

# Fairview Heights

The logo for Vatterott College, featuring a stylized blue 'V' icon to the left of the text 'Vatterott' in a bold, blue, sans-serif font, with 'COLLEGE' in a smaller, blue, sans-serif font below it.

**Vatterott**  
COLLEGE

2011-2012

Campus Catalog





2011-2012

Volume IV

Vatterott College

Fairview

Heights

Course Catalog

110 Commerce Lane, Fairview Heights, IL 62208

Phone: 618-489-2400

## Volume IV:

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Published: April, 2011

Copyright: 2011

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

**Gertrude Bogan-Jones**  
Campus Director



## A Message from the President

Dear Vatterott Students,

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

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

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

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

Sincerely,

Pamela Bell  
President  
Vatterott Educational Centers, Inc.



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# About Vatterott College

# About Vatterott College

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## Our Philosophy

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

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

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

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

## History of Vatterott College

Vatterott College was established in Fairview Heights, Illinois, as a branch campus of Vatterott College in Omaha, Nebraska. The campus opened in August, 2009 with seven diploma programs.

## Accreditation, Authorization and Approvals

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

## Certifications

Certificate of approval to operate issued by the Illinois State Superintendent of Education, 100 North First Street, Springfield, Illinois 62777.

## Campus Location

Vatterott College Fairview Heights Campus  
110 Commerce Lane  
Fairview Heights, IL 62208  
618-489-2400

Administrative Offices –  
110 Commerce Lane  
Fairview Heights, IL 62208  
618-489-2400

## Campus Facilities

Vatterott College Fairview Heights Campus - Branch of Main Campus, Vatterott College - Omaha, Nebraska

The facilities at 110 Commerce Lane, Fairview Heights, Illinois occupy 25,000 square feet in a one-story building that houses labs and classrooms. In addition, the main offices, admissions department, financial aid offices, and career services offices can be found at this location.

Maximum class size is 30 students. Enrollment Capacity: 300 students per session.





# Admissions Information

# Admissions Information

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## 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 education coordinator, either in person or by telephone, depending upon the distance from the institution. Parents and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to see and learn about the institution's equipment and facilities and to ask questions relating to the institution's curriculum and career objectives. Personal interviews also enable institution administrators to determine whether an applicant is a strong candidate for enrollment into the program.

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

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

- Application for Admission
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian)
- Request for high school or GED transcript (and college transcripts, where applicable)
  - 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
  - Students may be granted provisional acceptance pending the receipt of an official high school or GED transcript. All transcripts will be verified by the campus registrar according to predetermined verification standards in place at all Vatterott campuses. Upon verification, the student will receive full admission into the program. If Vatterott cannot obtain the official high school or GED transcript by the end of week 5 of the initial term of enrollment, the student's enrollment will be cancelled. Exceptions may be granted by the Chief Academic Officer for students that provide official transcripts from another accredited post-secondary institution.
- Financial aid forms (if applicant wishes to apply for financial aid)
- Reference Sheet
- Payment of registration fee (non-refundable unless applicant is denied admission or cancels application within three business days of the institution's receipt of the application and fee)

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

### Re-Entering Students

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

Students that were dismissed or withdrew for any reason other than grades or failing to make Satisfactory Academic Progress while on academic probation must write an appeal letter and receive approval from the Director of Education prior to re-enrollment.

Students that were dismissed due to grades or failing to make Satisfactory Academic Progress are not eligible for re-enrollment. These students can appeal using the Grievance Policy.

### 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 or a maximum of 27 quarter-credit hours without declaring intent to seek a diploma or degree. Students enrolled as Non-Degree Non-Program are not required to have a high school diploma or GED. Prospective students under the age of 18 must have written consent from a parent or legal guardian prior to enrollment.

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. To complete the enrollment into a diploma or degree program, the student must 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. Prerequisites and/or refresher courses may be required.

### Institutional 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's Birthday, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

### Tuition/Fees Policies

- Tuition may either be paid in full upon enrollment or complete payment must be accounted for on the Information Sheet for Student Tuition Financing (Tuition Proposal).
- All tuition payments are to be made in accordance with the terms of the Enrollment Agreement/Retail Installment Contract. Special circumstances that may warrant other payment terms are granted only at the discretion of the institution.

## Admissions Information

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- ❑ Any student delinquent in the payment of any sum owed to the institution may be suspended from the institution, at the institution's sole discretion, until the institution receives payment of all such delinquent sums, or the student makes arrangements to pay such delinquent sums. Arrangements to pay must be accepted by the institution.
- ❑ In the event of withdrawal by the student, tuition refunds will be made according to the terms of the Enrollment Agreement.
- ❑ If a student repeats any portion of a term based program, the student must pay tuition and fees applicable to such portion of the program and execute a written addendum to the Enrollment Agreement with the institution, specifying the terms of the repeat.

See Tuition & Fees section of this catalog for current tuition and fees. (If missing, notify the institution.)

### Add/Drop Period

Add/Drop Period is the first two weeks (14 calendar days) of the term. A student cannot add a course that no longer has course offerings during the add/drop period. In order to add the course, the student must be able to attend at least one course session during the add/drop period.

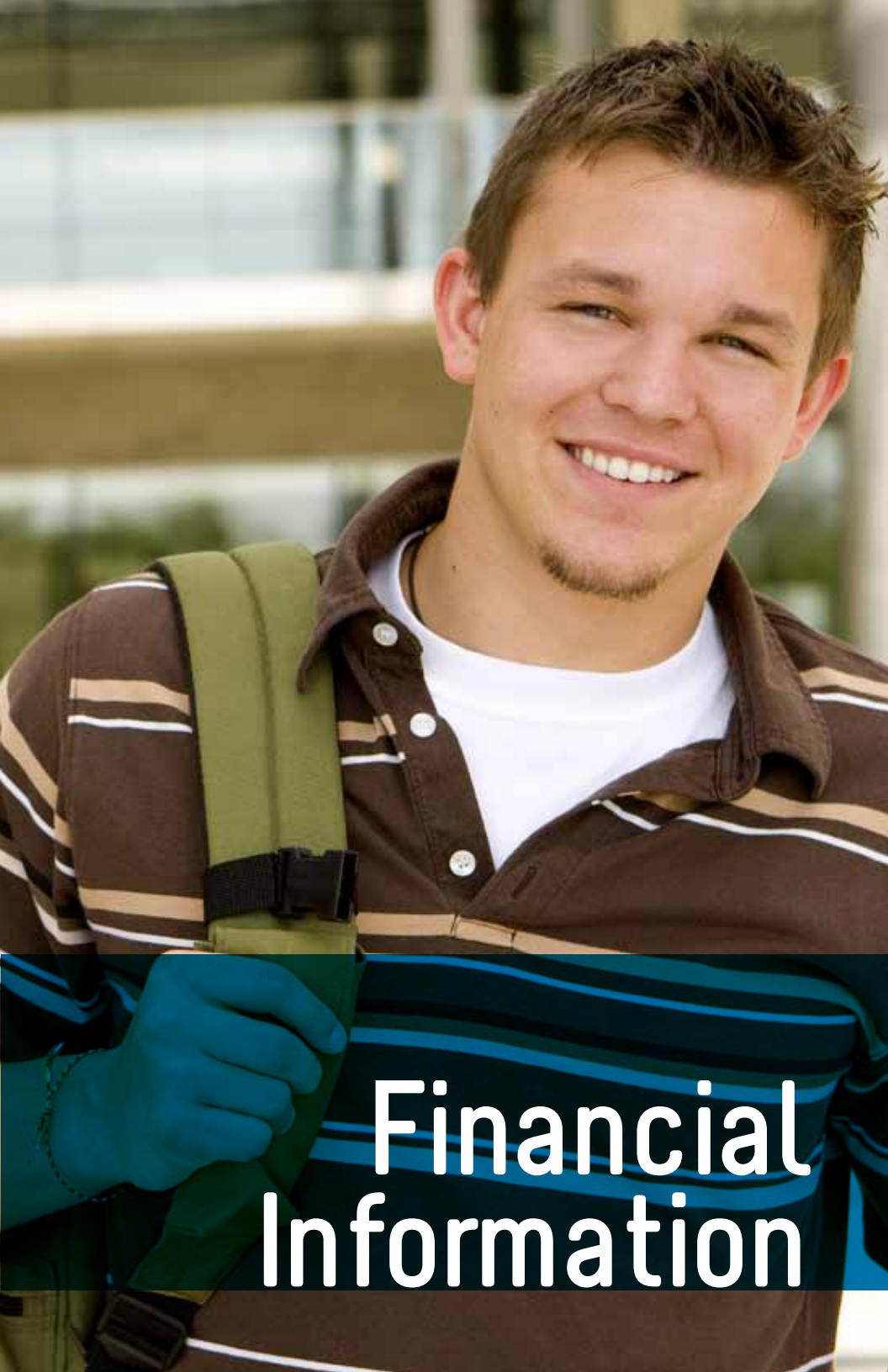
Any initial enrollment student\* who fails to attend a combined 50% of the scheduled clock hours or quarter credit hour classes in the first two weeks of their initial term of enrollment will have their entire enrollment cancelled by the institution. Initial enrollment students who fail to attend individual courses during the add/drop period will be cancelled from the individual course, which may impact financial aid eligibility. Initial enrollment students, however, may request to withdraw at any time within the first two weeks of a term. If that request is received by the end of the second week of the initial term of enrollment, the student will be considered a cancel.

Any student not considered an initial enrollment student who fails to attend all classes during the add/drop period will be withdrawn from the institution and issued a grade of W. Any student not considered an initial enrollment student will be withdrawn from individual courses that had no attendance during the add/drop period and issued a grade of W, which may impact financial aid eligibility.

A student is not eligible for financial aid for any course in which no attendance has been recorded.

Students can appeal their enrollment cancellation in writing to the Director of Education within 1 business day of cancellation.

*\*An initial enrolment student is: any student that is starting classes for the first time at a Vatterott Educational Centers, Inc. school., a student that is in their initial period of re-enrollment or a student in their initial period of enrollment in a subsequent program after completing or graduating from the previous program.*



# Financial Information

# Financial Information

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

The primary responsibility for meeting the costs of education rests with the individual student and their families. Financial aid will be determined by a student's need, eligibility factors, enrollment status, and fund source availability, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the cost of attendance for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of attendance 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 Student Aid Eligibility

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

- Complete and submit a Free Application for Federal Student Aid (FAFSA).
- Meet the Basis of Admissions for the institution and 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, a General Education Development (GED) certificate, or meet other standards established by the state and approved by the U.S. Department of Education
- Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Demonstrate 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;
- Not be in default or owe a repayment on a Federal Student Aid grant or loan
- Not have been convicted under Federal or State law of possession or sale of illegal drugs while receiving Federal Student Aid

- Provide the Office of Financial Aid any required documentation in cases of verification or resolving conflicting information or comment codes
- Repay any financial aid received as a result of inaccurate information (Any person who intentionally misrepresents facts on the application violates federal law and may be subject to a \$20,000 fine and/or imprisonment)
- Notify the Office of Financial Aid of changes in enrollment status or of additional resources received

### Students Chosen for Verification

Each year certain students are randomly chosen to provide documentation to verify that all information submitted on the FAFSA is correct. If a student is chosen for verification, all documents must be submitted to the Financial Aid Department no later than the fifth week of the first term for which the student is enrolled in the award year. Students who do not supply the needed documents within the five week time frame will be dismissed from the institution if alternative methods of payment are not resolved.

### Application for Federal Student Aid

To apply for financial aid, a student must complete 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. Students may also complete this application online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and click "Fill out a FAFSA". To fill out the FAFSA a student will need access to prior year tax information and possibly parental tax information if the student is under the age of 24 and unmarried with no dependents. If a student did not file taxes in the previous year, proof of earnings will be needed.

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 for all types of Federal Student Aid. 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 FAFSA is completed, the information will be used in a formula established by Congress that calculates need and helps determine eligibility of available funds. When combined with other aid and resources, a student's federal student aid package may not exceed the cost of attendance.

### Satisfactory Academic Progress and the Receipt of Federal Financial Aid

Students must meet the standards of satisfactory academic progress 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 cumulative grade point average (CGPA) requirements, progression towards completion requirements, maximum completion time restrictions, warning and probation provisions, suspension

## Financial Information

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and dismissal procedures, and appeals procedures as outlined in the Academic Information section of this catalog.

Satisfactory academic progress is evaluated at the end of each term of enrollment. A student who fails to meet either the cumulative grade point average or rate of progress requirements for satisfactory academic progress will be placed on financial aid warning for one term and remain eligible for federal financial aid. If the student fails to meet the required standards by the end of the financial aid warning term, the student is not eligible to participate in the federal financial aid programs until satisfactory academic progress is regained after completing at least one additional term of enrollment. Eligibility for participation in the federal student aid programs will be reinstated when the student meets both the cumulative grade point average and rate of progress requirements.

