vdci

virtual design & construction institute

Catalog of Courses
January – December 2018
3904 Groton Street   San Diego, California
www.vdci.edu
619-758-9300

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Effective Dates of this Catalog

January 1st, 2018 to December 31st, 2018. The VDCI Catalog is updated annually and is released on January 01 of each calendar year.

Distribution of this Catalog

The VDCI School Catalog is provided to prospective students or to the public in the following locations on the VDCI website:

1. under the main menu RESOURCES pull-down.
2. in the OVERVIEW section of each Technology Certificate listed under ACADEMIC PROGRAMS on the website.
3. on the top of the COURSES page.
4. in the BPPE section on the CREDENTIALS page.

Mission & Objectives

VDCI Mission Statement

> Changing our Students' Lives by Providing Real-World, Project-Based Career Education using CAD, BIM and Virtual Design software.

Background Behind the VDCI Mission Statement

Founded in 1997, the mission of Virtual Design & Construction Institute is firmly rooted in our desire to offer quality career education to students and working professionals by providing hands on practical applications in the Computer-Aided Design (CAD), Building Information Modeling (BIM) and other Virtual Design & Construction (VDC) software programs taught by our practicing professionals.

The Virtual Design & Construction Institute is a nationally accredited Postsecondary Vocational Institution which provides students with an up-to-date curriculum which is intellectually challenging, practical and appropriate for the professional and trades environments.

Part of our mission is to convey to students the importance of career education. We endeavor to sustain our course offerings by developing an operational environment that is professionally managed, competently supervised, continually evaluated and appropriately modified thereby providing course curriculum material that is current. Virtual Design & Construction Institute provides onsite and online AutoCAD, Revit, AutoCAD Civil 3D, Navisworks, 3ds Max, SketchUp and other AEC Industry-targeted software training.

In all programs and services, the Virtual Design & Construction Institute respects the value of diversity among our students, our faculty and our support staff. Therefore, we encourage the participation of a diverse population of students from all nationalities, races, and walks of life.

Virtual Design & Construction Institute – History

The Virtual Design & Construction Institute (VDCI) dba cadteacher, was founded in 1997 in San Diego, California by Al Whitley, MBA, AIA. Mr. Whitley is an award-winning, licensed California architect and one of the first people in North America to use the Autodesk software program, AutoCAD. Mr. Whitley developed the VDCI curriculum to help his colleagues (architects, engineers, interior designers and contractors) learn how to effectively use AutoCAD in their professional practices. In 2001, VDCI incorporated the onsite student population of the courses taught by Mr. Whitley for the University of California, San Diego into the VDCI onsite program.

In 2004, VDCI expanded its curriculum to include courses in Building Information Modeling (BIM). In 2006, VDCI was approved by the State of California Bureau for Private Postsecondary Vocational Education to train students approved to participate in programs offered by the California Employment Development Department. In 2008, VDCI was approved by the American Institute of Architects as a Continuing Education Provider.

In 2009, VDCI was approved by Autodesk to be a premier-level Autodesk Authorized Training Center. That approval by Autodesk provided VDCI the opportunity to expand their training programs to include additional courses in CAD, BIM, Visualization, Animation and Digital Prototyping.

In 2010, VDCI was approved by the California Bureau for Private Postsecondary Education to provide technology certificates and training bundles in CAD, BIM and other Virtual Design & Construction (VDC) technologies. This approval has allowed VDCI to become an active in training people throughout the United States who are participating with the U.S. Government Workforce Investment Act Program.

In 2011, VDCI was one of the first Autodesk Authorized Training Centers approved to provide online training programs. The rigorous standards required by Autodesk for online training programs ensures that the VDCI online training program maintain the highest standards for quality in online technology software training. In 2012, our CEO, Al Whitley, was asked to sit on the Autodesk Training Center Leadership Council, representing the North American Southwest on the Council. Through Mr. Whitley's active participation in the Leadership Council, VDCI is at the forefront of helping to direct Autodesk Training at the international level.

As VDCI continues to develop and improve the quality of our curriculum, we will continue to be actively involved with Autodesk, the State of California Department of Education and the American Institute of Architects to ensure that our students are best prepared to effectively use CAD, BIM and VDC technologies in their professional practices.

VDCI National Accreditation and ACCET

Virtual Design & Construction Institute is a private institution and is nationally accredited by the Accrediting Council for Continuing Education and Training (ACCET).

![vdci logo] virtual design & construction institute
3904 Groton Street   San Diego   California   92110   619-758-9300   learn@vdci.edu

Practical Applications Taught by Practicing Professionals
cadteacher

ACCET was founded in 1974 to improve continuing education and training and has been officially recognized by the U.S. Department of Education since 1978 as a "reliable authority" as to the quality of education and training provided by the institutions they accredit.

The Accrediting Council for Continuing Education and Training (ACCET) is a voluntary group of educational organizations affiliated for the purpose of improving continuing education and training. Through its support of an independent Accrediting Commission, the ACCET membership promulgates and sustains the Standards for Accreditation along with policies and procedures that measure and ensure educational standards of quality. ACCET is recognized for this purpose by the U.S. Secretary of Education and, accordingly, is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

The essential purpose of the accreditation process is to provide a professional judgment as to the quality of the educational institution and program(s) offered, and to encourage continual improvement thereof. Accreditation is the process by which the ACCET Accrediting Commission grants public recognition to an educational institution which has voluntarily submitted to an evaluative comparison with established qualifications and standards, both upon initial application and periodically thereafter. ACCET's function is focused upon educational quality, the continuous assessment and improvement of educational practices, and assistance to member institutions in the improvement of these practices within their programs. The four major components of this on-going process are:

1. the development and implementation of institutional and program goals and objectives that focus upon a continuing education mission
2. a comprehensive, analytic self-evaluation review and report by the institution
3. an on-site professional peer review to evaluate the adequacy and accuracy of the self-evaluation
4. an independent review and decision by the Accrediting Commission as an assessment of the institution's commitment to and compliance with ACCET standards, policies and procedures U.S. Department of Education Recognized Agency

ACCET has been officially recognized by the U.S. Department of Education since 1978. As such, the agency is listed as "a reliable authority as to the quality of education or training provided by institutions of higher education and the programs they accredit." We have received back-to-back 5-year grants of recognition, the longest period provided to an accrediting agency.

Notice to Students – ACCET Complaint Procedure
This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That

instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps:

1. an effort to define the problem,
2. an effort to identify acceptable options for resolution, and
3. an attempt to resolve the conflict through the application of one or more of those options for resolution.

The student may thereafter choose to file a written complaint directly with the institution's Program Manager or Academic Manager who will work to resolve the matter. The Program Manager and Academic Manager are the individuals designated to resolve student complaints. These individuals will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log.

VDCI is recognized by ACCET as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request.

NOTE: ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

If a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
   a) Name and location of the ACCET institution;
   b) A detailed description of the alleged problem(s);
   c) The approximate date(s) that the problem(s) occurred;
   d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
   e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
   f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and

g) The status of the complainant with the institution (e.g. current student, former student, etc.).

3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

4. SEND TO:
ACCET
CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N Street, NW
Washington, DC 20036
Telephone: (202) 955-1113
Fax: (202) 955-1118 or (202) 955-5306
Email: complaints@accet.org
Website: www.accet.org

NOTE: Complainants will receive an acknowledgement of receipt within 15 days.

VDCI Approval and BPPE
Virtual Design & Construction Institute is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE). Approval to operate means compliance with state standards as set forth in Section §94897 of the California Education Code. With BPPE having granted VDCI approval to operate, VDCI is allowed to indicate that it is "licensed" and/or "licensed to operate" by BPPE. VDCI, as an institution is not allowed to state or imply either of the following:

1. The institution or its educational programs are endorsed or recommended by the state or by the bureau, or:
2. the approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.

Questions
Any questions 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 (Physical Address): 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (Mailing Address): P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (916) 431-6959 or toll free (888) 370-7589 or Fax (916) 263-1897

As An enrolled student, you are required to review, sign and acknowledge the School Performance Fact Sheet and the Catalog prior to signing an enrollment agreement.

A student, or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or (916) 431-6959 by completing a complaint form, which can be obtained on the bureau's web site www.bppe.ca.gov.

Institutional Ownership
The Virtual Design & Construction Institute (VDCI) | cadteacher is a California S-Corporation owned by Al Whitley, MBA, AIA., who is the Governing Board.

The VDCI has never had a pending petition in bankruptcy, is not operating as a debtor in passion, has not filed a petition within the preceding five years and has never 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 Court.

Business Operations and Facilities
School Location and Facilities

Virtual Design & Construction Institute | cadteacher
3904 Groton Street
San Diego, California 92110

Phone: 619-758-9300

Website: www.vdci.edu

The Virtual Design & Construction Institute (VDCI) school campus is located approximately one mile from the Pacific Ocean, in the Point Loma area of San Diego. The school's main building has been completely remodeled and is approximately 40 years of age. The renovated facility fully complies with all current building codes and with all ADA code requirements. Our training facilities were specifically designed as a technology training institution. The school building accommodates a state-of-the-art technology lab accommodating up to 32 students and the school's administrative offices.

All of our onsite courses are held at our main campus location, 3904 Groton Street, San Diego. VDCI does not have any branches or auxiliary classrooms. We typically offer our onsite classes in the afternoon and in the evenings. Our classroom includes state-of-the-art computer hardware for each student including projection systems to facilitate instruction. VDCI teaches using the latest CAD, BIM and VDC software to provide our students relevant, hands-on training of how industry professionals are applying the use of current software technology.

All onsite students are provided the use of their own Citrix-based, high-performance computers using the current version of today's CAD, BIM and VDC software programs.

All online students work on their own systems, using the VDCI learning management system. It is imperative that our online students have as close as possible to broadband web access, to ensure

that our online students can successfully interface with our online instructional processes.

Both onsite and online students work closely with their instructors and also the online Learning Management System, the VDCI Portal. The contents of our VDCI Portal is managed and developed here in our San Diego (Point Loma) facility. All of our onsite classrooms provide broadband internet access to our student information system and to other of our online resources.

For our onsite environment, all of our computers and equipment are constantly monitored and updated to be current with today's technology requirements. On a biannual basis, the CEO and I.T. Manager evaluate and recommend changes to improve the system(s) to be current with updated hardware technology and system needs.

Administration

Chief Executive Officer, Chief Academic Officer, Chief Operating Officer, Chief Technical Officer
Al Whitley, MBA, AIA

Chief Financial Officer
J. T. Struck

Academic Manager
George Smith

Curriculum Manager
David Sellers

Program Manager
Ashley Woodward

Program Coordinator
Victoria Stover

Faculty

Name of Instructor	Specific Courses Taught	College or Work Qualifications
Tyler Grant	AutoCAD, Revit, Navisworks	B Arch, New School of Architecture 10 years' experience as Architectural Project Manager Autodesk Certification AutoCAD and Revit

Autodesk Certified Instructor (ACI)

Derek Hueffmeier	Revit	MArch Kansas State University 7 years' experience as Architectural Project Manager Autodesk Certification Revit Autodesk Certified Instructor (ACI)
Michael Kinnear, PE	AutoCAD Civil 3D	BS Civil Engineering, University of California, Davis Registered PE, State of California 5 years' experience as Civil Engineering Project Manager Autodesk Certification AutoCAD Civil 3D Autodesk Certified Instructor (ACI)
John O'Malley	AutoCAD	BA History, University of Massachusetts, Dartmouth 8 years' experience as Architectural CAD and BIM Project Lead Autodesk Certification: AutoCAD Autodesk Certified Instructor (ACI)
David Sellers	SketchUp, AutoCAD, Photoshop, Fusion 360	B Arch Penn State University 5 years' experience as Architectural Project Manager Autodesk Certification: AutoCAD and Fusion 360 Autodesk Certified Instructor
Al Whitley, MBA, AIA	AutoCAD, Blueprint Reading & Detailing	BBA College of William and Mary MBA San Diego State University Registered Architect, California C25526 Autodesk Certification AutoCAD, Revit and Fusion 360 Autodesk Certified Instructor (ACI)
Mike Wilson	Revit, 3ds Max	B Arch New School of Architecture San Diego. 10 years' experience as Architectural Project

Manager
Autodesk Certification Revit and 3dsMax
Autodesk Certified Instructor (ACI)

VDCI Advisory Board

Mark Bushey, RA	Architect	Specializes in Design/Build, Mixed Use Projects
Charles Colvin, PE	Structural Engineer	Specializes in Government and Military Projects
Al Whitley, MBA, AIA	Architect	Specializes in commercial projects and BIM facilitation.
Mike Wilson, RA	Architect	Specializes in Biotech Project Management

Admissions Process and Policy

The following details the Admission Policy and Admissions Process for participating in Technology Certificates at VDCI:

Initial Information – Interview with School Representative

When a student contacts VDCI, they are provided information about certificate programs. If they require more in-depth information regarding their chosen program, they are asked to schedule a meeting with the Program Manager. Face-to-face meetings are preferable if the student is local to VDCI. If the student is not local, the Program Manager can host a phone meeting.

If the student has already researched and chosen their specific program, the meeting can begin during the initial telephone call. The interview will confirm the student's previous education, professional experience, training goals, professional goals, what the student expects to learn during training, obstacles or potential breaks in training, who is paying for the training, and whether they are familiar with VDCI training.

Participation in individual courses does not require an interview with a school representative.

If the student is confident of the certificate program they have chosen, the student will be instructed to begin the enrollment process. If the student is unsure as to which program they would like to select after this initial meeting with the Program Manager, the Program Manager will schedule a phone or face to face meeting for the student with one of the instructors to aid in making their final selection.

Application Instructions

Once a student has chosen their certificate program, the student must go to the VDCI website and sign up as a new user. The student will select the technology certificate in which they wish to enroll and follow the steps located on the page.

Enrollment Agreement and Application Fee

The Enrollment Agreement for Technology Certificates is the first step of the application and is available online. In the Enrollment Agreement, the student reviews and acknowledges VDCI's Student Performance Fact Sheet, the School Catalog and other specific topics which are required by the Bureau for Private Postsecondary Education (BPPE), the Accrediting Council for Continuing Education and Training (ACCET) and VDCI. After completing the enrollment agreement, the student "Submits" the document to the Program Manager.

The application fee is $50.00 and is included in the total cost for the Technology Certificate(s). If a student chooses not to enroll for the Technology Certificate, there is no charge. The application fee is non-refundable once the student has enrolled and exceeded the 5-day cancellation period. The application fee covers the cost of processing your application and any payment plans (if applicable) and the administrative costs associated with enrollment.

Minimum Education and Entrance Exam

The VDCI enrollment policy requires all vocational students to have a minimum education of a high school diploma or GED equivalent. For international students, a high school diploma or equivalent from their country is needed to satisfy minimum education requirements.
After the student has signed the Enrollment Agreement form, the student must email a copy of a diploma, degree, or transcripts meeting or exceeding VDCI's minimum education requirements to the registrar. Any student who completes the process without providing documentation of education requirements will not be considered admitted or enrolled.

When a vocational student does not meet the minimum education requirement, the only test that can be taken in lieu of the minimum education is the "Ability to Benefit" (ATB) exam. Students must earn a passing score according to the ATB exam in order to begin taking courses at VDCI. The Minimum passing scores are Reading: 55, Writing Skill: 60, Math: 34.

There is not an entrance examination to participate in individual courses or training bundles at VDCI. VDCI has a history of serving people desiring to enter the architecture, engineering, and construction industry in the role of CAD, BIM and/or VDC software technicians. Many of our students are already working in the profession and attend courses at VDCI to further their technical skills on the latest software technologies. Other students attending the school are typically seeking entrance positions into the industry. A strong desire to learn and an aptitude for working on computers is our strongest recommendation for succeeding in the courses at VDCI.

Minimum Age

VDCI enrollment policy requires students to be eighteen (18) years of age or older.

Payment Agreement

The student will then complete the Payment Agreement form if the student is signing up for a monthly payment plan with VDCI. If the student is paying in full, there is no Payment Agreement form needed and the student can purchase the certificate program. If the student's enrollment is being funded

through a state or federal agency or third party via check, the student may skip the checkout portion of the process. If a student is paying with installments, the minimum dollar amount specified in the payment agreement form must be met before the student will be considered admitted, enrolled, and scheduled for their first class.

If the student enrollment is being paid through a third-party (a) that information is provided to VDCI in the Enrollment Agreement and (b) copies of all paperwork between the student and the third-party payer are retained in the student's folder.

For state- or federally-funded students, VDCI will adhere to the payment payback policy for each individual state or federal agency if the student is having part or all their tuition paid for by a state or federal agency. The Program Manager will complete an invoice for the student if invoice documentation is not provided and will send the invoice to the counselor or person in charge of helping the student find training within one month of the official start date for that student.

Review Of Course Overview Videos
All students intending to participate in our Technology Certificate Programs are respectfully requested to review the course overview videos for the classes they will be taking for their Technology Certificate Programs.

Disability Accommodations in Academic Programs
VDCI stands ready to make reasonable accommodation for all qualified students with special needs. Planning for such needs can sometimes take time, so we recommend that you make an appointment to discuss your specific needs with the Program Manager as early as possible in your decision process about applying at our school.

If you have any sort of a disability, which might include any learning disabilities; any limitations to your eyesight, hearing, or other senses; limitations to your motor skills; if you suffer from any sort of a food allergy or other physical or mental disability requiring special accommodation, you must make note of such condition on your application to VDCI and inform the Program Manager as early in the admissions process as possible in order to maximize the time available to explore any accommodations you may require.

Enrolling I-20 Foreign Students
At this time, VDCI does not enroll I-20 Foreign Students.

Recruitment - Advertising
VDCI does not guarantee a job, certification, or anything similar during or after completing their certification.

Promotional material does not state any claims regarding certification, licensing, or job prospects.

VDCI does not use outside recruiters, lead generation, and cold calling. We do not solicit to students.

Students are only contacted after their having initiated contact with the Institute or filling out the "Contact Us" form located only on www.vdci.edu.

Additional Admission Requirements
All admissions requirements are addressed in this section. There are not any additional requirements such as immunizations, medical physical exams, background checks, and/or drug tests, etc..

Nondiscrimination Policy
VDCI is committed to providing an education conducive to the personal and professional development of each individual and is committed to maintaining an academic environment free of discrimination and harassment. VDCI does not discriminate based on race, color, religion, national origin, sex, age, disability, veteran status, sexual orientation, political affiliation (and any other legally protected classes in the relevant jurisdiction) that complies with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and applicable state and local laws.

For more information, please see "Commitment to Non-Discrimination and Non-Harassment".

Transfer of Credit Policy
The transferability of clock hour credits earned at VDCI to another college, university or school is determined solely by the receiving institution. Acceptance of the clock hour credits earned while in a VDCI certificate program is also determined solely by the receiving institution to which a student may seek to transfer.

If the clock hour credits that are earned at VDCI are not accepted at the institution to which a student seeks to transfer, they may be required to repeat some or all of their coursework at that institution. Students should discuss how their individual courses will transfer with the registrar's office and the receiving institution before they enroll. For this reason, the student should make certain that their attendance at this institution will meet their educational goals. This may include contacting an institution to which they may seek to transfer after attending VDCI to determine if their certificate(s) will transfer.

This institution has not entered into an articulation or transfer agreement with any other college or university.

VDCI does accept transfer credits from other schools, universities, or other accredited educational institutions. If a current or prospective student feels that coursework they have taken at another training institute should be considered as applicable to the coursework at the VDCI and wish to petition for transferability of credits, the individual requesting the review should follow the procedures listed below.

Veterans applying for entrance to VDCI will have their prior coursework evaluated according to Federal requirements. Veteran transfer of credit policies will adhere to the same parameters detailed in procedures listed below.

VDCI will maintain a written record of the previous education and training of veterans and eligible persons, the record will clearly indicate that credit has been granted, if appropriate, and the student will be notified accordingly of VDCI's decision as to the transferability of credits.

If a current or prospective student feels that coursework they have taken at another training institute should be considered as applicable to the coursework at the VDCI and wish to petition for transferability of credits, the individual requesting the review must demonstrate the following:

(a) Filling out in entirety the Transfer of Credit Request Form. Students may contact the Program Manager for a copy of this form.

