

Graphic Arts Technology

Information Guide and Application

August 18, 2010



FRANKLIN TECHNOLOGY CENTER

3950 East Newman Rd

Joplin, MO 64801

Phone: (417) 659-4400

Fax: (417) 659-4408



Graphic Arts

950 Clock Hour Certificate Program – Day
Phone: 417-625-5269 or 417-659-4400

This program is designed to provide the student with an opportunity to secure a broad-based experience in electronic formatting and use of various printing equipment. The comprehensive training helps student learn and adapt to several new processes and techniques. The student will learn the computer skills necessary to set up files for various types of printing and manual skills will be addressed for prepress operations, visual comprehension of the computer's role in printing process. The student can expect instruction on Adobe Creative Suite, (CS3). This package includes the industry's leading software programs for most printing processes, as well as web design.

Areas of Study:

- Safety procedures
- Application of job orders
- Plate making operations
- Press operation
- Finishing operations
- Specialty operations
- Packing & mailing preparation
- Types/Grades of paper & proper handling
- Prepare customer layouts and apply principles of typography
- Electronic imaging and processing/developing

FRANKLIN TECHNOLOGY CENTER

GRAPHIC ARTS

School Year 2010 - 2011

Beginning Date: AUGUST 18, 2010

Ending Date: MAY 3, 2011

Non-Refundable Application Fee of \$50.00 is Required Prior to Acceptance Into Program

TUITION**	\$	6,750.00
TEXTBOOK PURCHASE**	\$	120.00
CONSUMABLE SUPPLIES**	\$	200.00
FEES**	\$	130.00

GRAND TOTAL**	\$	7,200.00
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****Program costs are subject to change**

Revised 1/13/10

Franklin Technology Center Trade & Technical Programs

Application Procedure

STEP 1 – Complete and return application

In order to be considered for the program, the first step in the process is receiving this packet with the enclosed information, completing the application, and paying the application fee. Once your application has been submitted, you will move to STEP 2. Please do the following in **STEP 1**:

- Read the enclosed information about the program.
- Review program cost sheet and keep a copy (Important: The school reserves the right to adjust program tuition and fees prior to the start of the program.
- Complete the application form and sign.
- Return the application along with a non-refundable \$50.00 application fee to the FTC business office in the Criminal Justice Center on MSSU campus.

Please direct all correspondence and inquires to:

Franklin Technology Center @ MSSU
Criminal Justice Building, Room 20
3950 E. Newman Road
Joplin MO 64801
Telephone: (417) 659-4400 Fax: (417) 659-4408

STEP 2 – Contact Financial Aid Office

- All applicants must contact the Financial Aid Office at 417-625-9865 or hobart-k@mssu.edu.

Important: In addition to completion of the Financial Aid application you must *ALSO* complete the FTC program application and pay the \$50.00 application fee as listed in STEP 1.

STEP 3 – Submit the following:

- Official High School transcript or GED
- Signed Consent for Criminal Background Check Form

Franklin Technology Center

Trade and Technical Programs Application

Date received: _____
Receipt # _____
Agency: _____
Counselor: _____
Copy to Bookkeeper _____

- Auto Tech Construction Tech HVAC (day) Machine Tool
 Collision Repair (evening) Graphic Arts HVAC (evening) Welding (evening)

PERSONAL INFORMATION (please print clearly)

Name: _____ Maiden: _____
(First) (M.I.) (Last)

Address _____
(City) (State) (Zip)

SS#: _____ Date of Birth: _____ Phone: _____
E-Mail: _____

EDUCATIONAL HISTORY

I graduated in _____ from _____, _____
(MM/YY) (Name of School) (City) (State)

I completed my GED in _____ in the state of _____.
(MM/YY)

Have you completed any college coursework? ___ Yes ___ No If yes, where? _____
(Include state)

List any college degrees or vocational certificates held: _____

EMPLOYMENT HISTORY (list your last two places of employment beginning with most recent)

1. Employer w/ address: _____
Phone: _____ Date Employed: _____ Date of Termination _____
Reason for leaving (optional): _____

2. Employer w/ address: _____
Phone: _____ Date Employed: _____ Date of Termination: _____
Reason for leaving (optional): _____

3. ___ I have not been employed outside the home.

EMERGENCY CONTACT INFORMATION (List three people we may contact in case of emergency)

1. Name: _____ Relationship: _____
Home Phone: _____ Street Address: _____
Work Phone: _____ City, State, Zip: _____

2. Name: _____ Relationship: _____
Home Phone: _____ Street Address: _____
Work Phone: _____ City, State, Zip: _____

3. Name: _____ Relationship: _____
Home Phone: _____ Street Address: _____
Work Phone: City, State, Zip: _____

CRIMINAL BACKGROUND CHECK: (ONLY APPLIES TO DAYTIME PROGRAMS)

All applicants applying for FTC programs will be required to undergo a criminal background check. This background check will require the applicant to list all states the applicant has resided in since 18 years of age. Students that are accepted through false or incorrect information for the background check will be terminated from the educational program. **Anyone who has been convicted of a felony cannot be enrolled in any program with minors, however a felony conviction does not necessarily exclude an individual from an evening, adults only, program.**

Have you ever been convicted as an adult offender of any crime? Yes No

If yes, is your name on the Department of Social Services Disqualification List? (This list includes people who have pled guilty to any A or B felony violation of chapters 565,566,569 RSMo). The felonies covered in these chapters focus primarily on crimes against another person and are listed below. Please check which ones apply to you:

- Voluntary Manslaughter 1st & 2nd degree Arson 1st & 2nd degree Robbery
- 1st & 2nd degree Assault Murder Sexual Offender
- Other (Specify) _____

PROGRAM INFORMATION:

Have you taken any entrance exam for a program? Yes No
Which test have you taken? HOBET TABE

How did you hear about the Franklin Tech Trade & Tech programs?
 Radio School Sign Friend Other
 TV Brochure Newspaper

THE SCHOOL DISTRICT OF JOPLIN DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, DISABILITY OR VETERAN STATUS, NOR WITH ANY PROVISIONS FOR THE "AMERICANS WITH DISABILITIES ACT" OF THE APPLICANT (SECTION IV).