Students who have been academically dismissed are no longer active students of the institution and are ineligible for federal student aid. Following dismissal, reinstatement of financial aid eligibility will occur only if a student's appeal (see section below) is granted, or after re-admittance and meeting satisfactory academic progress after completion of at least one additional term of enrollment.

### Appeals for Financial Aid Reinstatement Related to Satisfactory Academic Progress

Students who believe they have extenuating circumstances such as the death of a student's relative, a student's injury or illness, or other circumstances that result in undue hardship to the student which impaired their ability to meet satisfactory academic progress standards, must appeal their case no later than one week after the term ends.

Appeals and supporting documentation must be submitted in writing to the Director of Education at the student's campus. If the appeal is approved by the Corporate Director of Financial Aid, the student will be placed on financial aid probation and will be allowed to receive federal student aid funds for a maximum of one additional term of enrollment. If, after this time period, the student still does not meet these standards, he/she will be ineligible to receive federal funding until satisfactory academic progress is regained after completing at least one additional term of enrollment.

### Federal Pell Grant

This grant program is considered gift aid and 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 by filling out a FAFSA. 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, the expected family contribution, 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. Recipients must also be eligible for a Federal Pell Grant. FSEOG is awarded to students with the greatest need. The federal government allocates FSEOG funds to participating institutions. This is a limited pool of funds, and the institution will determine to whom and how much it will award based on federal guidelines.

## Academic Competitiveness Grant (ACG)

The ACG grant is available to students who have completed a rigorous program of study during high school and are in the first or second years of enrollment in an eligible program. The Academic Competitiveness Grant is available for a first year undergraduate student who graduated from high school after January 1, 2006, and for a second year undergraduate student who graduated from high school after January 1, 2005. The Academic Competitiveness Grant is in addition to the student's Pell Grant award. To be eligible, the student must be enrolled at least half-time in an eligible degree program and must receive a Pell grant in the same award year. Other eligibility requirements may apply. Contact the financial aid office for details. This grant program will no longer be available after July 1, 2011.

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

This grant is available to students who are enrolled at least half-time in a bachelor degree program and are in the third and fourth years of designated programs of study. To be eligible, the student must receive a Pell grant in the same award year and meet various other eligibility criteria, including maintaining a cumulative grade point average (GPA) of at least 3.0 in coursework required for the major. Contact the financial aid office for details. This grant program will no longer be available after July 1, 2011.

## Federal Stafford Student Loans

Federal Stafford Loans are provided through the William D. Ford Federal Direct Loan (Direct Loan) Program. The federal government, through the U.S. Department of Education, is the lender. These loans must be repaid after a six month grace period following graduation, withdrawal from school, or entering a status of less than half time enrollment. These loans require a Master Promissory Note (MPN). These loans must be used to pay for direct and/or indirect educational expenses.

A subsidized loan is awarded on the basis of financial need. If a student is eligible for a subsidized loan, the government will pay (subsidize) the interest on the loan while the student remains in school, for the first six months after the student leaves school, and if the student qualifies to have payments deferred.

Unlike a subsidized loan, an unsubsidized loan is not need-based. The student is responsible for the interest from the time the unsubsidized loan is disbursed until it is paid in full. The student may choose to pay the interest on a quarterly basis or allow it to accrue (accumulate) and be capitalized (that is, added to the principal amount of your loan). Capitalizing the interest will increase the amount the student must repay in the end.

### Federal Stafford Parent Loan for Undergraduate Students (PLUS)

Parents may be eligible to borrow a PLUS Loan to help pay their child's education expenses if the student is a dependent undergraduate enrolled at least half time in an eligible program at an eligible school. Parent(s) must have an acceptable credit history. This loan is not need-based. The interest rate for 2011-12 is a fixed 7.9%. Generally, the first payment is due within 60 days after the loan is fully disbursed. There is no grace period for these loans and; interest begins to accumulate at the time the first disbursement is made. Parents must begin repaying both principal and interest while the student is in school.

### Private Loans

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

### Scholarships

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

### 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 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.

## Entrance and Exit Interview/Loan Counseling

The Department of Education requires that any student receiving a Federal Stafford Loan be notified concerning their loans. The institution requires counseling upon entrance and upon exiting the institution. Each student is counseled regarding loan indebtedness and each student must participate in an entrance counseling regarding the loans to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

Students must report to the Financial Aid Office prior to withdrawal, graduation, or advance knowledge that they will drop below half time enrollment status for loan exit 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. Debt management strategies as well as how students can access loan information are provided to the student during exit counseling. Information is also provided on repayment plans and options, loan forgiveness, forbearance, cancellation, the consequences of default, potential tax benefits, NSLDS access, and how to contact the FSA Ombudsman are also discussed. If the student is unable to meet with the Financial Aid Office, an exit interview will be mailed which includes instructions on how to access loan information through Interactive electronic means.

## 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;

1. Unsubsidized Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Direct Stafford loans (other than PLUS loans);
4. Subsidized Direct Stafford loans;
5. Federal Perkins Loan Program;

## Financial Information

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6. Federal PLUS loans;
7. Federal Direct PLUS loans;

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

1. Federal Pell Grants for the payment period for which a return of funds is required;
2. Academic Competitiveness Grants for which a return of funds is required;
3. National Smart Grants for which a return of funds is required;
4. Federal Supplemental Educational Opportunity;
5. Grant (FSEOG) for which a return of funds is required;
6. 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

1. It is understood that any terms extended to any STUDENT are for convenience in paying the tuition and are not in any way to be considered as payment(s) for periods of time. By accepting applications, the COLLEGE has assumed the obligation of furnishing a complete program, instructors, equipment, laboratories, classrooms, and other facilities necessary for teaching those programs at the stated offered tuition cost for the program and with the understanding that refunds will be calculated based on the entire cost of the program as follows:
  - A. The COLLEGE shall refund unearned tuition, fees, room and board, and other charges as set forth in the following refund policy. Refunds may be given for the cost of unopened, unmarked books and materials within 30 days after written cancellation notice is given by the student to the school. In the absence of state or federal regulations, the COLLEGE shall make a refund of tuition fees and other charges as defined below:
    1. COLLEGE shall, when a STUDENT gives written notice of cancellation, provide a refund in the amount of at least the following:
      - A. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application-registration fees, tuition, and any other charges shall be refunded to the student.
      - B. When notice of cancellation is given after midnight of the fifth business day following enrollment but prior to the close of business on the STUDENT's first day of class attendance, the COLLEGE may retain no more than the

- registration fee which may not exceed \$150.00 or 50% of the cost of tuition whichever is less.
2. After the first day but within the first 5% the COLLEGE may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges, or \$300, whichever is less, plus the cost of books or materials provided by the COLLEGE.
  3. After 5% of the course of instruction but within the first 4 weeks of classes, the COLLEGE shall refund at least 80% of the tuition.
  4. During the first 25% of the period of financial obligation, the COLLEGE shall refund at least 55% of tuition; thereafter;
  5. During the second 25% of the period of financial obligation, the COLLEGE shall refund at least 30% of tuition;
  6. In case of withdrawal after 50% of the period, the COLLEGE may commit the STUDENT to the entire obligation.
- B. Refunds will be made within 30 days after the COLLEGE determines the STUDENT has been withdrawn.
- C. A full refund will be given, within 30 days, to an applicant not accepted by the school.
2. The COLLEGE is not promising or guaranteeing employment to STUDENTS
  3. STUDENT agrees to immediately provide COLLEGE with written notice if STUDENT believes training is inappropriate or inadequate.
  4. The COLLEGE reserves the right to make changes in faculty, course content, structure of the curriculum, methods of delivery, and class schedule as needed and with the approval of the Illinois State Board of Education. The COLLEGE reserves the right to cancel or postpone any new start for any program due to insufficient enrollment. Prior notification will be made to STUDENTS regarding cancellation and rescheduling of the start date and all monies paid will be refunded.
  5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the COLLEGE unless such changes have been approved in writing by the authorized official of the COLLEGE and by the STUDENT and/or the STUDENT's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
  6. A STUDENT, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.
  7. The COLLEGE shall mail a written acknowledgement of a STUDENT's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
  8. A STUDENT may give notice of cancellation to the COLLEGE in writing. The unexplained absence of a STUDENT from school for more than 15 school

## Financial Information

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days shall constitute constructive notice of cancellation to the COLLEGE. For purposes of cancellation the date shall be the last day of attendance.

9. Deposits or down payments shall become part of the tuition
10. The COLLEGE shall refund all monies paid to it in any of the following circumstances:
  - A. The COLLEGE did not provide the prospective student with a copy of the STUDENT's valid enrollment agreement and a current catalog or bulletin;
  - B. The COLLEGE cancels or discontinues the course of instruction in which the STUDENT has enrolled
  - C. The COLLEGE fails to conduct classes on days or times scheduled, detrimentally affecting the STUDENT.

## Refund Policy for Students Called to Active Military Service

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

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

## Return of Title IV Funds

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

they were scheduled to receive for that payment period. Once the student has completed more than 60% of the payment period (or term), all of the assistance scheduled for that period is earned.

The amount of the Title IV earned and the amount of Title IV not earned will be calculated using the federal formula based on the amount of Title IV financial aid that was disbursed or could have been disbursed for the payment period upon which the calculation was based.

If the recipient did not receive all of the funds that were earned, the student may be eligible for a post-withdrawal disbursement. If the post-withdrawal disbursement includes eligible 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. 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.

Only funds for which a student is eligible may be disbursed as post-withdrawal disbursements. 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 Stafford loan funds will 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.

An overpayment occurs when the student receives more federal aid than he or she was eligible to receive. If the school is able to reduce loans or send back grants to resolve the overpayment, it will do so. If the student is no longer enrolled, the student may be held responsible for all overpayments.

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

## Financial Information

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the Federal Student Aid Information Center at 1-800-4 Fed Aid (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](http://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 is used to determine when the student is no longer enrolled at Vatterott College and is defined as:

- The date the student began the official withdrawal process, either by submitting an official withdrawal form to the Registrar or Director of Education or by verbally communicating the student's intent to the Registrar or Director of Education, and ceasing to attend classes or other institution activities. A student who submits a completed official withdrawal form or verbally communicates his/her intent but who continues to attend classes or other institution activities will not be considered to have officially withdrawn from the institution; or
- The date the student exceeds the attendance policy; or
- The date the student does not return from an official LOA, or
- The date the student fails to meet the Satisfactory Academic Progress policy; or
- The date a student is determined to have violated any other applicable institutional policy or federal regulation that results in withdrawal.

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

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

**Students who choose to withdraw or are withdrawn from the Institution may be required to sit out a minimum of 10 weeks before being allowed to re-enroll. Documentation of changes in personal circumstances that resulted withdrawal must be presented for re-enrollment.**

## Last Day of Attendance

For Federal student loan reporting purposes, as well as refund calculations, the student's last day of attendance will be the last recorded day the student attended an on ground class, or the last day the student logged into an online course for those taking online classes.



# Academic Information

# Academic Information

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## Grading Systems

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. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a 4.0 credit course with a grade of B would earn 12.0 quality points [credit value of course (4) times quality point value of B (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits.

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

## Application of Grades and Credits

The chart above describes the impact of each grade on a student's academic progress. For calculating rate of progress grades of F (failure), 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 add/drop period of the term. Withdrawal after the add/drop period 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.

## Academic Advisement

Students are provided the opportunity to review their academic progress at any time in the Registrar’s office. 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.

Students not making Satisfactory Academic Progress are advised in writing and given an academic plan to reach Satisfactory Academic Progress.

## Grading Policy

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

## Grade Point Averages

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

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

Both the term GPA and CGPA only include courses that are required for graduation in the student’s current program of study 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 grade will remain on the transcript.

### Incomplete Grade

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

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

- The student has been making satisfactory progress in the course, as determined by the instructor;
- The student is unable to complete some coursework because of unusual circumstances that are deemed acceptable by the instructor; and
- The student presents these reasons in writing, with any required documentation prior to the last day of the term.

### Distance Education Courses

Students have the option to take select courses via distance education through Vatterott College Sunset Hills, provided the total number of distance education courses taken in this manner does not exceed 50% of the student’s program.

Conversely, students enrolled in an online program at Vatterott College Sunset Hills have the option to take select courses on-ground at several Vatterott College campuses, provided the total number of on-ground courses taken in this manner does not exceed 50% of the student’s on-line program.

Under certain circumstances, General Education courses also may be taught via distance education by Vatterott College Sunset Hills.

Students should consult with the Director of Education, Registrar, or Campus Director regarding distance learning opportunities.

## 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. If the withdrawal occurs within the add/drop period 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 add/drop period receives a designator of "WF".

