

2009-2010

Vatterott College

Broadview Heights Course Catalog

**5025 East Royalton Road, Broadview Heights, OH 44147
Phone: 440-526-1660 | Fax: 440-526-1933**

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The information contained in this catalog is true and correct to the best of my knowledge.

Kate Spies
Campus Director

A Message from the President



Dear Vatterott Students,

It is the primary goal of Vatterott College to provide our students with a productive, interactive, academic learning environment. Our facilities house industry standard learning tools which provide our students the ability to achieve their academic goals.

The Vatterott College staff is dedicated to assisting our students with their educational careers by providing friendly, knowledgeable guidance. Making the decision to return to school is a life changing decision which will positively impact one's personal and professional life.

It is our hope that Vatterott College offers you the skills, knowledge and guidance that you seek as you transition into your chosen career path.

Possessing an education is a lifetime investment which will hopefully assist you in achieving the goals that you have set for yourself.

We welcome you to Vatterott College and hope your learning experience is one that is both fulfilling and rewarding to your personal growth.

Sincerely,

Pamela Bell
President
Vatterott Educational Centers, Inc.

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About Vatterott College

Our Philosophy

The student is our primary concern at Vatterott College. We are student-centered and committed to giving full attention and effort to the development of our students' skills.

Our focus on the student affects every aspect of the educational program. Recruitment, admissions, training, and career services policies are designed to develop a student's abilities, attitude, and interests so that he/she becomes a skilled and successful employee.

Our training goal is to provide the basic skills and understanding of common techniques and procedures required for employability. Higher-level technical skills are also offered to qualified students.

Our programs are dedicated to achieving maximum development of each student's skills and personal potential so that he/she is qualified to begin employment in a trade or vocation. The skills and work attitudes taught at Vatterott College are of practical use to the student in his/her chosen career and ensure successful adjustment to the work environment. Our requirements for graduation are demanding.

Broadview Heights Campus History

The West Side Institute of Technology was founded in 1957 by Richard I. Pountney in Cleveland, Ohio. The first classes were Steam Plant Operation, and Refrigeration. It was located at 3812 West 132nd St. In 1960 the West Side Institute of Technology moved to 9613 Denison Ave. in Cleveland Ohio and added to its programs Heating and Air Conditioning. In 1968 the school moved to 9801 Walford Ave. Cleveland, Ohio where it remained until July 2001, The West Side Institute of Technology was Accredited by NATTS, (National Association of Trade and Technical Schools), now Accrediting Commission of Career Colleges and Schools in 1968. Between 1968 and 2001 the Institute's programs were Heating, Air Conditioning, Steam Plant Operation, Electricity, Pneumatic and Electronic Controls and Building Maintenance. These courses were taught in both Diploma and Associate Degree programs. In July 2001, The West Side Institute of Technology was purchased by Vatterott College and a teach-out agreement was approved by The State of Ohio and ACCSCT. The school was moved

to its present location in Broadview Heights. Between July and October 2001, the building was renovated for classrooms, labs and offices for school operations. In October of 2001 Vatterott College – Broadview Heights Campus opened to complete the teach-out of the former West Side Institute of Technology students. In March 2002 the first classes were enrolled and started under Vatterott College – Broadview Heights Campus. The facilities on E. Royalton Road contain 41,000 square feet of which 36,000 square feet are devoted to training in the trades programs. All lecture, shop, and lab areas contain industry related equipment and computers needed for demonstration and instruction.

Accreditation, Authorization, and Approvals

Vatterott College is Accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT). The Accrediting Commission of Career Schools and Colleges of Technology is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Certifications

Authorized to Operate in the State of Ohio by the State of Ohio Board of Career Colleges & Schools.

Registration #03-03-1666T

Memberships

- Air Conditioning Contractors of America
- American Design Drafting Association
- American Society for Training and Development
- AutoDesk User Groups International
- Better Business Bureau - St. Louis
- Career College Association
- Institute of Electrical and Electronic Engineers
- Missouri Association of Private Career Schools
- Missouri Association of Student Financial Aid Personnel

- Missouri Industrial Development Council
- Missouri Rehabilitation Association
- Missouri School Counselors Association
- National Fire Protection Association
- Refrigeration Service Engineers Society
- Regional Commerce & Growth Association
- Broadview Heights Chamber of Commerce
- North East Ohio Chapter of Proprietary Colleges and Schools
- Better Business Bureau – Cleveland, Ohio
- Greater Akron Chamber of Commerce

Approvals

- Division of Vocational Rehabilitation
- Department of Elementary and Secondary Education States of Missouri and Illinois
- Division of Employment and Training States of Missouri and Illinois
- UAW/TAP Education for Chrysler, GM, Ford Motor Company
- Department of Immigration and Naturalization Justice Department, USA
- Missouri State Approval Agency for Veterans and War Orphan Education
- Approved for Veterans Education
- VA/Vocational Rehabilitation
- Approved for Worker Reentry, Trade Readjustment Act and Futures Program
- Approved Training for Employees by a Variety of Missouri Employers
- Approved City of Cleveland, WIA Program
- State of Ohio Veterans
- This is a partial list. For confirmation on specific agency or company approval, please contact the school.

Campus Location

Vatterott College Broadview Heights Campus
5025 East Royalton Road
Broadview Heights, OH 44147
(440) 526-1660

Administrative Offices
5025 East Royalton Road
Broadview Heights, OH 44147
(440) 526-1660

Campus Facilities

Vatterott College Broadview Heights Campus –
Branch of Main Campus, Berkeley, Missouri

The facilities at 5025 East Royalton Road, Broadview Heights, Ohio are located in convenient suburban setting adjacent to major thoroughfares and accessible from all parts of the metro area. The campus occupies approximately 41,000 square feet in a freestanding facility with ample parking. Students will find at this campus setting classrooms which are designed to facilitate learning and which consist of lecture rooms and instructional laboratories. Small, informal classes encourage student/faculty interaction and students receive individual attention to help them reach their potential. The computer labs are equipped with various types of computers appropriate to the demands of different design professions. All labs are equipped with industry current equipment to support the program of study. The library houses books, periodicals, pamphlets, CD/ROM support materials, as well as access to the internet. Maximum class size is 50 students in a laboratory setting and 40 students in a lecture setting. Enrollment Capacity: 400 students per session. Theory classes are limited in size to a 30:1 student/teacher ratio and labs are limited to a 20:1 ratio.

Admissions Information

Admissions Policy

Students should apply for admission as soon as possible in order to be accepted for a specific program of study and start date. All applicants are required to complete a personal interview with an admissions representative, either in person or by telephone, depending upon the distance from the institution. Parents and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to see and learn about the institution's equipment and facilities and to ask questions relating to the institution's curriculum and career objectives. Personal interviews also enable institution administrators to determine whether an applicant is a strong candidate for enrollment into the program.

Applicants must have a High School Diploma or General Education Diploma (GED).

The following items must be completed at the time of registration:

- Application for Admission
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian)
- Request for high school or GED transcript (and college transcripts, where applicable)
- Financial aid forms (if applicant wishes to apply for financial aid)
- Payment of registration fee (non-refundable unless applicant is denied admission or cancels application within three business days of the institution's receipt of the application and fee)

Applicants with home school diplomas are required to present evidence to validate the credential. In the event the home school diploma cannot be verified by the state authority, the applicant is required to complete the GED and provide copy of transcript

The institution reserves the right to reject applicants if the items listed above are not successfully completed.

Re-Entering Students

Students who have previously attended the institution will be subject to the same admission requirements and procedures as new applicants, with the exception of the registration fee. The registration fee will be waived for all students who re-enter less than a year after leaving the institution. All re-entering students must complete a new Enrollment Agreement and are charged the rate of tuition in effect at the time of re-entry.

Non-Degree Non-Program Students

It is the policy of Vatterott College to permit non-degree non-program students to enroll in no more than two terms of course study. A non-degree non-program student is defined as a student that has not selected a degree or program of study. Federal financial aid is not available to non-degree non-program students. Non-degree non-program students must meet the same admissions standards as degree students. Prerequisites may be required.

Institution Calendar

New classes begin frequently. For a particular course, please contact the institution for the exact start dates or refer to the calendar insert.

Classes are not held on the following holidays: New Year's Day, Martin Luther King's Birthday, Good Friday, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

Tuition/Fees Policies

Tuition may either be paid in full upon enrollment or complete payment must be accounted for on the Information Sheet for Student Tuition Financing (Tuition Proposal).

All tuition payments are to be made in accordance with the terms of the Enrollment Agreement/Retail Installment Contract. Special circumstances that may warrant other payment terms are granted only at the discretion of the institution.

Any student delinquent in the payment of any sum owed to the institution may be suspended from the institution, at the institution's sole discretion, until the institution receives payment of all such delinquent sums, or the student makes arrangements to pay such delinquent sums. Arrangements to pay must be accepted by the institution.

In the event of withdrawal by the student, tuition refunds will be made according to the terms of the Enrollment Agreement.

If a student repeats any portion of the program, the student must pay tuition and fees applicable to such portion of the program and execute a written addendum to the Enrollment Agreement with the institution, specifying the terms of the repeat.

See Catalog Addendum for current tuition and fees. (If missing, notify the institution.)

Add/Drop Period

Add/Drop Period is fourteen (14) calendar days from the first date of the term. Students who fail to attend classes during the add/drop period will be withdrawn and issued a W.

Financial Information

It is the goal of Vatterott College to assist every eligible student in procuring financial aid to enable the student to attend the institution. The institution participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The primary responsibility for meeting the costs of education rests with the individual student and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

Consumer Information

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

Financial Aid Eligibility

In order to be eligible for financial aid, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis (With the exception of Pell and FSEOG.);
- Have a high school diploma or the equivalent;
- Students who display the ability to benefit (ATB) from Vatterott training programs may be eligible to participate based on an independently administered test, see campus Director of Education to inquire (Texas students only);
- Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;

- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Have a valid Social Security Number;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for the Selective Service, if required;
- Sign an updated Statement of Educational Purpose\Certification Statement on refunds and default.

Application

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Financial Aid Department is available to assist students in the completion of this form and to answer any questions.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC) which determines eligibility. Financial aid from federal programs is not guaranteed from one year to the next; therefore it is necessary for each student to reapply every year.

Need and Cost of Attendance

Once the application is completed, the information will be used in a formula established by the Congress, that calculates need and helps determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of attendance.

Satisfactory Academic Progress

Students must meet the standards of satisfactory academic progress (SAP) in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a regular student of the institution.

Satisfactory academic progress for purposes of continuing eligibility for federal financial assistance is determined by applying the CGPA requirements, progression towards completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the Academic Information section of this catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically dismissed are no longer active students of the institution and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after re-admittance following dismissal or in the event the student's appeal results in re-admittance.

Federal Pell Grant

This grant program is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard U.S. Department of Education formula, which uses family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. Students who are unable to continue their education without additional assistance may qualify for this program. The federal government allocates FSEOG funds to participating institutions. This is a limited pool of funds and the institution will determine to whom and how much it will award based on federal guidelines. Often, due to limited funding, grants are awarded on a first-come, first-served basis.

Academic Competitiveness Grant (ACG)

The ACG grant is available to students who have completed a rigorous program of study during high school. To be eligible, the student must be enrolled in a degree program and be eligible to receive the Pell grant. Other eligibility requirements may apply. Contact the financial aid office for details.

National Science and Mathematics Access to Retain Talent Grant (National SMART Grant)

This grant is available to students who are enrolled in the third and fourth years of designated programs of study. The student must be eligible for the Pell grant and meet various other eligibility criteria. Contact the financial aid office for details.

Federal Stafford Student Loans

Federal Stafford loans, available through the Federal Family Education Loan Program (FFELP), are low-interest loans that are made to the student by a lender, such as a bank, credit union, or savings and loan association. The loan must be used to pay for direct and/or indirect educational expenses. Subsidized loans are need based while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from the institution, or attends below half-time enrollment status.

Federal Parent Loan for Undergraduate Students (PLUS)

The Federal PLUS loan, another FFELP loan program, is available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of education. A credit check is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period.

Private Loans

Various lending institutions offer loans to help cover the gap between the cost of education and the amount of financial aid the student has been awarded. Interest rates and fees vary by program and may be determined by the applicant's credit history. Students are encouraged to apply with a co-borrower to secure the best terms and loan approval.

