A Message from the President

Dear Vatterott Students,

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

The Vatterott Education Center 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 Education Center 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 Education Center 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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Effective 03-2010. Vatterott Education Center in Dallas.
About Vatterott Education Center

Our Philosophy
The student is our primary concern at Vatterott Education Center. 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 Education Center 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 Education Center
On August 3, 2006, Vatterott College – Quincy campus received approval for the Application for a Branch Part I for the establishment of Vatterott Education Center. On January 9, 2007, the Application for a Branch Part II was also approved by the Commission for the Career Schools and Colleges of Technology, granting initial recognition accreditation for Vatterott Education Center.

Three diploma programs were approved: Medical Assistant, Cosmetology, and Heating, Air Conditioning, and Refrigeration. Classes began on January 29, 2007.

In October, 2008 three diploma programs were added to course offerings: Information Systems Security, Programming and Data Simulation, and Wireless Communication.

Accreditation, Authorization and Approvals
Vatterott Education Center is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges (ACCSC) is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Vatterott Education Center is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas. The Cosmetology program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges. The Cosmetology program is approved and regulated by the Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, Texas 78711-2157.
About Vatterott Education Center

Campus Location

Vatterott Education Center
9713 Harry Hines Blvd., Ste. 100
Dallas, Texas 75220
(214) 352-8288

Administrative Offices
9713 Harry Hines Blvd., Ste. 100
Dallas, Texas 75220
(214) 352-8288

Campus Facilities

Vatterott Education Center Dallas Campus
Branch of Main Campus, Vatterott College - Quincy, Illinois

The facilities at 9713 Harry Hines Boulevard, Dallas, Texas, have ample parking for all students as well as convenient bus service. The school is housed in a one-story former medical complex occupying 38,000 square feet. The school facility includes 14 classrooms, 2 computer labs, 1 Medical Assistant lab, 1 Heating, Air Conditioning and Refrigeration lab, 1 Cosmetology lab, a customer service area, a resource center, a student break area, a bookstore, and administrative offices. The computer labs have modern computers all with Internet access. The Cosmetology Center has stations for forty clients and students. The labs for the HAC/R program contain commercial refrigeration equipment, rooftop units, furnaces, refrigerators, heat pumps, and other equipment used for instruction.

Maximum class size is 25 students. Enrollment Capacity: 300 students per session. Theory classes are limited in size to a 30:1 student/teacher ratio and labs are limited to a 20:1 student/teacher 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 school. Parents and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to see and learn about the school’s equipment and facilities and to ask questions relating to the school’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 a General Education Diploma (GED). In appropriate circumstances, as determined by the school, an applicant without a high school diploma or GED certificate may be admitted upon passing an ability to benefit admissions test approved by the U.S. Department of Education.

Vatterott Education Center has adopted the Wonderlic Basic Skills test for Ability-to-Benefit as a standardized measure of adult basic skills. ATB applicants must achieve a verbal score of no less than 200 and a quantitative score of no less than 210 in the same test administration to be accepted for enrollment and qualify for Title IV Federal Financial Assistance.

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) or have passed an authorized Ability-To-Benefit Exam approved by the Department of Education
- Financial aid forms (if applicant wishes to apply for financial aid)
- Payment of registration 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.

All applicants will have the opportunity to participate in a tour of the facility where the equipment, classrooms and teaching materials may be inspected.

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

Re-Entering Students

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

Non-Degree Non-Program Students

It is the policy of Vatterott College to permit non-degree non-program students to enroll on a term-by-term basis in up to two terms with a maximum of 27 quarter-credit hours without declaring intent to seek a diploma or degree. To be eligible for a diploma or degree, non-degree non-program students must declare their intent to obtain a diploma or degree in writing to the registrar. At the time of declaration/program enrollment the student must request transfer credit.

To complete the enrollment into a diploma or degree program, the student must complete the Wonderlic assessment, submit a signed letter of intent to the campus registrar, and complete the necessary enrollment and change of status paperwork. Transfer credit will be granted under the Vatterott Educational Centers, INC., transfer credit policy as outlined in this catalog.

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 and refresher courses 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 section of this catalog.

Classes are not held on the following holidays: New Year’s Day, Martin Luther King Jr.’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.

Institution Holidays

<table>
<thead>
<tr>
<th>TYPE OF DAY</th>
<th>2009</th>
<th>2010</th>
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<tr>
<td>New Years Day</td>
<td>01/01/09</td>
<td>01/01/10</td>
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<tr>
<td>Martin Luther King Day</td>
<td>01/19/09</td>
<td>01/18/10</td>
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<tr>
<td>Good Friday</td>
<td>04/10/09</td>
<td>04/02/10</td>
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<tr>
<td>Memorial Day</td>
<td>05/25/09</td>
<td>05/31/10</td>
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<tr>
<td>Independence Day</td>
<td>07/03/09</td>
<td>07/05/10</td>
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<tr>
<td>Labor Day</td>
<td>09/07/09</td>
<td>09/06/10</td>
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<tr>
<td>Veterans Day</td>
<td>11/11/09</td>
<td>11/11/10</td>
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<tr>
<td>Thanksgiving Day</td>
<td>11/26/09</td>
<td>11/25/10</td>
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<tr>
<td>Thanksgiving Friday</td>
<td>11/27/09</td>
<td>11/26/10</td>
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<tr>
<td>Christmas Eve</td>
<td>12/24/09</td>
<td>12/24/10</td>
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<tr>
<td>Christmas Day</td>
<td>12/25/09</td>
<td>12/25/10</td>
</tr>
<tr>
<td>New Years Eve</td>
<td>12/31/09</td>
<td>12/31/10</td>
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Admissions Information

**IMPORTANT NOTICE (Cosmetology Students):**
There will be holidays that occur during scheduled class days and class will not be in session on those days. Students will be expected to maintain a minimum of 30 clock hours of attendance (Day Students) and a minimum of 25 clock hours of attendance (Night/Saturday Students) each week in order to complete the program in the scheduled 50 weeks (Day Students) and 60 weeks (Night/Saturday Students). To accommodate this, there will be staff on duty from 8:00 am to 10:00 pm Monday through Thursday and 8:00 am to 3:30 pm on Saturday in order for students to work extra and maintain their weekly schedule of hours. Extra work and make up hours must be scheduled through the Cosmetology Program Director.

**Tuition/Fees Policies**

- Tuition may either be paid in full upon enrollment or complete payment must be accounted for on the Information Sheet for Student Tuition Financing (Tuition Proposal).
- All tuition payments are to be made in accordance with the terms of the Enrollment Agreement/Retail Installment Contract. Special circumstances that may warrant other payment terms are granted only at the discretion of the institution.
- Any student delinquent in the payment of any sum owed to the institution may be suspended from the school, at the institution’s sole discretion, until the college receives payment of all such delinquent sums, or the student makes arrangements to pay such delinquent sums. Arrangements to pay must be accepted by the institution.
- In the event of withdrawal by the student, tuition refunds will be made according to the terms of the Enrollment Agreement.
- If a student repeats any portion of the program, the student must pay the current tuition and fees applicable to such portion of the program and execute a written addendum to the Enrollment Agreement with the college, specifying the terms of the repeat.

See Tuition & Fees section of this catalog for current tuition and fees.

**Add/Drop Period**
Add/Drop Period is three (3) 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 Education Center 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.

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the facilities and inspection of the equipment is made by the prospective student.

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 readmittance.
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 schools. This is a limited pool of funds and the school will determine to whom and how much it will award based on federal guidelines. Often, due to limited funding, grants are awarded on a first-come, first-served basis.

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

National Science and Mathematics Access to Retain Talent Grant (National SMART Grant)
This grant is available to students who are enrolled in the third and fourth years of designated programs of study. The student must be eligible for the Pell grant and meet various other eligibility criteria. Contact the financial aid office for details.

Federal Stafford Student Loans
Federal Stafford loans, available through the Federal Family Education Loan Program (FFELP), are low-interest loans that are made to the student by a lender, such as a bank, credit union, or savings and loan association. The loan must be used to pay for direct and/or indirect educational expenses. Subsidized loans are need based while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from the school, or falls 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, can not exceed the student’s cost of education. A credit check is required and either one 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 federal and state eligibility. A co-signer may be required to meet the program’s credit criteria. Interest rates are variable and are typically based on the prime rate or the Treasury Bill. Contact the Financial Aid office for more information.