## Transfer Credit

Vatterott College will evaluate the student's previous education, training and work experience to determine if any subjects or training activities in the student's program may be waived and thereby reduce the amount of training or education required for the student to reach the educational objective. Credits earned at a postsecondary 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 College 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 College. Technical course credits from institutions other than Vatterott College that were earned more than five (5) years prior to the current year will not be considered for transfer.

For active duty service members and their adult family members (spouse and college age children) as well as Reservist and National Guardsmen on active duty – Vatterott College will limit academic residency to 25% or less of the degree requirement for all degrees.

In addition, there are no "final year" or "final semester" residency requirements for active-duty service members and their family members. Academic residency can be completed at any time while active-duty service members and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

## Academic Information

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For all other Vatterott College students – A minimum of 50% of the required program credits must be completed at Vatterott College.

It is the responsibility of the student to request an official transcript be mailed to Vatterott College 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 transferrable for credit at Vatterott College.

Prospective students may request transfer credit for developmental courses offered at Vatterott College 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.

## Military Training and Experience

*Military Service School Experience* – Academic credit for military service school experiences will be accepted based on the recommendations prepared by the American Council on Education (ACE) and published in the "Guide to the Evaluation of Educational Experiences in the Armed Services".

*Military Occupational Specialties (MOS)* - Academic credit for military occupational specialties will be accepted based on the recommendations prepared by the American Council on Education (ACE) and published in the "Guide to the Evaluation of Educational Experiences in the Armed Services".

Credit for military training and experience can only be transferred if it is applicable to the students' degree program requirements at Vatterott College.

## Internal Proficiency Credit Test Out

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

A student who receives proficiency credit for test out course or courses is awarded a grade of "TO". The course is noted on the transcript with a grade of "TO" and is not used in the grade point average or rate of progress, but calculated in the timeframe measurement.

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

- Student is currently enrolled in the course beyond the add/drop deadline, which is defined as the first two weeks of the program enrollment;
- Student was previously enrolled in the course for which the exam is being requested; and
- Student previously failed the proficiency exam for that course.

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

### External Proficiency Credit

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

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

### Professional Training/Certification Credit

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

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

### Standards of Satisfactory Academic Progress

All students must meet the standards of the satisfactory academic progress policy in order to remain enrolled. Additionally, these standards of satisfactory academic progress must be maintained in order to remain eligible for 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. Students must meet the standards of both components (CGPA and completion rate) to remain eligible. These are outlined below.

### Application of Grades and Credits for Satisfactory Academic Progress

For calculating rate of progress, a grade of W (Withdrawn) will not be counted as hours attempted. This grade is awarded when a student withdraws from a course within the add/drop period of a term.

The following table depicts how all grades and credits are applied to the academic calculations.

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

### Rate of Progress towards Completion Requirements

In addition to the CGPA requirements, a student must successfully complete a minimum percentage of the cumulative credits or clock hours attempted at specific points in the program to maintain satisfactory academic progress. These rates of progress are outlined along with the CGPA requirements in the tables below.

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 CGPA requirements, the rate of progress will be reviewed at the end of each term after grades have been posted to determine if the student is progressing satisfactorily.

**Certificate/Diploma Program Quarter Credits**

Quarter Credits	Minimum CGPA Required	Minimum Rate of Progress
0-15	1.0	33%
16-30	1.5	50%
31 credits - graduation or maximum allowable credits reached	2.0	66.67%

**Associate Degree Program Quarter Credits**

Quarter Credits	Minimum CGPA Required	Minimum Rate of Progress
0-15	1.0	33%
16-45	1.5	50%
46 credits - graduation or maximum allowable credits reached	2.0	66.67%

## Maximum Time in Which to Complete

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

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

## Program Maximum Allowable Attempted Credits

Diploma – 108 QCH

Associate of Applied Science Degree – 135 QCH

## How Transfer Credits or Change of Program Affect Satisfactory Academic Progress (SAP)

Credit that has been transferred into the institution by the student has no effect on the grade point average requirement for the SAP. Transfer credit is considered when computing the rate of progress towards completion calculation in the SAP and 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  $(150\%) \times 180 = 270$  credits. The 30 transfer hours will be added to the attempted and earned hours when the rate of progress and maximum time frame are being calculated.

When a student elects to change a program at Vatterott College (this does not include moving from a diploma to an Associate's degree in the same program), the

## Academic Information

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student's earned credits and grades will be transferred into the new program as applicable, including transfer credit.

Credits earned at the institution in the original program of study will be used when computing grade point average, rate of progress and maximum time frame.

Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average, but will be considered as credits attempted and earned in the rate of progress and maximum time frame calculation.

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

Students who are dismissed for not meeting SAP may not transfer programs and immediately regain eligibility for Federal Student Aid. Eligibility is only regained after completing at least one additional term in the new program and once again meeting the requirements of SAP at the end of at least one completed term of enrollment in the new program.

## Academic Probation

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

Students will be placed on Probation/Financial Aid Warning the first term after the CGPA or the rate of progress falls below the values specified in the CGPA and Rate of Progress Towards Completion requirements sections of this catalog. At the end of the Probation/Financial Aid Warning term in which the student is enrolled, the student will be returned to regular status if he/she meets or exceeds the minimum standards.

If the student fails to meet the minimum CGPA or rate of progress requirements at the end of the Probation/Financial Aid Warning term, the student will be dismissed from the institution. Students dismissed for failing to make Satisfactory Academic Progress can appeal their dismissal in writing to the campus Director of Education. Students allowed an additional appeal term will be placed on one term of Probation/Financial Aid Probation and must achieve Satisfactory Academic Progress at the end of the term of Probation/Financial Aid Probation. Failure to achieve Satisfactory Academic Progress at the end of the one term of Probation/Financial Aid Probation will result in dismissal from the institution.

Students who withdraw from a term of Probation/Financial Aid Warning or Probation/Financial Aid Probation are considered to have failed that term.

If at any point it is determined that it is mathematically impossible for the student to meet the minimum requirements, the student will 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.

Students not meeting the SAP requirements 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.

Students who are dismissed for not meeting SAP may regain eligibility for Federal Student Aid only after completing at least one additional term and once again meeting the requirements of SAP or upon successful appeal.

## Satisfactory Academic Progress (SAP) Appeal for Reinstatement

All SAP appeals must include:

1. Official SAP Appeal form prepared by the Director of Education
2. A typed letter of appeal prepared by the student;
3. An attached academic plan that would state what the student needs to do specifically to meet SAP within the next term;
4. Attached academic plan documenting progress toward meeting SAP while on Probation/Financial Aid Warning
5. An unofficial transcript with final grades for the term of Probation/Financial Aid Warning
6. Attached documentation of the extenuating circumstance

All appeal documents must be submitted to the Director of Education at the campus within the first week after the term ends. The campus Director of Education will forward the appeal packet to the Chief Academic Officer who will review it for academic approval and the Vice President of Financial Aid who will review it for approval to continue receiving Federal Student Aid, if applicable. A decision on the appeal will be rendered within 2 business days. The decision will be sent to the campus Director of Education and campus Financial Aid Director.

## Grade Challenge

Students have the right to appeal a final course grade by submitting their appeal in writing within 10 calendar days after 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 dismissed for any reason other than disciplinary or academic dismissal may apply for reinstatement to the institution by submitting all application materials along with a written request to the Director of Education.

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The request should be in the form of a typed letter explaining the reasons why the student should be readmitted. A student may be required to wait at least one grading period before they are eligible for reinstatement and financial aid. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program.

Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and will be eligible for federal financial aid.

## Graduation Requirements

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

## Completers

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

1. Achieve a minimum GPA of 2.0; or
2. Complete required competencies and/or Externship; or
3. Satisfy non-academic requirements (e.g., outstanding financial obligations)

Completers are not eligible to receive Federal Financial Aid.

## 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: 3.0 – 3.9 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." Only externship hours that are submitted before the student drops or takes a Leave of Absence will be counted as hours towards completion of the externship. A student who receives an "F" may be re-enrolled in the externship or experiential learning activity course for the subsequent term. If a student chooses to re-enroll, the student will not lose hours completed and submitted in the previous 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 include but are not limited to: Medical (including pregnancy), Family Care (including unexpected loss of childcare and medical care of family), Military Obligations and Jury Duty.

In order for the student to be granted an approved LOA, the student must submit a completed, signed and dated Leave of Absence Request Form along with supporting documentation to the Director of Education before the start date of the request. An LOA cannot be granted after the start date of the term for which the student is requesting an LOA unless the student is enrolled in a clock hour program. In addition, the student must have completed his/her most recent term and received academic grades (A-F) for that term.

Students in a Clock Hour program may request an LOA at any time. Student enrolled in an externship only may request an LOA at any time during the externship as long as no other Quarter Credit Hour courses are being attempted in the same term.

The school reserves the right to award a retroactive LOA under mitigating circumstances where the student was unable to notify the school prior to the deadline to request the LOA. The student must provide the schools with documentation of the mitigating circumstances along with all required LOA paperwork. The school will determine the LDA of the student based on the documentation submitted with the request.

Students who are on an approved LOA will receive no disbursements of federal funds during their LOA.

### Re-Admission Following a Leave of Absence

Upon return from a leave, clock hour program students 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. 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. Student in non-clock hour programs must re-enter at the beginning of a term and take the course next offered in the normal sequence of course offerings.

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, withdrawn from the institution, 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. The withdrawal date will be the date the student was required to return and did not.

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

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

### Effects of Leave of Absence on Satisfactory Academic Progress

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

- Students returning from a leave of absence are not guaranteed that the phase/course required to maintain the normal progress in their training program will be available at the time of reentry;
- Students may have to wait for the appropriate phase/course to be offered;
- Students may be required to repeat the entire phase/ course for which they elected to withdraw prior to receiving a final grade;
- Financial aid may be affected.

### Unit of Credit, Clock/Credit Hour Conversion

The quarter credit hour is the unit of academic measurement used by Vatterott College. A minimum of 10 lecture hours 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 Policy

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

**A student who is absent from all classes for two consecutive weeks (14 calendar days) will be automatically withdrawn from the institution unless there are acceptable mitigating circumstances.**

**A student who is absent from an individual course for two consecutive weeks (14 calendar days) will be automatically withdrawn from the course unless there are acceptable mitigating circumstances.**

A student in a Quarter Credit Hour program may be placed on attendance warning if absences exceed 30% of the total scheduled hours for a term/phase of enrollment. Students who withdraw or are removed from a course due to attendance will receive a grade of W or WF; grades of WF count toward the time to completion (quantitative component) when evaluating a student's satisfactory academic progress, but will not affect the student's cumulative grade point average (qualitative component).

## Academic Information

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Any initial enrollment student\* who fails to attend 50% of the scheduled clock hours or QCH classes in the first two weeks of their initial term of enrollment will have their enrollment cancelled by the institution. Students can appeal their enrollment cancellation in writing to the Director of Education.

Students who fail to record attendance for a course during the add/drop period may be withdrawn from the course and issued a grade of W. Students who are withdrawn from a course for failure to attend within the first two weeks may experience a reduction in their financial aid funding.

*\*An initial enrollment student is: any student that is starting classes for the first time at a Vatterott Educational Centers, Inc. school, a student that is in their initial period of re-enrollment or a student in their initial period of enrollment in a subsequent program after completing or graduating from the previous program.*

## Students Receiving Veterans Benefits

Students receiving Veterans education benefits must meet satisfactory academic progress (SAP) and attendance requirements in order to remain eligible to be certified for VA education benefits. Students on academic/attendance probation are considered to be maintaining satisfactory progress and will continue to be certified for education benefits to the U.S. Department of Veterans Affairs (VA). If students fail to meet attendance/academic requirements while on probation, their enrollment certification will be terminated which may result in VA requiring students to repay a portion or all benefits received. Once benefits are terminated, students must wait one (1) term/phase before their enrollment is certified for benefits.

## Term

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

## Placement Testing

Effective 2009, all Vatterott Educational Centers Inc. schools strongly suggest that all newly enrolled students are to complete math and English placement testing. 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 the LRC Manager/Librarian is unavailable, the Registrar, Retention Officer or Director of Education may administer and proctor the examinations.

Students who do not meet the minimum assessment scores are highly encouraged 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. Student will not be charged tuition for these courses, but will be required to purchase the books.

### **Examination Details**

Students are strongly suggested 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**

Remedial courses are structured to lend assistance to students who score less than Level 2 – 265.

### **Prerequisite Assignment**

All students are strongly suggested to complete remedial testing. Although not recommended 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. Prerequisite courses are not covered by Federal Financial Aid, nor do they count towards graduation requirements or SAP requirements.

## **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 Program Transfer form from the Director of Education. The completed Request for Program Transfer form must be processed by the Financial Aid Department and submitted to the Campus Director for final approval.

Students must be making Satisfactory Academic Progress to be eligible for a program transfer.





