

# Wichita

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. Below 'Vatterott' is the word 'COLLEGE' in a smaller, blue, all-caps sans-serif font, separated by a thin blue horizontal line.

**Vatterott**  
COLLEGE

2011-2012

Campus Catalog





# 2011-2012

## Volume V

# Vatterott College

# Wichita

## Course Catalog

8853 E. 37th Street North, Wichita, KS 67226  
Phone: 316-634-0066 - Fax: 316-634-0002

# Volume V:

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

**Diana Otis**  
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 expanded into Wichita, Kansas as a result of a teach-out agreement with the Kansas Board of Regents in 1999.

The Wichita Campus received its original ACCSCT accreditation in May, 1999. The school was located at 3030 N. Hillside, Wichita, Kansas. In December, 1999, the school received approval to change location, and moved the Campus to 6130 E. Central, Suite 202, Wichita, Kansas. The school underwent a change of location in October 2002 enlarging its facility, and moved once again in October 2007 to its current location at 8853 E. 37th Street North, Wichita, Kansas. The facility consists of 33,500 square feet of space providing for updated classrooms, lab equipment and resource materials to aid in the hands-on-learning process. The school maintains a separate library/resource center and bookstore. In addition, the Campus boasts beautifully landscaped surroundings to accommodate a variety of student activities, as well as meet the future growth of the facility.

The Campus offers the following 60 week diploma programs: Heating, Ventilation, Air-Conditioning and Refrigeration Mechanic (5/1999); Computer Technology (12/1999); Computer Programming (10/1999); Electrical Mechanic (8/2003); Information Systems Security (10/2008); Medical Assistant (6/2006); and, a 90-week Medical Assistant Associate of Applied Science degree (4/2007).

Vatterott College – Wichita Campus is a branch of Vatterott College – Berkeley, a main branch, and is owned by Vatterott Educational Centers, Inc., which also owns and operates twenty-two (22) other locations throughout the Midwest.

### 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.

Licensed to operate by the Kansas Board of Regents, State of Kansas.

Vatterott College is a member of CHEA, the Council for Higher Education Accreditation.

### Certifications

Certified to Operate by the Coordinating Board for Higher Education, State of Missouri.

### Campus Location

Vatterott College – Wichita Campus

8853 E. 37th Street N.

Wichita, KS 67226

(316) 634-0066

Administrative Offices –

8853 E. 37th Street N.

Wichita, KS 67226

(316) 634-0066

### Campus Facilities

Vatterott College Wichita Campus

Branch of Main Campus Vatterott College Berkeley, Missouri

The facilities at 8853 East 37th Street North in the northeast quadrant of Wichita, Kansas contain labs and classrooms. The facility is 33, 500 square feet complete with a library/resource center, 17 classrooms, 1 multipurpose room, 2 medical labs, a Heating, Ventilation, Air-Conditioning, & Refrigeration lab, and an Electrical Mechanic lab. The building has been custom fitted to meet the needs of our students and is sufficient in size to create an effective and suitable learning environment. The institution has modern lab equipment and resource materials to aid in the hands-on learning process. The facility is designed to accommodate approximately 500 students per session for a combined total of 1,000 students per day. Maximum class size is 30 students. Enrollment Capacity: 500 students, per session. Theory classes are limited in size to a 30:1 student/teacher ratio and labs are limited to a 20:1 ratio.





# Admissions Information

# Admissions 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.

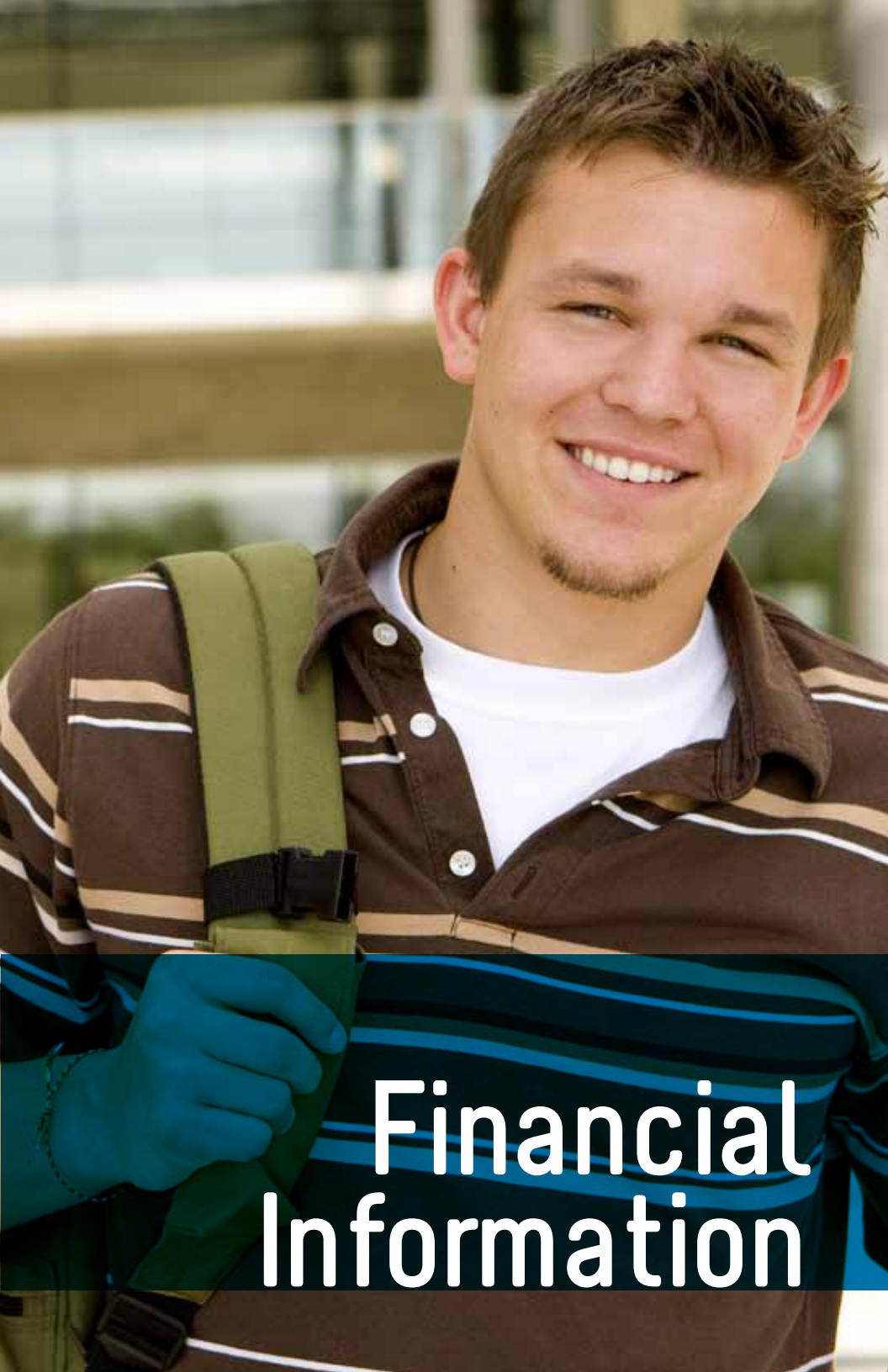
Any initial enrollment student\* who fails to attend a combined 50% of the scheduled clock hours or quarter credit hour classes in the first two weeks of their initial term of enrollment will have their entire enrollment cancelled by the institution. Initial enrollment students who fail to attend individual 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 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.

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

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### 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;
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. After the last day of the add/drop period for each term, as defined in the school catalog, no refunds or adjustments will be made to tuition for STUDENTs withdrawing from individual classes but otherwise still enrolled. Refunds are made for STUDENTs who withdraw or are withdrawn from the COLLEGE prior to the completion of their program. Refunds will be based on the current tuition charge incurred by the STUDENT at the time of withdrawal, not the amount the STUDENT has actually paid. Tuition and fees attributable to any future periods of enrollment that have not yet been charged will not be assessed. Any books, equipment, and/or uniforms that have been issued are nonrefundable. When a STUDENT withdraws from the COLLEGE, he/she must complete a STUDENT withdrawal form with the Registrar or Director of Education. Refunds will be calculated according to the following formula.

