

2009-2010

Vatterott College

Quincy Campus Course Catalog

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

Leslie Fischer
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.

History of Vatterott College

Vatterott College was established in 1969 in St. Louis, Missouri. The original name was Urban Technical Centers, Inc., and subsequent changes included Vatterott & Sullivan Educational Center and Vatterott Educational Centers. The institution changed its name to Vatterott College in 1989 when Associate degree (specialized) granting authority was issued by the Accrediting Commission of NATTS (National Association of Trade and Technical Schools).

In January 1985, the institution opened its new facility in St. Ann, Missouri, and in 1990, Vatterott College had the honor of being named the "Best Institution in Missouri" by the Missouri Association of Private Career Schools.

Vatterott College expanded to Springfield, Joplin, and Independence, Missouri, in April 1991 as a result of a teach-out of students attending Draughon Business College. In August 1991, Vatterott College was authorized to establish branch campuses at these locations.

In May 1995, Vatterott College expanded to Quincy, Illinois, as a result of the purchase of the former Quincy Technical Schools.

In June 1996, the Business and Banking Institutes with locations in Omaha, Nebraska, and Des Moines, Iowa, were purchased. Programs were added and the institutions were relocated under the name Vatterott College. In the same year, an additional location of the St. Ann campus opened in Sunset Hills, Missouri. Vatterott College expanded into the following cities as a result of various teach-out agreements: St. Joseph, Missouri, in March 1995; Tulsa, Oklahoma, in 1997;

Memphis, Tennessee, in 1999; Wichita, Kansas, in 1999; and Cleveland, Ohio in 2001. In 1997, a branch location of the Quincy campus was opened in Oklahoma City, Oklahoma.

In December 1999, Vatterott College expanded in Omaha, Nebraska by purchasing the former Universal Technology Institute. In January 2000, a satellite campus was established in O'Fallon, Missouri. In September 2001, Vatterott College purchased the former Omaha College of Health Careers in Omaha, Nebraska, and established a branch campus. The St. Joseph campus changed affiliation in 2003 and continues operations as a branch campus of the Des Moines, Iowa main institution.

Wellspring Capital Partners purchased all Vatterott College locations in January 2003 and named the holding company as Vatterott Educational Centers, Inc.

The O'Fallon satellite location was approved as a branch campus of the St. Ann main institution in 2004. L'École Culinaire was approved as a branch campus of the Des Moines, Iowa main institution in 2004.

Vatterott College operations expanded into Texas in 2004, purchasing Court Reporting Institute of Dallas. The Court Reporting Institute of Houston was approved as branch campus of the Dallas main campus in 2004.

In January 2007, Vatterott Education Center located in Dallas, Texas was approved as a branch campus of the Quincy main institution.

In May 2008, Vatterott Career College Appling Farms, Tennessee was approved as a branch campus of Des Moines main institution.

In November 2008, L'École Culinaire, Cordova, Tennessee, was approved as a branch campus of the Quincy main institution.

Accreditation, Authorization, and Approvals

Vatterott College is accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSC). 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.

Campus Location

Vatterott College Quincy Campus
3609 North Marx Drive
Quincy, IL 62305
(217) 224-0600

Administrative Offices –
3609 North Marx Drive
Quincy, IL 62305
(217) 224-0600

Campus Facilities

Vatterott College – Quincy Campus

The facilities are located at 3609 North Marx Drive on the Northwest corner of Marx Commercial Park. This one story 33,000 square foot building houses labs and classrooms for the Cosmetology, Computer Aided Drafting and Design, Computer Technology, and Medical Assisting programs. The Heating, Air Conditioning, and Refrigeration and Electrical Mechanics labs and classrooms are also located in this building. In addition, the Main Offices, Admissions Department, Financial Aid Office, and Career Services Offices can be found at this location.

Average class size is 25 students. Enrollment capacity is 240 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.

Admissions for Online Programs

Online Applicants must complete all general admission requirements (as listed above) and complete the Online Assessment Tool and the Online Program Computer Skills Checklist.

- The Online Assessment Tool will gauge the applicants' readiness to enter into an online program.
- The Online Program Computer Skills Checklist will measure whether students have the skills, competencies, and access to technology necessary to succeed in a distance education environment. The Online Program Computer Skills Checklist consists of Q&A assessing the applicants' knowledge of the Internet as well as how to use Microsoft Office.

The admission requirements for enrollment in the Information Systems Security Diploma program requires applicants to possess a High School Diploma or GED and knowledge of Microsoft Operating Systems.

Online Program Technology Requirements

To be considered for enrollment in the college's online programs, a student must certify that they possess the following minimum technology requirements:

1. Personal computer or laptop with Pentium 4 or higher processor
2. Minimum of 1 GB
3. Minimum 100 GB Hard Drive
4. Monitor, printer, keyboard, mouse
5. Available Serial port and separate USB port
6. Windows XP Home or Professional version Operating System (Windows NT is incompatible) or Vista
7. Sound card, external speakers, and personal headset
8. CD and DVD ROM drive(s)
9. Video Graphics Accelerator Card
10. Java, Flash, and cookies-enabled Internet browser such as Microsoft Internet Explorer 6.0 or higher (AOL and WebTV browsers are not supported and cannot be used to access courses)
11. Cable, DSL, or other high speed Internet connection (AOL and WebTV browsers are not supported and cannot be used to access courses)
12. Unique personal email address
13. Software: Microsoft Office 2000 or higher, Adobe Reader, Microsoft PowerPoint Viewer
14. Surge Protection device for PC.

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

1. 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).
2. 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.
3. 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.
4. In the event of withdrawal by the student, tuition refunds will be made according to the terms of the Enrollment Agreement.

Admissions Information

5. 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.

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/

Vatterott Cosmetology Scholarship

The Cosmetology department at Vatterott College provides an institutional scholarship that cosmetology students may qualify for each term.

Scholarship Requirements

In order to qualify for the scholarship candidates must meet all criteria below.

1. Complete the term with 100% attendance of scheduled hours (including makeup hours) for the term
2. Cumulative GPA of at least a 2.0.
3. Term GPA of at least a 2.0.
4. Enrolled as a full time student in the Cosmetology program.

Qualification for the scholarship is for the term most recently completed and may be earned each term of the program based on the criteria above.

Amount of the scholarship may vary by Campus Location. Scholarship recipients will be notified by the Director of Education of the amount of their award.

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;
- 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 time frame established by the appropriate regulatory authority, whichever is shorter.

