2004-2005 CATALOG

Fremont0704

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Approved and Regulated by the Bureau for Private Postsecondary and Vocational Education, Sacramento, California. Accredited by the Accrediting Commission of Career Schools and Colleges of Technology For complete information concerning accreditation, please refer to the Approval to Operate section of this catalog.

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CONTENTS

MESSAGE TO OUR STUDENTS

Welcome to WyoTech

Today's job market requires an individual who is well trained in both technical ability and professional conduct. We believe students who complete their vocational-technical education at WyoTech and subscribe to the school's "Student Conduct Code" which emphasizes professionalism gain a substantial advantage in this job market.

Our goals are to provide our students the quality education and the professional conduct foundation needed to gain a competitive edge and to assist them in obtaining a job in their desired career field.

We accomplish our goals by keeping our academic curriculum, our equipment, and our tools up to date and, just as importantly, adhering to a "We Care" philosophy. In short, we care about our students as students and as people. We will do everything within reason to assist our students in fulfilling their career dreams. It is not enough to provide an opportunity for a quality education; students also need support services that are both competent and caring.

We gladly acknowledge that our students are also our clients and our most important asset. Our commitment and our pledge is to make a quality education and the "We Care" philosophy a reality for each and every student, every day, and every month that student is with us. We have made this pledge to our WyoTech graduates and will continue to make this pledge to all who follow!

PHILOSOPHY AND PURPOSE

Dedicated to Excellence

WyoTech is uncompromisingly dedicated to superior quality, college-level, career-oriented education in the automotive, HVAC, and plumbing industries. The Sierra Campus located in Oakland, California, is dedicated to career fields in the aviation industry. WyoTech's programs meet industry specifications and standards. Through the use of industry-based advisory committees, employed graduate contacts, and faculty/industry interactions, WyoTech continually upgrades and modifies programs to enhance each graduate's employability.

WyoTech's primary objectives are to impart specific knowledge and skills, to graduate each and every student who begins training, and to place them in their chosen fields. In order to achieve these objectives, the curriculum, the faculty and staff, and the facilities and learning environment become equally important.

WyoTech's curricula allow students to concentrate exclusively on learning technical skills in diploma programs or to expand their education with associate degree programs.

WyoTech prepares students for the post-graduation working world by teaching on a workday, not a school day schedule. Most students attend classes approximately four hours a day, five days a week.

The faculty and staff respect the professional decision students have made to enter career training. We believe professionalism is as important an aspect of training as are technical and business skills. For that reason, WyoTech has established rules and regulations concerning attendance, behavior and academic performance in classrooms, labs and shops. These rules are enforced, both on campus and in housing, and each student's grades are adjusted weekly to reflect "professionalism points." Professionalism develops a positive attitude, personal motivation, and career pride. These elements, combined with technical expertise, produce a WyoTech graduate--a skilled professional technician.

MISSION STATEMENT

WyoTech is committed to providing students with the applied knowledge, technical skills, and professionalism necessary to advance in today's workplace.

Guiding Principles:

> Our highly specialized certificate and diploma programs are focused on producing technically competent service providers in technology-based career paths.
>
> Our AOS degree programs are designed to produce a new breed of graduates with a comprehensive technical background articulated with industry focused, business oriented, applied general education content.

APPROVAL TO OPERATE

WyoTech, 200 Whitney Place, Fremont, California 94539, has been granted institutional approval from the Bureau for Private Postsecondary and Vocational Education. The Bureau's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by degree granting private postsecondary educational institutions. Institutional approval must be renewed every five years and is subject to continuing review.

WyoTech is accredited by the Accrediting Commission of Career Schools and Colleges of Technology, Arlington, Virginia and is thereby eligible to participate in US Department of Education Title IV Student Loan Programs. Documentation of national accreditation, state approval and other licenses are available from the President's Office.

CLASS HOURS

Automotive/HVAC

Monday - Friday
Morning: 8:00 am - 12:12 pm
Afternoon: 1:00 pm - 5:12 pm
Evening: 6:00 pm - 10:12 pm

Plumbing

Monday - Friday
Morning: 7:45 am - 12:15 pm
Afternoon: 12:45 pm - 5:15 pm
Evening: 5:45 pm - 10:15 pm

Note: Students may attend either one or two class sessions per day.