It is understood that any terms extended to any STUDENT are for convenience in paying the tuition and fees and are not in any way to be considered as payment(s) for periods of time. By accepting applications, the COLLEGE has assumed the obligation of furnishing a complete program, instructors, equipment, laboratories, classrooms and other facilities necessary for teaching those programs at the stated offered tuition cost for the program and with the understanding that refunds will be made per academic term only as follows:

- A. Refund to STUDENTs attending the COLLEGE for the first time (first academic term):  
The COLLEGE shall refund unearned tuition, fee, room and board, and other charges as set forth in state or federal regulations, if applicable. In the absence of state or federal regulations, the COLLEGE shall make a pro rata refund of tuition, fees and other charges as defined below.
  1. A pro rata refund is a refund of not less than their portion of the tuition, fees and other charges assessed the STUDENT by the institution equal to the portion of the period of enrollment for which the STUDENT has been charged that remains on the last day of attendance by the STUDENT. (Total number of weeks comprising the period of enrollment for which the STUDENT has been charged into the number weeks remaining in that period as of the last recorded day of attendance by the STUDENT.) The refund will be rounded down and to the nearest 10% of that period, less an unpaid charge owed by the STUDENT for the period of enrollment for which the STUDENT has been charged, less an administrative fee of \$100.00.
  2. For a STUDENT terminating training after completing more than 60% of the period enrollment, the COLLEGE may retain the entire contract price of the period of enrollment, including an administrative fee of \$100.00.
- B. Refund subsequent periods or non first-time STUDENTs:  
The COLLEGE shall refund unearned tuition and fees as set forth in applicable state or federal regulations to a STUDENT attending an institution for second and subsequent enrollment periods. Refunds will be calculated based upon the last day of attendance. In the absence of

## Financial Information

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state or federal regulations, the COLLEGE shall make a refund of tuition and fees and other charges as set forth below:

1. During the first week of classes, the COLLEGE shall refund at least 90% of tuition; thereafter,
  2. During the first 25% of the period of financial obligation, the COLLEGE shall refund at least 55% of tuition; thereafter,
  3. During the second 25% of the period of financial obligation, the COLLEGE shall refund at least 30% of tuition. ▸
  4. In case of withdrawal after this period, the COLLEGE may commit the STUDENT to the entire obligation.
- C. Refunds will be made within 30 days after the COLLEGE determines the STUDENT has withdrawn.
- D. 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.

## 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:

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.

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.

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.

## Financial Information

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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 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.

## Academic Information

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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.

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.

## Academic Information

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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.

## Academic Information

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### 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, Medical Assistant – 162 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%) x 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 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.

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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. 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.

## Academic Information

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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 College 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

## Academic Information

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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.

## 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).

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 jobs, and the ultimate responsibility for securing employment is with the student. Although the school cannot guarantee employment, Career Services is available to assist students with part-time employment while they pursue their studies, as well as, training related employment upon completion of their education. Career Services acts as the liaison between students and employers by promoting Vatterott 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.

## Student Information & Services

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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.

## Student Information & Services

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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 Campus 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

## Student Information & Services

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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 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**

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**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

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 by Vatterott Educational Centers, Inc., principal offices located at 9200 Olive Blvd., Olivette, Missouri. The corporate officer of Vatterott Educational Centers, Inc. is Pamela Bell, President.

### Student Grievance Policy

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

If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance or complaint in writing to the 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-wich@vatterott-college.edu](mailto:studentaffairs-wich@vatterott-college.edu).

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

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

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

## Student Information & Services

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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 Director of Private Postsecondary Education, Kansas Board of Regents, 1000 SW Jackson St., Suite 520, Topeka, Kansas 66612-1368, phone 785- 296-3421.

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: Wichita Campus – Program Offerings

### **Diploma**

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- Computer Programming
- Computer Technology
- Electrical Mechanic
- Information Systems Security
- Heating Ventilation, Air-Conditioning & Refrigeration Mechanic
- Medical Assisting

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

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- Medical Assistant

Vatterott College, Wichita 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 catalog.

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

**Computer Programming****Diploma**

The objective of this course is to prepare the graduate for entry-level employment as a computer programmer, computer operator, a database technician, a database administrator, or similar position in a data processing environment.

This course consists of 60 weeks with 72-quarter credit hours of theory and lab instruction in the areas described below. Each term is 10 weeks in length for a total of 72-quarter credit hours. Instruction is designed for entry every 10 weeks.

Course #	Course Title	QCH
CP-110	Computer Programming Concepts	12
CP-112	Computer Office Technologies Focusing on Website Development	12
CP-114	Programming With Visual Basic	12
CP-116	Fundamentals of Relational Database Management	12
CP-118	Programming With C++	12
CP-120	Object Oriented Programming With Java for Internet Applications	12
<b>Total Number of Quarter Credit Hours Required for Graduation 72</b>		

**Computer Technology****Diploma**

The objective of this course is to prepare the graduate for entry-level employment as a computer technician for hardware components, a network installer and troubleshooter, network administrator, and/or a service technician.

This course consists of 60 weeks with 72-quarter credit hours of theory and lab instruction in the areas described below. Each term is 10 weeks in length for a total of 72-quarter credit hours. Each 10-week term is equal to 12-quarter credit hours.

Course #	Course Title	QCH
CT-110	Operating Systems/Hardware	12
CT-112	Networking	12
CT-114	Computer Office Technology	12
CT-116	Server	12
CT-118	Alternate Operating Systems	12
CT-120	Network Security	12
<b>Total Number of Quarter Credit Hours Required for Graduation 72</b>		

## Program Offerings

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### Information Systems Security

### Diploma

The objective of this course is to prepare the graduate for entry-level employment as a Security Network Operating Systems Administrator, or its equivalent and recognize IS threats and vulnerabilities, cryptography and IS security countermeasures.

This course consists of 60 weeks with 72-quarter credit hours of theory and lab instruction in the areas described below. Each term is 10 weeks in length for a total of 72-quarter credit hours. Instruction is designed for entry every 10 weeks.

Course #	Course Title	QCH
IS-101	Network Essentials	12
IS-103	Security Essentials	12
IS-105	Computer Forensics	12
IS-107	Cyber Security	12
IS-109	Contingency Planning and Disaster Recovery Planning	12
IS-111	Ethical Hacking	12
<b>Total Number of Total Number of Quarter Credit Hours Required for Graduation 72</b>		

### Electrical Mechanic

### Diploma

The diploma program is designed to prepare the graduate for entry-level employment as an Electrical Installation, Maintenance and Repair Technician.

This course consists of 60 weeks with 72-quarter credit hours of theory and lab instruction in the areas described below. Each term is 10 weeks in length for a total of 72-quarter credit hours. Instruction is designed for entry every 10 weeks.

Course #	Course Title	QCH
EM-110	Electrical Theory	12
EM -112	Wiring Techniques	12
EM -114	Residential Codes	12
EM -116	Electro-Mechanical Motor Control	12
EM -118	Commercial/Industrial Codes	12
EM -120	Solid-State Motor Control	12
<b>Total Number of Quarter Credit Hours Required for Graduation 72</b>		

**Heating Ventilation, Air Conditioning,  
& Refrigeration Mechanic**

**Diploma**

This program is designed to prepare the graduate in theory and working knowledge to enter the work field as an entry-level air conditioning, heating, and refrigeration service or installation mechanic.

This course consists of 60 weeks with 72-quarter credit hours of theory and lab instruction in the areas described below. Instruction is designed for entry every 10 weeks.