Scholarships
Make-the-Grade Scholarship - Vatterott Education Center offers the Make-the-Grade Scholarship to any high school graduate who enrolls at Vatterott Education Center 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.

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 2.0.
3. Term GPA of at least 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.
Financial Information

Career Colleges & Schools of Texas (CCST) – Vatterott Education Center participates in the CCST Scholarship program. CCST awards four $1,000 scholarships (no actual monetary value; tuition remission only) to every high school in Texas to be awarded to students attending career institutions. 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 CCST Scholarship program at: www.ccst.org

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.

Veterans Yellow Ribbon Program - Vatterott College accepts all qualified veterans and their qualified dependent children in this program. Not all campuses may be approved to offer said program so a student should check with the Certifying Official within the campus Financial Aid office.

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. Some Vatterott Education Center campuses have been approved for educational benefits by many employers. Students may also seek financial assistance through local banks, savings and loan associations, and unions. Please see the school director for specific training approvals.

Financial Information

In financing your education, your summer or other part-time positions are important and should not be forgotten. Future employers look favorably upon students who have contributed toward their cost of education and you receive the benefits of a second “on-the-job” education at the same time.

Entrance and Exit Interview/Loan Counseling

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

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

Order of Return of SFA Program Funds

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

- Unsubsidized Stafford Loan Program;
- Subsidized Stafford Loan Program;
- Unsubsidized Direct Stafford loans (other than PLUS loans);
- Subsidized Direct Stafford loans;
- Federal Perkins Loan Program;
- Federal PLUS loans;
- Federal Direct PLUS loans;

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

- Federal Pell Grants for the payment period for which a return of funds is required;
- Academic Competitiveness Grants for which a return of funds is required;
- National Smart Grants for which a return of funds is required;
- Federal Supplemental Educational Opportunity;
- Grant (FSEOG) for which a return of funds is required;
- Other assistance under this Title for which a return of funds is required.

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

In all cases, the SCHOOL’S refund policy will meet or exceed the requirements of the Texas Education Code, Section 132.061. Refund calculations will be based upon scheduled clock hours of attendance through the last day of attendance. Leaves of absence, suspensions, and school holidays are not part of the scheduled hours for attendance. All refunds will be consummated within 30 days following the Effective Date of Termination, which is the earliest of (a) the last date of attendance, if the student is terminated by the school, (b) the date of receipt of written notice by the student that they have terminated their enrollment, or (c) 10 school days following the last date of attendance. A full refund will be made to any prospective student who cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment agreement is signed and a tour of the facilities and equipment is made by the prospective student.

- After the expiration of the 72-hour cancellation period, if an applicant does not enter school, any tuition paid will be refunded in full; however, there will be no refund of the registration fee.
- If a student withdraws or is terminated after the 72-hour cancellation period, the Institution will retain the following:
  a.) If a student withdraws during the first week or one-tenth of the program, whichever is less, the school retains 10% of the calendar-year tuition.
  b.) If a student withdraws after the first week or one-tenth of the program, whichever is less, but within the first three weeks or one-fifth of the program, whichever is less, the school retains 20% of the calendar-year tuition.
  c.) If a student withdraws after the first three weeks or one-fifth of the program, whichever is less, but within the first 25% of the program the school retains 25% of the calendar-year tuition.
  d.) If a student withdraws during the second 25% of the program, the school retains 50% of the calendar-year tuition.
  e.) If a student withdraws during the third 25% of the program, the school retains 90% of the calendar-year tuition.
  f.) If a student withdraws during the final 25% of the program, the school retains 100% of the calendar-year tuition.
  g.) Students do not have to request a refund; refund calculations will be done for all terminating students.
- A full refund of all tuition and fees is due in each of the following cases:
  a.) An applicant is not accepted by the school.
  b.) A program of instruction is discontinued by the school and this prevents the student from completing it.
  c.) The student’s enrollment was procured by misrepresentation in advertising or promotional materials or by the owners or representatives of the school.

Refund Policy For Students Called To Active Military Service

A student of Vatterott Education Center who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
2. a grade of incomplete with the designation “withdrawn-military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or substantially equivalent program if that program is 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, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for the program; or
3. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
   (A) satisfactorily completed at least 90 percent of the required coursework for the program; and
   (B) demonstrated the sufficient mastery of the program material to receive credit for completing the program.

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
Financial Information

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).*

Withdrawal Date / Policy

The withdrawal date used to determine when the student is no longer enrolled at Vatterott Education Center 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 school activities. A student who submits a completed official withdrawal form or verbally communicates his/her intent but who continues to attend classes or other school activities will not be considered to have officially withdrawn from school.

If a student does not complete the official withdrawal process, the school 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 both official withdrawals and those who do not complete the official withdrawal process.

Please note that the above policy may result in a reduction in school 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 school that is greater than that which was owed prior to withdrawal.

Students may obtain a copy of the official withdrawal form from the Registrar or the Director of Education.
# Academic Information

## 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.

## Grade Point Averages

A student’s grade point average (GPA) is computed by dividing the total number of grade points earned by the number of credit 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 classes that are required for graduation in the student’s current program of study and exclude developmental courses and any other courses considered to be ineligible by licensing, state or provincial authorities. 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 will remain on the transcript.

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### Academic Advisement

Students are provided the opportunity to review their academic progress in two ways. Students are given a report card on the third week of the quarter (phase) for the grades earned during the prior quarter (phase). In addition, students are trained during the initial quarter (phase) to access the student's online portal which provides constant updates as grades are earned.

### 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. At Vatterott Education Center, Academic periods are measured in terms of weeks. Students will be notified of their grades every five weeks at the midpoint of the ten-week term and at the end of the ten-week term.

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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.

Under Texas Education Code, Section 132.061(f) a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student’s academic status. A student receiving a grade of incomplete to is allowed to reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.

Directed 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 (See Course Withdrawal). 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 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. Technical course credits from institutions other than Vatterott 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 Vatterott.

It is the responsibility of the student to request an official transcript be mailed to Vatterott Education Center 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 or advanced placement 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.

Courses considered developmental in nature at another institution are not transferable for credit at Vatterott Education Center.

Prospective students may request transfer credit for developmental courses offered at Vatterott Education Center by providing an official transcript to the campus registrar within the first 2 weeks of the student’s enrollment program start date. Courses similar in nature and at or above 100-level will be evaluated by the Director of Education to determine course transfer eligibility.

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

- A student is currently enrolled in the course beyond the add/drop deadline, which is defined as the first two weeks of the program enrollment;
- A student was previously enrolled in the course for which the exam is being requested; and
- A 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 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 exams such as College Level Examination Program (CLEP), Advanced Placement (AP), and Defense Activity for Non-Traditional Education Support Program (DANTES). 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 (SAP)

All students must maintain satisfactory academic progress in order to remain enrolled at the school. 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

<table>
<thead>
<tr>
<th>Quarter Credits</th>
<th>Minimum CGPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 15</td>
<td>1.0</td>
</tr>
<tr>
<td>16 – 30</td>
<td>1.5</td>
</tr>
<tr>
<td>31 credits – graduation or maximum allowable credits reached</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Cosmetology Program Clock Hours

<table>
<thead>
<tr>
<th>Clock Hours</th>
<th>Minimum CGPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 300</td>
<td>1.0</td>
</tr>
<tr>
<td>301 – 900</td>
<td>1.5</td>
</tr>
<tr>
<td>901 credits – graduation or maximum allowable clock hours reached</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Rate of Progress Towards Completion Requirements

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 assure 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 in the following section.

Program Maximum Allowable Credits

Diploma Programs – 90 QCH
Cosmetology Diploma - 2250 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 Education Center (this does not include moving from a diploma to an associate degree or an associate degree to a bachelor 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 school in the original program of study will be used when computing grade point average, rate of progress and maximum time frame. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average or rate of progress, but will be considered as credits attempted and earned in the time frame calculation. For example, a student transfers from program A to program B.