MAILING ADDRESS

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Training Complex

AUTOMOTIVE TECHNOLOGY

Spearheaded by the California Bureau of Automotive Repair, in the fall of 1998, over 140 high level leaders from the automotive industry, consumer organizations, education, regulatory agencies, and trade and professional associations gathered at an automotive summit to find answers to economic challenges associated with the nationwide shortage of qualified service and repair technicians. Summit participants concluded that consumer demand for well-qualified technicians continues to skyrocket while the number of professionals qualified to repair increasingly technologically advanced vehicles is diminishing. Consumers and the industry are beginning to feel the effects of the shortage of trained automotive service and repair technicians

The nationwide shortage of qualified automotive technicians is greatly amplified in California; the automotive industry struggles to service and repair over 25,000,000 vehicles in this state, while the California Bureau of Automotive Repair has the strictest emissions testing standards and smog technician training requirements in the country.

As California's largest automotive technical college, WyoTech takes its leadership role seriously.

- WyoTech's ASE Master Certified Automotive Program is dedicated to preparing well-trained individuals to meet the challenges of California's automotive industry.
- As of September 1998, the school entered into an agreement with BMW of North America, Inc. to serve as a BMW Service Technician Training – Western Region Satellite. As of January 2000, WyoTech entered into an agreement with BMW of North America, Inc. to serve as their Northern California Service Technician Education Program (STEP) training facility.
- WyoTech is a Bureau of Automotive Repair (BAR) Certified Advanced Clean Air Car Course Provider.
- The school has entered into agreement with the Community Colleges Foundation to provide an on-site Referee and Lane Technician Training Program, as well as Bureau of Automotive Repair Smog Check Referee Station.

AUTOMOTIVE SERVICE EXCELLENCE

According to the National Institute for Automotive Service Excellence, a technician with the blue and white ASE patch on his or her sleeve is viewed with respect by employers and customers alike.

An automotive technician becomes ASE-Certified in an automotive specialty by passing a test of his knowledge concerning theory, operation, diagnosis, and repair in that specialty. Certification as an ASE Master Technician means the technician has passed tests covering all areas of automotive technology. WyoTech supports and encourages its automotive students in their pursuit of ASE Certification in the following ways:

- WyoTech Lead Instructors are ASE-Certified in their subject areas
- WyoTech classroom tests reflect the format of the questions that appear on ASE tests
- WyoTech shop objectives concentrate on ASE high-priority skills
- ASE tests offered twice each year on-campus
- Test-preparation seminars are offered before each ASE test date
- Active students are reimbursed for test fees for all tests passed

AT I Program prepares students to take the following ASE tests:

- A1 Engine Repair
- A2 Automatic Transmission / Transaxle
- A3 Manual Drive Train and Axles
- A4 Suspension and Steering
- A5 Brakes

AT II Program prepares students to take the following ASE tests:

- A6 Electrical / Electronic Systems
- A7 Heating and Air Conditioning
- A8 Engine Performance

AAT is an ASE Master Certified Automotive Training Program:

- Certified by National Automotive Technicians Education Foundation (NATEF)
- Signifies that WyoTech's structure and resources meet or exceed nationally accepted standards of quality

Memberships

- Automatic Transmission Service Group (ATSG)
- Automatic Transmission Rebuilders Association
- Automotive Engine Rebuilders Association
- Automotive Repair Coalition
- California Association of Private Postsecondary Schools (CAPPS)
- California Industrial and Technology Education Association (CITEA)
- California Service Station & Automotive Repair Association (CSSARA)
- Career College Association
- Fremont Better Business Bureau
- Fremont Chamber of Commerce
- California Association of Student Financial Aid Administrators (CASFAA)
- California Automotive Teachers (CAT)
- Mobile Air Conditioning Society (MACS)
- Motorist Assurance Program (MAP)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Automotive Technicians Education Foundation (NATEF)

Alliances

WyoTech has alliances with the following:

- BMW
- Bridgestone/Firestone
- Hyundai
- Skip Barber Racing School
- PEPBOYS
- Snap-On
- MATCO
- Automatic Data Processing (ADP)

NATEF

National Automotive Technicians Education Foundation, Inc. (NATEF) was founded to develop, encourage, and improve automotive technician education. NATEF examines the structure and resources of training programs and evaluates them against nationally accepted standards of quality in the following areas:

Purpose	Instructional Staff
Instruction	Facilities
Administration	Finance
Equipment	Student Services
Learning Resources	Cooperative Work Agreements

