS-DT) program. Graduates of the BAS-DT program learn technical skills and develop their ability to communicate effectively and collaborate with peers. This helps them earn jobs as entry-level technicians, managers, and/or progress to other senior positions.

A traditional bachelor degree requires general education classes from many disciplines and is designed to provide students a wide base of knowledge, allowing them to concentrate their education in the third or fourth year of their education. A BAS degree gives students the chance to focus their education on their specific educational and career goals early within your education and incorporates more practical and concentrated hands-on learning in a specific industry or the career of their choice.

The Bachelor of Applied Science in Diesel Technology (BAS-DT) degree at Centralia College incorporates many of the benefits of an education in advanced diesel technology, then includes leadership and management coursework to prepare students for supervisory and management positions within the diesel industry. In addition to the significant, quality hands-on training they receive in advanced diesel technologies such as alternative fuels, power generation, hybrid technology and others, with a BAS-DT degree from Centralia College, students will be prepared to enter the rapidly advancing diesel industry with the management and supervisory skills they need to set themselves apart as a leader. This program is conducted in face-to-face classes with some courses being web-enhanced.

Importance of your student handbook

Your success is important to us. We have developed this handbook to guide you by providing you with specific information on curriculum, policies, and expectations of the program. Each student is responsible for studying this handbook and understanding its contents. In general, the BAS program follows policies and rules established by Centralia College. As this is a unique program offered by the College, please note that some BAS policies may differ from policies related to associate degrees and courses. You are responsible for complying with instructor syllabi and this handbook.

About the Bachelor of Applied Science Programs

History

In late 2005, the Washington State Legislature approved the development of applied baccalaureate degree programs to be offered at Washington Community and Technical Colleges. The purpose of this initiative was to expand access to bachelor degree education in order to better serve the State’s workforce needs.

Due to strong community and business support and local demand, the College determined that it was best suited to start this new endeavor by offering a Bachelor of Applied Science degree in the area of Management. Enrollment in Centralia’s first BAS program began in fall 2012 and in winter 2015 Centralia received accreditation as a four-year degree granting institution from the Northwest Commission on Colleges and Universities (NWCCU). In the fall of 2014, Centralia College launched their second BAS degree in Diesel Technology followed by the BAS in Information Technology Application Development in the fall of 2016. Centralia College is one of four colleges in the country to offer a bachelor’s degree in diesel technology.
Since receiving accreditation from NWCCU, Centralia’s staff has been working closely with community members and local businesses to create additional BAS programs.

Centralia College – Educational Outcomes
Student learning is central to the college’s mission. All degrees offered by Centralia College are designed to provide experiences that lead to the attainment of general education outcomes as embodied in the following Learning Themes:

1. **Reasoning**
The ability to extract information from data, develop ideas and solutions, establish logical progression in thinking, and problem solve using such procedures as literary analysis or the scientific method.

2. **Written, Oral, and Visual Communication**
The ability to make oneself understood in public, interpersonal, professional, artistic, and technical arenas.

3. **Exploration – Self and Others**
An awareness of the values, beliefs, customs, and contributions from one’s own and other traditions, ethnicities, classes and genders.

4. **Resourcefulness**
The ability to adapt to change, such as technological innovations or environmental conditions.

5. **Responsibility**
The ability to be accountable to self, society, and the natural world.

BAS – Diesel Technology: Program Outcomes
Students who successfully complete this program should be able to:

**Technical**
- Analysis and evaluation of data – Analyze and evaluate data collected from component failures, hydraulic systems, and complex electrical circuits.
- Professional interactions – Interact appropriately and professionally with customers and employees.
- Complex system operations – Explain the operation of complex systems including: computerized engine and transmission controls used for fuel efficiency and emissions control; regenerative hybrid technologies used to capture energy; multi-fuel technologies to save fuel costs.
- Theory application – Apply theories and skills taught in the classroom in a shop environment.
- Shop procedures – Create shop procedures that reflect industry standards and maintain compliance with regulations set by governing agencies.
• Fluids analyses – Apply the principles of tribology in the analysis of engine efficiency, life, and maintenance costs.
• Analysis of failure modes – Analyze test results from oil, coolant, fuel, or emissions analysis systems.

