



Fremont Catalog
2012-2014

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WyoTech 2012-2014 Catalog

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Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. Students are also encouraged to review the School Performance Fact Sheet, which must be provided prior to signing an enrollment agreement.

Any question a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (Phone) 916-431-6959, (Fax) 916-263-1897.

WyoTech does not have any pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

PRESIDENT'S MESSAGE

Today's job market requires an individual who is well trained in both technical ability and professional conduct. We believe students who complete their vocational-technical education at WyoTech and subscribe to the school's "Code of Student Conduct," which emphasizes professionalism, gain a substantial advantage in this job market.

Our goals are to provide our students with the quality education and the professional conduct foundation needed to gain a competitive edge and to assist them in obtaining a job in their desired career field.

We accomplish our goals by keeping our academic curriculum, our equipment, and our tools up to date and, just as importantly, adhering to a "We Care" philosophy. In short, we care about our students as students and as people. We will do everything within reason to assist our students in fulfilling their career dreams. It is not enough to provide an opportunity for a quality education; students also need support services that are both competent and caring.

We gladly acknowledge that our students are also our clients and our most important asset. Our commitment and our pledge is to make a quality education and the "We Care" philosophy a reality for each and every student, every day, and every month that student is with us. We have made this pledge to our WyoTech graduates and will continue to make this pledge to all who follow!

The information contained in this catalog, supplements and addenda (if applicable) is true and correct to the best of my knowledge. Any addenda become an integral part of this catalog as of their effective date.

Sincerely,

A handwritten signature in black ink, appearing to read "J Pappaly". The signature is fluid and cursive, with the first letter of each name being capitalized and larger than the others.

Joe Pappaly
Campus President
WyoTech Fremont

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ABOUT WYOTECH

HISTORY

WyoTech began operations under the name Sequoia Institute in 1962 with a handful of students in an automotive class located in Sunnyvale, California. For more than forty years, the school has grown into a sophisticated training center with approximately 130,000 square feet of facilities at its present site in Fremont, California. On August 1, 2003, Corinthian Colleges, Inc. purchased the former Sequoia Institute. On July 1, 2004, Corinthian Colleges, Inc. officially changed Sequoia Institute's name to WyoTech.

WyoTech is committed to quality education and industry accountability. Extensive equipment, excellent faculty and constantly updated curricula prepare students for the high-tech, industry-specific jobs of the 21st century. WyoTech looks forward to continuing its tradition of delivering high-quality programs designed to address high-demand career tracks with the support of Corinthian Colleges' vast resources.

PHILOSOPHY AND PURPOSE

WyoTech is uncompromisingly dedicated to superior-quality, college-level, career-oriented education in the automotive, motorcycle, HVAC, electrical, and plumbing industries. WyoTech's programs meet industry specifications and standards. Through the use of industry-based advisory committees, employed graduate contacts, and faculty/industry interactions, WyoTech continually upgrades and modifies programs to enhance each graduate's employability.

WyoTech's primary objectives are to impart specific knowledge and skills, to graduate each and every student who begins training, and to place them in their chosen fields. In order to achieve these objectives, the curriculum, the faculty and staff, and the facilities and learning environment become equally important.

WyoTech's curricula allow students to concentrate exclusively on learning technical skills in diploma programs or to expand their education with occupational degree programs.

The faculty and staff respect the professional decision students have made to enter career training. We believe professionalism is as important an aspect of training as technical and business skills. For that reason, WyoTech has established rules and regulations concerning attendance, behavior and academic performance in classrooms, labs and shops. These rules are enforced on campus and each student's grades are adjusted weekly to reflect "professionalism points." Professionalism develops a positive attitude, personal motivation, and career pride. These elements, combined with technical expertise, produce a WyoTech graduate--a skilled professional technician.

WyoTech receives input through a Program Advisory Committee before changing course content, training equipment or teaching procedures. We also seek input from employers as we upgrade our educational delivery systems to ensure the right combination of relevant theory and hands-on, practical experience. WyoTech students learn by doing and our goal is to provide the best employees in each industry we serve. We know that the right combination provides a systematic approach to preparing graduates who know what to do and how to do it. Technical courses are approximately 50% lecture/demonstration and 50% lab/shop. Applied general education courses for the occupational degree programs are conducted primarily on-line with an on-site component.

OBJECTIVES

The primary educational objective of each program is to provide a solid base of knowledge and skills that will enable students to gain employment. Throughout the technical courses of study, emphasis is placed on the practical, "hands-on" skills necessary for daily diagnostic, repair and maintenance work. Competency-based and performance-tested curricula ensure that students not only understand the technical information but are able to perform the related skills as well.

In addition to the educational objectives, WyoTech endeavors to:

- Engage a faculty and staff with diverse educational and experiential credentials;
- Encourage and evaluate student professionalism and responsibility;
- Provide safe facilities and educational equipment conducive to learning;
- Match motivated, confident and success-oriented students and graduates with understanding, supportive and progressive employers; and
- Continually evaluate all aspects of the school, utilizing input from industry advisory committees, employers, students and staff.

FACILITIES AND EQUIPMENT

The campus is part of a high-tech industrial park, surrounded by cutting-edge Silicon Valley businesses. Three buildings comprise WyoTech's eight-acre campus. The Plumbing Technology and Heating, Ventilation and Air Conditioning programs, Admissions, Career Services and Student Finance offices are located in the 34,000-square-foot building at 200 Whitney Place. A 30,000-square-foot facility at 51 Whitney Place accommodates the Electrician and Motorcycle Technology programs. The Automotive Technology program, Student Services, and Administrative offices are located in the 66,000-square-foot facility at 420 Whitney Place. Two-plus acres of student parking separate the buildings.

Classrooms are equipped with audio-visual aids, classroom computers, digital projectors, videotape machines, and overhead projectors. Program-specific computer labs and a learning resources lab are also available for students. Industrial shop equipment simulates current field conditions in contemporary repair facilities, as recommended by our Program Advisory Committees. Safety glasses and uniforms are furnished to the students. Tools are loaned to students during their enrollment period. WyoTech's average student population is 1200. Our facilities meet or exceed federal requirements for handicapped accessibility.



LEARNING RESOURCE CENTER / LIBRARY

The school's Learning Resource Center (LRC) is conveniently located within the school facility and is available to students during normal school hours. The LRC supports the school's programs of study by providing an organized collection of materials (both paper and videotape) and equipment to access electronic resources. Computer workstations provide access to the Internet and software appropriate to the Electrician, Plumbing, HVAC and Automotive programs including AllData, ShopKey, Delamar Student Exercise Software for both Automotive and HVAC as well as training software used in each program. Additional computer workstations are located in the shop areas; students have access to specific software used in conjunction with instructional projects and assignments. These materials aid many of our students in the learning process, as they are able to view specific instructional materials covering their course content. Resource materials are continually added to the Resource center, in order to keep abreast of ever-changing industry technology. The resource center also provides a productive educational atmosphere for individual and small group study.

ACCREDITATION

WyoTech is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

LICENSURE, APPROVALS AND CERTIFICATIONS

- Licensed by the Washington Workforce Training and Education Coordinating Board under Chapter 28C.10 RCW. Washington residents: Inquires or complaints regarding this or any other private vocational school may be made to the Washington Workforce Training and Education Coordinating Board, 128 10th Avenue, SW, Box 98504, Olympia, WA 98504; Web: wtb.wa.gov; telephone: (360) 753-5662; E-mail address: wtecb@wtb.wa.gov.
- WyoTech, Fremont campus, is a private institution approved to operate by the California Bureau of Private Postsecondary Education.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.
- Official ASE Test Center.
- Official EPA Refrigerant Technician Certification Test Center.

MEMBERSHIPS

- Automotive Engine Rebuilders Association (AERA)
- California Automotive Teachers (CAT)
- North American Council of Automotive Instructors (NACAT)
- American Motorcycle Association (AMA)

AFFILIATIONS

- Ducati Motorcycles
- Triumph Motorcycles
- Skip Barber Racing School
- Pep Boys
- Orange County Choppers

ALLIANCES

- Snap-On
- Summit Racing
- Syserco

Copies of accreditation, approval and membership documentation are available for inspection at the campus. Please contact the campus president to review this material.

ADMISSIONS INFORMATION

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. Each admissions representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in English. We do not make any accommodations to present materials or instruct courses in any other language. As part of the enrollment process, enrollees take the CPAt assessment exam, and if they score below 40 in any of the three sections of the test which cover mathematics and language comprehension, it is recommended that they attend tutoring to strengthen their skills in the requisite area. No English as a second language courses are offered by the campus.

REQUIREMENTS AND PROCEDURES

Applicants should apply for admission as soon as possible in order to be officially accepted for a specific program and start date. To begin the application process, the applicant should write, telephone, or visit the school. Admission into any program of study requires satisfaction of the following requirements.

- High school diploma or a recognized equivalent such as the GED.
- Students must submit proof of high school graduation or a recognized equivalency certificate (GED) to the institution by providing the institution with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation, a copy of which will be placed in the student file.
- If documents required for enrollment are not available at the time of application, applicants may be accepted for a limited period to allow time for receipt of all required documentation.
- Applicants are informed of their acceptance status shortly after all required information is received and the applicants' qualifications are reviewed.
- Applicants who determine that they would like to apply for admission will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment. Students automatically come under the current catalog at reentrance after not attending for a full academic term.
- If applicable, an assessment to evaluate readiness of students enrolling in programs with on-line instruction.
- Any applicant not meeting the high school diploma or recognized equivalent requirement, may enter as an Ability-to-Benefit student by achieving a passing score on an approved Ability-to-Benefit exam.

Students accepted for enrollment may enroll in a certificate, diploma, or occupational degree program. Timely completion of all documents reserves a prospective applicant a seat in a scheduled class. A mandatory orientation program is provided prior to starting school.

ABILITY TO BENEFIT POLICY

- Students who do not have a high school diploma or its recognized equivalent may be admitted into certain diploma programs at the school.
- Ability To Benefit (ATB) applicants are required to provide an official score report that meets or exceeds the passing scores as specified in the Campus Administered ATB Testing section below.
- WyoTech recognizes the benefits of a high school diploma or its recognized equivalent and encourages all ATB students to complete their GED while in school.

Note: The number of students (or re-entry) enrolled under the Ability To Benefit Provision is limited to only certain programs offered. Please check with your admission representative regarding the programs that accept ATB students.

The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

CAMPUS ATB PASSING TEST SCORES

- Passing scores on the CPAt are Language Usage 45, Reading 45, and Numerical 43.
- Passing scores on the COMPASS test are Numerical Skills/Prealgebra 27, Reading 65, and Writing Skills 35.
- Passing scores on the Wonderlic Basic Skills Test are: Verbal (205) and Quantitative (215). Students must achieve a passing score on both skill assessments in a single testing session to be considered passing.

Note: WyoTech will accept test score reports from tests taken at any Everest or WyoTech location or an official Assessment Center.

ATB ADVISING

WyoTech has an obligation to provide academic support services necessary for ATB students and to ensure that students will be ready for placement upon completion of their programs.

- All ATB students shall receive academic and career advising after each grading/evaluation period

ATB DENIAL OF ADMISSION

A student who fails to pass the test in four (4) attempts shall be denied admission and may not reapply to the school until one (1) year has passed since the first taking of the test.

ATB DELAYED ADMISSION

Students who do not enter school following passing the ATB exam will not be required to retake the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and wish to re-enter will not be required to retake the exam prior to re-entry, if the original passing test result is in the students' academic file.

ABILITY TO BENEFIT POLICY FOR RE-ENTRY STUDENTS

An ATB student who has been out of school less than one year may return to their program of last enrollment. Re-entering ATB students will receive academic and career advising after each grading/evaluation period. ATB students who have been out of school more than one year will be treated as a new student and subject to current admission policies.

ACADEMIC SKILLS ASSESSMENT

All students are required to go through the institution's assessment process. Students may be exempt from the assessment test if they provide official composite score of at least 15 on the ACT, a combined score on reading and math of at least 700 on the SAT, or proof of successful completion of a minimum of 36.0 quarter hours or 24.0 semester hours of earned college credit at an accredited postsecondary institution.

INTERNATIONAL STUDENTS

WyoTech is authorized by the U.S. Department of Homeland Security to issue the Form I-20 to international students. A Form I-20 will be sent to the applicant upon acceptance, receipt of evidence of financial support, and payment of appropriate tuition deposits and/or fees.

ADMISSIONS REQUIREMENTS FOR INTERNATIONAL STUDENTS

- Provide a certified secondary school transcript or high school diploma as defined by the student's country of origin.
- Proof of financial ability to meet expenses. Such evidence may be one of the following:
 - a) Bank letter verifying student's available funds (self-sponsoring).
 - b) Bank letter verifying sponsor's available funds if sponsor is not a citizen or a legal permanent resident of the U.S.
 - c) Form I-134 if sponsor is a citizen or legal permanent resident of the U.S.
 - d) If the applicant is sponsored by his/her home country, a statement of sponsorship.
- Be eligible for a student visa (F-1 or M-1).
- Enroll as a full time student (for undergraduates, at least 12 quarter credit hours).
- Pay the minimum tuition deposit.
- Pay the non-refundable SEVIS processing fee (if done through the school).
- Evidence of English Proficiency if the student's first language is not English. Such evidence may be one of the following:
 - a) TOEFL score of 450 (paper-based) or 133 (computer-based) or 45 (Internet-based);
 - b) Completion of Level 107 from a designated English Language School Center (ELS);

- c) Score of 5.0 on the International English Language Testing System exam (IELTS);
 - d) Score of 60 on Michigan English Language Assessment Battery (MELAB);
 - e) Graduation from a high school in the United States as an exchange student;
 - f) Graduation from a high school in a country where English is the official language.
 - g) Graduation from an American/International high school program where the curriculum is taught in English.
- Evidence of medical insurance coverage for the duration of the enrollment period.

REFRESHER PRIVILEGE

Graduates of WyoTech are eligible to refresh any part of their prior program, provided the course of instruction continues to be offered and space is available. Refresher training is not valid for grade or certification purposes, and the student will not receive a transcript of grades or attendance for the portion repeated.

ON-LINE REFRESHER FEES

There is a \$100.00 on-line user fee.

CAMPUS PROGRAM REFRESHER FEES

Unless the graduate has the latest edition of the textbooks used for the class, he/she will be charged a \$275 training materials cost. Entrance into specific classes is subject to space availability in an offered course. All refresher fees are paid prior to admittance and scheduling by the Academic Dean/Director of Education. Listed fees do not include safety glasses or uniforms that the student must obtain. Students enrolling in a refresher course may not be enrolled concurrently in another program.

ACADEMIC INFORMATION

WYOTECH REGULATIONS

Each student is given the school catalog, which sets forth the policies and regulations under which the institution operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

WyoTech reserves the right to modify its tuition and fees; to add or withdraw members from its faculty and staff; to revise its academic programs; and to withdraw subject courses, and programs if registration falls below the required number. The total hours specify in each area of the program total is the minimum requirements for completion.

DEFINITION OF CREDIT

Each program at WyoTech is stated in clock hours, weeks of attendance, and credits earned on a quarter credit basis. Each clock hour consists of a minimum of 50 minutes of instruction within a 60-minute period. For occupational subjects in any program, one quarter credit hour is equal to 10 clock hours of classroom instruction. Lab/shop instruction is assigned one quarter credit hour for every 20 clock hours.

For applied general education subjects, one quarter credit hour is equal to 10 clock hours of classroom instruction or its equivalent in lecture and assignments. Lab/shop instruction is assigned one quarter credit hour for every 20 clock hours.

OUT OF CLASS ASSIGNMENTS

- Students in degree programs should plan to spend a minimum of up to two hours per day outside of class completing homework assignments as directed by the instructor
- In addition to scheduled classes, students in diploma programs will be expected to complete assigned homework and other out-of-class assignments in order to successfully meet course objectives as set forth in the course/program syllabi

MAXIMUM CLASS SIZE

Class size varies during the academic year; however, class size shall not exceed 65 students at the campus. A student-to-instructor ratio is maintained that is appropriate to the educational requirements of a particular classroom/laboratory setting. In order to maintain an appropriate ratio, multiple instructors may be assigned to each classroom/laboratory to allow for additional instructor support.

TRANSFER OF CREDIT INTO WYOTECH

WyoTech has constructed its transfer credit policy to recognize both traditional college credit and non-traditional learning. In general, WyoTech considers the following criteria when determining if transfer credit should be awarded:

- Accreditation of the institution;
- The comparability of the scope, depth, and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.
- If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate exam, or military training, WyoTech will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council on Education (ACE).

ACADEMIC TIME LIMITS

The following time limits apply to a course being considered for transfer credit:

- College Core and General Education course – indefinite;
- Major Core course (except health science course – within ten (10) years of completion; and
- Military training, Proficiency exams (e.g. DANTES, AP, CLEP, Excelsior, etc.) and IT certificate exams – the same academic time limits as College Core, General Education, and Major Core courses.

Note: Due to certain programmatic accreditation criteria, health science courses must be transferred within five (5) years of completion.

MAXIMUM TRANSFER CREDITS ACCEPTED

Students enrolled in a diploma or degree program must complete at least 25% of the program in residency at the institution awarding the degree or diploma. The remaining 75% of the program may be any combination of transfer credit, national proficiency credit, WyoTech developed proficiency credit, or prior learning credit.

COURSEWORK COMPLETED AT FOREIGN INSTITUTIONS

All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES). An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

TRANSFER FROM WYOTECH TO OTHER INSTITUTIONS

WyoTech neither implies nor guarantees that credits completed at the school will be accepted by other institutions. Transfer of credit is a privilege granted by the institution to which a student may seek admission. The student must independently determine whether or not the program, course, or courses of study will be accepted by those other institutions into which future enrollment is intended.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at WyoTech is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in the program in which you are enrolling is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending WyoTech to determine if your credits or degree, diploma or certificate will transfer.

TRANSFER TO OTHER WYOTECH LOCATIONS

Students in good standing may transfer to another WyoTech campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the program in which they are enrolled. Students may transfer applicable credits from WyoTech coursework in which a C or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location.