The student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student’s new program will be one and half times (150%) x 180 = 270 credits.

The 30 external transfer hours will be added to the attempted and earned hours when the time frame is being calculated and the 10 credits earned in program A will be included in the grade point average, rate of progress and the time frame calculations.

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

Students will be placed on Probation the first term in which the CGPA or the rate of progress falls below the values specified in the CGPA requirements and Rate of Progress Towards Completion requirements sections of this catalog.

At the end of the next term, the student will be removed from Probation and returned to regular status if they meet or exceed the minimum standards or will remain on Probation if they continue to fall below the specified values.

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

If at any point it can be determined that it is mathematically impossible for the student to meet the minimum requirements, the student may be dismissed from the institution. The institution also reserves the right to place a student on or remove them from academic monitoring based on their academic performance, 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 and 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 to eliminate those potential problems in the future. The decision of the Committee is final and may not be further appealed.

Students have the right to appeal a final course grade by submitting their appeal in writing within 10 business days of the end of the course. For details on submitting an appeal, please refer to the student grievance policy in the Student Information and Services section of this catalog.

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. 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. Under Title 40, Texas Administrative Code, Section 807.241-245 students terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed.
Graduation Requirements
In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations in order to receive final transcripts.

Completers
A completer is a student who is no longer enrolled in the institution and who has either completed the time allowed or attempted the maximum allowable number of credits for the program of study but did not accomplish one of the following graduation requirements:
- Achieve a minimum GPA of 2.0
- Complete required competencies and/or Externship
- Satisfy non-academic requirements (e.g., outstanding financial obligations)

Academic Honors
A graduate who has a minimum cumulative grade point average (CGPA) of 3.30 is eligible for one of the following recognitions:
- President’s List: 4.0 Cumulative GPA
- Dean’s List: 3.6 – 3.99 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 reenrolled 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 calendar 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 may include but 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 Education Center. A minimum of 10 lecture hours of not less than 50 minutes each plus 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 Education Center is committed to caring for its students. Our policy on graduation clearly spells out 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 may allow the student, at the discretion and supervision of the Director of Education, to perform independent student projects, to make up missed days, or to make up work. The make-up work policy is defined as follows:

Make-up work shall:

- Be supervised by an instructor approved for the subject being made up;
- Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- Be completed within two weeks of the end of the grading period during which the absence occurred;
- Be documented by the school as being completed, recording the date, time, duration of the make-up session, including the name of the supervising instructor; and
- Be signed and dated by the student to acknowledge the make-up session.

The guiding principle will be the academic progress of the student. If a student can make up his 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.

NOTE: This make up policy does not apply to Cosmetology Students. Cosmetology Students are required to complete the entire 1,500 clock hours of their program to satisfy the requirements of state licensing.

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.

Class attendance is mandatory. A student absent for more than 20 percent of the total clock hours of their program will be terminated. Students will be notified if they accumulate 15% of the total clock hours of absence. Additionally, if a student is absent ten consecutive school days, his/her enrollment will be terminated.

Students in the Cosmetology program must complete and pass 1500 clock hours of instruction.

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.

Placement Testing

Effective 2009, all Vatterott Educational Centers Inc. schools will require that all newly enrolled students are to complete math and English placement testing. Students who can provide the school with their SAT and/or ACT scores from their official high school transcript may not be required to take the placement assessment. Students who receive a score of 530 on the verbal and mathematics sections of the SAT examination and/or a score of 22 or better on the verbal and 21 or better on the mathematics ACT examination will not be required to take the placement examination.

Students may also have the option of transferring courses from previously attended post-secondary institutions. Courses considered developmental in nature at another institution are not transferable for credit at Vatterott Education Center.

Prospective students may request transfer credit for developmental courses offered at Vatterott Education Center by providing an official transcript to the campus registrar within the first 2 weeks of the student’s enrollment program start date. Courses similar in nature and at or above 100-level will be evaluated by the Director of Education to determine course transfer eligibility.

The examinations are to be administered through the LRC manager or Campus Librarian who will be responsible for proctoring the examination. In the event that...
Academic Information

Students who do not meet the minimum required scores will be required to take remedial courses in math and English prior to their Algebra or English required courses towards their Degree Program and students in diploma programs will be encouraged to participate in the program.

Examination Details
Students are required to complete both the mathematics and English assessments. The assessments are timed and last twenty minutes each. In the event that the student does not complete the examination in the designated twenty minutes, the system will lock the student out and all unanswered questions will be graded as incorrect.

Students are not allowed to use calculators, cell phones, dictionaries or glossaries during the examination. Students should be given scratch paper and pencils prior to the examination to use during the mathematics assessment.

Scoring
Students who receive a score of Level 2 – 265 or higher will test out of the remedial courses and transition directly into their program of study.

Prerequisite Assignment
All students are required to complete remedial testing. Students who are enrolled in a Diploma program are not required to complete the remedial courses until they convert into an Associate’s program. Although not required until the student reaches the Associate’s level, students should be encouraged to complete these courses as soon as possible to ensure the greatest chance for success in their given programs.

In-Program Transfers
Some students wish to change their program of study after they have completed certain coursework toward the completion of a program. Under certain conditions, Vatterott students may transfer between Diploma, Associate and Bachelor level programs within the Vatterott College system by completing a new Enrollment Agreement; and, receive full credit for successfully completed Vatterott College system courses, provided such courses are either in the same program or are comparable to or substantially the same in scope and content, were earned within five (5) years (technical courses only), and meet all other established Vatterott policies and criteria. A student who wants to change from one program to another must initiate the procedure by requesting a Request for In-Program Transfer form from the Director of Education. The completed Request for In-Program Transfer form must be processed by the Financial Aid Department and submitted to the Campus Director for final approval.
Student Information & Services

Vatterott Education Center offers students a variety of success-oriented services as well as activities for the benefit of students and the community. Vatterott Education Center endorses an open-door policy with respect to students and staff. Students have a right to request an appointment with any member of the Vatterott Education Center staff regardless of the person’s title or function. Office hours for Vatterott Education Center 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 Education Center cannot and will not guarantee students jobs, 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 Education Center to prospective employers. Both students and employers benefit by the referral of qualified employees from Vatterott Education Center.

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 Education Center.

Academic Assistance

Students seek help and advice during their college education for many reasons. At Vatterott Education Center, the student comes first. 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.

Retention Services

It is the responsibility of the Retention department to ensure that students are provided continuous support throughout their academic careers. Following their initial enrollment, each student will be assigned a Retention Officer who will serve as their campus liaison.

The Retention department is responsible for the following duties:

- Administering the primary, midterm and end of phase surveys
- Providing academic support to include tutoring and advising
- Administering the V-STAR (Vatterott Student Tutoring Advising and Retention) Program
- Monitoring student attendance

Faculty

The faculty members are the keystone of Vatterott Education Center’s teaching success. Each member of the faculty has industry or professional experience, together with appropriate academic credentials.

The faculty members bring 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 Education Center does not provide on-campus housing, but does assist students in locating suitable housing off campus.

LRC/Library

Vatterott Education Center Learning Resource Center (LRC)/library provides materials to support the mission and curriculum and assists each student to attain his/her educational goals.

The collection includes books, assortments of current periodicals and DVDs/CDs. The 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 college. The electronic library system provides online reference databases accessible 24 hours a day via the Internet.
Orientation
Prior to beginning classes at Vatterott Education Center, 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 college experience. At 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.

Accommodations for Individuals with Disabilities
Vatterott Education Center is committed to making its facilities and services available to persons with disabilities, and individuals with disabilities are encouraged to apply for enrollment. Vatterott Education Center 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 Education Center. 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" requesting academic adjustments and/or auxiliary aids. To ensure that accommodations are provided in a timely fashion, Vatterott Education Center 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 practicable. To request an auxiliary aid or service, please contact the Director of Education at Vatterott Education Center.

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 an impairment.

A qualified individual with a disability refers to 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 the process to request accommodations?
The Director of Education is the designated school 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 provisions. The college may engage an independent evaluator 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. Periodical 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 below.