AUTOMOTIVE TECHNOLOGY

Certificates, Diplomas, Degrees

Program of Study	Contact Hours	Quarter Credits	Weeks	Graduate Awards
Automotive Technology I (ATI)	600	45	30	Certificate
Automotive Technology II (ATII)	600	45	30	Certificate
Applied Automotive Technology (AAT)	1200	90	60	Diploma
Applied Automotive Technology – Advanced Diagnostics Concentration (AAT-AD)	1560	118	78	Diploma
Applied Automotive Technology – Motorsports Concentration (AAT-MS)	1560	117	78	Diploma
Associate of Occupational Studies in Automotive Technology with a Concentration in Automotive Diagnostics (AOS-AD)	1500	118	78	AOS Degree
Associate of Occupational Studies in Automotive Technology with a Concentration in Service Management (AOS-SM)	1500	117	78	AOS Degree

AUTOMOTIVE TECHNOLOGY I

Certificate Program

This course of study prepares individuals for entry-level employment as an Automotive Repair Technician in the "under car" areas of the automotive industry. The information required to successfully complete the State of California Brake License Examination is taught in the AT-102 phase of this program. The information required to successfully complete the State of California Lamp License Examination is taught in the AT-106 phase of this program.

Length of Program

The Automotive Technology I program consists of five phases of instruction. Phases provide six weeks of training and includes 120 clock hours of instruction, undertaken 4.2 or 8.4 hours per day, Monday through Friday. Morning, afternoon and evening schedules are available.

ATI Curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
AT101 Steering, Suspension & Computerized 4-Wheel Alignment	120	9	6
AT102 Hydraulic & Anti-Lock Braking Systems *	120	9	6
AT104 Manual Transmissions & Powertrains	120	9	6
AT105 Automatic Transmissions & Transaxles	120	9	6
(1 of the following 3 classes will be scheduled) AT103 Engine Principles, Service & Repair **or** AT106 Chassis Electrical & Accessories ** **or** AT107 Engine Performance Systems	120	9	6
TOTALS	**600**	**45**	**30**

* Includes California State Brake License Preparation
** Includes California State Lamp License Preparation

AUTOMOTIVE TECHNOLOGY II

Certificate Program

This course of study prepares individuals for entry-level employment in the "driveability diagnostics" areas of the automotive industry. The information required to successfully complete the State of California Lamp License Examination is taught in the AT-106 phase of this program.

Students are required to successfully complete the Automotive Technology II entrance examination and interview/approval of the automotive Department Chair or his/her designee.

Students must meet BAR grade and attendance requirements in Automotive Technology II & AAS 504 to qualify to take the California Smog Technician License Exam. As BAR requirements frequently change, please see the Director of Education or his/her designee for current criteria.

Length of Program

The Automotive Technology II program consists of five phases of instruction. Phases provide six weeks of training and includes 120 clock hours of instruction, undertaken 4.2 or 8.4 hours per day, Monday through Friday. Morning, afternoon and evening schedules are available.

ATII Curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
AT108 Fuel Management Systems	120	9	6
AT109 Computerized Engine Controls	120	9	6
AT110 Emissions Diagnostics	120	9	6
(2 of the following 3 classes will be scheduled) AT103 Engine Principles, Service & Repair **or** AT106 Chassis Electrical & Accessories ****or** AT107 Engine Performance Systems	240	18	12
TOTALS	**600**	**45**	**30**

** Includes California State Lamp License Preparation

APPLIED AUTOMOTIVE TECHNOLOGY

Diploma Program

This diploma program, including instruction, course content, facilities and equipment has been evaluated by NATEF and meets the strict industry standards required for ASE Master Certification the highest level of achievement recognized by the National Institute for Automotive Service Excellence (ASE). Apart from AT 106 an additional 110 hrs of electrical diagnosis is covered in AT 107, AT 108, AT 109 and AT 110. This program is designed for the individual who has a desire for a bumper-to-bumper education in the automotive repair industry. It represents a combination of WyoTech's Automotive Technology I and Technology II programs.

Length of Program

The Applied Automotive Technology program consists of ten phases of instruction. Phases provide six weeks of training and includes 120 clock hours of instruction, undertaken 4.2 or 8.4 hours per day, Monday through Friday. Morning, afternoon and evening schedules are available.