Managerial
• Policies and practices – Implement the practices, policies, and leadership to efficiently operate a fleet or repair facility.
• HR management and ethical principles – Apply fundamental principles of human resource management and ethics.
• Communications – Employ effective oral, written, and analytical communication appropriate to organizational settings including personnel situations and in large and small group discussions.
• Leadership styles – Distinguish between management and leadership, and differentiate among the varieties of styles and roles of management and be able to identify the most appropriate in a given situation.
• Use of teams – Create, manage and participative effectively in teams.

People to Contact
The BAS Programs Office is located in the Walton Science Center (WSC) room 120. The BAS – Program Specialist can be reached using the contact information below. Each classroom instructor will provide their contact information in their course syllabus.

Katie Dailey
BAS – Program Specialist
katie.dailey@centralia.edu
360-736-9391 ext. 608

Jake Fay
BAS-DT, Faculty Advisor
jake.fay@centralia.edu
360-736-9391 ext. 306

Accreditation Status
All BAS degrees are accredited by the regional accreditation body, the Northwest Commission on Colleges and Universities (NWCCU).

Getting Started (and Finished)

Application Process
Admission into the BAS-DT program is competitive and merit based. Meeting the minimum entrance requirements does not guarantee admission as the number of qualified applicants may exceed the number of available enrollment spaces.

In order to be placed into the admissions pool, applicants must complete and submit the following:
1. An earned associate’s degree in diesel technology, diesel mechanics, OR equivalent degree and transcripts approved by BAS administration from a regionally accredited college or university with a minimum cumulative GPA of 2.5

2. Completion of the Free CC online admission application (https://www.public.ctc.edu/ApplicantWebClient/Applicant/AppIWelcome.aspx)

3. BAS Application form: Page 3 of the application packet (http://bachelors.centralia.edu/docs/ApplicationPacket.pdf)

4. Personal Statement: Applicants are required to write a one-page minimum essay describing their interest in the BAS-DT program. This essay is a critical element in the review of the applicant’s qualifications. It should be typed, in a legible 12-point font size.
   - Include information about the following:
     - Previous career experience
     - Previous experience working in team settings
     - Career goals
     - Application of BAS degree to career advancement

5. Resume: Page 5 of application packet
   - Include information about the following:
     - Any work experience (paid or volunteer) with dates and hours of involvement
     - Any special awards, achievements, or honors that you have earned (academic or professional)

6. $35 non-refundable application fee: Check made payable to Centralia College (Include your name and Student ID) OR In person at the Cashier’s Office.

7. Official transcripts from all previous colleges attended: If degree or credits were earned at Centralia College, you do not need to request a CC transcript.

8. Optional – Letter of Recommendation from previous or current employer

Acceptance decisions are based on the strength of the overall application. Incomplete applications will not be processed. All materials, must be submitted together via email, by mail, or delivered in person.

**Admissions Requirements**
To be eligible for full admission into the BAS program, each student must meet the following requirements:

1. An earned associate’s degree in diesel technology, diesel mechanics, OR equivalent degree and transcripts approved by BAS administration from a regionally accredited college or university with a minimum cumulative GPA of 2.5

Priority will be given to students who apply during the priority application dates that typically start early February. These dates will be posted on the BAS-DT webpage as well as in the application packet. A priority applicant is guaranteed to have their application reviewed in the first batch of students to be considered for the BAS-DT program.
Degree Requirements
The following courses must be completed prior to bachelor degree obtainment. The courses can be included in the two year degree or be completed during the bachelor’s program in addition to the required courses. Students who have completed the requirements at the time of application will receive preferred entrance consideration.