TRANSFER CENTER ASSISTANCE

Any questions regarding the transfer of credit into or from WyoTech should be directed to the Transfer Center at 877-727-0058 or email transfercenter@cci.edu.

ARTICULATION AGREEMENT

WyoTech, Fremont campus, has entered into an articulation or transfer agreement with Despark Auto Academy, Malaysia.

ONLINE COURSE REQUIREMENTS

Online courses are offered using the eCollege platform via the Internet. Online courses have the same objectives as courses taught on-ground although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period. To maximize success within the online courses, students must have available to them a computer with a system profile that meets or exceeds the following:

Windows Systems

- Windows 2000, XP, or Vista, or 7
- 64 MB RAM
- 28.8 kbps modem (56K recommended)
- Sound Card and Speakers
- Recommended Browser: Microsoft Internet Explorer 9.0
- Recommended Browser: Mozilla Firefox 8.0
- Supported Browser: Microsoft Internet Explorer 8.0
- Supported Browser: Mozilla Firefox 7.0

Mac Systems

- Mac OS X or higher (in classic mode)
- 32 MB RAM (64 recommended)
- 28.8 kbps modem (56K recommended)
- Sound Card and Speakers
- Recommended Browser: Safari 5.0
- Recommended Browser: Mozilla Firefox 8.0
- Supported Browser: Safari 4.0
- Supported Browser: Mozilla Firefox 7.0

ON-LINE STUDENT SUPPORT

In order to assist students who are pursuing the applied general education component of the AOS degree programs through on-line coursework, there is on-line computer orientation offered during each phase to help on-line students familiarize themselves with computers and the on-line vendor format they will be using in the AOS On-line Program.

In addition, eCollege.com has been contracted to offer technical assistance. Students needing customer support may call the eCollege.com Support Center at 1-303-873-0005 or e-mail helpdesk@ecollege.com. The eCollege.com Support Center is open 24 hours a day, 7 days a week.

GRADING SYSTEM AND PROGRESS REPORTS

The student's final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

Note: Students must meet Bureau of Automotive Repair (BAR) grade and attendance requirements in Applied Automotive Technology & AAS 504 to qualify to take the California Smog Technician License Exam. As BAR requirements frequently change, please see the Director of Education or his/her designee for current criteria.

Grade	Point Value	Meaning	Percentage Scale
A	4.0	Excellent	90% - 100%
B	3.0	Very Good	80% - 89%
C	2.0	Good	70% - 79%
F or Fail	0.0	Failing	0% - 69%
P or Pass	Not Calculated	Pass (externship)	
L	Not Calculated	Leave of Absence (allowed in modular programs only)	
PE	Not Calculated	Pass by Proficiency Exam	
W	Not Calculated	Withdrawal	
WZ	Not Calculated	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress	
TR	Not Calculated	Transfer Credit	

Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation			
Grade	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A	Y	Y	Y
B	Y	Y	Y
C	Y	Y	Y
F or Fail	Y	Y	N
P or Pass	N	Y	Y
L	N	N	N
PE	N	Y	Y
W	N	Y	N
WZ	N	N	N
TR	N	Y	Y

GPA AND CGPA CALCULATIONS

- The Grade Point Average (GPA) is calculated for all students. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at WyoTech.
- The GPA for each term is calculated by dividing the quality point earned that term by the total cumulative credit hour for the GPA.
- The CGPA is calculated by dividing the total cumulative quality point earned by the total cumulative credits attempted for the GPA.
- The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course.
- A grade average percentage is calculated for students receiving percentage grades.
- The GPA equivalent of the calculated average is given in the table above.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory academic progress in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor and federal regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory academic progress is measured by:

- The student's cumulative grade point average (CGPA)
- The student's rate of progress toward completion (ROP)
- The maximum time frame allowed to complete which is 150% of total number of credits in the program of study (MTF)

EVALUATION PERIODS FOR SAP

Satisfactory academic progress is measured for all students at the end of each grading period (i.e., at the end of each term, module, phase, level, quarter and payment period).

RATE OF PROGRESS TOWARD COMPLETION

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). Quantitative progress is determined by dividing the number of credit hours earned by the number of credit hours attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses.

MAXIMUM TIME FRAME TO COMPLETE

The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. A student is not allowed to attempt more than 1.5 times or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

SATISFACTORY ACADEMIC PROGRESS TABLES

55 Quarter Credit Hour Modular Program. Total credit hours that may be attempted: 82 (150% of 55).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is below	SAP Not Met if Rate of Progress is below
1 - 12	2.0	N/A	66.66%	N/A
13 - 24	2.0	1.0	66.66%	25.00%
25 - 54	2.0	1.5	66.66%	55.00%
55 - 66	2.0	1.8	66.66%	64.00%
67 - 82	N/A	2.0	N/A	66.66%

59 Quarter Credit Hour Modular Program. Total credit hours that may be attempted: 88 (150% of 59).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is below	SAP Not Met if Rate of Progress is below
1 - 12	2.0	N/A	66.66%	N/A
13 - 24	2.0	1.0	66.66%	30.00%
25 - 54	2.0	1.5	66.66%	60.00%
55 - 66	2.0	1.7	66.66%	64.00%
67 - 88	N/A	2.0	N/A	66.66%

72 Quarter Credit Hour Modular Program. Total credit hours that may be attempted: 108 (150% of 72).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is below	SAP Not Met if Rate of Progress is below
1 - 36	2.0	N/A	66.66%	N/A
37 - 45	2.0	1.25	66.66%	20.00%
46 - 63	2.0	1.5	66.66%	45.00%
64 - 81	2.0	1.75	66.66%	55.00%
82 - 99	2.0	1.85	66.66%	65.00%
100 - 108	N/A	2.0	N/A	66.66%

90 Quarter Credit Hour Modular Program. Total credit hours that may be attempted: 135 (150% of 90).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is below	SAP Not Met if Rate of Progress is below
1 - 45	2.0	N/A	66.66%	N/A
46 - 54	2.0	1.25	66.66%	16.67%
55 - 72	2.0	1.5	66.66%	37.50%
73 - 90	2.0	1.75	66.66%	50.00%
91 - 108	2.0	1.85	66.66%	58.33%
109 - 126	2.0	1.9	66.66%	64.29%
127 - 135	N/A	2.0	N/A	66.66%

91 Quarter Credit Hour Modular Program. Total credit hours that may be attempted: 136 (150% of 91).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is below	SAP Not Met if Rate of Progress is below
1 - 45	2.0	N/A	66.66%	N/A
46 - 54	2.0	1.25	66.66%	16.67%
55 - 72	2.0	1.5	66.66%	37.50%
73 - 90	2.0	1.75	66.66%	50.00%
91 - 108	2.0	1.85	66.66%	58.33%
109 - 126	2.0	1.9	66.66%	64.29%
127 - 136	N/A	2.0	N/A	66.66%

108 Quarter Credit Hour Modular Program. Total credit hours that may be attempted: 162 (150% of 108).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is below	SAP Not Met if Rate of Progress is below
1 - 36	2.0	N/A	66.66%	N/A
37 - 72	2.0	1.25	66.66%	25.00%
73 - 108	2.0	1.5	66.66%	50.00%
109 - 144	2.0	1.75	66.66%	65.00%
145 - 162	N/A	2.0	N/A	66.66%

117 Quarter Credit Hour Modular Program. Total credit hours that may be attempted: 175 (150% of 117).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is below	SAP Not Met if Rate of Progress is below
1 - 54	2.0	N/A	66.66%	N/A
55 - 72	2.0	1.0	66.66%	25.00%
73 - 90	2.0	1.25	66.66%	40.00%
91 - 108	2.0	1.5	66.66%	50.00%
109 - 126	2.0	1.75	66.66%	57.14%
127 - 144	2.0	1.85	66.66%	62.50%
145 - 175	N/A	2.0	N/A	66.66%

118 Quarter Credit Hour Modular Program. Total credit hours that may be attempted: 177 (150% of 118).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is below	SAP Not Met if Rate of Progress is below
1 - 54	2.0	N/A	66.66%	N/A
55 - 72	2.0	1.0	66.66%	25.00%
73 - 90	2.0	1.25	66.66%	40.00%
91 - 108	2.0	1.5	66.66%	50.00%
109 - 126	2.0	1.75	66.66%	57.14%
127 - 144	2.0	1.85	66.66%	62.50%
145 - 177	N/A	2.0	N/A	66.66%

APPLICATION OF GRADES AND CREDITS TO SAP

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (TR) are not included in the calculation of CGPA, but are included in the Total Number of Credit Hours Attempted and Earned in order to determine the required levels for CGPA and rate of progress.
- Courses with grades of P and PE are not included in the CGPA calculation, but do count as credit hours successfully completed for the rate of progress calculation.
- For calculating rate of progress, F grades and W grades are counted as hours attempted, but are not counted as hours successfully completed.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP charts) in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation and the original grade is not counted in the CGPA calculation.
- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.
- Students graduating from one program and continuing on to another will have all successfully completed courses common to both programs included in the SAP calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations.
- Non-punitive grades are not used and non-credit and remedial courses are not offered.

ACADEMIC AND FINANCIAL AID WARNING

SAP is evaluated at the end of each term and all students with a cumulative grade point average (CGPA) and/or rate of progress (ROP) below the required academic progress standards as stated in the school's catalog are determined to have not met satisfactory academic progress. Students not meeting SAP and with a previous SAP Met status will be issued a Financial Aid Warning and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.

NOTIFICATION OF FINANCIAL AID WARNING

The Academic Dean/Director of Education (or designee) must provide the written notice of FA Warning status to all students not meeting SAP and with a previous SAP Met status. The following timelines apply to all students receiving an FA Warning:

- For modular programs:
 - Students must receive the notification by the third (3rd) calendar day of the next module; and
 - Must be advised within ten (10) calendar days after the module start.

ACADEMIC AND FINANCIAL AID PROBATION

When students fall below the required academic progress standards (CGPA and/or ROP) for their program for two consecutive evaluation periods, students shall receive written notification that they will be withdrawn unless they successfully appeal by written request within the timeframe stated in the Student Academic Appeals Policy. If a student's appeal is approved, the student will be placed on Academic and Financial Aid (FA) probation. While on FA probation, students must adhere to an Academic Progress Plan. Probation will begin at the start of the next evaluation period. When both the CGPA and ROP are above the probation ranges, students are removed from probation.

During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as a condition of their probation. Academic advising shall be documented on an Academic Progress Plan and shall be kept in the students' academic file.

NOTIFICATION OF ACADEMIC AND FINANCIAL AID PROBATION

The Academic Dean/Director of Education (or designee) must provide written notice of probationary status to all students placed on academic and financial aid probation. The following timelines apply for all students:

- For modular programs:
 - Students must receive the notification by the third (3rd) calendar day of the next module;
 - If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within seven (7) calendar days after the appeal's approval.

DISMISSAL

If the student does not meet the Academic Progress Plan's requirements at the end of the evaluation period, the student will be dismissed from the program. Students who have violated Academic and Financial Aid Probation and have been dismissed from a program are not eligible for readmission to that program if the student has exceeded or may exceed the maximum time frame of completion until they reestablish appropriate Satisfactory Academic Progress standing. Students who have reached the maximum time frame for their program must be withdrawn from the program. There is no appeal for this type of withdrawal.

RETAKEING PASSED COURSEWORK

Students may repeat coursework as long as such coursework does not include more than a single repetition of a previously passed course. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

RETAKEING FAILED COURSEWORK

For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

WYOTECH ATTENDANCE POLICY

Attendance is vital to academic achievement and the acquisition of good work habits. Graduates are screened by prospective employers, not only for academic achievement, but also for their attendance record. This policy sets standards that are critical to the student academic success. An instructor may consider a student present who does not attend the entire class session if a) the criteria used to make the determination are stated in the course syllabus and b) the amount of time missed does not exceed 50% of the class session.

PUNCTUALITY (TARDY)

Any student missing 29 minutes or less of a class period will incur a punctuality infraction.

ESTABLISHING ATTENDANCE / VERIFYING ENROLLMENT

- In programs without an add/drop period, students registered for a class shall attend by the second scheduled class session, or be withdrawn.

MONITORING STUDENT ATTENDANCE

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours (minus externship hours) in the term/program (the "Percentage Absence Rule").

CONSECUTIVE ABSENCE RULE

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty shall notify the Academic Dean/Director of Education. For modular programs, the consecutive absence rule is applied to days missed in the total program.

PERCENTAGE ABSENCE RULE

For students who **have not** previously violated the attendance policy, the following rule shall apply:

Percentage	Action Taken
15% of the total classroom hours missed	Attendance warning letter sent
20% of the total classroom hours missed	Withdrawn from the module and dismissed from school

For students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
15% of the remaining classroom hours missed	Attendance warning letter sent
20% of the remaining classroom hours missed	Withdrawn from the module and dismissed from school

Note: Students must meet BAR grade and attendance requirements to qualify to take the California Smog Technician License Exam. As BAR requirements frequently change, please see the Director of Education or his/her designee for current criteria.

DATE OF WITHDRAWAL

When a student is withdrawn for consecutive absences within the term or module, the date of the student's withdrawal shall be the student's last date of attendance (LDA). When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation.

Note: The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

DATE OF DETERMINATION (DOD)

The Date of Determination (DOD) is the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund. The DOD is the **earliest** of the following three (3) dates:

- The date the student notifies the school (verbally or in writing) that he/she is not returning to class;
- The date the student violates the published attendance policy; or
- No later than the 14th calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

ATTENDANCE RECORDS

The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal within five (5) calendar days following the end of a session. Without an appeal, after the 14th calendar day following the end of the term/module, the computer attendance database shall be considered final.

MAKE-UP WORK

At the instructor's discretion, make-up work may be provided to students who have missed class assignments or tests. Make-up work is normally provided only when students provide documentation of illness, or other extenuating or mitigating circumstances that prevented class attendance. Make-up work must be completed within ten (10) calendar days after the end of the term/module. Make-up work will not remove an absence or a tardy from the student's academic record.

ATTENDANCE POLICY FOR ONLINE EDUCATION

For a student to be counted "Present" (P) in a given week, s/he needs to complete at least one of the following three activities in the current unit of the course:

1. Complete the unit quiz,
2. Complete a homework assignment, or
3. Post at least twice to a relevant class discussion board (either Discussion or Teamwork).

TARDIES

There are no tardies for online students.

ABSENCE

If a student fails to complete at least one of these activities, s/he will be marked "Absent" (A).

COURSE WORK

All course work must be completed within ten calendar days from the end of the phase of instruction.

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

WyoTech permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form by the 10th calendar day of the leave to the Academic Dean/Director of Education.

Note: WyoTech does not permit leaves of absence for students enrolled in quarter-based programs. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily should see the Academic Dean/Director of Education.

RE-ADMISSION FOLLOWING A LOA

- Upon return from leave, the student will be required to repeat the module, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module from which the student took leave or for re-entry from the leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a module.
- When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

EXTENSION OF LOA

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Academic Dean/Director of Education provided:

- The student submits a completed LOA Extension Request Form before the end date of the current leave.
- There is a reasonable expectation the student will return.
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave.
- Appropriate modules required for completion of the program will be available to the student on the date of return.

If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

FAILURE TO RETURN FROM A LOA

A student who fails to return from a LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the refund policy. As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy.

POSSIBLE EFFECTS OF LOA

Students who are contemplating a LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry;
- They may have to wait for the appropriate module to be offered;
- Financial aid may be affected.

WITHDRAWAL PROCEDURES

- Students who intend to withdraw from school are requested to notify the Academic Dean/Director of Education by telephone, in person, by email or in writing to provide official notification of their intent to withdraw and the date of withdrawal.
- Timely notification by the student will result in the student being charged tuition and fees for only the portion of the payment period or period of enrollment that he/she attended as well as ensuring a timely return of federal funds and any other refunds that may be due.

- Students requesting a withdrawal from school must complete a financial aid exit interview.
- Students who have withdrawn from school may contact the school's Education Department about re-entry.

REQUIREMENTS FOR GRADUATION

- Successfully complete all courses in the program with a 2.0 cumulative grade point average within the maximum time frame for completion as stated in the school catalog.
- Meet any additional program specific requirements as stated in the catalog.
- Complete all required exit interviews.

VETERANS' EDUCATION BENEFITS

PRIOR CREDIT FOR VETERANS' AFFAIRS (VA) BENEFICIARIES

Upon enrollment, WyoTech will request and obtain official written records/transcripts of all previous education and experience (including military education and training), grant credit where appropriate, notify the student and shorten the program certified accordingly. Students must submit official transcript within the first term of enrollment and prior credit must be considered and evaluated within the first two terms of the enrollment period.

RETROACTIVE VETERANS' BENEFITS

Veterans' benefits can be paid for enrollments up to one year before VA receives a student's application. Schools may certify students retroactively for enrollment periods not previously certified. VA will determine the date of eligibility and the beginning date from which benefits can be paid.

PERCENTAGE ABSENCE RULE (MODULAR PROGRAMS) FOR VETERAN STUDENTS

Percentage	Action Taken
15% of the cumulative hours attempted	Attendance warning letter sent
20% of the cumulative hours attempted	Dismissed from the program

The Veterans Administration (VA) requires that students receiving funds based on their enrollment in school complete their course of studies in the standard length of the program. In order to meet this requirement, students must attend class on a regular basis. The VA requires that it be notified when a veteran student's enrollment status changes; such notification may result in the termination of veteran benefits. All dismissals and successful appeals by students funded through the VA shall be reported to the VA by the certifying official for the school.

VETERANS' LEAVE OF ABSENCE (MODULAR PROGRAMS ONLY)

A student will be granted no more than one leave of absence for a maximum period of 60 days. A written request must be made in advance or the absence will be considered unexcused. VA will be notified immediately when a veteran student is granted leave.

SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VA BENEFITS

- Veteran students are subject to the Satisfactory Academic Progress Policy and may be placed on academic probation or dismissed for failing to make satisfactory academic progress.
- Veteran students who fails to make satisfactory academic progress status after two consecutive periods of academic probation must be reported to the VA and may have their benefits terminated.