Refund Policy

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 as payment(s) for periods of time. By accepting applications, the college has assumed the obligation of furnishing a complete program, instructors, equipment, laboratories, classrooms, and other facilities necessary for teaching those programs at the stated offered tuition cost for the program and with the understanding that refunds will be made per academic year (36 quarter credit hours) only as follows:

- A. Refund to students attending the college for the first time and the first academic year: The college shall refund unearned tuition, fees, room and board, and other charges as set forth in the following refund policy. In the absence of state or federal regulations, the college shall make a refund of tuition, fees, and other charges as defined below.
 1. College shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:
 - a. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application-registration fees, tuition, and any other charges shall be refunded to the student.
 - b. When notice of cancellation is given after midnight of the fifth business day following enrollment but prior to the close of business on the student's first day of class attendance, the college may retain no more than the application-registration fee which may not exceed \$100 or 50% of the cost of tuition, whichever is less.
 2. After the first day but within the first 5%, the college may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges, or \$300, whichever is less, plus the cost of any books or materials provided by the college.
 3. After 5% of the course of instruction, but within the first 4 weeks of classes, the college shall refund at least 80% of the tuition.
 4. After the first 4 weeks but within the first 60%, a pro rata refund is applied. A pro-rata refund is a refund of not less than that portion of the tuition, fees, and other charges assessed the student by the institution equal to the portion of the period of enrollment for which the student has been charged that remains on the last day of attendance by the student.

5. For a student terminating training after completing more than 60% of the period of enrollment, the college may retain the entire contract price of the period of enrollment.
- B. Refund subsequent periods for non first-time students: The college shall refund unearned tuition and fees as set forth in applicable state or federal regulations to a student attending an institution for second and subsequent enrollment periods. Refunds will be calculated based upon the last day of attendance. In the absence of state or federal regulations, the college shall make a refund of tuition and fees and other charges as set forth below:
1. During the first week of classes the college shall refund at least 90% of tuition; thereafter,
 2. During the first 25% of the period of financial obligation, the college shall refund at least 55% of tuition; thereafter,
 3. During the second 25% of the period of financial obligation, the college shall refund at least 30% of tuition;
 4. In case of withdrawal after this point, the college may commit the student to the entire obligation.

Refunds will be made within 30 days after date of withdrawal.

Cosmetology Refund Policy

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 as payment(s) for periods of time. By accepting applications, the COLLEGE has assumed the obligation of furnishing a complete program, instructors, equipment, laboratories, classrooms and other facilities necessary for teaching those programs at the stated offered tuition cost for the program and with the understanding that refunds will be made only as follows:

1. When notice of cancellation is given within 5 days after the date of enrollment, all application and registration fees, tuition, and any other charges shall be refunded to the student.
2. When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain no more than the application and registration fee, plus the cost of any books or materials which have been provided by the school and retained by the student.
3. When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% or more of the course of instruction, the school may retain the application and registration fee and an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, plus the cost of any books or materials which have been provided by the school.
4. When a student has completed 5% or more of the course of instruction, the school may retain the application and registration fee and the cost of any books or materials which have been provided by the school but shall refund a part of the tuition and other instructional charges in accordance with the National Accrediting Commission of Cosmetology Arts and Sciences and rules that the Department shall promulgate for purposes of this Section, as follows:

For students who enroll in and begin classes, tuition adjustment shall be made in the following manner:

Percentage Time to Total Time of Course	Amount of Total Tuition Owed to the School
.01% to 4.9%	10%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% to 100%	100%

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).*

Return of Unearned SFA Program Funds

The institution must return the lesser of –

- The amount of SFA Program funds that the student does not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.

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 time frame 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

Cosmetology Program Clock Hours

Clock Hours	Minimum CGPA Required
0 – 300	1.0
301 – 900	1.5
901 credits – graduation or maximum allowable clock hours 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 Degree – 144 QCH
 Cosmetology – 2,250 Clock Hours

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 $(150\%) \times 180 = 270$ 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, not withstanding 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:

1. Achieve a minimum GPA of 2.0
2. Complete required competencies and/or Externship
3. 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 but are not limited to: 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, DVDs 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, Vatterott College, Quincy Campus.

Illinois Department of Human Services/Springfield
222 South College, Floor 1
Springfield, Illinois 62704
(217) 785-5100
(217) 785-5125 (TDD)
(217) 785-5106 (Fax)

Students attending an Illinois school may contact the Illinois State Board of Education, Private Business and Vocational Schools Division, 100 North First Street, Springfield, IL 62777, or call (217) 782-2948.

Cosmetology student may also register complaints with the Department of Professional Regulation, 320 W Washington Springfield, Illinois, 62786, phone 217-785-0800 or 100 W Randolph 9th Floor, Chicago, Illinois, 60601; phone 312-814-4500.

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, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, 816-268-0550; 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.

1. 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.
2. 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.
3. 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.
4. 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.

5. 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.
6. 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.
7. 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.
- Vatterott College is a drug and alcohol free campus; 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 enrolled students are required to wear their issued uniforms to class everyday.
- All equipment, tools, books, uniforms, etc. issued to the student are the sole responsibility of the student for care and safe keeping.
- 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.
- 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:

1. 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.
2. 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.
3. If the Director of Education fails to take action satisfactory to the student, the student may submit a written statement to the Campus Director of Vatterott College, who will review the matter and render a decision.
4. The student may also file a complaint directly with the Department of Education at any time. The student may contact the Office of Civil Rights or further details at Department of Education, Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, 816-268-0550.
5. 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.

Cosmetology student may also register complaints with the Department of Professional Regulation, 320 W Washington Springfield, Illinois, 62786, phone 217-785-0800 or 100 W Randolph 9th Floor, Chicago, Illinois, 60601; phone 312-814-4500.

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: Quincy Campus – Program Offerings

Diploma

- Computer Aided Drafting & Design
- Computer Technology
- Cosmetology
- Electrical Mechanics
- Heating, Air Conditioning & Refrigeration
- Medical Assistant

Associate of Applied Science (A.A.S.)

- Computer Aided Drafting & Design
- Computer Office Assistant
- Computer Technology
- Electrical Mechanics
- Heating, Air Conditioning & Refrigeration Technology
- Medical Assistant

Vatterott College, Quincy Campus, only offers those specific programs of study listed above and expressly discussed in the curriculum section of this catalog. Other Vatterott College campuses only offer those specific programs of study specified in their respective current catalogs.

Program Offerings

Computer Aided Drafting & Design

Diploma

The objective of this 60 week program is to prepare the graduate with the theory and working knowledge to acquire an entry-level position in the computer aided drafting and design field as an engineering assistant, design assistant, or draftsman.

Course #	Course Title	QCH
CAD 101	Introduction to Computer Aided Drafting	12.0
CAD 102	Fundamentals of Drafting – Technical Mathematics	12.0
CAD 103	Civil/Structural	12.0
CAD 104	Commercial Architecture	12.0
CAD 105	Mechanical	12.0
CAD 106	Residential	12.0
Total Number of Quarter Credit Hours Required for Graduation 72		

Computer Technology

Diploma

The objective of this 60 week program is designed to meet the ever-increasing need for trained computer service personnel. The program is designed to prepare the graduate with the theory and working knowledge to acquire an entry-level position in the computer field as a field service technician, help desk operator, or network administrator.