Successful completion of each of these required courses with a minimum 2.0 grade:
- English 101 – English Composition (5 credits).
- College-level math course for which intermediate algebra is a prerequisite (5 credits).

To qualify for the Bachelor of Applied Science Diesel Technology, students must complete a minimum of 180 credits in courses numbered 100 and above of which 70 credits must be upper division courses which are numbered 300 or above. Students must have a cumulative grade point average (GPA) of at least a 2.0 (“C” average) for the degree courses and all credits at the 300 or above levels must have been earned with a minimum grade of 2.0 in each course. The 180 credits must include the following:

General Education Requirements
Communications
- ENGL& 101 English Composition
- ENGL& 235 Technical Writing
- CMST& 220 Public Speaking

Humanities
- HUM 315 Ethics
- Humanities elective

Social Science
- ECON& 201/202 Micro OR Macroeconomics
- PSYC& 100 General Psychology

Mathematical
- MATH college-level math with prerequisite of intermediate algebra

Natural Science
- PHYS& 110 Physics: Non Science major w/lab
- DET 400 Material Science of Fuels and Lubes w/lab
- ENVS& 100 Survey of Environmental Science

Diesel Core Coursework
- DET 300 Survey of Business Management
- DET 310 Electrical III Advanced Circuits
- DET 320 Exhaust After Treatment/Regulations
- DET 330 Hydraulics II-Advanced Fluid Systems
- DET 340 Combustion Engine Fuels
- DET 350 Applied Failure Analysis
- DET 360 Power Generation and Maintenance
- DET 410 Regulatory Issues
- DET 420 Metallurgy and Fabrication
- DET 430 Shop/Fleet Management
- DET 440 Hybrid Drives Electric/Hydraulic
- DET 450 Internship
**Admissions Status**
Students may be admitted to the BAS-DT program under one of the following conditions:

1. **Full Acceptance:** Students will be fully admitted to the program.
2. **Conditional Acceptance:** Student will be admitted to the program once the admission requirements have been met. These requirements will be listed in the acceptance letter for any students who have been conditionally accepted into the program.
3. **Non-matriculated students:** The BAS programs are designed for student cohorts who are committed to the attainment of the Bachelor of Applied Science degree. Non-matriculated students may be enrolled in specific courses on a space available basis at the discretion of the respective faculty member and with the concurrence of the applicable dean. A maximum of three courses may be taken by any non-matriculated student. Non-matriculated students must meet all of the normal BAS entrance requirements with the exception of the requirement to have an associate degree. Centralia College will consider non-matriculated students for enrollment in 300/400 level courses including:
   - Community members employed in the occupation who could benefit from the specific course as an educational or skills upgrade
   - Students with deferred admission status
   - Students seeking future admission interested in trying an upper division course before applying to the program
   - Students in related lower division programs who use the 300 or 400 level courses as electives or substitutes for required courses in the associate degree

**Cohort/Course Delivery**
Centralia College’s Bachelor of Applied Science in Diesel Technology (BAS-DT) builds on an existing Associate degree adding upper division coursework to complete a four year degree. Applicants are accepted for the fall quarter of each year. The BAS-DT operates as a cohort-based program with all students starting in fall quarter and completing the program in two years (six quarters).

**Advising and Registration**
Students will be contacted by Jake Fay, BAS-DT Faculty Advisor, with registration information. This information is usually relayed via email. For this reason, it is extremely important that BAS-DT students ensure that the program office has their most up-to-date email address.

If a student needs to take MATH or ENGL& 101, an educational plan will need to be developed with the Program Specialist to ensure that all courses are completed by time of graduation.

Changes in pathways, assistance in selecting electives, or other advising related concerns will be addressed by Jake Fay, BAS-DT faculty advisor.