(b) A statement by the applicant explaining why the coursework is applicable and the reason it should be considered.
NOTE: The coursework must have been taken at an accredited secondary, vocational or post-secondary institution which is accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education Accreditation. The types of courses that will be considered include any courses offered outside of an institutional setting, including those offered by the military, in the workplace, through apprenticeship and/or training programs, or other such programs recognized by the American Council on Education's (ACE) Center for Adult Learning and Education Credentials programs, or an Autodesk-approved course offered by an Autodesk Authorized Training Center (ATC) or Autodesk Authorized Learning Partner (ALP).

(c) A transcript must be submitted, showing the course title, percent of course completed, numeric and letter grade for the course.

(d) The applicant must have earned an "C"/2.0 or greater in the course to be considered for transfer.

(e) A course syllabus (or appropriate information from the school catalog) must be submitted.

(f) A complete description of the course must be provided to include:
   i. Contact hours for the course
   ii. Lab/lecture hours for the course
   iii. Learning objectives
   iv. Technical skills covered
   v. DWG or RVT files from the project course deliverables

(g) Students can transfer in approved credits in lieu of CAD101, CAD201, BIM101 and BIM201. At a maximum, only two courses per software program will be acceptable for transfer, and those courses must have been completed within the past two calendar years from the date of

requesting a transfer of credits.

NOTE: VDCI does not accept credit transfers through examinations such as the ACT Proficiency Examination Program (PEP), the Regents' College Examinations, the College Board's Advanced Placement (AP) program and College-level Examination Program (CLEP), the Defense Activity for Non-Traditional Educational Support (DANTES) Subject Standardized Testing (DSST), or similar organizations.

(h) The student will pay VDCI a non-refundable $25.00 per course for the review of each course which the students wishes to transfer into VDCI.

These requirements and all associated documents must be prepared by the student in a comprehensive proposal packaged and delivered via email to the Program Manager. The package must be received by the Program Manager at least 30 days prior to the first day of class.

The Program Manager will conduct an initial review of the package. If any of the above-mentioned requirements are not provided or met, the request for transfer of credits will not be considered. If the Program Manager confirms that the package is comprehensive and that the institution meets the approved criteria, they will submit the package to the Academic Manager for further review.

The Academic Manager will conduct a further review into the student's previous institution. The validity of the institution, including accreditation status and Autodesk affiliation will be reviewed. Additionally, the student's transcript will be reviewed. If the Academic Manager confirms that the institution meets the approved criteria, and that the student's transcript contains the appropriate courses and passing grades, they will submit the package to the Curriculum Manager for further review.

The Curriculum Manager will review the course content including course syllabus, course projects, and project standards. The project course deliverables will be reviewed, with specific emphasis on drawing standards (National CAD Standards), project comprehensiveness, and professional standards.

Upon completion of the review process, the Management Team will inform the CEO of the decision.

The decision as to the transferability of credits will be issued to the applicant within 30 days of receiving the request to transfer credits into VDCI. If the credits are accepted for transfer, the portion of tuition directly related to the coursework being transferred will be adjusted and deducted from the total cost of the program.

If the request for transfer of credit has been denied, the student will be notified and will be informed of their opportunity to appeal the denial. The student can appeal the denial by resubmitting the Transfer of Credit Request Form and selecting the "Appeal" checkbox at top of the form. To successfully

challenge a denial, the student is encouraged to respond to the Comments provided by the school administrators. Those comments will be located at the bottom of the form after the findings of the initial request is provided to the student.

Student Finances - Tuition and Fees (U.S. Dollars)

All fees are subject to change from time to time, without notice. Courses at VDCI can be taken as Professional Technology Certificates or as individual courses.

Financial Aid

The school does not provide either State or Federal financial aid. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds. VDCI offers interest-free payment plans. The cost of the training program will be satisfied in full prior to the completion of any Technology Certificates.

Payment Plans

We have two options available for tuition – payment in full and/or payment plans. Our payment plans are interest free. With the payment plans, the costs of your Professional Technology Certificate extend through the duration of your training. There are equal monthly payments, charged to your credit card and there are no interest charges. The payment plans and payment schedule are based on the student taking one course at a time in a sequence. If the student requires a more accelerated schedule, please contact the VDCI Registrar – registrar@vdci.edu or call 619-758-9300.

The specific payment plan amounts and schedules are detailed in the Payment Plans Section listed for each Professional Technology Certificate.

The following tuition and fees pertain:

Certificate Programs

	Tuition	Registration (Non Refundable)	STRF Assessment	Total	Books & Materials (Note 1)
CAD/BIM Technology Certificate Program Payment Plan -- 10 payments of $485.00 (Notes 2 and 3)	$4,800.00	$50.00	$0.00	$4,850.00	$615.00
CAD Technology Certificate Program Payment Plan -- 6 payments of $470.00 (Notes 2 and 3)	$2,770.00	$50.00	$0.00	$2,820.00	$385.00
BIM Technology Certificate Program Payment Plan -- 8 payments of $475.00 (Notes 2 and 3)	$3,750.00	$50.00	$0.00	$3,800.00	$585.00
Civil 3D Technology Certificate Program Payment Plan -- 6 payments of $460.00 (Notes 2 and 3)	$2,710.00	$50.00	$0.00	$2,760.00	$390.00

NOTE 1: Does not include the cost of the required textbooks, materials or the cost of an Autodesk Certification Exam (with retake). Citing average textbook costs.

NOTE 2: For payment plans – the payments and payment schedule are based on the student taking one course at a time in a sequence. If the student prefers a more accelerated schedule, please contact the VDCI Registrar – registrar@vdci.edu or call 619-758-9300. First payment is due at the time of purchase.

NOTE 3: The total charges for each program listed above are for students completing the programs on-time. Additional charges may be incurred if the program is not completed on-time.

The total charges for a period of attendance and the total charges for the entire educational program are the same. VDCI accepts payment via credit card, check, money order or cash. Please do not mail cash. Cash is only accepted, in person from the student or their agent, in our San Diego, California home office.

State of California, Bureau for Private Post-secondary Education Student Tuition Recovery Fund (STRF) Assessment is $0.00 per $1000.00 of Tuition and it is non-refundable.

NOTE: No grades or documents will be released if there is an outstanding balance. The institution may refuse any type of service to students who have an outstanding balance. The institution may also refuse re-admission to a student who has left the institution with an outstanding balance. All fees are subject to change.

Scholarships
VDCI does not participate in any scholarship programs.

Internship/Externship
VDCI does not participate in any internship/externship programs.

Professional Technology Certificate Program Descriptions
Virtual Design & Construction Institute offers the following Technology Certificate Programs:

Certificate Name	Clock Hours of Instruction	Time to Complete
CAD/BIM Technology Certificate Program	336 Clock Hours	12 Months
CAD Technology Certificate Program	222 Clock Hours	9 Months
BIM Technology Certificate Program	216 Clock Hours	9 Months
Civil 3D Technology Certificate Program	216 Clock Hours	9 Months

The following pages provide detailed information about each of the required and elective courses for each of our Technology Certificate Programs.

Prerequisites
The educational objectives for each Technology Certificate are provided in their respective Technology Certificate Program description. There are not any specific prerequisites for any of the Professional Technology Certificates. It is expected that all students will begin at the "top of the list," and work through the list of required courses. By taking courses in the prescribed sequence, all prerequisites will be satisfied.

Instructor Student Ratio
For our onsite courses, there is a maximum of 32 students per course. When the onsite population exceeds 14 students, there is one instructor and one Assistant Instructor or Teaching Assistant. When the onsite population exceeds 22 students, there is one instructor and two Assistant Instructors/Teaching Assistants. Over our past fifteen years of onsite instruction, we have found that this student: instructor: assistant instructor/teaching assistant ratio ensures that our students receive the optimal amount of effective learning and guidance.

For our online software courses, there is a maximum of 25 students per course. There are no online Instructor Assistants or Teaching Assistants.

For our online PFC101 and PFC201, (Introductory and Intermediate Blueprint Reading) courses, students are not working with software. They are watching videos, reviewing PDFs, taking computer-graded quizzes and participating in discussion forums. There is a maximum of 50 students per course.

These ratios are applied in all individual courses, training bundles and technology certificates.

Academic Calendar

Q1, 2018
January 01 – March 31, 2018

January
Friday, January 05	BIM 101
Friday, January 05	CAD 101
Friday, January 26	BIM 201
Friday, January 26	CAD 201

February
Friday, February 16	BIM 301
Friday, February 16	CAD 301

Q2, 2018
April 01 – June 30, 2018

April
Friday, April 20	BIM 101
Friday, April 20	CAD 101

May
Friday, May 11	BIM 201
Friday, May 11	CAD 201

June
Friday, June 01	BIM 301
Friday, June 01	CAD 301

Q3, 2018
July 01 – September 30, 2018

July
Friday, July 13	BIM 101
Friday, July 13	CAD 101

August
Friday, August 03	BIM 201
Friday, August 03	CAD 201
Friday, August 24	BIM 301
Friday, August 24	CAD 301

Q4, 2018
October 01 – December 31, 2018

October
Friday, October 05	BIM 101
Friday, October 05	CAD 101
Friday, October 26	BIM 201
Friday, October 26	CAD 201

November
Friday, November 16	BIM 301
Friday, November 16	CAD 301

All online courses begin every three weeks, starting on a Friday.

CAD/BIM Technology Certificate Program

Program Description – 336 Clock Hours of Instruction
Program Completion Time – 12 Months
Upon Completion – VDCI Professional Technology Certificate Awarded

COMPUTER-AIDED DESIGN (CAD) / BUILDING INFORMATION MODELING (BIM)

There is an increasing demand for competent architectural/engineering/construction/design engineering technicians knowledgeable in the application and integration of CAD and BIM software. The CAD and BIM courses at the Virtual Design & Construction Institute provide students the opportunity to obtain a certificate in these areas. The classes are designed to provide students an opportunity to learn relevant skills and technical knowledge used in a variety of construction industry-focused disciplines. The curriculum is based on the current professional skill sets required in the construction industry. The lessons learned and exercises practiced are based on current, industry CAD and BIM required skills.

CAD/BIM Professional Technology Certificate Completion Requirements

Students must complete 336 Clock Hours of Required and Elective Courses

Students must complete all courses with a 70% (C-) or better to complete the program.

Students must satisfy the 80% minimum attendance policy to complete the program.

Course Clock Hours

The VDCI program awards clock hour credits for all online and onsite courses completed. All clock hours are the equivalent of the required onsite hours. (i.e., a 20-unit online clock hour course is the equivalent of a 20-unit onsite clock hour course). VDCI operates on clock hours only. There is not any conversion to credit hours used at the institute.

All of our courses fully integrate lab hours and lecture hours. There is no separate delineation between lab hours and lecture hours. All of the work performed at VDCI is project-based and the lecture information provided is 1:1 instruction on completing the required project(s).

There is a 1:1 relationship conversion utilized for academic purposes and for financial aid purposes.

CAD/BIM Professional Technology Certificate

Students must complete 336 Clock Hours of Required and Elective Courses

Course Clock Hours

The VDCI program awards clock hour credits for all online and onsite courses completed. All clock hours are the equivalent of the required onsite hours. (i.e., a 20-unit online clock hour course is the equivalent of a 20-unit onsite clock hour course). VDCI operates on clock hours only. There is not any conversion to credit hours used at the institute.

All of our courses fully integrate lab hours and lecture hours. There is no separate delineation between lab hours and lecture hours. All of the work performed at VDCI is project-based and the lecture information provided is 1:1 instruction on completing the required project(s).

There is a 1:1 relationship conversion utilized for academic purposes and for financial aid purposes.

Course Number	Course Name	Number of Clock Hours		

Required Courses

Students must complete 248 Clock Hours of Required Courses. Does not include prerequisites.

PFC 101	Blueprint Reading for the Construction Industry	4		
CAD 101	Introduction to AutoCAD	28		
CAD 201	Intermediate AutoCAD	28		
CAD 301	CAD Construction Documents 1	28		
CAD 302	CAD Construction Documents 2	28		
BIM 101	Introduction to Revit	20		
BIM 201	Intermediate Revit	20		
BIM 301	BIM Construction Documents 1	20		
BIM 302	BIM Construction Documents 2	20		
BIM 361	Navisworks 1	20		
PFC 501	Certificate Completion Practical	32		

Elective Courses

Students must complete at least 88 Hours of Elective Courses

BIM 303	BIM Detailing	20	Strongly Recommended	
BIM 304	BIM Project Management	20	Strongly Recommended	+
BIM 321	Revit MEP 1	28	Strongly Recommended	+
BIM 322	Revit MEP 2	20		
BIM 341	Revit Structure 1	20		
BIM 342	Revit Structure 2	20		
BIM 401	Autodesk Certification Test Prep	4	Strongly Recommended	+

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Code	Course	Hours		
CAD 303	CAD Detailing	20		
CAD 304	CAD Project Management	20		
CAD 305	Introduction to 3D Modeling	28		
CAD 306	Intermediate 3D Modeling	28		
CAD 401	Autodesk Certification Test Prep	4	Strongly Recommended	+
C3D 301	Introduction to Autodesk Civil 3D	28		
C3D 302	Intermediate Autodesk Civil 3D	28		
C3D 303	Autodesk Civil Construction Documents	28		
C3D 401	Autodesk Certification Test Prep	4		
DAC 201	Introduction to 3ds Max	28	Strongly Recommended	+
DAC 202	Intermediate 3ds Max	28		
DAC 203	Advanced 3ds Max	28		
DAC 211	Introduction to SketchUp	20	Strongly Recommended	
DAC 212	Intermediate SketchUp	20		
DAC 221	Introduction to Photoshop	20		
PFC 201	Mixed-Use Commercial Blueprint Reading	6		

Career Options

The following list is a sample of disciplines that employ people with a strong, working knowledge of CAD and BIM skill sets. Some areas require that their employees have professional training and/or experience in addition to the technical training learned at the Virtual Design & Construction Institute:

Job Title	SOC Code	
Architects	17-1011	Green
Architectural Drafters & Technicians	17-3011	Green
Architectural, Engineering & Construction Managers	11-9041	Green
Cabinetmakers	51-7011	
Electrical Drafters	17-3012	
Engineers, All Other	17-2199	
HVAC Mechanics & Installers	49-9021	Green
Interior Designers	27-1025	
Mechanical Engineers	17-2141	Green
Mechanical Eng. Technicians	17-3029	Green
Plumbers & Pipefitters	47-2152	Bright
Urban Planners	19-3051	Green / Bright

The CAD/BIM Professional Technology Certificate provides students with the skills and technical knowledge requested by employers using Computer-Aided Design (CAD) and Building Information Modeling (BIM) software. The certificate program focuses on the development of fundamental drafting and CAD and BIM skills and problem-solving strategies. Please see the Course Descriptions for further information on class content.

Type of Credential Awarded Upon Graduation
At the completion of a VDCI CAD/BIM Technology Certificate Program, students will be awarded a Certificate of Completion for the Program in which they have enrolled

Curriculum Design
Our CAD/BIM Professional Technology Certificate curriculum is built around how architects, engineers, contractors and trades professionals use CAD (Computer Aided Drafting) and BIM (Building Information Modeling) in their businesses for project documentation.

There are six focus areas of study which can be included in the required and elective courses for this technology certificate:
(1)   Fundamental Classes – Blueprint Reading
(2)   CAD-specific classes – using AutoCAD
(3)   BIM-specific classes – using Revit and Navisworks
(4)   Civil 3D-specific classes – using Autodesk Civil 3D
(5)   Digital Arts (Visualization)-specific classes – using 3dsMax and SketchUp
(6)   Certificate Completion Practical (required for technology certificates)

PFC – Professional Fundamental Classes – People working in the construction industry must know how to understand and work with construction documents. "Blueprint" is the historic name for construction documents. Architects, engineers and designers create the construction documents (blueprints). Proposals and bids are developed off of blueprints. Contractors build their projects based on the information provided on the "blueprints." Our **Blueprint Reading for the Construction Industry** course includes lectures, hands-on demonstrations and lab exercises to familiarize students with blueprint reading and understanding the connectedness between different drawing sheets within a set of blueprints.

CAD – Computer Aided Design-Specific Classes – Students begin their study of Computer-Aided Design (CAD), using **AutoCAD**. AutoCAD is the construction industry standard for 2D project documentation. In the construction industry, knowing how to use AutoCAD is exceptionally important. It is used at all levels and by all disciplines in the construction industry - including facilities people, sound engineers, trades professionals and solar power people, to name a few. In the VDCI introductory, intermediate and advanced construction documentation classes, students will learn AutoCAD, starting at the very beginning. As their skillsets develop, they will create construction documents for two residential projects. By the completion of our AutoCAD series of classes, a complete set of construction documents, including details, will be built for a moderately complicated residential project – a project worthy of presentation during a job interview.

BIM – Building Information Modeling-Specific Classes – After learning AutoCAD, our students expand their knowledge base into the realm of Building Information Modeling (BIM). **Revit** is the construction-industry standard software program for BIM. In Revit, you create a 3D model of a project and extract the construction drawings and details directly from the BIM model. The lessons learned in our successive Revit courses build upon previous courses. By the completion of our Revit series of classes, a complete set of construction documents will be built for a moderately complicated commercial project. Today, Government, Military, Hospital, Education and other similarly-scaled projects require that their work be completed in Revit (BIM).

It is becoming increasingly common for construction managers to run 3D interference checks on the Revit (BIM) model using **Navisworks**. For example, Navisworks analyzes where the mechanical, plumbing, structural and other disciplines' design work are occupying the same location in the building. By identifying these interferences during design, significant dollars are saved during construction, and change orders are significantly reduced. Today, most Government, Military, Hospital, Education and other similarly-scaled projects require that their work be analyzed in Navisworks.

DAC – Digital Arts (Visualization)-Specific Classes – Most clients want both technical documentation on their projects and renderings and animations, to better assist in seeing the project. SketchUp is a software program which is regularly used in the construction industry to create preliminary 3D designs for construction projects. 3ds Max is an incredible animation and rendering program which is used for higher-level, top quality construction renderings, animations, fly-throughs, product visualizations and even in the gaming and multi-media industries. VDCI has carefully developed our training in SketchUp and 3dsMax courses to effectively support the skillsets required within the construction industry.

C3D – Civil 3D / Infrastructure–Specific Classes – The Civil 3D courses are project-based and provide the student with an excellent working knowledge of the capabilities of this program. The classes focus on the specific technologies appropriate to current and projected skill set requirements for the development and refurbishing of our infrastructure system and also towards site development. Students are exposed to public 3D/virtual databases and learn about 3D data management and project file sharing through web-based technologies such as project FTP, MILCON, and city/state/national databases. Coursework integrates with CALTRANS and other public agency requirements and databases.

PFC – Certificate Completion Practical – In this course, students demonstrate an understanding of the inter-relationship between the software programs learned in their Technology Certificate courses. They work 1:1 with their instructor, and design their own project deliverable, develop an action plan, evaluate the best methods to successfully complete their Certificate Completion Practical and

ultimately create a project which uses the software programs learned throughout their Technology Certificate. By the completion of this course, students will apply the skill sets learned from all of their previous courses. The Certificate Completion Practical will be comprehensive and will be of a quality so that it can be presented to a potential employer as an example of a project which you have designed and executed yourself.

Certification Exam Requirements
There are not any certification, licensing, registration or examination requirements which are mandatory for the VDCI Certificate Programs.

The Autodesk Certification Exam is optional, it is not required by industry and it does not lead to professional licensure. Passing the Autodesk Certification Exam demonstrates to the participant (student), and to their employer, that the participant (student) has achieved a satisfactory command of the software skills required by Autodesk for specific software programs.

All VDCI courses which focus on Autodesk software skills incorporate Autodesk Certification Objectives into the course curriculum. VDCI also offers Autodesk Certification Exam Test Prep courses for the AutoCAD, Revit and Civil 3D Certification exams. VDCI offers onsite testing for these certification exams as well as providing access for the student to purchase an exam plus a retake exam at a discounted rate.

Autodesk does not release pass/fail information. VDCI is aware of when our students take their Autodesk Certification Exam. Within one week of the student's taking the Autodesk Certification Exam, VDCI asks the students to provide an electronic copy of their Autodesk Professional Certificate. If the student does not pass the Autodesk Certification Exam, VDCI offers the student to re-take our online Certification Exam Test Prep course for free, until they pass the exam.

Although the exams are options, it is very important to VDCI that our students achieve this important validation of their Autodesk software skillsets.