<b>Course #</b>	<b>Course Title</b>	<b>QCH</b>
HVAC-100	Electrical Fundamentals	12
HVAC-102	Refrigeration Fundamentals	12
HVAC-104	Air Conditioning	12
HVAC-106	Heating	12
HVAC-119	Advanced Refrigeration	9
HVAC -110	Advanced HVAC	12
GR-104	Green Awareness	3
<b>Total Number of Quarter Credit Hours Required for Graduation 72</b>		

## Program Offerings

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### Medical Assisting

### Diploma

The objective of this course is designed to prepare the graduate for employment as an entry-level Medical Assistant. Students graduating from this program will have the necessary skills to obtain employment in the medical field working in both the office and clinical areas.

Hepatitis B 2nd series completed before start of 4th Phase (Student responsibility)

Tuberculosis Test completed before start of 4th Phase (Student responsibility)

The program is 60 weeks in length for a total of 72 QCH. 58.5 QCH of theory and associated lab, 13.5 QCH of General Education Instruction in the areas described below. Instruction is designed for entry every 10 weeks.

Course #	Course Title	QCH
ME-110	Medical Language	7.5
ME-112	Medical Computers	7.5
ME-114	Medical Office Basics	7.5
ME-122	General Patient Care	12
ME-124	Medical Office Lab/Special Procedures	12
ME-126	Job Search/Certifications/Externship	12
GE-102	English Composition I	4.5
GE-107	College Math	4.5
GE-109	Interpersonal Communications	4.5
<b>Total Number of Quarter Credit Hours Required for Graduation 72</b>		

**Medical Assistant**

**Associate Of Applied Science A.A.S.**

The objective of this Associate of Applied Science degree is designed to prepare the graduate for employment as an entry-level Medical Assistant. While the major objective of this degree is occupational/technical in nature, some baccalaureate degree granting institutions have developed upper division programs to recognize this degree for transfer of some credits. It is the student's responsibility to talk to the Registrar at the sending school and the receiving school to confirm articulation and proper transfer of credit. Students graduating from this program will have the necessary skills to obtain employment in the medical field working in both the office and clinical areas.

Hepatitis B 2nd series completed before start of 4th Phase (Student responsibility)

Tuberculosis Test completed before start of 4th Phase (Student responsibility)

The program is 90 weeks in length for a total of 108 quarter credit hours. This works out to 80.2 quarter credit hours of theory and associated lab, 22.5 quarter credit hours of General Education Instruction and 5.3 quarter credit hours of externship. Instruction is designed for entry every 10 weeks.

Course #	Course Title	QCH
ME 110	Medical Language	7.5
ME 112	Medical Computers	7.5
ME 114	Medical Office Basics	7.5
ME 122	General Patient Care	12
ME 124	Medical Office Lab/Special Procedures	12
ME 126	Job Search/Certifications/Externship	12
ME 210	Medical Environment	7.5
ME 212	Medical Insurance, Accounting and Law	7.5
ME 214	Advanced Medical Assisting	12
GE 102	English Composition I	4.5
GE 107	College Math	4.5
GE 109	Interpersonal Communications	4.5
GE 202	English Composition II	4.5
GE 211	Principles of Microeconomics	4.5
<b>Total Number of Quarter Credit Hours Required for Graduation 108</b>		

# Course Descriptions

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## **CP 110: Computer Programming Concepts** **12 Quarter Credit Hours**

This course introduces the student to basic concepts of computing and computer hardware and software. This course introduces the procedures and tools used by computer programmers to develop documentation for design, testing, and debugging of programs. The course uses Qbasic language to create programs, as well as conveys the importance and need for teamwork to become productive in highly efficient organizations.

Introductory Microcomputer Concepts	Constants
Computer Hardware and Software	Selection and Iteration
Flow Charts, Structured Flow-Charts	Arrays
Read Data Statements Subroutines	Modular Programming
Memory Variables	College Math
Keyboarding Fundamentals	Intro to Windows
Intro to DOS	Teamwork

## **CP 112: Computer Office Technologies** **Focusing on Website Development** **12 Quarter Credit Hours**

This course introduces word processing and spreadsheets. This course is taught using Microsoft Office Professional, which includes Windows, Word, and Excel. The course is set up to show how to interface data between applications using a popular scripting language and the essential features of basic web design programs like HTML, Dreamweaver, and Macromedia Flash. Also, this course will take students through different problem solving techniques used in business as well as personal environments.

Keyboarding Fundamentals	Create Letters/Macros
Macros	Create Spreadsheets
User Support	Interfacing between Office Object Applications
Oriented Terminology	Creative Problem Solving
Create Presentations	Developing Web Sites
Introduction to Web Design	
Web Programming for Designers	

## **CP 114: Programming with Visual Basic** **12 Quarter Credit Hours**

This course introduces the student to the concepts of programming using Visual Basic Programming Language. It helps demonstrate the development of programs and program modules from the perspective of a programmer. Also, introduces the student to the basic principles of language construction and applications through written communications.

Fundamentals of Visual Basic	Algebraic Concepts
Grammar and Linguistics	Arithmetic Formulas
Functions	Variables and Arrays
Conditional Clauses	Loops
Modules for Hierarchy	Design and Layout
Menus and Options	Graphic Objects and Controls
Technical Writing for Basic Windows	

### **CP 116: Fundamentals of Relational Database Management**

**12 Quarter Credit Hours**

This course introduces the student to the real world of Database Management Systems, relational databases, and expert system. The course promotes technical expertise through applied practice in the fundamentals of design and the use of a popular database application software package. This course gives students the communication skills necessary for establishing and maintaining healthy relationships with co-workers and customers.

File Systems and Databases	Forms Creation
Structured Query Language (SQL)	Reports Creation
Database Fundamentals	Sorting Database
Relational Database Model	Algebraic Concepts
Organizational Communication	

### **CP 118: Programming With C++**

**12 Quarter Credit Hours**

This course introduces the student to the basic concepts of the C++ programming language and the leading edge system and application development paradigm (structured programming) through various examples, exercises and assignments. Students get hands-on projects from the start through realistic programming projects. The student is also shown how to put the customer first, every day, in every interaction.

Intro to C++ using the Windows Environment	Basic C++ Programming
The # Include Statements	Standard Library Functions
C++ Memory Concepts	Input and Output Functions
Arithmetic in C#	IF/ELSE Structures
Array and Strings	Data Structures
Object Oriented Concepts	File Processing
Classes and Methods	Algebraic Concepts
	Customer Service

### **CP 120: Object Oriented Programming with Java for Internet Applications**

**12 Quarter Credit Hours**

This course exposes the student to the concepts of PC and OOP computer programming using JAVA. This course also introduces the student to the procedures used by computer programmers to develop, test, debug document programs and achieve greater personal and professional success through an increased knowledge of human behavior and employer expectations.

Review of Programming Basics	JAVA Basic
An Overview of JAVA	JAVA Classes, Packages, and Objects
JAVA Applets	Input/Output
Programming Concepts	Applets
GOP Basics	Algebraic Concepts
GUI and the AWT	Professional and Social Development

### **CT 110: Operating Systems/Hardware**

**12 Quarter Credit Hours**

The student becomes familiar with the operating systems and hardware technologies covered on the current COMPTIA A+ exams, as well as convey the importance and need for teamwork to become productive in highly efficient organizations.

Manage Resources	Windows XP Professional
Basic Command Line	Troubleshooting Tools
Using Disk Tools	PC's On the Network
Windows 98x	Windows 2000

## Course Descriptions

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Peripheral Devices  
Sound/Video Cards  
Printers/Scanners  
Listening Skills  
Overcoming Objections  
Delineating Customer Concerns  
Teamwork

Modems  
Conflict Resolution  
SCSI/USB Devices and Cards  
Peripheral Installation  
Talking Tech to Non-Technical people  
Customer Relations for Technicians

### **CT 112: Networking**

**12 Quarter Credit Hours**

Students are shown the essentials of digital data communications and communications systems. Introduction to Internet usage is also a discussion topic. Also, this course will take students through different problem solving techniques used in business as well as personal environments.