**Financial Aid**
Financial aid is available to all eligible students, including Federal, State and institutional grant funds, such as the Pell Grant, WA State Need Grant or Work Study. To determine whether you are eligible for financial aid, you will need to complete the Free Application for Federal Student Aid (FAFSA).

To find out more information about financial aid, please visit the Centralia College financial aid webpage at [http://www.centralia.edu/admissions/finaid/](http://www.centralia.edu/admissions/finaid/) and check with the Financial Aid office in the student center building located on the second floor. Financial aid can also be reached at 360-736-9391 ext. 234.
Scholarships
Scholarships are available for BAS students through the Centralia College Foundation Office. Typically the application for this scholarship will be aligned with priority application dates that start in early February. For more information, visit the BAS-DT webpage at http://bachelors.centralia.edu/diesel/index.html. Specific information will be under the “Tuition and Fees” drop down menu.

Veteran Services
Our Program Coordinator for Veterans Services helps those who are eligible to apply and register for classes at Centralia College, and obtain Veterans Educational Benefits through the Department of Veterans Affairs (VA). Contact Kelly Worthey in the Enrollment Services Office for more information.

Kelly Worthey
Veteran Services – Program Coordinator
360-736-9391 ext. 684
kworthey@centralia.edu

Tuition Waivers
Students enrolled in the BAS - Diesel Technology program are not eligible to receive a Washington State tuition waiver.

Program Costs
The State Board for Community and Technical Colleges (SBCTC) sets the tuition rate. For the current year’s tuition rate for the Applied Baccalaureate Degree Programs, see http://www.centralia.edu/admissions/tuition.html

The cost of room and board would be additional, as well as any lab fees.

Policies
For more College Policies, Procedures, & Practices visit http://www.centralia.edu/students/policies.html

Attendance Policy
Students are expected to attend all classes for which they enroll. Students who do not attend during the first week of class will be dropped from their classes unless they have received prior approval from their faculty.

Leave of Absence
Our goal is to have you complete your bachelor degree in a timely and efficient manner. Every admitted student is required to progress through BAS-DT classes as illustrated in the Educational Plan (page 11) in order to maintain active status in the program.

If there is an extenuating circumstance that prohibits you from meeting this obligation, you must notify the BAS Programs Office as soon as possible.

On a space available basis, students will be able to resume their studies after submitting a written request to rejoin the BAS-DT program. Students will have to work with the Program Specialist to map out an academic plan for the remaining courses.
Minimum Grade
The student must achieve a grade of 2.0 or better in each of the upper division courses that comprise the BAS program. No credit is given for any grade lower than 2.0, and if the course is a prerequisite for another BAS course, that prerequisite is not met. A student who earns a grade lower than 2.0 in a BAS course may repeat that course only once. A student who earns grades lower than 2.0 in two or more courses is subject to removal from the program. The applicable Dean of BAS in consultation with the VP Instruction will determine the feasibility of a student repeating more than one BAS course due to a grade less than 2.0.

Student Conduct Including Academic Dishonesty
Academic dishonesty is considered a breach of the trust established between teacher and student and will not be tolerated. Academic dishonesty occurs when students receive or give unauthorized assistance in an academic exercise or when he or she receives or attempts to receive credit for work that is not their own. It can take the form of cheating, fabrication, plagiarism, or facilitating in any of these activities. In the event of academic dishonesty, the student will receive no credit for that assignment or quiz and appropriate consequences will be applied per Centralia College student conduct policies. All students are subject to Centralia College Student Rights and Responsibilities (“SRR”) Code, WAC 132L-120 and are expected to adhere to the provisions therein. A student involved in academic dishonesty as well as other prohibited conduct noted in SRR could be subject to discipline, up to and including dismissal from Centralia College, per SRR.

Student Rights and Responsibilities
The college has established policies providing for the rights and responsibilities of students. Copies of this code (WAC 132L-120) are available from the SLIC or the Vice President of Student Services Office. More information can be found in the Centralia College Course Catalog (http://www.centralia.edu/academics/catalog.html).

