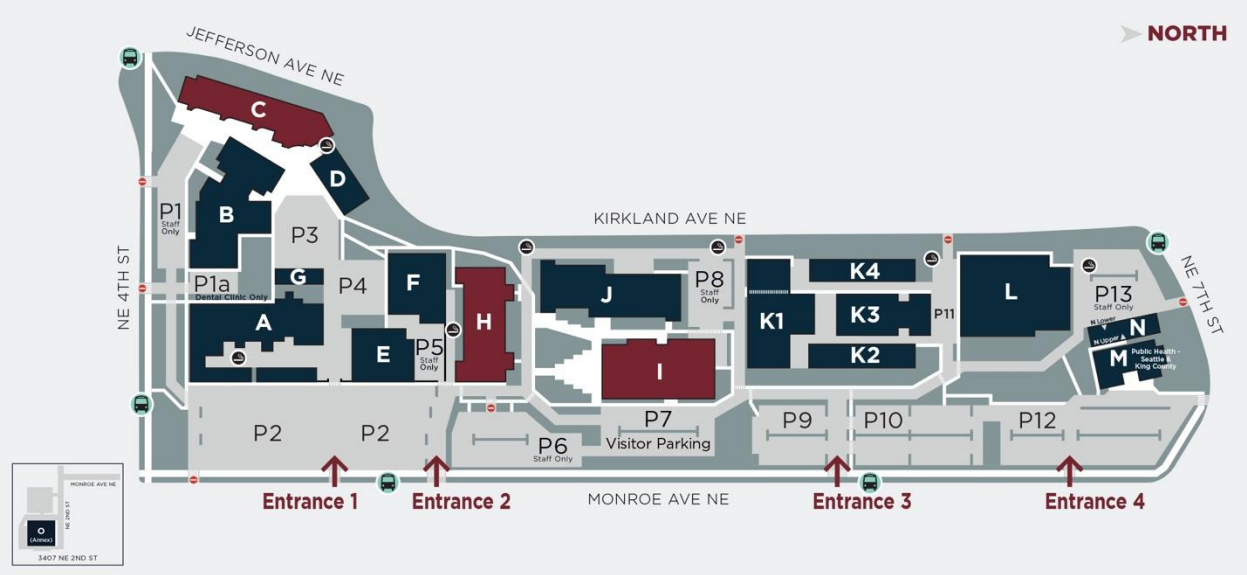
Student Handbook

2026–2027

RENTON TECHNICAL COLLEGE

3000 NE Fourth Street, Renton, WA 98056 | (425) 235-2352 | rtc.edu

PROGRAM LOCATION GUIDE



A – McCormick

Property Maintenance
Welding

B – Allied Health

Anesthesia Technologist
Central Service Technician
Dental Assistant
Massage Therapy Practitioner
Medical Assistant
Medical Assistant – Phlebotomy
Registered Nurse
Surgical Technologist
Veterinary Assistant

C – Technology Resource Center

Director, Communication & Marketing; Director, Foundation

Boeing Classroom
Communications & Marketing
Foundation
Harry Blencoe Auditorium
Learning Resource Center & Career Center (Food pantry)
Library
McLendon Hardware Conference Room
Shannon Parker Media Lab

D – Unity Center

Executive Director, DEI; Unity Center, Manager

Program Deans & Associate Deans
Guided Pathways Navigators
Unity Center

E – Houser

Commercial Building Engineering
Commercial Refrigeration – HVAC

F – Anderson

Executive Director, Workforce Education Grants
Construction Management
Machining Technologies
Natural Science Lab
Workforce Education & Grants

G – Electrical Mechanical

H – Business Technology

Director, Outreach & Recruitment; Manager, Workforce Education

Education & Human Services
Business Project Specialist
College & Career Pathways–ELA
Conference Center
Entrepreneurship
General Education classes
Legal Assistant
Medical Office Programs
Nursing Assistant
Registered Nurse lab
WorkFirst/OG/LEP

I – Roberts Campus Center

Dean, Student Success; Associate Dean, Enrollment & Testing Center; Associate Dean, Student Funding; Director, Entry Services

Administration
Bakery
Bookstore
C.A.F.E.
Cafeteria
Cashiering
Catering
Culinaire Room
Culinary Arts
Enrollment Services/Registration
Financial Aid
Veterans Services
Mailroom/Print Shop
Professional Baking
Andee Jorgensen Student Success Center

J – De Moss

Executive Director, College Technology Services; Vice President, Human Resources; Director, Disability Resource Services; Director, Student Life; Director, Testing Center; Director, Institutional Research

Disability Resource Services
Band Instrument Repair Technology
Business Office
CCP ELA & High School Completion
Central Service Technician
College Technology Services
Cloud Network Technology
Human Resources
Information Technology
Institutional Research
Land/Field Surveying Technician
Multipurpose Science Lab
Re-Entry Services
Student Leadership
Testing Service
Wellbriety Center

K – Greco

Auto Parts Store (K3)
Autobody Repair & Refinishing (K1)
Automotive Technology (K1, K3)

L – Odem

Heat and Frost Insulators and Asbestos Workers

M – King County Public Health Center

N – Facilities and Security

Director, Campus Safety & Security; Director, Facilities & Grounds Services

Campus Security
Early Childhood Education
CCP – High School Completion
Facilities (Lower)