Scholarships

Make-the-Grade Scholarship - Vatterott College offers the Make-the-Grade Scholarship to any high school graduate who enrolls at Vatterott College within one year of high school graduation. The Make-the-Grade scholarship is a tuition remission scholarship that allows the student a \$25 tuition credit for every semester grade of A and \$20 for every semester grade of B that he/she received in high school, with a limit of \$1,000. Contact the Admissions Department for a scholarship application.

Imagine America Scholarship -- Vatterott College participates in the Imagine America Scholarship program sponsored by the Career College Foundation. This program awards three \$1,000 scholarships (no actual monetary value; tuition remission only) to every high school in the United States, to be awarded by the high school to students attending a career institution. Students must contact their high school guidance counselor for more information on selection criteria and to apply for this scholarship. Students may also find out more information about the Imagine America scholarship at www.petersons.com/cca/

Imagine America Military Award Program (MAP) – This program has been established by the Career College Foundation to help military personnel pursue postsecondary career education, recognizing the important contribution of our

nation's armed services. The \$1,000 award (no actual monetary value; tuition remission only) is available to any active duty and honorably discharged or retired veteran of a United States military service branch for attendance at a participating career institution. Each campus is limited in the number of annual awards. Students may find out more information about the Imagine America Military Award Program at www.petersons.com/cca/

Presidential Scholarship – This program has been established by Vatterott College to assist those students with extraordinary recognition or achievement. Applicants interested in this scholarship must complete an application which will be reviewed by the President of the College. Individuals who are chosen for this scholarship may receive an amount up to 50% of the total tuition cost. For additional information pertaining to this scholarship, please see the campus finance office.

Other Financial Resources

There are other potential resources you should consider for financing your education. Scholarship aid is often available from high school organizations, church groups, and social, civic, and fraternal organizations with which you or your parents may be affiliated. Many companies provide scholarship aid for children of employees, while others provide tuition assistance to students who work for them part-time or full-time.

Veterans Educational Benefits -- Vatterott College is approved for the training of veterans and veterans' children in accordance with the rules and regulations administered by the State Approving Agency of the United States Department of Veterans Affairs. Representatives of the Department of Veterans Affairs, the individual State Approving Agencies, and the Financial Aid Office, are available to advise you on eligibility for veterans' educational benefits. Be sure to contact the financial aid office regarding filing of proper forms to plan your benefits well in advance of the start date for the class in which you desire to enroll.

The Department of Veterans Affairs may pay monthly educational allowances to qualified students to help defray the cost of tuition and living expenses. For further information, contact the Department of Veterans Affairs, the State Approving Agency, or a financial aid officer at Vatterott College. PLEASE NOTE: STUDENTS ARE RESPONSIBLE FOR THEIR TUITION PAYMENTS, NOT THE DEPARTMENT OF VETERANS AFFAIRS.

NOTE: All Vatterott College locations may not be eligible for Veterans Educational Benefits by the Department of Veterans Affairs. Please check with the institution Director for the State Approving Agency representative in your area.

Government Sponsored Programs -- Vatterott College accepts qualified students eligible to participate in various state- administered programs. Contact the institution Director for details.

Company Tuition Reimbursement -- Vatterott College may be approved as a training facility in your area. It is recommended that you check with the Human Resources office of your particular employer for reimbursement policies.

Entrance and Exit Interview/Loan Counseling

The Department of Education requires that any student receiving a Federal Family Educational Loan be notified concerning their loans. The institution counsels each student regarding loan indebtedness and gives each student an entrance test and mails an exit interview regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Student Finance Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of their tentative total loans received while in attendance at the institution, refunds that may be made, and to provide the student with an estimated payment amount. If the student is unable to meet with the Student Finance Office, an exit interview will be mailed.

Order of Return of SFA Program Funds

Title IV funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order;

- Unsubsidized Stafford Loan Program;
- Subsidized Stafford Loan Program;
- Unsubsidized Direct Stafford loans (other than PLUS loans);
- Subsidized Direct Stafford loans;
- Federal Perkins Loan Program;
- Federal PLUS loans;
- Federal Direct PLUS loans;
- If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:
 - Federal Pell Grants for the payment period for which a return of funds is required;
 - Academic Competitiveness Grants for which a return of funds is required;
 - National Smart Grants for which a return of funds is required;
 - Federal Supplemental Educational Opportunity;
 - Grant (FSEOG) for which a return of funds is required;
 - Other assistance under this Title for which a return of funds is required.

Refunds to any of the Title IV or State programs will be paid within 45 days or the timeframe established by the appropriate regulatory authority, whichever is shorter.

Refund Policy

A student who cancels their Enrollment Agreement at any time prior to the midnight on the fifth business day after signing the Agreement will receive a refund of all monies paid. A student who cancels the fifth business day but prior to the Student's first day of class attendance will receive a refund of all monies paid, except for the non-refundable Registration Fee. If this Enrollment Agreement is not accepted by Vatterott College or if Vatterott College cancels this Agreement prior to the first day of class attendance, all monies, including the Registration Fee, will be refunded. All requests for cancellation by the Student should be made in writing and mailed or hand delivered to the Registrar's Office.

After the last day of the add/drop period for each term, as stated in the Admission Information section, no refunds or adjustments will be made to tuition for students withdrawing from individual classes but otherwise still enrolled. Refunds are made for students who withdraw or are withdrawn from the College prior to the completion of their program. Refunds will be based on the current tuition charge incurred by the student at the time of withdrawal, not the amount the Student has actually paid. It is understood that any terms extended to any student are for convenience in paying the tuition and are not in any way to be considered payment(s) for periods of time. Tuition and fees attributable to future periods of enrollment that have not started will not be assessed. All books, supplies, or equipment that has been issued to the student are refundable if returned to the College in new condition. When a student withdraws from the College, he/she is requested to complete a student withdrawal form with the Registrar or Director of Education. Refunds will be calculated based on the last day of attendance or participation in an academic activity.

The College shall refund unearned tuition and refundable lab fees as follows:

1. A student who withdraws during the first calendar week of the academic term shall receive a refund of seventy-five percent of the tuition and refundable fees for that academic term.
2. A student who withdraws during the second calendar week of the academic term shall receive a refund of fifty percent of the tuition and refundable fees for that academic term.
3. A student who withdraws during the third calendar week of the academic term shall receive a refund of twenty-five percent of the tuition and refundable fees for that academic term.

4. A student who withdraws after the third calendar week of the academic term shall receive no refund of the tuition and refundable fees for that academic term.

Refunds will be made within 30 days after the College determines the student has withdrawn.

Refund Policy for Students Called to Active Military Service

A student who withdraws from the College as a result of the student being called into active duty in a military service of the United States may elect one of the following options for each program in which the student is enrolled:

1. A full refund of any tuition and refundable fees for the academic term in which the student is enrolled at the time of withdrawal. No refund will be given for any academic term the student has completed.
2. A grade of incomplete with the designation “withdrawn-military” for the courses in the program in which the student is enrolled at the time of withdrawal and the right to re-enroll in those courses, or substantially equivalent courses if those courses are no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition and fees other than any previously unpaid balance of the original tuition, fees and charges for books for the courses.
3. The assignment of an appropriate final grade or credit for the courses in which the student is enrolled at the time of withdrawal, but only if the instructor or instructors of the courses determine that the student has:
 - Satisfactorily completed at least 90 percent of the required coursework; and
 - Demonstrated sufficient mastery of the course material to receive credit for the course.

Return of Title IV Funds

A recipient of Federal Title IV* financial aid who withdraws or is dismissed from school during a payment period (or term) in which the student began attendance will have the amount of Title IV Funds he/she did not earn calculated according to a pro-rata formula in federal regulations. For example if the student completed 30% of the payment period (or term), the student earns 30% of the assistance they were scheduled to receive for that payment period. Once the student has completed more than 60% of the payment period (or term), all of the assistance scheduled for that period is earned.

The formula is the number of calendar days the recipient has been enrolled for the payment period up to the day the student withdrew divided by the total number of calendar days in the payment period (or term). That percentage is multiplied by the amount of the recipient’s Title IV financial aid awarded for that payment period to determine the amount of Title IV financial aid that has been earned. The amount of Title IV financial aid that has not been earned for the payment period, and which must be returned, is the complement of the amount earned. The amount of the Title IV earned and the amount of Title IV not earned will be calculated based on the amount of Title IV financial aid that was disbursed or could have been disbursed for the payment period upon which the calculation was based.

If the recipient did not receive all of the funds that were earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes federal student loan funds, the school must get the borrower’s permission before it can disburse. The student may choose to decline some or all of the loan funds. The school is authorized to use all or a portion of the post-withdrawal grant funds for tuition, fees, books and supplies and contracted room and board charges. To apply remaining post-withdrawal grant funds to other school related charges, the school must obtain permission. However, it may be in the student’s best interest to allow the school to keep the funds to reduce the debt to the school.

There are some Title IV funds that recipients were scheduled to receive that cannot be disbursed as post-withdrawal disbursements because of other eligibility requirements. For example, if the student is a first-time first-year undergraduate student and has not completed at least the first 30 calendar days of the program prior to withdrawal, no FFEL or Direct loan funds can be disbursed.

If the student receives (or the school or parent receives on the student's behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. the student's institutional charges multiplied by the unearned percentage of the funds, or
2. the entire amount of excess funds.

The school must return this amount even if it did not keep this amount of Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or parent for a PLUS loan) repay in accordance with the terms of the promissory note. That is, the borrower(s) make scheduled payments to the holder of the loan over a period of time.

Any unearned grant funds that the student must return is called an overpayment. The maximum amount of grant overpayment that the student must repay is half of the grant funds received or scheduled to be received by the student.

The requirements of Title IV program funds when the student withdraws are separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the student was required to return. See the college's Tuition Refund Policy and instructions regarding the requirements and procedures for official withdrawal from school elsewhere in this catalog.

For answers about Title IV program funds, one can call the Federal Student Aid Information Center at 1-800-4 FedAid (1-800-433-2143). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

**Title IV programs are Federal Pell Grants, Academic Competitiveness Grants, National SMART grants, Stafford Loans, PLUS loans and Federal Supplemental Educational Opportunity Grants (FSEOG).*

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

Any SFA loan funds in accordance with the terms of the loan; and

The remaining unearned SFA Program grant (not to exceed 50% of the grant) as an overpayment of the grant.

Withdrawal Date/Policy

The withdrawal date used to determine when the student is no longer enrolled at Vatterott College is:

The date the student began the official withdrawal process, either by submitting an official withdrawal form to the Registrar or Director of Education or by verbally communicating the student's intent to the Registrar or Director of Education, and ceasing to attend classes or other institution activities. A student who submits a completed official withdrawal form or verbally communicates his/her intent but who continues to attend classes or other institution activities will not be considered to have officially withdrawn from the institution.

If a student does not complete the official withdrawal process, the institution will determine the student's withdrawal date based upon federal regulations and institutional records.

For Federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for those who do not complete the official withdrawal process and will be the date the student began the official withdrawal process for those students who complete the official withdrawal process.

Please note that the above policy may result in a reduction in institution charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due to the institution that is greater than that which was owed prior to withdrawal.

Academic Information

| Letter Code | Numerical Percentage | Description | Included in Credits/ Clock Hours Earned | Included in Credits/ Clock Hours Attempted | Included in CGPA | Quality Points |
|-------------|----------------------|-----------------------|--|---|------------------|----------------|
| A | 90 – 100 | Outstanding | Yes | Yes | Yes | 4.00 |
| B | 80 – 89 | Above Average | Yes | Yes | Yes | 3.00 |
| C | 70 – 79 | Average | Yes | Yes | Yes | 2.00 |
| D | 60 – 69 | Below Average | Yes | Yes | Yes | 1.00 |
| F | 0 – 59 | Failing | Yes | Yes | Yes | 0.00 |
| W | N/A | Withdrawn | No | Yes | No | N/A |
| WF | N/A | Withdrawn/ Failure | No | Yes | No | N/A |
| I | N/A | Incomplete | No | Yes | No | N/A |
| TC | N/A | Transfer | Yes | Yes | No | N/A |
| TO | N/A | Test-Out | Yes | Yes | No | N/A |
| AU | N/A | Audit | No | No | No | N/A |

Application of Grades and Credits

The chart above describes the impact of each grade on a student's academic progress. For calculating rate of progress grades of F (failure), W (withdrawn), WF (withdrawal/failure) and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. A grade of W will not be awarded after the student has completed the second week of the term. Withdrawal after the second week of the term will result in the student receiving a grade of WF.