Grievances
If you have a concern or complaint about a faculty member or an instructional program, use the process outlined below.

If the complaint is about sexual harassment or illegal discrimination, there is a process that is different from this one. To get more information about the discrimination/sexual harassment process contact the Human Resource Office, the Counseling Office, or any administrative office.

Step 1 – Informal Meeting
Talk directly to the faculty member involved. If this is hard for you, you may bring someone with you. Make an appointment, and if you are bringing someone with you, let the faculty member know this.

Step 2 – Formal Letter
In the unlikely event that your meeting does not solve your concern, write a letter to the faculty member’s immediate administrator. This will be the dean listed in the chart below. In your letter describe the situation, provide dates and times, give examples, and provide documents. The administrator that receives your letter will send a copy of your letter to the faculty member. The administrator will send you and the faculty
member a written response within 15 contract days after receiving your letter. (The administrator may request to meet with you, first)

**Step 3 – Appeal to Vice President**
If you wish to appeal the decision of the first administrator, you have five contract days after you receive your written response. Write a formal letter of appeal to the appropriate vice president (listed in the chart below). Include all the materials you sent and received in step 2. The vice president will send you and the faculty member a written response within 15 contract days after receiving your letter.

**Step 4 – Appeal to President**
If you wish to appeal the decisions of the vice president, you have five contract days after you receive your written response. Write a formal letter of appeal to the president. Include all the materials you sent and received in Step 3. The president will send you and the faculty member a written response within 15 contract days after receiving your letter. The decision of the president is final.

Who to contact:

<table>
<thead>
<tr>
<th>Step</th>
<th>Bas-Dt/Centralia College Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Faculty Member</strong> - please see course syllabus for contact information</td>
</tr>
<tr>
<td>2</td>
<td><strong>Workforce Dean – Durelle Sullivan</strong> 360-736-9391 ext. 378, <a href="mailto:durelle.sullivan@centralia.edu">durelle.sullivan@centralia.edu</a></td>
</tr>
<tr>
<td>3</td>
<td><strong>Vice President Instruction – John Martens</strong> 360-736-9391 ext. 411, <a href="mailto:john.martens@centralia.edu">john.martens@centralia.edu</a></td>
</tr>
<tr>
<td>4</td>
<td><strong>President – Dr. Bob Mohrbacher</strong> 360-736-9391 ext. 200, <a href="mailto:bob.mohrbacher@centralia.edu">bob.mohrbacher@centralia.edu</a></td>
</tr>
</tbody>
</table>

**Some Important Ideas:**
- Teaching and learning are complex processes. The expectations for each may not always be communicated clearly or understood completely.
- Most people try to do the best job they can. Assume people have the best intentions.
- It is natural for people to have different ideas, opinions, or expectations.
- Most differences are resolved by in-person communications that are courteous and respectful.
- Think about what would be a reasonable solution for all parties.
- If you have questions about this process, talk to someone like a counselor, advisor or other faculty or staff members.
- Most differences are resolvable at Step 1.
- Be open to alternate solutions.

**Equal Opportunity Statement and Accommodations**
It is the policy of Washington’s community and technical college to provide equal opportunity in education regardless of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, gender identity, veteran status, or the presence of any sensory, mental, or physical disability.

Centralia College does not discriminate in admission or access to, or treatment or employment in, its program or activities. Designated Title II, VI, VII, IX, Section 504, ADA compliance officer: Julie Ledford, Vice President for Human Resources and legal Affairs, Hanson Hall Room 101, Centralia College, 600 Centralia College Blvd, Centralia WA 98531-4099, 360-736-9391, extension 285.
Disability Statement
Students with disabilities may contact the Director of Disability Services to determine their eligibility for reasonable accommodation. Disability Services is located on the 2nd floor of the Student Center in the Student Services Department. Their phone number is 360-736-9391, extension 320.