APPEALS POLICY

STUDENT ACADEMIC APPEALS POLICY

Academic appeals include those appeals related to Satisfactory Academic Progress violations, final grades, attendance violations, and academic or financial aid eligibility. In all instances, with the exception of SAP, the school expects that initially every attempt will be made to resolve such disputes informally through discussions by all relevant parties prior to initiating formal appeals.

All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Academic Dean/Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision:

- Notice of final grades:
 - Modular - the date the grade(s) are mailed from the school
- Notice of Attendance violation is the date of the violation
- Notice of SAP violation (FA probation – SAP Not Met 2nd consecutive term):
 - Modular – third calendar day of the subsequent module

- Online – first day of the subsequent term

Note: In the case of terms without a break week, the student must receive notification within the first day of the second week of the term start.

The appeal must include:

- The specific academic decision at issue
- The date of the decision
- The reason(s) the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

Note: Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

Upon receipt of the Academic Appeal Form, the Academic Dean/Director of Education shall convene an Appeal Committee, which should at minimum include the Department Chair, a member of the Student Services Staff, and a faculty member from another program. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system within one (1) calendar day of the date of the decision. The decision of the Appeal Committee is final, and no further appeals are permitted.

Note: When an appeal is denied, the date of any suspension of financial aid or dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

ASSIGNMENT/ TEST GRADES

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Director/Department Chair. Only final course grades are eligible for appeal.

FINAL COURSE GRADES

In modular programs, appeals of final course grades must be made by the fifth (5th) calendar day after the date the grades are mailed from the school. The Academic Dean/Director of Education may direct a grade to be changed when it is determined by an Appeal Committee that a final grade was influenced by any of the following:

1. A personal bias or arbitrary rationale
2. Standards unreasonably different from those that were applied to other students
3. A substantial, unreasonable, or unannounced departure from previously articulated standards
4. The result of a clear and material mistake in calculating or recording grades or academic progress

ATTENDANCE VIOLATIONS

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Attend school:
 - The next scheduled class period (Consecutive Absence Rule violations)
 - Within five (5) calendar days of the violation (Percentage Absence Rule violations)
2. Have perfect attendance while the appeal is pending
3. Submit a written plan to improve attendance with the Appeal Form

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

The Appeal Committee may, as a condition of granting the appeal, require the student to make up assignments and develop an Academic Advising Plan in conjunction with his or her advisor.

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS

In modular programs, SAP appeals must be made within five (5) calendar days of the notification, i.e., eight (8) calendar days of the subsequent module start.

Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in his/her program and that his or her failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

SAP violation/FA Probation appeals must include a detailed statement written by the student explaining the reason why he or she failed to make SAP, and what has changed in the student's situation that will allow him or her to demonstrate SAP at the next evaluation period. An appeal will be strengthened if supporting documentation is included (e.g., medical doctor's note, law enforcement report, etc.)

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Progress Plan in conjunction with the student's advisor and place the student on FA probation.

FINANCIAL INFORMATION

STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at WyoTech assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. A student who is enrolled and has made payments in full or completed other financial arrangements and is current with those obligations, is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, being graduated, and using the Career Services Office.

Any student who is delinquent in a financial obligation to the school, or any educational financial obligation to any third party, including damage to school property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the school. WyoTech may, in its sole discretion, take disciplinary action on this basis, including suspension or termination of enrollment.

TUITION AND FEES

Tuition and fee information can be found in the "Tuition and Fees" section of the catalog. Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a modular program, the student is charged for tuition by academic year, instead of by quarter.

The Enrollment Agreement obligates the student and the school for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this school catalog.

Student may make payments by cash or by the following accepted credit cards: Visa, MasterCard, Discover or AMEX.

VOLUNTARY PREPAYMENT PLAN

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Student Finance Office.

STUDENT'S RIGHT TO CANCEL

A student has the right to cancel the Enrollment Agreement and receive a full refund of charges paid, until midnight of the seventh calendar day after enrollment or through attendance at the first class session, whichever is later. The Enrollment Agreement does not constitute a contract until it has been approved by an official of the school. If the agreement is not accepted by the school, all monies paid will be refunded. A student who has not visited the school prior to enrollment may withdraw without penalty within five (5) business days following either the regularly scheduled orientation procedures or a tour of the school and inspection of the equipment.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President at the address of the campus shown in the catalog. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and states that the student no longer wishes to be bound by the Enrollment Agreement. A notice of cancellation may be given by mail or hand delivery. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

OFFICIAL WITHDRAWALS

A student has the right to withdraw at any time. An official withdrawal may be documented in writing or may also be effectuated by the student's conduct, including, but not limited to, a student's lack of attendance. An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to the school official notification of his or her intent to withdraw, or b) the date that the student begins the withdrawal process. Students who must withdraw from the school are requested to notify the office of the Academic Dean/Director of Education by

telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

Quarter-based Programs: After the cancellation period, students in quarter-based programs who officially withdraw from the school prior to the end of the school's official add/drop period will be dropped from enrollment, and all monies paid will be refunded.

Modular Programs: Although there is no add/drop period in modular programs, for students who officially withdraw within the first five class days (or for weekend classes within seven calendar days from the date they started class, including the day they started class), all monies paid will be refunded.

DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)

The date of withdrawal, for purposes of calculating a refund is the student's last date of attendance. The date of determination is the earlier of the date the student officially withdraws, provides notice of cancellation, or the date the school determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date the school determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

REFUND POLICIES

INSTITUTIONAL PRO RATA REFUND CALCULATION AND POLICY

When a student withdraws, the school must determine how much of the tuition and fees it is eligible to retain. The Pro Rata Refund Calculation and Policy is an institutional policy and is different from the Federal Financial Aid Return Policy and Return Calculation; therefore, after both calculations are applied, a student may owe a debit balance (i.e., the student incurred more charges than he/she earned Title IV funds) to the school.

If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid funds.

The school will perform the Pro Rata Refund Calculation for students who terminate their training before completing the period of enrollment. Under the Pro Rata Refund Calculation, the school is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of calendar days in the period of enrollment into the calendar days in the period as of the student's last date of attendance. The period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step (2) is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.

TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY

A student who was charged for and paid for textbooks, uniforms, or equipment may return the unmarked textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal. The school shall then refund the charges paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked textbooks, unworn uniforms, or new equipment within 30 days, the school may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further obligation to the school.

BOOKS AND TOOLS

Tuition includes books, uniforms, training materials and supplies. A set of tools will be provided (loaned) to the student at no additional charge. A missing-tools charge will be assessed at fair market value to replace any missing tools/equipment.

EFFECT OF LEAVES OF ABSENCE ON REFUNDS

If a student does not return from an approved leave of absence (where applicable) on the date indicated on the written request, monies will be refunded. The refund calculation will be based on the student's last date of attendance. The DOD is the date the student was scheduled to return.

TIMEFRAME WITHIN WHICH INSTITUTION IS TO ISSUE REFUNDS

Institutional policy is to issue refunds no later than 30 days after the DOD, unless federal or state requirements provide for a shorter time period that is more favorable to the student.

FEDERAL FINANCIAL AID RETURN POLICY

STUDENT FINANCIAL AID (SFA)

The school is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs). The school is required to determine earned and unearned portions of Title IV aid for students who cancel, withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

RETURN OF TITLE IV FUNDS CALCULATION AND POLICY

The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation:

Percentage of payment period of term completed equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned equals 100% of the aid that could be disbursed minus the percentage of earned aid, multiplied by the total dollar amount of aid that could have been disbursed during the payment period or term.

The school must return the Title IV funds for which it is responsible in the following order:

1. Unsubsidized Direct Stafford loans (other than PLUS loans).
2. Subsidized Direct Stafford loans.
3. Federal Perkins loans.
4. Direct PLUS loans.
5. Federal Pell Grants for which a return of funds is required.
6. Academic Competitiveness Grants for which a return of funds is required.
7. National Smart Grants for which a return of funds is required.
8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, the school must still perform a Return calculation. If the student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 180 days of the DOD.

After a Return calculation has been made and a state/institutional refund policy, if applicable, has been applied, any resulting credit balance (i.e. earned Title IV funds exceed institutional charges) must be paid within 14 days from the date that the school performs the Return calculation and will be paid in one of the following manners:

1. Pay authorized charges at the institution;
2. With the student's permission, reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);
3. Return to the student.

Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes. If a student earned less aid than was disbursed, the school would be required to return a portion of the funds and the student would be required to return a portion of the funds.

RETURN OF UNEARNED TITLE IV FUNDS

The school must return the lesser of:

- The amount of Title IV program funds that the student did not earn; or
- The amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than \$50.

Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial

Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) is not satisfied.

EFFECTS OF LEAVES OF ABSENCE ON RETURNS

If a student does not return from an approved leave of absence on the date indicated on the written request, the withdrawal date is the student's last date of attendance. For more information, see the Leave of Absence section in the school catalog.

TIMEFRAME WITHIN WHICH INSTITUTION IS TO RETURN UNEARNED TITLE IV FUNDS

The school must return the amount of unearned Title IV funds for which it is responsible within 45 days after the DOD.

CALIFORNIA LOAN DISCLOSURES

1. If the student obtains a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
2. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
 - a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
 - b. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

STUDENTS CALLED TO ACTIVE MILITARY DUTY

NEWLY ADMITTED STUDENTS

Students who are newly admitted to the school and are called to active military duty prior to the first day of class in their first term/module shall receive a full refund of all tuition and fees paid. Textbook and equipment charges shall be refunded to the student upon return of the textbooks/unused equipment to the school.

CONTINUING STUDENTS

Continuing students called to active military duty are entitled to the following:

- If tuition and fees are collected in advance of the withdrawal, a strict pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal for active military service ("WZ").

CONTINUING MODULAR DIPLOMA STUDENTS

Continuing modular diploma students who have completed 50% or less of their program are entitled to a full refund of tuition, fees, and other charges paid. Such students who have completed more than 50% of their program are entitled to a strict pro rata refund.

STUDENT TUITION RECOVERY FUND DISCLOSURE

A student must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

A student is not eligible for protection from the STRF and is not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students who are California residents, or are enrolled in a residency program, attending certain schools regulated by the Bureau for Private Postsecondary Education.

A student may be eligible for STRF if the student is a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determine by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

THIRD PARTY/AGENCY REFUNDS/RETURN OF FUNDS

Information regarding any applicable third party funding agency refund or return of funds policies is obtainable in the Business Office.

STUDENT FINANCING OPTIONS

The school offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options available and the Financial Aid process can be obtained from the school's Student Financial Planning Brochure. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

FINANCIAL ASSISTANCE

Financial assistance (aid) in the form of grants and loans is available to eligible applicants who have the ability and desire to benefit from the specialized program/training offered at the school.

STUDENT ELIGIBILITY

To receive financial assistance you must:

1. usually, have financial need;
2. be a U.S. citizen or eligible noncitizen;
3. have a social security number;
4. if male, be registered with the Selective Service;
5. if currently attending school, be making satisfactory academic progress;
6. be enrolled as a regular student in any of the school's eligible programs;
7. not be in default on any federally-guaranteed loan.

FEDERAL FINANCIAL AID PROGRAMS

The following is a description of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the school's Student Financial Planning Brochure, the school's Student Finance Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at:

http://studentaid.ed.gov/students/publications/student_guide/index.html

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Perkins Loan
- Federal Direct Stafford Loan
- Federal Direct Parent Loan for Undergraduate Students (PLUS)

ALTERNATIVE FINANCING OPTIONS

If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap. Private loan programs are convenient, affordable and easy to use.

- There are alternative loans provided by private lenders.
- The rate may be variable and the loan approved and origination fees may be based on credit.
- Repayment terms may vary based on lender programs
- Student may apply on their own or with a co-borrower.

Please see one of the Student Finance Planners for further information.

GRANTS AND SCHOLARSHIPS

CAL GRANTS

Students who attended a Cal Grant eligible WyoTech school in 2010-2011 and will be returning for the 2011-2012 academic year, and are eligible to receive a Renewal Cal Grant Award, will be eligible to receive the WyoTech Cal Grant Replacement Grant in an amount equal to the 20% reduction in their Renewal Cal Grant. This is a one-time award and does not have any cash value.

DREAM AWARD PROGRAM AND SCHOLARSHIPS

Graduates of any Corinthian Colleges, Inc. (CCi) school may be nominated for the CCi-sponsored Dream Award program. Scholarship awards must be used within two years of the award and they are not transferrable nor can they be exchanged for cash.

Campus Dream Award: Each campus will nominate one recent graduate from the campus to represent the campus in the award competition. Nominations are accepted from April 1 to June 30 each year. Selection of the nominee is based on a review of recent graduates within the past three years by the Campus Selection Committee. The selected nominee should be a graduate whose life story could have gone in any direction, but whose decision to attend a CCi school was a turning point for them. The selected nominee should be an inspiration and motivation to other students. Each Campus Dream Award recipient will receive:

A scholarship worth \$2,500 that may be used at any CCi campus for training that is more advanced than the one from which the nominee has graduated, and a trophy.

Corinthian Dream Award: Following the close of the nomination period for the Campus Dream Award, the Corinthian Dream Award recipient will be selected from the campus nominees by the Corinthian Colleges Selection Committee, composed of the Executive Management Team of CCi. The award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the Fall CCi Presidents' Meeting. The award will include:

1. A full scholarship that may be used at any CCi campus for training that is more advanced than the program from which the recipient has graduated,
2. An all expenses paid trip to the Fall Presidents' Meeting,
3. A trophy,
4. A letter of recognition from the CCi CEO and COO, and
5. A nomination to the Association of Private Sector Colleges and Universities (APSCU) Great Award.

Additional information regarding this award and scholarship program may be requested from the Campus President.

IMAGINE AMERICA SCHOLARSHIP

WyoTech participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C. Under this scholarship program two \$1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

Scholarship certificates are sent directly to the high school from the Career Training Foundation of Washington D.C. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid. The chosen high school seniors can each only receive one Imagine America scholarship.

Imagine America scholarship certificates are to be given to the Student Finance Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until the end of the year in which they are awarded.

FORD AAA SCHOLARSHIP

National Competition - Members of the 1st, 2nd, and 3rd place winning teams at the National Competition will be eligible for a \$10,000 scholarship.

Ford/AAA Scholarship Requirements - Scholarship recipients must maintain satisfactory academic progress and meet all attendance and graduation requirements without interruption of attendance with the exception in the case of an approved Leave of Absence.

These scholarships cannot be combined with any other scholarship from WyoTech. Scholarships must be accepted within sixty (60) days of high school graduation. Acceptance is made through the signing of an enrollment agreement. The student must begin classroom attendance within one (1) year of high school graduation.

SKILLS USA

National Competition - Individuals placing 1st, 2nd, or 3rd at the National Automotive Service Technology or Motorcycle Service Technology SkillsUSA competition will be eligible for a \$10,000 scholarship. This scholarship cannot be combined with the state scholarship offered at WyoTech.

State Competitions - Individuals placing 1st at any State SkillsUSA Competition in the Automotive Service Technology or Motorcycle Service Technology program will be eligible for an \$8,500 scholarship.

SkillsUSA Scholarship Requirements

- Scholarship recipients must maintain satisfactory academic progress and meet all attendance and graduation requirements without interruption of attendance with the exception in the case of an approved Leave of Absence.
- These scholarships cannot be combined with any other scholarship from WyoTech.
- Students must enter a program at WyoTech which coincides with the competition area that the student won (i.e., an Automotive competition winner would need to take a program that includes the Automotive core courses).
- Recipients may begin training immediately after high school graduation as soon as their chosen program is available. Recipients must commit to use the scholarship within sixty (60) days of high school graduation and start classroom attendance at WyoTech within one (1) year of high school graduation.

U.S. ARMED FORCES SCHOLARSHIP

With deep gratitude to the men and women who serve our country, all WyoTech schools, with the exception of the Blairsville campus, are pleased to provide all members of the U.S. Armed Forces, National Guard and Reserves, as well as all honorably discharged veterans, who do not qualify for the Post 9/11 GI Bill Yellow Ribbon program, a scholarship equal to the \$100 Application Fee and 15% of tuition for their initial program of study. For additional information regarding the U.S. Armed Forces Scholarship please contact your respective Admissions Representative.

If the Veteran meets the following criteria he or she will qualify for WyoTech Armed Forces Scholarship:

Active Duty or Veteran

- Be a high school graduate or equivalency;
- Provide proof of DD Form 214 or required documents prior to beginning classroom attendance;
- Discharge must state "Honorable." The discharge must be fully honorable: Discharges listed as "Under Honorable Conditions" and "General" are not eligible for the WyoTech Armed Forces Scholarship;
- Be released from the Armed Forces with service characterized as honorable and placed on the retired list, temporary disability retired list, or transferred to the Fleet Reserve or the Fleet Marine Corps Reserve; or be released from the Armed Forces with service characterized as honorable for further service in a reserve component; or be discharged or released from Armed Forces for:
 1. EPTS (Existed Prior to Service)
 2. HDSP (Hardship) or
 3. CIWD (Condition Interfered with Duty)

To be eligible for the **WyoTech Armed Forces Scholarship**, you must have completed your initial tour of active duty service or have been discharged due to a service-connected disability.

National Guard or Reserves

- Be a high school graduate or equivalency;
- Complete your initial active duty for training (IADT);
- Army, Navy, Air Force and Marine Reservists must provide proof of DD Form 214 or required documents prior to the beginning classroom attendance;
- National Guard and Air Guard members must provide proof of NGB Form 22;
- Active guard members in a drilling selected National Guard or Reserve unit must remain in good standing and provide a letter from the unit commander stating active drilling member of the unit.

ADMINISTRATIVE INFORMATION

STATEMENT OF NON-DISCRIMINATION

WyoTech does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, veteran or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. In compliance with the Americans with Disabilities Act of 1990, as amended, WyoTech provides qualified applicants and students who have disabilities with reasonable accommodations that do not impose undue hardship.

CODE OF STUDENT CONDUCT

The Code of Student Conduct applies at all times to all students. As used in this Code, a student is any individual who has been accepted or is enrolled in school. Student status lasts until an individual graduates, is withdrawn, or is otherwise not in attendance for more than 180 consecutive calendar days.