O – Annex

Conference Center
Roofers Apprenticeship

PHONE NUMBERS

Bookstore	(425) 235-2323
Campus Security: Dial 9-911 to report an emergency. Then call:	(425) 235-7871
Disability Resource Services	(425) 235-7854
Enrollment Services	(425) 235-2371
Financial Aid	(425) 235-5841
Foundation	(425) 235-2415
International Student Services	(425) 235-5840
Learning Resource and Career Center	(425) 235-2645
Library	(425) 235-2331
Running Start/Tech Prep	(425) 235-5840
Student Success Center (Entry Services/Advising)	(425) 235-5840
Testing Services	(425) 235-6689
Veterans Services	(425) 235-6570
Workforce Programs	(425) 235-5840

Instructional Departments

Allied Health	(425) 235-2470
Automotive Technology/Distance Learning	(425) 235-2105
College and Career Pathways	(425) 235-5840
Business Technology	(425) 235-2285
Construction	(425) 235-2352
Culinary Arts	(425) 235-2105
General Education	(425) 235-2285
Trades and Industry and Apprenticeship	(425) 235-7863

Administrators

President	(425) 235-2235
Vice President, Administration/Finance	(425) 235-5846
Vice President of Human Resources	(425) 235-7873
Vice President, Instruction	(425) 235-2369
Vice President, Student Services	(425) 235-2463
Learning Resource and Career Center	(425) 235-2645

WELCOME TO RENTON TECHNICAL COLLEGE

For over 80 years, Renton Technical College has been proud to serve the community by providing relevant, quality training and education, giving our students the opportunity to develop the necessary skills to compete in the job market. Our career training programs are designed to replicate the work environment, giving our students the opportunity to train on equipment that is used in the workplace. Whether you intend to be a welder, surgical technologist, or computer network technician, your experience at RTC will be hands-on and relevant. When you successfully complete your program at RTC, you'll be ready to seek employment in your chosen field.

Students are at the center of all we do at Renton Technical College. They enjoy our caring environment, small class sizes, and the individualized attention they receive. In fact, the majority of our students tell us they come to RTC because a relative or friend had a positive experience here. A high percentage of our students find employment when they leave our campus.

Thank you for choosing RTC as your college. We look forward to partnering with you to reach your personal and professional goals. Please reference this handbook, as it will provide you with useful information about RTC.

Publication Disclaimer

The Student Handbook is published for information purposes only. Although every effort is made to ensure accuracy at the time of publication, this student handbook shall not be construed to be an irrevocable contract between the student and Renton Technical College. The College reserves the right to make any changes in the content and provisions of the Student Handbook without notice.

Non-Discrimination Statement

Renton Technical College provides equal opportunity in education and employment and does not discriminate on the basis of race, color national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veterans or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations.

The following college official has been designated to handle inquiries regarding this policy: Lesley Hogan, (425) 235-7873, lhogan@rtc.edu, Title IX / EEO Coordinator, Vice President of Human Resources, 3000 NE 4th Street, Renton, WA 98056.

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ABOUT RENTON TECHNICAL COLLEGE

Our Mission

Renton Technical College empowers students to thrive in a changing world through a technical college education that centers equity.

Our Vision

Transformation through learning.

RTC Values

Renton Technical College is committed to the following values as we fulfill the mission and move towards our vision:

- **Community** – We collaborate to build trust-based relationships for a welcoming culture reflective of our values.
- **Empowerment** – We promote strength and confidence to embrace challenge, creativity, and intellectual risk.
- **Equity** – We engage one another with shared accountability by removing systemic and institutional barriers.
- **Integrity** – We foster an ethical environment of trust and honesty.
- **Learning** – We pursue excellence by engaging in critical thinking, problem-solving, and technical expertise.
- **Respect** – We value humanity and the diversity of people, perspectives, and ideas.
- **Stewardship** – We build a stronger, accountable institution for future generations.

RTC LEARNING OUTCOMES

Responsibility

- Display honest and ethical behavior in all actions.
- Practice accountability for performance.
- Apply effective work habits and attitudes.
- Articulate a plan for career pathways.

Collaboration

- Participate effectively within groups.
- Articulate the value of diversity and equity.
- Use communication skills that encourage all members of the team.
- Work productively with diverse populations.

Performance

- Utilize content-specific skills.
- Perform competencies to program-specific or certification standards.
- Employ knowledge, skills, and abilities for matriculation or employment.

Problem Solving

- Use multiple resources to find pertinent information.
- Organize information into a usable format.
- Apply decision-making strategies to come to reasonable solutions.

Communication

- Demonstrate clearly understood purpose.
- Analyze audience appropriately and recognize diverse needs.
- Deliver information accurately.
- Interpret feedback constructively.

DIVERSITY STATEMENT

Leading with racial equity, RTC pursues diversity, equity, and inclusion for all students, faculty, and staff. Through shared accountability, we collectively work to identify and dismantle institutional barriers to create and sustain a thriving and just community.

ACCREDITATION

Renton Technical College is accredited by the Northwest Commission on Colleges and Universities (NWCCU) and governed by the Washington State Board for Community and Technical Colleges.

CAMPUS SECURITY DEPARTMENT

The primary goal of RTC Security is to provide a safe learning and working environment for all RTC students, staff, faculty, and visitors. The RTC Security department accomplishes this through crime prevention and technological advances to improve security on campus. Security staff accomplish this through pro-active patrol, and engaging RTC community members with integrity, respect, and commitment to service. Student success is a core theme of RTC and one of the characteristics that sets us apart from other Higher Educational institutions. RTC Security believes a safe learning environment for the community promotes success of all departments and students. Renton Technical College Campus Security office is located in building N-101 and is staffed with administrative personnel from 7:00am to 4:00pm M–F and Security Officers from 6:00am to 10:00pm M–F, 6:00am to 12:00am Saturdays. To reach a Security Officer call (425) 235-7871.