Classroom Policies for DET courses

Class Participation
Students will be expected to come to class prepared and ready to engage in classroom discussion. Students can earn up to 10 points per class for participation. Class participation points cannot be made up. Coming to class late or leaving early may result in a deduction in points!!

Additionally, students who cannot make it to class will be expected to call ahead of their regularly scheduled class time, to inform the instructor of their absence. Failure to do this will result in one dropped letter grade per occurrence.

Lab Assignments
You will be working both individually and in small groups throughout the DET courses in the program.

Discussion Boards
Participation in discussion boards is required. Minimum requirement for each discussion question: answer the discussion question in Canvas that is posted by the instructor and respond to a minimum of 2 posts made by other students.

The objective in an online discussion is to be collaborative, not combative. Please proofread your responses carefully before you post them to make sure that they will not be offensive to others. Use discussions to develop your skills in collaboration and teamwork. Treat the discussion areas as a creative environment where you and your classmates can ask questions, express opinions, revise opinions, and take positions just as you would in a more “traditional” classroom setting. Online discussion responses should be professional, include appropriate vocabulary and grammar (please be sure to use the spell check prior to submitting).

A general rule of thumb is that a thorough, well-thought out response will be approximately 10 sentences. Although I look for quality and do not count sentences it would be difficult to be thorough with a response much shorter than 10 sentences. No late discussion board postings will be accepted for grading!

Quizzes
For each DET course, there will be multiple quizzes each worth 100 points. Quizzes will cover weekly content. Quizzes are timed at 65 minutes per quiz. Although you can use your notes to take the quiz the amount of time allowed will not allow you to look up every question so be sure to read and study the material prior to taking the quiz. Quizzes may include, essay, fill in the blank, multiple choice and true/false questions. Quizzes are graded immediately upon submission so there will be NO retakes for computer issues, time expiring etc. If you have a question on a quiz answer please send an email indicating the number of the question, what you think the answer should be and an explanation for your reasoning.
Assignments

- All assignments must be typed and submitted in Canvas unless otherwise stated. Handwritten work will not be accepted unless otherwise indicated.
- Deadlines are very important in the workplace. It is important to begin the habit of timeliness prior to entering the workforce. For this reason, late assignments will lose $\frac{1}{2}$ of their grade. Late work will only be accepted up to one week beyond the due date.

Online Etiquette:

Written communication (email, online discussions, assignments) are a reflection on the person. Expectations of interactions during this course are for every student to represent themselves in a professional manner. This means students need to use appropriate vocabulary (no slang or “text talk” or profanity); use appropriate grammar; and write in a manner that is respectful to others.

Email communications should be formatted similar to a business letter (recipient’s name, the body of the message, and a closing citation including the sender’s name). Include what course you are enrolled in that is pertinent to the message.
Course of Study Information

A complete list of courses offered can be found in the Centralia College Catalog: [http://www.centralia.edu/academics/catalog.html](http://www.centralia.edu/academics/catalog.html)

Curriculum Sequence

Subject to change at any time.

<table>
<thead>
<tr>
<th>Required course schedule</th>
<th>Required course schedule</th>
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<tbody>
<tr>
<td><strong>Fall Quarter, First Year</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>DET 300 Applied Management</td>
<td>5</td>
</tr>
<tr>
<td>DET 430 Shop/Fleet Management</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 220 Public Speaker</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 101 OR</td>
<td>5</td>
</tr>
<tr>
<td>College level MATH, if not met</td>
<td>15</td>
</tr>
<tr>
<td><strong>Winter Quarter, First Year</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>DET 330 Hydraulics II</td>
<td>5</td>
</tr>
<tr>
<td>DET 340 Combustion Engine Fuels</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 100 General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp; 110 Physics: Non Science Major w/Lab</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>20</td>
</tr>
<tr>
<td><strong>Spring Quarter, First Year</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>DET 310 Electrical III</td>
<td>5</td>
</tr>
<tr>
<td>DET 360 Power Generation &amp; Maintenance</td>
<td>5</td>
</tr>
<tr>
<td>HUM 315 Ethics</td>
<td>5</td>
</tr>
<tr>
<td>DET 450 Internship</td>
<td>5</td>
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<td>20</td>
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***Must meet GUR’s (General University Requirements/Distribution Requirements) as listed under the Associate in Arts Degree (DTA).