Campus Security
Vatterott Education Center 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 Education Center 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 Education Center 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 Education Center 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 actions 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 school’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 Education Center has established a policy for the release of and access to Student Records Access and Release

- Each student enrolled at Vatterott Education Center shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student’s records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.
- A student’s education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student’s education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, and advising, and determining financial aid eligibility.
- 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. Students may also obtain copies of their education records for a nominal charge.
- Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Registrar or Director of Education, with the reason for the requested change stated fully. Grades and course 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 School President will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the President’s decision, which will be the final decision of the school. Copies of student challenges and any written explanations regarding the contents of the student’s record will be retained as part of the student’s permanent record.
- Directory information is information on a student that the school may release to third parties without the consent of the student. Vatterott Education Center has defined directory information as the name, address, telephone number, e-mail address, date and place of birth, dates of attendance, major field of study, credit hours earned, degrees earned, honors and awards received, participation in the official school activities and most recent previous educational agency or institution. To request restriction of directory information, students must complete a “REQUEST TO RESTRICT RELEASE OF STUDENT DIRECTORY INFORMATION” form available in the campus registrar office.
- The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.
- A student who believes that Vatterott Education Center 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 school 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 Education Center is committed to the policy that all members of the school’s community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school’s community. Should a student feel that he/she has been sexually harassed; the student should immediately inform the School 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 school 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 Education Center to make changes to this catalog
due to the requirements and standards of the school’s accrediting body, state licensing
agency or U.S. Department of Education, or due to market conditions, employer needs
or other reasons. Vatterott Education Center 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, school policies and procedures, faculty and
administrative staff, the school calendar and other dates, and other provisions.
Vatterott Education Center 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 governments, and for
conducting themselves in a manner consistent with the best interests of the college
and of the student body.

Vatterott Education Center reserves the right to dismiss a student for any of the
following reasons: failure to maintain satisfactory academic progress, failure to
pay school 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
Education Center community, or failure to comply with the policies and procedures
of the Vatterott Education Center. Any unpaid balance for tuition, fees and supplies
becomes due and payable immediately upon a student’s dismissal from the school.
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 school has certain rules and regulations that must be followed. Students
attending our school are preparing for employment and are required to conduct
themselves while in school in the same manner as they would when working for
an employer. While at Vatterott Education Center, 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 Education
Center 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 school rules and regulations.

- Students may operate equipment only during school 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.
Photographs
While not all photographs in this publication were taken at Vatterott Education Center, they do accurately present the general type and quality of equipment and facilities found at Vatterott Education Center.

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 Education Center, 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 supercedes and is binding.

Statement of Ownership
Vatterott Education Center is owned by Vatterott Educational Centers, Inc., principal offices located at 9200 Olive Boulevard, Olivette, Missouri. The corporate officer of Vatterott Educational Centers, Inc. is Pamela Bell, President.

Student Grievance Policy
All grievances and complaints are ultimately governed by the procedures listed on the student’s Enrollment Agreement.

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-vec@vatterott-college.edu.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the 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
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.

Unresolved grievances may be directed to the Texas Workforce Commission, Career Schools and Colleges, 101 East 15th Street, Room 104T, Austin, Texas 78778-0001, phone 512-936-3100.

All student complaints shall be handled in accordance with the above procedure and, upon exhaustion of the above, are subject to the Arbitration Agreement executed by all students as part of their Enrollment Agreement. The Arbitration Agreement sets forth that the student and Vatterott College agree that the exclusive means of enforcing any state, federal, regulatory or other right(s) will be in accordance with and governed by the Arbitration Agreement. A copy of the Arbitration Agreement can be obtained by requesting a copy in writing directed to the institution’s Director.

Transfer of Credit to Other Institutions
Vatterott Education Center’s Education Department provides information on other schools that may accept credits for course work completed at Vatterott Education Center towards their programs. However, Vatterott Education Center does not imply or guarantee that credits completed at Vatterott Education Center 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 Education Center. Students seeking to transfer credits earned at Vatterott Education Center to another institution should contact the other institution to which they seek admission to inquire as to that institution’s policies on credit transfer.

Please direct all inquiries to:

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

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.
Program Offerings

Vatterott Education Center Dallas Campus

Program Offerings

**Diploma**

- Cosmetology
- Heating, Air Conditioning and Refrigeration
- Information System Security
- Medical Assistant
- Programming and Data Simulation
- Wireless Communications

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

The institution reserves the right to alter the scope and sequence of course offerings at any time.

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**Cosmetology Diploma**

The objective of this program is to prepare the student for employment as an entry-level cosmetologist performing chemical texturing, hair design, and hair coloring. Graduates of the Cosmetology Program will have a working knowledge of all administrative duties including scheduling, tax laws, small business regulations and hair treatments. Graduates will be eligible to sit for the Texas Department of Licensing and Regulation Cosmetology licensing exams and then find entry-level employment in a beauty salon or independent facility as a cosmetologist.

The institution offers both a Day and Night version of the Cosmetology Diploma program. This program consists of 1500 clock hours. The Day program is completed in 50 weeks. Day students must complete 300 hours each 10-week term. The Night program is completed in 60 weeks. Night students must complete 250 hours each 10-week term. Instruction is designed for entry every 10 weeks. Each term contains theory, lab and clinic hours that combine to meet the following clock hour requirements established by the Texas Department of Licensing and Regulation:

<table>
<thead>
<tr>
<th>TDLR Criteria</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hair cutting, styling and related theory</td>
<td>500</td>
</tr>
<tr>
<td>Hair coloring and related theory</td>
<td>200</td>
</tr>
<tr>
<td>Cold waving and related theory</td>
<td>200</td>
</tr>
<tr>
<td>Orientation, rules and laws</td>
<td>100</td>
</tr>
<tr>
<td>Manicuring and related theory</td>
<td>100</td>
</tr>
<tr>
<td>Shampoo and related theory</td>
<td>100</td>
</tr>
<tr>
<td>Chemistry</td>
<td>75</td>
</tr>
<tr>
<td>Salon management and practices</td>
<td>75</td>
</tr>
<tr>
<td>Hair and scalp treatments and related theory</td>
<td>50</td>
</tr>
<tr>
<td>Chemical hair relaxing and related theory</td>
<td>50</td>
</tr>
<tr>
<td>Facials and related theory</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total Clock Hours</strong></td>
<td><strong>1500</strong></td>
</tr>
</tbody>
</table>

**50-Week Day Program**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS-101</td>
<td>Introduction to Cosmetology</td>
<td>60/240/0/300</td>
</tr>
<tr>
<td>COS-102</td>
<td>Intermediate Cosmetology</td>
<td>60/240/0/300</td>
</tr>
<tr>
<td>COS-103</td>
<td>Advanced Cosmetology</td>
<td>60/240/0/300</td>
</tr>
<tr>
<td>COS-104</td>
<td>Cosmetology Science</td>
<td>60/240/0/300</td>
</tr>
<tr>
<td>COS-105</td>
<td>Cosmetology State Law, Exam Preparation and Business Management</td>
<td>60/240/0/300</td>
</tr>
<tr>
<td><strong>Total Number of Clock Hours Required for Graduation</strong></td>
<td><strong>1500</strong></td>
<td></td>
</tr>
</tbody>
</table>
### Program Offerings

#### 60-Week Evening Program

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS-101N</td>
<td>Introduction to Cosmetology</td>
<td>50/200/0/250</td>
</tr>
<tr>
<td>COS-102N</td>
<td>Intermediate Cosmetology</td>
<td>60/190/0/250</td>
</tr>
<tr>
<td>COS-103N</td>
<td>Advanced Cosmetology</td>
<td>50/200/0/250</td>
</tr>
<tr>
<td>COS-104N</td>
<td>Cosmetology Science</td>
<td>40/210/0/250</td>
</tr>
<tr>
<td>COS-105N</td>
<td>Cosmetology Science and Salon Development</td>
<td>40/210/0/250</td>
</tr>
<tr>
<td>COS-106N</td>
<td>Cosmetology State Law, Exam Preparation and Business Management</td>
<td>60/190/0/250</td>
</tr>
</tbody>
</table>

Total Number of Clock Hours Required for Graduation 1500

#### Heating, Air Conditioning & Refrigeration

The objective of this program is to provide the student the theory and working knowledge to work as an entry-level heating, ventilation, air conditioning and refrigeration service technician. Students will have a working knowledge of basic electricity and refrigeration, residential heating and air conditioning systems, as well as exposure to and understanding of commercial air conditioning and refrigeration systems. Graduates will be eligible to find entry-level employment as an installer, repairer, or service technician for industrial companies, contractors, property management or other service providers.