CAD Technology Certificate Program

Program Description – 222 Clock Hours of Instruction
Program Completion Time – 9 Months
Upon Completion – VDCI Professional Technology Certificate Awarded

COMPUTER-AIDED DESIGN (CAD)
There is a strong demand for competent architectural/engineering/construction/design engineering technicians knowledgeable in the application and integration of CAD software. The CAD courses at the Virtual Design & Construction Institute provide students the opportunity to obtain a certificate in these areas. The classes are designed to provide students an opportunity to learn relevant skills and technical knowledge used in a variety of construction industry-focused disciplines. The curriculum is based on the current professional skill sets required by business. The lessons learned and exercises practiced are based on current, industry CAD required skills.

CAD Technology Certificate Completion Requirements

Students must complete 222 Clock Hours of Required and Elective Courses.

Students must complete all courses with a 70% (C-) or better to complete the program.

Students must satisfy the 80% minimum attendance policy to complete the program.

Course Clock Hours
The VDCI program awards clock hour credits for all online and onsite courses completed. All clock hours are the equivalent of the required onsite hours. (i.e., a 20-unit online clock hour course is the equivalent of a 20-unit onsite clock hour course). VDCI operates on clock hours only. There is not any conversion to credit hours used at the institute.

All of our courses fully integrate lab hours and lecture hours. There is no separate delineation between lab hours and lecture hours. All of the work performed at VDCI is project-based and the lecture information provided is 1:1 instruction on completing the required project(s).

There is a 1:1 relationship conversion utilized for academic purposes and for financial aid purposes.

Course Number	Course Name	Number of Clock Hours

Required Courses

Students must complete 170 Clock Hours of Required Courses. Does not include prerequisites.

PFC 101	Blueprint Reading for the Construction Industry	4
CAD 101	Introduction to AutoCAD	28
CAD 201	Intermediate AutoCAD	28
CAD 301	CAD Construction Documents 1	28
CAD 302	CAD Construction Documents 2	28
CAD 304	CAD Project Management	20
PFC 501	Certificate Completion Practical	34

Elective Courses

Students must complete at least 54 Clock Hours of Elective Courses

BIM 101	Introduction to Revit	20	Strongly Recommended	
BIM 201	Intermediate Revit	20	Strongly Recommended	
BIM 301	BIM Construction Documents 1	20		
BIM 302	BIM Construction Documents 2	20		
BIM 303	BIM Detailing	20		
BIM 304	BIM Project Management	20		
BIM 321	Revit MEP 1	28		
BIM 322	Revit MEP 2	20		
BIM 341	Revit Structure 1	20		
BIM 342	Revit Structure 2	20		
BIM 361	Navisworks 1	20		
BIM 401	Autodesk Certification Test Prep	4		
CAD 303	CAD Detailing	20	Strongly Recommended	+
CAD 305	Introduction to 3D Modeling	28	Strongly Recommended	
CAD 306	Intermediate 3D Modeling	28		
CAD 401	Autodesk Certification Test Prep	4	Strongly Recommended	+
C3D 301	Introduction to Autodesk Civil 3D	28		
C3D 302	Intermediate Autodesk Civil 3D	28		
C3D 303	Autodesk Civil Construction Documents	28		
C3D 401	Autodesk Certification Test Prep	4		

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DAC 201	Introduction to 3ds Max	28	Strongly Recommended	+
DAC 202	Intermediate 3ds Max	28		
DAC 203	Advanced 3ds Max	28		
DAC 211	Introduction to SketchUp	20	Strongly Recommended	
DAC 212	Intermediate SketchUp	20		
DAC 221	Introduction to Photoshop	20		
DAC 222	Introduction to Autodesk Impression	20		
PFC 201	Mixed-Use Commercial Blueprint Reading	6		

Career Options

The following list is a sample of disciplines that employ people with a strong, working knowledge of CAD skill sets. Some areas require that their employees have professional training and/or experience in addition to the technical training learned at the Virtual Design & Construction Institute:

Job Title	SOC Code	
Architects	17-1011	Green
Architectural Drafters & Technicians	17-3011	Green
Architectural, Engineering & Construction Managers	11-9041	Green
Cabinetmakers	51-7011	
Electrician	47-2111	Green
Electrical Engineers	17-2071	Green
Electrical Engineering Technicians	17-3023	Green
Engineers, All Other	17-2199	
HVAC Mechanics & Installers	49-9021	Green
Industrial Designers & Engineers	17-2112	Green / Bright
Interior Designers	27-1025	
Mechanical Engineers	17-2141	Green
Mechanical Eng. Technicians	17-3029	Green
Plumbers & Pipefitters	47-2152	Bright
Urban Planners	19-3051	Green / Bright

The CAD Professional Technology Certificate is designed to provide students with the skills and technical knowledge requested by employers using Computer-Aided Design (CAD) and Building Information Modeling (BIM) software. The certificate program focuses on the development of fundamental drafting and CAD and BIM skills and problem-solving strategies. Please see the Course Descriptions for further information on class content.

Type of Credential Awarded Upon Graduation

At the completion of a VDCI CAD Technology Certificate Program, students will be awarded a Certificate of Completion for the Program in which they have enrolled

Curriculum Design

Our CAD Professional Technology Certificate curriculum is built around how architects, engineers, contractors and trades professionals use CAD (Computer Aided Drafting) and BIM (Building Information Modeling) in their businesses for project documentation.

There are seven focus areas of study which can be included in the required and elective courses for this technology certificate:
(1)   Fundamental Classes – Blueprint Reading
(2)   CAD-specific classes – using AutoCAD
(3)   3D CAD-specific classes – using AutoCAD
(4)   BIM-specific classes – using Revit and Navisworks
(5)   Civil 3D-specific classes – using Autodesk Civil 3D
(6)   Digital Arts (Visualization)-specific classes – using 3dsMax and SketchUp
(7)   Certificate Completion Practical (required for technology certificates)

PFC – Professional Fundamental Classes – People working in the construction industry must know how to understand and work with construction documents. "Blueprint" is the historic name for construction documents. Architects, engineers and designers create the construction documents (blueprints). Proposals and bids are developed off of blueprints. Contractors build their projects based on the information provided on the "blueprints." Our **Blueprint Reading for the Construction Industry** course includes lectures, hands-on demonstrations and lab exercises to familiarize students with blueprint reading and understanding the connectedness between different drawing sheets within a set of blueprints.

CAD – Computer Aided Design-Specific Classes – Students begin their study of Computer-Aided Design (CAD), using **AutoCAD**. AutoCAD is the construction industry standard for 2D project documentation. In the construction industry, knowing how to use AutoCAD is exceptionally important. It is used at all levels and by all disciplines in the construction industry - including facilities people, sound engineers, trades professionals and solar power people, to name a few. In the VDCI introductory, intermediate and advanced construction documentation classes, students will learn AutoCAD, starting at the very beginning. As their skillsets develop, they will create construction documents for two residential projects. By the completion of our AutoCAD series of classes, a complete set of construction documents, including details, will be built for a moderately complicated residential project – a project worthy of presentation during a job interview.

3D CAD-Specific Classes – Students can specialize in 3D CAD by taking the CAD305 and CAD306 courses as a component of their CAD Technology Certificate program. 3D modeling using AutoCAD is one of the best ways to learn how to model in a highly controllable 3D environment. AutoCAD 3D models can be used for project prototyping, integration with industrial design programs such as Inventor, Fusion 360, incorporation into BIM and also used in virtual environments created in 3ds Max and SketchUp. Our 3D modeling classes are specifically designed to provide the appropriate construction-industry skillsets for the professional application and use of 3D modeling.

BIM – Building Information Modeling-Specific Classes – After learning AutoCAD, our students expand their knowledge base into the realm of Building Information Modeling (BIM). **Revit** is the construction-industry standard software program for BIM. In Revit, you create a 3D model of a project and extract the construction drawings and details directly from the BIM model. The lessons learned in our successive Revit courses build upon previous courses. By the completion of our Revit series of classes, a complete set of construction documents will be built for a moderately complicated commercial project. Today, Government, Military, Hospital, Education and other similarly-scaled projects require that their work be completed in Revit (BIM).

It is becoming increasingly common for construction managers to run 3D interference checks on the Revit (BIM) model using **Navisworks**. For example, Navisworks analyzes where the mechanical, plumbing, structural and other disciplines' design work are occupying the same location in the building. By identifying these interferences during design, significant dollars are saved during construction, and change orders are significantly reduced. Today, most Government, Military, Hospital, Education and other similarly-scaled projects require that their work be analyzed in Navisworks.

DAC – Digital Arts (Visualization)-Specific Classes – Most clients want both technical documentation on their projects and renderings and animations, to better assist in seeing the project. SketchUp is a software program which is regularly used in the construction industry to create preliminary 3D designs for construction projects. 3ds Max is an incredible animation and rendering program which is used for higher-level, top quality construction renderings, animations, fly-throughs, product visualizations and even in the gaming and multi-media industries. VDCI has carefully developed our training in SketchUp and 3dsMax courses to effectively support the skillsets required within the construction industry.

C3D – Civil 3D / Infrastructure–Specific Classes – The Civil 3D courses are project-based and provide the student with an excellent working knowledge of the capabilities of this program. The classes focus on the specific technologies appropriate to current and projected skill set requirements for the development and refurbishing of our infrastructure system and also towards site development. Students are exposed to public 3D/virtual databases and learn about 3D data management and project file sharing through web-based technologies such as project FTP, MILCON, and city/state/national databases. Coursework integrates with CALTRANS and other public agency requirements and databases.

PFC – Certificate Completion Practical – In this course, students demonstrate an understanding of the inter-relationship between the software programs learned in their Technology Certificate courses. They work 1:1 with their instructor, and design their own project deliverable, develop an action plan, evaluate the best methods to successfully complete their Certificate Completion Practical and ultimately create a project which uses the software programs learned throughout their Technology

Certificate. By the completion of this course, students will apply the skill sets learned from all of their previous courses. The Certificate Completion Practical will be comprehensive and will be of a quality so that it can be presented to a potential employer as an example of a project which you have designed and executed yourself.

Certification Exam Requirements

There are not any certification, licensing, registration or examination requirements which are mandatory for the VDCI Certificate Programs.

The Autodesk Certification Exam is optional, it is not required by industry and it does not lead to professional licensure. Passing the Autodesk Certification Exam demonstrates to the participant (student), and to their employer, that the participant (student) has achieved a satisfactory command of the software skills required by Autodesk for specific software programs.

All VDCI courses which focus on Autodesk software skills incorporate Autodesk Certification Objectives into the course curriculum. VDCI also offers Autodesk Certification Exam Test Prep courses for the AutoCAD, Revit and Civil 3D Certification exams. VDCI offers onsite testing for these certification exams as well as providing access for the student to purchase an exam plus a retake exam at a discounted rate.

Autodesk does not release pass/fail information. VDCI is aware of when our students take their Autodesk Certification Exam. Within one week of the student's taking the Autodesk Certification Exam, VDCI asks the students to provide an electronic copy of their Autodesk Professional Certificate. If the student does not pass the Autodesk Certification Exam, VDCI offers the student to re-take our online Certification Exam Test Prep course for free, until they pass the exam.

Although the exams are options, it is very important to VDCI that our students achieve this important validation of their Autodesk software skillsets.

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BIM Technology Certificate Program

Program Description – 216 Clock Hours of Instruction
Program Completion Time – 9 Months
Upon Completion – VDCI Professional Technology Certificate Awarded

BUILDING INFORMATION MODELING (BIM)
There is an increasing demand for competent architectural/engineering/construction/design engineering technicians knowledgeable in the application and integration of architecturally-based BIM software. The BIM courses at the Virtual Design & Construction Institute provide students the opportunity to obtain a certificate in these areas. The classes are designed to provide students an opportunity to learn relevant skills and technical knowledge used in a variety of construction industry-focused disciplines. The curriculum is based on the current professional skill sets required by business. The lessons learned and exercises practiced are based on current, industry CAD and BIM required skills.

BIM Technology Certificate Completion Requirements

Students must complete 216 Clock Hours of Required and Elective Courses

Students must complete all courses with a 70% (C-) or better to complete the program.

Students must satisfy the 80% minimum attendance policy to complete the program.

Course Clock Hours
The VDCI program awards clock hour credits for all online and onsite courses completed. All clock hours are the equivalent of the required onsite hours. (i.e., a 20-unit online clock hour course is the equivalent of a 20-unit onsite clock hour course). VDCI operates on clock hours only. There is not any conversion to credit hours used at the institute.

All of our courses fully integrate lab hours and lecture hours. There is no separate delineation between lab hours and lecture hours. All of the work performed at VDCI is project-based and the lecture information provided is 1:1 instruction on completing the required project(s).

There is a 1:1 relationship conversion utilized for academic purposes and for financial aid purposes.

Course Number	Course Name	Number of Clock Hours

Required Courses

Students must complete 200 Clock Hours of Required BIM Courses. Does not include prerequisites.

BIM 101	Introduction to Revit	20
BIM 201	Intermediate Revit	20
BIM 301	BIM Construction Documents 1	20
BIM 302	BIM Construction Documents 2	20
BIM 303	BIM Detailing	20
BIM 304	BIM Project Management	20
BIM 321	Revit MEP 1	28
BIM 361	Navisworks 1	20
PFC 501	Certificate Completion Practical	32

Elective Courses

Students must complete at least 16 Hours of Elective Courses

BIM 322	Revit MEP 2	20		
BIM 341	Revit Structure 1	20	Strongly Recommended	+
BIM 342	Revit Structure 2	20		
BIM 401	Autodesk Certification Test Prep	4	Strongly Recommended	+
CAD 101	Introduction to AutoCAD	28		
CAD 201	Intermediate AutoCAD	28		
CAD 301	CAD Construction Documents 1	28		
CAD 302	CAD Construction Documents 2	28		
CAD 303	CAD Detailing	20		
CAD 304	CAD Project Management	20		
CAD 305	Introduction to 3D Modeling	28		
CAD 306	Intermediate 3D Modeling	28		
CAD 401	Autodesk Certification Test Prep	4		
C3D 301	Introduction to Autodesk Civil 3D	28		
C3D 302	Intermediate Autodesk Civil 3D	28		
C3D 303	Autodesk Civil Construction Documents	28		
C3D 401	Autodesk Certification Test Prep	4		

DAC 201	Introduction to 3ds Max	28	Strongly Recommended
DAC 202	Intermediate 3ds Max	28	
DAC 203	Advanced 3ds Max	28	
DAC 211	Introduction to SketchUp	20	Strongly Recommended
DAC 212	Intermediate SketchUp	20	
DAC 221	Introduction to Photoshop	20	
PFC 101	Blueprint Reading for the Construction Industry	4	Strongly Recommended
PFC 201	Mixed-Use Commercial Blueprint Reading		
		6	

Career Options

The following list is a sample of disciplines that employ people with a strong, working knowledge of BIM skill sets. Some areas require that their employees have professional training and/or experience in addition to the technical training learned at the Virtual Design & Construction Institute:

Job Title	SOC Code	
Architects	17-1011	Green
Architectural Drafters & Technicians	17-3011	Green
Architectural, Engineering & Construction Managers	11-9041	Green
Chief Sustainability Officers	11-1011	Green
Contractors	51-7011	
Electrician	47-2111	Green
Electrical Engineers	17-2071	Green
Electrical Engineering Technicians	17-3023	Green
Engineers, All Other	17-2199	
HVAC Mechanics & Installers	49-9021	Green
Industrial Designers & Engineers	17-2112	Green / Bright
Interior Designers	27-1025	
Mechanical Engineers	17-2141	Green
Mechanical Eng. Technicians	17-3029	Green
Plumbers & Pipefitters	47-2152	Bright
Sustainability Specialists	13-1199	Green / Bright

The BIM Professional Technology Certificate is designed to provide students with the skills and technical knowledge requested by employers using Computer-Aided Design (CAD) and Building Information Modeling (BIM) software. The certificate program focuses on the development of fundamental drafting and CAD and BIM skills and problem-solving strategies. Please see the Course Descriptions for further information on class content.

Type of Credential Awarded Upon Graduation
At the completion of a VDCI BIM Technology Certificate Program, students will be awarded a Certificate of Completion for the Program in which they have enrolled

Curriculum Design
Our BIM Professional Technology Certificate curriculum is built around how architects, engineers, contractors and trades professionals use CAD (Computer Aided Drafting) and BIM (Building Information Modeling) in their businesses for project documentation.

There are eight focus areas of study which can be included in the required and elective courses for this technology certificate:
(1)   Fundamental Classes – Blueprint Reading
(2)   CAD-specific classes – using AutoCAD
(3)   BIM-specific classes – using Revit and Navisworks
(4)   Revit MEP classes – using Revit MEP
(5)   Revit Structure classes – using Revit Structure
(6)   Civil 3D-specific classes – using Autodesk Civil 3D
(7)   Digital Arts (Visualization)-specific classes – using 3dsMax and SketchUp
(8)   Certificate Completion Practical (required for technology certificates)

PFC – Professional Fundamental Classes – People working in the construction industry must know how to understand and work with construction documents. "Blueprint" is the historic name for construction documents. Architects, engineers and designers create the construction documents (blueprints). Proposals and bids are developed off of blueprints. Contractors build their projects based on the information provided on the "blueprints." Our **Blueprint Reading for the Construction Industry** course includes lectures, hands-on demonstrations and lab exercises to familiarize students with blueprint reading and understanding the connectedness between different drawing sheets within a set of blueprints.

CAD – Computer Aided Design-Specific Classes – Students begin their study of Computer-Aided Design (CAD), using **AutoCAD**. AutoCAD is the construction industry standard for 2D project documentation. In the construction industry, knowing how to use AutoCAD is exceptionally important. It is used at all levels and by all disciplines in the construction industry - including facilities people, sound engineers, trades professionals and solar power people, to name a few. In the VDCI introductory, intermediate and advanced construction documentation classes, students will learn AutoCAD, starting at the very beginning. As their skillsets develop, they will create construction documents for two residential projects. By the completion of our AutoCAD series of classes, a complete set of construction documents, including details, will be built for a moderately complicated residential project – a project worthy of presentation during a job interview.

BIM – Building Information Modeling-Specific Classes – After learning AutoCAD, our students expand their knowledge base into the realm of Building Information Modeling (BIM). **Revit** is the

construction-industry standard software program for BIM. In Revit, you create a 3D model of a project and extract the construction drawings and details directly from the BIM model. The lessons learned in our successive Revit courses build upon previous courses. By the completion of our Revit series of classes, a complete set of construction documents will be built for a moderately complicated commercial project. Today, Government, Military, Hospital, Education and other similarly-scaled projects require that their work be completed in Revit (BIM).

It is becoming increasingly common for construction managers to run 3D interference checks on the Revit (BIM) model using **Navisworks**. For example, Navisworks analyzes where the mechanical, plumbing, structural and other disciplines' design work are occupying the same location in the building. By identifying these interferences during design, significant dollars are saved during construction, and change orders are significantly reduced. Today, most Government, Military, Hospital, Education and other similarly-scaled projects require that their work be analyzed in Navisworks.

Revit MEP-Specific Classes – BIM Technology Certificate students can specialize in Revit MEP (Mechanical Electrical Plumbing) by taking the BIM321 and BIM322 courses as a component of their BIM Technology Certificate program. Revit MEP is the industry standard for MEP engineers and trade professionals in the BIM environment. The MEP systems are modeled in Revit, and when reviewed and compared against one another using Navisworks, field-based change orders field can be resolved before installation.

Revit Structure-Specific Classes – BIM Technology Certificate students can specialize in Revit Structure by taking the BIM341 and BIM342 courses as a component of their BIM Technology Certificate program. Revit Structure is the industry standard for structural engineers and structural fabricators in the BIM environment. The structural systems are modeled in Revit, and when reviewed and compared against architectural, MEP and structural systems using Navisworks, field-based change orders field can be resolved before installation.

DAC – Digital Arts (Visualization)-Specific Classes – Most clients want both technical documentation on their projects and renderings and animations, to better assist in seeing the project. SketchUp is a software program which is regularly used in the construction industry to create preliminary 3D designs for construction projects. 3ds Max is an incredible animation and rendering program which is used for higher-level, top quality construction renderings, animations, fly-throughs, product visualizations and even in the gaming and multi-media industries. VDCI has carefully developed our training in SketchUp and 3dsMax courses to effectively support the skillsets required within the construction industry.