Course #	Course Title	QCH
CT 101	Hardware Fundamentals	12.0
CT 102	Operating Systems Fundamentals	12.0
CT 103	Advanced Operating Systems and Troubleshooting	12.0
CT 104	Networking Fundamentals and Design	12.0
CT 105	Networking – Windows NT/2000	12.0
CT 106	Networking - Novell	12.0
Total Number of Quarter Credit Hours Required for Graduation 72		

Cosmetology

Diploma

The students who successfully complete this 1500 clock hour program will have examined the theories, techniques and practical applications that will prepare them for the State Cosmetology Board License Examination. Included in the theory and technical skills developed in the classroom and the clinics will be hair dressing, hair styling, hair cutting, permanent waving, hair coloring, manicuring, pedicuring, skin care and facials, thermal curling, and the study of the business of cosmetology. Students will also be introduced to the theory, techniques and safety involved in working with chemicals as applied to hair, skin and nails. The academic and clinical preparation will qualify the graduates for professional entry-level positions in the Cosmetology Industry.

Course #	Course Title	Clock Hours
COS 101	Introduction to Cosmetology	300
COS 102	Intermediate Cosmetology	300
COS 103	Advanced Cosmetology	300
COS 104	Cosmetology Science	300
COS 105	Cosmetology State Law, Exam Preparation and Business Management	300
Total Number of Clock Hours Required for Graduation 1500		

The above curriculum will include the following breakdown as per section 1175.530 of the Illinois Barber, Cosmetology, Esthetics, and Nail Technology act.

Subject	Clock Hours
Basic Training	150
Practical Chemical Application/Hair Treatment	500
Hair Styling/Hair Dressing	475
Shop Management, Sanitation and Interpersonal Relations	200
Esthetics	85
Nail Technology	55
Electives	35
Total	1500

Electrical Mechanics

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, 72 Quarter Credit Hours of theory and associated lab instruction in the areas of electrical theory; residential, commercial, and industrial wiring methods and regulations, and motor control.

Course #	Course Title	QCH
EM 112	Residential I	12.0
EM 114	Residential II	12.0
EM 115	Commercial I	12.0
EM 116	Industrial I	12.0
EM 117	Commercial II	12.0
EM 118	Industrial II	12.0
Total Number of Quarter Credit Hours Required for Graduation 72		

Heating, Air Conditioning & Refrigeration

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, 72 Quarter Credit Hours of heating, air conditioning, and refrigeration theory and associated lab work.

Course #	Course Title	QCH
HV 112	Electrical Fundamentals	12.0
HV 114	Refrigeration Fundamentals	12.0
HV 115	Residential Air Conditioning	12.0
HV 116	Heating	12.0
HV 117	Commercial Air Conditioning	12.0
HV 118	Commercial Refrigeration	12.0
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.

Medical Assistant

Diploma

The objective of this 60 week program is designed to prepare the graduate with the theory and working knowledge to acquire an entry-level position as a Medical Assistant.

Course #	Course Title	QCH
MA 101	Basic Medical Assistant Language & Principles	12.0
MA 102	Basic Medical Assistant Skills	12.0
MA 103	Advanced Medical Assistant I	12.0
MA 104	Advanced Medical Assistant II	12.0
MA 105	MA 105 Advanced Medical Assistant III	12.0
MA 106	Medical Assistant Externship	12.0
Total Number of Quarter Credit Hours Required for Graduation 72		

Computer Aided Drafting & Design Associate of Applied Science, A.A.S.

The objective of this occupational degree program is designed to prepare the graduate with the theory and working knowledge to acquire an entry-level position in the computer aided drafting and design field as an engineering assistant, design assistant, draftsman, project coordinator, or drafting supervisor.

Course #	Course Title	QCH
CAD 101	Introduction to Computer Aided Drafting	12.0
CAD 102	Fundamentals of Drafting – Technical Mathematics	12.0
CAD 103	Civil/Structural	12.0
CAD 104	Commercial Architecture	12.0
CAD 105	Mechanical	12.0
CAD 106	Residential	12.0
GE 101	Rhetoric and Composition	4.0
GE 103	General Education Mathematics	4.0
GE 104	Energy and Society	4.0
GE 105	Principles of Microeconomics	4.0
GE 106	Contemporary Ethics	4.0
AGE 101	Technical Communication	4.0
Total Number of Quarter Credit Hours Required for Graduation 96		

Computer Office Assistant Associate of Applied Science, A.A.S.

The objective of this occupational degree program is designed to prepare the graduate with the theory and practical working knowledge to acquire an entry-level position in a modern computerized office as an office assistant, office manager, or executive assistant.

Course #	Course Title	QCH
COA 101	Basic Office Skills	12.0
COA 102	Beginning Communication in the Workplace	12.0
COA 103	Practical Business Applications	12.0
COA 104	Applications in Law and Accounting	12.0
COA 105	Office Systems	12.0
COA 106	Advanced Office Systems	12.0
GE 101	Rhetoric and Composition	4.0
GE 103	General Education Mathematics	4.0
GE 104	Energy and Society	4.0
GE 105	Principles of Microeconomics	4.0
GE 106	Contemporary Ethics	4.0
AGE 101	Technical Communication	4.0
Total Number of Quarter Credit Hours Required for Graduation 96		

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

The objective of this occupational degree program is designed to meet the ever-increasing need for trained computer service personnel. The program is designed to prepare the graduate with the theory and working knowledge to acquire an entry-level position in the computer field as a field service technician, help desk operator, network administrator, or network consultant.

Course #	Course Title	QCH
CT 101	Hardware Fundamentals	12.0
CT 102	Operating Systems Fundamentals	12.0
CT 103	Advanced Operating Systems and Troubleshooting	12.0
CT 104	Networking Fundamentals and Design	12.0
CT 105	Networking – Windows NT/2000	12.0
CT 106	Networking – Novell	12.0
GE 101	Rhetoric and Composition	4.0
GE 103	General Education Mathematics	4.0
GE 104	Energy and Society	4.0
GE 105	Principles of Microeconomics	4.0
GE 106	Contemporary Ethics	4.0
AGE 101	Technical Communication	4.0
Total Number of Quarter Credit Hours Required for Graduation 96		

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

The objective of this occupational degree program is designed to prepare the graduate with the theory and working knowledge to acquire an entry-level position as an electrical installation, maintenance, or repair service technician, electrical contractor, or electrical crew chief.

Course #	Course Title	QCH
EM 112	Residential I	12.0
EM 114	Residential II	12.0
EM 115	Commercial I	12.0
EM 116	Industrial I	12.0
EM 117	Commercial II	12.0
EM 118	Residential II	12.0
GE 101	Rhetoric and Composition	4.0
GE 103	General Education Mathematics	4.0
GE 104	Energy and Society	4.0
GE 105	Principles of Microeconomics	4.0
GE 106	Contemporary Ethics	4.0
AGE 101	Technical Communication	4.0
Total Number of Quarter Credit Hours Required for Graduation 96		

Heating, Air Conditioning & Refrigeration

Associate of Applied Science, A.A.S.

The objective of this occupational degree program is designed to prepare the graduate with the theory and working knowledge to acquire an entry-level position as a Heating, Air Conditioning and Refrigeration service mechanic, installer or contractor.