If accepted as a student, I give FTC permission to release a copy of my school records to inquiries such as employment for educational purposes, according to the Family Educational and Privacy Act of 1974. In connection with my application with the school, I understand that a consumer report, which may contain public record information, is being requested. This report may include the following types of information: Names and dates of previous employers, credit information, etc. I further understand that such report may contain public record information concerning my credit, bankruptcy proceeding, and etc. from federal, state and other agencies that maintain such records.

I authorize, without reservation, any party or agency contacted to furnish the above-mentioned information. I certify that the information provided on this application is correct to the best of my knowledge and that I am at least 17 years of age. **Falsification of any part of this application may be grounds for dismissal from FTC.**

Date: _____

Signature: _____

Prior to acceptance into a Franklin Technology Center adult program, all applicants must demonstrate that they have earned a high school diploma or GED certificate. Proof requires an official transcript sent from the school or Department of Education directly to Franklin Technology Center. A copy of the diploma, transcript, or GED certificate does not qualify as an official transcript. Applicants should complete this form and mail it directly to the appropriate institution.

**GED/HIGH SCHOOL/COLLEGE
OFFICIAL TRANSCRIPT
REQUEST FORM**

THE FOLLOWING INFORMATION MUST BE INCLUDED ON THE TRANSCRIPT:

GED Transcript:

1. The state in which the GED was earned.
2. The month and year the GED was earned.
3. The scores received on all subject tests.
4. The official seal of the office issuing the transcript.

HIGH SCHOOL AND COLLEGE Transcripts:

1. The name of the institution and the city and state in which it is located.
2. The school seal and/or the official signature of the registrar mailing the transcript.
3. The month and year of entry into the institution.
4. The month and year of graduation from the institution.

My name on GED or school records _____

Date GED granted or graduated _____ Social Security Number _____

My present name _____

Address _____

City _____ State _____ Zip _____ Telephone _____

It is YOUR responsibility to request your transcript using this form.
(there may be a charge for this service)

Signature _____ Date _____

*****Attention School Official*****

Mail the official transcript and this form directly to the address below:

Franklin Technology Center
Adult Education Programs
2020 Iowa Street, Room 51
Joplin, MO 64804



Criminal Background Fingerprinting Registration Form

I. Contact Information

Name: _____
First Last Middle

Alias: _____ Suffix: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone:(____) _____ Work Phone:(____) _____ Cell Phone:(____) _____

E-Mail Address: _____

II. Personal Information

Date of Birth: ____/____/____
MM/DD/Year

Gender: Male Female
Circle One

Height: ____' ____"

Weight: _____ lbs

Ethnicity: _____
White - W Black - B Hispanic - H
Asian/Pacific Island - A Indian/Alaskan - I

Place of Birth: _____

Hair Color: _____

Eye Color: _____

US Citizen: Yes or No
Circle One

Citizen Country: _____
If other than USA

Immigration Status: _____

Immigration Date: ____/____/____
MM/DD/Year

Alien Registration Number: _____

Drivers License or State ID Number: _____ Issuing State: _____

**Criminal Background searches will be conducted by
Integrated Biometric Technology Company**

For Office Use Only:

Scheduled Appointment Date: _____ Time: _____

Returned: _____ Background Completed: _____



Financial Aid The Next Step



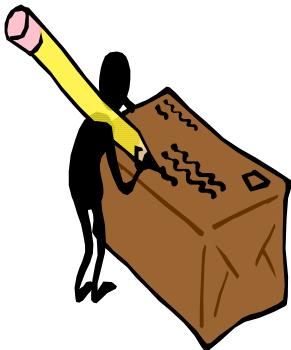
1. Call the FTC Financial Aid Office at 417-625-9865 for an online FAFSA to be sent to you or you can pick one up at Franklin Tech @ MSSU, Mansion Annex, Room 108, 3950 E. Newman, Joplin, MO.

OR

2. GO to www.pin.ed.gov to receive your pin number, then go online to www.fafsa.ed.gov and file for federal aid. FTC school code is **#13568**



2. Locate last year's federal tax return. If married, you must include spouse's information or if you answer all questions with a NO on Step 3 of the FAFSA, you are required to include parent's information on Step 4.



3. Complete online FAFSA worksheet & return all the following documents to FTC Financial Aid Office, 3950 E. Newman Rd. Mansion Annex, Room 108, Joplin, MO 64801.
 - ❖ Online FAFSA worksheet
 - ❖ FTC Financial Aid Application
 - ❖ Copy of Driver's License & SS card
 - ❖ Copies of all federal tax returns signed & dated that was used to complete FAFSA



4. Wait for Student Aid Report (SAR) from the US Department of Education. You should receive it in approximately 2 weeks. Verify that all information is correct. If changes or corrections need to be made, you should contact FTC Financial Aid Office at 417-625-9861.



5. You will receive a FTC Award letter at the beginning of the program (depending on when you began the financial aid process) or during orientation.



6. Study hard and attend classes and you should receive your graduation certificate.

If a funding agency will be providing any monies toward your program costs we must have the following documentation on file before you can attend any program classes. It is the student's responsibility to work closely with their counselor to insure proper documentation has been received by the FTC bookkeeping or financial aid office.

1. **Written letter on agency letterhead for \$50 application fee**
2. **Funding voucher, training agreement, etc. for any program costs**