C3D – Civil 3D / Infrastructure–Specific Classes – The Civil 3D courses are project-based and provide the student with an excellent working knowledge of the capabilities of this program. The classes focus on the specific technologies appropriate to current and projected skill set requirements

for the development and refurbishing of our infrastructure system and also towards site development. Students are exposed to public 3D/virtual databases and learn about 3D data management and project file sharing through web-based technologies such as project FTP, MILCON, and city/state/national databases. Coursework integrates with CALTRANS and other public agency requirements and databases.

PFC – Certificate Completion Practical – In this course, students demonstrate an understanding of the inter-relationship between the software programs learned in their Technology Certificate courses. They work 1:1 with their instructor, and design their own project deliverable, develop an action plan, evaluate the best methods to successfully complete their Certificate Completion Practical and ultimately create a project which uses the software programs learned throughout their Technology Certificate. By the completion of this course, students will apply the skill sets learned from all of their previous courses. The Certificate Completion Practical will be comprehensive and will be of a quality so that it can be presented to a potential employer as an example of a project which you have designed and executed yourself.

Certification Exam Requirements

There are not any certification, licensing, registration or examination requirements which are mandatory for the VDCI Certificate Programs.

The Autodesk Certification Exam is optional, it is not required by industry and it does not lead to professional licensure. Passing the Autodesk Certification Exam demonstrates to the participant (student), and to their employer, that the participant (student) has achieved a satisfactory command of the software skills required by Autodesk for specific software programs.

All VDCI courses which focus on Autodesk software skills incorporate Autodesk Certification Objectives into the course curriculum. VDCI also offers Autodesk Certification Exam Test Prep courses for the AutoCAD, Revit and Civil 3D Certification exams. VDCI offers onsite testing for these certification exams as well as providing access for the student to purchase an exam plus a retake exam at a discounted rate.

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Although the exams are options, it is very important to VDCI that our students achieve this important validation of their Autodesk software skillsets.

Civil 3D Technology Certificate Program

Program Description – 216 Clock Hours of Instruction
Program Completion Time – 9 Months
Upon Completion – VDCI Professional Technology Certificate Awarded

Civil 3D

In today's environment of infrastructure improvement, there is a growing demand for competent engineering/construction/design engineering technicians knowledgeable in the application and integration of civil engineering-based Civil 3D (C3D) software programs. The Civil 3D courses at the Virtual Design & Construction Institute provide students the opportunity to obtain a certificate in these areas. The classes are designed to provide students an opportunity to learn relevant skills and technical knowledge used in a variety of construction industry-focused disciplines. The curriculum is based on the current professional skill sets required by offices specializing in infrastructure improvement and civil engineering. The lessons learned and exercises practiced are based on current, industry Civil 3D-required skills.

Civil 3D Technology Certificate Completion Requirements

Students must complete 216 Clock Hours of Required and Elective Courses

Students must complete all courses with a 70% (C-) or better to complete the program.

Students must satisfy the 80% minimum attendance policy to complete the program.

Course Clock Hours

The VDCI program awards clock hour credits for all online and onsite courses completed. All clock hours are the equivalent of the required onsite hours. (i.e., a 20-unit online clock hour course is the equivalent of a 20-unit onsite clock hour course). VDCI operates on clock hours only. There is not any conversion to credit hours used at the institute.

All of our courses fully integrate lab hours and lecture hours. There is no separate delineation between lab hours and lecture hours. All of the work performed at VDCI is project-based and the lecture information provided is 1:1 instruction on completing the required project(s).

There is a 1:1 relationship conversion utilized for academic purposes and for financial aid purposes.

Course Number	Course Name	Number of Clock Hours		

Required Courses

Students must complete 172 Clock Hours of Required Courses. Does not include prerequisites.

CAD 101	Introduction to AutoCAD	28		
CAD 201	Intermediate AutoCAD	28		
C3D 301	Introduction to Autodesk Civil 3D	28		
C3D 302	Intermediate Autodesk Civil 3D	28		
C3D 303	Autodesk Civil 3D Construction Documents	28		
PFC 501	Certificate Completion Practical	32		

Elective Courses

Students must complete at least 44 Clock Hours of Elective Courses

BIM 101	Introduction to Revit	20		
BIM 201	Intermediate Revit	20		
BIM 301	BIM Construction Documents 1	20		
BIM 302	BIM Construction Documents 2	20		
BIM 303	BIM Detailing	20		
BIM 304	BIM Project Management	20		
BIM 321	Revit MEP 1	28		
BIM 322	Revit MEP 2	20		
BIM 341	Revit Structure 1	20		
BIM 342	Revit Structure 2	20		
BIM 361	Navisworks 1	20		
BIM 401	Autodesk Certification Test Prep	4		
CAD 301	CAD Construction Documents 1	28	Strongly Recommended	+
CAD 302	CAD Construction Documents 2	28		
CAD 303	CAD Detailing	20		
CAD 304	CAD Project Management	20		
CAD 305	Introduction to 3D Modeling	28	Strongly Recommended	
CAD 306	Intermediate 3D Modeling	28		
CAD 401	Autodesk Certification Test Prep	4	Strongly Recommended	
C3D 401	Autodesk Certification Test Prep	4	Strongly Recommended	+
DAC 201	Introduction to 3ds Max	28		
DAC 202	Intermediate 3ds Max	28		

DAC 203	Advanced 3ds Max	28	
DAC 211	Introduction to SketchUp	20	Strongly Recommended
DAC 212	Intermediate SketchUp	20	
DAC 221	Introduction to Photoshop	20	
PFC 101	Blueprint Reading for the Construction Industry	4	Strongly Recommended
PFC 201	Mixed-Use Commercial Blueprint Reading	6	

Career Options

The following list is a sample of disciplines that employ people with a strong, working knowledge of Civil (Engineering) CAD skill sets. Some areas require that their employees have professional training and/or experience in addition to the technical training learned at the Virtual Design & Construction Institute:

Job Title	SOC Code	
CALTRANS Staff	11-3071	Green
Civil Engineering Drafters	17-3011	
Civil Engineers	17-2051	Green / Bright
Construction Managers	11-9021	Green / Bright
Coastal Commission Engineers	19-2041	Green / Bright
Contractors	11-9021	Green / Bright
Electrical Engineering Technicians	17-3023	Green
Engineering & Construction Managers	17-2071	Green
Engineers, All Other	17-2199	
Facilities Engineers	11-9141	Bright
Industrial Designers & Engineers	17-2112	Green / Bright
Infrastructure Engineers	19-3099	Green
Mechanical Engineers	17-2141	Green
Mechanical Engineering Technologist	17-3029	Green
Storm Water Engineers	11-9121	Green / Bright
Site Surveyors	17-1022	Bright
Transportation Engineers	17-2051	Green / Bright
Urban Planners	19-3051	Green / Bright
Utilities Engineers	17-2199	Green

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Certificate. By the completion of this course, students will apply the skill sets learned from all of their previous courses. The Certificate Completion Practical will be comprehensive and will be of a quality so that it can be presented to a potential employer as an example of a project which you have designed and executed yourself.

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Course Descriptions

<u>Codes</u>

WE = Work Experience

Computer-Aided Design (CAD) Courses

Course Name	Price	Course Description
CAD 101 **Introduction to AutoCAD** 28 course hours Prerequisite: None Corequisite: None 28 on-site hours or equivalent	$425.00	An introductory level course for professional designers, architects, engineers and others seeking job transition and professional advancement through acquiring computer design skills. By the conclusion of this class, participants will be able to apply AutoCAD for 2D design projects and will be qualified to enroll in the working drawings and three-dimensional (3D) AutoCAD classes.
CAD 201 **Intermediate AutoCAD** 28 course hours Prerequisites: CAD 101 (WE) Corequisite: None 28 on-site hours or equivalent	$425.00	The course covers commands relevant to two-dimensional drafting techniques and especially the skills involved in developing a small set of architectural working drawings using paper/model space, user coordinate systems and layer management tools. At the conclusion of the course, students will be able to enroll in the Working Drawings, CAD 3D Modeling and AutoCAD Project Management and Revit courses.
CAD 301 **CAD Construction Documents 1** 28 course hours Prerequisites: CAD 101, CAD 201 (WE) Corequisite: None 28 on-site hours or equivalent	$425.00	The technical aspects of AutoCAD will be addressed including file referencing, paper/model space and the relational aspects of building sections, wall sections, multi-scale drawings and architectural details. Students will begin to develop a set of working drawing set for a residential project using Office Drafting Standards.

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CAD 302 **CAD Construction Documents 2** 28 course hours Prerequisites: CAD 101, CAD 201, CAD 301 (WE) Corequisite: None 28 on-site hours or equivalent	$425.00	Additional technical aspects of AutoCAD will be addressed including file referencing, paper/model space, database objects and the relational aspects of building sections, wall sections, multi-scale drawings and architectural details. Students will complete the development of a set of working drawing set for a residential project using Office Drafting Standards.
CAD 303 **CAD Detailing** 20 course hours Prerequisites: CAD 101, CAD 201, CAD 301, CAD 302 (WE) Corequisite: None 20 on-site hours or equivalent	$425.00	Develop a clear understanding of the importance of graphic clarity between multi-scale detail drawings which are presented in a single construction document sheet. This class focuses on strengthening these skills and gives the class participants excellent practice in achieving these skills.
CAD 304 **Project Management** 20 course hours Prerequisites: CAD 101, CAD 201, CAD 301, CAD 302 (WE) Corequisite: None 20 on-site hours or equivalent	$425.00	Project Management and Document Coordination. This class ensures that students have the relevant exposure to organizing and managing a CAD-generated set of construction documents. This class is relevant for all disciplines in the construction industry.
CAD 305 **Introduction to 3D Modeling** 28 course hours Prerequisites: CAD 101, CAD 201 (WE) Corequisite: None 28 on-site hours or equivalent	$425.00	This course introduces 3D modeling concepts and will utilize lectures, hands-on demonstrations and lab exercises to familiarize class participants with AutoCAD commands relevant for 3D modeling. The course is targeted for 3D modeling of buildings and building systems which can be used for conflict resolution in Building Information Modeling (BIM). The 3D drawings will allow the class participant to show multiple perspective views of their computer model in one plotted drawing, and steps necessary to take the 3D model into Navisworks and Revit.

CAD 306 $425.00 **Intermediate 3D Modeling** 20 course hours Prerequisites: CAD 305 (WE) Corequisite: None 20 on-site hours or equivalent		An advanced 3D modeling course which continues 3D modeling for BIM and expands to prepare the student for 3D modeling with 3dsMax, SketchUp and other rendering and animation software programs.
CAD 401 $100.00 **Autodesk Certification Test Prep** 4 course hours Prerequisites: None Corequisite: None 4 on-site hours or equivalent		This hands-on and seminar class provides valuable information pertinent to the student passing the Autodesk Certification Test for AutoCAD. Course may be repeated.

Civil 3D Computer-Aided Design (C3D) Courses

C3D 301 $425.00 **Introduction to Autodesk Civil 3D** 28 course hours Prerequisites: CAD 101, CAD 201 (WE) Corequisite: None 28 on-site hours or equivalent		Students learn how to work with point data in AutoCAD Civil 3D; create and analyze a surface; develop a site; model roads, corridors, and pipe networks; work with survey data; and import and export data. Hands-on exercises throughout the courseware are provided in both a printed format as well as an onscreen format.
C3D 302 $425.00 **Intermediate Autodesk Civil 3D** 28 course hours Prerequisites: CAD 101, CAD 201, C3D 301 (WE) Corequisite: None 28 on-site hours or equivalent		In this hands-on in-depth course the student works through an actual site. Topics covered include: Project Setup and Management, Horizontal Site Design, Vertical Roadway Design, Complex Corridor Modeling, Complex Site Grading and Calculating Earthworks.
C3D 303 $425.00 **Autodesk Civil 3D Construction Documents** 28 course hours Prerequisites: CAD 101, CAD 201, C3D 301, C3D 302 (WE) Corequisite: None 28 on-site hours or equivalent		This class explores develops a set of construction documents using AutoCAD Civil 3D. The course is applicable directly to the typical set of construction documents regularly prepared in the Civil Engineering office. The project includes site design, site layout, site sections, schedule and details.
C3D 401 $100.00 **Autodesk Certification Test Prep** 4 course hours Prerequisites: None Corequisite: None 4 on-site hours or equivalent		This hands-on and seminar class provides valuable information pertinent to the student passing the Autodesk Certification Test for AutoCAD Civil 3D. Course may be repeated.

Building Information Modeling (BIM) Courses

BIM 101 $425.00 **Introduction to Revit** 20 course hours Prerequisites: None Corequisite: None 20 on-site hours or equivalent		This introductory course examines how Revit users design 3D models that simultaneously document the project in schedules and 2D architectural drawings. Topics include beginning a project, modifying elements, and presenting the model. By the conclusion of the course, students will gain valuable knowledge building a Revit Architecture (BIM) project from scratch and presenting multiple views of the model on an architectural sheet.
BIM 201 $425.00 **Intermediate Revit** 20 course hours Prerequisites: BIM 101 (WE) Corequisite: None 20 on-site hours or equivalent		In this intermediate course, students explore the more advanced methods of documenting a building project in Revit Architecture. Topics include scheduling building components, using the family editor to create 2D and 3D components, refining graphics, and construction documentation. By the conclusion of this course, students will be able to develop a BIM model independently and understand how to organize it as an integrated, interoperable construction document set.
BIM 301 $425.00 **BIM Construction Documents 1** 20 course hours Prerequisites: BIM 101, BIM 201 (WE) Corequisite: None 20 on-site hours or equivalent		In this course, students explore the more advanced methods of documenting a building project in Revit Architecture. Topics include creating a titleblock, cartooning a set of construction documents, creating a site, modeling an existing commercial building, creating demolition plans and creating the model for a significant two-story expansion to the existing building model. By the conclusion of this course, students will be able to develop a BIM model independently and understand how to organize it for subsequent development into a set of integrated, interoperable construction documents.
BIM 302 $425.00 **BIM Construction Documents 2** 20 course hours Prerequisites: BIM 101, BIM 201, BIM 301 (WE) Corequisite: None 20 on-site hours or equivalent		In this course, students explore the more advanced methods of documenting a building project in Revit Architecture. For the course project, Creating a full set of architectural construction documents for a commercial building, which includes an existing structure, an area of demolition plus a significant two-story expansion. This is the same project which was modeled in BIM 301 (Revit 3). At the completion of the course, the students will each have created a full set of architectural construction documents.

BIM 303	$425.00	BIM Detailing. It is important for professionals to have a clear understanding of the importance of graphic clarity between multi-scale detail drawings which are presented in a single construction document sheet. This class focuses on strengthening these skills and gives the class participants excellent practice in achieving these skills. Course may be repeated.
BIM Detailing		
20 course hours		
Prerequisites: BIM 101, BIM 201, BIM 301 BIM 302 (WE)		
Corequisite: None		
20 on-site hours or equivalent		
BIM 304	$425.00	Project Management and Document Coordination. This class ensures that students have the relevant exposure to organizing and managing a Revit (BIM)-generated set of construction documents. This class is relevant for all disciplines in the construction industry. Course may be repeated.
BIM Project Management		
20 course hours		
Prerequisites: BIM 301, BIM 302 (WE)		
Corequisite: None		
20 on-site hours or equivalent		
BIM 321	$425.00	This course is designed for engineers, architects, designers, drafters, project managers and others involved in the construction industry looking to explore the more advanced methods of documenting a building's Mechanical, Electrical and Plumbing (MEP) systems using Revit MEP. The class is designed to teach how Revit MEP is used to integrate MEP systems into the building envelope and also how the successful implementation of Revit MEP will facilitate collision detection within Navisworks.
Revit MEP 1		
28 course hours		
Prerequisites: BIM 101, BIM 201 (WE)		
Corequisite: None		
28 on-site hours or equivalent		
BIM 322	$425.00	This class enhances the lessons learned in Revit MEP 1 – where the class focuses professional applications using Revit MEP software for either (specifically) Mechanical, Electrical or Plumbing applications. In this class, a number of Revit models are provided with the architectural and structural models already in-progress.
Revit MEP 2		
20 course hours		
Prerequisites: BIM 101, BIM 201, BIM 321 (WE)		
Corequisite: None		
20 on-site hours or equivalent		

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BIM 341 $425.00 **Revit Structure 1** 20 course hours Prerequisites: BIM 101, BIM 201 (WE) Corequisite: None 20 on-site hours or equivalent		The class participant will use Revit Structure to design and develop the appropriate BIM 3D models and develop the Structural Engineering-based construction documents. In this class, architectural Revit models are provided for the class to develop the structural model and CDs, as would occur in practice.
BIM 342 $425.00 **Revit Structure 2** 20 course hours Prerequisites: BIM 101, BIM 201, BIM 341 (WE) Corequisite: None 20 on-site hours or equivalent		The class continues where Revit Structure 1 left off, expanding on lessons learned to develop the appropriate BIM 3D models and develop the Structural Engineering-based construction documents. In this class, architectural Revit models are provided for the class to develop the structural model and CDs, as would occur in practice.
BIM 361 $425.00 **Navisworks 1** 20 course hours Prerequisites: None Corequisite: None 20 on-site hours or equivalent		Navisworks 1 is an introductory level course for professional designers, architects, engineers, contractors and others seeking professional advancement and job transition through acquiring 3D and 4D modeling review skills. By the conclusion of this class, participants will be able to use Navisworks tools to: effectively run object-interference checks on 3D models from multiple disciplines, create 4D simulations, interactive animations and photorealistic renderings.
BIM 401 $100.00 **Autodesk Certification Test Prep** 4 course hours Prerequisites: None Corequisite: None 4 on-site hours or equivalent		This hands-on and seminar class provides valuable information pertinent to the student passing the Autodesk Certification Test for Revit Architecture. Course may be repeated.

Digital Arts / Visualization Courses (DAC)

DAC 201 $425.00 **Introduction to 3ds Max** 28 course hours Prerequisites: None Corequisite: None 28 on-site hours or equivalent		This is a hands-on introduction to 3DS Max, on the Windows platform. This course will walk through the steps required to build a real world residential project. The skills and talents you develop can be directly applied towards creating environments and props for gaming and other virtual reality projects. As we progress we will learn to make planning decisions about efficient modeling, finally progressing to a 3D model that can be subsequently rendered into photorealistic images.
DAC 202 $425.00 **Intermediate 3ds Max** 28 course hours Prerequisites: DAC 201(WE) Corequisite: None 28 on-site hours or equivalent		3dsMax – Rendering will focus on rendering 3D models and will also develop the modeling skills learned in DAC 201. The student will learn material mapping and lighting to generate realistic renderings. In addition we will explore creating custom building materials, develop global illumination, radiosity and other lighting techniques
DAC 203 $425.00 **Advanced 3ds Max** 28 course hours Prerequisites: DAC 201, DAC 202 (WE) Corequisite: None 28 on-site hours or equivalent		3dsMax – Animation will focus on animating 3D models. In the process, students will apply the modeling and rendering skills learned earlier in the course sequence to create realistic walk-throughs and fly-bys of 3D models which can be used to present architectural, interior design and urban planning models. The technical aspects of animation will be addressed including key framing and inverse kinematics.
DAC 211 $300.00 **Introduction to SketchUp** 20 course hours Prerequisites: None Corequisite: None 20 on-site hours or equivalent		This is a hands-on introduction to Google SketchUp, on the Windows platform. This course will walk through the basics of the software and develop preliminary design models and massing. Through the course we will learn about strategies and techniques to develop speed and efficiency in modeling and presentations.