# Student Information & Services

# Student Information & Services

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

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

## Career Services

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

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

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

Agencies and institutions that accept our students for internship/externship placement and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues, such as bankruptcy, might not be accepted by these agencies for internship/externship or employment following completion of the program.

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

Those decisions are outside of the control of Vatterott College.

## Academic Assistance

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

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

## 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; and
- Monitoring student attendance

## Faculty

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

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

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

## Housing

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

## Learning Resource Center/Library

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

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

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

### Orientation

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

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

### Course Schedules

Applicants and currently enrolled students receive course schedules before the beginning of each term. Tuition payments are due at that time. Schedules cannot be processed until financial obligations are fulfilled.

Students who fail to record attendance for a course during the add/drop period may be withdrawn from the course. Students who fail to record any attendance during the add/drop period may be withdrawn from the program.

### Inclement Weather and Campus Closure Policy

In the event that the campus must close due to inclement weather or other issues, the campus must provide students with a schedule of make-up opportunities with as much advanced notice as possible. The school will make the missed instructional time available to all students according to the time missed due to the closure. Student attendance will be monitored during make-up times according to the Vatterott College Attendance Policy.

### Hours of Operation

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

### Accommodations for Individuals with Disabilities

Vatterott College is committed to offering reasonable accommodations to students who ask, in order to make its facilities and services available to persons with disabilities, and individuals with disabilities are encouraged to request accommodations. Requesting an accommodation is voluntary. A student is not required to disclose a disability or to request an accommodation. However, the student, and not Vatterott College, must initiate the request for accommodation, if the student wants an accommodation.

A student is not entitled to receive any accommodation requested, but Vatterott College will evaluate every request and provide an accommodation if it would be reasonable under the circumstances.

Vatterott College will provide reasonable accommodations for students with disabilities, based on documented conditions, as long as the accommodations would not fundamentally alter the nature of the relevant program or service provided by Vatterott College. A student requesting an accommodation for a disability must contact the Director of Education, complete the "Student Application for Accommodation" form requesting an accommodation, and submit documentation demonstrating the disability and/or past accommodations for that condition. Vatterott College's Accommodations Committee will thoroughly review each student's request for accommodation and supporting documentation and will notify the Director of Education and student of the Accommodations

Committee's decision about the student's request. To ensure that accommodations are provided in a timely fashion, Vatterott College strongly encourages students to submit all completed requests for accommodation, along with supporting documentation, immediately after enrollment and before the first day of classes, or otherwise as soon as possible.

Information pertaining to a student's disability is confidential. If a student discloses information about a disability, it will be kept as confidential as reasonably possible and will be used only to consider and to act on the student's request for accommodation.

To request an accommodation, please contact the Director of Education.

Please contact the Director of Education or the Corporate Administrator of Student Affairs, with any questions or concerns about this policy.

### **What is a disability?**

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

- Has a physical or mental impairment that substantially limits one or more major life activities; or
- Has a record of such an impairment; or
- Is regarded as having such impairment.

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

### **What is a reasonable accommodation?**

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

## Campus Security

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

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

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

### Drug-Free Environment

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

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

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

### Student Records Access and Release

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

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

- ❑ A student's education records are defined as files, materials, or documents, including those in electronic format that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to institution officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.
- ❑ Students may request a review of their education records by submitting a written request to the Institution Director. The review will be allowed during regular institution hours under appropriate supervision. Students may also obtain copies of their education records for a nominal charge.
- ❑ Copies of education records will only be made available where the parent or eligible student establishes extenuating circumstances that precludes inspection and review at the respective campus. Extenuating circumstances may include, but are not limited to, a serious medical condition, military obligation, or relocation outside of commuting distance to the institution. The request for copies must be made in writing to the Institution Director and must be substantiated through submission of records such as, in the case of relocation, a copy of a utility bill that includes your new address. The decision to provide copies is at the sole discretion of the Institution Director.
- ❑ Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change

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

- Directory information is information on a student that the institution may release to third parties without the consent of the student. Vatterott College has defined directory information as the 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 College has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.

## Non-Discrimination

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

## Unlawful Harassment Policy

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

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

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

### Catalog Addendum

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

### Changes

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

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

### Conduct Policy

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

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

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

### Rules, Regulations, and Expectations

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

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

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

- Ensure learning and lab areas are neat and free of any trash.
- No fighting, horseplay, profanity, or cheating.
- No alcohol or drugs before, during, or after classes; violators are subject to suspension and termination.
- Do not tamper with other students' projects or equipment.
- No personal incoming calls. The courtesy telephone is to be used at break time only.
- Cellular phones, beepers, and pagers are a distraction during class and lab time and therefore must be kept in the off position. Calls may be made during break times only.
- Personal business must be handled after institution hours.
- Carelessness in safety will not be tolerated.
- Smoking is allowed only in designated areas.
- All students are expected to attend every class in which they are enrolled.
- Promptness and preparation are expected. Students are expected to be on time for every class. A student is considered tardy if he/she is 15 minutes late for class. A student may be suspended and, if the pattern is not corrected, expelled if continued tardiness impairs the instructor's ability to teach or any student's ability to learn.
- Professional attitude and professional appearance are expected. All students are encouraged to reflect the proper image of their future careers by dressing appropriately and maintaining personal hygiene. Torn and provocative clothes are not permissible. The following items of clothing are also unacceptable: hats (unless approved by instructors), tank tops, tube tops, halters, and shirts with abusive or offensive language. Any students enrolled in a program that requires a uniform must wear the uniform to class every day.
- Unacceptable behavior will not be tolerated. Unacceptable behavior is any action which hinders an instructor's ability to teach or a student's ability to learn or any action which would endanger other students or staff.
- Vatterott College reserves the right to dismiss or suspend any student who is guilty of the above or whose conduct is detrimental to the classroom environment, well-being of fellow students or faculty, or appearance of institutional facilities.

## Student Disciplinary Appeal

A student who has been suspended or terminated from training as a result of a disciplinary decision at the campus-level may appeal the determination to the Student Disciplinary Review Committee ("Committee"). The Committee is comprised of the respective Eastern or Western Divisional Senior Vice-President, Senior Vice-President of Academics, Vice-President of Regulatory Affairs and Associate Legal Counsel. The Committee will meet bi-monthly and will review all appeals at that time. The process in which the Committee chooses to review is entirely at their discretion. The decision of the Committee is final and may not be further appealed.

Any and all appeals must be submitted in writing within ten calendar days of the date of written notification of your suspension or termination from training. If mailed, the written letter of appeal must be postmarked within ten calendar days of the date of the written notification of your suspension or termination from

## Student Information & Services

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training. If you fail to provide a written letter of appeal within ten calendar days, you waive your right to appeal and the campus disciplinary decision becomes final. In your written appeal, you should include your basis for overturning the disciplinary decision.

If you choose to appeal your suspension or termination from training, please mail your written letter of appeal to:

**Vatterott Educational Centers, Inc.**

**Administrator of Student Affairs**

**P.O. Box 28269**

**Olivette, Missouri 63132**

**Suspension** means termination of training for a specified time period. During this time, students do not earn any credit toward their grade. Nevertheless, students are encouraged to complete their work during a suspension to ensure understanding of materials.

**Termination from training** means permanent termination of student status at Vatterott College. Generally, students who are terminated from training are not allowed to return to any campus for any reason without prior written permission from the Campus Director. The decision to provide permission is entirely at the Campus Director's discretion. A Campus Director's denial of permission is final and not appealable.

(This appeals process applies only to student disciplinary decisions.)

### **Reinstatement from disciplinary dismissal**

A student who has been terminated from training may apply for reinstatement thirty (30) weeks (or three (3) phases) after the date of the Committee's written decision. A student may apply for reinstatement by submitting a written request to the Administrator of Student Affairs. The request will be reviewed by the Committee.

The request should be in writing explaining the reasons why the student should be readmitted. The decision regarding reinstatement will be based upon factors such as grades, attendance, student account balance, conduct, the student's commitment to complete the program or any other factor(s) the Committee determines relevant.

The Committee retains sole authority as to whether they will review a student's application for reinstatement. The process in which the Committee will consider the request is entirely at the Committee's discretion.

Terminated students who are readmitted will be required to sign a new Enrollment Agreement, a Zero Tolerance Notification, will be charged tuition consistent with the existing published rate, and will be eligible for federal financial aid.

## Safety

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

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

## Photographs

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

## Institution Policies

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

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

## Statement of Ownership

Vatterott College is owned and operated by Vatterott Educational Centers, Inc.

## Student Grievance Policy

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

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

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

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

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

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

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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.

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

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

## Student Portal

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

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

## 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 & Course Descriptions

# Program Offerings

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## Vatterott College Fairview Heights Campus Program Offerings

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### **Diploma**

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- Combination Welding
- Electrical Mechanics
- Homeland Security
- Information Systems Security
- Medical Assistant
- Programming and Data Simulation
- Wireless Communication

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

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

## Program Offerings

### **Combination Welding**

### **Diploma**

The objective of this program is to prepare graduates with the skills needed for entry-level employment as a welder. The program consists of 60 weeks, 72 Quarter Credit Hours of Combination Welding theory and associated lab work. Instruction is designed for entry every ten weeks.

Course #	Course Title	QCH
WE 120	Basic Gas Metal Arc	12.0
WE 122	Basic Shielded Metal Arc	12.0
WE 123	Advanced Gas Metal Arc & FCAW Welding	12.0
WE 124	Advanced Shield Metal Arc Welding	12.0
WE 125	Gas Tungsten Arc Welding (TIG)	12.0
WE 126	SNAW-P, GMAW	12.0
<b>Total Number of Quarter Credit Hours Required for Graduation 72</b>		

### **Electrical Mechanics**

### **Diploma**

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

The program consists of 60 weeks, 72 Quarter Credit Hours of theory and associated lab instruction in the areas of electrical theory; residential, commercial, and industrial wiring methods and regulations, and motor control. Instruction is designed for entry every ten weeks.

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

## Program Offerings

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### **Homeland Security**

### **Diploma**

This program is designed to meet the ever-increasing need for trained professionals in the area of homeland security and preparedness at the corporate, federal, state, and local levels. The courses cover information security and preparedness, personal and business security and preparedness, and disaster recovery and emergency preparedness. Upon successful completion of the program, the student will be prepared for entry-level employment as a Homeland Security Analyst, Homeland Security Specialist, or Contingency Planning and Disaster Recovery Planning Specialist. Graduates from the Homeland Security program will have the knowledge and skills to perform duties that would be required of an entry-level employee in the areas of cyber-security, contingency planning, disaster recovery planning, emergency preparedness, business asset security and assurance, and physical security. Program content is also designed to assist in the student's preparation for the Certified in Homeland Security Certification Levels I and II.

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

Course #	Course Title	QCH
HS 101	Introduction to Homeland Security	12.0
HS 103	Information Technology Perspectives in Homeland Security	12.0
HS 105	Cyber Terrorism	12.0
HS 107	Homeland Security Preparedness, Contingency Planning and Disaster Recovery	12.0
HS 109	Cyber Security Threats, Vulnerabilities and Controls	12.0
HS 111	Case Studies in Homeland Security	12.0
Total Number of Quarter Credit Hours Required for Graduation 72		

**Information Systems Security**

**Diploma**

This program is designed to meet the ever-increasing need for trained computer professionals in the area of information systems security. The program addresses today's demanding security issues and focuses on business security measures and practices. Upon successful completion of the program, the student will be prepared for entry-level employment as a Security Analyst, Security Administrator, Security Specialist, or Security Technician. Graduates from the Information Systems Security program will have the basic knowledge and skills to perform duties that would be required of an entry-level employee in the areas of security services and models, security auditing, security management, penetration testing, computer forensics, network security, and contingency planning and disaster recovery planning. Program content is also designed to assist in the student's preparation for the CompTIA Security+ and Certified Information Systems Security Professional (CISSP) certifications.