WyoTech seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All schools should be free from violence, threats and intimidation, and the rights, opportunities, and welfare of students must be protected at all times.

To this end, this Code sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the school, the deviation(s) significantly prejudice the student. The Campus President (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

CONDUCT AFFECTING THE SAFETY OF THE CAMPUS COMMUNITY

WyoTech reserves the right to take all necessary and appropriate action to protect the safety and well-being of the campus community. The Campus President (or designee) may immediately suspend any student whose conduct threatens the health and/or safety of any person(s) or property. The suspension shall remain in effect until the matter is resolved through the disciplinary process. Such conduct includes, but is not limited to:

- Possessing alcohol or other intoxicants, drugs, firearms, explosives, weapons, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of school or another's property
- Harassment or intimidation of others
- Endangerment, assault, or infliction of physical harm

OTHER PROHIBITED CONDUCT

Additionally, disciplinary action may be initiated against any student(s) based upon reasonable suspicion of attempting to commit, or assisting in the commission of any of the following prohibited forms of conduct:

- Cheating, plagiarism, or other forms of academic dishonesty
- Forgery, falsification, alteration or misuse of documents, funds, or property
- Any disruptive or obstructive actions, including:
 - The use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
 - The inappropriate use of electronic or other devices to make an audio, video, or photographic record of any person while on school premises without his/her prior knowledge or effective consent
- Failure to comply with school policies or directives
- Any other action(s) that interfere with the learning environment or the rights of others
- Violations of local, state, provincial, or federal law

Note: This list is not exhaustive, but rather offers examples of unacceptable behavior which may result in disciplinary action.

LIMITATIONS ON STUDENTS WITH PENDING DISCIPLINARY MATTERS

Any student with a pending disciplinary matter shall not be allowed to:

- Enroll or attend classes at another Corinthian Colleges Inc. (CCi) school;
- Graduate or participate in graduation ceremonies; or
- Engage in any other activities proscribed by the Campus President.

Additionally, if a student withdraws from school at any point during the disciplinary process, the student is not eligible for readmission to any CCi school prior to resolving the outstanding disciplinary issue.

INQUIRY BY THE CAMPUS PRESIDENT

If the Campus President (or designee), in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the Campus President (or designee) shall conduct a reasonable inquiry and determine an appropriate course of action. If the Campus President (or designee) determines that a violation has not occurred, no further action shall be taken.

CONDUCT WHICH DOES NOT WARRANT A SUSPENSION OR DISMISSAL

If the Campus President (or designee), in his or her sole discretion, determines that the student's behavior may have violated this Code but does not warrant a suspension or dismissal, the Campus President (or designee) shall promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

CONDUCT WHICH WARRANTS A SUSPENSION OR DISMISSAL

If the Campus President (or designee), in his or her sole discretion, determines that the student's behavior warrants a suspension or dismissal, the Campus President (or designee) shall promptly provide the student with a written notice of the following:

- The conduct for which the sanction is being imposed;
- The specific sanction being imposed; and
- The right to appeal if a written request is filed by the student within (5) calendar days of the date of the written notice.

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

WyoTech does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students. Possession of these substances on campus is cause for dismissal.

STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

IT resources may only be used for legitimate purposes, and may not be used for any other purpose which is illegal, unethical, dishonest, damaging to the reputation of the school, or likely to subject the school to liability. Impermissible uses include, but are not limited to:

- Harassment;
- Libel or slander;
- Fraud or misrepresentation;
- Any use that violates local, state/provincial, or federal law and regulation;
- Disruption or unauthorized monitoring of electronic communications;
- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software;
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music;
- Violations of licensing agreements;
- Accessing another person's account without permission;
- Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software;
- The use of restricted access computer resources or electronic information without or beyond a user's level of authorization;
- Providing information about or lists of CCI users or students to parties outside CCI without expressed written permission;
- Downloading or storing company or student private information on portable computers or mobile storage devices;
- Making computing resources available to any person or entity not affiliated with the school;
- Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material;
- Academic dishonesty as defined in the Code of Student Code;
- Use of CCI logos, trademarks, or copyrights without prior approval;
- Use for private business or commercial purposes.

COPYRIGHT POLICY

It is the intention of WyoTech to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to sanctions under the Code of Student Conduct. Additionally, a person found to have committed a copyright violation may be liable for up to \$150,000 for each separate act of infringement, and may be subject to criminal prosecution. A person may be held liable even if he or she was unaware that they were violating the law.

SEXUAL HARASSMENT POLICY

WyoTech strives to provide and maintain an environment free of all forms of harassment. Behavior toward any student by a member of the staff, faculty, or student body that constitutes unwelcome sexual advances will be dealt with quickly and vigorously and will result in disciplinary action up to and including dismissal. Any student who believes that he or she is a victim of sexual harassment should immediately notify the office of the Campus President. The Campus President will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

SANCTIONS

Sanctions should be commensurate with the nature of the student's conduct. All sanctions imposed should be designed to discourage the student from engaging in future misconduct and whenever possible should draw upon educational resources to bring about a lasting and reasoned change in behavior.

Suspension – A sanction by which the student is not allowed to attend class for a specific period of time. Satisfactory completion of certain conditions may be required prior to the student's return at the end of the suspension period. During a period of suspension, a student shall not be admitted to any other CCI school.

Note: Student absences resulting from a suspension shall remain in the attendance record regardless of the outcome of any disciplinary investigation or the decision of the Student Conduct Committee.

Dismissal – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the Campus President. Students dismissed for violations of this Code remain responsible for any outstanding balance owed to the school.

APPEAL PROCESS

Students are entitled to appeal any sanction which results in suspension or dismissal. The appeal must be in writing and filed within five (5) calendar days of the date of the written notice. If the student files a timely appeal, the Campus President (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the Campus President, the Academic Dean/Director of Education, a Program or Department Chair, the Student Services Coordinator, or a faculty member. The members of the Committee shall select a Chair. If the alleged violation involves allegations of sexual misconduct committed against faculty or staff, the Committee must include a representative from Corporate or Division Human Resources.

The Committee Chair shall timely schedule a hearing date, and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date, and include notice that the student may:

- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

Attendance at the hearing is limited to those directly involved or those requested to appear. Hearings are not open to the public and are not recorded.

The Student Conduct Committee shall:

- Provide the student a full and reasonable opportunity to explain his/her conduct
- Invite relevant witnesses to testify or submit signed statements
- Reach a decision based upon the information submitted prior to the hearing and the testimony and information of the student and witnesses at the hearing
- If the student does not appear, or elects not to appear, the Committee may proceed in the student's absence and the decision will have the same force and effect as if the student had been present

The Student Conduct Committee shall issue a written decision to the student within five (5) calendar days of the date of the hearing which may:

- Affirm the finding and sanction imposed by the Campus President (or designee)
- Affirm the finding and modify the sanction. Sanctions may only be reduced if found to be grossly disproportionate to the offense
- Disagree with the previous finding and sanction and dismiss the matter. A matter may be dismissed only if the original finding is found to be arbitrary and capricious

The decision of the Student Conduct Committee is final, and no further appeal is permitted.

RECORD OF DISCIPLINARY MATTER

All disciplinary files shall be kept separate from the student academic files until resolved. Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA).

When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement authorities for investigation and prosecution. Additionally, disciplinary records may be reported to third parties as applicable (e.g. Veteran's Administration).

STUDENT COMPLAINT PROCEDURE

Complaints are defined as any student concern regarding school programs, services, or staff not addressed by other school policies. Students have the right to file a complaint with the school at any time. Students are encouraged to first attempt to informally resolve their complaint with the instructor or staff member in the department most directly connected with their complaint. Students who are unable to resolve their complaint informally should submit their complaint in writing to the Campus President. The President will meet with the student to discuss the

complaint and provide the student with a written response within seven (7) calendar days of the meeting. Students who are not satisfied with the response of the President may contact the Student Help Line at (800) 874-0255 or email at studentservices@cci.edu.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accredited Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Campus President or online at www.accsc.org. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
(703) 247-4212
www.accsc.org

Students may also contact and file a complaint with the state's agency and the state's Attorney General's office at the following addresses:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

Public Inquiry Unit
Office of the Attorney General
P.O. Box 944255
Sacramento, CA 94244-2550
Ph: 916-322-3360
Toll Free in California: 800-952-5225
TTY/TDD: 800-735-2929
<http://www.ag.ca.gov/>

Note: A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov

DRESS CODE

A clean and neat appearance helps develop appropriate dress habits for new careers. Employers may visit the campus to interview students for jobs and to give guest lectures, so it is important that the student body convey a professional image at all times, by complying with the following appearance standards:

- Full-length trousers and WyoTech uniform shirt must be worn while on campus.
- Shirts must be buttoned-up and tucked in at all times.
- WyoTech jacket may be worn over the uniform shirt, but the shirt must be worn at all times.
- Dark-colored sweatshirts and sweaters may be worn under the WyoTech shirt for added warmth.
- Clothing must be clean and in good repair.
- No open-toe shoes, shower shoes or sandals can be worn while on campus.
- Facial hair, including mustaches, must be trimmed and neat.
- Hair must be clean and neat. All students should have regular, above-the-collar hair styles or if hair is longer than collar-length, it must be safely tied-up or netted while in the shop.
- Dangling jewelry cannot be worn in the lab or open shop areas.
- Only WyoTech baseball caps with bill facing forward, or stocking caps can be worn on campus.
- Regular, personal cleanliness must be observed at all times.
- Cell phone use is not permitted in class.

These rules will be provided by your instructor in the course syllabus.

IDENTIFICATION BADGE

Each student is provided a photo identification badge, at no charge, upon admission to the school. Students are required to wear the student identification badge while on campus. A fee will be charge for a replacement badge.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.
A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.
If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor or collection agent); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.
Upon request, the institution also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
From time to time the institution publishes communications, such as graduation and honor roll lists, that include students' names and programs of study. A student who wishes not to be included should put that request in writing to the Registrar.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

STUDENT RECORDS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. WyoTech maintains complete records for each student, including grades, attendance, prior education and training, placement, financial aid and awards received. Student records should be maintained on campus for five years.

TRANSCRIPT AND DIPLOMA RELEASE

Student academic transcripts are available upon written request by the student. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation to the school. Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, WyoTech has established policies regarding campus security.

The school strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

The school encourages all students to report criminal incidents or other emergencies, which occur on the campus directly to the Campus President, student advisor or instructor. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The Institute will work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the school for a minimum of three years after the incident.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: <http://www.safetypub.com/megan.htm>.

DRUG AWARENESS

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than January 31st of each calendar year they are enrolled. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

WyoTech prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If students suspect someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Academic Dean/Director of Education or Campus President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified. In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment is subject to successful completion of any prescribed counseling or treatment program.

STATISTICAL INFORMATION

WyoTech is required to report to students the occurrence of various criminal offenses on an annual basis. On or before October 1st of each year, the school will distribute a security report to students containing the required statistical information on campus crimes committed during the previous three years. A copy of this report is available to prospective students upon request.

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), WyoTech is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students (34 CFR 668.45(a)(1)). WyoTech is required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request.

STUDENT SERVICES

ORIENTATION

New students participate in an orientation program prior to beginning classes. This program is designed to acquaint students with the policies of the school and introduce them to staff and faculty members who will play an important part in the students' academic progress.

HEALTH SERVICES

WyoTech does not provide health services.

TRANSPORTATION

WyoTech is located in Fremont, California, 10 miles north of San Jose and 30 miles south of Oakland. The school is accessible by public transportation, including the Bay Area Rapid Transit system (BART). Carpools are coordinated through Student Services department.

HOUSING

WyoTech does not provide on-campus housing; however, it does assist students in locating suitable housing off campus. For a list of available housing, students should contact the Student Services Department.

STUDENT ADVISING

Academic advising is coordinated by the Academic Dean/Director of Education and includes satisfactory academic progress, attendance, and personal matters. The Registrar and Academic Program Directors serve as advisors and assist students in course selection and registration, dropping and adding courses, change of major, and meeting graduation requirements.

TUTORING

Tutoring is available, at no charge, upon the recommendation of the faculty for those students experiencing difficulty with their coursework.

WYOTECH CARE PROGRAM

The WyoTech CARE Student Assistance Program is a free personal-support program for our students and their families. This program provides enrolled students direct and confidential access to professional counseling. For more information, please visit the website <http://www.WyoTechcares.com> or call (888) 852-6238.

PLACEMENT ASSISTANCE

WyoTech maintains an active Career Services Office to assist graduates in locating entry-level, educationally related career opportunities. The Career Services Office works directly with business, industry, and advisory board members to assist all students with access to the marketplace. WyoTech does not, in any way, guarantee employment. It is the goal of the Career Services Office to help all students realize a high degree of personal and professional development and successful employment. Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement services is available in the Career Services Offices.

STUDENT AWARDS

Throughout the training programs and at graduation, students are recognized for outstanding performance. These awards include: Perfect Attendance, Honor Grade, Honor Graduate, Academic Achievement, and Professionalism Award. A Certificate of Completion, Diploma or Occupational Associate Degree is awarded upon satisfactory completion of all required course work and after all financial obligations to the school have been satisfied.

PROGRAMS OFFERED

Program of Study	Credential	Contact Hours	Quarter Credits	Weeks
Automotive Technology				
Applied Automotive Technology	Diploma	1200	90	60
Applied Automotive Technology – Advanced Diagnostics Concentration	Diploma	1560	118	78
Automotive Technology with a Concentration in Automotive Diagnostics	AOS Degree	1500	118	78
Automotive Technology with a Concentration in Service Management	AOS Degree	1500	117	78
Motorcycle Technology				
Motorcycle Technician	Diploma	1000	72	48
Motorcycle Technology	Diploma	1500	108	72
HVAC				
Heating, Ventilation and Air Conditioning (HVAC)	Diploma	720	55	36
Commercial Heating, Ventilation and Air Conditioning (CHVAC)	Diploma	1200	91	60
Plumbing				
Plumbing Technology	Diploma	720	55	36
Electrical				
Electrician	Diploma	720	59	36

AUTOMOTIVE TECHNOLOGY

Career Opportunities - Automotive

Applied Automotive Technology

Graduates of this bumper-to-bumper training are prepared for entry-level employment as an automotive service technician in each of the content areas.

Applied Automotive Technology - Advanced Diagnostics Concentration

The diploma in Applied Automotive Technology - Advanced Diagnostics Concentration program is designed to provide students with a technical skill set and an applied logical diagnostics approach to repair sophisticated late model vehicles. Graduates of this program are prepared for entry-level employment such as automotive diagnostic technician and service technician. This program includes preparation for the California Smog Technician License Exam.

Occupational Degree Program Career Opportunities - Automotive

The automobile is a major economic and transportation mainstay of the American society, and consumer demand for well-qualified, professional technicians committed to lifelong learning continues to escalate. Career preparation for servicing today's technologically advanced vehicles requires preparation in an academic arena embracing technical change, advanced problem solving and communication skills.

Associate of Occupational Studies Degree in Automotive Technology with a Concentration in Automotive Diagnostics

The Associate of Occupational Studies degree in Automotive Diagnostics is designed to provide students with a technical skill set and an applied logical diagnostics approach to repairing sophisticated late model vehicles. This program includes the content of Applied Automotive Technology along with related business communications, customer service, performance analysis and strategic diagnostics. Graduates are prepared for entry-level employment as an automotive service technician in each of the content areas. This program includes preparation for the California Smog Technician License Exam.

Associate of Occupational Studies Degree in Automotive Technology with a Concentration in Service Management

The Associate of Occupational Studies degree in Service Management provides students with a technical skill set and the applied knowledge necessary to act as liaison between customers and service personnel to facilitate appropriate service and repairs. The technology and information processing required in today's automotive service industry is requiring a new breed of technician with a more complete education than in the past. This occupational degree program provides the graduate with a comprehensive, skills-tested technical background articulated with a core of business-oriented applied general education courses. Individuals who successfully complete this program may seek positions offering growth into the management aspects of the service industry. Graduates are prepared for entry-level employment positions such as automotive service technician, automotive service advisor/customer representative, automotive technical writer, and automotive service manager.



APPLIED AUTOMOTIVE TECHNOLOGY

Diploma program

1200 hours – 60 weeks – 90 credit units

Diploma Program

This diploma program is designed as a bumper-to-bumper education in the automotive repair industry; this program prepares individuals for entry-level positions as a modern automotive technician.

Length of Program

The Applied Automotive Technology program consists of ten phases of instruction. Each phase provides six weeks of training and includes 120 clock hours of instruction, 4.0 hours per day, Monday through Friday. Morning, afternoon and evening schedules are available.

Phase Title	Contact Hours	Quarter Credits	Weeks
AT 101 Steering, Suspension & Computerized 4-Wheel Alignment	120	9	6
AT 102 Hydraulic & Anti-Lock Braking Systems**	120	9	6
AT 103 Engine Principles, Service & Repair	120	9	6
AT 104 Manual Transmissions & Powertrains	120	9	6
AT 105 Automatic Transmissions & Transaxles	120	9	6
AT 106 Chassis Electrical & Accessories*	120	9	6
AT 107 Engine Performance Systems	120	9	6
AT 108 Fuel Management Systems	120	9	6
AT 109 Computerized Engine Controls	120	9	6
AT 110 Emissions Diagnostics	120	9	6
Totals	1200	90	60

*Includes California State Lamp Exam License Preparation

**Includes portions of California State Brake License Exam Preparation

Refer to the Course Descriptions sections for information on all courses.



APPLIED AUTOMOTIVE TECHNOLOGY – ADVANCED DIAGNOSTIC CONCENTRATION

Diploma program

1560 clock hours – 78 weeks – 118 credit units

Diploma Program

WyoTech offers a diploma program with a concentration in advanced automotive diagnostics. Qualified faculty takes pride in educating students for successful careers in the industry.