The student must repeat any required course in which a grade of F, W or WF is received. Students will only be allowed to repeat courses in which they received a grade of D or below.

In the case of D or F, the better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk “**” indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

TC and TO credits are included in the maximum time in which to complete and the rate of progress calculations but are not counted in the CGPA calculation.

To receive an incomplete (I), the student must petition, by the last week of the term, for an extension to complete the required course work. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within fourteen calendar days after the end of the term will be converted to a grade of F and will affect the students CGPA.

Grading Policy

The course grade earned by a student and assigned by the instructor will be based on an evaluation of the student's mastery of the objectives of the course. The instructors' grading policy will be published in the course syllabus and approved by the Director of Education or designee in advance of the first day of class. A student is responsible for all work missed during an absence and must contact the faculty member for allowed make-up work.

Grade Point Averages

A student's grade point average (GPA) is computed by dividing the total number of quality points earned by the total number of credit/clock hours for which grades were awarded. The grade points are calculated by multiplying the quality points for the grade earned for each course by the number of credit/clock hours associated with the course. The term grade point average applies to work in a given term. A student's overall academic average is stated in a cumulative grade point average (CGPA), which is based on all grades and credits/clock hours earned in the declared program of study to date.

Grade reports are available to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus.

Both the term GPA and CGPA only include courses that are required for graduation in the student's current program of study. CGPAs help determine whether a student is meeting the standards of academic progress, eligibility for graduation and academic honors. The GPA may range from 0.00 through 4.0.

Failing Grade

A student who receives a failing grade (F) in a required course must repeat the course and receive a passing grade or receive transfer credit for the course in order to graduate. A course for which an "F" is awarded is included in the term GPA and CGPA. When the student repeats the course with a passing grade or receives transfer credit, the CGPA will be adjusted accordingly. The failure grade will remain on the transcript.

Incomplete Grade

An incomplete grade "I" signifies that not all the required coursework was completed during the term of enrollment. The "I" grade is not calculated into the term GPA or CGPA at the time it is awarded.

Instructors submitting "I" grades must receive approval from the Director of Education or designee and documentation of the "I" grade must be placed in the student's academic file. All required coursework must be complete and submitted within two weeks after the end of the term. If course requirements are not satisfied by the deadline, the "I" is converted to an "F." An "I" grade may be assigned only when all of the following conditions are met:

The student has been making satisfactory progress in the course, as determined by the instructor;

The student is unable to complete some coursework because of unusual circumstances that are deemed acceptable by the instructor; and

The student presents these reasons in writing, with any required documentation prior to the last day of the term.

Independent Studies Course Work

Under certain circumstances some courses may be taught as an independent study course. Students will be required to complete all learning objectives, assignments and exams as outlined on the course syllabi and lesson plans. The student will meet with the assigned instructor at scheduled times throughout the course.

Audit Grade

A student must declare the intention to audit a course during the add/drop period as specified in the institution catalog. Tuition is charged for audited courses; however, financial aid is not applicable.

Evaluation of work and class participation is optional, but class attendance is required. A student must inform the faculty member of the audit status. The designator “AU” is placed on the student’s transcript regardless of whether or not the student completed the course.

Withdrawal Grade

A student enrolled in courses after the add/drop deadline who wishes to withdraw must apply through the Director of Education or designee. If the withdrawal occurs within the deadline as stated in the Application of Grades and Credits, the course remains on the transcript and is designated with a “W.” A course withdrawal after the deadline receives a designator of “WF”.

Transfer Credit

Vatterott College will evaluate the student’s previous education, training and work experience to determine if any subjects or training activities in the student’s program may be waived and thereby reduce the amount of training or education required for the student to reach the educational objective. Credits earned at a post secondary accredited institution may be accepted on the basis of a valid transcript provided by the student. Only grades of “C” 2.0 GPA or higher will be eligible for transfer. Credit will be awarded where appropriate. Vatterott will notify the student and appropriate agencies (i.e. Veterans Administration, Voc. Rehab etc.) upon completion of evaluation and determination of outcome. Transfer credits must be earned in courses that are similar in nature to the course offered by Vatterott. Credits that were earned more than five (5) years prior to the current year will not be considered for transfer. At a minimum, 50% of the credits required must be completed at the Vatterott.

It is the responsibility of the student to request an official transcript be mailed to Vatterott College Education in order for transfer credit to be considered. Any fees associated with transcript requests are the

responsibility of the student. All transfer of credit requests must be evaluated and approved within the first week of training. Any credit, advanced placement or credit for experiential learning transferred in that reduces the length of the program will reduce the cost of the total program. The amount of credit will be based on the current tuition and fee schedule at the time of transfer. Transfer credits will appear as a TC on the student’s transcript.

Decisions concerning the acceptance of credits by an institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution.

Internal Proficiency Credit Test Out

Students are responsible for requesting proficiency examinations. Such a request should be granted if an examination is available and the Director of Education or designee has reason to believe the student’s experience or training warrants such an evaluation. The Director of Education is responsible for developing local proficiency examinations, for examination procedures that ensure the integrity of the examination process. The student shows competency by satisfactorily (minimum of 70%) completing the institution-developed proficiency test. The testing fee is \$100.00 per term and is non-refundable.

A student who receives proficiency credit for test out course or courses is awarded a grade of “TO”. The course is noted on the transcript with a grade of “TO” and is not used in the grade point average or rate of progress, but calculated in the timeframe measurement. Proficient exams must be taken prior to or within the first 2 weeks of the students enrollment program start date.

Proficiency examination requests will not be honored for students in the following categories:

- Student was previously enrolled in the course for which the exam is being requested; and

- Student previously failed the proficiency exam for that course.

Any student requesting a proficiency exam, who does not have credit for the prerequisite course, must obtain approval from the Director of Education or designee. If the proficiency credit is granted, the student must still earn credit for the prerequisite course through proficiency credit, transfer credit or successful completion of the course. All tests and supporting documentation must be retained in the student's academic file.

External Proficiency Credit

Proficiency credit for certain undergraduate courses may be granted to students who achieve acceptable scores on specific nationally recognized examinations such as College Level Examination Program (CLEP), Advanced Placement (AP), and Defense Activity for Non-Traditional Education Support (DANTES) program. The American Council on Education (ACE) recommendations should be used when awarding CLEP or DANTES credit.

Credit for AP coursework is based solely upon the student's performance on the national examination administered by the College Board and not upon the student's performance in the AP course. A score of three (3) or better on the examination is required for AP credit acceptance.

Professional Training/Certification Credit

Proficiency credit for certain courses may be granted to students who hold current specific industry-recognized professional certification.

Such certifications may be reviewed by the Director of Education or designee for proficiency credit. Where available, the ACE College Credit Recommendation Service should be used to assess such certifications or training. Evaluations and supporting documentation should be retained in the student's academic file.

Standards of Satisfactory Academic Progress

All students must maintain satisfactory academic progress in order to remain enrolled. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the academic program. These are outlined below.

CGPA Requirements

Students must meet minimum CGPA requirements at specific points during their enrollment in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. These will be reviewed at the end of each grading period after grades have been posted to determine if the student's CGPA is in compliance. Once a student reaches a review point, they must maintain the minimum CGPA for that level at the end of each grading period until such time as they reach the next level of review.

Certificate/Diploma Program Quarter Credits

| Quarter Credits | Minimum CGPA Required |
|--|-----------------------|
| 0 - 15 | 1.0 |
| 16 - 30 | 1.5 |
| 31 credits - graduation or maximum allowable credits reached | 2.0 |

Associate's Degree Program Quarter Credits

| Quarter Credits | Minimum CGPA Required |
|--|-----------------------|
| 0 - 15 | 1.0 |
| 16 - 45 | 1.5 |
| 46 credits - graduation or maximum allowable credits reached | 2.0 |

Rate of Progress Towards Completion Requirements

The student shows competency by satisfactorily (minimum of 70%) completing the institution-developed proficiency test.

In addition to the CGPA requirements, a student must successfully complete at least 67% of the cumulative credits or clock hours attempted in order to be considered to be making satisfactory academic progress. Credits or clock hours attempted are defined as those credits or clock hours for which students are enrolled in the term and have incurred a financial obligation. As with the determination of CGPA, the completion requirements will be reviewed at the end of each term after grades have been posted to determine if the student is progressing satisfactorily.

Maximum Time in Which to Complete

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits or clock hours in their program of study.

The requirements for rate of progress are to ensure that students are progressing at a rate at which they will complete their programs within the maximum time frame. The maximum allowable attempted credits are noted below.

Program Maximum Allowable Credits

Diploma – 108 QCH

Associate of Applied Science – 162 QCH

How Transfer Credits/Change of Program Affect SAP

Credit that has been transferred into the institution by the student has no effect on the percentage of completion calculation in the SAP, nor does it have any effect on the grade point average requirement for the SAP. Transfer credit is considered when computing the maximum timeframe allowed for a program of study. For example, a student transfers from

institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum time frame for this student's new program at institution B will be one and half times (150%) x 180 = 270 credits. The 30 transfer hours will be added to the attempted and earned hours when the time frame is being calculated.

When a student elects to change a program at Vatterott College (this does not include moving from a diploma to an Associate's degree or an Associate's degree to a Bachelor's degree in the same program) the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the institution in the original program of study will be used when computing grade point average, rate of progress and maximum time frame. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average or rate of progress, but will be considered as credits attempted and earned in the time frame calculation. For example, a student transfers from program A to program B, the student is able to transfer 30 external credits and 10 credits earned in program A into program B.

Program B requires 180 credits to graduate. Thus, the maximum time frame for this student's new program will be one and half times (150%) x 180 = 270 credits. The 30 external transfer hours will be added to the attempted and earned hours when the time frame is being calculated and the 10 credits earned in program A will be included in the grade point average, rate of progress and the time frame calculations.

Academic Probation

At the end of each term after grades have been posted, each student's CGPA and rate of progress is reviewed to determine whether the student is meeting the aforementioned requirements.

Students will be placed on Probation the first term in which the CGPA or the rate of progress falls below the values specified in the CGPA requirements and Rate of Progress Towards Completion requirements sections of this catalog. At the end of the next term, the student will be removed from Probation and returned to regular status if they meet or exceed the minimum standards or will remain on Probation if they continue to fall below the specified values.

Students on Probation will be evaluated at the end of each term of monitoring. A student who raises their CGPA and rate of progress at or above the minimum[s] will be removed from Probation and returned to regular status. If a student does not meet the minimum CGPA or rate of progress requirements at the time of evaluation, the student may be dismissed from the institution or continued on probation.

If at any point it can be determined that it is mathematically impossible for the student to meet the minimum requirements, the student may be dismissed from the institution. The institution also reserves the right to place a student on or remove them from academic monitoring based on their academic performance, notwithstanding these published standards.

Notification of academic dismissal will be in writing. The Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons.

As a dismissed student, a tuition refund may be due in accordance with the institution's stated refund policy.

During the periods of Probation, students are considered to be making satisfactory academic progress and remain eligible for financial aid.

Students on Probation must participate in academic advising as deemed necessary by the institution as a condition of their academic monitoring. Students who fail to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

Appeal to Grade Challenge & Course Work Appeals

A student who has been academically dismissed may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Academic Review Committee within ten days of receiving notification of his/her dismissal.

The student should explain what type of circumstances contributed to the academic problem and what plans the student has made to eliminate those potential problems in the future. The decision of the Committee is final and may not be further appealed.

Reinstatement

A student who has been academically dismissed may apply for reinstatement to the institution by submitting a written request to the Director of Education. The request should be in the form of a letter explaining the reasons why the student should be readmitted. A student may be required to wait at least one grading period before they are eligible for reinstatement and financial aid. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and will be eligible for federal financial aid.

Graduation Requirements

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations in order to receive final transcripts.