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

Course #	Course Title	QCH
IS 101	Network Essentials	12.0
IS 103	Security Essentials	12.0
IS 105	Computer Forensics	12.0
IS 107	Cyber Security	12.0
IS 109	Contingency Planning and Disaster Recovery Planning	12.0
IS 111	Ethical Hacking	12.0
<b>Total Number of Quarter Credit Hours Required for Graduation 72</b>		

## Program Offerings

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### **Medical Assistant**

### **Diploma**

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

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

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

### **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 ten weeks.

Course #	Course Title	QCH
PDS 101	Introduction to Visual Basic Programming	12.0
PDS 103	Fundamentals of Game Design	12.0
PDS 105	VB.Net Programming for Business and Simulation	12.0
PDS 107	Advanced Visual Basic.NET	12.0
PDS 109	Visual Basic Graphic and Animation Programming	12.0
PDS 111	Visual Basic for Applications Game and Simulation Programming	12.0
<b>Total Number of Quarter Credit Hours Required for Graduation 72</b>		

**Wireless Communication**

**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 ten weeks.

Course #	Course Title	QCH
WC 101	Network Essentials	12.0
WC 103	Wireless Networking	12.0
WC 105	Wireless Communications	12.0
WC 107	Wireless Security	12.0
WC 109	Mobile and Wireless Devices	12.0
WC 111	Wireless Programming	12.0
<b>Total Number of Quarter Credit Hours Required for Graduation 72</b>		



# Course Descriptions

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## **EM 112: Residential I**

**12 Quarter Credit Hours**

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

Electrical Safety  
Hand Bending

Fasteners and Anchors  
Electrical Theory I

## **EM 114: Residential II**

**12 Quarter Credit Hours**

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

Electrical Theory II  
National Electrical Code  
Conductors  
Wiring Devices

Test Equipment  
Raceways, Boxes and Fittings  
Electrical Blueprints  
Residential Wiring

## **EM 115: Commercial I**

**12 Quarter Credit Hours**

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

Alternating Current  
Grounding  
Boxes and Fittings  
Installation of Electric Services

Cable Tray  
Conduit Bending  
Conductor Installation  
Circuit Breakers and Fuses

## **EM 116: Industrial I**

**12 Quarter Credit Hours**

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

Commercial and Industrial Wiring  
Conductor Terminations and Splices  
Overcurrent Protection  
Motor Maintenance, Part One

Motors: Theory and Application  
Contractors and Relays  
Motor Calculations  
Motor Controls

## Course Descriptions

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### **EM 117: Commercial II**

**12 Quarter Credit Hours**

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

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

### **EM 118: Industrial II**

**12 Quarter Credit Hours**

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

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

### **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.

### **GE-101: English Composition I**

**4.5 Quarter Credit Hours**

In this English Composition I course, students develop written communication skills. The course materials place an emphasis on the principles of effective communication which includes understanding the writing process and analysis of readings, as can be applied personally and professionally.

### **GE-201: English Composition II**

**4.5 Quarter Credit Hours**

Prerequisite: GE-201 English Composition I. This English Composition II course builds on lessons learned in English Composition I. In addition to reviewing the writing process, students learn research techniques, citation techniques, documentation formats, and critical analysis of written topics.

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**GE-205: College Algebra****4.5 Quarter Credit Hours**

This college algebra course focuses on algebraic concepts essential for success in the workplace and other courses. Using practical examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions and linear equations. This course also explores problems involving factoring, inequalities, exponents, radicals, functions, quadratic equations and graphs.

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**HS 101: Introduction to Homeland Security****12 Quarter Credit Hours**

This course covers the basics of homeland security to include national strategies and principles; federal, state, and local structures, roles, and responsibilities; terrorist history and tactics; international and domestic terrorist organizations, federal, state, local, and business preparedness; critical infrastructure protection; weapons of mass destruction; and key policy issues. Prerequisite: None

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**HS 103: Information Technology Perspectives  
in Homeland Security****12 Quarter Credit Hours**

This course covers homeland security issues and concerns as they relate to information technology. Primary areas covered include Internet technologies, communication technologies, intelligent systems, pattern recognition, and database, data mining, and data warehousing technologies that support homeland security efforts. Prerequisite: HS 101

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**HS 105: Cyber Terrorism****12 Quarter Credit Hours**

This course covers how cyber terrorism occurs, the global and financial implications of cyber terrorism, the impact that cyber terrorism has on privacy and civil liberties, seizing digital evidence, and national, state, local, and business preparedness for cyber terrorism. This course addresses cyber crime issues from the perspective of cyber terrorism. Prerequisite: None

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**HS 107: Homeland Security Preparedness,  
Contingency Planning and Disaster Recovery****12 Quarter Credit Hours**

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. Prerequisite: HS 101

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**HS 109: Cyber Security Threats,  
Vulnerabilities and Controls****12 Quarter Credit Hours**

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 cyber threats. Key course elements include cyber crime threats, the need for information assurance, controversial cyber crime issues, cyber laws and regulations, and methods of preventing cyber crime. Prerequisite: None

## **Course Descriptions**

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### **HS 111: Case Studies in Homeland Security** **12 Quarter Credit Hours**

This course provides a detailed analysis of current issues and case studies in homeland security. The primary focus of the case studies analyzed will address current issues in homeland security, potential resolutions to those issues and problems, and identifying relationships between key homeland security variables and issues. Prerequisite: HS 101

### **IS 101: Network Essentials** **12 Quarter Credit Hours**

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.

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

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. Prerequisite: IS 101

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

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. Prerequisite: IS 103

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

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 cyber threats. Key course elements include cybercrime threats, the need for information assurance, controversial cybercrime issues, cyber laws and regulations, and methods of preventing cybercrime. Prerequisite: IS 103

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

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. Prerequisite: IS 101

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

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. Prerequisite: IS 103

### **MA 099: Basic College Mathematics**

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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**

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**12 Quarter Credit Hours**

Students will develop an understanding of medical language, math principles, and anatomy. Prerequisite: None

Human Anatomy & Physiology  
Medical Terminology  
Basic Math

Professional and Social Development  
Medical Disorders

### **MA 102: Basic Medical Assistant Skills**

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**12 Quarter Credit Hours**

Students will develop basic office/lab skills and knowledge, including medical law and ethics. Prerequisite: None

Microsoft Word  
Medical Office Emergencies  
Medical Law & Ethics

Principles of Customer Service  
Medical English  
Office Management

### **MA 103: Advanced Medical Assistant I**

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**12 Quarter Credit Hours**

Students will be able to perform medical duties related to Radiology, Urinalysis, Physical Therapy, Microbiology and Medical Transcription, as well as understand the importance of Human Relations. Prerequisite: None

Radiology Procedures  
Microbiology  
Principles of Creative Problem Solving  
Pharmacology Math & Medication  
Human Relations

Physical Therapy  
Specialty Lab Test  
Medical Transcription  
Clinical Lab Urinalysis

### **MA 104: Advanced Medical Assistant II**

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**12 Quarter Credit Hours**

Students will be able to perform medical duties related to Insurance, Instruments, EKGs, Exams, Accounting and Coding. Prerequisite: None

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

### **MA 105: Advanced Medical Assistant III**

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**12 Quarter Credit Hours**

Students will be able to perform medical duties related to Venipuncture, Management, Communications and Pharmacology Analysis. Prerequisite: None

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

## **Course Descriptions**

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### **MA 106: Medical Assistant Externship 12 Quarter Credit Hours**

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

Externship / Career Track / Team Dynamics

### **PDS-101 Introduction to Visual Basic Programming 12 Quarter Credit Hours**

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**

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**

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**

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

### **PDS 109: Visual Basic Graphic and Animation Programming 12 Quarter Credit Hours**

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**

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**

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**

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**

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**

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**

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**

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

## Course Descriptions

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**WE-120: Basic Gas Metal Arc 12 Quarter Credit Hours**

Students will be introduced to welding theories, safety requirements, cutting techniques and welding terminology. Prerequisite: None

**WE-122: Basic Shielded Metal Arc 12 Quarter Credit Hours**

Students will perform multi-pass welds using carbon steel in all positions. Prerequisite: None

**WE-123: Advanced Gas Metal Arc & FCAW Welding 12 Quarter Credit Hours**

Students will perform all position welds on advanced joint designs. Prerequisite: None

**WE-124: Advanced Shield Metal Arc Welding 12 Quarter Credit Hours**

Students will perform all position welds on advanced joint designs. Prerequisite: None

**WE-125: Gas Tungsten Arc Welding (TIG) 12 Quarter Credit Hours**

Students will perform various advanced welding tasks utilizing ferrous and non-ferrous metals. Prerequisite: None

**WE-126: SNAW-P, GMAW 12 Quarter Credit Hours**

Students will perform various advanced welding tasks and receive an introduction to pressure vessel welding specifications. Prerequisite: None







# Academic Calendar & Class Schedule

# Academic Calendar

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Start Date	60 Weeks	90 Weeks
02/28/2011	04/22/2012	9/25/2011
05/09/2011	07/01/2012	12/4/2011
07/18/2011	09/09/2012	2/12/2012
09/26/2011	11/18/2012	4/22/2012
12/05/2011	01/27/2013	7/1/2012

## Class Schedule

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### **Morning Classes**

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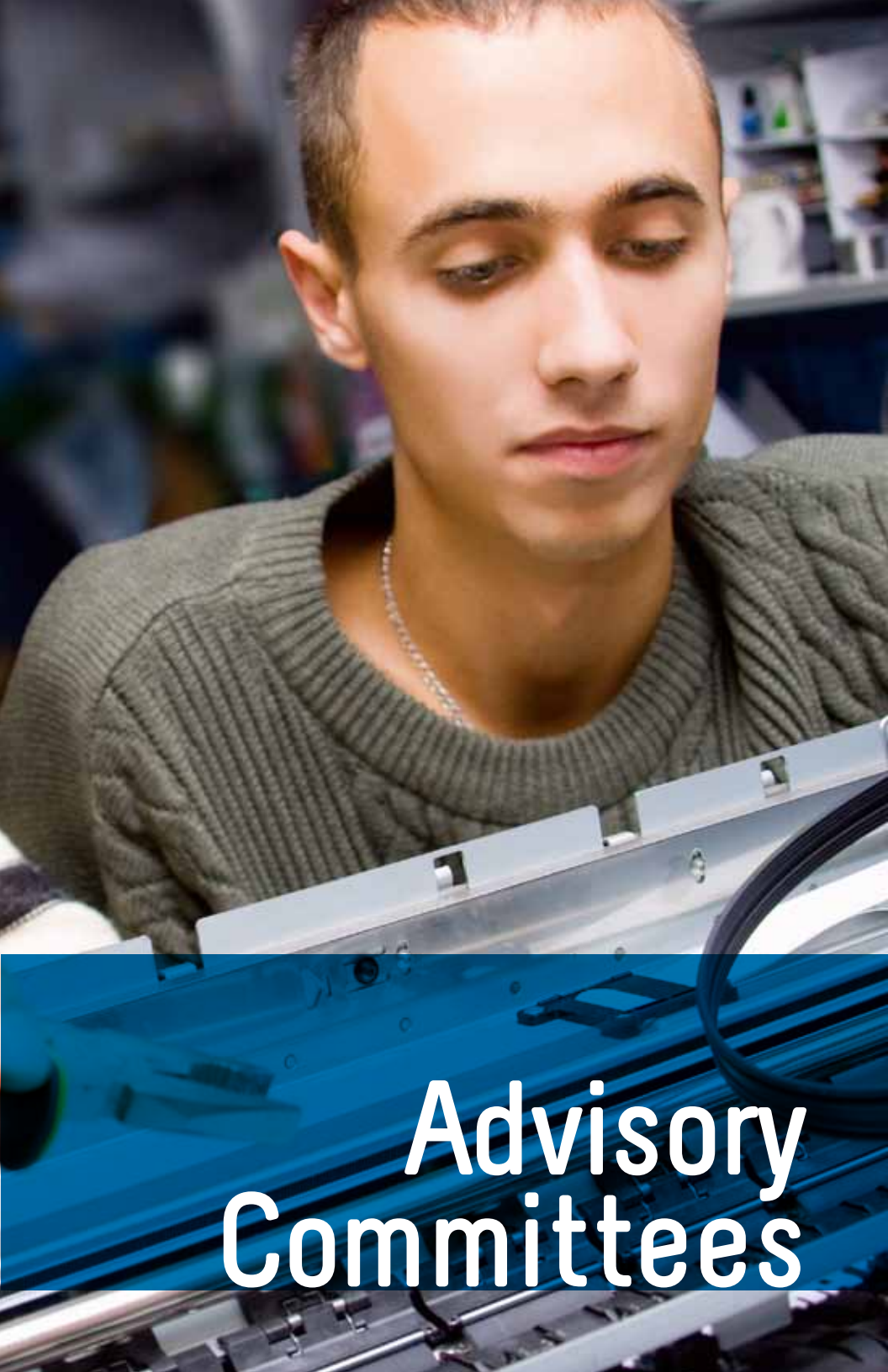
Monday through Thursday  
8:00 a.m. to 12:30 p.m.

### **Evening Classes**

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Monday through Thursday  
6:00 p.m. to 10:30 p.m.

Class hours are subject to change or vary based on student needs.