Security Officers provide proactive patrol of campus facilities and property, parking enforcement, emergency response coordination, incident reporting, vehicle unlock assistance, vehicle jumpstart assistance, and campus escorts to the campus community either walking or by vehicle when requested and available.

RTC Security Officers are not conduct officers, however, RTC Security works closely with other campus departments such as the office of Student Success for student conduct referrals and the office of Human Resources for investigations of Title IX complaints. RTC Security will also work in conjunction with Local, State, and Federal Police when alerted of an active investigation or when investigating criminal activity.

RTC Security would like to encourage anyone who is a victim of a crime on or off campus to report the incident so RTC can help provide support services as available to those in need. If you would like to file a report please call (425) 235-7871 to speak with one of our Security Officers. In addition to filing a report, please see the Community Resources section of the Student Handbook.

CRIME STATISTICS

Crime Statistics are published in the Annual Security Report. Please visit the RTC website for the most current report.

STUDENT SERVICES AND CAMPUS RESOURCES

Advising & Entry Services

The Andee Jorgensen Student Success Center, located on the 2nd floor of Bldg. I (Roberts Campus Center), is home to our entry advising and academic counseling staff. Together, they support you throughout your journey, from your first quarter through graduation.

- **Entry Advisors** assist prospective and newly admitted students to help select and register for first-quarter classes. They also support students transitioning from College & Career Pathways programs and international students.
- **Academic Counselors** become your primary point of contact for support after you begin classes. Counselors are assigned to divisions of the college and specialize in working with specific programs and student populations. They provide help with degree planning, transfer guidance, and connections to campus and community resources.

Call: (425) 235-5840 | Email: advising@rtc.edu | Visit: 2nd floor, Building I

Disability Resource Services

Disability Resource Services (DRS) provides accommodations to students with disabilities and health conditions at Renton Technical College. DRS can also provide resources on and off campus for students with disabilities.

If you are a student at RTC with a disability or health condition and you would like to find out if you can receive accommodations in your classes, please schedule an access meeting with DRS. RTC considers all requests for accommodations in accordance with:

- The Americans with Disabilities Act of 1990 (ADA)
- The Americans with Disabilities Act Amendments Act of 2008 (ADAAA)
- Section 504 of the Vocational Rehabilitation Act of 1973 (504)
- Documentation of a disability including diagnosis and functional limitations
- Core competencies of the curriculum

Contact: drs@RTC.edu | Call: (425) 235-7854 | Visit the DRS website for more information or to book an appointment.

Behavioral Health Services

RTC supports student well-being by offering dedicated mental health counseling services. Our virtual and in-person therapy sessions are available to provide all currently enrolled students a confidential space to identify and work through academic stressors and/or personal challenges. Located on the 2nd floor of building 'I' in the Student Success Center, the Behavioral Health Office aims to create a warm and inclusive environment where all students can thrive. Visit the Behavioral Health Services webpage for more information.

College and Career Pathways

The College & Career Pathways programs support students to succeed in the next steps for enrolling in a certificate or degree program. Whether you need to complete a high school diploma, improve your English, or develop skills to succeed in your college program, opportunities are available to build reading, writing, listening, speaking, math, technology, and information literacy skills.

Bookstore

Print & digital books, supplies, uniforms, RTC apparel & gifts, and snacks are available at the RTC Bookstore which is located on the second floor of the Roberts Campus Center, Building I. You can also shop the bookstore website at www.rtcbookstore.com 24 hours a day, 7 days a week.

Purchases can be made with cash, all major credit & debit cards, Apple Pay, Android Pay and more. Bookstore hours are available at the RTC Bookstore website.

Refund policy and deadlines are posted at the RTC Bookstore. Please save your receipt as it is needed for returns, exchanges of defective merchandise, class cancellations, etc. The bookstore offers book buyback year-round and is based on the current need for each title by the bookstore or by our wholesale partners.

Cost of Training

The State of Washington contributes approximately 61 percent of the cost of a student's education through the support of the basic instruction costs. Students are responsible for the remaining 39 percent. In addition to the state support of the basic instructional cost, students may also receive state-supported financial aid, if eligible.

Financial Aid

The Financial Aid Office is located in the Roberts Campus Center, Building I, and is open Monday–Thursday, 9 a.m. – 5:00 p.m. To apply for financial aid, students will submit either the Free Application for Federal Student Aid (FAFSA) online by going to fafsa.gov or The Washington Application for State Financial Aid (WASFA) by going to wsac.wa.gov/wasfa. Please do not complete a WASFA if you have already completed a FAFSA. The key to obtaining financial aid is to apply early. Financial aid is provided in the form of grants, loans, scholarships and work-study. Eligibility criteria, application process and deadlines on available scholarships are posted on the Financial Aid webpage on the RTC website. The financial aid staff is available to assist you with the application process and provide general financial aid information. For more information about Renton Promise or RTC Foundation Scholarships, please visit the Paying for College–Student Funding Resources page.

Library

The RTC Library is dedicated to supporting the information needs of the College's students. It is located on the second floor of the Technology Resource Center in Room C-202 and is open Monday through Friday; hours are on the Library's website. The Library's phone number is (425) 235-2331. It offers the following services to RTC users:

Checkout Services, Materials from Other Libraries, Media Equipment Services, Computer Services, Online Databases and Services, Photocopying Services, Reflection Space, Research Help, and Study Rooms.

Help 24 hours a day/7 days a week – Online help is available from a reference librarian every hour of every day. Go to the Library Page and click on the "Ask WA" button.