Completers

A completer is a student who is no longer enrolled in the institution and who has either completed the time allowed or attempted the maximum allowable number of credits for the program of study but did not accomplish one of the following graduation requirements:

Achieve a minimum GPA of 2.0

Complete required competencies and/or Externship

Satisfy non-academic requirements (e.g., outstanding financial obligations)

Academic Honors

A graduate who has a minimum cumulative grade point average (CGPA) of 3.30 is eligible for one of the following recognitions:

Director's List: 4.0 Cumulative GPA

Dean's List: 3.6 – 3.99 Cumulative GPA

Honors: 3.3 – 3.59 Cumulative GPA

Externships or Other Formal Experiential Learning Activities

All externships and other formal experiential learning activities will be registered in the student system. Attendance or participation is to be tracked and posted at least once a week and final grades will be recorded at the end of the enrollment period. Students who are unable to complete their externship or other formal experiential learning activity by the end of the add/drop period of the subsequent term will be awarded a grade of "F." A student who receives an "F" may be re-enrolled in the externship or experiential learning activity course for the subsequent term. For externships or other experiential learning activities that occur at the end of the student's curriculum and that are required for graduation, the graduation date will coincide with the last day of the term in which the student completes all program requirements, unless the student completes such requirements during the add/drop period, in which case the graduation date may be back dated to the last date of the previous term.

Leave of Absence Policy

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the student to interrupt their education. Extenuating circumstances include: Medical (including pregnancy), Family Care (including unexpected loss of childcare and medical care of family), Military Obligations and Jury Duty.

In order for the student to be granted an approved LOA, the student must submit a completed, signed and dated Leave of Absence Request Form along with supporting documentation to the Director of Education. In addition, the student must have completed his/her most recent term and received academic grades (A-F) for that term.

Re-admission Following a Leave of Absence

Upon return from a leave, the student will be required to repeat the term and receive final grades for the courses from which the student took leave when the courses are next offered in normal sequence for students in the class into which the student has reentered. The student will not be charged any fee for the repeat of courses from which the student took leave or for reentry from the leave of absence.

The date a student returns to class is normally scheduled for the beginning of the term.

Failure to Return from a Leave of Absence

A student who fails to return from a LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the cancellation/refund policy.

As required by federal statute and regulations, the student's last date of attendance prior to the return from approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state or institutional policy.

Students who have received federal student loans must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse effect on the student's loan repayment schedules.

Federal loan programs provide students with a "grace period" that delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to the institution after the conclusion, some or all of the grace period may be exhausted – forcing the borrower to begin making repayments immediately.

Effects of Leave of Absence on Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more factors may affect their eligibility to graduate within the maximum program completion time:

Students returning from a leave of absence are not guaranteed that the phase/course required to maintain the normal progress in their training program will be available at the time of reentry;

Students may have to wait for the appropriate phase/course to be offered;

Students may be required to repeat the entire phase/ course for which they elected to withdraw prior to receiving a final grade;

Financial aid may be affected.

Unit of Credit, Clock/Credit Hour Conversion

The quarter credit hour is the unit of academic measurement used by Vatterott College. A minimum of 10 lecture hours at a minimum of 50 minutes each in addition to outside reading and/or preparation; 20 laboratory hours; or 30 externship hours; or an appropriate combination of all three constitutes one quarter hour of credit.

Make-Up Work

Vatterott College is committed to caring for its students. Our policy on graduation clearly defines the criteria for graduation. Strict enforcement of these requirements is the norm, but since we are committed to the individual needs of our students, there are exceptions.

Vatterott College may allow the student, at the discretion of the Director of Education, to perform independent student projects, to make up missed days (only up to 50%), or make up missed work. The guiding principle will be the academic progress of the student. If a student, by extra attendance or extra work, can make up his/her work, then the student will remain academically sound and maintain satisfactory progress. The Director of Education has the responsibility to determine the outcome of these exceptional situations.

Attendance Requirements

Class attendance, preparation, and participation are integral components to a student's academic success. Students are strongly encouraged to attend every class session and to spend an appropriate amount of time outside of class reviewing and preparing for each class session. Failure to attend class may result in reduced participation, comprehension, and/or involvement with group projects, which may have an impact upon a student's overall course performance.

A student who is absent from all classes for two consecutive weeks will be automatically withdrawn from the institution unless there are acceptable mitigating circumstances.

A student may also be withdrawn from a course if absences exceed 30% of the total scheduled hours for a course. Students may be placed on attendance probation and receive a written notification when their total number of absences reaches 20% of total scheduled course hours. Students who withdraw or are removed from a course will receive a grade of W or WF based upon their time of withdrawal/removal; these grades count toward the evaluation of a student's satisfactory academic progress but will not affect the student's cumulative grade point average.

Students Receiving Veterans Benefits

Students receiving Veterans benefits are required to maintain an 80% attendance rate in each course.

Term

A term is defined as a consecutive ten-week period of continued instruction.

Student Information & Services

Vatterott College offers students a variety of success-oriented services as well as activities for the benefit of students and the community.

Vatterott College endorses an open-door policy with respect to students and staff. Students have the right to request an appointment with any member of Vatterott College staff regardless of the person's title or function. Office hours for Vatterott College personnel are available from the receptionist.

Career Services

During the admissions interview, prospective students are advised of the many career paths that are available to them upon graduation. Admissions Representatives assist students in assessing their talents and discuss the motivation necessary to achieve their career goals.

It must be stressed that Vatterott College cannot and will not guarantee you a job, and the ultimate responsibility for securing employment is with the student. Although the school cannot guarantee employment, Career Services is available to assist students with part-time employment while they pursue their studies, as well as, training related employment upon completion of their education. Career Services acts as the liaison between students and employers by promoting Vatterott College to prospective employers. Both students and employers benefit by the referral of qualified employees from Vatterott College.

Even though the ultimate responsibility for securing appropriate employment is with the student, Career Services support students throughout their education. However, the placement process intensifies as students near graduation. Career Services helps students with updating resumes, fine tuning of interviewing skills, and professional networking techniques. Information regarding employment opportunities with both local and nationally recognized organizations is provided to qualified graduates. Students may interview both on and off campus depending on the preference of the employer.

Agencies and institutions that accept our students for internship/externship placement and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related)

or personal background issues, such as bankruptcy, might not be accepted by these agencies for internship/externship or employment following completion of the program.

Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure and/or certification for employment in certain positions.

Those decisions are outside of the control of Vatterott College.

Academic Assistance

Students seek help and advice during their education for many reasons. At Vatterott College, the student is the primary priority. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance.

The Director of Education is responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may be provided as needed. The administrative staff and the faculty are also available for advising assistance.

Faculty

The faculty members are the keystone of Vatterott College's teaching success. Each member of the faculty has industry or professional experience in addition to appropriate academic credentials.

The faculty members lend an outstanding level of professionalism to the classroom and are recognized by their academic and industry peers. Through the guidance of the faculty, theoretical, practical and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industries.

Faculty members are dedicated to academic achievement, to professional education, to individual attention, and to the preparation of students for their chosen careers. In essence, faculty members practice what they teach. It is through personal attention that students can reach their potential, and it is the dedicated faculty who provide the individual guidance necessary to assure every student that his/her time in class is well spent.

Housing

Vatterott College does not provide on-campus housing, but does assist students in locating suitable housing off campus.

Learning Resource Center/Library

Vatterott College Learning Resource Center (LRC)/Library provide materials to support the mission and curriculum and assist each student to attain his/her educational goals.

The collection includes books, assortments of current periodicals and CDs. The LRC/Library schedule is posted in the Learning Resource Center. Students also have access to an electronic library system to support the programs and students of the institution.

The electronic library system will provide online reference databases accessible 24 hours a day via the Internet.

Orientation

Prior to beginning classes at Vatterott College, all new students attend an orientation program. Student orientation facilitates a successful transition from everyday pace into the institution schedule.

New students are required to attend regardless of their prior institution experience. During orientation, students are acquainted with the campus, the administrative staff, the faculty and their peers.

Course Schedules

Applicants and currently enrolled students receive course schedules before the beginning of each term. Tuition payments are due at that time. Schedules cannot be processed until financial obligations are fulfilled. Students who fail to attend the first class session may be withdrawn from the course.

Hours of Operation

Vatterott College administrative offices are open from 9 a.m. to 6 p.m., Monday through Friday, and 9 a.m. to 1 p.m. on Saturday.

Accommodations for Individuals with Disabilities

Vatterott College is committed to making its facilities and services available to persons with disabilities, and individuals with disabilities are encouraged to apply for enrollment. Vatterott College will provide reasonable accommodations for students with disabilities, including auxiliary aids and services as long as services do not fundamentally alter the nature of the relevant program or service provided by Vatterott College. A student requesting an accommodation for a disability must contact the Director of Education and complete the “Student Application for Auxiliary Aids or Academic Adjustments” form requesting academic adjustments and/or auxiliary aids. To ensure that accommodations are provided in a timely fashion, Vatterott College strongly encourages students to submit all requests for accommodation immediately after enrollment and prior to the first day of classes, or otherwise as soon as possible.

To request an auxiliary aid or service, please contact the Director of Education at Vatterott College.

Department of Human Services
1219 Ontario Street
Cleveland, OH 44113
(216) 443-7032

What is a disability?

An individual is considered to have a disability if he or she:

Has a physical or mental impairment that substantially limits one or more major life activities; or

Has a record of such an impairment; or

Is regarded as having such impairment.

A qualified individual with a disability is defined as an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

What is a reasonable accommodation?

A reasonable accommodation is any modification or adjustment to the learning environment that makes it possible for a qualified individual with a disability to participate in the academic program.

What is the process to request accommodations?

The Director of Education is the designated institution employee who is responsible for the coordination of efforts to ensure appropriate academic adjustments and/or auxiliary aids are provided consistently to the student population. Students seeking reasonable accommodations will complete the “Student Application for Auxiliary Aids or Academic Adjustments” application. Upon receipt of the completed application and supporting documentation, the Director of Education will arrange an interview with the student to discuss their specific needs. The student may elect to include a parent, guardian or other designated agent in the interview session that may validate the nature of the academic adjustment or auxiliary aids needed under the reasonable accommodations provision.

The institution may engage an independent evaluation administrator to provide a professional opinion to determine the appropriate accommodations are provided for the student. After careful consideration, the Director of Education will provide the necessary guidance to the faculty members, authorize and requisition additional resources as needed to accommodate the student needs. Periodically, reviews will be conducted by the Director of Education to ensure that the adjustments and/or aids are appropriate. A student seeking accommodations may appeal the decision of the Director of Education to the Institutional Director as outlined in the grievance process listed in this section.

What is the grievance or complaint process?

Should a student have a grievance or complaint concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers. If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance or complaint in writing to the Director of Education, clearly describing the grievance or complaint. The Director of Education will review the grievance

or complaint, seek resolution and notify the student of the remedy within 10 days. In the event the student is not satisfied with the resolution provided by the Director of Education, the student must appeal to the institution's Director in writing within 10 days of receiving the decision of the Director of Education.

The institution's Director will review the pertinent facts and evidence presented. Within 10 days of receipt of the student appeal, the institution's Director will formulate a resolution. A student may appeal to the Chairperson of the ADA Committee, Vatterott Educational Centers, Inc as the final entity seeking a favorable resolution to reported grievance or complaint.

At any time, a student may also contact the following agencies concerning any grievance of complaint about the institution: United States of Department of Education, Office of Civil Rights, 600 Superior Avenue East, Suite 750, Cleveland, OH 44114, 216-522-4970; ACCSCT (Accrediting Commission of Career Schools and Colleges of Technology), 2101 Wilson Boulevard, Arlington, VA 22201, phone number 703-247-4212;

Campus Security

Vatterott College publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Financial Aid office during regular business hours.

Vatterott College will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

Vatterott College reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Drug-Free Environment

As a matter of policy, Vatterott College prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any institution activity.

Any violation of these policies will result in appropriate disciplinary action up to and including expulsion in the case of students and termination in the case of employees, even for a first offense.

Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the institution's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Financial Aid Office.

Student Records Access and Release

Vatterott College has established a policy for the release of and access to records containing information about a student.

Each student enrolled at Vatterott College shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student's records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.

A student's education records are defined as files, materials, or documents, including those in electronic format that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to institution officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.