DAC 212 $300.00 **Intermediate SketchUp** 20 course hours Prerequisites: DAC 211 (WE) Corequisite: None 20 on-site hours or equivalent		The classes are structured to cover strategies and techniques to aid the schematic design and design development phases. We will build several models of detailed portions of buildings throughout the course.
DAC 221 $425.00 **Introduction to Photoshop** 20 course hours Prerequisites: None Corequisite: None 20 on-site hours or equivalent		This course focuses on creating the visualization skills needed to create presentation boards, portfolios and other presentation media regularly used within the architectural/engineering/construction industry to present renderings, images, etc to regulatory boards, government institutions and owners. Students are provided existing renderings and other images and they learn to successfully incorporate these images into the required presentation media.
DAC 222 $425.00 **Intermediate Photoshop** 20 course hours Prerequisites: DAC 302 (WE) Corequisite: None 20 on-site hours or equivalent		This course will explore more advanced features, improve workflow and work with Photoshop's advanced image handling tools and features. In the course you will learn to use Smart objects to create advance compositions; retouch and correct images; use Camera Raw on multiple file formats; explore the Brush tool settings; create Custom brushes for unique effects; use Vector paths for precise selections; learn how to use Channels; deal with Color Management issues; make Animated GIFs and maintain text formatting with styles.

virtual design & construction institute
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Professional Fundamental Courses (PFC)

PFC 101 $150.00 **Introduction to Blueprint Reading** 4 course hours Prerequisites: None Corequisite: None 4 on-site hours or equivalent		This is a hands-on introduction to Blueprint reading. Understanding how to read a set of construction documents is of primary importance to anyone working on the construction industry. "Blueprint" is the historic name for construction drawings. Contractors would do their work implementing the Design & Construction processes detailed in the "blueprints." The course will utilize lectures, hands-on demonstrations and lab exercises to familiarize participants with the art of blueprint reading. The course will review sets of both residential construction documents and egress plans. At the conclusion of the course, students will be able to make the connections and references between multiple documents contained in a set of blueprint drawings and will be qualified to enroll in the AutoCAD and Revit courses.
PFC 201 $200.00 **Mixed-Use Commercial Blueprint Reading** 6 course hours Prerequisites: PFC 101 Corequisite: None 6 on-site hours or equivalent		The course will utilize lectures, hands-on demonstrations and lab exercises to familiarize participants with the art of blueprint reading for commercial construction documents. The course will review sets of commercial construction documents for a Mixed-Use project. At the conclusion of the course, students will be able to make the connections and references between multiple documents contained in a set of commercial blueprint drawings
PFC 211 $150.00 **Estimating and Take-Offs with Blueprints** 4 course hours Prerequisites: None Corequisite: None 4 on-site hours or equivalent		The course will utilize lectures, hands-on demonstrations and lab exercises to familiarize participants with the art of estimating and take-offs from blueprints. The course will review sets of commercial construction documents, focusing on estimating and take-offs. At the conclusion of the course, students will be able to make appropriate estimates and material take-offs from a set of commercial blueprint drawings

PFC 301 **Introduction to MS Word** 4 course hours Prerequisites: None Corequisite: None 4 on-site hours or equivalent	$150.00	This is a hands-on introduction to Microsoft Word. You will learn to navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application; format text and paragraphs; perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles; enhance lists by sorting, renumbering, and customizing list styles; create and format tables and .use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.
PFC 501 **Certificate Completion Practical** 32 course hours Prerequisites: Successful completion of All Certificate Courses Corequisite: None 32 on-site hours or equivalent	$425.00	This is a thirty-two-hour, hands-on "final project" / "final test" presentation to the Institute to ensure that the student has successfully achieved all of the requirements for their Technology Certificate from the Virtual Design & Construction Institute. This course requires the preparation of a final project, which would take approximately 50 hours to complete. Includes time with the instructor to review, guide, provide direction, grade and evaluate.

Student Records

Student records are maintained electronically in our student information system as well as in a hard-copy folder for each student enrolled in a technology certificate program. Only personnel with administrative rights have access to this information.

The Program Manager is responsible for creating and maintaining the student records. The VDCI CEO is responsible for auditing these records two times a year, during the first and third quarter. There are physical files located in a locked cabinet for each student. There are digital backups located on a secure server that is also backed up off-site. Digital backup files are created immediately after receiving physical files and the server is backed up every Thursday.

Prospective student files are created and placed into a prospective student folder immediately after the student has completed and submitted each form. Once the student has completed all the required forms to start and made a successful first payment, the previously completed student documents are placed into a newly created student file. This allows VDCI to keep track of students who have begun but not completed the enrollment process. This also helps keep enrolled student files separate from prospective student files.

Student Financial Records

Certificate students who do not pay in full are required to fill out a payment agreement form as well as sign up and pay the first installment of the certificate program. Once a student signs up for the certificate program, the Program Manager creates all necessary student account information and places the student into the next course. Every 30 days from the date of the original enrollment, a third-party payment processor charges the student's provided card on file with the next payment. This recurring payment will be completed every 30 days until the student's program is paid in full. Students who begin an approved leave of absence will not be charged during this time unless the student is behind on payments.

If a student cannot make a payment, or their card on file is declined, or if the student falls behind on payments, the student will be contacted by the school and notified of the non-payment. Students have until the end of their current course to update their payment information and make a successful payment to the school. If a student cannot make a payment, that student will not begin their next course unless the student's ledger shows a credit for one course. Students with a declined or non-payment may exhaust any credits they have on their ledger but will not begin a new course until a payment has been made.

Payments are processed on the dates the student signed up; monthly payments are created by the third-party payment processor and deposit confirmations are sent to the student and to the Program Manager. The Program Manager monitors these statements and collects them digitally. If a student's card is declined for whatever reason, the processor will automatically attempt to charge the card two more times that day, then three more times in three days. The Program Manager is sent notification that a $0.00 charge has been made. This is the notification that a card has been declined. The Program Manager will check the third-party processor's website and find the declined date next to the

student information in the declined section. The student is notified that their card has been declined by the Program Manager and the student remains in the current course. If the student has not fixed the card issue, or the student cannot be reached via phone or email by the next course, the students account is noted and placed on hold until the student can make the next payment. If a student cannot be contacted for non-payment for more than two weeks, the student is considered withdrawn and the withdrawal process will begin. All recurring statements are housed digitally with a third-party payment processor. After each transaction, both successful and failed, the student's ledger is updated immediately. All original payments, both full and payment plan are kept digitally, and a physical copy is placed in the student's folder.

Student Records Retention
The policy of this institution requires that student records for all students are kept for five years. All records are maintained in compliance with sections 94803 and 94877 of the California Education Code – Referenced Sections 94885, 94900 and 94900.5 of the Education Code. The student records will be maintained in the State of California. In addition to permanently retaining a transcript as required by section 94900(b) of the Code, VDCI shall maintain, for a period of five years, the pertinent student records described in Section 71920 from the student's date of completion or withdrawal. The institution shall maintain records relating to federal financial aid programs as provided by federal law. A record is considered current or three years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche computer disk or any other method of record storage only if all of the following apply: (a) the record may be stored without loss of information or legibility for the period within which the record is required to maintained by the Education Code; (b) for a record which is current, the institution maintains functioning devices that can be immediately reproduce exact, legible printed copies of stored records.   The devices shall be maintained in a reasonably close proximity to the stored records at the institution's primary administrative location in California.   For a record that is no longer current, the institution shall be able to reproduce exact, legible printed copies within two business days. VDCI will have personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records. Any person authorized by the Act to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the institution for thee reasonable cost of using the institution's equipment and material to make copies of a rate not to exceed ten cents per page. VDCI shall maintain a second set of all academic and financial records required by the Act at a different location unless the original records, including records stored pursuant to the aforementioned paragraph are maintained in a manner secure from damage or loss. An acceptable manner of storage would include fire-resistant cabinets.

All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

If VDCI closes, the institution and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and this chapter for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under the above-listed paragraph during normal business hours by any entity authorized by law to inspect and copy records.

Federal Education Rights and Privacy Act (FERPA)

VDCI respects the rights and privacy of its students and acknowledges the responsibility to maintain confidentiality of personally identifiable information. FERPA is a federal law that affords students the following rights with respect to their education records:

What are education records?

Generally speaking, an education record is a record which contains information that is personally identifiable to a student and which is maintained by VDCI. Under FERPA, certain types of records (for example, confidential reference letters, certain security records, and records kept by school officials for their own personal reference) are exempted from the definition of an education record and are not made available to students.

The right to inspect and review one's own education records

Students have the right to review their education records within 45 days of the day that VDCI receives their request. Students should submit written requests to the registrar that identify the record(s) they wish to inspect. VDCI will make arrangements for access and notify the student of the time and place where the records can be inspected. If the person to whom the student submits the request does not maintain the requested records, that person will either reroute the request or advise the student of the correct VDCI official to whom the request should be addressed.

The right to seek an amendment of inaccurate or misleading information

Students may ask VDCI to amend a record they believe is inaccurate or misleading. They should write to the VDCI official responsible for the record, clearly identify the part of the record they believe should be changed and specify why it is inaccurate or misleading. If VDCI decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when they are notified of the right to a hearing. Following the hearing, if VDCI still decides not to amend the record, the student has a right to place a clarifying statement in the record. VDCI is not required to consider requests for amendment to grades or disciplinary decisions.

The right to limit disclosure of personally identifiable information

Students have the right to limit disclosure of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent. For example, exceptions that permit disclosure without a student's consent are disclosure to Institute officials who have legitimate educational interests in the records, and the disclosure of directory

information. Directory information is not considered to be harmful or an invasion of privacy if disclosed FERPA generally considers directory information to be public information which can be disclosed without a student's consent. However, if a student requests to have his or her directory information withheld, the information will be maintained in accordance with a student's other education records. Students' requests to withhold directory information should be directed to the local registrar, who will ask the student to complete a non-consent form to allow for recording this in VDCI's student information system. Directory information includes: name, address, telephone number, email address, date and place of birth, dates of attendance, student ID numbers, previous institution(s) attended, major field of study (program), current enrollment status, degrees and awards, past and present participation in officially recognized activities, and photographs or video taken of VDCI students, including security footage and official student pictures for identification purposes. Other exceptions apply that allow VDCI to disclose a student's information without their consent. For questions about VDCI's FERPA policy, contact the local registrar.

Academic Freedom
VDCI supports development of autonomous thought and respect for others' ideas. As such, members of the VDCI community, including students and faculty, should feel free to discuss their questions and express their opinions both publicly and privately within the boundaries of the Code of Conduct and other reasonable behavioral expectations, noting in their expressions or demonstrations that they speak for themselves only.

Complaints should be directed to:
Family Policy Compliance Office
U S Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Change of Personal Information
Students must submit a signed and dated request with supporting documentation to change their name and/or gender on their academic record. The Change of Personal Information form is available at the Program Managers office.

Copyright and Software Licensure
VDCI is the author, distributor and creator of intellectual property. We also have a strategic relationship with Autodesk, the authors, distributors and creators of much of the CAD, BIM and VDC software technologies which are used in the curriculum at VDCI.

VDCI abides by the laws and regulations that protect copyrights and copyright holders. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. For the electronic/online/distributed community, downloading or uploading substantial parts of copyrighted work without authority constitutes an infringement.

The penalties for infringing on copyrighted material include civil and criminal penalties. Anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750.00 and not more than $30,000.00 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees.

Willful copyright infringement can result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For additional information, you can visit http://www.copyright.gov or by review the United States Code, seeing Title 17, Sections 504, 504.

Satisfactory Academic Progress
Students are monitored throughout each course by their instructor, the Program Manager, and the Academic Manager. Students who are in danger of failing, either due to their academic performance or lack of attendance, will be contacted by any or all of these faculty members in a timeline which allows the student to realistically pass the course.

Onsite Student Progress
When students register for a course, they are provided a student account which includes a user name and password to access the VDCI student portal. The day before a course begins, the Academic Support Team sends each student a reminder that the course is starting and reminds them of their unique login information.

Prior to each class, the instructor takes attendance in accordance with the Onsite Attendance Policy. The Instructor and/or TA regularly monitor student progress via class participation, course project completion, participation in discussion forums, and the timely completion of quizzes, tests and project deliverables.

Additionally, the Academic Support Team monitors student attendance daily. If a student misses the first two consecutive classes in the course, they are contacted and advised they are being withdrawn as a cancelation. If a student misses two classes as unexcused absences, consecutive or otherwise, at any other point in a course cycle, they are also contacted by the Academic Manager. The Academic Manager will utilize this conversation to determine if a student should be withdrawn or rescheduled. The student will be informed of this decision in addition to any consequence(s) to their enrollment.

The Program Manager and/or Academic Manager will continuously communicate with onsite course instructors to monitor the progress of vocational students. In the instance that a vocational student has a "C-" (70%) or below in the course, they will be contacted to offer additional support and to remind them of the consequence(s) of course failure.

Throughout any course, students may check their current progress in the "Progress" section of the SIS. Students are encouraged to contact their instructor at any time for more efficient or specific feedback (as assignments are not always graded and populated in the SIS immediately).

All grading is done within the SIS and is not recorded by hard copy. At the end of the course, the instructor or TA will finish grading the submitted assignments and record the final grade within the SIS. The final grades are recorded no later than the Wednesday after the course is completed. When grades have been submitted by the instructor and published by the Program Manager, the course completion certificate will be made available to students with a passing grade.

Online Student Progress

Student progress is monitored by the instructor, Program Manager, and Academic Manager [the "Academic Support Team"] in the Student Information System (SIS) and Learning Management System (LMS).

The day before a course begins, the Administrative Support Team contacts each student to remind them that the course cycle is starting and provides all necessary login and course information. Additionally, the Academic Support Team checks the LMS to ensure that all course materials have been published, are accurate and up-to-date, and that all students are successfully enrolled in the course.

Friday, the first day of the course, the instructor will provide a written introduction to all students which will include any important deadlines or reminders, as listed in the syllabus. Any additional course announcements, such as software considerations, will also be made in the introduction.

The following Wednesday (the 6th day of the course), the Academic Support Team will utilize the SIS to determine which students have not logged-in within the course cycle. The Academic Support Team will notify these students of their inactivity, offer technical assistance, and provide a brief reminder of the student cancelation policy.

The second Friday (the 8th day of the course) the instructor will send all students a message reminding them of all assignments and course requirements which are due on Monday (the 11th day of the course).

The second Monday (the 11th day of the course), the Academic Support Team will again utilize the SIS to determine which students have not logged-in within the course cycle. The Academic Manager will notify these students that if they have not logged in by 12:00 PM Pacific Time the following day (the 12th day of the course), they will be withdrawn as a cancelation. They will also receive a more detailed reminder of the cancelation and refund policy, the consequence(s) of rescheduling or failing the course, and a reminder that logging in from that point forward will result in the forfeit of a full refund.

The second Wednesday (the 13th day of the course), all vocational students who are receiving a "C-" (70%) or below will be contacted by the Program Manager or Academic Manager. The purpose of this

contact is to offer any necessary assistance to the student and to outline the consequence(s) of course failure.

On the third Friday (the 15th day of the course) instructors again contact all students to remind them that all assignments are due on Monday (the 18th day of the course).

Recording

If a student is contacted by the instructor, Program Manager, or Academic Manager due to course inactivity or because the student is in danger of failing, that communication is recorded by VDCI.

Written correspondence, such as e-mails or messages within the SIS, are maintained by the staff member. Telephone or in-person correspondence between VDCI and students regarding academic concerns or course inactivity is confirmed through email correspondence.

Vocational Student Progress

The Program Manager and/or Academic Manager will continuously communicate with onsite course instructors to monitor the progress of vocational students. In the instance that a vocational student has a "D" or below in the course, they will be contacted to offer additional support and to remind them of the consequence(s) of course failure.

At the end of each course, the Program Manager is responsible for publishing submitted grades. Once the instructor submits grades, the Program Manager will review all student grades before publishing them in the SIS.

Any vocational student who received a "D" (69%) or lower in a required course will be automatically enrolled in that same course for the successive cycle. If the student is taking an elective course, the student may choose to retake the course, select an alternate elective, or select an alternative required course.

Vocational students can retake a required course or select an alternate elective three (3) times while enrolled in their program. They will not be charged a fee for these courses. If a student utilizes all three of these opportunities, they will be charged $125 for each additional course they need to retake.

Upon completion of the student's Technology Certificate Program, the Program Manager will gather all relevant forms from the student's file. This includes the student's transcript, certificate, and any other forms pertaining to the student's academic record. The Program Manager will email copies of these forms to the student to ensure the student is aware of their completion, grades, and progress throughout the program.

Quantitative Measurement

To satisfy VDCI Satisfactory Academic Progress (SAP), students are required to complete the minimum number of clock hours listed for their program. Clock hours are clearly defined in the course catalogue and within the student's enrollment agreement. Each program separates the required clock hours for "Required Courses" and "Elective Courses".

Regardless of the Technology Certificate Program a vocational student chooses, they must complete the listed clock hours within the Maximum Time Frame (150% of the published program length).

The Technology Certificate Programs within VDCI, along with their required clock hours and maximum time frames are listed below:

Program	Required Course Clock Hours	Elective Course Clock Hours	Total Clock Hours	Published Time Frame	Maximum Time Frame
CAD/BIM	248	88	336	12 Months	18 Months
BIM	192	24	216	9 Months	13.5 Months
CAD	168	54	222	9 Months	13.5 Months
Civil 3D	172	44	216	9 Months	13.5 Months

Qualitative Measurement
Access to the student's GPA is available in the "Academic Progress" section for each student to review. Since the passing grade for each course and program is 70%, the student cannot fall below a 70% without retaking another course. If a student receives a failing grade in any course, that student is notified by the Program Manager that they cannot progress any further in their program until the course has been successfully passed.

The table below lists each passing letter grade and its percentage equivalent:

GPA	
A+	98
A	94
A-	90
B+	87
B	83
B-	80
C+	77
C	73
C-	70

Increments for Evaluation
The Academic Manager and Project Manager will continuously monitor course retakes and course failures to ensure that students have a realistic chance of completing the program within the Maximum Time Frame of 150% of the total published program length.
If the Academic Manager and Program Manager determine that a student is no longer likely to complete their program within the Maximum Time Frame, including through enrollment in concurrent courses, they will be withdrawn from the program and refunded according to the Student Refund Policy.

At the conclusion of every course, a student's transcript is updated, and their program completion timeline is revisited. In addition to this evaluation, the Program Manager and Academic Manager monitor the progress of vocational students when they have reached 25% and 50% of their Published Time Frame.

If a student is behind in clock hours at 25% of their Published Time Frame, they will be notified of their currently obtained clock hours and reminded of their completion date. If a student is behind in clock hours at 50% of their published time frame, they will again be notified and presented with an Academic Plan, which includes a recommended schedule for course completion. The student will also be presented with an alternative plan based on the Maximum Time Frame. The student must agree to one of the recommended schedules. The student will then be placed on Academic Warning (see Academic Warning). If the student agrees to the schedule based on their Maximum Time Frame, they will acknowledge the delay of their anticipated completion date.

If the student agrees to the proposed Academic Plan but is unable to obtain the necessary clock hours listed within the next two course cycles following their placement on Academic Warning, they will be withdrawn from the program. The student has a right to appeal this decision (see Student Appeals).

If the student agrees to an Academic Plan and obtains the clock hours listed within the next two course cycles following their placement on Academic Warning, the student will be removed from Academic Warning status. The Academic Manager will continue to evaluate their progress after each course and at 75% of their Published Time Frame.

All VDCI Technology Certificate programs must be completed within the maximum time frame of 150% of the total published program length. Students enrolled in a 9-month program are given a maximum of 13.5 months to complete their program. Students enrolled in a 12-month program are given a maximum of 18 months to complete their program. Time spent on an approved Leave of Absence (LOA) is not counted against the maximum time frame. All students exceeding the maximum time frame will be administratively withdrawn and must re-enrolled to complete the program (see Student Re-Enrollment).

Failure to Meet SAP Standards
Review of Standard of Measurement
During the SAP Review process, the Program Manager and/or Academic Manager evaluates the grades and course progression of each vocational student. This review occurs at the end of every course in addition to when a student reaches 25% and 50% of their published program length.

Warning Status
   a) The Academic Support Team will utilize the Vocational Student Tracking Form to determine the calendar date of the 25% and 50% point of a vocational student's published time frame. If

the student has been granted a Leave of Absence, the 25% and 50% date will be extended to match the number of days the student was on their approved Leave of Absence.

b) If a student is behind in clock hours at 25% of their Published Time Frame, they will be notified of their currently obtained clock hours and reminded of their completion date (which is based on the program's Published Time Frame). The number of clock hours which must be obtained to reach half (50%) of the total clock hours by the midpoint of their published time frame will be clearly communicated. This communication will be recorded by email.

c) If a student is behind in clock hours at 50% of their published time frame, either due to course failure or inactivity, they will again be notified and presented with an Academic Plan. The student's Academic Plan includes a recommended schedule for course completion, based on the program's published time frame. At the request of the student, they will also be presented with an alternative Academic Plan based on the Maximum Time Frame.

d) The student must agree to adhere to one of the two proposed Academic Plans. If the student chooses the Academic Plan based upon the Maximum Time Frame, they will acknowledge the extension of their completion date with their signature.

e) Regardless of the Academic Plan in which the student agrees, their status will be adjusted to "Academic Warning" within the SIS. This will also clearly be stated on the student's Academic Plan.

f) After two course cycles, the Academic Support Team will revisit that student's progress. If the student has not successfully passed all courses listed within their Academic Plan for the two course cycles after being places on Academic Warning. Any refunds will be based on the Vocational Student Refund Policy.

g) If a student is withdrawn from the program for failure to adhere to their Academic Plan, they have the right to appeal that decision. The student's right to appeal will be clearly disclosed within their Notification of Withdrawal.