Learning Resource and Career Center (LRCC)

The Learning Resource & Career Center (LRCC) offers personalized assistance and specialized tools that help students and staff achieve their academic and career goals. The center is located on the first floor of building C in room 102. Students have access to a variety of free services which include:

- Tutoring (eTutoring: Free online tutoring available at rtc.edu/etutoring)
- LRCC Food Pantry
- Career Services (Room C104)
- Student ID cards (Please bring Government Issued ID and current class schedule)
- Scholarship & financial aid help & financial coaching
- Computer use with free printing
- Open space for study groups and meetings
- CHIPS: Free computer help & repair. This program is student-led and may be considered for closure. For more information contact Chips@student.rtc.edu.
- Student Benefits Navigator: Students Experiencing Homelessness resources

Contact: Learning Resource & Career Center, Technology Resource Center (C-102 & C-104) | (425) 235-2645 | LRCC@RTC.edu | *Academic Assistance by appointment only*

We help RTC students and alumni connect their education to career goals. Stop by the Career Center in C-104 for support with job searches, resumes, interviews, headshots, and more. For information about the LRCC or Career Services, please visit the LRCC web page.

Unity Center

A Space for Belonging, Learning, and Community. The Unity Center is an inclusive space at Renton Technical College that celebrates all identities and backgrounds. It offers programs, resources, and spaces that support equity, inclusion, and student well-being.

What You'll Find:

- Educational events on diversity, equity, and inclusion
- A resource library with books and articles
- A flexible lounge for studying and gatherings
- A quiet reflection area for prayer or meditation
- A shared kitchen for meals and connection

For more information about the Unity Center, please visit the Unity Center webpage.

Workforce Education Programs

Financial assistance, basic needs support, job placement, and academic support:

- **Worker Retraining** – Career training, job placement, and support for recently unemployed, displaced homemakers, veterans, and more. Building I. For more information visit the Worker Retraining webpage.
- **BFET (Basic Food Employment & Training Program)** – Financial assistance, job training, and support for students receiving SNAP benefits. Building I. For more information visit the BFET webpage.

- **WorkFirst** – Career coaching, job placement, and financial support for students receiving TANF benefits. Building H 211. For more information visit the WorkFirst webpage.
- **Opportunity Grant** – Funding for tuition, fees, books, and supplies for low-income adults pursuing approved programs. Building H 211. For more information visit the Opportunity Grant webpage.

Registration Services

The Enrollment Services Office is located in the Roberts Campus Center (Building I). For hours, visit the Enrollment Services page.

To be officially enrolled in a course or program, students must meet the requirements, register and pay all required tuition and fees each quarter.

Students who have had program-related coursework at other institutions before attending Renton Technical College (RTC) may be awarded transfer credit. RTC maintains credit reciprocity agreements with many institutions of higher learning. Students transferring from other institutions must have an official transcript and courses with less than a "C" or 2.0 grades will not be accepted.

Registration dates for new and continuing students are assigned and can be found on your ctcLink account and registration dates are found on the academic calendar. Tuition and fees must be paid by the deadlines found on the Academic Calendar. Failure to pay on time may result in administrative withdrawal for non-payment and/or loss of your place in a program.

Questions? Visit the Enrollment Services Desk in Building I - Robert C. Roberts Campus Center, I-218. For office hours, check the Department Directory or call us at (425) 235-2371.

Student Online Services

CtcLink is your student portal to register for classes, pay your tuition, view your grades, update your contact information and more. You can find your schedule, your Student Financials, make payments, register, and more through your ctcLink account. Find helpful information on the ctcLink for Students page. If you don't have a ctcLink ID, you can apply at the Online Admission Portal. For assistance, contact Registration at (425) 235-2371.

Cashiering

Cashiering is located in the Roberts Campus Center (Building I). All manner of student payments may be paid in cashiering, including tuition and fees, testing charges, etc. Payments may also be made online through your ctcLink account. Students wanting to sign up for STEPP (Student Tuition Easy Payment Plan) should visit, or call, cashiering. Financial Aid, and other disbursements, as well as paychecks are handed out at the cashiering window.

Cashiering contacts: Phone: (425) 235-2300 | Email: cashiering@rtc.edu

Testing Services

The Testing Center is located in the DeMoss Building (J-218). The Testing Center publishes a monthly calendar which is available both on campus and online. Children are not permitted in the Testing Center. All tests administered in the Testing Center require approved picture identification and a copy of the receipt showing payment for the test. For questions, please call and leave a detailed message at (425) 235-6689 or visit the Testing Services page.

Proctored Testing

Renton Technical College is a testing location for the GED® examination, as well as other exams administered by Pearson Vue testing, and a number of professional certification exams. Additionally, we provide proctored testing for other institutions and agencies. Testers pay fees to take proctored tests; visit the Testing Center website for additional information.

Placement Assessment

Some RTC programs and classes may require a placement assessment before you can enroll. The assessment helps to determine the best class based on your knowledge, skills, and confidence.

General Education math and English classes use Directed Self-Placement (DSP) online assessments. You can find them on the webpage for the RTC Testing Center.

English classes in College and Career Pathways (CCP) also require placement.

Transcript Evaluation

Official Transcripts

Both the official and the unofficial transcripts contain the same information about a student's academic record at Renton Technical College: a chronological list of classes, grades, and credits.

Official Transcript (Online only)

An official transcript includes the Registrar's signature, the Renton Technical College seal, and the date issued. An official transcript is delivered in a sealed envelope that should not be opened by anyone except the addressee. RTC has authorized Parchment to process and accept payment for transcript requests. Each official transcript order will be assessed a service fee of $10.75.* It typically takes 2–3 business days to process an order, but may take up to a week. This does not account for an additional 4–6 weeks to reach the addressee by mail. *Transcript and service fee subject to change.