Students may request a review of their education records by submitting a written request to the Institution Director. The review will be allowed during regular institution hours under appropriate supervision. Students may also obtain copies of their education records for a nominal charge.

Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Registrar or Director of Education, with the reason for the requested change stated fully. Grades, course tests, and evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or staff member involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If a student requests a further review, the Institution Director will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the Director's decision, which will be the final decision of the institution. Copies of student challenges and any written explanations regarding the contents of the student's record will be retained as part of the student's permanent record.

Directory information is information on a student that the institution may release to third parties without the consent of the student. Vatterott College has defined directory information as the student's name, address (es), telephone number(s), e-mail address, birth date and place, programs undertaken, dates of attendance, honors and awards, and credentials awarded. If a student does not want some or all of his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the institution director within 10 days after the date of the student's initial enrollment or by such later date as the institution may specify.

The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.

A student who believes that Vatterott College has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.

Non-Discrimination

The institution admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

Unlawful Harassment Policy

Vatterott College is committed to the policy that all members of the institution's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the institution's community. Should a student feel that he/she has been sexually harassed; the student should immediately inform the Institution Director and/or the Director of Education.

Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment will not be tolerated.

Catalog Addendum

See the catalog addendum for current information related to the institution calendar, tuition and fees, listing of faculty, and other updates.

Changes

This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for Vatterott College to make changes to this catalog due to the requirements and standards of the institution's accrediting body, state licensing agency or U.S. Department of Education, or due to market conditions, employer needs or other reasons. Vatterott College reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, institution policies and procedures, faculty and administrative staff, the institution calendar and other dates, and other provisions.

Vatterott College also reserves the right to make changes in equipment and instructional materials, to modify curriculum and, when size and curriculum permit, to combine classes.

Conduct Policy

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local government, and for conducting themselves in a manner consistent with the best interests of the institution and of the student body.

Vatterott College reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay institution fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the Vatterott College community, or failure to comply with the policies and procedures of the Vatterott College catalog.

Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the institution. The institution will also determine if any Title IV funds need to be returned (see Financial Information section of this catalog).

Rules, Regulations, and Expectations

The institution has certain rules and regulations that must be followed. Students attending the institution are preparing for employment and are required to conduct themselves while in the institution in the same manner as they would when working for an employer. While at Vatterott College, you are expected to dress in accord with the skill for which you are training. A uniform may be required for your program of study. Prospective employers unexpectedly visit Vatterott College to recruit potential employees. A student's appearance is generally the first and most lasting impression on these visitors.

An attempt is made to keep regulations to a minimum. They are established only when they contribute to the welfare and safety of the student body. Cooperation of all students is expected. All instructors have the authority, in a teacher/student relationship, to enforce all institution rules and regulations.

Students may operate equipment only during institution hours, unless after-hours permission has been given by the instructor and they are supervised.

Ensure learning and lab areas are neat and free of any trash.

No fighting, horseplay, profanity, or cheating.

No alcohol or drugs before, during, or after classes; violators are subject to suspension and termination.

Do not tamper with other students' projects or equipment.

No personal incoming calls. The courtesy telephone is to be used at break time only.

Cellular phones, beepers, and pagers are a distraction during class and lab time and therefore must be kept in the off position. Calls may be made during break times only.

Personal business must be handled after institution hours.

Carelessness in safety will not be tolerated.

Smoking is allowed only in designated areas.

All students are expected to attend every class in which they are enrolled.

Promptness and preparation are expected. Students are expected to be on time for every class. A student is considered tardy if he/she is 15 minutes late for class. A student may be suspended and, if the pattern is not corrected, expelled if continued tardiness impairs the instructor's ability to teach or any student's ability to learn.

Professional attitude and professional appearance are expected. All students are encouraged to reflect the proper image of their future careers by dressing appropriately and maintaining personal hygiene. Torn and provocative clothes are not permissible. The following items of clothing are also unacceptable: hats (unless approved by instructors), tank tops, tube tops, halters, and shirts with abusive or offensive language. Any students enrolled in a program that requires a uniform must wear the uniform to class every day.

Unacceptable behavior will not be tolerated. Unacceptable behavior is any action which hinders an instructor's ability to teach or a student's ability to learn or any action which would endanger other students or staff.

Vatterott College reserves the right to dismiss or suspend any student who is guilty of the above or whose conduct is detrimental to the classroom environment, well-being of fellow students or faculty, or appearance of institutional facilities.

A student dismissed for misconduct can be readmitted only by permission of the Campus Director.

Safety

All safety rules and procedures are to be followed without exception.

All machinery and equipment are provided with proper safety devices, which are to be used whenever the machinery and equipment are operated. The instructor is to be notified immediately of any accident, fire, or personal injury.

Photographs

While not all photographs in this publication were taken at Vatterott College, they do accurately represent the general type and quality of equipment and facilities found at Vatterott College.

Institution Policies

Students are expected to be familiar with the information presented in this institution catalog, in any supplements and addenda to the catalog, and with all institution policies. By enrolling in Vatterott College, students agree to accept and abide by the terms stated in this catalog and all institution policies.

If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement supersedes and is binding.

Statement of Ownership

Vatterott College is owned by Vatterott Educational Centers, Inc., principal offices located at 8580 Evans Ave, Berkeley, Missouri. The corporate officer of Vatterott Educational Centers, INC is Pamela Bell, President.

Student Grievance Policy

Should a student have a grievance or complaint concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers. If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance or complaint in writing to the appropriate Program Director or the Director of Education, clearly describing the grievance or complaint. If a solution satisfactory to the student cannot be found, the student may seek a review by the institution's Director. The student must appeal to the institution Director in writing within 10 days of receiving the decision of the Director of Education or Program Director.

Vatterott College has implemented the following procedures for handling student grievances or complaints:

Grievances or complaints referencing an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints referencing a policy or class should first be discussed with the individual enforcing that policy or the class instructor.

Should one-on-one discussion fail to result in a satisfactory resolution, a written grievance or complaint may be submitted to the Director of Education.

If the Director of Education fails to take action satisfactory to the student, the student may submit a written statement to the President of Vatterott College, who will review the matter and render a decision.

The student may also file a complaint directly with the Department of Education at any time, State of Ohio, Board of Career Colleges & Schools, Executive Director, 35 East Gay Street, Suite 403, Columbus, OH 43215-3138 or call (614) 466-2752 or (877) 275-4219.

At any time, the student may also file a complaint with the institution's accrediting agency. Any complaint must be in written form.

Institutions accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the institution has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written format, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the institution for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges of Technology
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212

A copy of the Commission's Complaint Form is available at the institution and may be obtained by contacting the institution Director.

Transfer of Credit to Other Institutions

Vatterott College's Education Department provides information on other institutions that may accept credits for course work completed at Vatterott College towards their programs. However, Vatterott College does not imply or guarantee that credits completed at Vatterott College will be accepted by or transferable to any other college, university, or institution, and it should not be assumed that any credits for any courses described in this catalog can be transferred to another institution. Each institution has its own policies governing the acceptance of credit from other institutions such as Vatterott College. Students seeking to transfer credits earned at Vatterott College to another institution should contact the other institution to which they seek admission to inquire as to that institution's policies on credit transfer.

Student Portal

The student portal is a secure website that allows a student access to his or her information including schedule, grades, account balance and activity, school events, school contact information, and much more.

Vatterott College is excited to offer this capability, making it easy for our students to be in touch with us and enhance their college experience. Upon acceptance to Vatterott College, students will be issued a student number that can be used to gain access to the student portal. An email will be sent to each student describing how to register and begin using the student portal upon enrollment.

Student Records Access

Students may request a review of their education records by submitting a written request to the School Director. The review will be allowed during regular school hours under appropriate supervision.

Transcript Request Policy

A student wishing to request an official school transcript must complete the Transcript Request Form located in the Registrar's Office. After the completion of the form and the payment of a \$5.00 fee, the Registrar's Office will process the request within two calendar weeks.

Appendix A

Vatterott College Broadview Heights Campus Program Offerings

Diploma

Building Maintenance Mechanic

Electrical Mechanic

Heating, Air Conditioning & Refrigeration Mechanic

Associate of Applied Science, A.A.S. (Occupational in Nature)

Building Maintenance Technology

Electrical Technology

Environmental Systems Technology

Vatterott College Broadview Heights Campus only offers those specific programs of study listed above and expressly discussed in the curriculum section of this catalog.

Program Offerings

Building Maintenance Mechanic Diploma

The objective of this program is to prepare the graduate with the theory and the entry-level working knowledge of the maintenance and repair of a variety of mechanical systems commonly found in office building, hospitals, schools, utility companies and industrial plants. In addition, the student will learn fundamental skills in drawing schematics and blueprints as well as proficiencies in environmental control systems. Students may receive nationally-recognized certifications through the National Center for Construction Education and Research.

The program consists of 60 weeks, 60 Quarter Credit Hours of theory and associated lab instruction in the areas of basic electricity, basic refrigeration, carpentry and plumbing repair, painting, wall and floor coverings, maintenance of heating and cooling systems and 12 quarter credit hours of General Education totaling 72 Quarter credit hours. Instruction is designed for entry every 10 weeks.

| Course # | Course Title | QCH |
|--|--|------|
| AGE 101 | Team Dynamics | 1.0 |
| AGE 102 | Creative Problem Solving | 1.0 |
| AGE 103 | Organizational Communication | 2.5 |
| AGE 104 | Customer Service | 2.5 |
| AGE 105 | Fundamental Concepts of Technical Writing | 2.5 |
| AGE 106 | Professional & Social Development | 2.5 |
| BM 120 | Plumbing Fundamentals | 11.0 |
| BM 122 | Carpentry | 11.0 |
| BM 123 | Electricity Principles | 9.5 |
| BM 124 | Air Conditioning & Refrigeration Systems | 9.5 |
| BM 125 | Heating | 9.5 |
| BM 126 | Electric Motors, Lighting and Control Technology | 9.5 |
| Total Number of Quarter Credit Hours Required for Graduation 72 | | |

Electrical Mechanic Diploma

The objective of this program is designed to prepare the graduate with the theory and working knowledge of Electrical Installation, Maintenance and Repair to begin a career as an entry-level electrician. Students may receive nationally-recognized certifications through the National Center for Construction Education and Research.

The program consists of 60 weeks, 60 Quarter Credit Hours of electrical mechanic theory and associated lab work and 12 Quarter Credit Hours of General Education totaling 72 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

| Course # | Course Title | QCH |
|--|---|------|
| AGE 101 | Team Dynamics | 1.0 |
| AGE 102 | Creative Problem Solving | 1.0 |
| AGE 103 | Organizational Communication | 2.5 |
| AGE 104 | Customer Service | 2.5 |
| AGE 105 | Fundamental Concepts of Technical Writing | 2.5 |
| AGE 106 | Professional & Social Development | 2.5 |
| EM 112 | Residential Electricity I | 11.0 |
| EM 114 | Residential Electricity II | 11.0 |
| EM 115 | Commercial Electricity I | 9.5 |
| EM 116 | Industrial Electricity I | 9.5 |
| EM 117 | Commercial Electricity II | 9.5 |
| EM 118 | Industrial Electricity II | 9.5 |
| Total Number of Quarter Credit Hours Required for Graduation 72 | | |

Heating, Air Conditioning & Refrigeration Mechanic Diploma

The objective of this program is to prepare the graduate with the theory and working knowledge of heating, air conditioning and refrigeration in order to secure an entry-level position in the industry as a maintenance or service technician. Students may receive nationally-recognized certifications through the National Center for Construction Education and Research.