Demand for well-qualified, professional technicians committed to life-long learning continues to escalate. Career preparation for servicing today's technologically advanced vehicles requires academic preparation that embraces technical knowledge, advanced problem solving and communication skills. The Applied Automotive Technology - Advanced Diagnostics Concentration program is designed to provide students with the entry-level technical skill set and an applied logical diagnostics approach to repair sophisticated, late model vehicles and includes preparation for the California Smog Technician License Exam.

In preparation for the California Smog Technician License Exam, students must meet BAR grade and attendance requirements. As BAR requirements frequently change, please see the Director of Education or his/her designee for current criteria.

Length of Program

The Applied Automotive Technology - Advanced Diagnostics Concentration program is thirteen phases in duration. Each phase provides six weeks of training and includes 120 clock hours of instruction, 4.0 hours per day, Monday through Friday. Morning, afternoon and evening schedules are available. The curriculum follows the ten NATEF-based technical phases of Automotive Technology.

Phase Title	Contact Hours	Quarter Credits	Weeks
AT 101 Steering, Suspension & Computerized 4-Wheel Alignment	120	9	6
AT 102 Hydraulic & Anti-Lock Braking Systems*	120	9	6
AT 103 Engine Principles, Service & Repair	120	9	6
AT 104 Manual Transmissions & Powertrains	120	9	6
AT 105 Automatic Transmissions & Transaxles	120	9	6
AT 106 Chassis Electrical & Accessories**	120	9	6
AT 107 Engine Performance Systems	120	9	6
AT 108 Fuel Management Systems	120	9	6
AT 109 Computerized Engine Controls	120	9	6
AT 110 Emissions Diagnostics***	120	9	6
AT 111 Vehicle Electronics and Technical Systems	120	9	6
AT 112 Chassis and Engine Electronics	120	9	6
AAS 504 Performance Analysis & Strategic Diagnostics***	120	10	6
Totals	1560	118	78

* Includes portions of California State Brake License Exam Preparation

** Includes California State Lamp Exam License Preparation

***Includes portions of California State Smog License Exam preparation

Refer to the Course Descriptions sections for information on all courses.



AUTOMOTIVE TECHNOLOGY WITH A CONCENTRATION IN AUTOMOTIVE DIAGNOSTICS

Associate of Occupational Studies degree

1500 clock hours – 78 weeks – 118 credit units

WyoTech offers an Associate of Occupational Studies degree with a Concentration in Automotive Diagnostics. Qualified faculty take pride in educating students for successful careers in the industry. The applied general education component of the Occupational Associate degree is described below.

The automobile is a major economic and transportation mainstay of American society, and the demand for well-qualified, professional technicians committed to life-long learning continues to escalate. Career preparation for servicing today's technologically advanced vehicles requires academic preparation that embraces technical knowledge, advanced problem solving and communication skills. The Associate of Occupational Studies in Automotive Technology with a Concentration in Automotive Diagnostics is designed to provide students with the entry-level technical skill set and an applied logical diagnostics approach to repair sophisticated, late model vehicles and includes preparation for the California Smog Technician License Exam.

In preparation for the California Smog Technician License Exam students must meet BAR grade and attendance requirements. As BAR requirements frequently change, please see the Director of Education or his/her designee for current criteria.

Course Delivery

WyoTech provides the opportunity to complete this occupational degree program through a combination of on-line and on campus instruction. Students complete the applied general education courses, AAS 501 and AAS 502, through on-line instruction. Students are required to complete on-line computer orientation one or two phases prior to beginning the on-line courses. AAS 504 is taught 5 days per week on campus due to new California State Bureau of Automotive Repair (BAR) regulations.

Length of Program

The Associate of Occupational Studies in Automotive Technology with a Concentration in Automotive Diagnostics program is thirteen phases in duration. Each phase of the occupational degree program provides six weeks of training. AAS 501, AAS 502 are the applied general education curriculum components of the occupational degree program.

Phase Title	Contact Hours	Quarter Credits	Weeks
AT 101 Steering, Suspension & Computerized 4-Wheel Alignment	120	9	6
AT 102 Hydraulic & Anti-Lock Braking Systems**	120	9	6
AT 103 Engine Principles, Service & Repair	120	9	6
AT 104 Manual Transmissions & Powertrains	120	9	6
AT 105 Automatic Transmissions & Transaxles	120	9	6
AT 106 Chassis Electrical & Accessories*	120	9	6
AT 107 Engine Performance Systems	120	9	6
AT 108 Fuel Management Systems	120	9	6
AT 109 Computerized Engine Controls	120	9	6
AT 110 Emissions Diagnostics***	120	9	6
AAS 501 Business English and Communication (0501 ecollege course code)	90	9	6
AAS 502 Business Principles and Customer Service Concepts (0502 ecollege course code)	90	9	6
AAS 504 Performance Analysis & Strategic Diagnostics**	120	10	6
Totals	1500	118	78

Note: AAS 501, AAS 502 are each 6 Lessons through the on-line delivery of instruction

*Includes California State Lamp Exam License Preparation

**Includes portions of California State Brake License Exam Preparation

***Includes portions of California State Smog License Exam preparation

Refer to the Course Descriptions sections for information on all courses.



AUTOMOTIVE TECHNOLOGY WITH A CONCENTRATION IN SERVICE MANAGEMENT

Associate of Occupational Studies degree

1500 clock hours – 78 weeks – 117 credit units

WyoTech offers an Associate of Occupational Studies degree with a Concentration in Service Management. Qualified faculty takes pride in educating students for successful careers in the industry. The applied general education component of the Occupational Associate degree is described below.

The Associate of Occupational Studies degree with a Concentration in Service Management provides students with an entry-level technical skill set and the applied knowledge necessary to act as liaison between customers and service personnel to facilitate appropriate service and repairs. The technology and information processing required in today's automotive service industry is requiring a new breed of technician with a more complete education than in the past. This occupational degree program provides the graduate with a comprehensive, skills-tested technical background articulated with a strong core of business-oriented applied general education courses. Individuals who successfully complete this program may seek entry-level positions in the management areas of the service industry.

Course Delivery

WyoTech provides the opportunity to complete this occupational degree program through a combination of on-line and on-campus instruction. Students complete the applied general education courses, AAS 501 and AAS 502, through on-line instruction. Students are required to complete on-line computer orientation one or two phases prior to beginning the on-line courses. AAS 503 is delivered with experiential learning activities on campus, 5 days per week.

Length of Program

The Associate of Occupational Studies in Automotive Technology with a Concentration in Service Management program is thirteen phases in duration. Each phase of the occupational degree program provides six weeks of training. AAS 501, AAS 502 are the applied general education curriculum components of the occupational degree program.

Phase Title	Contact Hours	Quarter Credits	Weeks
AT 101 Steering, Suspension & Computerized 4-Wheel Alignment	120	9	6
AT 102 Hydraulic & Anti-Lock Braking Systems**	120	9	6
AT 103 Engine Principles, Service & Repair	120	9	6
AT 104 Manual Transmissions & Powertrains	120	9	6
AT 105 Automatic Transmissions & Transaxles	120	9	6
AT 106 Chassis Electrical & Accessories*	120	9	6
AT 107 Engine Performance Systems	120	9	6
AT 108 Fuel Management Systems	120	9	6
AT 109 Computerized Engine Controls	120	9	6
AT 110 Emissions Diagnostics	120	9	6
AAS 501 Business English and Communication (0501 ecollege course code)	90	9	6
AAS 502 Business Principles and Customer Service Concepts (0502 ecollege course code)	90	9	6
AAS 503 Computerized Service Management	120	9	6
Totals	1500	117	78

Note: AAS 501, AAS 502 are each 6 Lessons through the on-line delivery of instruction

*Includes California State Lamp Exam License Preparation

**Includes portions of California State Brake License Exam Preparation

Refer to the Course Descriptions sections for information on all courses.

MOTORCYCLE TECHNOLOGY

Career Opportunities - Motorcycle

Motorcycle Technician

The diploma in Motorcycle Technician is designed to provide students with a technical skill set and applied logical diagnostics approach to diagnose, service, and repair modern motorcycles. This program prepares the graduate for entry-level positions as a Motorcycle Technician.

Motorcycle Technology

The diploma in Motorcycle Technology is designed to provide students with a technical skill set and applied logical diagnostics approach to diagnose, service, and repair modern motorcycles. The core training areas, coupled with a student-selected area of specialty, prepares the graduate for employment as an entry-level motorcycle technician.

Harley-Davidson Concentration

This specialty area will allow the student to build upon the knowledge and skills of the core and to apply them to the diagnosis, service, and repair of Harley-Davidson motorcycles. Employment opportunities that call for the knowledge presented in this program are entry-level positions with dealerships, specialty shops, and performance-oriented businesses.

European Concentration

This specialty area will allow the student to build upon the knowledge and skills of the core and to apply them to the diagnosis, service, and repair of Triumph and Ducati motorcycles. Students can achieve manufacture certification in specific areas. Employment opportunities that call for the knowledge presented in this program are entry-level positions with dealerships, specialty shops, and performance-oriented businesses.

Asian Concentration

This specialty area will allow the student to build upon the knowledge and skills of the core and to apply them to the diagnosis, service, and repair of Honda, Kawasaki, Suzuki, and Yamaha motorcycles. Employment opportunities that call for the knowledge presented in this program are entry-level positions with dealerships, specialty shops, and performance-oriented businesses.



MOTORCYCLE TECHNICIAN

Diploma program

1000 clock hours – 48 weeks – 72 credit units

The diploma in Motorcycle Technician is designed to provide students with a technical skill set and applied logical diagnostics approach to diagnose, service, and repair modern motorcycles. Motorcycle Technician program prepares the graduate for employment as an entry-level motorcycle technician.

Length of Program

The Motorcycle Technician program consists of 8 phases of instruction. Each phase provides 6 weeks of training and includes 125 clock hours of instruction, undertaken 4.2, Monday through Friday. Afternoon and evening schedules are available.

Phase Title	Contact Hours	Quarter Credits	Weeks
MT 101 Suspension Systems	125	9	6
MT 102 Brake Systems	125	9	6
MT 103 Four Stroke Engines	125	9	6
MT 104 Two Stroke Engines	125	9	6
MT 105 Fundamentals of Electricity	125	9	6
MT 106 Electrical Systems	125	9	6
MT 107 Fuel Systems	125	9	6
MT 108 Service	125	9	6
Totals	1000	72	48

Refer to the Course Descriptions sections for information on all courses.



MOTORCYCLE TECHNOLOGY

Diploma program

1500 clock hours – 72 weeks – 108 credit units

The diploma in Motorcycle Technology is designed to provide students with a technical skill set and applied logical diagnostics approach to diagnose, service, and repair modern motorcycles. Students, after completion of their core training, then proceed into their selected area of concentration. The core training areas, coupled with a student-selected area of specialty, prepare the graduate for employment as an entry-level motorcycle technician.

Length of Program

The Motorcycle Technology program consists of 12 phases of instruction consisting of an eight-phase core and four-phase concentration. Each phase provides 6 weeks of training and includes 125 clock hours of instruction, undertaken 4.2 hours per day, Monday through Friday. Afternoon and evening schedules are available.

Motorcycle Technology Core Curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
MT 101 Suspension Systems	125	9	6
MT 102 Brake Systems	125	9	6
MT 103 Four Stroke Engines	125	9	6
MT 104 Two Stroke Engines	125	9	6
MT 105 Fundamentals of Electricity	125	9	6
MT 106 Electrical Systems	125	9	6
MT 107 Fuel Systems	125	9	6
MT 108 Service	125	9	6
Core Totals	1000	72	48

Select one of the following concentrations:

Harley-Davidson Concentration Curriculum			
Phase Title	Contact Hours	Quarter Credits	Weeks
MT 111 Harley-Davidson Engines I	125	9	6
MT 112 Harley-Davidson Engines II	125	9	6
MT 113 Harley-Davidson Chassis	125	9	6
MT 114 Harley-Davidson Engine Controls	125	9	6
Concentration Totals	500	36	24
Core/Concentration Totals	1500	108	72

European Concentration Curriculum			
Phase Title	Contact Hours	Quarter Credits	Weeks
MT 127 European Introduction	125	9	6
MT 128 European-Triumph	125	9	6
MT 129 European-Ducati I	125	9	6
MT 130 European-Ducati II	125	9	6
Concentration Totals	500	36	24
Core/Concentration Totals	1500	108	72

Asian Concentration Curriculum			
Phase Title	Contact Hours	Quarter Credits	Weeks
MT 119 Asian Honda	125	9	6
MT 120 Asian Kawasaki	125	9	6
MT 121 Asian Suzuki	125	9	6
MT 122 Asian Yamaha	125	9	6
Concentration Totals	500	36	24
Core/Concentration Totals	1500	108	72

Refer to the Course Descriptions sections for information on all courses.

HVAC, PLUMBING AND ELECTRICIAN

Career Opportunities – HVAC, Plumbing and Electrician

Heating, Ventilation, and Air Conditioning (HVAC)

Graduates of the Heating, Ventilation and Air Conditioning (HVAC) program can seek employment as entry-level technicians in the heating, ventilation and air conditioning field, including Furnace Install and Repair Apprentice, Furnace Cleaner, A/C Mechanic Apprentice, and A/C Install/Service Apprentice. Intermediate and advanced positions include Electrical Heat Technician, Heating & Air Conditioning Installation/Service, Gas Furnace Installation and Repair, A/C Unit Tester, A/C Technician, and A/C Mechanic.

Commercial Heating, Ventilation, and Air Conditioning (CHVAC)

Commercial Heating, Ventilation and Air Conditioning (CHVAC) graduates can seek employment as entry-level technicians in the commercial heating, ventilation and air conditioning field, including Sheet Metal Fabrication, Furnace Install and Repair, Furnace Cleaner, A/C Mechanic, and A/C Install and Service. Intermediate and advanced positions include Electrical Heat Assembler, Heating & Air Conditioning Installation/Service, Gas Furnace Installation and Repair, Sheet Metal Mechanic, Sheet Metal Lay-Out, Sheet Metal Machine Operator, Sheet Metal Fabricator, Sheet Metal Installer, A/C Unit Tester, A/C Technician, Transport Refrigeration Technician and A/C Mechanic.

Plumbing Technology

The Plumbing Technology diploma program prepares students for entry into the Plumbing field with the following skills and theory: design theory, design plan comprehension, diagnostic skills, installation techniques, reasoning skills and plumbing codes. The plumbing trade offers the option of working in a variety of plumbing situations, repair plumbing, residential remodeling, new construction and commercial construction. Graduates of the program will be prepared to seek employment in entry-level positions as plumbers and plumbing service technicians.

Electrician

Graduates of the Electrician diploma program are qualified for entry-level positions such as commercial and residential electrician, preventive maintenance electrician, production electrician, bench electrician, repair electrician, industrial maintenance electrician, programming electrician, maintenance technician, field service electricians, and installation electricians in any manufacturing industry and market sector that has a need for electricians.



HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

Diploma program

720 clock hours – 36 weeks – 55 credit units

The Heating, Ventilation and Air Conditioning (HVAC) program provides students the skills required to specialize in the field of residential heating and air conditioning service and repair. Most areas of the world require some residential climate control, therefore basic construction, basic electricity, air conditioning, fuel-heating systems, heat pumps, air distribution, system application and design, system controls, and diagnostics are taught in the program.

The HVAC program consists of nine modules. Upon successful completion of all modules of the program, students will be awarded a diploma.

Length of Program

The Heating, Ventilation and Air Conditioning (HVAC) program is nine phases or 36 weeks in duration. A phase provides four weeks of training. Each phase includes 80 clock hours of instruction. Students in the Heating, Ventilation and Air Conditioning program attend 4 hours per day, Monday through Friday. Morning, afternoon, and evening schedules are available.

Course Title	Contact Hours	Quarter Credits	Weeks
CON 1010 Basic Construction	80	7	4
ACR 1010 Basic Electricity	80	6	4
ACR 1060 Air Conditioning	80	6	4
ACR 1110 Fuel Heating Systems	80	6	4
ACR 1160 Air Distribution	80	6	4
ACR 2010 Systems Controls	80	6	4
ACR 2060 Heat Pumps	80	6	4
ACR 2110 System Application and Design	80	6	4
ACR 2160 HVAC Diagnostics	80	6	4
Totals	720	55	36

Refer to the Course Descriptions sections for information on all courses.



COMMERCIAL HEATING, VENTILATION AND AIR CONDITIONING (CHVAC)

Diploma program

1200 clock hours – 60 weeks – 91 credit units

The Commercial Heating, Ventilation and Air Conditioning (CHVAC) program provides students the skills required to specialize in the field of commercial heating and air conditioning service and repair. Most areas of the world require some commercial climate control, therefore basic construction, basic electricity, air conditioning, fuel-heating systems, air distribution, system application and design, system controls, transport refrigeration, and CHVAC diagnostics are taught in the program.

The CHVAC program consists of fifteen modules. Upon successful completion of all modules of the program, students will be awarded a diploma.

Length of Program

The Commercial Heating, Ventilation and Air Conditioning (CHVAC) program is fifteen phases or 60 weeks in duration. A phase provides four weeks of training. Each phase includes 80 clock hours of instruction. Students in the Commercial Heating, Ventilation and Air Conditioning program attend 4 hours per day, Monday through Friday. Morning, afternoon, and evening schedules are available.

Course Title	Contact Hours	Quarter Credits	Weeks
CON 1010 Basic Construction	80	7	4
ACR 1010 Basic Electricity	80	6	4
ACR 1060 Air Conditioning	80	6	4
ACR 1110 Fuel Heating Systems	80	6	4
ACR 1160 Air Distribution	80	6	4
ACR 2010 Systems Controls	80	6	4
ACR 2060 Heat Pumps	80	6	4
ACR 2110 System Application and Design	80	6	4
ACR 2160 HVAC Diagnostics	80	6	4
ACR 2200 Commercial Refrigeration and Heating	80	6	4
ACR 2250 Chillers, Boilers and Cooling Towers	80	6	4
ACR 2300 Commercial Air Distribution Systems	80	6	4
ACR 2350 Advanced System Controls	80	6	4
ACR 2400 Advanced Diagnostics and Calibration	80	6	4
ACR 2450 Transport Refrigeration	80	6	4
Totals	1200	91	60

Refer to the Course Descriptions sections for information on all courses.