This program consists of 60 weeks (72 quarter credit hours; 1080 clock hours) of theory and associated lab instruction in heating, air conditioning, and refrigeration. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Lec/Lab/Ext/Total</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>HV-112</td>
<td>Basic Electricity for HVAC/R</td>
<td>80/100/0/180</td>
<td>12.0</td>
</tr>
<tr>
<td>HV-114</td>
<td>Basic Refrigeration for HVAC/R</td>
<td>80/100/0/180</td>
<td>12.0</td>
</tr>
<tr>
<td>HV-115</td>
<td>Residential Air Conditioning</td>
<td>80/100/0/180</td>
<td>12.0</td>
</tr>
<tr>
<td>HV-116</td>
<td>Residential Heating</td>
<td>80/100/0/180</td>
<td>12.0</td>
</tr>
<tr>
<td>HV-117</td>
<td>Commercial Air Conditioning (HVAC/R)</td>
<td>80/100/0/180</td>
<td>12.0</td>
</tr>
<tr>
<td>HV-118</td>
<td>Commercial Refrigeration</td>
<td>80/100/0/180</td>
<td>12.0</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 72

#### Information Systems Security

The fundamental basis for the proposed degree program is to meet the ever-increasing need for trained computer professionals in the area of information systems security. The program addresses the more popular security needs today and focuses on business security issues. Students will learn the basics of network and security essentials, along with an introduction to computer forensics and cyber security. Disaster recovery and ethical hacking are subjects to be covered as well. Upon successful completion the student will be prepared for entry-level employment as an information systems security officer, administrator, auditor or hacker.

The program consists of 60 weeks, 72 Quarter Credit Hours of Information Systems Security theory and associated labs. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Lec/Lab/Ext/Total</th>
<th>QCH</th>
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</thead>
<tbody>
<tr>
<td>IS-101</td>
<td>Network Essentials</td>
<td>80/80/0/160</td>
<td>12.0</td>
</tr>
<tr>
<td>IS-103</td>
<td>Security Essentials</td>
<td>80/80/0/160</td>
<td>12.0</td>
</tr>
<tr>
<td>IS-105</td>
<td>Computer Forensics</td>
<td>80/80/0/160</td>
<td>12.0</td>
</tr>
<tr>
<td>IS-107</td>
<td>Cyber Security</td>
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</tr>
<tr>
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<td>Contingency Planning and Disaster Recovery Planning</td>
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<td>12.0</td>
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<tr>
<td>IS-111</td>
<td>Ethical Hacking</td>
<td>80/80/0/160</td>
<td>12.0</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 72

#### Medical Assistant

The objective of this program is to prepare the student for employment as an entry-level Medical Assistant performing administrative, clerical and clinical duties within the health care field. Graduates from the Medical Assistant Program will have a working knowledge of all administrative duties including scheduling, bookkeeping, billing and coding, as well as clinical duties including phlebotomy, EKGs, injections, and assisting practice in daily operations. Graduates will be eligible to find entry-level employment in a medical office, hospital and or other health care facility as a medical clinical assistant, receptionist, lab assistant or insurance clerk.

This program consists of 50 weeks (60 quarter credit hours; 1032 clock hours) of theory, externship and associated lab in Medical Assistant. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Lec/Lab/Ext/Total</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA-101</td>
<td>Basic Medical Assistant Language and Principals</td>
<td>80/100/0/180</td>
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</tr>
<tr>
<td>MA-102</td>
<td>Basic Medical Assistant Skills</td>
<td>80/100/0/180</td>
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<tr>
<td>MA-103</td>
<td>Advanced Medical Assistant Phase I</td>
<td>80/100/0/180</td>
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<td>MA-104</td>
<td>Advanced Medical Assistant Phase II</td>
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<td>MA-106</td>
<td>Medical Assistant Externship</td>
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</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 60
Program Offerings

Programming and Data Simulation Diploma
This program is designed to meet the ever-increasing need for trained computer professionals in the area of programming and data simulation. These courses provide an introduction to Visual Basic .NET programming, fundamentals of data visualization and design, and advanced Visual Basic .NET programming concepts. Upon successful completion of the program, the student will be prepared for entry-level employment as a Visual Basic Programmer, Visual Basic Developer, and Modeling and Simulation Programmer. Graduates from the Programming and Data Simulation program will have the basic knowledge and skills to perform duties that would be required of an entry-level employee in the areas of Visual Basic programming, data simulation, and application development. Program content is also designed to assist in the student’s preparation for the Microsoft Certified Professional Developer (MCPD) certification.

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Lec/Lab/Ext/Total</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDS-101</td>
<td>Introduction to Visual Basic Programming</td>
<td>80/80/0/160</td>
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<tr>
<td>PDS-103</td>
<td>Fundamentals of Game Design</td>
<td>80/80/0/160</td>
<td>12.0</td>
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<tr>
<td>PDS-105</td>
<td>VB.Net Programming for Business and Simulation</td>
<td>80/80/0/160</td>
<td>12.0</td>
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<tr>
<td>PDS-107</td>
<td>Advanced Visual Basic.NET</td>
<td>80/80/0/160</td>
<td>12.0</td>
</tr>
<tr>
<td>PDS-109</td>
<td>Visual Basic Graphic and Animation Programming</td>
<td>80/80/0/160</td>
<td>12.0</td>
</tr>
<tr>
<td>PDS-111</td>
<td>Visual Basic for Applications Game and Simulation Programming</td>
<td>80/80/0/160</td>
<td>12.0</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 72

Wireless Communications Diploma
This program is designed to meet the ever-increasing need for trained computer professionals in the area of wireless communication. The program addresses the use, configuration and programming of the most popular mobile and wireless devices. Upon successful completion, the student will be prepared for entry-level employment as a Wireless Network Administrator, Wireless Network Technician, Wireless Network Architect, Wireless Network Analyst, or Wireless Network Specialist. Graduates from the Wireless Communications program will have the basic knowledge and skills to perform duties that would be required of an entry-level employee in the areas of wireless network administration, wireless network security, wireless protocol and standards analysis, and wireless devices and applications. Program content is also designed to assist in the student’s preparation for the Certified Wireless Network Administrator (CWNA) and the Certified Wireless Security Professional (CWSP) certifications.

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Lec/Lab/Ext/Total</th>
<th>QCH</th>
</tr>
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<tbody>
<tr>
<td>WC-101</td>
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<tr>
<td>WC-103</td>
<td>Wireless Networking</td>
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<tr>
<td>WC-105</td>
<td>Wireless Communications</td>
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<tr>
<td>WC-107</td>
<td>Wireless Security</td>
<td>80/80/0/160</td>
<td>12.0</td>
</tr>
<tr>
<td>WC-109</td>
<td>Mobile and Wireless Devices</td>
<td>80/80/0/160</td>
<td>12.0</td>
</tr>
<tr>
<td>WC-111</td>
<td>Wireless Programming</td>
<td>80/80/0/160</td>
<td>12.0</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 72
Course Descriptions

COS-101: Introduction to Cosmetology 300 Clock Hours
Contact Hours: Lec/Lab/Ext/Total 60/240/0/300
This course will introduce the student to Professional Development, Salon Ecology, and Trichology associated with the profession of Cosmetology. Included in the course will be theory and practical applications on student’s mannequins, with practical applications of the following procedures:
- Manicuring and Pedicuring
- Waxing
- Facials
- Roller Bases and Roller Sets
- Haircutting
- Perm Wrap Sectioning and Techniques
- Hair coloring Sectioning and Chemical Texturizing
- application of Hair color for State Board Application

COS-101N: Introduction to Cosmetology 250 Clock Hours
Contact Hours: Lec/Lab/Ext/Total 50/200/0/250
This course will introduce the student to Professional Development, Salon Ecology, and Trichology associated with the profession of Cosmetology. Included in the course will be theory and practical applications on student’s mannequins, with practical applications of the following procedures:
- Manicuring and Pedicuring
- Waxing
- Facials
- Roller Bases and Roller Sets
- Haircutting
- Perm Wrap Sectioning and Techniques
- Hair coloring Sectioning and Chemical Texturizing
- application of Hair color for State Board Application

COS-102: Intermediate Cosmetology 300 Clock Hours
Contact Hours: Lec/Lab/Ext/Total 60/240/0/300
This course will provide the student with Design Decisions Tools, Advanced Hair Color Techniques, Salon Business Skills, Review of Trichology, The Study of the Skin, and Wig and Hair Additions.
Practical applications of mannequin sheets will be applied as well as client appointments in a salon setting.