For more information, visit the Transcripts page.

Unofficial Transcript

An unofficial transcript consists of the student's academic record without signature, seal, date, or sealed envelope. There is no fee to obtain your unofficial transcript. Viewing an unofficial transcript is the best way for students to get their grades once they have been posted after the quarter's end. To access your unofficial transcript, login to ctcLink using your ctcLink number and password. Click on "Academics" then "View Unofficial Transcript." In the upper right corner, click "View PDF."

Transcript Evaluation

To transfer credits from another college, first apply to Renton Technical College to get your ctcLink ID. Then, send your official transcript directly to RTC—either by mail or electronically to transcripts@rtc.edu. Complete the Transfer Credit Evaluation Request Form (available in the Student Forms Library) and email it to the same address. Transcripts will be evaluated within 4–6 weeks after the Transcript Evaluation Request Form is submitted online. You'll be notified by email when it's done, and you can also view your transfer credit report in your ctcLink account. For more details, visit the Transfer to RTC webpage.

Veteran Services

Veteran Services provides a range of support to help veteran students transition successfully from military to civilian academic life. Key areas of support include Admissions and Enrollment Assistance, Financial Aid and Benefits, and Support Services & Resource Navigation. The goal of veteran services is to make the transition to college as smooth as possible and to provide ongoing support throughout the educational experience.

For general inquiries and information about Veteran Services at RTC please contact the Veteran Services Manager at (425) 235-6570 or visit I-205A. For more information visit the Veteran Services webpage.

Re-Entry Services

Renton Technical College, in collaboration with the State Board for Community and Technical Colleges and the Washington State Department of Corrections, offers services to individuals who have been recently released from state prison and are pursuing educational and career goals.

For general inquiries and information about these services, please contact the Re-Entry Services Manager at (425) 873-4773 or visit J-218.

Re-Entry provides the following support:

- Wraparound student support services
- Child support
- Release planning & transitional services
- Resume & cover letter development
- Assist with I.D. apprenticeship programs

For more information, please visit the Re-Entry webpage.

Student Leadership

Student Leadership supports diverse activities and programs which create an atmosphere of opportunity for students to develop and practice leadership skills in a nurturing learning environment.

Students can join the Associated Student Government (ASG). The ASG is the representative voice of the RTC Student Body. ASG members are responsible for representing student interests to the college administration and for facilitating the organization of a broad range of student committees that work to address issues and concerns and promote services that enhance students' experience at RTC. The Director of Student Life serves as advisor to the ASG. The ASG has two bodies: the nine-member paid Executive Board and the 40+ member volunteer Student Senate.

Students can also start and join clubs and student organizations – these can be program related, identity related, or interest related. Visit the Student Leadership office in J-216 for support and information.

ACADEMIC ACHIEVEMENT

All USA Academic Team

The All-USA Academic Team Scholarship competition, sponsored by the Phi Theta Kappa National Honor Society, is for students who have been in a career-training program for at least two quarters; who have excellent grades and a history of community service; and who have been nominated by their instructors for the campus competition. To compete, students must write an essay and obtain letters of recommendation. The college selects two representatives to go on to a state-wide competition, where they can receive a monetary award and attend a luncheon with the Governor.

President's Honors List

Students who complete a certificate, AAS, or AAS-T degree of 21 credits or more with a GPA of 3.7 or higher by the end of the previous quarter earn the right to wear a gold cord during the graduation ceremony. If they continue to qualify after the grades for their graduating quarter are posted, students will receive a letter signed by the President of the college and a statement will appear on their transcript.

Vice-President's Honors List

To qualify for the Vice President's Honors List, students must be enrolled for a total of 12 credits or more during the quarter. Students must complete all courses for which they are registered with a cumulative or overall quarterly GPA of 3.7 or higher. There is no limit to the number of quarters that a student may appear on the list.

Phi Theta Kappa

Phi Theta Kappa is the International Academic Honor Society of the Two Year College. Students who earn at least 12 college-level credits and a 3.0 cumulative GPA will be invited to join. Invitations are sent in October and April of each year. A one-time membership fee applies and scholarships are available. Contact Student Leadership at studentleadership@rtc.edu with questions.

BAS Degree Honors Designations

Bachelor of Applied Science degrees have special honors designations when students complete with specific cumulative GPAs:

- Cum Laude (with distinction): 3.85 – 3.89 GPA
- Magna Cum Laude (with great distinction): 3.9 – 3.94 GPA
- Summa Cum Laude (with highest distinction): 3.95 – 4.0 GPA

ADDITIONAL SERVICES

ATM Cash Machine

An ATM is available in the Roberts Campus Center (Building I), just outside the cafeteria. All major bank debit and credit cards are accepted. Additional fees may apply.

Auto Service

If you need your car serviced, consider having it done by one of the automotive programs in the Greco Building (K). Services are available on a limited basis, depending on students' learning objectives throughout the year. Call (425) 235-2430 for more information about service availability and cost.

Bakery

An assortment of freshly baked goods is prepared daily by students in the Professional Baking program and sold in the RTC bakery. Special order cakes, pies or other breads and pastries are available by calling (425) 235-6226. Minimum three (3) day notice required for special orders. The bakery hours are Monday–Friday, 8 a.m.–2 p.m., when school is in session with Summer hours Monday through Friday 8 a.m. to 2 p.m. Check, cash, Visa or MasterCard are accepted.