Appeals Process
a) Students who wish to appeal being withdrawn from the program must submit a written appeal to the school no more than seven (7) days from the date the school issued the Notification of Withdrawal. The written Academic Appeals Form is available as a hard copy within VDCI or can be emailed to the student.

b) In the written appeal, the student must provide a clear explanation of why the student failed to meet SAP standards during the warning period and also present how they will be able to achieve Satisfactory Academic Progress in order to successfully complete the remainder of their program within the Published or Maximum Time Frame.

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c) The Academic Support Team will review all appeals and determine if the student will continue their training under a Probationary Status.

d) The Academic Support Team will send written notification of the appeal decision to the student within ten (10) days of receiving the appeal.

e) If the student's appeal is successful, the student can continue their training, but must adhere to the probationary standards listed below.

Academic Probation
Under the guidance of the Academic Support Team, an additional Academic Plan will be given to the student before resuming their normal coursework.

The Academic Plan will include a schedule to which the student must adhere, resources for reaching out to school faculty and staff, and a clear and concise deadline for completing the program within the Published or Maximum Time Frame for program completion.

These conditions of Academic Probation will be clearly outlined within the student's Academic Plan. The student must acknowledge these conditions with their signature prior to continuing their training. The student may then continue their training as an active student while under Academic Probation.

Conditions of Academic Probation
Students who successfully appeal being withdrawn from the school due to failing to meet SAP standards will be placed on academic probation for a total of three course cycles following the date of their successful appeal.

The probationary period will last no longer than three course cycles

Students must meet the SAP during the probation period. If a student fails to meet SAP standards during their probationary period, the student with considered administratively withdrawn without the opportunity to appeal.

Reinstatement/Readmitted Students
Students who have been administratively withdrawn due to failure to adhere to SAP Standards and have (a) not been previously granted a successful appeal or (b) failed to meet the conditions of Academic Probation may be reinstated/readmitted, with approval from the Academic Support Team. However, these students must:

1. Wait six (6) months from the time of their withdrawal before re-applying

2. Register for courses as an avocational student only

Retention of Documentation in Student Records
All documentation regarding any warning, probation, appeal, and/or reinstatement will be retained in the student records, so that if there is a future audit, that documentation of student progress and achievement of SAP standards is available. When the student successfully completes their program, their transcript will not reflect any information regarding the warning, probation, appeal, and/or reinstatement.

Additional Elements of Satisfactory Academic Progress

a) Incomplete grades are not given at VDCI.

b) Students who earn a grade less than a C- or 70% must repeat the course to receive academic credit for that course. When the student repeats a course, their academic record reflects the grade received for the repeated course.

c) Non-credit remedial course work is not given at VDCI.

d) VDCI does not accept incoming credit from other institutions for SAP.

e) The SAP does not include incremental measures.

Attendance Policy
Attendance requirements per course are identical for both vocational and avocational students. All individual onsite courses provided at VDCI are either two-week or three-week courses. However, the weighted value of attendance when determining a student's grade and the maximum allotted number of unexcused absences are the same regardless of the on-site course duration. All individual online courses provided at VDCI are eighteen-day courses.

Necessary Definitions
Excused Absence: A missed, onsite class session or IDL deadline in which the student has communicated rationale to their instructor and made arrangements to complete their coursework. Acceptable reasons for an excused absence include, but are not limited to, illness, an unexpected emergency, bereavement, court appearances, or the observation of a religious holiday.

Unexcused Absence: A missed, onsite class session or IDL deadline in which the student has failed to communicate with their instructor (prior to or after the absence) and has not completed the necessary coursework for their time missed.

Last Day of Attendance: The later of (a) the last date on which a student attended an onsite class or (b) the last date on which a student accessed the VDCI Learning Management System.

Onsite Students:

a) All onsite students will only be able to miss one session unexcused per course to satisfy the attendance requirements. Students who miss more than one class (unexcused) will be dropped from the current course with the option to be enrolled in the next course available. If there is a day and night course, students who miss their enrolled course may request permission from the instructor to attend the alternative course. If the student attends the alternative course, the absence is not counted against them.

b) Tardiness: If a student is 15 minutes or later to class, they are considered **tardy**. If a student leaves 15 minutes prior to the course ending, that student is also considered **tardy**. If a student is tardy two times, it is considered an unexcused absence. If a student arrives to class or leaves class at a time that causes them to miss a significant portion of the content (example: a student is an hour late or leaves class an hour early) it is that student's responsibility to communicate with the instructor. The instructor is granted discretion as to whether that student will be marked absent or tardy for that class session.

c) All absences and tardies are marked on the roll sheet located next to the instructor at the front of the class. This document is created at the start of class and is filed away at the end of course. The attendance sheet is transcribed into the student information system at the completion of the course. Throughout the course cycle, the Academic Manager will maintain a personal record of student absences and tardies and will communicate with students who are demonstrating an attendance pattern that could lead to course failure or withdrawal. The Academic Manager's record will also serve as additional documentation of student attendance should there be a discrepancy after information is entered into the SIS or in the instance that the roll sheet is lost.

d) If an onsite student is unable to attend a specific onsite course session, the student must inform their instructor in advance that they will be missing a class session. Communication via email and/or the VDCI Portal is the preferred method for communicating an upcoming absence to the instructor. In order for the onsite student to satisfy the attendance requirement and to receive credit for the course material covered during the session for which they will be unable to attend, the student must complete the course material for the onsite class session which was missed using their access to the online learning management system, the VDCI Portal. That coursework must be completed and submitted to the onsite instructor for review/evaluation before the next regularly scheduled onsite session. Students can use their personal computer or one of the computers provided at the VDCI Open Labs to complete the course assignments. The instructor will then have discretion as to whether the absence will be marked as excused or unexcused.

e) Course attendance is also evaluated by factoring when students submit their course project deliverables. Project deliverables must be submitted to their instructor through the Learning Management System (the VDCI Portal).

    i.   The **midterm is due** at the approximate midpoint of the course (as clearly-stated in the syllabus and within the LMS). The grade for this deliverable will be reduced by 10% (one full letter grade) for every day the deliverable is late.

    ii.   The Lesson 1 quizzes are typically due at the approximate midpoint of the course. (as clearly-stated in the syllabus and within the LMS).

    iii.   All remaining course deliverables are due by the end of the Friday after the last course meeting. The grade for these deliverables will be reduced by 10% (one full letter grade) if they are turned in the following day (Saturday). However, no deliverables will be accepted beyond the Saturday after the last course meeting.

f)   If a student is not complying with the attendance policy, the Program Manager or Academic Manager will notify the student that they are in danger of failing and will clearly outline the consequences of course failure. The Last Day of Attendance is defined as the later of (a) the last date on which a student attended an onsite class or (b) the last date on which a student accessed the VDCI Learning Management System.

<u>Online Students:</u>

a)   All online students are typically required to complete at a minimum, the midterm project and the Lesson 1 quizzes (assessments) before the end of the 11th day (11:55 pm Pacific time) of the course in order to document and demonstrate satisfactory attendance and academic progress. There are isolated courses which have different assignment requirements (such as a quiz rather than a midterm) due by the 11th day (11:55 pm Pacific time) of the course. These requirements are clearly highlighted in the course syllabus and within the LMS.

b)   Course attendance is also evaluated the timely submission of a student's course project deliverables. Project deliverables must be submitted to their instructor through the Learning Management System (the VDCI Portal).

    i.   For courses with a midterm, the midterm is due by the end of the 11th day of the course (11:55 pm Pacific time). The grade for this deliverable will be reduced by 10% (one full letter grade) for every day the deliverable is late.

    ii.   For courses with quizzes, the Lesson 1 quizzes are due by the end of the 11th day of the course (11:55 pm Pacific time).

    iii.   All remaining course deliverables are due by the end of the 18th day of the course. The grade for these deliverables will be reduced by 10% (one full letter grade) if they are turned in the following day (Saturday). Final course project deliverables will not be accepted any later than one day after the course has formally been closed without prior authorization from the instructor of the course.

c) For online students, the students interact with their instructor and their classmates exclusively in the online modality. There is no make-up work available for online students. Students learn and complete their work asynchronously. Students are responsible to submit their appropriate deliverables by the dates prescribed in the online environment.

d) Students who fail to turn in a midterm or complete their quizzes by the 11th day of class will be considered "absent" by VDCI. The Academic Manager will send a notification to the student that they are in danger of failing the course and will outline the potential consequences of course failure. The Academic Manager will also reach out to students who have shown no course activity (have not logged in to the LMS) by the 5th day of the course. Students who have shown no log-in activity in the LMS by the 12th day of the course will be automatically withdrawn as a cancelation.

Students who fail to meet the attendance requirements will be withdrawn from the course. They will be eligible to re-take the course in a later course cycle.

Course Participation and Make-Up Work

All students, both onsite and online, have access to the same VDCI Portal which provides course materials such as course videos, reading assignments, discussion forums, assessments, and project deliverables. For onsite students, the information provided in the VDCI Portal is integral to, reinforces and augments the onsite course lectures. For online students, the VDCI Portal is the vehicle by which all instruction is provided to the online student.

Online Students

For online students, the students interact with their instructor and their classmates exclusively in the online modality. There is no make-up work available for online students. Students learn and complete their work asynchronously. Students are responsible to submit their appropriate deliverables by the dates prescribed in the online environment.

Onsite Students

If an onsite student is unable to attend a specific onsite course session, the student must inform their instructor in advance that they will be missing a class session. Communication via email and/or the VDCI Portal is the preferred method for communicating an upcoming absence to the instructor. In order for the onsite student to satisfy the attendance requirement and to receive credit for the course material covered during the session for which they will be unable to attend, the student must complete the course material for the onsite class session which was missed using their access to the online learning management system, the VDCI Portal. That coursework must be completed and submitted to the onsite instructor for review/evaluation before the next regularly scheduled onsite session. Students can use their personal computer or one of the computers provided at the VDCI Open Labs to complete the course assignments. The instructor will then have discretion as to whether the absence will be marked as excused or unexcused.

Leave of Absence

Should circumstance be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer (CAO), a leave may be granted for a reasonable time, as warranted by the circumstances.

If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the CAO may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

A student enrolled under a F-1 or M-1 visa may be granted leaves of absence or vacations in accordance with the regulations of the Department of Homeland Security and the following guidelines: (a) in emergency situations such as a serious illness or a death in the immediate family. Unless otherwise stipulated and documented, the leave is not to extend beyond 50% of the length of period for which the student applied; (b) a vacation policy that allows students to accumulate vacation over an extended period of study. Length and frequency of vacations must not impede student progress and must be reasonable within the context of the institution's curriculum; (c) an extended absence whether it be for a leave of absence or vacation (more than four weeks) may require retesting upon reentry into the program.

Except under the circumstances identified above, the leave of absence is limited to 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.

The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be specified in order for VDCI to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested. VDCI must document its approval of the leave of absence request within the student information system in order for formal acknowledgement of the leave of absence.

The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study per the terms of the VDCI cancellation policies. VDCI will not assess the student any additional charges as a result of the leave of absence.

An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit detailed above.

Student and Employer Satisfaction

When students enroll in a Technology Certificate Program, they are asked if a third party is paying for their participation. If their training was sponsored, VDCI contacts the student's sponsor and VDCI submits an Employer/Sponsor Satisfaction Survey. If no contact information for the sponsor is provided at the time, the student is sent the survey, requesting that the student forward the survey to their sponsor. The importance of receiving sponsor satisfaction evaluations is stressed.

Employer/sponsor satisfaction reports are assessed and documented digitally in the students file and in the Employer/Sponsor Satisfaction Report folder by the Admin Support Team.

Employer/Sponsor satisfaction reports are reviewed on a quarterly basis by the Management Team at the next monthly management meeting.

The feedback is relayed to the corresponding faculty/staff members. If change is required, the faculty/staff member is required to evaluate the current process to determine the change needed, and to reply to the Academic Manager and the CEO on recommended resolutions. The Academic Manager and the CEO work with the faculty/staff and/or Curriculum Manager to best address any concerns from the Employer/Sponsor Satisfaction Survey.

Completion and Placement
Completion and Placement Policy Definitions
Completer – A student who has successfully met all course/Program requirements and satisfied the minimum 80% attendance policy within 150% of the published Program length.

Completion Waiver – A student who is unable to complete their program because of death, incarceration, active military duty, serious medical illness, or relocation out of area.

Placement Waiver – Graduate has waived placement assistance.

Full-Time Employment – A graduate with 30 days of continuous full-time employment in a training related field.

Part-Time Employment – A graduate with 30 days of employment on a part-time basis (as defined by the employer or graduate) acknowledged in writing that he/she is satisfied with part-time employment in the 'defined position' and that he/she is making training related income.

Self-Employment – No sooner than 30 days following graduation whereby a graduate communicates his/her satisfaction with self-employment. The graduate attests that he/she is satisfied with self-employment in the 'defined position' and that he/she is making training related income.

Temporary Employment – A graduate with 30 days of employment on a temporary basis (working multiple site through a temporary agency) acknowledged in writing that he/she is satisfied with part-time employment in 'the defined position' and that he/she is making training related income.

Continuing Employment – No sooner than 30 days following graduation whereby a graduate communicates his/her intention to continue employment at the same company in a training related position. The graduate attests that he/she is satisfied with continuing employment in the 'defined position' and that he/she is making training related income.

Document 28.1 Policy

Student status data is tracked, using ACCET Doc 28.1, from the time a student starts a program until a graduate and is placed for 30 days of employment. This includes changes such as program withdrawal, program termination, leave of absence, program transfers and graduation. The Program Manager is responsible for tracking student status data. The Program Manager reviews/updates the ACCET Doc 28.1 at least quarterly to ensure compliance with all accreditation standards.

Completion Policy:

Only upon confirmation that a student has successfully met all course/program requirements will a student be counted as completed per the completion and placement definitions.

The student is only considered a completer if they have met the program requirements to graduate, if they've been placed in a training related position, or if they are in a situation where a completion waiver applies.

Only upon verification that a placement meets accreditation standards will the placement be noted as such on the Doc. 28.1.

Placement Policy:

The student is only considered placed if they have been employed for at least 30 days from their start date. Student placement is verified by contacting the student's employer and verifying the student's position/title, type of employment (full-time/part-time/temporary) and start date.

VDCI does not guarantee placement upon completion of any program.

Commitment to Non-Discrimination and Non-Harassment

VDCI is committed to providing an education conducive to the personal and professional development of each individual and is committed to maintaining an academic environment free of discrimination and harassment. VDCI does not discriminate based on race, color, religion, national origin, sex, age, disability, veteran status, sexual orientation, political affiliation (and any other legally protected classes in the relevant jurisdiction) that complies with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and applicable state and local laws.

VDCI will not tolerate, condone or allow discrimination or harassment, whether engaged in by fellow students, faculty members, or non-faculty colleagues.

VDCI and all staff members do their utmost to create a workplace culture that is free of harassment, intimidation, bias and unlawful discrimination.

What is discrimination?

For purposes of this policy, impermissible discrimination occurs when a person is treated less favorably based solely on the person's membership in one of the legally protected groups listed above. Impermissible discrimination involves taking detrimental action against a person that is not based on the person's individual abilities or merit, but rather on the collective group to which the person belongs.

What is harassment?

Harassment is a form of discrimination. Harassment is unwelcome, offensive behavior that is based one of the legally protected groups listed above and which is severe or pervasive enough to create an environment that a reasonable person would consider hostile. Examples of words or conduct that may constitute harassment that would violate this policy are:

- Verbal abuse, slurs, derogatory comments, or insults about, directed at, or made in the presence of an individual or group based on protected status. This could include telephone calls, emails, instant messages, etc.
- Display or circulation of written materials or pictures that are degrading to a person or group based on protected status.
- Damage to, trespass to, or unauthorized use of property, such as spraying or scratching of a motor vehicle, damage or theft of property, based upon the protected status of an individual or group.
- Physical contact or verbal threats based upon the protected status of an individual or group

What is sexual harassment?

Sexual harassment is a form of sexual discrimination in which the harassment (as described above) is based on a person's sex (including gender and sexual orientation). Sexual harassment is encompassed in the broader term sexual misconduct.

Sexual harassment occurs when a person is the recipient of conduct of a sexual nature where:
- Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of the student's education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions about the student; or
- Such conduct has the purpose or effect of unreasonably interfering with the student's welfare or academic performance, or creates an intimidating, hostile, offensive or demeaning academic environment.

Who to contact if you think that you have been discriminated against or harassed:

The Program Manager is available to serve as a resource to any student or other member of the VDCI community who has a discrimination or harassment inquiry or complaint. This person have information about the Institute's non-discrimination policy, rules and procedures (including information about confidentiality), as well as, options available for the investigation and resolution of complaints Individuals with a discrimination or harassment inquiry or complaint may be more comfortable

speaking with someone of the same gender, and the resource persons listed can assist in finding help of the preferred gender.

Students who wish to file discrimination or harassment complaints should follow the Student Complaint Procedure policy published in this handbook. For complaints involving sex or gender discrimination, please contact VDCI's Program Manager learn@vdci.edu or (619) 758-9300.

Policy Statement
This policy explains VDCI's response to complaints of alleged sexual misconduct. The Institute expressly prohibits all instances of sexual misconduct including sexual harassment, domestic violence, dating violence, sexual assault, stalking, and rape or acquaintance rape. All acts that fall within the definitions of sexual harassment, sexual assault, rape, acquaintance rape, stalking, dating violence, domestic violence or prohibited sexual contact violate Institute policy, and applicable state and federal law. The Institute is committed to fostering an environment in which all types of sexual misconduct are promptly reported, and sexual misconduct complaints are resolved in a fair and timely manner .

Maintaining a safe environment is the responsibility of all members of the Institute community. Anyone who believes he or she is a victim of sexual misconduct should report the incident as quickly as possible to the Program Manager and seek immediate medical and/or safety assistance.

Scope
This policy applies to all members of the VDCI community and includes, but is not exclusive to, faculty, staff, students, Institute visitors, volunteers, vendors, and persons related to, receiving or seeking to receive services from the Institute. It also covers alleged acts of sexual misconduct that adversely affect the VDCI community, whether those acts occur on or off onsite.

Definitions
Acquaintance rape is a sex crime committed by someone who knows the victim. The perpetrator could be a friend, classmate, relative, or co-worker. Acquaintance rape includes forced, manipulated, or coerced sexual contact or penetration by a body part or object with someone who has not given or is incapable of giving consent.

Clery Act refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U S C Section 1092(f); 34 C F R Part 668 46.

Colleague Code of Conduct refers to the policy titled "VDCI Code of Conduct and Ethics" which is applicable to colleagues and outlines colleague's rights and responsibilities.

Colleague complaint procedure is the vehicle by which a colleague can bring to the Institute's attention any complaint relating to his/her experience with the Institute or a member of the VDCI community. It is the Institute's mechanism for investigating and trying to resolve complaints raised by colleagues. This procedure is also referred to as the Open Door Policy.

Complaint administrator is a VDCI colleague responsible for conducting an investigation when a complaint of sexual misconduct is raised. To find out who the complaint administrator is at any given location for a particular complaint, consult the Program Manager.

Consent is a freely given agreement to engage in a specific sexual act. While the explicit definition of consent varies by jurisdiction, the following general rules apply when assessing whether consent was given. The lack of explicit consent does not imply consent. When there is use of threat or force by the accused, the lack of verbal or physical resistance or the submission by the victim does not constitute consent. The manner of dress of the victim at the time of the offense does not constitute consent. Past consent to sexual contact and/or a sexual history with the accused does not imply consent to future sexual contact. A person who initially consents to sexual contact or penetration may withdraw continued consent at any time during the course of that interaction. Intoxication due to use of alcohol or drugs may impair an individual's capacity to consent freely and may render an individual incapable of giving consent.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

VDCI premises includes all land, buildings, facilities and other property in the possession of or owned, used, or controlled by the Institute (including parking lots, adjacent streets and sidewalks).