Communication Principles  
NIC Cards  
Communications Software  
Internet Principles  
Infrared Interface  
LAN/WAN Topologies

LAN Architecture  
Modem Standards  
Communications Media  
Basic LAN Concepts  
Network Security  
Creative Problem Solving

### **CT 114: Computer Office Technologies**

**12 Quarter Credit Hours**

The course enables students to learn to configure, troubleshoot and repair IBM compatible computers, as well as learn peripheral installation, upgrading and IRQ conflict resolution. The student is also shown how to put the customer first, every day, in every interaction.

Word Processing  
Spreadsheets  
Data Base  
Accessing Printer/Scanners  
Customer Service

Electronic Presentations  
Listening Skills & Conflict Resolution  
Delineating Customer Concerns  
Talking Tech to Non-technical people

### **CT 116: Server**

**12 Quarter Credit Hours**

Students cover implementation, installation, and advanced configuration of operating systems; DOS, Windows 95/98, and Windows 2003 troubleshooting, and maintenance. Also, introduces the student to the basic principles of language construction and applications through written communications.

Windows Server 2003 editions  
Active Directory  
DOS Installation  
Windows XP  
Autoexec.bat/Config.sys  
System Compatibility

System Management  
Windows Registry/INI Files  
Start Up/Configuration  
Install Windows Server  
Upgrade Considerations  
Technical Writing

### **CT 118: Alternate Operating Systems**

**12 Quarter Credit Hours**

Students cover set-up of Windows NT, Linux and Novell networks. Physical design and layout, management of users and troubleshooting of different network configurations and achieve greater personal and professional success through an increased knowledge of human behavior and employer expectations.

Network OS Installation  
Client/Server  
Multi-Vender Networks  
Administration/Support  
Professional and Social Development

LAN/WAN  
Linux  
Network Printing  
Server Installation

### **CT 120: Network Security**

**12 Quarter Credit Hours**

Students learn the key concepts of computer security, including threat assessment, securing a network infrastructure, encryption technologies, and responding to incidents. This course gives students the communication skills necessary for establishing and maintaining healthy relationships with co-workers and customers.

Risk Assessment	TCP/IP Vulnerabilities
Common types of malicious codes and attacks	
Defenses against threats, codes and attacks	
Understanding security baselines	Securing wireless communications
Identify access control methods	Secure mobile devices
Basic cryptography and encryption	Implement firewalls
Secure mail servers	Establishing Site security
Organizational Communication	

### **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..

- OSI Reference Model and Common Protocols
- Network switches and routers
- Network management functions
- Importance of information security in networks
- Basic operations of common network operating systems

### **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 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.

- Security models and architectures
- Security risks, threats, and vulnerabilities
- Network defenses and security countermeasures
- Physical security and access control
- Practices and methods in planning, designing and implementing security programs
- Prevalent issues and challenges in implementing, managing, and maintaining information security programs and models
- Legal and ethical information security issues

### **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.

- Practices and procedures for conducting computer forensics investigations
- Computer exploits and systems vulnerabilities to commit sabotaging and electronic crimes
- Digital evidence and methods and processes in computer investigations
- Techniques and processes to identify, secure, and preserve digital evidence

## Course Descriptions

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Digital evidence controls and recovery procedures  
Role of the legal system and Privacy laws in computer forensics and investigation

### **IS 107: Cyber Security**

**12 Quarter Credit Hours**

This course covers the basic elements of cyber security threats, vulnerabilities, and controls from a homeland security perspective for protecting yourself and your business from cyberthreats. Key course elements include cybercrime threats, the need for information assurance, controversial cybercrime issues, cyber laws and regulations, and methods of preventing cybercrime.

Cybersecurity threats and vulnerabilities  
Cybersecurity controls  
Policies and procedures for preventing cybercrimes in organizations  
Information assurance  
Investigating and prosecuting cybercrime  
Methods of preventing cybercrime

### **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.

Elements of business continuity and disaster recovery plans  
Roles and responsibilities of key personnel in continuity planning and disaster recovery planning  
Types of data backups and data recovery  
Risk assessment and risk management processes  
Continuity plan and disaster recovery plan

### **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.

Various network and computer vulnerabilities  
Motives, impact, and legal ramifications of hacking web services, networks and communication systems  
Operating system vulnerabilities  
Malicious software, intrusion, and malware attacks  
Social engineering and its impact on the security of information systems  
Impact of attacks and intrusions on networks and computers  
Ethical hacking and the role of security testing in safeguarding information systems and networks  
Legal issues that pertain to ethical hacking and security testing  
Tools, techniques, and methodologies in ethical hacking and security testing  
Network security devices, firewalls, and intrusion detection systems used to protect networks and computer systems

### **EM 110: Electrical Theory**

**12 Quarter Credit Hours**

This course provides the student with the basic theories of electricity, magnetism, inductance, capacitance, resistance and the operation of motors, as well as conveys the importance and need for teamwork to become productive in highly efficient organizations.

Series, Parallel, and Series/ Parallel Circuits	Ohm's Law
Electromagnetism	Meter Reading
Transformer Action	Inductance and Capacitance
Single Phase and Three Phase	AC and DC Motors
	Teamwork

### **EM 112: Wiring Techniques**

**12 Quarter Credit Hours**

This course provides the student with basic wiring techniques, switching circuits, preparation and use of conduit, bus systems, circuit protection and construction plans. Also, this course will take students through different problem solving techniques used in business as well as personal environments.

Switches, Receptacles, and Plugs	Switching circuits
Conductor Properties and Materials	Cable Preparation
Box Enclosures	Conduit Bending and Threading
Wire-ways, Bus-ways and Trolley Systems	
Fusing and Circuit Protection	
Construction Plans and Blue Prints	
Creative Problem Solving	

### **EM 114: Residential Codes**

**12 Quarter Credit Hours**

This course focuses on the National Electrical Code residential requirements for various special circuits and devices found in modern residences. Also, introduces the student to the basic principles of language construction and applications through written communications.

Lighting Fixtures	Swimming Pools
Heating Circuits	AC Circuits
Appliance Circuits	Water Heaters
Technical Writing	
Service Entrance Equipment and Sizing	

### **EM 116: Electro-Mechanical Motor Control**

**12 Quarter Credit Hours**

This course provides the theory of operation, installation, application and maintenance of electro-mechanical motors and their controllers and will help to achieve greater personal and professional success through an increased knowledge of human behavior and employer expectations.

Wound Rotor Motors	Circuit Diagrams and Schematics
Squirrel Cage Motors	Synchronous Motors
Starters and Starting Methods	Electric Breaks
Control Circuits	Pilot and Signaling Devices
Jogging and Plugging Circuits	Motor Drives and Couplers
Fault Analysis and Troubleshooting	Professional and Social Development

### **EM 118: Commercial/Industrial Codes**

**12 Quarter Credit Hours**

This course focuses on the National Electrical Code commercial and industrial requirements for various special circuits and devices found in modern commercial and industrial settings. This course gives students the communication skills necessary for establishing and maintaining healthy relationships with co-workers and customers.

## Course Descriptions

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Branch Circuits  
Emergency Power Systems  
Hazardous Locations  
Organizational Communication

Lamps and Luminaries  
Heating and Cooling Systems  
Panel boards and Switchboards

### **EM 120: Solid-State Motor Control**

**12 Quarter Credit Hours**

This course is designed to instruct the student in the theory of operation, installation, application and maintenance of solid-state motor control circuits. The student is also shown how to put the customer first, every day, in every interaction.

Basic Semiconductor Theory  
Solid-State Devices  
Frequency Drives  
Lightning Protection  
Digital Logic Theory and Application  
Fault Analysis, Troubleshooting, and Maintenance  
Programming Parameters and Debugging  
Classifications, Identification and Equipment Applications

Customer Service  
DC Motor Controllers  
Signaling Systems  
Hazardous Locations

### **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 102: English Composition I**

**4.5 Quarter Credit Hours**

This course introduces the student to the basic principles of written communication. The student will study, critique, and revise a selection of documents. Fundamental techniques of gathering, processing, and communicating data in the written context are presented in a workshop format to help the student recognize the specific demands of each writing situation.