The program consists of 60 weeks, 60 Quarter Credit Hours of theory and associated lab instruction in the areas of electricity, refrigeration, heating, air conditioning, controls, low-pressure steam and hydronics, combustion of fuels, water treatment and steam operated equipment, and 12 Quarter Credit Hours of General Education totaling 72 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

| Course # | Course Title | QCH |
|--|---|------|
| AGE 101 | Team Dynamics | 1.0 |
| AGE 102 | Creative Problem Solving | 1.0 |
| AGE 103 | Organizational Communication | 2.5 |
| AGE 104 | Customer Service | 2.5 |
| AGE 105 | Fundamental Concepts of Technical Writing | 2.5 |
| AGE 106 | Professional & Social Development | 2.5 |
| HV 112 | Basic Electricity for HVAC/R | 11.0 |
| HV 114 | Basic Refrigeration for HVAC/R | 11.0 |
| HV 115 | Residential Air Conditioning | 9.5 |
| HV 116 | Residential Heating | 9.5 |
| HV 117 | Commercial Air Conditioning | 9.5 |
| HV 118 | Commercial Refrigeration HVAC/R | 9.5 |
| Total Number of Quarter Credit Hours Required for Graduation 72 | | |

HVAC AND SHEET METAL CERTIFICATIONS

NCCER is an official recognized training provider for North American Technician Excellence (NATE), an independent third-party certifier for HVAC/R technicians. NATE-certified technicians can use selected HVAC and sheet metal module completions through NCCER Accredited Training Sponsors for certification through NATE. For more information regarding NATE recertification and details and lists of available NATE-recognized training, visit NATE. For additional information, please contact NCCER customer service at 888.622.3720.

Building Maintenance Technology Associate of Applied Science, A.A.S.

The objective of this program is to prepare the graduate with the theory and the entry-level working knowledge of the maintenance and repair of a variety of mechanical systems commonly found in office building, hospitals, schools, utility companies and industrial plants. In addition, the student will learn fundamental skills in drawing schematics and blueprints as well as proficiencies in environmental control systems. Students may receive nationally-recognized certifications through the National Center for Construction Education and Research.

The program consists of 90 weeks, 87 Quarter Credit Hours of theory and associated lab instruction in the areas of basic electricity, basic refrigeration, carpentry and plumbing repair, painting, wall and floor coverings and the maintenance of heating and cooling systems, Computer-Aided Drafting, Energy Management Systems, and Commercial Environmental Systems, and 21 quarter credit hours of General Education totaling 108 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

| Course # | Course Title | QCH |
|---|---|------|
| AGE 101 | Team Dynamics | 1.0 |
| AGE 102 | Creative Problem Solving | 1.0 |
| AGE 103 | Organizational Communication | 2.5 |
| AGE 104 | Customer Service | 2.5 |
| AGE 105 | Fundamental Concepts of Technical Writing | 2.5 |
| AGE 106 | Professional & Social Development | 2.5 |
| AGE 201 | Business and Professional Presentations | 3.0 |
| AGE 202 | Analysis & Development of Applied Technical Writing | 3.0 |
| AGE 203 | Communication in Interviewing | 3.0 |
| BM 120 | Plumbing Fundamentals | 11.0 |
| BM 122 | Carpentry | 11.0 |
| BM 123 | Electricity Principles | 9.5 |
| BM 124 | Air Conditioning & Refrigeration Systems | 9.5 |
| BM 125 | Heating | 9.5 |
| BM 126 | Electric Motors, Lighting and Control Technology | 9.5 |
| BM 201 | Computer-Aided Drafting | 9.0 |
| BM 202 | Energy Management Systems | 9.0 |
| BM 203 | Commercial Environmental | 9.0 |
| Total Number of Quarter Credit Hours Required for Graduation 108 | | |

Electrical Technology Associate of Applied Science, A.A.S.

This program is designed to prepare the graduate with the theory and working knowledge to work on an entry-level basis in residential or commercial electrical applications. This program includes training in residential wiring, commercial systems, national electric code, and industrial systems in both AC and DC applications. As part of the associate degree program, the graduate will also learn to use the computer for basic drawing of schematics and blueprints; working with programmable logic circuits; and working with energy management systems.

This program is also designed to prepare the graduate with the theory and working knowledge of Electrical Installation, Maintenance and Repair to begin a career as an entry-level electrician. Students may receive nationally-recognized certifications through the National Center for Construction Education and Research.

The program consists of 90 weeks, 87 Quarter Credit Hours of electrical mechanic theory and associated lab work and 21 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

| Course # | Course Title | QCH |
|--|---|------|
| AGE 101 | Team Dynamics | 1.0 |
| AGE 102 | Creative Problem Solving | 1.0 |
| AGE 103 | Organizational Communication | 2.5 |
| AGE 104 | Customer Service | 2.5 |
| AGE 105 | Fundamental Concepts of Technical Writing | 2.5 |
| AGE 106 | Professional & Social Development | 2.5 |
| AGE 201 | Business and Professional Presentations | 3.0 |
| AGE 202 | Analysis & Development of Applied Technical Writing | 3.0 |
| AGE 203 | Communication in Interviewing | 3.0 |
| EM 112 | Residential Electricity I | 11.0 |
| EM 114 | Residential Electricity II | 11.0 |
| EM 115 | Commercial Electricity I | 9.5 |
| EM 116 | Industrial Electricity I | 9.5 |
| EM 117 | Commercial Electricity II | 9.5 |
| EM 118 | Industrial Electricity II | 9.5 |
| EM 201 | Computer-Aided Drafting | 9.0 |
| EM 202 | Energy Management Systems | 9.0 |
| EM 203 | Programmable Logic Controllers | 9.0 |
| Total Number of Quarter Credit Hours Required for Graduation 72 | | |

Environmental Systems Technology Associate of Applied Science, A.A.S.

The objective of this program is to prepare the graduate with the theory and working knowledge of heating, air conditioning and refrigeration in order to secure an entry-level position in the industry as a maintenance or service technician. Students may receive nationally-recognized certifications through the National Center for Construction Education and Research.

The program consists of 90 weeks, 87 Quarter Credit Hours of theory and associated lab instruction in the areas of electricity, refrigeration, heating, air conditioning, controls, low-pressure steam and hydronics, combustion of fuels, water treatment and steam operated equipment, Computer Aided Drafting, Energy Management System, and Commercial Environmental Systems; and 21 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

| Course # | Course Title | QCH |
|---|---|------|
| AGE 101 | Team Dynamics | 1.0 |
| AGE 102 | Creative Problem Solving | 1.0 |
| AGE 103 | Organizational Communication | 2.5 |
| AGE 104 | Customer Service | 2.5 |
| AGE 105 | Fundamental Concepts of Technical Writing | 2.5 |
| AGE 106 | Professional & Social Development | 2.5 |
| HV 112 | Basic Electricity for HVAC/R | 11.0 |
| HV 114 | Basic Refrigeration for HVAC/R | 11.0 |
| HV 115 | Residential Air Conditioning | 9.5 |
| HV 116 | Residential Heating | 9.5 |
| HV 117 | Commercial Air Conditioning | 9.5 |
| HV 118 | Commercial Refrigeration HVAC/R | 9.5 |
| AGE 201 | Business and Professional Presentations | 3.0 |
| AGE 202 | Analysis & Development of Applied Technical Writing | 3.0 |
| AGE 203 | Communication in Interviewing | 3.0 |
| ES 201 | Computer Aided Drafting | 9.0 |
| ES 202 | Energy Management Systems | 9.0 |
| ES 203 | Commercial Environmental Systems | 9.0 |
| Total Number of Quarter Credit Hours Required for Graduation 108 | | |

HVAC AND SHEET METAL CERTIFICATIONS

NCCER is an official recognized training provider for North American Technician Excellence (NATE), an independent third-party certifier for HVAC/R technicians. NATE-certified technicians can use selected HVAC and sheet metal module completions through NCCER Accredited Training Sponsors for certification through NATE. For more information regarding NATE recertification and details and lists of available NATE-recognized training, visit NATE. For additional information, please contact NCCER customer service at 888.622.3720.

Course Descriptions

AGE 101: Team Dynamics

1.0 Quarter Credit Hour

This course is designed to give working adults the knowledge and skills needed to be effective employees and members in organizations. Assuming the role of team members in a self-directed work environment, students acquire the skills to move the group to a consensus, develop productive plans, and meet objectives, on time, with given resources. This course conveys the importance and need for teamwork and helps students to become productive participants, individually and as team members in highly effective organizations.

AGE 102: Creative Problem Solving

1.0 Quarter Credit Hour

This course is designed to take students through different problem solving techniques used in business as well as a personal environment. Students will be directly involved in activities through which they can explore and expand their own creativity in solving everyday problems encountered in management, decision-making, working and living.

AGE 103: Organizational Communication

2.5 Quarter Credit Hours

This course is designed to give students the communication skills necessary for establishing and maintaining healthy relationships with co-workers and customers. It focuses on effective communication styles for leaders and managers and employs different techniques to enhance listening skills, personal leadership, problem-solving strategies, and team building principles.

AGE 104: Customer Service

2.5 Quarter Credit Hours

This course is designed to assist students in developing specific customer service skills in their new field of training. Students will capture the dynamics of today's business realities and see the benefits of effective communication when applied to customers in the workplace. In today's environment, customers call the shots. The student will learn how to put the customer first, every day, in every interaction. Typical course topics include knowing the customer, pleasing the customer, building a partnership, and providing superior service. The student will learn to soothe dissatisfied customers, offer customer service by telephone, and serve customers electronically in the computer age.

AGE 105: Fundamental Concepts of Technical Writing**2.5 Quarter Credit Hours**

This course introduces the student to the basic principles of language constructions and their applications through written communications. The student will study how sentences are built, identify their structures, and apply their variations for continuity and logic. Fundamental techniques of gathering, processing, and communicating data in the written context are presented in a workshop format to help the student recognize the specific demands of each writing case.

AGE 106: Professional and Social Development**2.5 Quarter Credit Hours**

This course is designed to help students achieve greater personal and professional success through an increased knowledge of human behavior and employer expectations. It identifies how responsibility, accountability, professionalism, and quality of work are instrumental in career advancement. In addition, students discuss how organizational loyalty and industry certifications are necessary tools used for career growth.

AGE 201: Business and Professional Presentations**3.0 Quarter Credit Hours**

This course is designed to equip students with the techniques involved in developing effective communication and presentation skills. Through speeches and discussion, students will develop their oral communication, critical thinking and presentation skills required in every day business situations.

AGE 202: Analysis and Development of Applied Technical Writing**3.0 Quarter Credit Hours**

This course enables the student to build upon the basic writing principles learned in the previous technical writing course. Popular and special writing cases are approached as strategic models are addressed through a comprehensive process regimen of revision and editing techniques. The course provides the student with necessary analytical, organizational, and descriptive skills for the popular message mediums of today's technologies.

AGE 203: Communication in Interviewing**3.0 Quarter Credit Hours**

This course covers skills in forming questions, gathering information, building rapport, and maintaining effective interaction. There will be an emphasis placed on the perspective of the interviewer and interviewee. This course demonstrates the research and preparation required prior to the interview, as well as effective communication during the interview process.

BM 120: Plumbing Fundamentals**11.0 Quarter Credit Hours**

This course continues the student's instruction in the care and use of a variety of hand and power tools used in performing plumbing repairs; reviews basic math concepts as applied to on-the-job situations; and teaches the different types of plumbing drawings encountered and discusses how to interpret and apply them when laying out and installing plumbing systems. It discusses how drain, waste, and vent (DWV) systems remove waste safely and effectively; explains how to locate, install, connect, and test a complete DWV system; reviews the different types of vents that can be installed in a DWV system and how they work; and explains how to calculate drainage fixture units for waste systems. The course identifies the major components of water distribution systems and describes their functions; explores the proper techniques for locating, installing, and testing water supply systems; and teaches techniques for sizing water supply systems, including calculating system requirements and demand, developed lengths, and pressure drops. Additionally, the course discusses the proper applications, installation, troubleshooting and repair of code-approved fixtures, (e.g. bathtubs, shower stalls, lavatories, sinks, water closets, and urinals) valves, and faucets; and introduces gas-fired, electric, solar, instantaneous, and indirect water heaters, components, and applications.

BM 122: Carpentry**11.0 Quarter Credit Hours**

After reviewing the history of the trade, this course provides an overview of the building materials used in construction work, including lumber, sheet materials, engineered wood products, structural concrete, and structural steel; provides a detailed description of the hand tools and portable power tools used by carpenters; and builds upon the basic information presented in the Introduction to Blueprints module studied in TC-101 Introductory Craft Skills & Safety. It covers framing basics as well as the procedures for laying out and constructing a wood floor using common lumber as well as engineered building materials; describes the procedures of laying out and framing walls and ceilings, door and window openings; describes the different kinds of roofs. It covers the materials, tools, and methods used to finish and patch gypsum drywall; describes the various types of windows, skylights, and exterior doors, and provides instructions for installing them; and covers the installation of metal doors and related hardware in steel-framed, wood-framed, and masonry walls, along with their related hardware. Additionally, it introduces the student to the various types of stairs and the common building code requirements related to stairs, and covers the different types of trim used in finish work.