PLUMBING TECHNOLOGY

Diploma program

720 clock hours – 36 weeks – 55 credit units

The plumbing industry is changing as new technologies and techniques are implemented across the occupation. These new methods must be supported by skilled technicians who understand fundamental plumbing principles. The Plumbing Technology program teaches these skills by exploring plumbing history, uniform plumbing code, plumbing piping systems, blueprint reading, and heating systems. Laboratory experiences are an integral part of the program. Graduates are qualified for entry-level positions as plumbers and plumbing service technicians.

Upon successful completion of all program modules, students will be awarded a diploma.

Length of Program

The Plumbing Technology program is nine phases or 36 weeks in duration. A phase provides four weeks of training. Each phase includes 80 clock hours of instruction. Students in the Plumbing Technology program attend 4 hours per day, Monday through Friday. Evening schedules are available.

Course Title	Contact Hours	Quarter Credits	Weeks
CON 1010 Basic Construction	80	7	4
PLU 1010 Pipe Fitting	80	7	4
PLU 1060 Fixtures	80	7	4
PLU 1100 Installing Drain, Waste, Vent, and Water Supply Systems	80	5	4
PLU 1150 Installing Valves, Fixtures and Water Heaters	80	5	4
PLU 2000 Servicing Vent and Waste Systems	80	6	4
PLU 2050 Sizing Water Supply Systems and Backflow Prevention	80	6	4
PLU 2110 Servicing Plumbing Systems	80	6	4
PLU 2160 Infrastructure and Water Treatment	80	6	4
Totals	720	55	36

Refer to the Course Descriptions sections for information on all courses.



ELECTRICIAN

Diploma program

720 clock hours – 36 weeks – 59 credit units

The commercial and residential electrical industries are constantly evolving as new industry demands require increased skill sets for electricians. Graduates need the necessary core and specialty skills to successfully meet electrician standards and be embraced by the marketplace. The Electrician diploma program teaches these skills by exploring the topics of electrical safety, tools and theory, the National Electrical Code (NEC), conduit bending, residential and commercial wiring, power distribution, advanced code concepts and motors, industrial controls, Programmable Logic Controllers (PLCs), personal development, jobsite management, fire and security alarms, voice, data, TV, signaling systems and fiber optics. Laboratory experience is an integral part of the program.

Graduates of the Electrician diploma program are qualified for entry-level positions such as commercial and residential electrician, preventive maintenance electrician, production electrician, bench electrician, repair electrician, industrial maintenance electrician, programming electrician and maintenance technician. They are also qualified for positions as field service electricians and installation electricians in any manufacturing industry and market sector that has a need for electricians.

Length of Program

The Electrician program is 9 phases, or 36 weeks, in duration. A phase provides 4 weeks of training. Each phase includes 80 clock hours of instruction. Students in the Electrician program attend class 4 hours per day, Monday through Friday. Morning, afternoon, and evening schedules are available.

Upon successful completion of all program modules, students will be awarded a diploma.

Course Title	Contact Hours		Weeks
EEV1030 Electrical Theory (previously known as Electrical Theory and Algebra for Trades)	80	8	4
EEV1176 NEC/Safety/Hand Tools and Conduit Bending	80	6	4
EEV1174 Residential, Commercial and NEC Requirements	80	6	4
EEV1271 Transformer Principles and Test Equipment	80	6	4
EEL1208 Power Distribution (previously known as Hazardous Locations and Power Distribution)	80	7	4
EEV2192 Hazardous Locations & Renewable Energy (previously known as Power Distribution and Emergency Systems)	80	7	4
EEV2033 Motor Concepts (previously known as Motor Concepts and Jobsite Management)	80	7	4
EEV2038 Advanced Industrial Controls	80	6	4
EEV2039 Solid State Controls and Industrial Automation	80	6	4
Totals	720	59	36

Refer to the Course Descriptions sections for information on all courses.

COURSE DESCRIPTIONS

AAS 501 Business English and Communication	9 quarter credits
This course emphasizes basic business writing skills, including fundamentals of grammar, paragraph development and letter writing. In addition to business writing skills the course will focus on verbal communications skills, with an emphasis on applying these skills to improve customer service. Learning exercises are designed to simulate practical business applications. (0501 ecollege course code) Contact hrs: 90; Lessons: 6	
AAS 502 Business Principles and Customer Service Concepts	9 quarter credits
This course addresses basic business principles and the implications of effective communication, ethics and problem solving methodology related to business performance. Students will learn techniques to effectively handle problems with employees, co-workers and customers. (0502 ecollege course code) Contact hrs: 90; Lessons: 6	
AAS 503 Computerized Service Management	9 quarter credits
This course involves practical applications of industry-specific service control systems designed to initiate, monitor, and effectively facilitate repair operations. Students articulate communication skills and customer satisfaction tools with computerized service control systems and practice actual service writing procedures. Contact hrs: 120; Lessons: 6	
AAS 504 Performance Analysis & Strategic Diagnostics	10 quarter credits
This course is designed to simulate actual hands-on diagnostics conditions found in the automotive industry. Late model vehicles are staged with common problems in a structured shop environment and students use industry established procedures to evaluate vehicle performance under loaded mode (dynamometer testing) conditions. Students articulate communication tools, vehicle specifications and sophisticated test equipment and procedures to solve the three "C's"... complaints, causes and corrections. This course includes BAR Basic Clean Air Car Course, BAR Advanced Clean Air Car Course and the current BAR Update Course. Contact hrs: 120 Lessons: 6	
ACR 1010 Basic Electricity	6 quarter credits
This course of instruction will cover basic job safety concepts, history of electricity, electrical theory, electrical power, electrical measuring, applications and electrical components. Power sources, component operation and circuit diagrams are studied. Students use this theory, integrated with objective specific hands-on lab exercises to practice typical equipment manufacturer's diagnostic techniques. Testing instruments and wiring diagrams are used for systems problem-solving projects. Prerequisite: None. Contact Hours: 80.	
ACR 1060 Air Conditioning	6 quarter credits
This course of instruction will cover basic laws of physics and cooling theory, terms, definitions, air conditioning cycles, component operations, mechanical and electrical diagrams, standard and high efficiency Air Conditioning systems are explored. Pressure/ Temperature charts, refrigerant piping specifications and installation. Usages of various tools are covered. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Prerequisite: None. Contact Hours: 80.	
ACR 1110 Fuel Heating Systems	6 quarter credits
This course of instruction will cover combustion and various hydrocarbon fuels. Appliance heaters and warm air furnaces will be covered. Operation of controls, testing and servicing equipment, installation and operation is also covered. Fuel heating system diagnosis and wiring diagrams are explored. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Prerequisite: None. Contact Hours: 80.	
ACR 1160 Air Distribution	6 quarter credits
Students in this course of study will learn to read blue prints, use shop math, perform load calculations, indoor air quality, and system air balancing and apply the fundamentals of air distribution to system design. In structured lab projects, students will use the tools and equipment necessary to service and repair HVAC air distribution systems. Prerequisite: None. Contact Hours: 80.	
ACR 2010 Systems Controls	6 quarter credits
This course presents electrical and electronics theory, terms, definitions, symbols, circuits, laws and formulas. Power sources, component operation and circuit diagrams are studied. Students use this theory, integrated with objective specific hands-on lab exercises to practice typical equipment manufacturer's diagnostic techniques. Testing instruments and wiring diagrams are used for systems problem-solving projects. Prerequisites: ACR 1010. Contact Hours: 80.	
ACR 2060 Heat Pumps	6 quarter credits
Air properties related to HVAC and heat pump systems design are studied in this course. Component operation, systems diagrams and industry approved troubleshooting are discussed and reinforced with structured lab exercises. Prerequisites: ACR 1010 and ACR 1060. Contact Hours: 80.	
ACR 2110 System Application and Design	6 quarter credits
This course introduces students to various HVAC system applications. Various HVAC designs, joining and sizing of various types of piping and tubing, system charging, load calculations, wiring, safety and proper diagnostics procedures, EPA Section 608, Refrigerant handling and containment (recovery, recycling and reclaiming) and certification requirements are discussed in this course. Students will participate in structured lab exercises including	

inspection, diagnostics, service, troubleshooting and repair of residential gas heating systems. Prerequisites: ACR 1010, ACR 1060, ACR 1160 and ACR 2010. Contact Hours: 80.	
ACR 2160 HVAC Diagnostics	6 quarter credits
This course introduces students to HVAC diagnostic fundamentals. Emphasis is placed on testing equipment, gas identifiers, wiring diagrams, refrigerant schematics, systems testing, load distribution and controls operation. Mechanical components, gas pipe sizing, wiring, safety and proper diagnostic procedures are taught. Students will participate in structured lab exercises including inspection, diagnostics, service, troubleshooting and repair of HVAC systems. Prerequisite: ACR 1010, ACR 1060, ACR 1160 and ACR 2010. Contact Hours: 80.	
ACR 2200 Commercial Refrigeration and Heating	6 quarter credits
This course develops maintenance and repair skills by applying systematic industry approved troubleshooting and service procedures to residential and commercial refrigeration units. Students participate in industry approved, structured diagnostic and service projects on reach-in, walk-in and residential refrigeration units, ice producing makers and various commercial refrigeration units. Prerequisite: CON 1010, ACR 1010 – ACR 2160. Contact Hours: 80.	
ACR 2250 Chillers, Boilers and Cooling Towers	6 quarter credits
Various types of chiller, boilers, cooling towers and components and controls are studied in this course. Water, electrical circuits and mechanical devices, as well as their service and repair, are studied. Students participate in structured lab exercises designed to reinforce operational theory. Prerequisite: CON 1010, ACR 1010 – ACR 2160. Contact Hours: 80.	
ACR 2300 Commercial Air Distribution Systems	6 quarter credits
Students in this course of study will learn to read blue prints, use shop math, perform load calculations, indoor air quality, and system air balancing and apply the fundamentals of air distribution to system design. In structured lab projects, students will use the tools and equipment necessary to layout and fabricate HVAC air distribution systems. Prerequisite: CON 1010, ACR 1010 – ACR 2160. Contact Hours: 80.	
ACR 2350 Advanced Systems Controls	6 quarter credits
This course utilizes Direct Digital Control systems, which introduces the student to building automation controls. Local operator interface through a stand-alone keypad display and a PC-type computer will teach individual building HVAC automatic functions. Actual operating equipment will be tied into the system for demonstration purposes. Students will operate pre-engineered programs for common equipment such as air conditioning, heating units, heat pumps, and air handling units. Advanced Pneumatic Controls, calibration and control adjustment will be used for diagnosing heating and cooling systems. Prerequisite: CON 1010, ACR 1010 – ACR 2160. Contact Hours: 80.	
ACR 2400 Advanced Diagnostics and Calibration	6 quarter credits
In this course, the basic HVAC troubleshooting will be expanded to cover typical technician service calls through interactive refrigeration cycle diagnostics, electrical control circuit diagnostics, and hands-on repairs on operating AC systems. A computerized program will be used as an interactive refrigeration cycle diagnostics in this course. Prerequisite: CON 1010, ACR 1010 – ACR 2160. Contact Hours: 80.	
ACR 2450 Transport Refrigeration	6 quarter credits
This course will familiarize the student with the theory, operation, testing and servicing of the self-contained, diesel powered transportation refrigeration units (TRU) installed on specially constructed trailers and container units. RCRA and EPA Section 608 rules are also studied. Prerequisite: CON 1010, ACR 1010 – ACR 2160. Contact Hours: 80.	
AT 101 Steering, Suspension & Computerized 4-Wheel Alignment	9 quarter credits
This course presents steering and suspension systems design and operation. Component inspection, service, system measurement and alignment are discussed and reinforced with lab exercises designed to simulate industry approved repair applications. Contact hrs: 120	
AT 102 Hydraulic & Anti-Lock Braking Systems	9 quarter credits
This course prepares students to inspect components and diagnose systems operations. Students participate in lab experiences designed to simulate industry approved service and repair procedures for power assist, drum, disc, and anti-lock braking systems. California Brake License Exam preparation is also presented in this course. Contact hrs: 120	
AT 103 Engine Principles, Service & Repair	9 quarter credits
Fundamentals of engine design, operation and diagnosis, cooling systems, and accessories are presented in this course. Industry approved service and repair procedures are used in the lab exercises for engine removal and reinstallation, disassembly, inspection, measurement, re-assembly, and in-vehicle service and repairs. Contact hrs: 120	
AT 104 Manual Transmissions & Powertrains	9 quarter credits
Manual transmissions, driveline components design, operation and diagnosis are studied in this course. Industry approved procedures are used in lab exercises to service and repair transmissions, transaxles, clutch assemblies, driveshafts, final drives, all-wheel drive and 4-wheel drive systems. Contact hrs: 120	

AT 105 Automatic Transmissions & Transaxles	9 quarter credits
Conventional and electronically controlled transmissions, hydraulic systems, torque converters, fundamentals and operation are studied in this course. Experiential learning exercises include unit identification, industry approved removal and reinstallation, rebuild, dyno testing, and adjustment procedures. Contact hrs: 120	
AT 106 Chassis Electrical & Accessories	9 quarter credits
This course uses a systematic approach to the electrical systems in a vehicle. Accessories, lighting, gauges and driver feedback, starting, charging and various control systems are studied. Industry approved troubleshooting and diagnostics procedures are practiced in structured lab exercises. California State Lamp License Exam preparation is also presented in this course. Contact hrs: 120	
AT 107 Engine Performance Systems	9 quarter credits
Air conditioning theory, operation, troubleshooting and service are studied in this course; modern applications and climate control systems are an integral part of a vehicle's systems network. Volumetric efficiency and power production are articulated with industry-approved ignition troubleshooting procedures during structured lab exercises. Contact hrs: 120	
AT 108 Fuel Management Systems	9 quarter credits
This course covers fuel injection terminology, theory, operation, and general fuel delivery principles. Electronic management systems troubleshooting and industry approved diagnostic and service procedures are an integral part of students' experiential learning experiences. Contact hrs: 120	
AT 109 Computerized Engine Controls	9 quarter credits
This course emphasizes the use of information resources, sophisticated test equipment and modern industry approved diagnostics procedures. Drivability diagnostics and OBD information retrieval are utilized to performance test engine control systems. Contact hrs: 120	
AT 110 Emissions Diagnostics	9 quarter credits
This course is designed to address emission control devices and systems and their impact on air quality as well as engine performance testing. Diagnostic strategies, tail pipe failure analysis and emissions testing are integrated into students' experiential learning exercises. This training phase also includes BAR approved Electrical/Electronics, Engine Performance, and Advanced Engine Performance Courses. Contact hrs: 120	
AT 111 Vehicle Electronics and Technical Systems	9 quarter credits
This course emphasizes the fundamentals of electronics technology, mathematic calculations, physics and their relationships to vehicle control systems. Students learn to use manufacturer acronyms and technical information programs to identify vehicles and their components and articulate this information with sophisticated service and repair procedures. Students research actual manufacturer-specific technical information systems and reinforce theory with industry approved repair projects performed on manufacturer-supplied late model vehicles. Students study information processing and proper repair strategies and their impact on customer satisfaction. Contact hrs: 120	
AT 112 Chassis and Engine Electronics	9 quarter credits
Students in this course study the operation of vehicle performance systems and reinforce theory with experiential learning exercises utilizing actual manufacturer developed onboard diagnostics (OBDII). Manufacturer/dealership approved service and repair procedures are practiced by students, as they use mathematic calculations, physics, manufacturer supplied technical information, diagnostic equipment, and service and repair strategies to perform actual repairs on late model vehicles Contact hrs: 120	
CON 1010 Basic Construction	7 quarter credits
This course introduces students to the construction field. The course of instruction will cover basic job safety concepts and regulatory requirements; basic math used in the construction trades; the use of common hand and power tools; an introduction to blueprint reading; basic rigging; communication and employability skills. Students will also learn techniques for studying and test-taking. Prerequisite: None. Contact Hours: 80.	
EEV 1030 Electrical Theory (previously known as Electrical Theory and Algebra for Trades)	8 quarter credits
This course introduces students to fundamentals of algebra, electrical theory, Ohm's Law, magnetism, voltage, resistance, inductance, capacitance, and units of electrical measurement. Students will study concepts of energy, Kirchoff's law, Norton's and Thevenin's theorems, basic trigonometry, inductance, capacitance, series and parallel circuits, power and power factor, electrical efficiency, direct current (DC) and alternating current (AC) circuits, and personal development topics. Students will also learn techniques for studying and test taking. Contact hrs: 80	