Course #	Course Title	QCH
HVAC 112	Electrical Fundamentals	12.0
HVAC 114	Refrigeration Fundamentals	12.0
HVAC 115	Residential Air Conditioning	12.0
HVAC 116	Heating	12.0
HVAC 117	Commercial Air Conditioning	12.0
HVAC 118	Commercial Refrigeration	12.0
GE 101	Rhetoric and Composition	4.0
GE 103	General Education Mathematics	4.0
GE 104	Energy and Society	4.0
GE 105	Principles of Microeconomics	4.0
GE 106	Contemporary Ethics	4.0
AGE 101	Technical Communication	4.0
Total Number of Quarter Credit Hours Required for Graduation 96		

Medical Assistant

Associate of Applied Science, A.A.S.

The objective of this occupational degree program is designed to prepare the graduate with the theory and working knowledge to acquire an entry-level position as an electrical installation, maintenance, or repair service technician, electrical contractor, or electrical crew chief.

Course #	Course Title	QCH
MA 101	Basic Medical Assistant Language & Principles	12.0
MA 102	Basic Medical Assistant Skills	12.0
MA 103	Advanced Medical Assistant I	12.0
MA 104	Advanced Medical Assistant II	12.0
MA 105	MA 105 Advanced Medial Assistant III	12.0
MA 106	Medical Assistant Externship	12.0
GE 101	Rhetoric and Composition	4.0
GE 103	General Education Mathematics	4.0
GE 104	Energy and Society	4.0
GE 105	Principles of Microeconomics	4.0
GE 106	Contemporary Ethics	4.0
AGE 101	Technical Communication	4.0
Total Number of Quarter Credit Hours Required for Graduation 96		

Course Descriptions

AGE 101: Technical Communication 4 Quarter Credit Hours

This course focuses on writing and oral communication skills as they are applied to a variety of technical contexts. Through a process-oriented approach, students learn to plan, investigate, organize, write and revise common technical documents. In adapting written material for a listening audience, students are given classroom opportunities for informative demonstrations and presentations. Emphasis will be placed on the principles of effective technical writing, especially as they pertain to memos, letters, and reports

CAD 101: Introduction to Computer Aided Drafting 12 Quarter Credit Hours

Students will understand the basic principles and concepts of the Windows operating system and AutoCAD software.

- Communicating with Windows NT
- Computer Windows Operations
- Keyboard Operation
- Using document information storage media
- Entering dimensions in AutoCAD
- Editing Drawing with AutoCAD
- Principles of Customer Service
- AutoCAD Commands
- Using AutoCAD to draw basic shapes
- Entering text in AutoCAD
- File management
- Working with Windows and AutoCAD

CAD 102: Fundamentals of Drafting - Technical Mathematics 12 Quarter Credit Hours

Students will understand the various types of drawing and mathematic problems encountered in the drafting and design field.

- Floor Plan Basics
- Scaling
- Electrical Symbols
- Floor Plan Symbols
- Foundation Symbols
- Line Weights
- Sectioning Basics
- Dimensions
- Precision and Accuracy
- Professional and Social Development
- Number Systems
- Scientific and Engineering Notation
- Calculator Operations
- Exponents, Powers of Ten
- Mathematic Operations
- Square Roots, Signed Numbers
- Decimals and Triangle Operations
- Fraction Operations and Percentages
- Graphs and Coordinate Systems

CAD 103: Civil / Structural 12 Quarter Credit Hours

Students will design Civil and Structural drawings using AutoCAD.

- Maps and Surveys
- Beams, Girders, Arches
- Contour Maps
- Isometric Views
- Structural Steel Characteristics
- Rendering Methods
- Principles of Organizational Communications
- Floor, Wall, Roof, Post, Systems
- Span Tables
- Plumbing Plans
- HVAC Plans
- Presentation Drawings
- Elevation Drawings
- 3D Pipe Drawing

CAD 104: Commercial Architecture 12 Quarter Credit Hours

Students will understand all aspects of Commercial drawing, including materials and design.

- Load Calculations
- Disabilities Regulations
- Concrete Methods
- Masonry Methods
- Wind Forces
- Grading Plans
- Fundamental Concepts of Technical Writing
- National Building Codes
- Framing Methods
- Fire Resistant Construction
- Seismic Affects
- Topography
- Written Specifications

CAD 105: Mechanical 12 Quarter Credit Hours

Students will understand all aspects of Mechanical drawing, including materials and design.

- Threads
- Isometric Drawings
- Characteristic of Metal
- Belt Drives
- Machine Foundation Principals
- Principles of Creative Problem Solving
- Basic C.N.C. Theory
- Idler Pulley
- Machine Drawings
- Gears Drives
- Direct Drives
- Piping
- Product Prototyping

CAD 106: Residential 12 Quarter Credit Hours

Students will understand all aspects of Residential drawing, including materials and design.

- Residential Floor Plans
- Basement Plans; Stairway Plans
- Footing Design
- Team Dynamics
- Electrical Plans and Symbols
- Cabinet Plans; Fire Place Plans
- Exterior Elevation

COA 101: Basic Office Skills **12 Quarter Credit Hours**

Students will understand the personal computer operating systems commonly used in business offices. Students will learn to apply selected business concepts to reading and writing activities encountered in typical office settings such as: telephone message forms, fax forms, informal messages, and memos. Students will master the touch method of operating the electronic calculator with speed and accuracy to solve basic business math problems of conversions, discounts, markups/markdowns and reconciliations. Students should build keyboarding speed toward 40 wpm by the completion of this phase.

- Operating Systems
- Writing for Workplace Success
- Math for Business/Electronic Calculators
- Keyboarding I

COA 102: Beginning Communication in the Workplace **12 Quarter Credit Hours**

While creating business documents and presentations (memos, sales letters, proposals, and demonstrations) students will learn to emphasize listening, speaking, reading, and writing abilities. Through the use of role-playing using actual workplace situations, students will learn the skills and procedures necessary to foster teamwork in office settings. In addition, students will become aware of compliance issues, sexual harassment, and hostile work environments. By completing the above activities utilizing the computer, students should build keyboarding speed toward 50 wpm and data entry speed to 8000 sph by the completion of this phase.

- Business Communications in the Workplace
- Human Relations for Career and Personal Success
- Data Entry
- Keyboarding II

COA 103: Practical Business Applications **12 Quarter Credit Hours**

Students will learn functions and procedures associated with modern office management. Students will gain a practical working knowledge of the mechanical aspects of bookkeeping procedures encountered in normal day-to-day operations. Students will analyze business transactions by completing T-accounts, general journals and ledgers, and accounts receivable and accounts payable. They should also become proficient enough in word processing capabilities to pass the Microsoft Office User Specialist (MOUS) core examination for Word.

- Office Management
- Practical Problems in Accounting
- Microsoft Word

COA 104: Applications in Law and Accounting **12 Quarter Credit Hours**

Students will become familiar with basic legal requirements affecting entry-level office positions such as basic warrantees, contract/lease agreements, and judicial processes for business claims. Students will learn to apply accounting principles by completing the accounting cycle. Students will complete worksheets that incorporate journalizing and posting entries, inventory procedures, preparing financial statements, and accounting for bad debts. Students should also become proficient enough in spreadsheet capabilities to pass the Microsoft Office User Specialist (MOUS) core examination for Excel.