BM 123: Electricity Principles**9.5 Quarter Credit Hours**

This course begins with a general introduction to the electrical concepts used in Ohm's law applied to DC series circuits, and then introduces series, parallel, and series-parallel circuits. It focuses on forces that are characteristic of alternating-current systems and the application of Ohm's law to AC circuits; describes the proper selection, inspection, use, and maintenance of common electrical test equipment; and provides a navigational road map for using the NEC. The course focuses on the types and applications of conductors and covers proper wiring techniques; describes methods of terminating and splicing conductors of all types and sizes; and covers popular receptacles and switches and takes an in-depth look at safety switches and other wiring devices. It introduces the electrical devices and wiring techniques common to commercial and industrial construction and maintenance; teaches the electrical devices and wiring techniques common to residential construction and maintenance; and discusses the purpose of grounding and bonding electrical systems. Additionally, it describes fuses and circuit breakers along with their practical applications; introduces the basic principles of human vision and the characteristics of light and covers specific types of incandescent, fluorescent, and HID lamps, as well as ballasts, troubleshooting, and various types of lighting controls.

BM 124: Air Conditioning & Refrigeration Systems**9.5 Quarter Credit Hours**

Building upon the skills learned in TC-101 Introductory Craft Skills & Safety, this course describes the purpose and safe use of measuring instruments along with instructions for their maintenance. Additionally, it covers the selection, preparation, joining, and support of copper and plastic piping and fittings; depicts step-by-step procedures for soldering and brazing piping; and teaches power generation and distribution, electrical components, DC circuits, and electrical safety. It covers the basic principles of heat transfer, refrigeration, and pressure-temperature relationships; describes air distribution systems and their components, air flow measurement, and ductwork installation principles; and covers the application and installation of various types of fasteners, gaskets, seals, and lubricants, as well as the installation and adjustment of different types of belt drives, bearings, and couplings. The course covers transformers, single-phase and three-phase power distribution, capacitors, the theory and operation of induction motors, and the instruments and techniques used in testing AC circuits and components; and explains the operation, testing and adjustment of conventional and electronic thermostats, as well as the operation of common electrical, electronic, and pneumatic circuits used to control HVAC systems. It covers the basic principles, processes, and devices used to control humidity and air cleanliness; explains the operating principles of the different types of compressors used in comfort air conditioning systems; describes the purpose of planned maintenance and outlines the procedures for servicing gas and oil furnaces, electric cooling equipment and heat pumps. Additionally, the course covers the basic techniques and equipment used in troubleshooting cooling equipment and explains air properties, related gas laws, and psychrometric principles and psychrometric charts.

BM 125: Heating 9.5 Quarter Credit Hours

This course covers heating fundamentals, types and designs of furnaces and their components, and basic procedures for installing and servicing furnaces. It describes the principles of furnace venting of fossil-fuel furnaces and explains the theory of solid-state electronics, as well as the operation, use and testing of various electronic components used in HVAC equipment and electric furnace units. It explains the principles of reverse cycle heating, describes the operation of the various types of heat pumps, and covers tools and instruments used in troubleshooting gas, electric and oil heating appliances. Additionally, the course introduces the student to various heat recovery/reclaim devices and other energy reduction and recovery components.

BM 126: Electric Motors, Lighting and Control Technology 9.5 Quarter Credit Hours

This course explains how to analyze circuit diagrams for electronic and microprocessor-based controls used in comfort heating and cooling equipment and teaches how computers and microprocessor controls are used to manage zoned HVAC systems. It covers both AC and DC motors, including the main parts, circuits, and connections; gives basic descriptions of various types of contactors and relays; and offers a range of simple card-and-plug motor controllers continuing through conventional and highly sophisticated electronic controls. The course explains operating principles of solid-state controls along with their practical applications and enables the trainee to properly describe the general functions, parts, and uses of programmable logic controllers.

BM 201: Computer-Aided Drafting 9.0 Quarter Credit Hours

The student will study the use of CAD in applications that relate to the creation of electrical and HVAC drawings that are used in the electrical industry. The use of the CAD software program and the relationships of computer hardware and software are explained, giving the student the tools to study documentation for electrical installations and operations. Students will use computers and CAD programs to create drawings that can be printed out and used as references by others.

| | |
|--------------------------|------------------------------|
| Computer Hardware | Computer Software |
| File Management | CAD Fundamentals |
| Entity Creation Commands | Entity Modification Commands |
| Creation of Drawings | Dimensioning Commands |
| Block Fundamentals | Print Documentation |
| Electrical/HVAC Drawings | |

BM 202: Energy Management Systems 9.0 Quarter Credit Hours

Students will understand the energy needs of small and large commercial buildings. The student will also become familiar with some of the codes that govern the equipment needed for heating, cooling, and ventilation in commercial buildings, and devices available to reduce the energy demands for these needs.

| | |
|----------------------------|------------------------------|
| Energy Survey | Demand Meters |
| Primary Loads | Current transformers |
| Secondary Loads | Load Shedding Devices |
| Ventilation Requirements | Energy Recovery Vessel (AIR) |
| Ohio Building Codes | Heat Recovery Units |
| Ohio Basic Mechanical Code | Solar Assist Units |

BM 203: Commercial Environmental 9.0 Quarter Credit Hours

Students will understand systems that control the heating, ventilation and air conditioning equipment in commercial buildings. They will learn how these systems work, and the operating limits of Direct Digital Controls and pneumatic controlling of VAV, VVT and HVAC Systems. The student will also learn about indoor air quality (IAQ), and what affects it.

| | |
|---------------------------------------|-----------------------------|
| Building Automation: | |
| Direct Digital Controls | Variable Air Volume (VAV) |
| Variable Volume and Temperature (VVT) | |
| Pneumatic System | Air Station |
| Fan Laws | Integration with Electronic |
| Controls | Purification |
| Indoor Air Quality: | Sick Building Syndrome |
| Building Related Illness | Mold and Humidity |
| Plenum Return Problems | Allergens and Contaminates |
| EPA Warning | Prime Sources |

EM 112: Residential Electricity I 11.0 Quarter Credit Hours

This course includes safety rules and regulations for electricians; provides an introduction to conduit bending and installation; covers the hardware and a system used by an electrician to mount and support boxes, receptacles and other electrical components; and offers a general introduction to the electrical concepts used in Ohm's law applied to DC series circuits. Topics include:

| | |
|-------------------|-----------------------|
| Electrical Safety | Fasteners and Anchors |
| Hand Bending | Electrical Theory I |

EM 114: Residential Electricity II **11.0 Quarter Credit Hours**

This course introduces series, parallel, and series-parallel circuits; focuses on proper selection, inspection, use and maintenance of common electrical test equipment; provides a navigational road map for using the NEC®; and introduces the types and applications of raceways, wireways, and ducts. It focuses on the types and applications of conductors and proper wiring techniques; introduces electrical prints, drawings, and symbols; and details the electrical devices and wiring techniques common to residential construction and maintenance. Topics include:

| | |
|--------------------------|------------------------------|
| Electrical Theory II | Test Equipment |
| National Electrical Code | Raceways, Boxes and Fittings |
| Conductors | Electrical Blueprints |
| Wiring Devices | Residential Wiring |

EM 115: Commercial Electricity I **9.5 Quarter Credit Hours**

This course focuses on forces that are characteristic of alternating-current systems and the application of Ohm’s law to AC circuits; identifies the purpose of grounding and bonding electrical systems; covers the types of bends in all sizes of conduit up to 6 inches; and explains how to select and size outlet boxes, pull boxes, and junction boxes in accordance with NEC®. It explains the transportation, storage, and setup of cable reels; identifies NEMA and NEC® installation requirements for cable tray; covers methods and techniques for both single- and three-phase services; and describes fuses and circuit breakers along with their practical applications. Course topics include:

| | |
|-----------------------------------|----------------------------|
| Alternating Current | Cable Tray |
| Grounding | Conduit Bending |
| Boxes and Fittings | Conductor Installation |
| Installation of Electric Services | Circuit Breakers and Fuses |

EM 116: Industrial Electricity I **9.5 Quarter Credit Hours**

This course covers the electrical devices and wiring techniques common to industrial construction and maintenance; discusses AC and DC motors including the main parts, circuits, and connections; describes methods of terminating and splicing conductors of all types; and gives basic descriptions of various types of contactors and relays. It stresses the use of a variety of overcurrent protection devices; covers single and multi-motor calculations to enable the trainee to size conductors; covers proper maintenance of motors in use and in storage; and provides information on selecting, sizing, and installing motor controllers. Course topics include:

| | |
|------------------------------------|--------------------------------|
| Commercial and Industrial Wiring | Motors: Theory and Application |
| Conductor Terminations and Splices | |
| Contactors and Relays | Overcurrent Protection |
| Motor Calculations | Motor Maintenance, Part One |
| Motor Controls | |

EM 117: Commercial Electricity II **9.5 Quarter Credit Hours**

This course introduces the principles of human vision and the characteristics of light; identifies the industry standards for electrical work, including the topics of branch circuits, rating and derating; covers the types of conductors used in wiring systems, including insulation, current-carrying capacity, and temperature ratings; and identifies the number of conductors allowed in raceways, boxes, and fittings. It explains distribution equipment, including grounding, switchboard and ground fault maintenance; discusses transformer types; covers specific types of incandescent, fluorescent, and HID lamps; includes basic calculation procedures for commercial applications; identifies various lighting installations, applications, and wiring systems; and covers fire alarm control units, and Digital Alarm Communicator Systems (DACS). Course topics include:

| | |
|--|--------------------------------------|
| Raceway, Box, and Fitting Fill Reqs | Conductor Selection and Calculations |
| Branch Circuits – Load Calculations | Electric Lighting |
| Distribution Equipment | Practical Applications of Lighting |
| Distribution System Transformers | Lamps, Ballasts and Components |
| Fire Alarm Systems | |
| Load Calculations – Feeders and Services | |

EM 118: Industrial Electricity II 9.5 Quarter Credit Hours

In this course, all classes of hazardous location are covered and NEC® installation requirements for electric generators and storage batteries are explained. The student learns the function and operation of basic electronic devices; the various types of transformers and their applications; and studies applications and operating principles of solid-state controls. The course covers various heat tracing systems along with their applications; describes motor cleaning, testing, and preventative maintenance; and offers an overview of the NEC® and cable manufacturers' requirements for high voltage terminations and splices. Topics include:

| | |
|-----------------------------|------------------------------------|
| Hazardous Locations | Standby and Emergency Systems |
| Basic Electronic Theory | Specialty Transformers |
| Advanced Motor Controls | Heat Tracing and Freeze Protection |
| Motor Maintenance, Part Two | High Voltage Terminations/Splices |

EM 201: Computer-Aided Drafting 9.0 Quarter Credit Hours

The students will study the use of CAD in applications that relate mainly to the creation of electrical and HVAC drawings that are used in the electrical industry. The use of the CAD software program and the relationships of computer hardware and software are explained, giving the students the tools to supply documentation for electrical installations and operations. The student will use computers and CAD programs to create drawings that can be printed out and used as referenced by others.

| | |
|------------------------------|------------------------------|
| Computer Hardware & Software | Creation of Drawings |
| File Management | CAD Fundamentals |
| Entity Creations Commands | Entity Modification Commands |
| Dimensioning Commands | Block Fundamentals |
| Electrical/HVAC Drawings | Print Documentation |

EM 202: Energy Management Systems 9.0 Quarter Credit Hours

Students will understand the energy needs of small and large commercial buildings. The students will also become familiar with some of the codes that govern the equipment needed for heating, cooling, and ventilation in commercial buildings, and devices available to reduce the energy demands for these needs.

| | |
|----------------------------|------------------------------|
| Energy Survey | Demand Meters |
| Primary Loads | Current Transformers |
| Secondary Loads | Load Shedding Devices |
| Ventilation Requirements | Energy Recovery Vessel (AIR) |
| Ohio Building Codes | Heat Recovery Units |
| Ohio Basic Mechanical Code | Solar Assist Units |