EEV 1176 NEC/Safety/Hand Tools and Conduit Bending	6 quarter credits
This course introduces students to definitions, terms and organization of the National Electrical Code (NEC), and conduit bending by calculation. Students will study NEC requirements for residential, raceway types, boxes and fittings, commercial, industrial installations, materials, motorized tools, digging techniques, Material Safety Data Sheets (MSDS) and first aid. Students will develop math and layout techniques required to accurately and efficiently bend conduit. Students will also be introduced to the importance of safety, and common hand and power tools. Contact hrs: 80	
EEV 1174 Residential, Commercial and NEC Requirements	6 quarter credits
This course introduces students to wiring and protection methods, conductor installation, raceway fill, ambient temperature, voltage drops, blueprint reading, electrical installation, connections, markings, enclosures, boxes and fittings, junction boxes, gutters, flexible cord, underground feeder and branch circuits, cables, supported and open wiring, residential/commercial wiring, signaling circuits, smoke detectors, ground fault circuit interrupters (GFCIs), doorbells, and service changes. Prerequisite: None. Lecture hours: 40. Lab hours: 40.	
EEV 1271 Transformer Principles and Test Equipment	6 quarter credits
This course introduces students to meters, test equipment, harmonics, grounding, single-phase, three-phase, auto and specialty transformer principles, cable and generator testing, measuring devices, high-voltage cables, insulators and test equipment. Prerequisite: EEV 1030 Contact hrs: 80	
EEL1208 Power Distribution (previously known as Hazardous Locations and Power Distribution)	7 quarter credits
This course introduces students to hazardous locations, health care facilities, intermediate and advanced grounding, overcurrent protection, load calculations, balancing phases and neutrals, surge arrestors, transient voltage surge suppression (TVSS), color codes, circuit identification, panel rating, phase converters, capacitors, and single-phase and three-phase power distribution concepts. Prerequisite: EEV 1176 Contact hrs: 80	
EEV 2192 Hazardous Locations & Renewable Energy (previously known as Power Distribution and Emergency Systems)	7 quarter credits
This course introduces students to power conditioning and emergency systems, generators, battery systems, fan controllers, lighting concepts, uninterruptible power supply (UPS), transfer switches, dimmer systems, voice-data-TV, computer cabling, structured wiring, fiber optics, special equipment, fire alarms, security alarms, signaling, rigging and renewable energy. Prerequisite: EEV 1174 Contact hrs: 80	
EEV 2033 Motor Concepts (previously known as Motor Concepts and Jobsite Management)	7 quarter credits
This course introduces students to National Electrical Code (NEC) motor concepts, construction, rotor windings, starting configuration, megohmmeter, insulation testing, squirrel cage motor, single-phase and three-phase motors, AC/DC motor concepts, applications, mechanical clutches, magnetic drives, pulleys, direct drives, offset drives, and jobsite management. Prerequisite: EEV 1271 Contact hrs: 80	
EEV 2038 Advanced Industrial Controls	6 quarter credits
This course introduces students to solid state relays, timing relays, variable frequency drives, programmable solid state relays, pneumatic timers, solid state motor control, dynamic braking, NFPA 79, control transformers, HVAC controls, and starting methods. Prerequisite: EEV 1271 Contact hrs: 80	
EEV 2039 Solid State Controls and Industrial Automation	6 quarter credits
This course introduces students to solid state devices, semiconductors, digital logic, industrial automation, programmable logic controller (PLC), hardware, applications, HMI, binary, octal, hexadecimal, grey code and PLC operation. Prerequisite: EEV 1271 Contact hrs: 80	
MT 101 Suspension Systems	9 quarter credits
This course presents front and rear suspension systems' design and operation. Component inspection, service, and repairs are discussed and reinforced with lab exercises designed to simulate industry approved repair applications. Contact hrs: 125	
MT 102 Brake Systems	9 quarter credits
The Brake Systems course prepares students to inspect components and diagnose systems operations. Students participate in lab experiences designed to simulate industry approved service and repair procedures for drum, disc, anti-lock braking systems, and final drive assemblies. Contact hrs: 125	
MT 103 Four Stroke Engines	9 quarter credits
This course provides fundamentals of 4 stroke engines, including primary drives, of various designs. Operation and diagnosis, as well as cooling systems are presented in this course. Industry approved service and repair procedures are used in the lab disassembly, inspection, measurement, re-assembly, and in-vehicle service and repairs. Contact hrs: 125	
MT 104 Two Stroke Engines	9 quarter credits
In this course the fundamentals of 2 stroke engines, including primary drives, of various designs. Operation and diagnosis, as well as cooling systems are presented in this course. Industry approved service and repair procedures are used in the lab disassembly, inspection, measurement, re-assembly, and in-vehicle service and repairs. Contact hrs: 125	

MT 105 Fundamentals of Electricity	9 quarter credits
Students will learn and apply the basic laws and formulas as they relate to electrical systems. Students will utilize wiring diagrams and apply them to component identification, testing, and diagnostics. Contact hrs: 125	
MT 106 Electrical Systems	9 quarter credits
This course uses a systematic approach to motorcycle electrical systems. Accessories, lighting, ignition, starting, charging and various control systems are studied. Computer controlled electronics are also discussed. Industry approved troubleshooting and diagnostics procedures are practiced in structured lab exercises. Prerequisite: MT 105. Contact hrs: 125	
MT 107 Fuel Systems	9 quarter credits
This course covers carburetion, fuel injection, theory, operation, and general fuel delivery principles. Exhaust systems effects on engine operation, and emission control devices will be discussed. Troubleshooting and industry approved diagnostic and service procedures are an integral part of students' experiential learning experiences. Contact hrs: 125	
MT 108 Service	9 quarter credits
This course prepares students to operate in a service environment. Students will learn customer service and communication skills that are necessary to be successful in a modern service environment. Lab practices will focus on manufacture service and repair procedures. Contact hrs: 125	
MT 111 Harley-Davidson Engines I	9 quarter credits
The Harley-Davidson course emphasizes the disassembly, inspection, and assembly of the Iron Head and Evolution engines. Students will perform the necessary measurements and adjustments for proper engine operation. Prerequisite: Motorcycle Technician Program. Contact hrs: 125	
MT 112 Harley-Davidson Engines II	9 quarter credits
This course emphasizes the disassembly, inspection, and assembly of the Big Twins, and V-Rod engines. Students will perform the necessary measurements and adjustments for proper engine operation. Prerequisite: Motorcycle Technician Program. Contact hrs: 125	
MT 113 Harley-Davidson Chassis	9 quarter credits
This course emphasizes the manufacture specifics in regards to suspensions, brakes, final drives, and electrical systems used on Harley-Davidson motorcycles. Prerequisite: Motorcycle Technician Program. Contact hrs: 125	
MT 114 Harley-Davidson Engine Controls	9 quarter credits
During this course of instruction students will apply learned knowledge and skills in the areas of ignition systems, fuel systems, service processes, and diagnostics. Prerequisite: Motorcycle Technician Program. Contact hrs: 125	
MT 119 Asian Honda	9 quarter credits
The Honda concentration course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Honda motorcycles. Prerequisite: Motorcycle Technician Program. Contact hrs: 125	
MT 120 Asian Kawasaki	9 quarter credits
This course prepares students for the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Kawasaki motorcycles. Prerequisite: Motorcycle Technician Program. Contact hrs: 125	
MT 121 Asian Suzuki	9 quarter credits
This course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Suzuki motorcycles. Prerequisite: Motorcycle Technician Program. Contact hrs: 125	
MT 122 Asian Yamaha	9 quarter credits
This course covers the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Yamaha motorcycles. Prerequisite: Motorcycle Technician Program. Contact hrs: 125	
MT 127 European Introduction	9 quarter credits
The European Concentration course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to European motorcycles. Prerequisite: Motorcycle Technician Program. Contact hrs: 125	
MT 128 European-Triumph	9 quarter credits
This course covers the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Triumph motorcycles. Prerequisite: Motorcycle Technician Program. Contact hrs: 125	
MT 129 European-Ducati I	9 quarter credits
The Ducati concentration course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Ducati motorcycles. Prerequisite: Motorcycle Technician Program. Contact hrs: 125	

MT 130 European-Ducati II	9 quarter credits
The Ducati concentration course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Ducati motorcycles. Prerequisite: Motorcycle Technician Program; MT 129. Contact hrs: 125	
PLU 1010 Pipe Fitting	7 quarter credits
This course introduces the student to the plumbing trade. The course of instruction will cover the history of plumbing from ancient times to present, basic job safety concepts, tools specific to the trade, basic math for plumbers, basic blueprint reading skills and pipe fittings made from the various materials used in the trade such as copper, plastic and steel. Prerequisite: None. Contact Hours: 80.	
PLU 1060 Fixtures	7 quarter credits
This module will cover basic job safety concepts, basic installation and servicing of fixtures, faucets and valves. This module will also cover water heater and fuel gas installation. This module will also cover the Uniform Plumbing Code and its application to these systems. Prerequisite: None. Contact Hours: 80.	
PLU 1100 Installing Drain, Waste, Vent and Water Supply Systems	5 quarter credits
This module will cover basic job safety concepts, basic Drain Waste and Vent Systems, Storm Drain Systems and basic Water Supply Systems. This module will also cover the Uniform Plumbing Code and its application to these systems. Prerequisite: None. Contact Hours: 80.	
PLU 1150 Installing Valves, Fixtures and Water Heaters	5 quarter credits
This module introduces various types of valves and installations. Students learn how to install valves, fixtures including water heaters and fuel-gas systems in a lab environment. Valve and fixture servicing and all applicable code requirements are addressed. Prerequisite: CON 1010. Contact Hours: 80.	
PLU 2000 Servicing Vent and Waste Systems	6 quarter credits
This module will cover applied math, venting, indirect and special wastes. This module will also cover the Uniform Plumbing Code and its application to these systems. Prerequisite: CON 1010 and PLU 1010. Contact Hours: 80.	
PLU 2050 Sizing Water Supply Systems and Backflow Prevention	6 quarter credits
This module will cover sewage and sump pumps, sizing water supplies, backflow prevention and water pressure boosters and recirculation systems. This module will also cover the Uniform Plumbing Code and its application to these systems. Prerequisite: CON 1010 and PLU 1010. Contact Hours: 80.	
PLU 2110 Plumbing System Servicing	6 quarter credits
This module will cover servicing piping systems, valves, fixtures, appliances, traps and interceptors. Students will also learn business math for plumbers, drain waste sizing, vent, storm systems sizing, private water supply, private sewage systems and code requirements. This module will also cover estimating job costs and pricing. Prerequisite: CON 1010 and PLU 1010. Contact Hours: 80.	
PLU 2160 Infrastructure and Water Treatment	6 quarter credits
This module will cover locating buried water and sewer lines, hydronic and solar heating, water supply treatment, swimming pools and hot tubs, compressed air systems and mobile homes and mobile home parks. Prerequisite: CON 1010 and PLU 1010. Contact Hours: 80.	

CORINTHIAN COLLEGES, INC.

The following schools in the United States are owned by Corinthian Colleges, Inc.:	
<p>Everest College Alhambra, CA (main campus) Anaheim, CA (main campus) Arlington, TX (additional location of Everest Institute, Rochester, NY) Arlington, VA (additional location of Everest College, Thornton, CO) Aurora, CO (additional location of Everest College, Thornton, CO) Atlanta West, GA (branch of Everest College, Reseda, CA) Bedford Park, IL (branch of Everest College, Alhambra, CA) Bremerton, WA (main campus) Burr Ridge, IL (branch of Everest College, Skokie, IL) Chesapeake, VA (additional location of Everest College, Newport News, VA) Chicago, IL (branch of Everest College, San Francisco, CA) City of Industry, CA (branch of WyoTech, Long Beach, CA) Colorado Springs, CO (main campus) Dallas, TX (additional location of Everest College, Portland, OR) Everett, WA (additional location of Everest College, Bremerton, WA) Fort Worth, TX (additional location of Everest College, Salt Lake City, UT) Fort Worth South, TX (additional location of Everest College, Colorado Springs, CO) Gardena, CA (main campus) Hayward, CA (main campus) Henderson, NV (main campus) Kansas City, MO (additional location of Everest University, Pompano Beach) Los Angeles (Wilshire), CA (main campus) McLean, VA (additional location of Everest College, Colorado Springs, CO) Melrose Park, IL (branch of Everest College, Skokie, IL) Merrillville, IN (branch of Everest Institute, Grand Rapids, MI) Merrionette Park, IL (additional location of Everest University, Pompano Beach, FL) Milwaukee, WI (branch of Everest University, Tampa, FL) Newport News, VA (main campus) North Aurora, IL (branch of Everest Institute, Brighton, MA) Ontario, CA (main campus) Ontario (Metro), CA (additional location of Everest College, Springfield, MO) Portland, OR (main campus) Renton, WA (main campus) Reseda, CA (main campus) Salt Lake City, UT (main campus) San Bernardino, CA (main campus) San Francisco, CA (main campus) San Jose, CA (main campus) Santa Ana, CA (additional location of Everest College, Colorado Springs, CO) Seattle, WA (main campus) Skokie, IL (main campus) Springfield, MO (main campus) St. Louis (Earth City), MO (additional location of Everest College, Bremerton, WA) Tacoma, WA (additional location of Everest College, Bremerton, WA) Thornton, CO (main campus) Torrance, CA (main campus) Vancouver, WA (additional location of Everest College, Portland, OR) Vancouver, WA (additional location of Everest College, Seattle, WA) West Los Angeles, CA (main campus)</p>	<p>Detroit, MI (branch of Everest Institute, Southfield, MI) Eagan, MN (branch of Everest Institute, Cross Lanes, WV) Fort Lauderdale, FL (additional location of Everest Institute, Kendall, FL) Gahanna, OH (branch of Everest College, Ontario, CA) Grand Rapids, MI (main campus) Hialeah, FL (additional location of Everest Institute, Miami, FL) Houston (Bissonnet), TX (branch of Everest College, Renton, WA) Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX) Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX) Jonesboro, GA (branch of Everest College, Ontario, CA) Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI) Marietta, GA (branch of Everest College, Reseda, CA) Miami (Kendall), FL (main campus) Miami, FL (main campus) Norcross, GA (branch of Everest College, Gardena, CA) Pittsburgh, PA (main campus) Portland (Tigard), OR (additional location of Everest College, Seattle, WA) Rochester, NY (main campus) San Antonio, TX (main campus) Southfield, MI (main campus) South Plainfield, NJ (branch of Everest Institute, Southfield, MI) Silver Spring, MD (additional location of Everest College, Portland, OR)</p> <p>Everest University Tampa (Brandon), FL (additional location of Everest University Tampa, FL) Jacksonville, FL (additional location of Everest University, Largo, FL) Lakeland, FL (additional location of Everest University, Largo, FL) Largo, FL (main campus) Melbourne, FL (additional location of Everest University, North Orlando, FL) North Orlando, FL (main campus) Orange Park, FL (additional location of Everest University, Tampa, FL) Pompano Beach, FL (main campus) South Orlando, FL (additional location of Everest University, North Orlando, FL) Tampa, FL (main campus)</p> <p>WyoTech Blairsville, PA (branch of WyoTech, Laramie, WY) Daytona Beach, FL (main campus) Fremont, CA (main campus) Laramie, WY (main campus) Long Beach, CA (main campus) Sacramento, CA (branch of WyoTech, Laramie, WY)</p> <p>Heald College Concord, CA (main campus) Fresno, CA (main campus) Hayward, CA (main campus) Honolulu, HI (branch of Heald College, San Francisco) Modesto, CA (branch of Heald College, Hayward) Portland, OR (branch of Heald College, San Francisco) Rancho Cordova, CA (main campus) Roseville, CA (main campus) Salinas, CA (main campus) San Francisco, CA (main campus) San Jose, CA (Milpitas) (main campus) Stockton, CA (main campus)</p>

<p>Everest College Phoenix Phoenix, AZ (main campus) Mesa, AZ (branch of Everest College Phoenix, AZ)</p> <p>Everest Institute Austin, TX (branch of Everest Institute, Southfield, MI) Bensalem, PA (additional location of Everest College, Seattle, WA) Brighton, MA (main campus) Chelsea, MA (branch of Everest College, Alhambra, CA) Cross Lanes, WV (main campus) Dearborn, MI (branch of Everest Institute, Southfield, MI) Decatur, GA (branch of Everest Institute, Cross Lanes, WV)</p>	
The following schools in Canada are owned by Corinthian Colleges, Inc.:	
<p>Everest College of Business, Technology, and Healthcare All Canadian locations listed below are branches of Everest College Canada, Inc.</p> <ul style="list-style-type: none"> Barrie, Ontario Brampton, Ontario Hamilton City Centre, Ontario Hamilton Mountain, Ontario Kitchener, Ontario London, Ontario Mississauga, Ontario 	<ul style="list-style-type: none"> Nepean, Ontario New Market, Ontario North York, Ontario Ottawa-East, Ontario Scarborough, Ontario Sudbury, Ontario Thunder Bay, Ontario Toronto College Park (South), Ontario Windsor, Ontario

STATEMENT OF OWNERSHIP

Sequoia Education Inc. dba WyoTech in Fremont, California, is owned by Career Choices Inc., which is a wholly owned subsidiary of Corinthian Colleges, Inc., a publicly traded corporation. All corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, California 92707.

CORINTHIAN COLLEGES, INC.		
DIRECTORS	OFFICERS	TITLE
Jack D. Massimino	Jack D. Massimino	Chairman and Chief Executive Officer
Terry O. Hartshorn	Kenneth S. Ord	Executive Vice President and Chief Administrative Officer
Paul R. St. Pierre	Robert Bosic	Executive Vice President, Operations
Linda Arey Skladany	Beth A. Wilson	Executive Vice President
Hank Adler	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Alice T. Kane	William Buchanan	Executive Vice President, Marketing
Robert Lee	Stan Mortensen	Executive Vice President, General Counsel and Corporate Secretary
Tim Sullivan	David Poldoian	Executive Vice President, New Ventures
John Dionisio	Robert C. Owen	Executive Vice President and Chief Financial Officer
Sharon Robinson	Anna Marie Dunlap	Senior Vice President, Investor & Public Relations
	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
	Richard Simpson	Senior Vice President and Chief Academic Officer
	Roger Van Duinen	Senior Vice President, Marketing
	Kim Dean	Senior Vice President, Student Financial Services
	Steve Quattrociochi	Division President, CCI Online
	Eeva Deshon	Division President, Heald
	Nikee Carnagey	Division President, Everest West
	Dave Whiteford	Division President, Everest South
	Rupert Altschuler	Division President, Everest Canada
	Mark Ferguson	Division President, Everest Central
	Melissa Flores	Division President, Everest Florida
	Michael Stiglich	Division President, WyoTech
CAREER CHOICES INC.		
DIRECTORS	OFFICERS	TITLE
Jack D. Massimino	Jack D. Massimino	Chairman of the Board, President and Chief Executive Officer
Kenneth S. Ord	Kenneth S. Ord	Executive Vice President and Chief Administrative Officer
Beth A. Wilson	Beth A. Wilson	Executive Vice President
	Stan A. Mortensen	Executive Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Executive Vice President, Chief Financial Officer, Treasurer and Assistant Secretary

ADMINISTRATION

Administration Staff	
President	Joe Pappaly
Vice President	Vacant
Director of Student Services	Erik Goodhill
Director of Admissions	Vacant
Director of Career Services	Michael Quinnine
Director of Education	Joan Lyons
Associate Director of Education	Stephen Kay
Associate Director of Education	Joseph DeLange
Automotive Department Chair	Vacant
Motorcycle Department Chair	Carl Blevins
HVAC/Plumbing Department Chair	Ted Gabriel
Electrician Department Chair	Mohsen Biria
Director of Student Accounts	Jen Le
Director of Financial Aid	Kathleen Clough
Financial Aid Manager	Lorena Anaya
Director of Compliance and Administrative Services	Lisa-Marie Cuspard
Student Advisor/Success Coordinator	Maqueem Abdul
Retention/Re-entry Specialist	Dhaisha Hernandez
Registrar	Ashley Combs
Registrar	Liz Gustafson
Registrar	Popo Aumua
Student Accounts Manager	Priscilla Pagtakhan
Human Resources Designee	Leslie Morrell

CATALOG SUPPLEMENT

See the catalog supplement for information related to the faculty listing.