# Advisory Committees

# Advisory Committees

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

## Combination Welding

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Rob Rolves - Foreman Fabricators  
Michael Holthaus - Johnson & Marcraft  
Scott Thornhill - Silverback Ironworks

## Homeland Security

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Scott Albers, ITT Technical Institute  
Stephen Evans, Fairview Heights Police Department  
Christopher Locke, Fairview Heights Police Department  
John Nottestad, US Air Force Office of Special Investigation  
Nicholas Gailius, Fairview Heights Police Department

## Information Systems Security

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Greg Harris- S4 Inc.  
Tony Borgia - Sumaria Corporation  
Gary Hill - AT & T

## Medical Assistant

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Lisa Nelson - Dr. Vernon Johnson, MD  
Mia Granger - Department of Rehabilitation Services  
Wilette-Furr McGee - Singh Medical Specialties  
Jerri Allen - Southern Illinois Healthcare

### **Programming and Data Simulation**

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Lawrence Naegle - Anoint IT  
Sekhar Prabhakar - C-Edge Software Consultants  
Steve Sunderland - Manpower Professionals

### **Wireless Communication**

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Tony Borgia - Sumaria Corporation  
Greg Harris- S4 Inc. Everett Foss – CLR Group

### **Electrical Mechanic**

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Rick Barnett – Natoli Engineering  
Claudia Gabay-Jones - Frost Electric  
Scott Thornhill - Silverback Ironworks

## Appendix A - Tuition & Fees

Program	Degree	Weeks	Tuition	Reg. Fee	Lab/Tech Fee	Books & Supplies	Total Cost
Personal Fitness Trainer	Diploma	50	\$17,000	\$100	\$1,250	\$4,700	\$23,050
Homeland Security	Diploma	60	\$21,000	\$100	\$1,500	\$1,900	\$24,500
Information Systems Security	Diploma	60	\$21,000	\$100	\$1,500	\$1,900	\$24,500
Programming and Data Simulation	Diploma	60	\$21,000	\$100	\$1,500	\$1,900	\$24,500
Wireless Communication	Diploma	60	\$21,000	\$100	\$1,500	\$1,900	\$24,500
Combination Welding	Diploma	60	\$23,400	\$100	\$1,500	\$2,000	\$27,000
Electrical Mechanic	Diploma	60	\$23,400	\$100	\$1,500	\$2,500	\$27,500
Medical Assistant	Diploma	60	\$22,800	\$100	\$1,500	\$3,600	\$28,000

\* Books and Supplies include the cost of uniforms, toolkits, and other items which are a mandatory part of the program, and applicable sales tax. The amounts in the above fee chart for Books and Supplies are estimates and are subject to change.

## Appendix B - Non-Accredited Courses

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The following course is not accredited by ACCSC (Accrediting Commission of Career Schools and Colleges). Students enrolling in the Non-Accredited Continuing Education Course must be 18 years of age or have written permission of a parent or legal guardian. Payment for this course must be made at the time of enrollment.

This course has not been reviewed by the Accrediting Commission of Career Schools and Colleges (ACCSC) and is not considered part of the accredited offerings of the Fairview Heights Campus of Vatterott College. Students completing this course will not receive any credit which can be used toward other certificates or degree programs offered by Vatterott College.

### Introductory Skills for Crew Leaders

#### **Introductory Skills for Crew Leaders**

#### **Non-Accredited Courses**

This course teaches the basic leadership skills required to supervise personnel. It discusses principles of project planning, scheduling, estimating, and management. This introductory course is intended for recently or about-to-be promoted workers coming from the rank and file. The course presents topical case studies to instruct the subject content.

For small or medium sized businesses, the course provides companies with the tools to develop qualified management personnel. It offers answers to firms attempting to maximize production with minimum resources and a limited management structure. For larger businesses, it provides an understanding appropriate to autonomous and decentralized leadership. The Course Length is 16 hours.

Program Name	Degree	Hours	Tuition	Books/Supplies	Tax	Total
Introductory Skills for Crew Leaders	Non-Accredited Courses	16	\$250	\$75	\$10	\$335

\*In an effort to offer our students every convenience and the best prices on all equipment, books and supplies, these items are calculated as part of the program estimated costs and distributed each term at the campus bookstore or accounting office. The amounts in the above fee chart are estimates and are subject to change.

Addendum – Student Information & Services  
Effective: 05-2011

The current Student Grievance Policy is to be replaced with the below policy.

## Student Information & Services

### Student Grievance Policy

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

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

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

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

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

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

Vatterott College – Fairview Heights  
Student Information & Services Addendum

Addendum – Student Information & Services  
Effective: 05-2011

2101 Wilson Blvd. / Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

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

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

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

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.

Vatterott College – Fairview Heights  
Student Information & Services Addendum

The externships or other formal experiential learning activities & incomplete grade policies will be replaced with the below policies.

## Academic Information

### 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 term of enrollment will be granted an Incomplete Grade "I" for up to 10 additional weeks to complete their remaining requirements. The student will not be charged any additional tuition for the externship or other formal experiential learning activity. Once the student completes all of the requirements for the externship or other formal experiential learning activity within the additional 10 week period, the Incomplete Grade "I" will be changed to the appropriate letter grade.

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.

Only externship hours that are submitted before the student drops or takes a Leave of Absence will be counted as hours towards completion of the externship. A student who receives an "F" for failing to perform essential duties at the site may be re-enrolled in the externship or experiential learning activity course for the subsequent term. . If a student chooses to re-enroll, hours completed and submitted in the previous term will not be counted toward the completion of the externship and other formal experiential learning activity.

### 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. For students not enrolled in an externship or other formal experiential learning activity, all required coursework must be complete and submitted within two weeks after the end of the term. For students enrolled in an externship or other formal experiential learning activity, please refer to the "externship or other formal experiential learning activities" section of the catalog. 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.

Addendum – Program Offerings  
Effective: 06-2011

Please note the following change to the catalog below.

## Program Offerings

The Vatterott College – Fairview Heights Campus is no longer enrolling in the Homeland Security and Programming and Data Simulation programs

Please note the below changes to the Academic Information section of the catalog.

## Academic Information

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The below section is to be included after the Leave of Absence Policy.

### Leave of Absence Due to Military Obligations

When a service member of the Armed Forces is called to active duty, the student must provide proof of active duty orders. When the student is called to active duty during the term, the institution will:

- Excuse tuition and fees for the term.
- Refund any payments received for the term to the proper source.
- Expunge the student's record of registration for the term so that the student is not penalized academically.

The below Re-Admission following a Leave of Absence policy is replacing the current policy in the catalog.

### Re-Admission Following a Leave of Absence

Upon return from leave, a clock-hour student will be required to re-enroll in the courses from which he/she left upon entering the LOA and receive final grades for the courses. Or, if the term was completed before an LOA was granted, both clock-hour and credit-hour students will be expected to reenroll in next offered courses in normal sequence of the educational program. 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. A student whose tuition and fees were reversed due to military obligations, will charged for tuition and fees as applicable to the reentry term.

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

The below Academic Probation Policy is to replace the current Academic Probation Policy in the Academic Information section of the catalog.

## Academic Information

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### Academic Probation

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

Students will be placed on FA Warning - Academic Warning the first term after the CGPA or the rate of progress falls below the values specified in the CGPA and Rate of Progress Towards Completion requirements sections of this catalog. At the end of the FA Warning - Academic Warning term in which the student is enrolled, the student will be returned to regular status if he/she meets or exceeds the minimum standards.

If the student fails to meet the minimum CGPA or rate of progress requirements at the end of the FA Warning - Academic Warning term, the student will be dismissed (dropped) from the institution. Students dismissed for failing to make Satisfactory Academic Progress can appeal their dismissal in writing to the campus Director of Education. Students allowed an additional appeal term by both Financial Aid and Academics will be placed on one term of FA Probation - Academic Probation and must achieve Satisfactory Academic Progress at the end of the term of FA Probation - Academic Probation. Failure to achieve Satisfactory Academic Progress at the end of the one term of FA Probation - Academic Probation will result in dismissal from the institution.

In the case that a student is not allowed an additional appeal term from the FA department but has shown improvement toward meeting SAP and the appeal is approved by the Academics department the student will be placed on FA Suspension - Academic Appeal. Students placed on FA Suspension - Academic Appeal will not receive Title IV funding and will need to find alternative funding to continue in their program.

Students who withdraw from a term of FA Warning - Academic Warning or FA Probation - Academic Probation are considered to have failed that term.

If at any point it is determined that it is mathematically impossible for the student to meet the minimum requirements, the student will 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.

Students not meeting the SAP requirements 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.

Students who are dismissed for not meeting SAP may regain eligibility for Federal Student Aid only after completing at least one additional term and once again meeting the requirements of SAP or upon successful appeal.

The below information is to be included in the Financial Information & Academic Information sections of the catalog.

## Financial Information

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### Satisfactory Academic Progress (SAP) and new terms associated with SAP

**Due to recent changes in policies issued by the Department of Education, Vatterott Educational Centers has revised its Satisfactory Academic Progress policy. This revised policy will go into effect beginning July 1, 2011. This policy affects any student that has or will apply for financial aid.**

### Standards of Satisfactory Academic Progress

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied specifically, and must include all periods of enrollment, regardless of whether or not aid was received. The student must meet the published SAP standards for all students in order to receive financial aid.

Students must meet both the published qualitative (cumulative GPA) standard and the pace (quantitative completion rate) standard to be eligible to be considered “meeting SAP.” In addition, a student may never receive Federal Student Aid if the 150% maximum timeframe component has been or will be exceeded.

Students who fail to meet SAP standards will automatically receive one additional period of “financial aid warning” to meet SAP and will be eligible to receive Federal Student Aid during that one additional period. Students who fail to meet SAP after the one period of “financial aid warning” will be ineligible to receive further Federal Student Aid unless an appeal is filed and granted, or until the student once again meets SAP after completing at least one term of enrollment for which non-Federal Student Aid was used in financing that period of enrollment.

Students enrolled in credit hour programs will have both components of SAP evaluated at the end of each term of enrollment. Students enrolled in clock hour programs will have both components of SAP evaluated by the end of each 450 scheduled clock hours, regardless of whether the student attended them or not.

### SAP Appeals for Financial Aid Eligibility

SAP Appeals must include:

- Letter written by the student requesting the appeal and why
- Information on why a student the student failed to make SAP
- What has changed that will allow a student to make SAP after one additional term.
- An academic plan that shows what is required specifically for the student to meet SAP by the end of the next term.
- Documentation of extenuating circumstances (extenuating circumstances, as defined by the Department of Education, include death of family member, injury or illness of student or immediate family member for which the student must assist in care, other equally serious extenuating circumstances)

Appeals should not be submitted and will not be considered unless the student is able to meet SAP after the next period of SAP evaluation. Appeals will be accepted no later than the following Friday after the term end date when the SAP determination was made.

### New SAP Terminology for Financial Aid Eligibility

Beginning July 1, 2011, the Federal Regulations that apply to schools who are Title IV eligible have new language regarding Satisfactory Academic Progress (SAP). It is important for all students to understand the new terminology that schools are required to use. When viewing their transcript, students will see four new terms associated with SAP: **Financial Aid (FA) Warning, Financial Aid (FA) probation, Financial Aid (FA) suspension.**

**FA Warning** is defined as a status conferred automatically at the end of a term and without action by a student. This status will allow a student to continue receiving Title IV aid for one additional payment period. At the end of that additional payment period, the student should be meeting SAP. If SAP has not been met at the end of that additional payment period, the

Addendum – Financial Information  
Effective: 07-2011

student may be allowed to appeal if extenuating circumstances existed that prevented him/her from meeting SAP.

If a student does not have a basis to appeal, or chooses not to appeal after not meeting SAP following a term of FA warning, the student will be dropped. An enrollment status of “drop” terminates a student’s enrollment, and the student may not continue in classes.

**FA Probation** is a status that is only available to students who have appealed and been granted an approved FA SAP appeal. FA probation status is only available for one term only, and students are eligible to receive Title IV funding during that one term of FA probation.

This financial aid terminology will be combined with academic terminology. When viewing transcripts students may see the following combinations:

**FA Warning-Academic Warning** (this is used for the first term after which a student has not met SAP)

**FA Probation-Academic Probation** (this is used for the term after a student has completed one term of FA warning-academic warning, did not yet meet SAP, has filed an appeal, and the student’s appeal was approved, allowing the student to be eligible to attend one additional term of enrollment and remain eligible for Federal Student Aid)

**FA Suspension-Academic Appeal** (this is used for the term after a student has completed one term of FA warning-academic warning, did not yet meet SAP, has filed an appeal, and the student’s appeal was not approved for Federal Student Aid funding; the student is, however, allowed to remain enrolled if using non-Federal funds to pay for educational costs)

It is important to note that an SAP appeal for FA will only be granted if:

- The student is statistically able to once again meet SAP at the end of one additional term
- The student has provided documentation for an extenuating circumstance that prohibited the student from meeting SAP
- All Vatterott paperwork required for the appeal is complete and has been submitted timely, including:
  1. An academic plan that specifies the plan and specific point in time for the student to meet SAP standards
  2. A letter by the student explaining why he/she failed to meet SAP standards and what has changed that would now allow him/her to meet SAP at the end of the next term

Once Title IV eligibility has been lost due to not meeting SAP, students may only regain Title IV eligibility by paying for his/her education using non Title

Addendum – Financial Information  
Effective: 07-2011

IV funding for a minimum of at least one complete term and until SAP is once again met.