Domestic violence refers to felony or misdemeanor crimes of violence committed by either a current or former spouse of the victim; a person with whom the victim shares a child in common; a person who is cohabitating or has cohabited with the victim as a spouse; a person similarly situated to a spouse of the victim under the jurisdictional domestic or family violence laws; or any other person against a victim who is protected from that person's acts under the jurisdictional domestic or family violence laws.

FERPA means the Family Educational Rights and Privacy Act, 20 U S C Section 1232g; 34 C F R Part 99 .

Member of the VDCI community includes VDCI students, faculty members or staff, and any other individuals associated with the Institute. The conduct administrator or complaint administrator shall determine a person's status in a particular situation.

Policy is defined as the regulations of the Institute, for example, those found in the student handbook, VDCI Catalog of Courses and VDCI Code of Conduct and Ethics.

Rape is defined as sexual intercourse or penetration by a body part or object, through use of coercion or force, with someone who has not given or is incapable of giving consent.

Sexual assault is defined as physical contact of a sexual nature against the victim's will or without the victim's consent.

Sexual contact means the deliberate touching of a person's intimate body parts (including lips, genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person's intimate body parts.

Sexual harassment means unwelcomed sexual advances, requests for sexual favors or other conduct of a sexual nature. Sexual harassment occurs when a student or colleague is the recipient of conduct of a sexual nature where: (1) Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of the student's education, colleague's employment; or (2) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions about the student or professional decisions about the colleague; or (3) Such conduct has the purpose or effect of unreasonably interfering with the colleague/ student's welfare or professional/ academic performance, or creates an intimidating, hostile, offensive or demeaning work/ academic environment.

Sexual misconduct is a broad term encompassing sexual harassment, dating violence, domestic violence, rape, sexual assault, and stalking. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

Stalking is a pattern of behavior directed at a specific person that would cause a reasonable person to feel fear for his/her safety. A person commits stalking by knowingly engaging in a course of conduct directed at a specific person when the person engaging in the conduct knows or should know that this course of conduct would cause a reasonable person to fear for his/her safety or the safety of a third person or suffer other emotional distress.

Student complaint procedure is the vehicle by which a student can bring to the Institute's attention any complaint relating to his/her experience with the Institute or a member of the VDCI community. It is the Institute's mechanism for investigating and trying to resolve complaints raised by students.

Title IX refers to the U S Department of Education regulation that governs the efforts of educational institutions to maintain a campus free from sex and gender discrimination, including investigating and remediating sexual misconduct by students, colleagues, or third parties.

Prevention and Awareness
Acts that are deemed to fall under the definition of sexual misconduct by the Institute are violations of the Codes of Conduct, as well as, violations of the expectations of VDCI community members. These acts may also be crimes. In an effort to reduce the risk of sexual misconduct such as sexual assault from occurring among its students and colleagues, the Institute is committed to providing awareness and prevention programming.

Disciplinary Action
Acts of dating violence, domestic violence, rape, sexual assault, sexual harassment, and stalking are subject to disciplinary action by the Institute Victims may file a formal complaint with the Program

Manager. If the victim wishes to access local community agencies and/or law enforcement for support, the Institute will assist the victim in making these contacts.

When the victim chooses, or when the Institute believes it necessary, the Institute will initiate a prompt, fair and impartial investigation. If allegations are substantiated based on the totality of the circumstances, the respondent may be subject to the Code of Conduct process, which may result in the imposition of sanctions/ discipline based upon a preponderance of evidence (what is more likely than not).

The Program Manager will monitor the investigation and resolution of sexual misconduct reports and assure compliance with this policy. Furthermore, the Program Manager will work with campus administration to identify and initiate strategies intended to remedy the effects on the victim and the community to the extent practicable, and reasonably prevent the recurrence of similar misconduct.

Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act (FERPA). It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

The Family Educational Rights and Privacy Act (FERPA) of 1974 entitle all students to review their records, including grades, course deliverables and advising records. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.

A student may request that the school amend their training records on the grounds that they are inaccurate, misleading or in violation of the student's rights or privacy. In the event the school refuses to so amend the records, the student may, after complying with the Student Complaint procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in their training records.

Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. Anytime personally identifiable information about a student is disclosed to any person other than the student, such disclosure will be documented in the student's school file.

Students who wish to file a complaint under FERPA can contact the Family Policy Compliance Office at:

    Family Policy Compliance Office
    U. S. Department of Education

400 Maryland Ave., SW
Washington, DC 20202-5920
1 -800-USA LEARN (1-800-872-5327)

Privacy of records specific to sexual misconduct investigations is maintained in accordance with applicable law, including FERPA. Any public release of information to comply with the timely warning provisions of the Clery Act will not include the names of victims or information that could easily lead to a victim's identification. In appropriate instances, VDCI will disclose pertinent interim actions and the results of disciplinary hearings regarding the alleged perpetrator of sexual misconduct to the alleged victim. Confidentiality will be maintained whenever possible, however VDCI reserves the right to exercise discretion and disclose details of an incident or allegation to assure community safety or the safety of an individual.

It is VDCI's policy to hold perpetrators of interpersonal violence, which includes sexual assault, prohibited sexual contact, stalking, dating and domestic violence in any form, accountable for their actions through appropriate student conduct or personnel procedures, and by working with community agencies and law enforcement as appropriate. Mediation will not be used to resolve an allegation of sexual misconduct.

Procedures to Follow After a Sexual Misconduct Incident
Victims of domestic violence, dating violence, sexual assault, stalking, rape, and acquaintance rape on campus or at any campus property outside the main campus, or at any Institute-sponsored event or activity have the option and are encouraged to contact local law enforcement authorities.

Whenever possible victims should report a violation of this policy as soon as possible and preserve evidence as may be necessary to prove that domestic violence, dating violence, sexual assault, or stalking occurred, or to obtain a protection order. Victims of sexual assault or rape are strongly encouraged to report the incident as described in this policy in order to deter these assaults and to ensure that victims receive the services they need. Steps should be taken to help deal with physical and emotional trauma associated with the violation. Recommended steps include:

1. Go to a safe place; go somewhere to get emotional support
2. Consider reporting the incident to the police If requested, the Institute will assist with notification
3. Report the misconduct to Program Manager
4. For your safety and well-being, immediate medical attention is encouraged. Being examined as soon as possible, ideally within 120 hours, is important especially in the case of sexual assault. The hospital will arrange for a specific medical examination at no charge. To preserve evidence, it is recommended that, if at all possible, you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before that exam. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care. Additionally, you are encouraged to gather bedding, linens or unlaundered clothing and

any other pertinent articles that may be used for evidence. Secure them in a clean paper bag or clean sheet.

5. Even after the immediate crisis has passed, consider seeking professional counseling. This can help to recover from psychological effects.

Confidentiality

The Institute wishes to foster an environment in which individuals feel free to discuss concerns and make complaints. The Institute understands that complainants, witnesses, and others involved in the investigation process may be concerned about the confidentiality of the information they are sharing. In some cases, however, the Institute may be obligated to take action when it becomes aware of information relating to a complaint.

Confidentiality in cases of sexual misconduct will be maintained to the extent permissible by law and consistent with the Institute's obligations in investigating complaints. Once an individual discloses identifying information to the Institute through the processes described above and in the applicable complaint procedures, he/she will be considered to have filed a complaint with the Institute. While the confidentiality of information received, the privacy of individuals involved, and compliance with the wishes of the complainant or witnesses cannot be guaranteed, they will be respected to the extent possible and appropriate.

Student Conduct & Alcohol and Substance Abuse Policy

VDCI reserves the right to dismiss any student whose conduct or lack of attention is detrimental to the progress of other students.

Student enrollment may be terminated by the following causes (which are included in the Code of Student Conduct):

- Drug or alcohol abuse.
- Violation of the Code of Student Conduct.
- Failure to meet VDCI standards of Satisfactory Academic Progress.
- Illegal appropriation of school property.
- Any form of dishonesty intended to falsify test or grade results.
- Other causes not stated but that clearly violate the VDCI Code of Student   Conduct.
- The use of any type of abusive or threatening language or the display of any type of threatening behavior towards another student, a VDCI staff member, a VDCI instructor, or a third party in any way connected with participation at VDCI
- Cell phones must be maintained in "airplane mode." Cell phone use, except on breaks, or with special permission from the Program Director, will not be tolerated.
- Possession of firearms or concealed weapons on VDCI property.
- Failure to pay tuition on time. This includes payments to VDCI and/or payments due on loans administered by third parties.
- Students are expected to meet these policies and standards of behavior at any time when the student is on campus.

Code of Conduct
Terminology

1. The terms "Institute" or "VDCI" mean Virtual Design & Construction Institute.
2. The term "covered person" includes any current or prospective student of VDCI. All students must adhere to the Code of Conduct. This includes:
   a. Both Vocational ("Technology Certificate) and Avocational Students.
   b. Students who are taking classes onsite and students who are taking classes online.
   c. Students who are between course cycles, on a leave of absence, or taking time off from their training.
   d. Anyone receiving or seeking to receive services from the Institute.
3. The term "instructor" means any person hired by or contracted with the Institute to conduct instructional activities
4. The term "VDCI staff" means any person employed by the Institute.
5. The term "member of the VDCI community" includes students, instructors, VDCI staff, or any other individuals associated with the Institute.
6. The term "VDCI premises" includes all land, buildings, facilities, and other property owned, used, or controlled by the Institute (including parking lots, adjacent streets and sidewalks). This also includes any events hosted or attended by VDCI students and staff that are not held within facilities or on property controlled by the institute.
7. The term "Academic Support Team" means any person or persons authorized by VDCI to determine whether a respondent has violated the Code of Conduct and to recommend the termination of student enrollment and/or the involvement of law enforcement when applicable.
8. The term "policy" is defined as the policies, rules, and procedures of the Institute including, but not limited to, those found in the Course Catalogue, Policies and Procedures Manual, or Instructor/Employee Handbook.

Conduct Panels

1. The Academic Support Team, comprised of the CEO, Program Manager, Academic Manager, and Curriculum Manager will serve as a conduct panel to hear student cases. Conduct Panels for each case will be comprised of no less than two members of the Academic Support Team.
2. Decisions made by The Academic Support Team shall be final, pending the appeal process.
3. In appropriate situations, the Academic Support Team may provide a student with conditions of reinstatement or conditions in which a student can prevent the termination of their enrollment. These conditions will be correlated to the violation of the Student Code of Conduct and must assist in ameliorating the violation.

Jurisdiction
The Code of Conduct applies to behavior that affects the VDCI community, irrespective of where or when that conduct may occur. Discipline may extend to off-campus activities and locations when the actions in question adversely affect the VDCI community and/or pursuit of its objectives.

Conduct – Rules and Regulations

Any respondent found to have committed misconduct, including the following types of misconduct, may be subject to termination or the involvement of law enforcement.

1. Acts of dishonesty including, but not limited to, the following:
   a) Furnishing false information to any Institute official, faculty member, or office.
   b) Forgery, alteration, or misuse of any Institute document, record, or instrument of identification.
   c) Computer piracy, including duplication of computer software, downloading or publishing VDCI curriculum materials without consent, or unauthorized computer entry ("hacking").
2. Disruption or obstruction of teaching or other Institute activities, on or off campus.
3. Physical abuse, verbal abuse, threats, intimidation, and harassment including, but not limited to, sexual harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person, either on or off VDCI premises, or at any Institute-sponsored activity.
4. Bullying and cyberbullying (communication transmitted by means of an electronic device, including, but not limited to, a land-line telephone, cell phone, computer or pager) whether it be a single incident or a series of incidents.
5. Attempted or actual theft of and/or damage to property of the Institute or other personal or public property.
6. "Hazing," defined as any action taken or situation created which, regardless of intent or consent of the participants, may reasonably produce bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation or ridicule, or otherwise compromises the dignity of another individual.
7. Unauthorized entry to or use of VDCI premises.
8. Violation of published Institute policies, procedures, rules or regulations.
9. Violation of any applicable federal, state or local law.
10. Use, possession, or distribution of narcotic or other controlled substances, except as expressly permitted by law, a valid doctor's order, or the Institute.
11. Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and Institute regulation.
12. Possession of firearms, explosives, or other weapons or dangerous chemicals.
13. Conduct that is disorderly, disruptive, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace.
14. Aiding, abetting or inducing another to engage in behavior prohibited by the Code of Conduct.
15. Theft or other abuse of computers, including but not limited to:
    a) Unauthorized entry into a file, to use, read, or change contents, or for any other purpose.
    b) Unauthorized transfer of a file.
    c) Unauthorized use of another individual's identification and password.
    d) Use of computing facilities to interfere with work of another student, faculty member or Institute official.
    e) Use of computing facilities to send obscene or abusive messages.
    f) Use of computing facilities to interfere with normal operation of the Institute computing system.

g) Introduction, reproduction and/or promulgation of any computer virus.

h) Use of computing facilities to access websites that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If users inadvertently access such information, they should immediately disclose the inadvertent access to a VDCI staff member.

i) Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws.

16. Falsification, distortion or misrepresentation of information before a conduct panel

NOTE: And student who furnishes a knife, is in possession of a firearm, is in possession of an explosive, commits sexual assault, or sells narcotics on VDCI premises will be terminated immediately. These students will have the right to appeal.

Involvement of Law Enforcement or External Judicial Authorities
Complainants who believe that they are victims of crime or other violation of law (for example, assault, battery, sexual misconduct) may notify and seek assistance from the Institute, local law enforcement, and/or other community resources concurrently. The conduct administrator can provide information about how to contact local law enforcement or other local community resources.

The Institute is committed to maintaining an environment that is safe for all members of the VDCI community. Safety concerns, including those arising out of Code of Conduct proceedings, should be brought to the attention of the program manager for evaluation of any appropriate measures to be taken by the Institute to promote security.

Complainants may also seek protective, restraining, or "no-contact" orders from an external law enforcement or judicial authority; complainants who do so should notify the conduct administrator or campus incident commander so that the Institute can cooperate as appropriate in the observation of the order.

The Institute may institute Code of Conduct proceedings against a respondent charged with violation of applicable law without regard to the pendency of civil litigation or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

If the alleged violation of law is also the subject of Code of Conduct proceedings, the Institute may advise external authorities of the existence and status of the Code of Conduct proceedings. The Institute cooperates fully with law enforcement and other agencies in enforcing law on Institute property and in the conditions imposed by criminal courts for the protection of victims and the rehabilitation of violators Individual students, staff, or faculty members, acting in their personal capacities, remain free to interact with a governmental representative or law enforcement official as they deem appropriate.

Campus Safety

A truly safe campus can only be achieved through the cooperation of students, faculty and staff. As members of this academic community, students must report crimes, suspicious activities or other emergencies on campus to the appropriate Institute official. Students who witness or are victims of a crime affecting the VDCI community should immediately report the incident to local law enforcement in the community, in which the campus is located, and to the student services office, or to the chief location administrator VDCI will investigate such crimes and, when appropriate, bring them to the attention of the conduct administrator and other Institute officials such as the Program Manager.

Given public concern about escalating incidents of school violence, the Institute will take appropriate administrative action to protect the community. Student behavior that causes campus safety or security concerns will typically be addressed pursuant to the Interim Suspension provisions of the Code of Conduct. Accordingly, immediate suspension and eventual expulsion may result for students who:

- Possess, sell or otherwise furnish a firearm.
- Brandish a knife at another person.
- Sell a controlled substance.
- Commit or attempt to commit a sexual assault or sexual battery.
- Possess an explosive.
- Cause serious physical injury to another person, except in self-defense.
- Possess any knife or other dangerous object of no reasonable use.
- Unlawfully possess any controlled substance.
- Commit robbery or extortion.
- Commit assault or battery.

Nothing in this policy should be construed as limiting or preventing the Institute's discretion to take other action which, in the Institute's sole discretion is necessary or advisable to promote campus safety and security.

VDCI takes seriously any threats made to cause harm to others or to oneself. Threats to harm others will be handled through the Code of Conduct and may involve an interim suspension and/or the engagement of law enforcement officials until conduct proceedings are completed. In the case of threats to harm oneself, the Institute may call local law enforcement officials or other persons acquainted with the person making the threat for the purposes of checking on that person's welfare. The Institute may also work with the person to determine available resources and appropriate next steps.

Student Complaint Procedure
This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps:

1. an effort to define the problem,
2. an effort to identify acceptable options for resolution, and
3. an attempt to resolve the conflict through the application of one or more of those options for resolution.

The student may thereafter choose to file a written complaint directly with the institution's Program Manager or Academic Manager who will work to resolve the matter. The Program Manager and Academic Manager are the individuals designated to resolve student complaints. These individuals will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will involve:

1. The student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred.
2. The student may terminate the formal process should, in the interim, the informal process produces a satisfactory resolution.
3. The Program Manager or Academic Manager will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified.
4. A timeline for resolution will be delivered to the complainant.
5. Interested parties will communicate with the Academic Manager or Program Manager in order to make recommendations to resolve the grievance.
6. The party responsible for implementing the selected method of resolution will be notified and the complainant will be informed of the decision reached.

In the event that a student does not agree to the resolution proposed, the student retains the right to file a complaint with the Bureau for Private Postsecondary Education, Sacramento, CA.

Student Services
In addition to student finance, academic, and career services, the Institute provides other support services to students. Depending on the location and size of the student population, services may include posting of part-time work opportunities, counseling, and student activities and events depending on location and size of student population. Our mission is to foster student advancement through learning, mentoring and developing student leadership skills.

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter any personal problems which interfere with their ability to complete coursework, this institution will aid in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

Hours of Operation

Monday–Thursday: 9:00 am – 5:00 pm
Friday: 9:00 am – 12:00 pm
Saturday–Sunday: Closed

Library Resources

No library is needed to meet the instructional needs of the students. The programs offered are all computer based and require the development of skills in the acquisition of knowledge. Library materials would not be compatible with these types of programs for professional designers, architects, engineers and others seeking job transition or professional advancement through the acquisition of computer design skills.

Career Services

Career planning assistance is available to all VDCI students from day one and throughout their work lives.

The Program Manager works diligently to help students prepare for professional success. By working closely with the Program Manager and following a four-stage "Career Ready" plan of progressive behaviors, students who add the "hidden" skill set of career readiness to a quality degree program will consistently position themselves for meaningful career outcomes.

As course completion approaches, students are advised of career opportunities so employment interviews with various companies can be pursued. To maximize employment opportunities, students/graduates are highly encouraged to consider positions in other geographic markets where career-related opportunities may be concentrated.

Academic Policies and Services

VDCI Student Portal

VDCI's Student Portal (cadteacher.orbund.com) provides a single point of entry for self-directed, web-based services for all current students. Features include access to a general announcement, an option to view grades, an option to view past courses, an option to view and print course completion certificates and a way to contact the help desk.

Textbooks and Electronic Course Materials

Most courses require electronic course materials. Students enrolled in such courses are assessed a standard charge for each course requiring electronic materials. If electronic versions of textbooks are included, hard- copy textbooks are not required. Students in courses requiring hard-copy textbooks may purchase the designated textbooks from an outside source.

See www.vdci.edu/textbooks for additional information.

Student's Right to Cancel

Students enrolled in a Course, Bundle or Program at VDCI have the right to cancel their enrollment at any time. In order to ensure a full refund (less any previously completed courses, application/registration fees, or itemized, non-refundable course material fees such as textbooks), VDCI prefers that students inform the Program Manager of their decision to cancel, in verbal or written format, by the ACCET-developed timeline of the first day of class or by the conclusion of the seventh (7th) calendar day following their enrollment.

VDCI has developed a cancelation and refund policy which favors the students and grants greater leniency than that which is required by ACCET and state regulations.