Catering

Let RTC make your event special, whether it's a wedding, box lunch, or special occasion. Rental facilities are available for groups of all sizes. See "Renting of Facilities" in this section. Renton Technical College will cater on and off campus. Call the Catering Department to discuss special orders and catering arrangements at (425) 235-5760 or visit our website at Catering & Events.

Commencement Ceremony

Renton Technical College holds one commencement each year in June. Graduation applications are due the first week of the quarter of anticipated graduation date. All graduates are encouraged to participate and to celebrate this occasion with family and friends. Caps and gowns are required for the Commencement Ceremony and can be purchased in the bookstore. For more information about Commencement visit RTC's Commencement web page.

Dining Services

Weekly menus can be found by visiting Student Dining Services on the RTC website.

Culinaire Room

The Culinaire Room is a sit-down restaurant featuring upscale menus at reasonable prices. It offers a delicious selection of Northwest, ethnic and international cuisine. Monday–Friday, 11:15 a.m.–1 p.m., when school is in session. During Fall, Winter, and Spring Quarters the Culinaire Room offers a Friday Buffet in place of the regular menu. Check, cash, Visa or MasterCard are accepted.

C.A.F.E. (Culinary Arts Furthering Education) Dining

The College C.A.F.E. features daily specials from the grill, breakfast, deli, salad bar and beverage station. Open Monday–Friday, 7 a.m.–10:00 a.m. for breakfast, 11:15 a.m.–1:00 p.m. for lunch. Check, cash, Visa or MasterCard are accepted.

Vending Machines

RTC has numerous vending machines located around campus. Most Vending Machines in Building I take card only.

Dental Clinic

Students and the general public can receive dental services during the clinical session of the Dental Assistant program. For specific dates and times, call (425) 235-2297.

Facilities Rentals

The Culinaire Dining Room seats up to 60 people comfortably and is beautifully appointed for your dining enjoyment. It provides an intimate atmosphere for special occasions or business breakfast meetings.

The Renton Technical College campus catering facilities will hold groups up to 350 people. Please contact our catering department for specific facility charges at (425) 235-5760 or visit our website at Catering & Events.

Insurance, Student Injury and Sickness

Students are urged to have insurance against accidents and illness while they are enrolled at the College. Students in some health occupations may be required to carry accident/illness insurance. A plan has been developed especially for students of Community and Technical Colleges. Application forms and information are available in Student Success Center, and Enrollment Services in Roberts Campus Center, Building I, or by calling (425) 235-5840.

Massage Clinic

Our massage therapy program offers massage to the RTC community and general public at specific times of the year for a small fee. Call (425) 235-2352 to get more information or to make an appointment.

Transit & Transportation

Renton Technical College is served by Metro Buses. For bus schedules or information on bus routes to our other sites, call Metro Transit Information Line at 206-553-3000 or log on to King County Metro Schedules.

Parking Rules & Permits

Free student parking is available in designated parking lots P2, P3, P4, P9, P10, spaces not designated for Public Health patients, and at the Annex. Parking lots P1, P5, P6, P8, and P13 are designated for Faculty and staff. Additional parking available in parking lots P14 and P15. Students, Faculty, and Staff may park in any ADA space on campus as long as the appropriate ADA placard or License designation is displayed.

Student parking permits are available at no cost at the Cashiering Office in Building I-230 in the Student Services area.

General Parking Rules

Students are required to park in student parking lots on weekdays unless a visible ADA permit is displayed on the vehicle. Students may park in any parking lot on weekends; ADA and Fire Lane restrictions are always enforced.

Vehicles must be parked inside a set of white parking lines. If there are no white lines indicating a parking space is available, a vehicle cannot be parked in that location.

Parking on roadways, Fire Lanes, blocking loading zones, blocking service driveways, blocking sidewalks, blocking ADA ramps, and parking in any landscape area on campus is prohibited. In addition to receiving parking citations from RTC, City of Renton Parking Enforcement patrols the campus as well and enforces ADA and Fire lane violations.

Reserved parking spaces require a special permit separate from student and staff issued permits.

In addition to imposing fines, vehicles may be impounded for the following violations: Blocking a roadway and impeding flow of traffic, blocking a fire hydrant, blocking a fire lane, creating a safety hazard, blocking another legally parked vehicle, parking in a marked "tow-away" zone, and due to refusal to pay outstanding parking citations.

The complete chapter on Renton Technical College WAC parking and traffic regulations can be found on the Parking & Traffic Rules page of the RTC website.

COMMUNITY RESOURCES

In addition to seeking the resources and services available at Renton Technical College, students are encouraged to seek additional supports available in the community. Detailed information about agency services can be obtained by contacting the agency directly. Renton Technical College does not endorse any agency or clinic. Visit the Community Resources page on the RTC website.

STUDENT RIGHTS AND RESPONSIBILITIES

Statement of Student Rights

As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community.

The following enumerated rights, academic freedom and due process, are guaranteed to each student within the limitations of statutory law and college policy which are deemed necessary to achieve the educational goals of the College.

Statement of Student Responsibilities

The College may impose disciplinary sanctions against a student who commits, or aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct, which include, but are not limited to the following prohibited conduct as outlined in the Student Handbook.

Student Code of Conduct & Hearing Procedures

Please review the Student Code of Conduct & Hearing Procedures document available on the RTC website for complete information.

Student Concern Process

The student concern process provides students a way to resolve problems. This process is a conduit for a student to address instructional and non-instructional concerns.