Addendum – Program Offerings & Course Descriptions  
Effective: 10-2011

The following program offering and course descriptions have been added to the program offerings and course descriptions.

## Program Offerings

### Personal Fitness Trainer Diploma

The objective of this program is to prepare the graduates for entry level employment in personal trainer positions in gyms, fitness centers, private studios, corporate wellness programs or to begin their own personal fitness training business. Students will be trained to perform a variety of exercise related assessments and tests, design safe and effective fitness programs, implement safe and effective weight loss/gain programs and be proficient in a variety of business related skills. The student/faculty ratio will not exceed a 30:1 ratio that will include quality and professional instruction. This program will include certification training in cardiopulmonary resuscitation (CPR), automated external defibrillators (AED) and preparation for taking the NASM-CPT certification exam offered by the National Academy of Sports Medicine Association as accredited by the National Commission for Certifying Agencies (NCCA) as a Certified Personal Trainer.

The program consists of 50 weeks, 65 Quarter Credit Hours of Personal Fitness Trainer theory, lab and associated externship experience. Instruction is designed for entry every 10 weeks.

Course #	Course Title	QCH
PFT-101	Anatomy and Physiology I	5.0
PFT-102	Anatomy and Physiology II	5.0
PFT-103	Anatomy and Physiology III	5.0
PFT-104	Personal Wellness	2.0
PFT-105	Fundamental Nutrition	2.0
PFT-106	Contemporary Nutrition	2.0
PFT-107	Exercise Psychology	7.0
PFT-108	Exercise Physiology	6.0
PFT-109	Kinesiology	7.0
PFT-110	Fitness Assessment & Exercise Prescription I	6.0

Addendum – Program Offerings & Course Descriptions  
Effective: 10-2011

PFT-111	Fitness Assessment & Exercise Prescription II	6.0
PFT-112	Business Management	7.0
PFT-113	Personal Trainer Externship	5.0
<b>Total Number of Quarter Credit Hours Required for Graduation 65</b>		

## Course Descriptions

### **PFT-101: Anatomy & Physiology I 5 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of the human body as it relates to personal fitness training. Students will learn the anatomical terminology, and all functions of the body at the cellular level including tissues, nerves, and sensory organs. The focus will be on these systems and how they relate to the functions of the body.

### **PFT-102: Anatomy & Physiology II 5 Quarter Credit Hours**

This course is designed to provide the student with an understanding of integumentary, skeletal, muscular, and endocrine systems as it directly correlates to fitness. Students will be directed to learn insertions and origins of muscles and bones, hormonal processes of the interrelational systems, and pathologies of each.

### **PFT-103: Anatomy & Physiology III 5 Quarter Credit Hours**

This course is designed to provide the student with an understanding of the reproductive, cardiovascular, lymphatic, respiratory, digestive and urinary systems. Students will be introduced to the pathologies and intra-relationships of these systems.

### **PFT-104: Personal Wellness 2 Quarter Credit Hours**

Students will be introduced to the basics of wellness related to self-care. This course serves as a model to assist individuals to manage stress levels and develop thought patterns and tools for successful careers. Students will be introduced to regulating their behavior through a structured process that includes goal-setting, self-reflection, and self-evaluation. Professional ethics and legal applications will be identified and discussed.

### **PFT-105: Fundamental Nutrition 2 Quarter Credit Hours**

Students will be introduced to the basics of nutrition and the essential

Addendum – Program Offerings & Course Descriptions  
Effective: 10-2011

nutrients. This course is also designed to relate diet and exercise as a healthy combination. Students will be introduced to proper nutrition, USRDA recommendations, and chemical properties of the essential and non-essential nutrients and vitamins.

**PFT-106: Contemporary Nutrition** **2 Quarter Credit Hours**

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Students will be introduced to the contemporary issues of nutrition in the world. This course is designed to develop the proper perspectives on weight management, energy management, and nutritional supplements. The curriculum also explores relevant issues such as eating disorders, malnutrition, sports nutrition, obesity, and fad and crash diets.

**PFT-107: Exercise Psychology** **7 Quarter Credit Hours**

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Prerequisite(s): PFT 101, PFT 102, PFT 103, PFT 104, PFT 105, PFT 106. Students will be introduced to theory related to personal and professional leadership. The focus will be on motivational and situational techniques involving client relationships. Students will study holistic, integrated, and principle-centered approaches to organizing and motivating individuals to be physically active related to personal health and quality of life goals. Students will also study the affects of planned stress (exercise) and recovery (rest and sleep) related to an individual's mental health and quality of life.

**PFT-108: Exercise Physiology** **6 Quarter Credit Hours**

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Prerequisite(s): PFT 101, PFT 102, PFT 103, PFT 104, PFT 105, PFT 106, PFT 107, PFT 109, PFT 110. This course will provide students with vital information related to fundamental physiological processes within the body that occur during exercise. The focus will include the study of respiratory, circulatory, nervous and metabolic adjustments to physical exercise.

**PFT-109: Kinesiology** **7 Quarter Credit Hours**

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Prerequisite(s): PFT 101, PFT 102, PFT 103, PFT 104, PFT 105, PFT 106. This course will focus upon the mechanical principles that underlie human movement. The students will examine upper and lower extremities, the spinal column, pelvis and thorax. Students will explore the musculoskeletal system as a machine capable of generating and transmitting forces. Students will perform quantitative and qualitative analyses of human movement, design exercise programs to improve selected performance

**PFT-110: Fitness Assessment & Exercise Prescription I** **6 Quarter Credit Hours**

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Prerequisite(s): PFT 101, PFT 102, PFT 103, PFT 104, PFT 105, PFT 106.

Addendum – Program Offerings & Course Descriptions  
Effective: 10-2011

This course provides a well-balanced and functional approach to the field assessment and application of physical fitness, addressing five components of total fitness which include stability, strength, and power as it relates to the OPT model. Students will develop programs ranging from a client base which would include the novice or deconditioned client to the competitive, elite athlete.

**PFT-111: Fitness Assessment & Exercise Prescription II** **6 Quarter Credit Hours**

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Prerequisite(s): PFT 101, PFT 102, PFT 103, PFT 104, PFT 105, PFT 106, PFT 107, PFT 109, PFT 110. Students will examine the skills in working with special population clients that fit outside of the general practice of personal training. These areas will include athletes, obese, adolescents, elderly, and chronic disease clients. Exercise prescription and modified program design will be the focus of this class.

**PFT-112: Business Management** **7 Quarter Credit Hours**

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Prerequisite(s): PFT 101, PFT 102, PFT 103, PFT 104, PFT 105, PFT 106, PFT 107, PFT 109, PFT 110. Students will be introduced to the fundamental skills and theories relating to operating or owning a personal fitness business. Students will study basic business principles as applied to career planning and development. The focus will include business organization, office productivity, software, marketing and sales, business plan development, licensing and continuing education. Training will include CPR certification and AED certification seminars.

**PFT-113: Personal Trainer Externship** **5 Quarter Credit Hours**

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Prerequisite(s): PFT 101, PFT 102, PFT 103, PFT 104, PFT 105, PFT 106, PFT 107, PFT 108, PFT 109, PFT 110, PFT 111, PFT 112. This course is designed to provide students with supervised, field-based experience in relation to working in the fitness training profession. Students will observe and assist current personal trainer professionals in their daily assignments and appointments. Exposure to management, sales, customer relations, program development, activity design and implementation and daily operations of fitness centers will be emphasized. The final week of externship will be a comprehensive program organized and supervised by the Professional Fitness Institute with students completing their highly regarded "Boot Camp" training program.

Addendum – About Vatterott College  
Effective: 12-2011

The current Campus Facilities section of the campus catalog has been replaced with the below information.

## Campus Facilities

Vatterott College Fairview Heights Campus - Branch of Main Campus, Vatterott College - Omaha, Nebraska

The facilities at 110 Commerce Lane, Fairview Heights, Illinois occupy 25,000 square feet in a one-story building that houses labs and classrooms. In addition, the main offices, admissions department, financial aid offices, and career services offices can be found at this location.

Maximum class size is 30 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 ratio.

Addendum – About Vatterott College  
Effective: 12-2011

Vatterott College – Fairview Heights  
Financial Information Addendum

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Program Offerings Addendum

Addendum – Student Information & Services  
Effective: 12-2011

The below Transcript Request Policy is to replace the current Transcript Request Policy in the Student Information & Services section of the catalog.

## **Student Information & Services**

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### **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 \$10.00 fee, the Registrar's office will process the request within two calendar weeks.

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The current Internal Proficiency Credit Test Out policy has been replaced with the below policy.

## Academic Information

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### 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 included in the maximum time in which to complete and the rate of progress calculations but is not counted in the CGPA calculation.

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

- Student is currently enrolled in the course beyond the add/drop deadline, which is defined as the first two weeks of the program enrollment;
- Student was previously enrolled in the course for which the exam is being requested; and
- Student previously failed the proficiency exam for that course.

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

The following program offering and course descriptions have been added to the program offerings and course descriptions.

## Program Offerings

### Legal Assistant

### Diploma

The objective of this program is to provide graduates with the necessary skills and knowledge to work in entry-level positions as a legal assistant or legal secretary under the supervision of attorneys engaged in a private practice setting, public interest setting or corporate legal department.

Course #	Course Title	QCH
GE-114	Technical Mathematics	3.0
GE-115	Microeconomic Principles	4.5
GE-116	Ethics	4.5
GE-120	English Composition	4.5
GE-121	Computer Concepts	3.0
LE-100	Introduction to the Legal System	4.5
LE-101	Legal Terminology	3.0
LE-107	Legal Keyboarding: Skills, Speed & Assessment	2.0
LE-108	Family Law	4.5
LE-110	Civil and Criminal Trials	4.5
LE-115	Employment Law	4.5
LE-125	Legal Office Management	4.5
LE-130	Legal Presentations	4.5
LE-135	Legal Research	4.5
<b>Total Number of Quarter Credit Hours</b>		<b>56</b>

## Course Descriptions

### GE-114: Technical Mathematics

**3 Quarter Credit Hours**

This course provides an introduction to basic mathematical operations and functions as they apply to the workplace. The course starts with a review of numbers, their systems, forms, and operations. It then introduces basic algebraic concepts including solving systems of one and two variables, simplifying equations, and practical applications of basic technical formulas. Also included are basic geometric forms and relationships. The course's emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program as well as on the job.

### GE-115: Microeconomic Principles

**4.5 Quarter Credit Hours**

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

### GE-116: Ethics

**4.5 Quarter Credit Hours**

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

### GE-120: English Composition

**4.5 Quarter Credit Hours**

This course is designed to meet the writing needs of a wide variety of students in the following ways: 1) prepare students who will continue in college to write acceptable college-level expository essays, 2) provide career students with a strong base for technical and business writing, 3) familiarize all students with the kinds of writing skills that will be valuable in their everyday experience, 4) provide students with some awareness of the way language functions and affects their lives. To help reach these goals, the course will focus on the elements of clear writing, well-organized expository essays, the necessary critical thinking that must always precede

Addendum – Program Offerings & Course Descriptions  
Effective: 03-2012

expository writing, analytical reading, and, when necessary, a review of the principles of grammar.

**GE-121: Computer Concepts** **3 Quarter Credit Hours**

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In the computer concepts course, students will learn basic computer applications and concepts. The workings of the computer and its system are an essential skill in today's technological society. The course materials place an emphasis on today's most popular applications that pervade the working network today. Students will learn the workings of the computer so as to be able to use computers in their chosen career.

**LE-100: Introduction to the Legal System** **4.5 Quarter Credit Hours**

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This course will provide the student with an overview of the structure of the judicial system. The topics covered will include: history of the legal system, the working structure of the government, court procedure and different legal concepts.

**LE-101: Legal Terminology** **3.0 Quarter Credit Hours**

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This course provides an introduction to legal vocabulary, definitions, pronunciation and usage. Students will learn the history and development of the Latin roots, prefixes and suffixes of legal terms.

**LE-107: Legal Keyboarding:  
Skills, Speed & Assessment** **2.0 Quarter Credit Hours**

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This course provides the student with skills needed to develop required keyboarding speed and accuracy for entry level legal profession positions. The student must type 45 words per minute minimum, with 100% accuracy, in order to successfully complete this course.

**LE-108: Family Law** **4.5 Quarter Credit Hours**

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This course is designed for students to develop an understanding of the law relating to marriage, cohabitation, separation, divorce, custody, adoption, guardianship, paternity, support, prenuptial and settlement agreements. Students will draft documents related to family law legal issues and proceedings.