Cancellations can also be effectuated due to:

a) "No show"/student never began their Course, Bundle or Program
b) Rejection of an applicant by the institution
c) Program cancellation by the institution
d) Cancellation by a student during the VDCI-established cancellation period
e) Any violation, as determined by the institution, of the Student Code of Conduct
f) A consistent failure to demonstrate academic progress as listed in the student Satisfactory Academic Progress (SAP) policy

If a student, vocational or avocational, chooses to withdraw from the program, VDCI allows the following methods of informing the institution:

1. Written communication via e-mail sent to: *Registrar@vdci.edu* -This email should include the student's name, the course(s) to be canceled, the name of the instructor(s) and the reason for the cancelation. This e-mail should also inform VDCI whether the student wishes to request a refund or to reschedule the course. Written communication, including this information, can also be sent to the student's instructor(s). The instructor will communicate this information to the Program Manager and Academic Manager.
2. Verbal communication (phone or in-person) made to the Program Manager or the Academic Manager. Note: To ensure efficiency and the accurate record of the student's date of determination, verbal notice of cancelation cannot be made to instructors.

Any questions a student may have regarding their enrollment agreement 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) 916-574-7720 (fax) 916-574-8646.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 800-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's website www.bppe.ca.gov.

Cancellation Policy

A cancellation is defined as an enrollment that notifies the school prior to or during a cancellation period (within 9 calendar days of a course or program start) that the student does not want to attend school. This is applicable to both vocational programs (Technology Certificate Program) and avocational (Training Bundle and Individual Course) students.

Withdrawal/Drop Policy

Withdrawal – A student's request to withdraw, to cease participation in a Course, Bundle or Program.

Drop – The determination by VDCI to remove the student as an active participant in a Course, Bundle or Program.

Please see the VDCI Policies and Procedures Handbook for the full Withdrawal/Drop Policy.

Refund Policy

A refund calculation will be performed for a student who is deemed cancelled, withdrawn, or terminated.

Vocational Students (Technology Certificate Only) Enrolled in a Program

Refund Amounts

If a student provides notice of cancellation or has been terminated or withdrawn by the institute prior to the conclusion of the eleventh (11th) day of class **and** has completed 20% of the course assignments or less, they shall receive a refund of 100% of the amount paid for institutional charges for the active course, less the $50.00 Technology Certificate application/registration fee and/or itemized, non-refundable fees.

If a student is withdrawn beyond the first day but within the first seven (7) days of the course and has completed more than 20% of course assignments, they will be charged 10% of the course tuition in addition to any applicable and/or non-refundable fees.

Students who have completed more than 20% of the course and are withdrawn on the 9th, 10th, or 11th day of class will be charged 50% of the course tuition in addition to any applicable and/or non-refundable fees.

Students who are withdrawn after the 11th day of the course, who have demonstrated any documented course activity, will not be entitled to a refund.

Students with no course activity and no reciprocated communication to VDCI's efforts will be automatically withdrawn from the course at the conclusion of the 12th day and will only be charged any applicable and/or itemized fees.

Determination of Assignment Completion

VDCI will utilize the LMS to determine the percentage of assignments a student has completed within a course. The Program Manager or Academic Manager will review the student progress report. They will look through the student's "Score" column. If the student has a numerical score (rather than "N/A"), it will be determined that the student has submitted that assignment. The Program Manager or Academic Manager will find the sum of points available for all completed assignments.

NOTE: This is the sum of applicable point values in the "out of" column, not the sum of points the student received on the assignment. This number will then be divided by the entire points possible within the course.

The following is an example:

Assignment	Score	Out Of
Graded Forum Discussion	N/A	10
Lesson 1	20	50
Lesson 2	80	100
Lesson 3	100	100
Lesson 4	N/A	100
Lesson 5	N/A	100
Lesson 6	N/A	50
TOTAL	250	510

In this example, the student has completed 49% of the course assignments, as they have submitted 3 assignments with a cumulative point "out of" value of 250. This number was divided by the total points in the course, 510, for a quotient of .49.

Credit Balances

For their Program, if the student has a credit balance on the account for courses which have been prepaid but not taken, that amount will be refunded within 45 days of a student's Date of Determination.

This refund calculation is determined by taking the number of courses completed and multiplying that number by the average course cost (the total program cost divided by the recommended number of courses necessary for completion) . If that result, when added to any additional itemized and non-refundable fees or partial tuition charges, is lower than the total of money paid to VDCI, the student is entitled to a refund.

Students who have completed 1-2 courses and were marked as "Trial Period Students" will be refunded accordingly to the policy listed under "Vocational Student Trial Period".

If the student owes a debt, that debt will be appropriately charged according to the payment agreement.

Vocational students will only be charged the $50.00 Technology Certificate application/registration fee, a pro rata for the active course in accordance with this refund policy and for any other previously completed unpaid courses reflected on the refund calculation worksheet. This refund policy conforms with the California Education Code CEC 94911(e)(1). Students who cancel, withdraw or are terminated with a debt on their account will be held responsible for the payment of any remaining funds greater than or equal to $50.00 in accordance with the signed payment agreement.

If the institution has collected money that is greater than the amount owed for previously completed courses, the Institution will refund/credit the remaining balance to the payee's account within 45 days of the effective date of determination, in accordance with the Bureau for Private Postsecondary Education regulations.

Vocational Student Trial Period

Vocational Students will be automatically placed in a VDCI "trial period" for six weeks or until their first two courses have been successfully completed. These courses must include one introductory level and one intermediate level course required for the completion of the student's certificate program.

If a student is able to successfully complete both courses with a "C-" (70%) or better within their trial period, the student will be officially entered into the technology certificate program.

If a student is not able to successfully complete both courses with a "C-" (70%) or better within their trial period:

The student will be processed as a "non-start" and will be withdrawn from the program.

The student will be issued a full refund, less any itemized and non-refundable fees.

The student will not receive course completion for either course.

The student will then be asked to communicate with the Program Manager to determine if they will transition into a bundle program, select individualized courses, continue participation in the certification program, or terminate their attendance within VDCI.

Avocational Students Enrolled in (an) Individual Course(s)

If a student is withdrawn beyond the first day but within the first eleven (11) days of the course and the student has completed more than 20% of course assignments, they will be charged a pro-rata tuition as outlined within the refund policy.

Students who are withdrawn after the 11th day of the course and who have demonstrated any documented course activity will not be entitled to a refund.

Students with no course activity and no reciprocated communication to VDCI's efforts will be automatically withdrawn from the course at the conclusion of the 12th day and will not be subjected to any charges or fees.

The method of calculating the percentage of assignments completed for avocational students is the same method as listed under "Determination of Assignment Completion".

An example of the Pro-Rata Refund Calculation is below. This example is based off a full price, $425 course. All other courses follow the same calculation of a 6% reduction of the refund amount per day.

	Amount owed to student	Percentage of Refund	Percent Utilized
1st day of class:	$425.00	100%	0%
2nd day:	$399.50	94%	6%
3rd:	$374.00	88%	12%
4th:	$348.50	82%	18%
5th:	$323.00	76%	24%
6th:	$297.50	70%	30%
7th:	$272.00	64%	36%
8th:	$246.50	58%	42%
9th:	$221.00	52%	48%
10th:	$195.50	46%	54%
11th:	$170.00	40%	60%
12th - 18th	$0.00	100%	100%

For avocational students in a Bundle
If the bundle has been pre-paid, the courses within the bundle which have not been taken will be refunded in full within 45 days of a student's Date of Determination.

This refund calculation is determined by taking the number of courses completed and multiplying that number by $361.25 per course (if 4+ courses have been completed), or $382.50 (if 2-3 courses have been completed). If the student has only completed one course, they will be charged $425 for that course.

If the total charge for completed courses, when added to any additional itemized and non-refundable fees or partial tuition charges, is lower than the total of money received by VDCI, the student is entitled to a refund.

NOTE: Completed courses such as PFC101, which require fewer clock hours and therefore have a lower tuition charge, will be discounted to 85% of the individual course price as listed in the course catalogue. However, if a course such as this is the only course the avocational student completed, they will be charged the catalogue price in full.

The method of calculating the percentage of assignments completed for avocational students in a bundle is the same method as listed under "Determination of Assignment Completion".

This refund policy conforms with the California Education Code CEC 94911(e)(1). Students who cancel their program with a debt on their account will be held responsible for the payment of any remaining funds in accordance with the signed payment agreement.

If the institution has collected money that is greater than the amount owed for previously completed and/or pro-rated courses, the Institution will refund/credit the remaining balance to the payee's account within 45 days of the effective date of determination, in accordance with the Bureau for Private Postsecondary Education regulations.

Collections

VDCI sets high standards of behavior for our students, paralleling those required within the professional work environment. Students with payment plan arrangements must always make their payments within the due dates as indicated in their Enrollment Agreements.

Students with payment arrangements sign a Payment Plan contract which indicates the dates that their payments are due. It is the responsibility of the student to ensure that payments are made on the specified due dates. Those students who come close to the due date without making their payment may receive a reminder either in person, email or phone call from the administrative office. VDCI makes such reminders as a courtesy to our students. It is always the student's responsibility to make their payments on time and in accordance with their contracts even if, for any reason, they do not receive a reminder.

Although most payments are made automatically with credit cards, when permission is granted, students can make their payments by check. Those checks can be mailed or delivered to the administration office in person. Normally, a member of our administrative team will be available to receive payments between the hours of 9am and 5pm, Monday thru Thursday, and 9am to 12pm on Fridays. The administrative team will provide a receipt on request. If for any reason none of our administrative team are available when the student brings in their payment, the student can either email the administrative office – **registrar@vdci.edu** or leave a voicemail **619-758-9300** and advise the administrative team that an attempt was made to render payment in person, and that the payment will be submitted during the morning of the next business day.

VDCI has strict collection requirements on past-due tuition payments because of the contractual relationships the institute has with various regulating bodies. On those rare occasions that payments

are not made according to the terms of the contract, VDCI will be forced to terminate the student from the program.

On occasion, a student's financial situation may change unexpectedly. If a student faces extenuating circumstances, the student should contact the Administrative team and/or the Program Manager to discuss their situation when these circumstances develop. It is our goal to support our students and their educational training and also to ensure that they appropriately satisfy their financial commitments.

Should a student completely default on a debt owed to VDCI, the Institute uses all legally appropriate means to collect that debt, which may include, but are not limited to, referral to an outside collection agency, reporting to outside credit agencies, and collection actions as specified in the Arbitration Agreement of the student Enrollment Agreement.

Academic Integrity Policy

The Virtual Design & Construction Institute (VDCI) is an institution of learning, career education, and technical skill development – a community based on academic honesty and integrity. As members of the VDCI community, faculty, students, and administrative staff share responsibility for maintaining this environment. It is essential that all members of the VDCI community subscribe to the ideal of academic honesty and integrity and accept individual responsibility for their work. Academic dishonesty is unacceptable and will not be tolerated at VDCI. Cheating, forgery, dishonest conduct, plagiarism, and collusion in dishonest activities erode the Institute's educational, research, and social roles.

If students who knowingly or intentionally conduct or help another student perform dishonest conduct, acts of cheating, or plagiarism will be subject to disciplinary action at the discretion of VDCI.

The following are the guiding principles of the Academic Integrity Policy:
Consistent Beliefs and Actions–Academic integrity is not simply a set of rules, but rather a consistency of belief and action that creates a supportive environment for teaching and learning and shapes the community's attitude toward its members, potential members, and the general public.

Maintaining Academic Integrity

The ongoing activities of teaching and learning must also reflect the principle of proactive support for maintaining academic integrity. A proactive stance includes clear guidelines concerning prohibited practices, arrangements for testing and evaluation that discourage cheating, use of plagiarism detection tools, and other such methods.

The Academic Integrity Policy is designed to foster a fair and impartial set of standards by which alleged violations of this policy are judged. All students must adhere to these standards. The policy defines academic integrity violations as those which are cited below. This list is not all-inclusive, and instructors may establish additional standards based on the nature of the course or the setting in

which course material may be delivered or applied. The following, however, does constitute the minimum basis upon which academic integrity is measured.

Prevention Techniques for Students

All VDCI students have a responsibility to adhere to this Academic Integrity Policy, as do all members of the Institute's community. The following is a list of some ways students can prevent and confront academic integrity violations:

A. If you observe or have first-hand knowledge of a violation of the Academic Integrity Policy, report it to one of the following:
- The instructor teaching the course
- The Program Manager
- The Principal

B. Make it difficult and unacceptable for other students to cheat by:
- Not sharing your written work with other class members unless it is required as a part of a team assignment.
- Refusing to give away or share written assignments, homework, and term papers.
- Refusing to provide current and old quizzes and exams to other students without the consent of the instructor.
- Keeping your computer password a secret.
- Refusing to discuss a quiz or exam with other students until all members of the class have taken it and grades have been posted.
- Denying others access to your computer programs.
- Reporting suspicious test-taking behavior during a quiz or exam.
- Completing take-home, non-proctored quizzes and exams alone and in a secluded environment.

C. Avoid violations of the Academic Integrity Policy by:
- Appropriate use of communications technology, such as a cell phone, PDA, other electronic media or social media.
- Understanding that the technology of the Internet can also be used by your instructor for example, Google searches and plagiarism checkers
- Clarifying assignments with your instructor.

Student Software

Computer Hardware Requirements
Students attending VDCI participate in the courses either onsite and/or online.

For our onsite students, computer hardware is provided to you when you are attending a course at our facility in Point Loma. One of the strengths of the program at VDCI is that we integrate a comprehensive Learning Management System (the VDCI Portal) into our courses which is normally

accessed remotely. Work being completed on the VDCI Portal requires the use of (relatively current) computers.

Students attending the courses online will be completing all of their work remotely, and for them, a current, state-of-the-art computer and access to broadband Internet is definitely encouraged. If you are planning on participating in our courses, review the current computer hardware requirements specified by Autodesk for the successful use of the CAD, BIM and VDC software programs. All online students work on their own systems, using the VDCI learning management system. It is imperative that our online students have as close as possible to broadband web access, to ensure that our online students can successfully interface with our online instructional processes.

Network and Responsible Computer Policy

Institute-provided technology resources – including, but not limited to, computers (e.g., desktop and portable computers, servers, networks, printers, software and data storage media), email, and Internet use (collectively, technology resources), are available for exclusive use of authorized, registered students, faculty and staff ("users"). To better serve the needs of users and emulate a corporate computing environment, the following policies are enforced by I.T. Manager. Users must familiarize themselves with and abide by the following policies:

A. *Network and Workstation Security is Strictly Enforced*

Users have no expectation of privacy in connection with use of the Institute's technology resources, including creation, entry, receipt, storage, access, viewing or transmission of data. The Institute, through the IT department, may search, monitor, inspect, intercept, review, and/or access all data created, entered, received, stored, accessed, viewed, or transmitted on or through the Institute's technology resources, or other Institute -provided technology to maintain system integrity and ensure users are using the system responsibly.

The IT staff may also implement workstation management software, allowing them to monitor for or prevent users from attempting to change settings or circumvent workstation security.

Users may not attempt to alter workstation settings including, but not limited to, network configuration, Windows® registry, virus checker settings or any other setting that might compromise security or performance of the Institute computer system. The IT department may implement workstation security software to monitor for, and/or prevent users from, making inappropriate changes to their workstations.

Any attempt by a user to breach workstation or network security, or to tamper with Institute technology resources, will result in loss of computer access. Downloading material relating to hacking or malicious code creation will be considered an attempt to breach network security. Further disciplinary action may be pursued as described below in section F.

B. *Guidelines for use of the Institute's technology resources*

1. The privacy of other users must be respected.
2. Users are responsible for all activities conducted under their user login and password, whether intentional or unintentional, on the Institute's technology resources.
3. Students will not use the Institute's technology resources to intentionally or unintentionally violate any local, state, federal, or international civil or criminal law. This includes:

a) Making statements or transmitting data that is threatening, malicious, tortuous, defamatory, libelous, vulgar, obscene or invasive of another's privacy.

b) Violating copyright, trademark, patent or any other intellectual property laws. This would include transmitting, posting or copying another user's work without express consent of the intellectual property owner. Exercise caution with respect to works/materials found on the Internet, because though they are available on the Internet, for the most part they are copyrighted. Therefore, you should seek and obtain permission to copy or distribute those materials/works. Attributing the source is not a substitute for permission.

c) Running or participating in lotteries, raffles, betting, gambling for anything of value and participating or facilitating in the distribution of unlawful materials.

4. Gaining unauthorized access to other computers or databases.

5. Users of the Institute's technology resources must abide by the same principles of fairness, decency and respect that would be expected in any other Institute or business environment. Users are forbidden from using the Institute's technology resources in any way that may be reasonably including its non-discrimination and non-harassment policies. This prohibition includes, but is not limited to, sexually explicit or offensive images, messages, cartoons, jokes, ethnic or religious slurs, racial epithets, and using abusive and offensive language.

6. Computer technology resources may not be used to transmit junk mail, SPAM, pyramid schemes of any kind or chain letters.

7. Users must minimize the possibility of transmitting viruses or programs harmful to other users' data or equipment by using an appropriate virus checker

8. Users may not install, store or download software programs including freeware and shareware or hardware on Institute computers. Any unauthorized software or hardware modifications will be removed.

9. Internet chat rooms and online games are permitted if this use does not cause disruption to normal academic-related lab use or cause network congestion. Local or network game play is permitted under limited circumstances. Students should seek permission to do so by contacting the local IT manager. Determination of appropriate use is at the sole discretion of Institute faculty or staff. Failure to comply with requests to cease inappropriate or disruptive activity results in revocation of this privilege.

10. Off-campus web sites and email accounts created or accessed over the Institute network or with the help of Institute resources are subject to these policies and regulations. Students are not allowed to install or utilize peer-to-peer file, music, video applications, or other digital media services on Institute computers, nor utilize peer-to-peer software on student-owned computers while connected to the Institute's wireless network. These peer-to-peer services have inadequate controls to prevent the illegal spread of copyrighted material, viruses, malware and other malicious software. In addition, these sites heavily utilize network bandwidth, which may negatively impact other students' ability to access legitimate Institute-related web content.

C. User accounts are available for academic purposes only

All technology resources are intended for educational use and may not be used for commercial or other unauthorized purposes. Use of Institute technology resources – including computers, network facilities, application software, network disk space and the Internet – is available for the

purpose of coursework and support only. Communication using technology resources is available for authorized users only.

D. Food and beverages are not permitted in labs
Food particles and liquids easily damage computer equipment, making systems unavailable and raising costs to users. For example, soda and coffee damage the printed electrical traces of a keyboard on contact, and food crumbs clog mice and keyboards.

E. Violations of these policies may result in accounts being disabled and further disciplinary action deemed appropriate.
Access to and use of the Institute's technology resources is a privilege, not a right. Users who do not comply with these policies are subject to denial of access to Institute technology resources and disciplinary action. The Institute may amend, revise or depart from this policy at any time, without prior notice.

Users who have their accounts disabled should contact the Help Desk to find out whom to contact to regain computer access. Minor violations may be resolved by the IT Department or Help Desk.

Major violations will be referred to the Student Services Office for further action under the Code of Conduct as described above. (Other portions of the Code of Conduct may also apply, depending on the nature of the violation.)

F. Use of Third-Party Intellectual Property
VDCI strives to provide access to varied materials, services and equipment for students, instructors and staff and does not knowingly condone policies or practices that constitute an infringement or violation of any law relating to intellectual property, including federal copyright law. Transmitting, downloading, copying, using in any manner any material that users do not have the right or authorization/permission to make available and that may infringe any patent, trademark, trade secret, copyright or other proprietary rights of any party is prohibited. Installing or distributing pirated or unlicensed software is also forbidden. Violation of these requirements may subject students to Code of Conduct proceedings and civil and/or criminal liabilities. Students who violate federal copyright law, and any other laws covering intellectual property, do so at their own risk. In addition, submitting work/material in which another person owns the copyrights, may constitute plagiarism and subject a student to disciplinary proceedings and sanctions.

Exercise caution with respect to works/materials found on the Internet. Although they may be readily found there, with respect to most, someone is claiming copyrights. Therefore, you should obtain permission to copy/distribute those materials/works. Attributing the source is not a substitute for permission.

VDCI maintains a campus network to support and enhance the academic and administrative needs of its students, faculty and staff. VDCI is required by federal law to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. VDCI takes steps to detect and punish users who illegally distribute

copyrighted materials. VDCI reserves the right to suspend or terminate network access to any user who violates this policy, and network access may be suspended if any use impacts network operations. Violations may be reported to external entities for criminal or civil prosecution. The existence and imposition of Institute sanctions do not protect members of the VDCI community from legal action by external entities.