Internships

Students are required to complete an internship during Spring Quarter of their first year. The course for the internship is DET 450 Internship.

More information will be provided during the internship course.

Student Services & Resources

As a student at Centralia College, you are eligible for all services offered by the college. The fees you pay entitle you access to student computer labs, the library, disability resource center, student clubs and programs, reading and writing labs, the career center, and all other Centralia College services.

Disability Support Services

Student Center Building, Student Services Department – Second Floor
Phone: 360-736-9391 ext. 320
Hearing Impaired: 800-833-6388
Centralia College offers support services for students with disabilities to help you access programs and services. They are here to help you succeed. If you are a student or prospective student with a disability, their webpage will help answer any questions you may have: http://www.centralia.edu/students/disabilities/

**Bookstore**  
Student Center Building, Bottom Floor next to the counseling center  
Phone: 360-736-9391 ext. 310  
Webpage: http://www.centraliabookstore.com/

**Tutoring Center**  
Walton Science Center, Room 309  
Phone: 360-736-9391 ext. 205  
Webpage: http://www.centralia.edu/students/tutoring.html

You can access tutoring services by either calling, emailing, or visiting the tutoring center. You can also access eTutoring as a free online student resource. For more information please visit their webpage listed above.

**Writing Center**  
Kemp Hall, Room 105  
Phone: 360-736-9391  
Webpage: http://www.centralia.edu/academics/writingcenter/  
The writing center offers free drop-in or appointment-based assistance for all Centralia students. They also offer free workshops every quarter on topics such as APA citation, formatting a paper in word, and resume workshops. Some of their other offerings include:

- Computer Stations
- Friendly Staff
- Group Work Areas
- Coffee/Reading Areas
- Reference Materials
- Online Resources

BAS-DT students can also submit their papers for review via the online classroom, Canvas.

**Computer Labs**  
Computer labs for Centralia College students are located in Washington Hall on the second floor as well as in the library. Users must have student ID with them while in the computer lab. Printing cards can be purchased at the Centralia College bookstore. Hours are posted in the computer commons quarterly.

**Library**  
Kirk Library, located across the Aadland Esplanade from the student center.  
Phone: 360-736-9391 ext. 241  
Webpage: http://library.centralia.edu/index.html
During fall, winter, and spring quarters the library is open Mon – Thurs. 7:30am – 9:00pm and Fridays 7:30am – 4:00pm. The library is closed Saturday and Sunday. Kirk library is also closed on holidays and on quarter breaks.

Students can access research databases from the Kirk Library home page.

**eLearning Center**
eLearning is located within the Kirk Library  
Phone: 360-736-9391 ext. 672  
Webpage: [https://www.centralia.edu/elearning/](https://www.centralia.edu/elearning/)

The eLearning office is your resource for online, hybrid, web-enhanced, and face-to-face classes, Canvas help, Microsoft IT Academy, online tutoring, web conferencing and instructional design.

**Counseling & Advising Center**  
Student Center building, bottom floor (next to the bookstore)  
Phone: 360-736-9391 ext.265  
Webpage: [http://www.centralia.edu/students/advising/](http://www.centralia.edu/students/advising/)

**BAS – Program Specialist**  
Walton Science Center, room 120  
Katie Dailey  
Phone: 360-736-9391 ext. 608  
Email: katie.dailey@centralia.edu

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