- Business Law with Uniform Commercial Code Applications
- Practical Problems in Accounting II
- Microsoft Excel

COA 105: Office Systems **12 Quarter Credit Hours**

Students will demonstrate the ability to design, layout, and construct templates commonly used in businesses such as flyers, brochures and other forms of print advertising. Students will become familiar with timesheets, exempt/non-exempt status, FICA, and other compensation-related issues by completing worksheets, registers, and manually calculating payroll deductions in an office simulation. Students should also become proficient enough in database capabilities to pass the Microsoft Office User Specialist (MOUS) core examination in Access.

- Desktop Publishing
- Payroll Accounting
- Microsoft Access

COA 106: Advanced Office Systems **12 Quarter Credit Hours**

Students will be responsible for creating and maintaining typical office information at an entry-level position in a computer-simulated environment. Students will complete such activities as: maintaining membership lists, preparing bulk mailings, creating and updating forms, maintaining inventory, and creating payroll registers. Students will learn to present and integrate accounting principles from previous courses by completing the activities in the Integrated Accounting for Windows software package. These activities include: ledgers, AR/AP, bank reconciliations, budgeting, purchase order processing, requisitions, and inventory management. Students should become proficient enough in graphics and email capabilities to pass the Microsoft Office User Specialist (MOUS) core examinations in PowerPoint and Outlook.

- Simulation for Word Processing
- Integrated Accounting for Windows
- Microsoft PowerPoint/Outlook

CT 101: Hardware Fundamentals 12 Quarter Credit Hours

Students will understand basic computer and networking hardware fundamentals. In this phase, students will also build and configure their own computer.

System Boards	Basic Network Knowledge
Processors	Diagnostic Software
Soundcards	Multimedia Devices
IDE Technology	Installing/Configuring Hardware Devices
Memory	A+ Exam Objectives
TCP/IP Network Protocols	Preventive Maintenance
Understanding & Managing Memory	Boot Processes
Professional and Social Development	

CT 102: Operating Systems Fundamentals 12 Quarter Credit Hours

Students will understand the theory of computer operation, basic computer terminology, and the fundamentals of different operating systems.

DOS	Windows 3.1
Windows 95/98	Computer Terminology
Startup Processes	Basic Operating Systems Troubles
INI Files	A+ Exam Objectives
Operating Systems Relationship to Hardware Installation	
Principles of Customer Service	

CT 103: Advanced Operating Systems and Troubleshooting 12 Quarter Credit Hours

Students will study advanced applications and troubleshooting of operating systems.

Graphical User Interface	Windows Explorer
Profiles	Accessories
Networking	Control Panel
Troubleshooting the Windows Environment	
Print Manager	Initialization Files
Customizing the Desktop	Editing & Troubleshooting the Registry
Advanced Configuration	Windows XP/2000
Principles of Organizational Communications	

CT 104: Networking Fundamentals and Design 12 Quarter Credit Hours

Students will learn to install and troubleshoot computer peripherals. Students will also be introduced to data communications technology, including the Internet.

Wireless Networking	Internet Installation
Internet Protocols	VOIP Technologies
Networking Security	Scanners and OCR Software
Communications Software	Network Cabling
Fundamental Concepts of Technical Writing	

CT 105: Networking - Windows NT/2000 12 Quarter Credit Hours

Students will be able to configure and administer the NT Server network.

Installation Types	Domains - Private& Backup
Network Protocols	Optimizing Server Efficiency
Installation Types	Server Application Support
User Configuration & Log-in Scripts	Server/Internet Connectivity
Printer/Security Configuration	LAN/WAN Applications
Shared Files	Microsoft Certification Objectives
Team Dynamics	

CT 106: Networking - Novell 12 Quarter Credit Hours

Students will be able to configure and administer the Novell network.

Installation Types	NDS Fundamentals
Network Protocols	Optimizing Server Efficiency
Installation Types	Server Application Support
User Configuration & Log-in Scripts	Server/Internet Connectivity
Printer/Security Configuration	LAN/WAN Applications
Shared Files	Novell Certification Objectives
Principles of Creative Problem Solving	Linux Fundamentals

COS 101: Introduction to Cosmetology 300 clock hours

This course introduces students to hair dressing techniques including shampooing, styling, conditioning, and braiding. Additionally, facials and scalp treatments and the fundamentals of artificial nails, manicures, and pedicures are presented. Instruction occurs in lecture and demonstration formats, using mannequins and interactive peer participation, followed by practical and written testing. State law requires 150 clock hours of training before a student is eligible to service patrons. Special guests, as subject matter experts, may also present relevant course information. Areas of study in this course include:

Tools and their use	Hygiene
Shampoo	Skin Diseases and conditions
Understanding Chemicals and use	Anatomy and Physiology
Types of Hair	Electricity
Sanitation	Ethics
Nail Technology	Esthetics

COS 102: Intermediate Cosmetology 300 clock hours

In addition to applying required clinical procedures designed to enhance the skills and techniques learned in the previous course, this term is designed to introduce the students to hair design and shaping. The physical and chemical aspects of permanent waving and chemical hair relaxing; hair tinting and bleaching; and basic and advanced haircutting techniques are introduced.

Additionally, artificial hair, chemical services, skin disorders and hair removal methods are presented. Students may be asked to invite models to attend on whom they perform these techniques. Areas of study in this course include:

Chemical Safety	Hair coloring, tinting and bleaching
Permanent Waving	Hair Relaxing
Hair and Scalp Conditioning	Shampooing, toning and rinsing

COS 103: Advanced Cosmetology 300 clock hours

In addition to applying required clinical procedures designed to enhance the skills and techniques learned in the previous courses, this term is designed to advance the student's knowledge in color theory and chemistry, facials, and facial makeup, as well as human anatomy. Students, engaged in practical skill application, use advanced techniques on manikins, peers and clinic clientele.

Areas of study in this course include:

Cutting	Application of electrical/mechanical
Thinning	Thermal Curling
Shaping	Hair Treatments
Trimming	Marcel Iron and Pressing

COS 104: Cosmetology Science 300 clock hours

In addition to applying required clinical procedures designed to enhance the skills and techniques learned in the previous courses, this term is designed to advance the students knowledge of chemistry basics in order to better understand the products with which a licensed Cosmetologist works as well as the fundamentals of electricity. Areas of study in this course include:

- Cosmetic Chemistry
- Electricity Fundamentals

COS 105: Cosmetology State Law, Exam Preparation, and Business Management 300 clock hours

This course is designed to introduce the students to the Illinois state laws of Cosmetology including sanitation and licensing regulations. Students will also be introduced to salon business and management, professional ethics for the job, and the skills needed to find employment in the field. Emphasis will be placed on shop management, sanitation, and interpersonal relationship skills. Students will be introduced to the Illinois State examination requirements. Areas of study in this course include:

Labor Law	General Bookkeeping
Workers' Compensation	Marketing and Merchandising
Client Relations	Emergency First Aid
Right-to-Know Laws	Business Ethics
Pertinent State and Local Laws and Regulations	
Personal Grooming and Hygiene	

EM 112: Residential I 12 Quarter Credit Hours

This course includes safety rules and regulations for electricians; provides an introduction to conduit bending and installation; covers the hardware and systems 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 II 12 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 I

12 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 I

12 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	Contractors and Relays
Overcurrent Protection	Motor Calculations
Motor Maintenance, Part One	Motor Controls

EM 117: Commercial II

12 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 Regs	Conductor Selection and Calculations
Branch Circuits – Load Calculations	Electric Lighting
Distribution Equipment	Conductor Selection and Calculations
Practical Applications of Lighting	Distribution System Transformers
Lamps, Ballasts, and Components	Fire Alarm Systems
Load Calculations – Feeders and Services	

EM 118: Industrial II

12 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

GE 101: Rhetoric and Composition

4 Quarter Credit Hours

This course focuses on fundamental principles of English usage and basic writing skills. Students will develop an understanding of the writing process and become competent in inventional, organizational and editorial strategies. Library and internet usage is incorporated into the course. Emphasis will be placed on critical skills in reading, thinking, and writing.