**LE-110: Civil and Criminal Law** **4.5 Quarter Credit Hours**

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This course will provide students with an understanding of the the substantive criminal law defining common law, statutory crimes and punishments, classification of crimes, state law defining crimes, principles of liability and the limitations of such liability by specific defenses, and basic criminal procedure concepts. It will also provide an analysis of civil

Addendum – Program Offerings & Course Descriptions  
Effective: 03-2012

procedure; instruction in the preparation of documents for lawsuits covering pre-and post-trial matters; jurisdictional, evidentiary, and admissibility issues.

**LE-115: Employment Law** **4.5 Quarter Credit Hours**

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This course provides a study of the basic principles of the laws surrounding hiring and workers' compensation. Additionally, employment law concepts concerning eligibility, compensation, medical treatment, payments, death benefits, settlement and vocational rehabilitation will be discussed in the course. The preparation of documents from both the applicant and defense positions will be a focus.

**LE-125: Legal Office Management** **4.5 Quarter Credit Hours**

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This course provides students the opportunity to understand law-office operations and theories of management, timekeeping and billing, law-office equipment, budgeting, preparation of forms and checklists, docket control, personnel issues and time management.

**LE-130: Legal Presentations** **4.5 Quarter Credit Hours**

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This course will provide students with the tools to create professional legal presentations. They will enhance their computer concepts and skills by creating multidimensional presentations using a variety of tools from including the Internet, PowerPoint and Publisher. Students will also develop skills in creating and analyzing spreadsheets and data bases.

**LE-135: Legal Research** **4.5 Quarter Credit Hours**

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This course introduces the Legal Research Process to students. It will provide an overview of case analysis and methodology; research and interpretation of statutory and administrative regulations; research procedures in primary, secondary, and non-legal sources; interpreting, use, and proper preparation of legal citations; methods of tracing legal issues chronologically; practice in preparing case briefings.

The following Tuition & Fees are to be included in Appendix A:

## Appendix A - Tuition & Fees

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Program	Degree	Weeks	Tuition	Reg. Fee	Lab/ Tech Fee	*Books & Supplies	Total
Legal Assistant	Diploma	40	\$14,280	\$100	\$1,100	\$2,000	\$17,480

\* Books and Supplies include the cost of uniforms, toolkits, and other items which are a mandatory part of the program, and applicable sales tax. The amounts in the above fee chart for Books and Supplies are estimates and are subject to change.

The below Vatterott College Presidential Scholarship policy is to be included in the Financial Information section of the catalog.

## Financial Information

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### Vatterott College Presidential Scholarship

The Vatterott College Presidential Scholarship is a \$100 tuition remission scholarship offered on a term-by-term basis to qualifying students in select programs. In order to be eligible for the scholarship, candidates must be enrolled in a qualifying program and meet the following criteria:

- Complete the term with 95% attendance of scheduled hours (including makeup hours) for the term.
- Have a cumulative GPA of at least a 2.0.
- Obtain a term GPA of at least a 2.0.
- Be enrolled as a full-time student.
- Be enrolled in a program of study participating in the scholarship.

Eligibility for the Presidential Scholarship is evaluated by the Program Director of the respective program of study. The Program Director evaluates students after each term based on the above criteria. The Director of Education notifies scholarship recipients by week 5 of the following term. As noted above, the Vatterott College Presidential Scholarship is not available to students in all programs of study.

For additional information on the Vatterott College Presidential Scholarship, please contact the Director of Education.

The information below has been added to the Program Offerings and Course Descriptions sections.

## Program Offerings

### Heating, Air Conditioning, & Refrigeration Service Technician Diploma

The objective of this program is to prepare the student with the theory and working knowledge of heating, air conditioning and refrigeration in order to secure an entry-level position in the industry as a maintenance or service technician.

Course #	Course Title	QCH
EL-113	Principles of Electricity	4
EL-117	Motor Theory and Controls	4
EL-118	Motor Lab	2
EL-120	Electrical Controls	2
EL-125	Wiring Controls	4
EL-130	Reading Wiring Diagrams and Schematics	4
GE-114	Technical Mathematics	3
GE-121	Computer Concepts	3
GR-105	Green Energy	4
HA-110	Basic Refrigeration Systems	5
HA-115	Air Conditioning	5
HA-118	Blue Print Reading	2
HA-120	Basic Heating Systems	5
HA-121	Heat Pumps	3
HA-125	Sheet Metal Technology	3
HA-126	Maintenance Schedules	2
HA-128	Hydronic Heating and Cooling Systems	4
HA-130	Commercial Refrigeration	4

HA-140	Overview of Alternative Energy Forms	2
<b>Total Number of Quarter Credit Hours</b>		<b>65</b>

## Course Descriptions

### EL-113: Principles of Electricity 4 Quarter Credit Hours

This course will introduce students to the basics of electricity. An overview of the following topics will be covered in this course: a study of resistors, OHM's law, series and parallel circuits, voltage and current dividers, dc meters, Kirchhoff's laws and network theorems, conductors and insulators, batteries, magnetism and magnetic units, electromagnetic induction, alternating voltage and current, capacitance, capacitive reactance, capacitive circuits, inductance, inductive reactance, inductive circuits, RC and LR time constants, AC circuits, resonance and filters.

### EL-117: Motor Theory and Controls 4 Quarter Credit Hours

This course will cover electrical tools, instruments, safety, electrical symbols, line diagrams, AC manual contractors and motor starters. This course also covers AC magnetic contractors and motor starters, time delay logic, and control devices. Students will learn about reversing motor circuits, electromechanical and solid-state relays, photoelectric controls, proximity controls, reduced voltage starting, accelerating methods, decelerating methods and preventive maintenance.

### EL-118: Motor Lab 2 Quarter Credit Hours

This lab class will provide students with the opportunity to hard wire, operate, test and troubleshoot common control circuits. Students will learn to design control circuits and program smart motor controllers as well as variable frequency drives.

Prerequisites: EL 113, HA 110

### EL-120: Electrical Controls 2 Quarter Credit Hours

This course will introduce the student to the electrical controls that are used in refrigeration, heating and air conditioning systems for both residential and commercial systems. The student will learn how

each component works and how to troubleshoot the various types of controls.

Prerequisites: EL 113, HA 110

**EL-125: Wiring Controls** **4 Quarter Credit Hours**

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In this course the student will learn how to draw a diagram of the control circuit and then wire the control circuit. The students will demonstrate their ability to wire control circuits.

Prerequisites: EL 113, HA 110

**EL-130: Reading Wiring Diagrams and Schematics** **4 Quarter Credit Hours**

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This course includes the explanation of electrical components, symbols, and circuitry of air conditioning and refrigeration diagrams. This course also includes the reading and understanding of wiring diagrams, the diagram's components, symbols and circuitry. Students will develop an understanding of circuit-by-circuit breakdown and component arrangement. Students will also learn how electrical devices are divided in the diagram layout. This course will explore the difference between high voltage applications and low voltage applications as well as the difference between safety and operating switches.

Prerequisites: EL 113, HA 110

**GE-114: Technical Mathematics** **3 Quarter Credit Hours**

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This course provides an introduction to basic mathematical operations and functions as they apply to the workplace. The course starts with a review of numbers, their systems, forms, and operations. It then introduces basic algebraic concepts including solving systems of one and two variables, simplifying equations, and practical applications of basic technical formulas. Also included are basic geometric forms and relationships. The course's emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program as well as on the job.

**GE-121: Computer Concepts** **3 Quarter Credit Hours**

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In the computer concepts course, students will learn basic computer applications and concepts. The workings of the computer and its system are an essential skill in today's workplace. The course

materials place an emphasis on today's most popular applications that pervade the workplace. Students will learn the workings of the computer so as to be able to use computers in their chosen career.

**GR-105: Green Energy** **3.5 Quarter Credit Hours**

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Students will learn to define new "green" energy terminology and understand the role of green awareness in reducing a personal and commercial carbon footprint, identify decisions and actions that impact the environment, and describe the life cycle phases of a building and the impacts on the green environment over its life cycle. Through a combination of classroom lecture and hands-on lab work, students will learn how to conduct energy audits, energy consumption analysis, demand analysis, and life cycle cost analysis to determine the energy efficiency of a building or system. Students will then identify how to maximize energy efficiency through the implementation of various energy practices and products in both residential and commercial settings.

Prerequisites: EL 113, HA 110

**HA-110: Basic Refrigeration Systems** **5 Quarter Credit Hours**

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This course introduces the student to the history of the heating, air conditioning, ventilating and refrigeration field. The student will learn about the opportunities in the field and the importance of the trade associations dedicated to the HVAC/R field. The student will learn about the theory of matter and energy, heat and heat transfer and the relationship between pressure and temperature. Students will understand both theory and application of Refrigeration Systems and components allowing them to properly diagnose, troubleshoot, and service according to industry specifications. Students will gain a working knowledge of refrigeration principles, evaporators, condensers, compressors, metering devices, motor controls, retrofitting, recovery, evacuation, and charging methods. Students will also learn career responsibility, accountability, and professionalism in the business environment. The student will also learn how to recover, repair, leak test and evacuate the refrigeration system. The student will learn about the various piping methods used in the system as well as soldering and brazing techniques.

**HA-115: Air Conditioning** **5 Quarter Credit Hours**

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This course covers the principle of air conditioning, system

components, sequence of operation, and the function of each component. Topics discussed in this course will include installation procedures, maintenance, troubleshooting air conditioning and electrical problems of residential air conditioning systems. This course also covers load calculation, air distribution, and duct sizing.

Prerequisites: EL 113, HA 110

**HA-118: Blue Print Reading** **2 Quarter Credit Hours**

This course will introduce the students to blueprints and blueprint reading. The student will learn about the different sections of a set of blueprints and the different symbols that are used in blueprints. The student will also be introduced to load calculations for heating and cooling systems using the Manual J.

Prerequisites: EL 113, HA 110

**HA-120: Basic Heating Systems** **5 Quarter Credit Hours**

This course will cover the installation, operation, troubleshooting and maintenance of electric, gas and oil heating systems. The student will learn the components that make up each type of system and their sequence of operation. The student will learn about the combustion process and the products of complete and incomplete combustion. The student will also learn the safety precautions that must be taken when working with electric and gas heating appliances.

Prerequisites: EL 113, HA 110

**HA-121: Heat Pumps** **3 Quarter Credit Hours**

This course covers the principles of air source and water source heat pumps. This course also covers the sequence of operation of a heat pump, defrost system, electrical troubleshooting, refrigerant charging procedure, and system performance.

Prerequisites: EL 113, HA 110

**HA-125: Sheet Metal Technology** **3 Quarter Credit Hours**

In this course the student will learn about the layout, design and materials that are used in the ducting system. The student will learn how to make various fittings and transitions that are necessary for main and branch ducts. The student will also learn about the various hand and power tools and the safety procedures that are necessary for the safety of the technician and the proper design of the ducting

system.

Prerequisites: EL 113, HA 110

**HA-126: Maintenance Schedules** **2 Quarter Credit Hours**

In this course the student will learn about the maintenance requirements for various types of residential equipment, commercial heating and cooling systems, as well as refrigeration systems. The student will learn important maintenance services and how to set up maintenance schedules for various types of equipment.

Prerequisites: EL 113, HA 110

**HA-128 – Hydronic Heating and Cooling Systems** **4 Quarter Credit Hours**

In this course the student will learn about the hydronic heating systems that include boilers and ground source heat pumps. The student will be introduced to radiant heating systems. The student will also learn the sequence of operation and the safety procedures that must be followed to ensure the safe and proper operation of the system.

Prerequisites: EL 113, HA 110

**HA-130: Commercial Refrigeration** **4 Quarter Credit Hours**

In this course the learner will receive training on medium and low temperature refrigeration and its application in today's refrigeration industry. Students will explore new commercial refrigeration controls and techniques. The lab portion of the course allows students to apply their understanding of commercial refrigeration processes and procedures in a hands on setting.

Prerequisites: EL 113, HA 110

**HA-140: Overview of Alternative Energy Forms** **2 Quarter Credit Hours**

This course will introduce alternative forms of energy including solar energy, wind energy, geo-thermal energy, and bio-fuels. This course will identify different geographical areas where each source is used and include a basic working knowledge of how each form works.

Prerequisites: EL 113, HA 110

The following Tuition & Fees have been added to Appendix A:

## Appendix A - Tuition & Fees

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Program	Degree	Weeks	Tuition	Reg. Fee	Lab/ Tech Fee	*Books & Supplies	Total
Heating, Air Conditioning, & Refrigeration Service Technician	Diploma	50	\$19,500	\$100	\$1,250	\$3,200	\$24,050

\* Books and Supplies include the cost of uniforms, toolkits, and other items which are a mandatory part of the program, and applicable sales tax. The amounts in the above fee chart for Books and Supplies are estimates and are subject to change.

# Fairview Heights

A photograph of two students, a young man and a young woman, sitting at a desk and studying together. The young man is on the left, looking down at a book. The young woman is on the right, smiling and looking towards the camera. She is holding a pen. The background is slightly blurred, showing what appears to be a classroom or library setting.

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