TUITION AND FEES

Program	Length	Tuition Charge	STRF	On-line User Fee***	Total Charge
Applied Automotive Technology	1200 hrs	\$28,140.00	\$70.00		\$28,210.00
Applied Automotive Technology – Advanced Diagnostics Concentration	1560 hrs	\$36,425.00	\$90.00		\$36,515.00
AOS Automotive Technology with a Concentration in Automotive Diagnostics	1500 hrs	\$36,425.00	\$90.00	\$200	\$36,715.00
AOS Automotive Technology with a Concentration in Service Management	1500 hrs	\$36,425.00	\$90.00	\$200	\$36,715.00
Motorcycle Technician	1000 hrs	\$20,257.00	\$50.00		\$20,307.00
Motorcycle Technology	1500 hrs	\$30,107.00	\$75.00		\$30,182.00
Commercial Heating, Ventilation and Air Conditioning (CHVAC)	1200 hrs	\$30,210.00	\$75.00		\$30,285.00
Heating, Ventilation and Air Conditioning (HVAC)	720 hrs	\$17,490.00	\$42.50		\$17,532.50
Plumbing Technology	720 hrs	\$19,080.00	\$47.50		\$19,127.50
Electrician	720 hrs	\$20,169.00	\$50.00		\$20,219.00
Any Single Phase of Instruction		\$3,140.00	\$7.50		\$3,147.50

Other Tuition & Fees	Training Materials Cost**	Online User Fee***	Total Charge
Refresher Course	\$275		\$275
On-line User Fee per phase		\$100	\$100
On-line Refresher Course	\$275	\$100	\$375
Official Academic Transcript			3 free Additional \$5 each
Replacement Diploma			\$10 each
Badge Replacement Fee			\$5 each

Tuition includes books, uniforms, training materials, and supplies. A set of tools will be provided (loaned) to the student at no additional charge. A missing tools charge will be assessed at fair market value to replace any missing tools/equipment.

**Cost is non-refundable.

***Non-refundable On-line service and maintenance fee.

AOS Program Charges include instruction for both on-line and resident program completion.

Due to BAR requirements, all training in AAS 504 is on campus and subject to BAR attendance requirement.

CALENDARS

Applied Automotive Technology Weekday – Five-Day Week	
8:00am – 12:00pm 1:00pm – 5:00pm 6:00pm – 10:00pm Monday through Friday	
Start Date	End Date
1/3/2012	2/14/2012
2/15/2012	3/28/2012
4/4/2012	5/15/2012
7/2/2012	8/20/2012
8/21/2012	10/5/2012
10/9/2012	11/19/2012
11/20/2012	1/11/2013
1/15/2013	2/27/2013
2/28/2013	4/17/2013
4/22/2013	6/3/2013
6/4/2013	7/22/2013
7/24/2013	9/4/2013
9/5/2013	10/18/2013

Applied Automotive Technology – Advanced Diagnostics Concentration Weekday – Five-Day Week	
-	
Start Date	End Date
1/3/2012	2/14/2012
2/15/2012	3/28/2012
4/4/2012	5/15/2012
7/2/2012	8/20/2012
8/21/2012	10/5/2012
10/9/2012	11/19/2012
11/20/2012	1/11/2013
1/15/2013	2/27/2013
2/28/2013	4/17/2013
4/22/2013	6/3/2013
6/4/2013	7/22/2013
7/24/2013	9/4/2013
9/5/2013	10/18/2013

AOS Automotive Technology with a Concentration in Automotive Diagnostics Weekday – Five-Day Week	
8:00am – 12:00pm 1:00pm – 5:00pm 6:00pm – 10:00pm Monday through Friday	
Start Date	End Date
1/3/2012	2/14/2012
2/15/2012	3/28/2012
4/4/2012	5/15/2012
7/2/2012	8/20/2012
8/21/2012	10/5/2012
10/9/2012	11/19/2012
11/20/2012	1/11/2013
1/15/2013	2/27/2013
2/28/2013	4/17/2013
4/22/2013	6/3/2013
6/4/2013	7/22/2013
7/24/2013	9/4/2013
9/5/2013	10/18/2013

AOS Automotive Technology with a Concentration in Service Management Weekday – Five-Day Week	
-	
Start Date	End Date
1/3/2012	2/14/2012
2/15/2012	3/28/2012
4/4/2012	5/15/2012
7/2/2012	8/20/2012
8/21/2012	10/5/2012
10/9/2012	11/19/2012
11/20/2012	1/11/2013
1/15/2013	2/27/2013
2/28/2013	4/17/2013
4/22/2013	6/3/2013
6/4/2013	7/22/2013
7/24/2013	9/4/2013
9/5/2013	10/18/2013

Motorcycle Technology Weekday – Five-Day Week	
-	
Start Date	End Date
1/3/2012	2/14/2012
2/15/2012	3/28/2012
4/4/2012	5/15/2012
7/2/2012	8/20/2012
8/21/2012	10/5/2012
10/9/2012	11/19/2012
11/20/2012	1/11/2013
1/15/2013	2/27/2013
2/28/2013	4/17/2013
4/22/2013	6/3/2013
6/4/2013	7/22/2013
7/24/2013	9/4/2013
9/5/2013	10/18/2013

Motorcycle Technician Weekday – Five-Day Week	
1:00pm – 5:10pm 6:00pm – 10:10pm Monday through Friday	
Start Date	End Date
1/3/2012	2/14/2012
2/15/2012	3/28/2012
4/4/2012	5/15/2012
7/2/2012	8/20/2012
8/21/2012	10/5/2012
10/9/2012	11/19/2012
11/20/2012	1/11/2013
1/15/2013	2/27/2013
2/28/2013	4/17/2013
4/22/2013	6/3/2013
6/4/2013	7/22/2013
7/24/2013	9/4/2013
9/5/2013	10/18/2013

Heating, Ventilation, and Air Conditioning (HVAC) Weekday – Five-Day Week	
8:00am – 12:00pm 1:00pm – 5:00pm 6:00pm – 10:00pm Monday through Friday	
Start Date	End Date
1/3/2012	1/31/2012
2/1/2012	2/29/2012
3/1/2012	3/28/2012
4/4/2012	5/1/2012
5/3/2012	5/31/2012
6/1/2012	6/28/2012
7/2/2012	8/6/2012
8/7/2012	9/4/2012
9/5/2012	10/5/2012
10/9/2012	11/5/2012
11/6/2012	12/5/2012
12/6/2012	1/11/2013
1/15/2013	2/12/2013
2/13/2013	3/20/2013
3/21/2013	4/17/2013
4/22/2013	5/17/2013
5/20/2013	6/21/2013
6/24/2013	7/22/2013
7/24/2013	8/20/2013
8/21/2013	9/18/2013
9/23/2013	10/18/2013

Commercial Heating, Ventilation, and Air Conditioning (CHVAC) Weekday – Five-Day Week	
8:00am – 12:00pm 1:00pm – 5:00pm 6:00pm – 10:00pm Monday through Friday	
Start Date	End Date
1/3/2012	1/31/2012
2/1/2012	2/29/2012
3/1/2012	3/28/2012
4/4/2012	5/1/2012
5/3/2012	5/31/2012
6/1/2012	6/28/2012
7/2/2012	8/6/2012
8/7/2012	9/4/2012
9/5/2012	10/5/2012
10/9/2012	11/5/2012
11/6/2012	12/5/2012
12/6/2012	1/11/2013
1/15/2013	2/12/2013
2/13/2013	3/20/2013
3/21/2013	4/17/2013
4/22/2013	5/17/2013
5/20/2013	6/21/2013
6/24/2013	7/22/2013
7/24/2013	8/20/2013
8/21/2013	9/18/2013
9/23/2013	10/18/2013

Electrician Weekday – Five-Day Week	
8:00am – 12:00pm 1:00pm – 5:00pm 6:00pm – 10:00pm Monday through Friday	
Start Date	End Date
1/3/2012	1/31/2012
2/1/2012	2/29/2012
3/1/2012	3/28/2012
4/4/2012	5/1/2012
5/3/2012	5/31/2012
6/1/2012	6/28/2012
7/2/2012	8/6/2012
8/7/2012	9/4/2012
9/5/2012	10/5/2012
10/9/2012	11/5/2012
11/6/2012	12/5/2012
12/6/2012	1/11/2013
1/15/2013	2/12/2013
2/13/2013	3/20/2013
3/21/2013	4/17/2013
4/22/2013	5/17/2013
5/20/2013	6/21/2013
6/24/2013	7/22/2013
7/24/2013	8/20/2013
8/21/2013	9/18/2013
9/23/2013	10/18/2013

Plumbing Technology Weekday – Five-Day Week	
8:00am – 12:00pm 1:00pm – 5:00pm 6:00pm – 10:00pm Monday through Friday	
Start Date	End Date
1/3/2012	1/31/2012
2/1/2012	2/29/2012
3/1/2012	3/28/2012
4/4/2012	5/1/2012
5/3/2012	5/31/2012
6/1/2012	6/28/2012
7/2/2012	8/6/2012
8/7/2012	9/4/2012
9/5/2012	10/5/2012
10/9/2012	11/5/2012
11/6/2012	12/5/2012
12/6/2012	1/11/2013
1/15/2013	2/12/2013
2/13/2013	3/20/2013
3/21/2013	4/17/2013
4/22/2013	5/17/2013
5/20/2013	6/21/2013
6/24/2013	7/22/2013
7/24/2013	8/20/2013
8/21/2013	9/18/2013
9/23/2013	10/18/2013

HOLIDAY AND BREAK SCHEDULES

Holidays & Break Days by Program	
Automotive/Motorcycle	
2012	
New Year's Day (Observed)	1/2/2012
Martin Luther King	1/16/2012
Presidents Day	2/20/2012
Spring Break	3/29/2012 - 4/3/2012
Student Day Off	5/16/2012
Memorial Day	5/28/2012
Student Day Off	6/29/2012
Independence Day	7/4/2012
Summer Break	7/16 - 7/20/2012
Labor Day	9/3/2012
Fall Break	9/19 - 9/21/2012
Student Break	10/8/2012
Thanksgiving Break	11/22 - 11/23/2012
Christmas/New Year Break	12/24/2012 - 1/1/2013
2013	
New Year's Day	1/1/2013
Student Day Off	1/14/2013
Martin Luther King	1/21/2013
Presidents Day	2/18/2013
Spring Break	3/11 - 3/15/2013
Student Day Off	4/18 - 4/19/2013
Memorial Day	5/27/2013
Student Day Off	6/13 - 6/18/2013
Independence Day	7/4/2013
Summer Break	7/23/2013
Labor Day	9/2/2013
Fall Break	9/19 - 9/20/2013
Student Break	10/21/2013

Holidays & Break Days by Program	
Plumbing/Electrician/HVAC/CHVAC	
2012	
New Year's Day (Observed)	1/2/2012
Martin Luther King	1/16/2012
Presidents Day	2/20/2012
Spring Break	3/29/2012 - 4/3/2012
Student Day Off	5/2/2012
Memorial Day	5/28/2012
Student Day Off	6/29/2012
Independence Day	7/4/2012
Summer Break	7/16 - 7/20/2012
Labor Day	9/3/2012
Fall Break	9/19 - 9/21/2012
Student Break	10/8/2012
Thanksgiving Break	11/22 - 11/23/2012
Christmas/New Year Break	12/24/2012 - 1/1/2013
2013	
New Year's Day	1/1/2013
Student Day Off	1/14/2013
Martin Luther King	1/21/2013
Presidents Day	2/18/2013
Spring Break	3/11 - 3/15/2013
Student Day Off	4/18 - 4/19/2013
Memorial Day	5/27/2013
Student Day Off	6/13 - 6/18/2013
Independence Day	7/4/2013
Summer Break	7/23/2013
Labor Day	9/2/2013
Fall Break	9/19 - 9/20/2013
Student Break	10/21/2013

CLASS HOURS

Automotive
Monday - Friday
Morning: 8:00 am - 12:00 pm
Afternoon: 1:00 pm - 5:00 pm
Evening: 6:00 pm - 10:00 pm

Motorcycle
Monday - Friday
Afternoon: 1:00 pm - 5:10 pm
Evening: 6:00 pm - 10:10 pm

HVAC/CHVAC
Monday - Friday
Morning: 8:00 am - 12:00 pm
Afternoon: 1:00 pm - 5:00 pm
Evening: 6:00 pm - 10:00 pm

Plumbing
Monday - Friday
Evening: 6:00 pm - 10:00 pm

Electrician
Monday - Friday
Morning: 8:00 am - 12:00 pm
Afternoon: 1:00 pm - 5:00 pm
Evening: 6:00 pm - 10:00 pm

APPENDIX A: COLORADO STUDENT INFORMATION

Inquire or Complaint

Inquiry or complaints may be made to the Colorado Division of Private Occupational Schools, Department of Higher Education at (303) 866-2723. Students may file complaints online with the Division at highered.colorado.gov/dpos. There is a two-year limitation (from student's last date of attendance) on the Division taking action on student complaints.

CANCELLATION POLICY: All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office located at your campus.

- (a) The student applicant will be returned all monies paid if:
- (1) The school rejects the applicant;
 - (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
 - (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
 - (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
 - (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
 - (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.
 - (7) California students enrolling for the Sacramento, CA campus may cancel at any time after signing this agreement and within five business days following the day of the first class of the first academic year, or following receipt of the Notice of Cancellation.
- (b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5), (a)(6), or (a)(7) above do not apply.

REFUND POLICY: Notification of intent to withdraw should be made to the Registrar's Office located at your campus. The school will perform a pro rata refund calculation for students who terminate their training before completing the period of enrollment. Under a pro rata refund calculation, the school is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of days in the period of enrollment into the days scheduled to be completed as of the student's last date of attendance. The period of enrollment for students enrolled in modular programs is the academic year. The refund is calculated using the following steps:

- (1) Determine the total charges for the period of enrollment.
- (2) Divide this figure by the total number of days in the period of enrollment.
- (3) The answer to the calculation in step (2) is the daily charge for instruction.
- (4) The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total days that the student was scheduled to attend as of the student's last date of attendance by the daily charge for instruction.
- (5) The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.

SPECIAL REFUND CIRCUMSTANCES: In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete an academic year, the school will make a settlement that is reasonable and fair to all parties.

PAYMENT OF REFUNDS: Refunds due to the student will be paid within 30 days from the date of determination of withdrawal. Refunds due to students attending the Blairsville, PA campus will be paid within 30 days from the last date of attendance.

REFUND EXAMPLE: If a student enrolls in a 1,500 clock hour program, paid \$25,700 for tuition + \$750 for Materials Fee, and completed 1000 clock hours, their refund would be calculated as follows: (1) Total program cost of \$25,700 + \$750 Materials Fee, divided by 1,500 clock hours = \$17.63 per clock hour cost for the program. (2) \$17.63 multiplied by the 1000 clock hours attended = \$17,630 owed by the student. (3) Total of \$25,700 + \$750 - \$17,630 owed = \$8,820 refunded to the student.

FEDERAL RETURN OF TITLE IV FUNDS POLICY: Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" for further detail that may affect the return of federal funds.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" for further detail that may affect the return of federal funds. The policy for the granting of credit for previous training shall not impact the refund policy. Inquiry or complaint may be made to the Colorado Division of Private Occupational Schools, Department of Higher Education. The student has a two-year limitations of Division action on student complaints.

NOTE: Potential students are advised to check with all appropriate Colorado regulatory agencies to confirm completion of the program/course offered by WyoTech will satisfy initial or renewal licensing or certification requirements of the agency.

APPENDIX B: WASHINGTON STUDENT INFORMATION

CANCELLATION POLICY: All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office located at your campus.

- (a) The student applicant will be returned all monies paid if:
- (1) The school rejects the applicant;
 - (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
 - (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
 - (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
 - (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
 - (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.
 - (7) California students enrolling for the Sacramento, CA campus may cancel at any time after signing this agreement and within five business days following the day of the first class of the first academic year, or following receipt of the Notice of Cancellation.
- (b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5), (a)(6), or (a)(7) above do not apply.

REFUND POLICY: Notification of intent to withdraw should be made to the Registrar's Office located at your campus. The school will perform a pro rata refund calculation for students who terminate their training before completing the period of enrollment. Under a pro rata refund calculation, the school is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of days in the period of enrollment into the days scheduled to be completed as of the student's last date of attendance. The period of enrollment for students enrolled in modular programs is the academic year. The refund is calculated using the following steps:

- (1) Determine the total charges for the period of enrollment.
- (2) Divide this figure by the total number of days in the period of enrollment.
- (3) The answer to the calculation in step (2) is the daily charge for instruction.
- (4) The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total days that the student was scheduled to attend as of the student's last date of attendance by the daily charge for instruction.
- (5) The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.

SPECIAL REFUND CIRCUMSTANCES: In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete an academic year, the school will make a settlement that is reasonable and fair to all parties.

PAYMENT OF REFUNDS: Refunds due to the student will be paid within 30 days from the date of determination of withdrawal. Refunds due to students attending the Blairsville, PA campus will be paid within 30 days from the last date of attendance.

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FEDERAL RETURN OF TITLE IV FUNDS POLICY: Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" for further detail that may affect the return of federal funds.

FEDERAL RETURN OF TITLE IV FUNDS POLICY: Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" for further detail that may affect the return of federal funds. The policy for the granting of credit for previous training shall not impact the refund policy.