COS-102N: Intermediate Cosmetology 250 Clock Hours
Contact Hours: Lec/Lab/Ext/Total 60/190/0/250
This course will provide the student with Design Decisions Tools, Advanced Hair Color Techniques, Salon Business Skills, Review of Trichology, The Study of the Skin, and Wig and Hair Additions.
Practical applications of mannequin sheets will be applied as well as client appointments in a salon setting.

COS-103: Advanced Cosmetology 300 Clock Hours
Contact Hours: Lec/Lab/Ext/Total 60/240/0/300
This course will introduce the student to Anatomy and Physiology, Electricity, Chemistry, Hairstyling, and Study of the Nails.
Practical applications of scheduled client appointments as well as mannequin work for clock hour requirements.

COS-103N: Advanced Cosmetology 250 Clock Hours
Contact Hours: Lec/Lab/Ext/Total 50/200/0/250
This course will introduce the student to Anatomy and Physiology, Electricity, Chemistry, Hairstyling, and Study of the Nails.
Practical applications of scheduled client appointments as well as mannequin work for clock hour requirements.

COS-104: Cosmetology Science 300 Clock Hours
Contact Hours: Lec/Lab/Ext/Total 60/240/0/300
This class will provide the student with Advanced Hair Design, Haircolor and Chemical Procedures as well as Business Applications.
Practical applications of mannequin work and client appointments will be implemented for clock hour requirements.

COS-104N: Cosmetology Science 250 Clock Hours
Contact Hours: Lec/Lab/Ext/Total 40/210/0/250
This class will provide the student with Advanced Hair Design, Haircolor and Chemical Procedures as well as Business Applications.
Practical applications of mannequin work and client appointments will be implemented for clock hour requirements.

COS-105: Cosmetology State Law, Exam Preparation and Business Management 300 Clock Hours
Contact Hours: Lec/Lab/Ext/Total 60/240/0/300
This class will provide the student with additional advanced theory and practical applications of Hairstyling, Nail Application, Business Management, Cosmetology State Law and State Law Testing.
Practical applications include client bases appointments as well as mannequin work to accumulate required clock hours.

COS-105N: Cosmetology Science and Salon Development 250 Clock Hours
Contact Hours: Lec/Lab/Ext/Total 40/210/0/250
This class will provide the student with additional advanced theory and practical applications of Hairstyling, Nail Application, Business Management, Cosmetology State Law and State Law Testing.
Practical applications include client bases appointments as well as mannequin work to accumulate required clock hours.

COS-106N: Cosmetology State Law, Exam Preparation and Business Management 250 Clock Hours
Contact Hours: Lec/Lab/Ext/Total 60/190/0/250
This class will provide the student with additional advanced theory and practical applications of Hairstyling, Nail Application, Business Management, Cosmetology State Law and State Law Testing.
Practical applications include client bases appointments as well as mannequin work to accumulate required clock hours.
ENG 099: Introduction to Writing
This course is designed as an introduction to the basic tools of effective writing and communication. The course will prepare the student for the demands of writing at the college level. The course is intended to provide the tools necessary to succeed in writing at this level and achieve basic competence in proper sentence construction, the development of cogent paragraphs and essays providing the building blocks for successful writing at a more advanced level.

HV-112: Basic Electricity for HVAC/R  12 Quarter Credit Hours
Contact Hours: Lec/Lab/Ext/Total 80/100/0/180
This course teaches power generation and distribution, and electrical components; explains the theory of solid-state electronics, as well as the operation, use and testing of the various electronic components used in HVAC; and covers transformers, single-phase and three-phase power distribution, capacitors, the theory and operation of induction motors. Additionally, the student learns how to solve problems involving the measurement of lines, area, volume, weights, angles, pressure, vacuum, and temperature.

HV-114: Basic Refrigeration for HVAC/R  12 Quarter Credit Hours
Contact Hours: Lec/Lab/Ext/Total 80/100/0/180
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
Contact Hours: Lec/Lab/Ext/Total 80/100/0/180
Explaining the factors that affect the heating and cooling loads of a building, this course describes the process by which the heating and cooling loads are calculated; explains air properties, related gas laws, and psychrometric principles and charts; and introduces the trainee to various heat recovery/reclaim devices and energy reduction apparatuses. It explains how to analyze circuit diagrams for electronic and microprocessor-based controls and covers the operation, testing, and adjustment of conventional and electronic thermostats, as well as the operation of common electrical, electronic, and pneumatic circuits used to control HVAC systems. It describes the purpose of planned maintenance and outlines the procedures for servicing gas and oil furnaces, electric heating equipment, cooling equipment, and heat pumps.

HV-116: Residential Heating  12 Quarter Credit Hours
Contact Hours: Lec/Lab/Ext/Total 80/100/0/180
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
Contact Hours: Lec/Lab/Ext/Total 80/100/0/180
This course covers 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  12 Quarter Credit Hours
Contact Hours: Lec/Lab/Ext/Total 80/100/0/180
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.
### IS-101: Network Essentials 12 Quarter Credit Hours

**Contact Hours:** Lec/Lab/Ext/Total 80/80/0/160  
This course covers networking basics including network topology, network hardware, Ethernet, network design and troubleshooting, TCP/IP, switching and routing, e-mail, multimedia networking, the Internet, Windows, Unix and Linux, and other network operating systems and protocols. This course helps students prepare for the CompTIA Network+ Certification Exam.

- OSI Reference Model and Common Protocols
- Switches and Routers in Networks
- Information Security in Networks

### IS-103: Security Essentials 12 Quarter Credit Hours

**Contact Hours:** Lec/Lab/Ext/Total 80/80/0/160  
This course covers the fundamentals of information security. The course examines topics including network and systems security, risk mitigation and management, IS threats and vulnerabilities, cryptography, and IS security countermeasures. Additional major instructional areas include principals of information security, information system security threats and vulnerabilities, network and systems security, and security maintenance and management. This course covers concepts in the CISSP Body of Knowledge.

- Major Security Models and Architectures
- Major Security Risks, Threats, and Vulnerabilities
- Common Network Defenses and Security Countermeasures
- Components of Physical Security and Access Control
- Planning, Designing, and Implementing Security Programs
- Implementing, Managing, and Maintaining Information Security Programs and Models
- Legal and Ethical Information Security Issues

### IS-105: Computer Forensics 12 Quarter Credit Hours

**Contact Hours:** Lec/Lab/Ext/Total 80/80/0/160  
This course covers the tools and techniques of computer forensics and investigations and prepares students to acquire, preserve, and analyze digital evidence. Additional areas of emphasis include forensics tools, policies and procedures, and operating system considerations.

- Forensics Investigations
- Computer Exploits and Systems Vulnerabilities
- Digital Evidence Used in Computer Investigations
- Techniques in Digital Evidence
- Computer Forensics Tools
- Digital Evidence Controls and Recovery Procedures
- Privacy Laws and Reporting in Digital Investigations

### IS-107: Cyber Security 12 Quarter Credit Hours

**Contact Hours:** Lec/Lab/Ext/Total 80/80/0/160  
This course covers the basics elements of cyber security threats, vulnerabilities, and controls from a homeland security perspective for protecting yourself and your business from cyberthreats. Key course elements include cybercrime threats, the need for information assurance, controversial cybercrime issues, cyber laws and regulations, and methods of preventing cybercrime.