### **GE 107: College Math**

**4.5 Quarter Credit Hours**

This course is designed to prepare the student for dealing with work-related and real-life mathematical problems. It covers basic arithmetic and word problems (application) taken from various technical disciplines. The student will learn weights and measures utilizing formulas from basic math as well as an introduction to algebra, geometry and trigonometry

### **GE 109: Interpersonal Communication**

**4.5 Quarter Credit Hours**

This course is designed to show students how to create an environment in which they and others can excel. The student will learn effective listening techniques and be able to formulate an appropriate response, how to put thoughts and feelings into words, and be able to maintain good interpersonal relationships with family, friends and co-workers. It will be taught in a setting utilizing small group format with emphasis on proper interviewing skills and both verbal and non-verbal communication. The student will demonstrate proficiency with an oral presentation to the class.

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### **GE 202: English Composition II**

**4.5 Quarter Credit Hours**

This course will improve the student's written communication skills with emphasis placed on the principles of effective communication and understanding the writing process. Students will address issues in technical word composition and the analysis of readings using a team format approach. It will instruct the student on effective communication styles when writing either formal or informal reports as well as correspondence and can be applied to a broad platform of reading and writing assignments. Prerequisite: GE 102 English Composition I with a grade of 70 or higher.

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### **GE 211: Principles of Microeconomics**

**4.5 Quarter Credit Hours**

The student will learn the methods of production of the goods and services our economy provides. The student will learn about supply and demand, pricing strategies, gluts and scarcities, unions, business anti-trust and public interest, incomes, wages and salaries, taxes, monopolies, income distribution, business firms and business costs and private enterprise. The student will learn how to formulate a sound business plan using the principle of supply and demand and competition.

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### **GR-104: Green Awareness**

**3 Quarter Credit Hours**

Designed for technicians, multi-craft trade personnel, building managers, or anyone interested in understanding the fundamentals of energy conservation and management. Attendees 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. Participants will also learn to conduct appropriate energy audits, energy consumption and demand analyses, and life cycle cost analyses to determine the energy efficiency of a building or system, identify green alternatives to conventional building practices and describe the pros and cons of those alternatives and ways to maximize the energy efficiency and water conservation of existing equipment in a given project, specifying the most efficient systems available for the application and the available budget.

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### **HVAC 100: Electrical Fundamental**

**12 Quarter Credit Hours**

Student will be shown electrical theory as it applies to Air Conditioning and Heating. Also, this course will take students through different problem solving techniques used in business as well as personal environments.

Molecular Theory  
Series and Parallel Circuits  
Schematic and Pictorial Diagrams  
Motors and Motor Protection  
Troubleshooting Electric Circuits  
Thermostats  
Creative Problem Solving

Ohms Law  
Controls and Loads  
Transformers  
Electric Meters  
Troubleshooting and Capacitors  
Safety

## Course Descriptions

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### **HVAC 102: Refrigeration Fundamentals**

**12 Quarter Credit Hours**

Student will be taught the refrigeration cycle and its basic components in addition to basic principles about installation and troubleshooting common problems, as well as conveys the importance and need for teamwork to become productive in highly efficient organizations.

Closed and Open Refrigeration Cycles	Refrigeration Components
Soldering and Brazing	Refrigeration Accessories
Metering Devices	Dehydration, Evacuation, and Charging
Cycle Controls	Compressors, Evaporators
Receivers and Accumulators	Condensers
Refrigerant Transition and Recovery	Flaring and Swaging
Paperwork and Recordkeeping	Room Air Conditioners
Teamwork	Customer Relations

### **HVAC 104: Air Conditioning**

**12 Quarter Credit Hours**

Students will be given instruction on air properties, how to size equipment, and how to check and troubleshoot refrigeration and electrical problems on residential and commercial air conditioning equipment. This course gives students the communication skills necessary for establishing and maintaining healthy relationships with co-workers and customers.

Piping, Installing, Wiring	Packaged Systems
Commercial Air Conditioning	Split Systems
Heat Gain and Heat Loads	Psychrometrics
Direct System Sizing	Electronic Air Cleaners
Troubleshooting A/C Equipment	Organizational Communication

### **HVAC 106: Heating**

**12 Quarter Credit Hours**

Student will troubleshoot combustion and electrical problems in fossil fuel equipment, and be shown the theory and principles of heat pumps, as well as gas standard and condensing furnaces. Also, introduces the student to the basic principles of language construction and applications through written communications.

Condensing Furnaces	Hydronic Heat
Furnace Components and Piping	Gas Venting System
Heat Pump Theory and Components	Humidifiers
Troubleshooting all Heat Systems	Gas Heat Combustion
Oil and Electric Heat	Mechanical Codes
Technical Writing	

### **HVAC 119: Advanced Refrigeration**

**9 Quarter Credit Hours**

Students will be given knowledge of various types of capacity control, methods of unloading, as well as operational components of commercial refrigeration, proper preventative maintenance practices, and system troubleshooting. The student is shown how to put the customer first, every day, in every interaction.

Three Phase Commercial Compressors	Walk- In Boxes
Customer Service	Economizers
Defrost Systems	Ice Machines
Troubleshooting HVAC/ R Equipment	Water Cooled System
Unloads and Capacity Control Reach In Coolers & Freezers	
Equipment Preventative Maintenance	

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### **HVAC 110: Advanced HVAC**

**12 Quarter Credit Hours**

Students will study the different types of residential and commercial installations and will learn how to design, plan, and install heating and cooling systems from start to finish whether it is a retro-fit application or brand new construction and achieve greater personal and professional success through an increased knowledge of human behavior and employer expectations.

Sheet Metal Fabrication	Sheet Metal Layout
Duct Sizing	Furnace installation
Duct Insulation	Refrigerant Piping
Commercial System Installation Techniques	
Retro-fitting Duct System Design	
Residential System Installation Techniques	
Blueprints Reading for HVAC Airflow Principles	
Professional and Social Development	

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

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

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### **ME 110: Medical Language**

**7.5 Quarter Credit Hours**

This course familiarizes the student with medical terminology, anatomy, and physiology.

Medical Terminology  
Basic Anatomy & Physiology

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### **ME 112: Medical Computers**

**7.5 Quarter Credit Hours**

The student receives in-depth training using Microsoft Office applications, specifically Word and Excel, and be exposed to multiple projects in each application with some projects related specifically to the medical field.

Microsoft Office	Excel
Word	Keyboarding
Introduction to Medical Transcription	

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### **ME 114: Medical Office Basics**

**7.5 Quarter Credit Hours**

This course is designed to assist students in understanding the basics of pharmacology including the sources of drugs, drug regulations, and classification of drugs.

Pharmacology  
Introduction to Administrative Office Procedures

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### **ME 122: General Patient Care**

**12 Quarter Credit Hours**

This course will instruct the student in basic patient care and procedures associated with medically assisting a physician. This course will teach the students to take vital signs, weights, measurements, as well as learning disease and infection control and asepsis. The student will also learn to assist with minor surgery and basic physical exams. This course will instruct the students in performing special procedures and assisting the physician as needed.

Taking Patient Histories	Nutrition
Therapeutic Communications	Assisting the Physician in
AIDS and Hepatitis B	Patient Care
Children as Patients	Surgery Set-up

## Course Descriptions

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### **ME 124: Medical Office Lab/Special Procedures      12 Quarter Credit Hours**

This course will instruct the student in venipuncture, hematology, urinalysis, and special laboratory procedures. The students will also learn to use and maintain all laboratory equipment and follow all OSHA and CLIA regulations. The students will be instructed in patient care and safety before, during, and after all laboratory procedures. This course includes instruction in the placement and patient education of a Holter monitor, as well as performing EKG's.

