

**Family Education Rights and Privacy Act (FERPA)**

Students wishing to inspect and review their education records should submit a written request to the Registrar's office identifying the pertinent record(s). Students wishing to amend a record should make the request to the Registrar's office in writing and clearly identify the part of the record the student wants changed and specify why it should be changed. Jill Greenway, Registrar; located in the Campus Center, 605-995-7103.

**Compliance Officer/Coordinator for Title IX, ADA and Nondiscrimination**

For information, questions or concerns connected to issues related to Office of Civil Rights (OCR), Title IX, American Disabilities Act (ADA, section 504) and the college's nondiscrimination policy, contact the Title IX coordinator, Vice-President of Academic Affairs Scott Fossum, whose office is located in the Campus Center; call 605-995-7178.

**Health and Safety (Campus Security Policy and Crime Statistics)**

All inquiries for information, assistance or questions related to campus security and policies should contact Vice-President of Academic Affairs Scott Fossum, whose office is located in the Campus Center; call 605-995-7178.

**General Institutional Information and Voter Information**

All inquiries to assist enrolled or prospective students in obtaining institutional information should contact: Center for Student Success, 605-995-3024, press 4. For information on voting and registering to vote in South Dakota, go to <https://sdsos.gov/elections-voting/voting/register-to-vote/default.aspx>

**Student Financial Assistance**

All inquiries to assist enrolled or prospective students in obtaining financial aid assistance information should contact: MTC Financial Aid at 605-995-3024, press 2, or email your query to [questions@mitchelltech.edu](mailto:questions@mitchelltech.edu), or visit the Financial Aid Office in the Campus Center.

**Student Right to Know**

All inquiries for information, assistance or questions related to graduation rates, completion rates, retention rates and additional institutional statistical data should contact Accreditation and Institutional Effectiveness Director, Marla Smith, Campus Center, 605-995-7157.

**All Other Information**

Those persons wishing to review documents for MTC's Accreditation, Licensure and Approvals, Federal Agreements and Certifications, or any additional college information, and those having any concerns or wishing to file a complaint, should contact: Marla Smith, Accreditation and Institutional Effectiveness Director, at 605-995-7157; email your query to [marla.smith@mitchelltech.edu](mailto:marla.smith@mitchelltech.edu), or visit the Campus Center.

Mitchell Technical College offices are open Monday through Friday, 7:30 a.m. to 4:30 p.m. The campus is located at 1800 East Spruce Street, Mitchell, South Dakota.