GE 103: General Education Mathematics **4 Quarter Credit Hours**

This course focuses on mathematical reasoning and the solving of real-life problems, rather than routine skills. Topics to be studied in depth include graph theory, geometry, and mathematics of finance. Critical thinking skills are developed through application of these concepts to real-life problems.

GE 104: Energy and Society **4 Quarter Credit Hours**

This course focuses on the basic physical principles and contemporary issues in the field of energy and environment, from fossil and nuclear fuels to renewable energy sources. Students will examine the scientific, technological, environmental, economic, health, ethical, and political aspects of energy production and use. Emphasis will be placed on these issues in relationship to society and the individual.

GE 105: Principles of Microeconomics **4 Quarter Credit Hours**

This course is designed to introduce basic concepts and issues in microeconomics with an emphasis on analyzing and applying economic variables of real-world problems. It enables students to apply an economic way of thinking in their daily lives. Topics to be studied in depth include supply and demand analysis, price-setting and profit, firm behavior, labor market, and consumer choice.

GE 106: Contemporary Ethics **4 Quarter Credit Hours**

This course is designed to provide a practical overview of principle ethical theories and concepts of human conduct, as well as a critical evaluation of these theories and concepts as they apply to problems and decisions in contemporary professional life. Students will learn to apply critical thinking skills, ethical reasoning, and professional codes of conduct to resolve a variety of personal, social, and professional ethical issues.

HV 112: Electric Fundamentals **12 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: Refrigeration Fundamentals **12 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 **12 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: Heating **12 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) **12 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) 12 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.

MA 101: Basic Medical Assistant Language and Principles 12 Quarter Credit Hours

Students will develop an understanding of medical language, math principles, and anatomy.

Human Anatomy & Physiology	Professional and Social Development
Medical Terminology	Medical Disorders
Basic Math	

MA 102: Basic Medical Assistant Skills 12 Quarter Credit Hours

Students will develop basic office/lab skills and knowledge, including medical law and ethics.

Microsoft Word	Principles of Customer Service
Medical Office Emergencies	Medical English
Medical Law & Ethics	Office Management

MA 103: Advanced Medical Assistant I 12 Quarter Credit Hours

Students will be able to perform medical duties related to Radiology, Urinalysis, Physical Therapy, Microbiology and Medical Transcription, as well as understand the importance of Human Relations.

Radiology Procedures	Physical Therapy
Microbiology	Specialty Lab Test
Principles of Creative Problem Solving	Medical Transcription
Pharmacology Math & Medication	Clinical Lab Urinalysis
Human Relations	

MA 104: Advanced Medical Assistant II 12 Quarter Credit Hours

Students will be able to perform medical duties related to Insurance, Instruments, EKGs, Exams, Accounting and Coding.

Electrocardiograms	Fundamental Concepts of Technical Writing
Medical Insurance and Coding	Computerized Medical Office
Physical/Diagnostic Exams	Accounting Practices
Clinical Assisting Instruments	

MA 105: Advanced Medical Assistant III 12 Quarter Credit Hours

Students will be able to perform medical duties related to Venipuncture, Management, Communications and Pharmacology Analysis.

Clinical Lab Venipuncture	Principles of Organizational Management
Communications	Pharmacology Math and Medication

MA 106: Medical Assistant Externship 12 Quarter Credit Hours

Students will utilize and enhance the skills they have learned during the program by working in an actual medical setting, full-time, 40 hours per week. The student will complete 330 hours at the externship site, specific hours to be determined by the clinic. The hours will be regular work day hours for the site, and may occur on Saturdays, Sundays, or evenings as required by the externship site. Specific requirements for the externship will be provided by the externship coordinator. The students will also be required to attend one hour of lecture at the school each week and meet with the extern coordinator to discuss the previous week, verify attendance, and establish goals for the coming week.

Externship / Career Track / Team Dynamics

Appendix B

Academic Calendar

Start Date	End Date
01/05/09	2/11/10
03/16/09	05/14/10
05/25/09	07/23/10
08/03/09	09/30/10
10/12/09	12/09/10
12/28/09	02/17/11

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.

Campus Advisory Committees

Computer Aided Drafting

Devin McNeally - Austin Group, LLC
Ron Bryan - H & B Quality Tooling
Bob Buenzow – Aeron Lifestyle Technology
Bob Foust – Port Industries
Vincent Mankowski - Leggett & Platt Inc.
Jim Rainey - Knapheide Manufacturing Co.

Computer Technology

Eddie Griffin - ISS
Dean LaVelle - ETC-Computerland
Susie Lee - Blessing Hospital
John Mast - Computer Works
John Shelton - First Bankers Trust Services
Tony Welsh – ADM Alliance Nutrition

Electrical Mechanics

Ron Anders - Crescent Electric
Jim Cramsey - Richards Electric Motor Co.
Steve Crim - United Systems
Don Hedrick - White Electric Supply
Mike Hummel - Titan International Inc.
Rocky Salle - Rocky's Refrigeration & Electric

Appendix C - Advisory Committees

Don Stegeman - Gem City Electric
David Webber - Bleigh Construction
Dave White - Titan International Inc.
Jon Wren - Knapheide Manufacturing

Heating, Air Conditioning & Refrigeration

Bruce Bruening – Bruening Heating & A/C
John Campen - Campen Heating & A/C
Larry Crane - Comfort & Safety Services
Ray Hindkamper - Hindkamper Refrigeration
Paul Mahaffey - Gateway Industrial Power
Mike Patterson/Adam Peters - Peters Heating & A/C
Tim Schroeder - Elam Heating & A/C
Brian Terstegge - Air Specialists

Information Systems Security

Nicki Cain – First Bankers Trust Services
John Shelton – First Bankers Trust Services
Mike Moore – Mercantile Bank Corporation
John Predmore – ECTComputerland

Medical Assistant

Molly Aylor – Hannibal Clinic
Martha Boggus - Women’s Center - Blessing Hospital
Pam Brown - Blessing-Rieman Nursing College
Cindy Cassen - Adams Rural Health Clinics
Janet Cox - Midwest Orthopedics
Bob Dickson - Blessing Hospital
Kathy Harman - Quincy Medical Group
Kena Hirner - Hannibal Clinic
Barb McClelland - Blessing Hospital