Venipuncture  
Hematology

Urinalysis  
Administration of Medications

### **ME 126: Job Search/Certifications/Externship      12 Quarter Credit Hours**

The students learn about First-aid and may become certified in CPR after satisfactorily passing a certification exam. This course assists students in career preparation which includes resume writing, networking skills, and interview techniques. The externship portion of this course is not intended to be a job trial situation, but provides the student with additional theory and skills prior to graduation. An unpaid practical career development course, which provides the student an opportunity to demonstrate the knowledge, aptitude and skilled proficiency obtained in the classroom and laboratory. This is mandated by Kansas Statute and protocol. The Externship Coordinator or designated faculty member will visit each site for evaluation of the student. In order for the student to participate in the externship portion of their training, each student must be in good standing with Vatterott College as per the Externship Program Agreement Form that each Medical Assistant student must sign. Externship for eligible candidates consists of four weeks. Each week requires the candidate to work Monday through Friday for 40 hours per week at an assigned site until the required 160 clock hours have been achieved.

CPR Certification  
First-aid  
Externship

Resumes  
Interviewing Techniques

### **ME 210: Medical Environment      7.5 Quarter Credit Hours**

This course will introduce the students to the medical office environment and state and federal regulations. The student will learn teamwork, professionalism, grooming, as well as, choosing an area of interest within the medical field.

Medical Transcription  
Billing and Coding  
Inpatient and Outpatient based

OSHA  
Health Care Settings  
Choosing a Medical Career Field

### **ME 212: Medical Insurance, Accounting and Law      7.5 Quarter Credit Hours**

This course will instruct the student in the process of insurance filing and reimbursement from various carriers. Basic medical accounting will also be covered, instructing the student on accounts receivable, accounts payable, deposits, postings, and etc. The student will also learn medical law and ethics as it applies to areas of the health care field.

Insurance  
CPT, ICD and HCPCS Coding

HIPPA, Ethics, and Confidentiality  
Medical Accounting Procedures

### **ME 214: Advanced Medical Assisting**

**12 Quarter Credit Hours**

This course is designed to show the student all aspects of taking and developing X-Rays. Basic principles of physics and chemistry are included. Topics covering the machine, safety, protection, darkroom, film processing, and quality control will be covered. Also anatomy in relation to positioning to take an X-Ray of the chest, spine, sinuses, extremities, and abdomen will be discussed and demonstrated.

Anatomy Relating to Radiography  
X-Ray Safety Procedures  
Quality Control for Radiography

Different styles of X-Ray Machines  
Darkroom & X-Ray Film Processing  
The Purpose of X-Rays in Medicine





# Academic Calendar & Class Schedule

# Academic Calendar

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Start Date	60 Weeks	90 Weeks
2/28/2011	4/22/2012	11/18/2012
5/9/2011	7/1/2012	1/27/2013
7/18/2011	9/9/2012	4/7/2013
9/26/2011	11/18/2012	6/16/2013
12/5/2011	1/27/2013	8/25/2013

## 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

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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.

## Campus Advisory Committees

### **Computer Programming**

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Phil Gegen – Excel Corp.  
Paul Saas – Paul Saas and Associates Inc.  
Eric Hill – Pioneer Balloon Co.  
A.J. Rodriguez – Cessna Aircraft  
Jenniffer Dorsett – Spirit Aero-Systems

### **Computer Technology**

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Rod Bowers – Bower’s Consulting Group, Inc.  
Bill Ramsey – The Bill Guy Technology Solutions  
Darin Frazier – LSI Logic  
Craig Smith – FTB Technology  
Chris Locke – The Bill Guy Technology Solutions  
Jason Klein – Datility Network Inc.  
Michael Gaskins - Wiebetech

### **Electrical Mechanic**

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Bob Giesen – Electric Motor Co.  
Robert Zehring – EZ Electric  
D.W. Ziegler – Ziegler Electric  
Jim VanGoethen – Midwest Electrical Service  
Chuck Wolffis - Grede Foundries  
Casey Belknap - Fahnestock Electric  
Trent Tevis - Greenway Electric

### **Heating, Ventilation, Air-Conditioning and Refrigeration Mechanic**

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Brett Miller – The Trane Company  
Mike Hammill – Waldorf and Riley  
Darrell Leach – Fahnestock Heating and Air  
Pete Schrepferman – Johnstone Supply  
Doug Stimits – Commercial Mechanical  
Ron McEwen – Cold Control

## **Advisory Committees**

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Alan Dykes – US Beef Corporation  
Michael Kimpston – US Beef Corporation

### **Medical Assistant**

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Diana Vogel – Via Christi  
Kay Glasner – Via Christi  
Melissa McFall – Mid West Surgical  
Edward Teer Jr. - Wesley Clinic

### **Medical Assistant Associates of Applied Science Degree (AAS)**

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Edward Teer Jr. – Wesley Clinic  
Jenny Davis – Wesley Clinic  
James Dorsett – Senior Services  
Sam Williams - PMA  
Melissa Hannah - Medical Staffing Network  
Ray Fowler - Wichita Clinic

## Appendix A - Tuition & Fees

Program	Degree	Weeks	Tuition	Reg. Fee	Lab/Tech Fee	Books & Supplies	Total Cost
Medical Assistant Occupational Specialist	Diploma	40	\$16,000	\$100	\$1,500	\$1,200	\$18,800
Information Systems Security	Diploma	60	\$21,000	\$100	\$1,500	\$1,900	\$24,500
Computer Technology	Diploma	60	\$22,800	\$100	\$1,500	\$1,900	\$26,300
Medical Assisting	Diploma	60	\$22,800	\$100	\$1,500	\$1,700	\$26,100
Computer Programming	Diploma	60	\$22,800	\$100	\$1,500	\$1,100	\$25,500
Electrical Mechanic	Diploma	60	\$22,800	\$100	\$1,500	\$2,000	\$26,400
Heating, Ventilation, Air Conditioning & Refrigeration	Diploma	60	\$22,800	\$100	\$1,500	\$1,800	\$26,200
Medical Assistant	A.A.S.	90	\$34,200	\$100	\$2,250	\$2,700	\$39,250

Please note the cost of the A.A.S. programs include the cost of the Diploma program.

\* 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.

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 – Wichita  
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 Director of Private Postsecondary Education, Kansas Board of Regents, 1000 SW Jackson St., Suite 520, Topeka, Kansas 66612-1368, phone 785- 296-3421.

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 – Wichita  
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.

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

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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

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

Addendum – Appendix B  
Effective: 11-2011

The below Appendix is to be included after Appendix A in the catalog.

## Appendix B - Administrative Staff & Faculty

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### Administrative Staff

Michael Harris, Campus Director  
Joe (William) Duerr, Director of Education  
Ron Tripoli, Director of Admissions  
Dianna Preston, Director Financial Aid  
Cindy Gilbert, Campus Accountant  
Megan White, Retention Officer  
Erica Tanner, Career Services Coordinator  
Callie Dorsett, Registrar  
Dennis Holman, Financial Aid Administrator  
Benjamin Fetherston, Education Coordinator  
Dennis Russell, Education Coordinator  
Darlene Smith, Campus Library Resource Manager  
Diann Hinds, Receptionist

### Faculty

#### **Darrell Bunch - (HVAC Instructor)**

AAS, Industrial Training, Washtenaw Community College  
BA, Labor Education, National Labor College

#### **Karen Dhanens, MD (Medical Instructor)**

BA, Psychology, New Mexico Highlands University  
MD, University of New Mexico School of Medicine

#### **Larry Halloran (Electrical Instructor)**

Diploma, Electrician, US Navy

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Effective: 11-2011

#### **Michael Holmes (Computer Technology Instructor)**

BS, Information Technology, University of Phoenix

#### **Garrett Jeter (General Education Instructor)**

BA, Classics, Hampden-Sydney College

MA, Classics, University of Illinois

JD, John Marshall Law School

#### **Jeremy Jones (Computer Technology Instructor)**

BS, Information Management, Hartford University

#### **Dane Lea (Electrical Instructor)**

AGS, Friends University

#### **Terri Patrick (Medical Instructor)**

MA Diploma, Southern Technical College

#### **Melvin Pugh (HVAC Instructor)**

AAS, Friends University

BS, Organizational Management & Leadership, Friends University

#### **Dara Schon (Medical Instructor)**

AAS, Pratt Community College

BS, Nursing, Wichita State University

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**Darlene Smith (General Education Instructor)**

AGS, Butler Community College

BS, Business Management, Newman College

eMBA, Friends University

**Joy Thompson (Medical Instructor)**

AAS, Pratt Community College

BS, Nursing, Wichita State University

**Deborah Ward (Medical Instructor)**

BS, Radiology, St. Mary of the Plains College

**Gary Weaver (HVAC Instructor)**

Diploma, HVAC, Wichita Area Vo-Tech

**Rob Wyss (HVAC Instructor)**

Diploma, HVAC and EM, Vatterott College

Addendum – Appendix B  
Effective: 11-2011

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

## Program Offerings

### **Medical Assistant Occupational Specialist Diploma**

The objective of this program is to prepare the student for employment as an entry level Medical Assistant. Students graduating from this program will have the skills necessary to help them obtain employment in the medical field working in both administrative and clinical settings.