- Cybersecurity Threats and Vulnerabilities
- Cybersecurity Controls
- Preventing Cybercrimes in Organizations
- Information Assurance
- Investigating and Prosecuting Cybercrime
- Preventing Cybercrime

### IS-109: Contingency Planning and Disaster Recovery Planning 12 Quarter Credit Hours

**Contact Hours:** Lec/Lab/Ext/Total 80/80/0/160  
This course provides students with the knowledge and ability to develop business continuity plans and disaster recovery plans based on organizational requirements. Additionally, this course covers the roles and responsibilities of key personnel, risk assessment and risk management, and data backup and recovery processes, and key corporate policies and procedures as they pertain to contingency planning and disaster recovery planning.

- Business Continuity and Disaster Recovery Plans
- Continuity Planning and Disaster Recovery Planning
- Data Backups and Data Recovery
- Risk Assessment and Risk Management Processes
- Business Continuity Plan and Disaster Recovery Plan

### IS-111: Ethical Hacking 12 Quarter Credit Hours

**Contact Hours:** Lec/Lab/Ext/Total 80/80/0/160  
This course covers the tools and techniques of discovering network and computer vulnerabilities through the use of ethical hacking techniques and system security testing procedures. Areas of focus include various computer and network attacks, penetration testing, social engineering, hacking web servers, hacking wireless networks, operating system and application vulnerabilities, and firewalls and intrusion detection systems.

- Network and Computer Vulnerabilities
- Hacking Web Services, Networks, and Communication Systems.
- Major Operating System Vulnerabilities
- Malicious Software, Intrusion, and Malware Attacks
- Social Engineering
- Attacks and Intrusions on Networks and Computers
- Ethical Hacking and Security Testing
- Security Devices, Firewalls, and Intrusion Detection Systems
**Course Descriptions**

**MA 099: Basic College Mathematics**
This mathematics course focuses on algebraic concepts essential for success in the workplace and future courses. Using practical examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions and linear equations.

**MA-101: Basic Medical Assistant Language and Principles**  
12 Quarter Credit Hours
Contact Hours: Lec/Lab/Ext/Total 80/100/0/180
Students will demonstrate appropriate use of medical language, medical disorders and anatomy as they pertain to medical assisting. Students will develop and apply social and professional skills as they pertain to the medical office environment. Students will also gain the knowledge and skills necessary to be effective employees and members of an organization by assuming the role of team members in a self-directed work environment. (Prerequisite: None)

**MA-102: Basic Medical Assistant Skills**  
12 Quarter Credit Hours
Contact Hours: Lec/Lab/Ext/Total 80/100/0/180
Students will demonstrate basic office, insurance, bookkeeping, and medical transcription skills, medical law and ethics, and medical software applications. Students will also learn different problem solving techniques used in business as well as personal environments. (Prerequisite: None)

**MA-103: Advanced Medical Assistant Phase I**  
12 Quarter Credit Hours
Contact Hours: Lec/Lab/Ext/Total 80/100/0/180
Students will perform medical duties related to Pharmacology, Math Principles, Urinalysis, Injections, Oral Communications. Students will also learn the communication skills necessary for establishing and maintaining healthy relationships with co-workers and customers. (Prerequisite: None)

**MA-104: Advanced Medical Assistant Phase II**  
12 Quarter Credit Hours
Contact Hours: Lec/Lab/Ext/Total 80/100/0/180
Students will perform medical duties related to First Aid, Venipuncture, Instrumental, Physical Therapy, Exams, and Hem Analysis. Students will also learn to develop specific customer service skills related to their field of training. (Prerequisite: None)

**MA-105: Advanced Medical Assistant Phase III**  
4 Quarter Credit Hours
Contact Hours: Lec/Lab/Ext/Total 20/52/0/72
Students will learn the fundamentals of CPR and EKG Testing. Students will also be introduced to the basic principles of language construction and applications through written communication. Additionally students will learn how to achieve greater personal and professional success through an increased knowledge of human behavior and employer expectations. (Prerequisite: MA-101, MA-102, MA-103, and MA-104).

**MA-106: Medical Assistant Externship**  
8 Quarter Credit Hours
Contact Hours: Lecture/Lab/Extern/Total 0/0/240/240
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 for 6 weeks. The student will complete 240 hours at the externship site, specific hours to be determined by the clinic. The hours will be regular workday hours for the site, and may occur on Saturdays, Sundays, or evenings as required by the externship site. The externship coordinator will provide specific requirements and schedules for the externship. The students will also be required to report to the school each week and meet with the extern coordinator to discuss the previous week, verify attendance, and establish goals for the coming week (Prerequisite: MA-101, MA-102, MA-103, and MA-104)

**PDS-101: Introduction to Visual Basic Programming**  
12 Quarter Credit Hours
Contact Hours: Lec/Lab/Ext/Total 80/80/0/160
This course covers basic programming concepts using Visual Basic .Net. Programming exercises will incorporate business game and simulation application concepts in the explanation of the basic programming concepts. Programming concepts covered include the integrated development environment, controls and events, control structures for decisions and repetitions, arrays, database connectivity, menus, and basic object-oriented programming concepts. Prerequisite: None

**PDS-103: Fundamentals of Game Design**  
12 Quarter Credit Hours
Contact Hours: Lec/Lab/Ext/Total 80/80/0/160
This course covers basic game and simulation program design concepts. Primary design concepts include the design process, character development, storytelling, gameplay, game balancing, and different types of games and simulations. Prerequisite: PDS-101

**PDS-105: VB.Net Programming for Business and Simulation**  
12 Quarter Credit Hours
Contact Hours: Lec/Lab/Ext/Total 80/80/0/160
This course covers decision-making and simulation programming in a business environment. Primary design concepts include functions used in decision-making applications, looping structures and files access in a simulation environment, database connectivity, Web, XML, and ASP.Net programming, and graphics programming. Prerequisite: PDS-103

**PDS-107: Advanced Visual Basic.NET**  
12 Quarter Credit Hours
Contact Hours: Lec/Lab/Ext/Total 80/80/0/160
This course covers Advanced Visual Basic .Net programming in a business environment. Programming exercises will be oriented toward business decision-making and simulation programs. Primary programming concepts include ADO, Net and ASP.Net programming, graphics and animation, multithreading, the Connected and the disconnected layers, and Multi-Table data sets. Prerequisite: PDS-101
### Course Descriptions

**PDS-109: Visual Basic Graphic and Animation Programming**  
12 Quarter Credit Hours  
Contact Hours: Lec/Lab/Ext/Total 80/80/0/160  
This course covers graphics and animation programming in Visual Basic .Net. Programming exercises will be oriented toward business decision-making and simulation programs. Primary programming concepts include the Windows API, DirectX, bitmaps, animation, drawing objects, and simulated activities. Prerequisite: PDS-101

**PDS-111: Visual Basic for Applications Game and Simulation Programming**  
12 Quarter Credit Hours  
Contact Hours: Lec/Lab/Ext/Total 80/80/0/160  
This course covers game and animation programming in Visual Basic for Applications. Programming exercises will be oriented toward business decision-making and simulation programs in a Microsoft Excel programming environment. Primary programming concepts include the Excel Component Object Model, VBA methods, properties, and events, and functions and procedures in VBA. Prerequisite: PDS-101

**WC-101: Network Essentials**  
12 Quarter Credit Hours  
Contact Hours: Lec/Lab/Ext/Total 80/80/0/160  
This course covers networking basics including network topology, network hardware, Ethernet, network design and troubleshooting, TCP/IP, switching and routing, e-mail, multimedia networking, the Internet, Windows, UNIX, and Linux, and other network operating systems and protocols. This course helps students prepare for the CompTIA Network+ Certification Exam. Prerequisite: None