EM 203: Programmable Logic Controllers 9.0 Quarter Credit Hours

Students will study PLCs. Operation, configuration, and programming will be examined. Hands on training with programmable logic controls and programming the computer will allow the students to understand and correct problems that arise in the industrial use of PLCs.

| | |
|----------------------------|----------------------------------|
| Introduction to PLCs | Numbering Systems |
| Programming Devices | Processor Units |
| Memory Organization | Basic Ladder Diagrams |
| Inputs/Outputs (I/O) | Relay Type Instructions |
| Programming Considerations | Latching/Unlatching Instructions |
| Timer Instructions | Logic Functions |

ES 201: Computer-Aided Drafting 9.0 Quarter Credit Hours

The student will study the use of CAD in applications that relate mainly to the creation of electrical and HVAC drawings that are used in the electrical industry. The use of the CAD software program and the relationships of computer hardware and software are explained, giving the students the tools to supply documentation for electrical installations and operations. Students will use computers and CAD programs to create drawings that can be printed out and used as references by others.

| | |
|---------------------------|------------------------------|
| Computer Hardware | Computer Software |
| File Management | CAD Fundamentals |
| Entity Creations Commands | Entity Modification Commands |
| Creation of Drawings | Dimensioning Commands |
| Block Fundamentals | Electrical/HVAC Drawings |
| Print Documentation | |

ES 202: Energy Management Systems 9.0 Quarter Credit Hours

Students will understand the energy needs of small and large commercial buildings. The student will also become familiar with some of the codes that govern the equipment needed for heating, cooling, and ventilation in commercial buildings, and devices available to reduce the energy demands for these needs.

| | |
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| Energy Survey | Demand Meters |
| Primary Loads | Current transformers |
| Secondary Loads | Load Shedding Devices |
| Ventilation Requirements | Energy Recovery Vessel (AIR) |
| Ohio Building Codes | Heat Recovery Units |
| Ohio Basic Mechanical Code | Solar Assist Units |

ES 203: Commercial Environmental Systems 9.0 Quarter Credit Hours

Student will understand systems that control the heating, ventilation and air conditioning equipment in commercial buildings. They will learn how these systems work, and the operating limits of Direct Digital Controls and pneumatic controlling of VAV, VVT and HVAC Systems. The student will also learn about indoor air quality (IAQ), and what affects it.

| | |
|--------------------------------------|---------------------------------|
| Building Automation: | Direct Digital Controls |
| Variable Air Volume | Variable Volume and Temperature |
| Pneumatic System | Air Station |
| Fan Laws | |
| Indoor Air Quality: | Sick Building Syndrome |
| Building Related Illness | Mold and Humidity |
| Plenum Return Problems | Allergens and Contaminates |
| EPA Warning | Prime Sources |
| Integration with Electronic Controls | Purification |

HV 112: Basic Electricity for HVAC/R 11.0 Quarter Credit Hours

This course teaches power generation and distribution, and electrical components; explains the theory of solid-state electronics, as well as the operation, use and testing of the various electronic components used in HVAC; and covers transformers, single-phase and three-phase power distribution, capacitors, the theory and operation of induction motors. Additionally, the student learns how to solve problems involving the measurement of lines, area, volume, weights, angles, pressure, vacuum, and temperature.

HV 114: Basic Refrigeration for HVAC/R 11.0 Quarter Credit Hours

Presenting the basic principles of heating, ventilation, and air conditioning, this course covers heat transfer, refrigeration, and pressure-temperature relationships. It teaches tools, materials, and safety precautions and depicts step-by-step procedures for soldering and brazing piping; covers the selection, preparation, joining, and support of copper and plastic piping and fittings; introduces the basic principles, processes, and devices used to control humidity and air cleanliness; and presents indoor air quality and its effect on the health and comfort of building occupants. It discusses techniques for reading and using blueprints, specifications, and shop drawings.

HV 115: Residential Air Conditioning 9.5 Quarter Credit Hours

Explaining the factors that affect the heating and cooling loads of a building, this course describes the process by which the heating and cooling loads are calculated; explains air properties, related gas laws, and psychrometric principles and charts; and introduces the trainee to various heat recovery/reclaim devices and energy reduction apparatuses. It explains how to analyze circuit diagrams for electronic and microprocessor-based controls and covers the operation, testing, and adjustment of conventional and electronic thermostats, as well as the operation of common electrical, electronic, and pneumatic circuits used to control HVAC systems. It describes the purpose of planned maintenance and outlines the procedures for servicing gas and oil furnaces, electric heating equipment, cooling equipment, and heat pumps.

HV 116: Residential Heating 9.5 Quarter Credit Hours

This course focuses on heating fundamentals; the types of furnace designs and their components and presents the basic procedures for installing and servicing furnaces. It describes the tools and instruments used in trouble-shooting gas heating appliances and teaches the principles of fossil-fuel furnace venting; covers various types of iron and steel pipe and fittings and provides step-by-step instructions for cutting, threading, and joining ferrous piping. It additionally presents the operation and testing of electric furnaces and their components and reviews the operation of electric heating appliances. It covers the principles of reverse cycle heating; describes the operation of the various types of heat pumps and reviews heat pump operation and heat pump control circuits.

**HV 117: Commercial Air
Conditioning (HVAC/R)****9.5 Quarter Credit Hours**

This course describes air distribution systems and their components, air flow measurements, ductwork installation principles, and the use of instruments for measuring temperature, humidity, pressure, and velocity and covers procedures for the startup of hot water and steam heating, chilled water, and forced air distribution systems. It covers operating principles, piping systems, preventive maintenance, and servicing of boilers, chillers, chilled water systems, steam systems, and steam traps and describes the systems, equipment, and operating sequences used in a variety of commercial airside system configurations. It also explains how computers and microprocessor controls are used to manage zoned HVAC systems.

**HV 118: Commercial
Refrigeration (HVAC/R)****9.5 Quarter Credit Hours**

This course covers the operation of refrigeration systems, with emphasis on systems used in cold storage and other commercial food preservation applications and presents the basic techniques and equipment used in troubleshooting cooling equipment. It explains the operating principles of the different types of compressors used in comfort air conditioning systems and offers the operating principles, applications, installation, and adjustment of the various types of fixed and adjustable expansion devices. It presents the entire basic refrigerant handling and equipment servicing procedures that a technician must know in order to service HVAC systems and covers the application and installation of various types of fasteners, gaskets, seals, and lubricants and the adjustment of different types of belt drives, bearings, and couplings.

Appendix B

Academic Calendar

| Program Start Dates | Graduation Date – Diploma | Graduation Date – A.A.S. |
|---------------------|---------------------------|--------------------------|
| 2/2/09 | 4/11/10 | 11/07/10 |
| 4/13/09 | 6/20/10 | 1/16/11 |
| 7/6/09 | 8/29/10 | 3/27/11 |
| 9/14/09 | 11/7/10 | 6/5/11 |
| 11/23/09 | 1/16/11 | 8/14/11 |
| 2/1/10 | 3/27/11 | 10/23/11 |

Appendix C

Advisory Committees

Vatterott College utilizes Program Advisory Committees for each program or each group of related programs. The majority of each Program Advisory Committee is made up of employers representing the major occupation or occupations for which training is provided. At least two regularly scheduled meetings are conducted annually and at least one of these is held at the school.

The duties of the Program Advisory Committee include, but are not limited to:

- A. Reviewing, at least annually, the established curricula of the program and comment as to its objectives, content, and length, and the adequacy of the facility and equipment.
- B. Reviewing and commenting on each new program including the appropriateness of curriculum, objectives, content and length, prior to Accreditation recognition.
- C. Reviewing and commenting at least annually on student completion, placement, and where required, state licensing and examination outcomes of each program.

HVAC/Environmental Systems Technology & Building Maintenance

Robert Dillon – CWRU
Rick Eierdam – Eierdam & Associates
Rick Johnston – Brennan & Associates
Marc Mapel – Energy Management Specialists
Joe Matyas – Cleveland Metroparks Zoo
Robert Nally – Richard E. Jacobs Group
David Nolan – Richard E. Jacobs Group
David Walker – St. Vincent Charity Hospital
Thomas Wanner – Mechanical Contractors Association
Computer Systems and Network Technology & Computer Technology
Mike Becker – Esquire Data Corp.
Joseph Camino – CSJ Technologies
Bill Shields – TSG Ohio
Eric Vanderburg – Jurinnov Ltd.

Electrical Technology & Electrical Mechanic

Cal Corsi – Paladin Protective Services
Jim Dempsey – Lakewood Hospital
Alex McAninch – Summit County Engineers
Karl Mueller – Brecksville Electric
Mark Samsonas – Hilliard Electric
Mark Zell – Clock Electric

Appendix D

Administrative Staff

Kate Spies, Campus Director
Karen Fisher, Director of Admissions
Stephen Brown, Director of Education
Linda Sullivan, Financial Aid Director
Andrew Repp, Admissions Coordinator
Keith Mussey, Admissions Coordinator
Sara Anderson Admissions Coordinator
Mary Ellen Seres, Administrative Coordinator
Andrea Downes, Career Services Coordinator
Shannon McManamon, Financial Aid Administrator
Rachelle McNeely, Registrar
John Harenda, Retention Coordinator
Sharon Cornell, Accounting
Diane Dillon, Accounts Payable/Purchasing
Kathie Hoca, LRC and Placement Support
Anthony Weishar, LRC

Faculty

Barbara Brown

General Education Instructor
Bachelors Degree, Cleveland State University, 1976

Dick Colmery

Electrical Program Instructor
Bachelors Degree, University of Akron, 1962

Steve Hoca

Heating, Ventilation and Air Conditioning Instructor
Associate Degree, Westside Institute of Technology

Ralph Hudson

Building Maintenance Instructor
Associate Degree, Vatterott College

Robert Hylton

Electrical Program Instructor

Terry Klein

Heating, Ventilation and Air Conditioning Instructor
Associates Degree, Cleveland Engineering Institute, 1972

Alison LaPorte

General Education Instructor
Bachelors Degree, Denison University
Masters Degree, University of Colorado

Phil Norris

Heating, Ventilation and Air Conditioning Instructor
Bachelors Degree, John Carroll Cleveland, 1967

Rich Pountney

Heating, Ventilation and Air Conditioning Program Director
Associates Degree, West Side Institute of Technology, 1975

Dan Schenek

Heating, Ventilation and Air Conditioning Instructor
Diploma, West Side Institute of Technology, 1981

Kate Spies

Campus Director
Masters Degree, University of Phoenix
Bachelors Degree, Ohio State University

David Stringer

Heating, Ventilation and Air Conditioning Instructor
Associates Degree, West Side Institute of Technology

Dean Taucher

Electrical Instructor
Associates Degree, Vatterott College, 2007

Anthony Weishar

General Education Instructor
Bachelors Degree – John Carroll University

Todd Wiley

Building Maintenance Instructor
Diploma, West Side Institute of Technology, 1981

Addendum 05-23-2009

Student Grievance Policy

Should a student have a grievance or complaint concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers.

If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance or complaint in writing to the Director of Education, clearly describing the grievance or complaint.

The Director of Education will review the grievance or complaint, seek resolution and notify the student of the remedy within 10 days. In the event the student is not satisfied with the resolution provided by the Director of Education, the student must appeal to the institution's Director in writing within 10 days of receiving the decision of the Director of Education.

The institution's Director will review the pertinent facts and evidence presented. Within 10 days of receipt of the student appeal, the institution's Director will formulate a resolution.

Students who wish to contest the Director's resolution may submit a written appeal to the Chief Administrator, Vatterott Educational Centers, Inc as the final entity seeking a favorable resolution to reported grievance or complaint.

At any time, the student may contact the Vatterott Educational Centers, Inc. Student Affairs division for additional support via email at studentaffairs-dev@vatterott-college.edu

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges of Technology
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the school director or director of education.

Students may also contact the following agencies concerning any grievance or complaint about the institution: Office of the Ombudsman, United States Department of Education, Toll-free phone: (877) 557-2575.

Students may also contact the State of Ohio Board Of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, Ohio 43215-3138, 614-466-2752.