Proof of Hepatitis B inoculation series initiation is required before starting the second phase.

Note: Past criminal history may affect one's ability to obtain employment in this field. Students enrolling in this program must sign the *Attestation of Understanding* regarding state regulations on criminal records and possible background checks prior to the externship. Students are encouraged to be immunized against and tested for infectious diseases, such as mumps, measles, rubella and tuberculosis prior to contact with patients and infectious objects or materials, in an effort to minimize the risk to patients and healthcare personnel. Additional information regarding policies on blood borne and infectious diseases is available upon request.

Course #	Course Title	QCH
GE 114	Technical Mathematics	3.0
GE 123	Interpersonal Communications in Healthcare	3.0
ME 105	Medical Terminology	3.0
ME 108	Introduction to Medical Billing and Coding	3.0
ME 115	Computer Applications for Healthcare	3.0
ME 121	Anatomy and Physiology	4.0
ME 125	Clinical Medical Assisting	6.0
ME 140	Pharmacology	3.0
ME 150	Medical Law and Ethics	3.0
ME 155	Laboratory Procedures	6.0
ME 175	Medical Office Procedures	3.0

ME 180	Externship and Exam Preparation	4.0
ME 190	Medical Externship	8.0
<b>Total Number of Quarter Credit Hours Required for Graduation 52</b>		

## Course Descriptions

### **GE 114 – Technical Mathematics 3.0 Quarter Credit Hours**

This course provides an introduction to basic mathematical operations and functions as they apply to the technical 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, and in their careers.

### **GE 123 – Interpersonal Communications in Healthcare 3.0 Quarter Credit Hours**

This course will introduce students to the different types of communication needed in healthcare facilities. Topics to be covered include: written communication, body language, verbal and non-verbal communication; the role of culture in communication; human relations; clinical judgment; and the use of electronic media in the healthcare setting. The course will emphasize the importance of excellent customer service.

### **ME 105 – Medical Terminology 3.0 Quarter Credit Hours**

This course provides the student with an understanding of medical terminology, using textbooks, videos, and computer applications to understand the use of roots, prefixes, and suffixes. This course will also emphasize medical vocabulary as it applies to anatomy, physiology, and pathology of the human body.

### **ME 108 – Introduction to Medical Billing and Coding 3.0 Quarter Credit Hours**

This course will instruct the student in the process of basic medical coding utilizing ICD-9, ICD-10, CPT and HCPCS. Students will be instructed on how accurate coding leads to optimal reimbursement. The student will be able to code diagnostic procedures from case studies and reports.

Addendum – Program Offerings & Course Descriptions  
Effective: 01-2012

**ME 115 – Computer Applications  
for Healthcare** **3.0 Quarter Credit Hours**

This course provides the student with an overview of the historical development of healthcare delivery systems, including concepts and theory related to point-of-care data entry and regulatory agencies and organizations related to the provision of healthcare. Students are introduced to Microsoft Office, using Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft Power Point. Students are also introduced to Medisoft software and Microsoft office concepts for use in the physician's office environment.

**ME 121 – Anatomy and Physiology** **4.0 Quarter Credit Hours**

This course is designed to introduce the student to the structures and functions of the various systems of the body and how these systems maintain homeostasis. It will cover introductory terms, chemistry (brief), cells and tissues; and explain the systems from the integumentary to the reproductive. It will also introduce the student to the human body structures related to the cardiovascular and lymphatic system, digestive system, the eyes and ears, the musculoskeletal system, the nervous system, urinary system, the endocrine system and common physiological terms as well as associated pathological conditions. Also covered will be the importance of a good diet and nutrition, and how a poor diet and nutrition can affect the health of the body.

**ME 125 – Clinical Medical Assisting** **6.0 Quarter Credit Hours**

This course will train the student in basic clinical duties. Topics will include administration of injections, pre-physical exam preparation, instruments, minor surgery preparation, specialty procedure preparation, vital signs, and measurements. In addition, this course will include the importance of microbiology theory and infection control techniques within a clinic or lab .

Prerequisite ME 105

**ME 140 – Pharmacology** **3.0 Quarter Credit Hours**

This course will introduce the student to the clinical aspect of the administration, writing prescriptions and dispensing of drugs, as prescribed by the doctor, and the legal and ethical standards regarding these drugs. This course will include the explanation and demonstration of conversion between metric and household systems of measure; medication orders; medication labels, and calculations; of insulin and pediatric dosages.

Prerequisite ME 105

**ME 150 – Medical Law and Ethics** **3.0 Quarter Credit Hours**

This course provides a foundation for handling common legal & ethical challenges in everyday practice. Legal concepts and theories in this course include: international & quasi-international torts, professional liability

Addendum – Program Offerings & Course Descriptions  
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insurance, and required documentation. Ethical components of the course include issues that a health care professional may face on the job. The course will also cover common areas of liability and litigation in different healthcare settings.

**ME 155 – Laboratory Procedures** **6.0 Quarter Credit Hours**

This course covers skills and knowledge required for medical assistants to identify and practice clinical and/or lab duties in a medical office. Topics include, but are not limited to: phlebotomy, clinical laboratory testing procedures; and electrocardiology. In addition, this course will cover the importance of microbiology theory and infection control techniques within a clinic or lab setting.

Prerequisite ME 105

**ME 175 – Medical Office Procedures** **3.0 Quarter Credit Hours**

This course covers the skills and knowledge required to perform administrative tasks in a medical office. Topics include, but are not limited to, receiving patients, scheduling appointments, patient triage, handling medical records, processing insurance claims, and an introduction to medical office management.

Prerequisite ME 105

**ME 180 - Externship and Exam Preparation** **4.0 Quarter Credit Hours**

This course will prepare the student for their externship experience. It will also culminate all of the learning that has been presented in the program to prepare students to understand employment opportunities and credentialing available to them, job responsibilities, and preparation to sit for one or more exams such as the RMA or the CMA.

Prerequisite ME 125 and ME 155

**ME 190 – Medical Externship** **8.0 Quarter Credit Hours**

Students will use the knowledge and skills learned in the program and complete a minimum of 240 hours of externship at an approved site.

ME 125 and ME 155

Addendum – Academic Calendar  
Effective: 02-2012

The below Academic Calendar is to replace the current Academic Calendar section of the catalog.

## Academic Calendar

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Start Date	60 Weeks	90 Weeks
2/28/2011	4/22/2012	11/18/2012
5/9/2011	7/1/2012	1/27/2013
7/18/2011	9/9/2012	4/7/2013
9/26/2011	11/18/2012	6/16/2013
12/5/2011	1/27/2013	8/25/2013
2/13/2012	4/07/2013	11/03/2013
4/23/2012	6/16/2013	1/12/2014
7/02/2012	8/25/2013	3/23/2014
9/10/2012	11/03/2013	6/01/2014
11/19/2012	1/12/2014	8/10/2014

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.