The student concern process does not apply to complaints related to sexual, racial, and other harassment, or bias-related behaviors. If a concern of this nature occurs, the report should be filed with the Office of Human Resources, per RTC Policy/Procedure 4.1, Equal Opportunity and Nondiscrimination Policy and Discrimination/Harassment Complaint Procedure. For instructions on how to file a student concern, visit the Student Rights & Responsibilities page.

Notification of Title IV Student Complaint Process

The Higher Education Act (HEA) prohibits an institution of higher education from engaging in a "substantial misrepresentation of the nature of its educational program, its financial charges, or the employability of its graduates." 20 U.S.C. §1094(c)(3)(A). Further, each state must have "a process to review and appropriately act on complaints concerning the institution including enforcing applicable state laws." 34 C.F.R. § 600.9. The Washington State Board for Community and Technical Colleges (SBCTC) maintains a process to investigate complaints of this nature brought by community and technical college students in the state of Washington. For

information, contact SBCTC Student Services, PO Box 42495, Olympia, WA 98504-2495, ballinder@sbctc.edu, 360-704-4315 or visit sbctc.edu.

Hazing Awareness & Prevention

Renton Technical College is committed to providing a safe, respectful, and inclusive learning environment for all students. Hazing of any kind is strictly prohibited. To learn more about what hazing is, how to report concerns, and what training is required under Washington State law (Sam's Law), please review RTC's Anti-Hazing Policy and Resources.

Animals

Only service animals used by persons with disabilities are allowed on campus. Please review RTC's Service Animal Policy for more information.

Withdrawal

Withdrawal is initiated by the student. The student must submit a Student Registration/Change of Schedule form to the Enrollment Services by dates in quarterly class schedule. No refunds will be processed without an official withdrawal by the student. Students should pay close attention to the college refund policy before they withdraw from a class or program. The policy is available in the front section of the quarterly class schedule, in the school catalog, or at Enrollment Services. It is also advised that students check with Financial Aid before withdrawing, as it could impact future Financial Aid eligibility.

Children on Campus

In order to ensure the safety and security of child visitors and to safeguard the educational and work environment of the College, no employee, student, or visitor to Renton Technical College shall leave a child unsupervised at the College, including in campus buildings, grounds, or in a vehicle. Unless enrolled in an authorized program of the College, children are not permitted in classrooms except on an emergency basis, and for a specified and limited period of time, with the specific approval of the faculty member for the class.

Children are not allowed in areas where dangerous equipment is operated and/or where chemicals, cleaning products, solvents or any hazardous products are stored or used. A child is an individual under the age of 18. The exception is the 16-18 year old student who has applied for admission and registered for classes after graduating high school or is a Running Start student.

Information Technology Resources Acceptable Use Policy

What You Should Know Before Using RTC's Information Technology

1. It is expected that any and all use of the College's information technology resources will be consistent with the laws of the State of Washington and the policies and procedural guidelines established by the College.
2. The use of these resources is a privilege, not a right.
3. It is the user's responsibility to use these resources in a manner that is efficient, ethical, and legal.
4. There are no facilities provided by Renton Technical College for sending or receiving confidential messages.
5. Users must be aware that electronic messaging systems may not be secure from unauthorized access and should not be used to deliver confidential information.

What You May and May Not Do

1. You may use college computing resources only for authorized purposes.
2. You may use only those computing resources that you have been authorized to use.
3. If your access to computer resources is protected by a personal password, you must not make this password available to others.
4. You may not allow someone else to give his/her password to you or attempt to find out the password of another user, or aid such attempt by any other person.
5. You may not copy, rename, alter, examine, or delete the files or programs of another user without the user's permission.
6. You may not interfere with the use of computing resources by any other authorized user or compromise the confidentiality of the College's internal business practices or records.
7. You must be aware of the copyright law as they apply to computer software and other materials that you may access with college computing resources.
8. You may not impersonate someone else in any electronic message or send messages that do not clearly identify you as the sender.
9. You may not use the College's computing resources to send, receive, or display information including text, images, or voice that is sexually explicit or constitutes discrimination or harassment.
10. You may not subvert (known as hacking), or attempt to subvert or assist others to subvert, the security of any computing resources.
11. You may not request computer support from college personnel for home systems.
12. You may not use devices designed to capture or examine network data.
13. You may not use college resources to create, disseminate or execute self-replicating or similar nuisance programs (e.g. virus, Trojan horse), whether or not they are destructive in nature.
14. If you use the College computing resources to access external networks and computing resources, you agree to comply with the policies of those external networks and computing resources.

Disclaimer

The College accepts NO RESPONSIBILITY for any damages to or loss of data due directly or indirectly to the use of Renton Technical College computing resources or any consequential loss or damage. It makes representation of NO WARRANTY, expressed or implied, regarding the computing resources offered, or their fitness for any particular use or purpose. The College's liability in the event of any loss or damage shall be LIMITED TO THE FEES AND CHARGES, IF ANY, PAID TO THE COLLEGE for use of the computing resources, which resulted in a said loss or damage.

For the complete text of Renton Technical College's acceptable use policy and procedures, please refer to sections 5.1 and 25002 of the RTC procedure manual.

Distribution of Materials

(cf WAC 495 E-120-090)

The distribution on campus of printed materials by Executive Board Associated Student Government or student groups is permitted provided that a copy of the material has been approved by the Vice President for Student Services, or designee, and the distribution does not disrupt the educational process and the operation of the College. Materials must indicate the name of the publisher and the distributing organization or individual.

The distribution on campus of printed material for purely commercial purposes is prohibited.

Distribution of material on campus by non-college-related individuals is prohibited unless they have registered with the Vice President for Student Services or designee before the distribution of any materials.