Cosmetology

Judy Bergman – Curtis Creek Salon
Debbie Conkright – Hair Unlimited
Sarah Dailing – Graceful Nails
Carol Nudo – CA’s Day Spa
Patrick Peters – Patricks
Leanne Wiseman – Leanne’s
Karen Williams – JC Penny’s
Gretchen McDonald – Designer’s Edge
Butch Schutte – Great River Hair Replacement
Steve Sinnack – CA’s Day Spa

Appendix D

School Administration and Faculty

Administrative Staff

Leslie A. Fischer, Campus Director
Dave Moore, Director of Education
Kim Otte, Director of Admissions
Elizabeth Miller, Director of Financial Aid
Amber Manning, Retention Officer
Mike Benedetto, Retention Officer
Mike Bogan, Career Services
Carol Starnes, Campus Accountant
Chris Griffin, Registrar
Steve Krueger, Admissions Coordinator
Nate McNally, Admissions Coordinator
Reagan Reis, Admissions Coordinator
Jamie Stark, Financial Aid Administrator
Steffanie Shelton, Receptionist
Julia Wodrich, Receptionist
Katie Helsabeck, Learning Resource System Manager
Stan Holtman, Maintenance

Faculty

Marla Beckett (Cosmetology Instructor)

Marla has been a Cosmetologist and salon owner for 30 years. She is a graduate of Quincy Beauty Academy, and has attended numerous workshops, classes and seminars, which include certification as a Redken Specialist. Marla was excited to become part of the Vatterott team and be able to share with students her passion for the salon industry.

Patricia Bell (Cosmetology Program Director)

Pat has been in the Cosmetology Profession for 33 years, with 30 of those years teaching and managing a Cosmetology school. She graduated from Quincy Beauty Academy when it was owned by Mike and Eudora Crawford. She has owned her own salon as well as has worked in a salon. She has seen many changes in the Cosmetology field. She feels that the Cosmetology is a fun and exciting Profession in which one never gets bored.

Tom Bryant (Computer Technology Lab Assistant)

Tom began working in the Electronics field as an Electronics Technician in the U.S. Navy (1977-1981), maintaining radio, microwave communications, and Radar systems. He established his own computer business (Third Wave Computers) in 2000 and completed the Computer Technology course at Vatterott College in 2001, picking up his A+ certification and graduating as Salutatorian. As a member of the Iowa National Guard, Tom served in Iraq for two years and upon his return in 2006, he transferred to the US Army Reserve where he took a position as Signal Systems Support Specialist instructor. He also began working at Vatterott as a lab assistant and substitute teacher in the Computer Technology program.

Kellie Cookson (Cosmetology Instructor)

Kellie has been in the industry for 10 years, as a cosmetologist. She has been an instructor for 3 ½ years at Creative Images in Hannibal, Missouri. She has gathered experience throughout the years by traveling to various workshops within the Cosmetology industry including The Redken Exchange in New York as well as hair shows in Las Vegas, Chicago, and St. Louis.

Chad Davis (Trades Director)

Chad completed his HVAC training at Quincy Technical Schools in the spring of 1995. Immediately after high school, Chad went to work full time for a local Camp Point heating and electrical contractor. His duties included the design/build of electrical systems and various heating and air conditioning systems.

Two years later, in 1996, Chad went to work for another local plumbing, heating, and electrical contractor. He worked as an electrician and crew foreman in the HVAC side of the business.

In 1997, Chad gained employment with Peters Heating and Air Conditioning. He worked for three years as a service tech in their Quincy location. He then transferred to the Hamilton, IL shop in 2000, to spearhead the service department. His responsibilities included billing, service work, parts receivable, supermarket and small refrigeration, geothermal heat pumps, and various install jobs.

Chad left Peters in March 2003 to work for Vatterott. In his spare time, Chad operates his own heating, air conditioning, refrigeration, and electric business.

Chad is cross certified to teach HVAC and Electrical. His further training includes various seminars and trade schools through his employers. He is a member of the Refrigeration Service Engineers Society, which meets every month for educational and social improvement in the HVAC field. He also holds certificates from various manufacturers for training and certification. These include companies such as Scotsman Ice Machine manufacturers, Carrier Corporation, Amana, Water Furnace International, Heat and Glo Gas Fireplace manufacturers, and Vermont Castings among others.

Terry Davis (Heating, Ventilation, Air Conditioning, & Refrigeration Instructor)

Terry began his HVAC career as a night student at Quincy Technical Schools in 1972. Upon graduation, he was placed in a position as a service technician in the Iowa Army Ammunitions plant working on large heating and cooling systems. He later changed jobs and did service work on residential heating and cooling systems as well as major appliances.

He has since worked as a technician servicing, repairing and installing all types of appliances and heating and cooling systems in both commercial and residential settings. Terry has been an instructor for Vatterott College since June 10, 1981 and also served as an instructor for RSES, the Refrigeration Services Engineer’s Society. To stay current in the HVAC field, Terry does service work for the Fastop Convenience Store chain in the tri-state area and incorporates this service work into valuable field trips for our HVAC/R classes.

Terry has his HVAC diploma from Quincy Technical Schools and also has earned an Associate of Applied Science degree from John Wood Community College. Among Terry’s numerous honors and awards are the following:

Refrigeration Service Engineers Society (RSES) – Certification Member Specialist – Commercial Air Conditioning

RSES – Certification Member Specialist – Domestic Services

RSES – Certification Member Specialist – Commercial Refrigeration

RSES – Certification Member Specialist – Heating

RSES – Certification Member Specialist – Controls

Wayburn Wilson Memorial Award – presented to Terry for having attained all Certificate Specialist member classifications. Presented at the 2000 National RSES Educational Conference in Biloxi, Mississippi, October 2000. Only 2% of the worldwide membership of RSES has taken and passed one Specialist Exam.

Terry is active in both the local and state chapters of RSES, serving as 2000 president of the Illinois State Association of RSES. Terry is currently serving as Vice President for RSES and is the President Elect for 2010-2011.

Terry serves on the Illinois State Board of Education Private Business and Vocational Schools Advisory Council and is also serving the Illinois State Board of Education to gather and approve standards for the Heating, Air Conditioning & Refrigeration industry.

Judy Domme (Cosmetology Instructor)

Judy has been in the Cosmetology Profession for 47 years. She graduated from Stewards Beauty Academy in Topeka, KS. She worked in several salons in the Topeka area until moving to Illinois. After moving to Illinois, she has worked in a number of salons and spas, as well as owned her own salon. She is a member of the Cosmetology Association and has served on its local board as Vice President and Treasurer. Judy is also involved in the "Look Good, Feel Good" program at the Blessing Cancer Center.

Joanne Engelmann (Cosmetology Instructor)

Joanne has been a Cosmetologist and Cosmetology instructor for 40 years. She graduated from Quincy Beauty Academy when it was owned by Mike and Eudora Crawford. She has owned and operated her own salon for 30 years. She also taught and managed "Hair Professionals" Cosmetology School in the Chicago area for 3 ½ years. She has worked in the salon on the 'Crown Princess' cruise ship and also at the "Orchid" Resort in Hawaii.