**WC-103: Wireless Networking**  
12 Quarter Credit Hours  
Contact Hours: Lec/Lab/Ext/Total 80/80/0/160  
This course covers wireless networking and administration fundamentals. Major topics covered include RF fundamentals, antennas, spread spectrum technologies, wireless devices, wireless organizations and standards, the 802.11 network architecture, and wireless troubleshooting. Prerequisite: None

**WC-105: Wireless Communications**  
12 Quarter Credit Hours  
Contact Hours: Lec/Lab/Ext/Total 80/80/0/160  
This course covers fundamental principles and concepts of wireless communications and networks. Major topics covered include wireless transmission fundamentals, switching, wireless protocols and standards, satellite and cellular wireless networking, mobile wireless communications, and wireless local area networks. Prerequisite: WC-103

**WC-107: Wireless Security**  
12 Quarter Credit Hours  
Contact Hours: Lec/Lab/Ext/Total 80/80/0/160  
This course covers wireless security fundamentals and principles. Major topics covered include wireless auditing tools, wireless security protocols, encryption, authentication, preventing unauthorized access, and wireless security policies and procedures. Prerequisite: WC-103

**WC-109: Mobile and Wireless Devices**  
12 Quarter Credit Hours  
Contact Hours: Lec/Lab/Ext/Total 80/80/0/160  
This course covers the design and development of wireless applications. Major topics covered include wireless mobility considerations, application architectures, mobile infrastructures, mobile client user interface considerations, data transfer, security considerations, and a survey of various mobile devices. Prerequisite: WC-103

**WC-111: Wireless Programming**  
12 Quarter Credit Hours  
Contact Hours: Lec/Lab/Ext/Total 80/80/0/160  
This course covers an introduction to wireless programming. Major topics covered include wireless programming languages and software development kits, libraries, application models, wireless APIs, user interfaces, and basic wireless programming concepts. Prerequisite: WC-109
**Academic Calendar**

Students may not start after the third day of classes during any given term, except in those cases where appropriate credit for previous education and training has been given. Students should apply for admission as soon as possible in order to be accepted for a specific program of study and start date.

**Schedule for Medical Assistant and Day Cosmetology Program**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Graduation Date</th>
<th>Start Date</th>
<th>Graduation Date</th>
</tr>
</thead>
</table>

**Schedule for Heating, Air Conditioning and Refrigeration and Night Cosmetology**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Graduation Date</th>
<th>Start Date</th>
<th>Graduation Date</th>
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**Institution Hours**

**Administrative Hours of Operation**

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<tr>
<th>Days</th>
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<tr>
<td>Monday-Thursday</td>
<td>8 am</td>
<td>8 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8 am</td>
<td>6 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9 am</td>
<td>1 pm</td>
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**Medical Assistant* and Heating Air Conditioning and Refrigeration**

Class Hours

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<thead>
<tr>
<th>Diploma Day Classes:</th>
<th>Diploma Evening Classes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am to 12:45 pm</td>
<td>6:00 pm to 10:45 pm</td>
</tr>
</tbody>
</table>

Monday through Thursday  Monday through Thursday

Breaks are ten minutes in length and will occur ten minutes before the hour.

**IMPORTANT NOTICE (HAC/R & MA Students):**

During the term Starting 12/08/08 and because of the Holidays during this term, students in the Heating Air Conditioning & Refrigeration and Medical Assistant programs will attend class on the following Fridays according the class times listed above for the regular class days:

- Friday—01/09/09
- Friday—01/23/09
- Friday—02/06/09

During the term Starting 11/23/09 and because of the Holidays during this term, students in the Heating Air Conditioning & Refrigeration and Medical Assistant programs will attend class on the following Fridays according to the class times listed above for the regular class days:

- Friday—01/08/10
- Friday—01/22/10

*Medical Assistant students will be eligible to enter their externship program after completion of Terms 1 through 4. Term 5 will be comprised of classroom hours in concert with Externships at Approved Sites. The externship hours required will be in addition to the classroom hours and the scheduled hours will be determined by the Externship Site schedule and will be monitored and coordinated with the Designated Site Representative, Extern Coordinator, and student.
Institution Hours

**Cosmetology Class Hours**

Day Class:
8:00 am to 2:30 pm  
Monday through Thursday  
8:00 am to 4:30 pm Friday

Night Class:
5:30 pm to 10:00 pm  
8:00 am to 3:30 pm  
Monday through Thursday & Saturday

Breaks are ten minutes in length and will occur ten minutes before the hour. Cosmetology students have a 30 minute lunch break determined by the instructor.
Advisory Committees

Vatterott Education Center 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 institution.

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

- 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.
- Reviewing and commenting on each new program including the appropriateness of curriculum, objectives, content and length, prior to Accreditation recognition.
- Reviewing and commenting at least annually on student completion, placement, and where required, state licensing and examination outcomes of each program.

### Cosmetology
- Gayle Henderson, Panache Systems, Inc.
- Robin Azibo, Designs by Azibo Salon
- Carole Lucio, Color for the World
- Cindy Ernsting, JC Penny Company Salon
- Robbie Hendrix, JC Penny Company Salon
- Dr. Lloydelle Hopkins, Career Training Specialists
- Paula Lee, Sessions Hair & Nails
- Treon Dollar, JC Penney Company Salon
- Rocky Taylor, The Unique Look

### Heating, Air Conditioning and Refrigeration
- Brian Behan, Coomes Air Conditioning
- Larry Jeffus, Author & Consultant
- Mike Patton, Hart & Price Corporation
- Ralph Roberts, Comfort Experts Inc.
- James Longino, Comfort Experts, Inc.
- Roy Smith, Thermo King of Dallas/Fort Worth
- William Joe Sutterfield, Metro Heating and Cooling
- James Belota, Dyna Ten Corporation
- Don McDowell, McDowell Company
- Larry Schindler, Schindler Refrigeration
- Robert Young, ISI Commercial Refrigeration
- Andy Heinze, Parker Hannifin Corporation

### Medical Assisting
- Ken White, Patients Choice Clinics
- Gary Calhoun, Health Data, Inc.
- Marisol Ramos, McAllen Medical Clinic
- Dawn Sebastian, Greenville Health & Rehab
- Ofelia Martinez, 303 Medical Clinics
- August Co, K-Clinic
- K. Hall, R.N., Rheumatology Associates
## Addendum – Tuition and Fees

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
<th>Weeks</th>
<th>Tuition</th>
<th>Registration Fee</th>
<th>Lab/Technology Fee</th>
<th>Books/Supplies</th>
<th>Taxes</th>
<th>Certification Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>Diploma</td>
<td>1500 (clock hours)</td>
<td>$14,500</td>
<td>$100</td>
<td>$1,000</td>
<td>$1,150</td>
<td>$90</td>
<td>$160</td>
<td>$17,000</td>
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<tr>
<td>Heating, Air Conditioning, and Refrigeration</td>
<td>Diploma</td>
<td>60</td>
<td>$20,400</td>
<td>$100</td>
<td>$1,500</td>
<td>$2,175</td>
<td>$225</td>
<td>N/A</td>
<td>$24,400</td>
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<tr>
<td>Information Systems Security</td>
<td>Diploma</td>
<td>60</td>
<td>$18,600</td>
<td>$100</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$140</td>
<td>$260</td>
<td>$22,100</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>Diploma</td>
<td>50</td>
<td>$17,000</td>
<td>$100</td>
<td>$1,000</td>
<td>$1,500</td>
<td>$100</td>
<td>N/A</td>
<td>$19,700</td>
</tr>
<tr>
<td>Programming and Data Simulation</td>
<td>Diploma</td>
<td>60</td>
<td>$18,600</td>
<td>$100</td>
<td>$1,500</td>
<td>$1,750</td>
<td>$150</td>
<td>N/A</td>
<td>$22,100</td>
</tr>
<tr>
<td>Wireless Communications</td>
<td>Diploma</td>
<td>60</td>
<td>$18,600</td>
<td>$100</td>
<td>$1,500</td>
<td>$1,750</td>
<td>$150</td>
<td>N/A</td>
<td>$22,100</td>
</tr>
</tbody>
</table>

As a convenience to students, books, supplies, and uniforms may be purchased from Vatterott Education Center – Dallas. Prices of these items are subject to change and will include the applicable sales tax.