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

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

## Program Offerings

### Wind Energy Technician Diploma

This program is designed to prepare graduates for entry level positions, with theory and working knowledge, in the fields of Electrical Mechanic Technician and Wind Turbine Technician. The Wind Energy Technician program combines lecture and hands-on training to provide the skills necessary to complete advanced technical troubleshooting and repairs on wind energy turbines. Under minimal supervision, graduates will be able to carry out complex assembly, service, repair, and operations of infrastructure to wind turbine generators and related equipment. Wind Energy Technicians must operate in compliance with company, State, and Federal OSHA regulations and guidelines. Students must pass a climbing test, as assigned by the Program Director, of up to 300 ft.

Course #	Course Title	QCH
EL-113	Principles of Electricity	4
WD-110	Environmental and Department of Energy Regulations	3
WD-100	Introduction to Wind Power	2
GE-114	Technical Mathematics	3
EL-115	DC Systems	3
EL-116	AC Systems	3
WD-105	Introduction to Wind Energy & Wind Turbine Technology	3
WD-115	Wind Turbine Mechanical Systems I	3
EL-117	Motor Theory and Controls	4
EL-118	Motor Lab	2
WD-120	Wind Turbine Mechanical Systems II	3
EL-127	Principles of Fluid Power Systems	3
WD-125	Wind Turbine Controls	3
WD-129	Wind Turbine Installation and Maintenance	4

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

IT-107	Computer and Network Fundamentals	4
WD-130	Applied Maintenance Lab	1
<b>Total Number of Quarter Credit Hours Required for Graduation</b>		<b>48</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-115: DC Systems **3 Quarter Credit Hours**

This course presents the fundamentals of electricity as they apply to direct current circuits. Topics will include the concepts of voltage, current, resistance and power and their application to series and parallel circuits. The course also includes network theorems and the concepts of capacitance and inductance. Lab activities will help students gain hands-on experience in measuring circuit properties and interpreting collected data.

Prerequisite: EL-113

### EL-116: AC Systems **3 Quarter Credit Hours**

This course covers the basic concepts of AC circuits. Included is a basic study of electromagnetic principles, sine wave principles and relationships, resistive circuits, inductive circuits, capacitive circuits, circuit analysis, and resonance. This course is devoted to the analysis of alternating current circuits building on the concepts developed in the DC course. Topics include phasor representation of voltages, currents, reactance and impedance, RC, RL, and RCL circuit analysis, and the application of circuit theorems to AC circuits. Also included are the operation of transformers and polyphasic power generation. Laboratory activities will allow students to gain experience making measurements on AC circuits and interpreting the data collected.

Prerequisite: EL-113

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

This course will cover electrical tools, instruments, safety, electrical symbols, line

## Addendum – Program Offerings & Course Descriptions

Effective: 03-2012

diagrams, AC manual contactors and motor starters, AC magnetic contactors and motor starters, time delay logic and control devices. The course also covers reversing motor circuits, electromechanical and solid-state relays, photoelectric controls, proximity controls, reduced voltage starting, accelerating and decelerating methods and preventive maintenance.

Prerequisite: EL-113 Co-requisite: EL-118

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

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This lab class will give students the opportunity to hard-wire, test, and troubleshoot common control circuits. The course allows students the opportunity to hard-wire and operate the control circuits. Students will design control circuits and program motor controllers and variable frequency drives.

Prerequisite: EL-113 Co-requisite: EL-117

### **EL-127: Principles of Fluid Power Systems** **3 Quarter Credit Hours**

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This course will introduce the student to the components and principles used in fluid and air powered systems. Students will learn how to read hydraulic and pneumatic diagrams and the symbols used. Students will understand the operation of: directional control devices, pressure control devices, flow control devices and devices that convert fluid power to rotary mechanical power. Hydraulic and Pneumatic systems are widely used in industry and tied to electrical systems. An electrical technician must have knowledge of these systems to be an effective troubleshooter. Students will become familiar with how to measure parameters in fluid and air systems.

Prerequisite: EL-113

### **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 basics 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.

### **IT-107: Computer and Network Fundamentals** **4 Quarter Credit Hours**

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This course introduces students to the fundamental ideas in computer programming. Students will be exposed to both object oriented and non-object oriented programming languages. Topics include flow charts, variables, loops, if statements, events, string commands and functions. Major emphasis is placed on problem solving, sound programming techniques, and good program design. The course covers SCADA (Supervisory Control and Data Acquisition) systems and interfacing techniques using in general RTU's (Remote Terminal Units) and

## Addendum – Program Offerings & Course Descriptions

Effective: 03-2012

PLC's (Programmable Logic Controllers) or other commercial modules.

### **WD-100: Introduction into Wind Power** **2 Quarter Credit Hours**

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This course will introduce students to the fundamental concepts of turning energy from the wind into electricity. It explores the history and projected future of producing energy from the wind. It also identifies the various scales of wind turbines, design types and requirements, and their major subcomponents.

### **WD-105: Introductions to Wind Energy and Wind Turbine Technology** **3 Quarter Credit Hours**

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This course is designed to cover the history, economics, politics, regulations and future of wind energy in the USA and elsewhere. Topics include basic wind turbine construction including: civil engineering, site locations, design features and specifications. The course explains mechanical and electrical components of the wind turbine. Students will be able to explain how the blades on a wind turbine create lift and how that lift turns the rotor and creates electrical power.

### **WD-110: Environmental and Department of Energy Regulations** **3 Quarter Credit Hours**

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This course focuses on avoiding, minimizing and controlling (Environmental, Health and Safety) issues during the construction and operation of a project or facility. Some of the topics addressed include proper climbing techniques and certification, working at heights, working in confined space, working with rotating machinery and falling objects. The course also covers community health and safety and environmental issues.

### **WD-115: Wind Turbine Mechanical Systems I** **3 Quarter Credit Hours**

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This course is designed to cover the identification and analysis of the components, gearboxes and other mechanical systems that make up subsystems of modern wind turbines. Students will be able to identify types and specifications of different types of fasteners, the effects of the torque on the fasteners and how lubricants are used in the components of a wind turbine. The course explains conversion and transfer of energy from the wind through the power and train of a wind turbine.

### **WD-120: Wind Turbine Mechanical Systems II** **3 Quarter Credit Hours**

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This course is designed to cover the in-depth study of the components of the input electrical power delivery systems for wind generation. Students will be able to explain the theory and operation of wind generators and explain the link between generators and converters. The course also covers wind farm high voltage underground and overhead power collection systems along with how such systems are connected to the power grid via the sub-station.

Prerequisites: WD-100 and WD-105

### **WD-125: Wind Turbine Controls** **3 Quarter Credit Hours**

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This course will present turbine types, their development, and their current

Addendum – Program Offerings & Course Descriptions

Effective: 03-2012

status. The course evaluates the operating experiences, track record and number of turbines in operation for the major players in the wind energy industry. The course provides an understanding of wind turbine aerodynamics and the various considerations that are involved when selecting foils for use in blade design, blade construction, assembly and repair techniques as well as performance, operation and maintenance characteristics.

Prerequisites: WD-100 and WD-105

**WD-129: Wind Turbine Installation and Maintenance** **4 Quarter Credit Hours**

This course is designed to cover the practice of installation, operation, maintenance, troubleshooting and repair of wind turbine mechanical systems and turbine blades. The student will work with electric/electronic/mechanical equipment using switches, fuses, breakers, interlocks, isolating valves and proper grounding techniques. Troubleshooting and repair of failed mechanical and electrical equipment will be explained and demonstrated.

Prerequisites: WD-100 and WD-105

**WD-130: Applied Maintenance Lab** **1 Quarter Credit Hours**

The Applied Lab will provide opportunities for students to practice the skills that they have learned throughout the program. Students will take field trips to view real working Wind Turbines in operation and will simulate experiences from the trips.

Prerequisites: WD-100 and WD-105

Addendum – Program Offerings & Course Descriptions

Effective: 03-2012

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
Wind Energy Technician	Diploma	40	\$14,800	\$100	\$1,000	\$3,000	\$18,900

\* 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.

# Wichita



[vatterott-college.edu](http://vatterott-college.edu)  
1.877.206.5844