Drugs and Alcohol Policy

The College is committed to maintaining an environment of teaching and learning, which is free of illicit drugs and alcohol. Any student who, while in any college facility or participating in a college-related program, uses, possesses, consumes, is demonstrably under the influence of, or sells any narcotic drug or controlled substance as defined in RCW 69.50.101, in violation of law or in a manner which significantly disrupts a college activity, shall be subject to discipline. A separate student brochure with drug and alcohol information is available through Human Resources. This includes all of the definitions of the Uniform Controlled Substances Act, which includes marijuana.

Smoking, Eating and Drinking

Smoking and the use of E-Cigarettes or Vaping is permitted only at designated smoking areas. Eating and drinking are not permitted in any RTC classroom or laboratory. Violations shall be cause for discipline.

Right to Demand Identification

College personnel may demand that any person on college property identify themselves.

FERPA

Nondisclosure of Certain Personal Information

The following laws and regulations may prevent Renton Technical College from disclosing the personal information about you except for directory information. Only directory information can be released without student's authorization. Students must sign a release in order to have any other information disclosed or to withhold all information. Education information may be released to other institutions that have requested the records and in which the student seeks or intends to enroll. Information may be released to a third party without student's consent if an emergency situation exists or if information is requested officially by means of a subpoena, court order or legal report. Additionally, Congress requires student information to be released to military recruiters if officially requested.

Directory information may include student's name, address, telephone number, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

- Family Educational Rights and Privacy Act of 1974 (FERPA) Section 438, Public Law 90-247 Title IV, as amended, 88 Stat 571-574 (20 USC 1232g) otherwise known as the Buckley Amendment Family Educational Rights and Privacy Act.
- RCW 42.17.310 (a) and (ss) exempts personal information in files maintained for students in public schools, patients or clients of public institutions or public health agencies, or welfare recipients; as well as credit card numbers, debit card numbers, electronic check numbers, card expiration dates, or bank or other financial account numbers supplied to an agency for the purpose of electronic transfer of funds, except when disclosure is expressly required by law.

It is the student's responsibility to withdraw from the College or from individual classes. Students must submit a Change of Schedule form to guarantee the accuracy of their permanent records and to begin refund procedures when applicable. Date of registration activity using web registration or receipt of Change of Schedule form in the Enrollment Services office establishes the rate at which refunds will be made.

Board of Trustees

- Tim Cooper
- Jessica Norouzi
- Shana Peschek
- Bob Zappone

Visit RTC's Board of Trustees webpage for more information.

INSTRUCTION / ACADEMIC CALENDAR

Instructional Calendar 2026-27

The full academic calendar is available on the RTC website. Key dates include:

- Summer Quarter: 07/14 – 08/21
- Fall Quarter: 09/22 – 12/09
- Winter Quarter: 01/05 – 03/21
- Spring Quarter: 04/06 – 06/23

Non-Instructional Days

Independence Day ..... July 4
Summer Break ..... Aug 22–Sept 12
Labor Day ..... Sept 1
Campus Celebration/In-Service D .. Sept 16–17
Campus State/Federal Training ..... Sept 19
Faculty Work Day ..... Sept 15, 18
Advising Day ..... Oct 22
Veterans Day ..... Nov 11
Thanksgiving Break ..... Nov 27–28
Grading Day ..... Dec 10
Campus State/Federal Training ..... Dec 11
Winter Break ..... Dec 15–Jan 2
Christmas Day ..... Dec 25
New Year's Day ..... Jan 1
Martin Luther King Day ..... Jan 19
Advising Day ..... Feb 4
President's Day ..... Feb 16
Grading Day ..... Mar 24
Campus State/Federal Training ..... Mar 25
Faculty Work Day ..... Mar 26
Spring Break ..... Mar 27–Apr 3
Advising Day ..... May 6
Campus Celebration/In-Service Day . May 15
Memorial Day ..... May 25
Juneteenth ..... June 19
Grading Day ..... June 24
Campus State/Federal Training ..... June 25
Faculty Work Day ..... June 26
Quarter Break ..... June 29–July 14

RTC CLOSURE INFORMATION

Renton Technical College provides emergency and mass notification for faculty, staff, students, and visitors through the Alert Aware system. Register your preferred email and phone number and download the Alert Aware smartphone application for Apple or Android.

No codes or pins needed to sign up. Use an email you check often and a phone that can get texts and calls. You can add a second phone number later after registering and logging into the app. We strongly encourage all faculty, staff, students, and visitors to download the Alert Aware app to get emergency alerts, including school delays or closures.

Listed below are several outlets to find out school closure information in the event that Renton Technical College closes due to inclement weather or other emergencies:

1. Alert Aware app (see above).
2. Television – The following stations are recommended: KOMO TV 4, KING TV 5, KIRO TV 7, KCPQ TV 13.
3. Log on to www.flashalert.net and search "Renton Tech" to view the College's message.
4. Check the RTC website, www.RTC.edu – closure information will be listed under "News and Events" on the homepage.
5. Call the College at (425) 235-2352 and press 9 for the latest operating schedule. Keep in mind that if many people are calling at the same time, the lines will be busy.
6. Social media – Facebook: www.facebook.com/rentontechnicalcollege
7. Radio stations – The following may voluntarily run closure information: KBKS 106.1 FM, KCM 105.3 FM, KOMO 97.9 FM, KIRO 97.3 FM, KJR 95.7 FM, KPLZ 101.5 FM, KSWD 94.1 FM, KUBE 93.3 FM, KUOW 94.9 FM, KCIS 630 AM, KIRO 710 AM, KIXI 880 AM, KJR 950 AM, KOMO 1000 AM.