Gabriel Forrester (Computer Technology Instructor)

Gabe has been in the computer field since 1995, working with several different companies in their IS or IT departments. His past experience includes large networks, Internet Providers, Wide Area Networks to home computers and personal repair business. Gabe's wide array of experience is an asset to his classroom. He also graduated from Vatterott College's Computer Technology Program in October 2002. He has been teaching here for five years. Gabe is an A+ certified technician and also has many Brain bench certifications.

Katie Helsabeck (Learning Resource System Manager)

Katie is a graduate of the Graduate School of Library and Information Science from the University of Illinois Champaign-Urbana. While in school she was a Graduate Assistant for the Government Documents Library for two years. She was a member of the student chapter of the American Library Association and served on the Professional Development Committee. Katie earned her Bachelors of Arts from Culver-Stockton College, Canton, MO, in History/Political Science and completed her senior seminar paper entitled "Desegregation in Northeast Missouri." She also worked at Johann Memorial Library for four years and created a library at the Quincy Art Center, Quincy, IL. Katie is a member the American Library Association and the Quincy Reference Roundtable.

Desirae Hensiek (Cosmetology Instructor Assistant)

Desirae graduated from Creative Image Academy in Hannibal, Missouri. She has worked in the field for 3 years as well as taught for 2 years. She has worked in a spa and a fast paced salon. Desirae currently rents a booth at a local salon where she has built up her clientele.

John Hopkins (Computer Technology Instructor)

John has 15 years experience in Computer Technology from bench work through network design and administration on systems such as the IBM AS/400, AIX Midrange servers and Windows servers. John has held roles in Information Systems Department management, IT project management and budgeting. John's instructor experience includes many years of private business employee training program development and four year college teaching topics such as Information Systems Design, Information Technology Project Management and new technology review procedures. John is MOS and PMP certified.

Lori Jackson (Medical Assistant Instructor)

Lori graduated from Gem City College in 1984 with a degree in Medical Assisting. After passing state boards, she worked as an RMA for the Great River Clinic in Hannibal, MO until 1989. During the next 14 years, she worked as a full-time, home school Mom, and part-time for Dr. R. Steinbrueck, the United States Department of Agriculture and Congressman Kenny Hulshof. In 2004, she became a Collection Specialist for the American Red Cross Biomedical Services. While working with the ARC, she served as a substitute teacher for Vatterott College and came on board full time in 2008.

Leslie Kelley, LPN (Medical Assistant Instructor)

Leslie received her Licensed Practical Nurse license from John Wood Community College in 1986. Following graduation she began her nursing career at Blessing Hospital in Quincy, IL as a post surgical nurse from 1987 until 1999. In 1999, she transferred to Southern Illinois University's Family Practice Clinic (also in Quincy), where she serves as a staff nurse for the family practice clinic associated with SIU's physicians residency program. Leslie joined the Vatterott faculty in April of 2007 as an adjunct instructor and is currently teaching the Advanced Medical Assisting phases.

Chuck Little (Computer Aided Drafting & Design Instructor)

Chuck is a 1984 graduate of Quincy Technical School in Drafting and Design. He has drafting related work experience in Civil Engineering, Structural, Cabinet/Store Fixtures and Mechanical/Sheet Metal. Chuck has people management skills that include working on design teams, project team leader, and city works supervisor of a small city in Missouri. Chuck keeps his C.A.D.D. skills up-to-date in both 2D and 3D disciplines by designing and building everything from go-carts to lawn-care machinery. Chuck encourages his students to be imaginative and to think critically as well as, to be self-starters, problem solvers and team players, as today's industries demand.

John Mittermeyer (Computer Aided Drafting & Design Instructor)

John is a 1982 graduate of Quincy Technical School in Drafting and Design with an Associates Degree from John Wood Community College. He also has a Welding Certificate from Quincy Technical School's Evening program in 1985. In 1987 he worked at Quincy Technical School as an evening drafting instructor for 6 months before leaving for the Air National Guard duty. His related work experience stems from Moorman Manufacturing and Knapheide Manufacturing in Quincy where he had the opportunity to work on design teams and product development projects. Outside interests include family, aviation, and fishing.

Ken Mondon (Electrical Mechanics Instructor)

Ken Mondon is a master electrician. He owns Mondon Electric and Mondon Construction. He is licensed as an electrical inspector by B.O.C.A as well as a licensed 1 & 2 Family Dwelling Inspector. He is an accredited electrical instructor and is a licensed paramedic.

Deborah Powell (Medical Assistant Instructor)

Deborah has been a registered nurse for 6 years. She graduated from John Wood Community College with highest honors from the Associates Degree nursing program. Since John Wood, she has been taking classes towards her Bachelor's Degree. Debbie worked for Blessing Hospital for 5 years in the surgery department as a circulating nurse, radiation therapy, admissions and then in dialysis. In 2001, Debbie was certified as a CPR instructor through American Heart and worked at John Wood from 2001 to 2005. She came to Vatterott College on November 12, 2007 as an instructor for the Medical Assistant program.

**Greg Rife
(Heating, Ventilation, Air Conditioning, & Refrigeration Instructor)**

After graduation from Palmyra High School in 1979, Greg was a part of the US Army 101st Airborne until 1984. Greg then worked at the Palmyra Power Plant as an operator until 1986. While working as a power plant operator, he attended Quincy Technical School under the instruction of Terry Davis.

Greg has 20+ years experience working in HVAC/R. He has worked for several well known companies in our area, Steven's Electric, Peter's Heating & Air Conditioning, KMC Heating & Air Conditioning, as well the Local 91 Union. Greg was self employed until 2007 upon joining Vatterott College as a Heating Ventilation, Air Conditioning & Refrigeration instructor.

Barbara Stidham (Medical Assistant Instructor)

Barbara graduated from a 3 year diploma nursing school in New York City and has a B.A. in Psychology from the University of Illinois Springfield campus. She has many years of administrative nursing experience in Geriatrics and most recently taught Health Occupations at Capital Area Career Center for 13 years.

Joy K. Williams, R.M.A. (Medical Assistant Instructor)

Joy graduated from Davenport University in Granger, Indiana in 1999 with an Associates of Applied Science in Medical Assisting. She has been a Registered Medical Assistant certified by American Medical Technologists for nearly ten years. Joy began her career at South Bend Clinic in South Bend, Indiana in the Allergy and Immunology department in 1999 where she was responsible for establishing a satellite office in Elkhart, Indiana. While at the South Bend Clinic, Joy also performed allergy testing, injections, assisted in clinical trials, along with various other procedures. Over the years, Joy has gained experience in several different branches of medicine, including radiology, billing and coding, post-surgical care, gastroenterology, dermatology, and phlebotomy.

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-q@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 Illinois State Board of Education, Educator and School Development Division, Private Business and Vocational Schools, 100 North First Street, E310, Springfield, IL 62777-0001, phone 866-262-6663.