Applied Automotive Technology Curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
AT 101 Steering, Suspension & Computerized 4-Wheel Alignment	120	9	6
AT 102 Hydraulic & Anti-Lock Braking Systems**	120	9	6
AT 103 Engine Principles, Service & Repair	120	9	6
AT 104 Manual Transmissions & Powertrains	120	9	6
AT 105 Automatic Transmissions & Transaxles	120	9	6
AT 106 Chassis Electrical & Accessories*	120	9	6
AT 107 Engine Performance Systems	120	9	6
AT 108 Fuel Management Systems	120	9	6
AT 109 Computerized Engine Controls	120	9	6
AT 110 Emissions Diagnostics	120	9	6
Totals	**1200**	**90**	**60**

*Includes California State Lamp Exam License Preparation
**Includes portions of California State Brake License Exam Preparation

APPLIED AUTOMOTIVE TECHNOLOGY - ADVANCED DIAGNOSTICS CONCENTRATION

Diploma Program

WyoTech offers a diploma program with a concentration in Advanced Diagnostics. Qualified faculty takes pride in educating students for successful careers in the industry.

The automobile is a major economic and transportation mainstay of American society and consumer demand for well-qualified, professional technicians committed to life-long learning continues to escalate. Career preparation for servicing today's technologically advanced vehicles requires academic preparation that embraces technical knowledge, advanced problem solving and communication skills. The Applied Automotive Technology - Advanced Diagnostics Concentration program is designed to provide students with the technical skill set and an applied logical diagnostics approach to repairing sophisticated, late model vehicles and includes preparation for the California Smog Technician License Exam.

In preparation for the California Smog Technician License Exam students must meet BAR grade and attendance requirements. As BAR requirements frequently change, please see the Director of Education or his/her designee for current criteria.

Length of Program

The Applied Automotive Technology - Advanced Diagnostics Concentration program is thirteen phases in duration. Phases provide six weeks of training and include 120 clock hours of instruction, undertaken 4.2 or 8.4 hours per day, Monday through Friday. Morning, afternoon and evening schedules are available. Listed below is the systemic diagnostics curriculum and repair logic that follows the 10 NATEF based technical phases of Automotive Technology.

Applied Automotive Technology - Advanced Diagnostics Concentration Curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
AT 101 Steering, Suspension & Computerized 4-Wheel Alignment	120	9	6
AT 102 Hydraulic & Anti-Lock Braking Systems*	120	9	6
AT 103 Engine Principles, Service & Repair	120	9	6
AT 104 Manual Transmissions & Powertrains	120	9	6
AT 105 Automatic Transmissions & Transaxles	120	9	6
AT 106 Chassis Electrical & Accessories**	120	9	6
AT 107 Engine Performance Systems	120	9	6
AT 108 Fuel Management Systems	120	9	6
AT 109 Computerized Engine Controls	120	9	6
AT 110 Emissions Diagnostics***	120	9	6
AT 111 Vehicle Electronics and Technical Systems	120	9	6
AT 112 Chassis and Engine Electronics	120	9	6
AAS 504 Performance Analysis & Strategic Diagnostics***	120	10	6
Totals	**1560**	**118**	**78**

* Includes portions of California State Brake License Exam Preparation
** Includes California State Lamp Exam License Preparation
***Includes portions of California State Smog License Exam preparation

APPLIED AUTOMOTIVE TECHNOLOGY – MOTORSPORTS CONCENTRATION

Diploma Program

This course of study provides students with an ASE Master Automotive Training Program with an emphasis on race team membership. This diploma program provides the graduate with a comprehensive technical background articulated with preparation for a career track focused on opportunities in racecar preparation and service. Students experience classroom/lab learning activities designed to help them develop into graduates with the appropriate background to qualify for more advanced service technician positions in the progressive race team environment.

Length of Program

The Applied Automotive Technology - Motorsports Concentration program is thirteen phases in duration. This includes Applied Automotive Technology's NATEF based 10 technical phases plus 3 phases featuring Motorsports experiential learning activities. Phases provide six weeks of training and include 120 clock hours of instruction, undertaken 4.2 or 8.4 hours per day, Monday through Friday. Morning, afternoon and evening schedules are available.

Applied Automotive Technology - Motorsports Concentration

Phase Title	Contact Hours	Quarter Credits	Weeks
AT 101 Steering, Suspension & Computerized 4-Wheel Alignment	120	9	6
AT 102 Hydraulic & Anti-Lock Braking Systems*	120	9	6
AT 103 Engine Principles, Service & Repair	120	9	6
AT 104 Manual Transmissions & Powertrains	120	9	6
AT 105 Automatic Transmissions & Transaxles	120	9	6
AT 106 Chassis Electrical & Accessories**	120	9	6
AT 107 Engine Performance Systems	120	9	6
AT 108 Fuel Management Systems	120	9	6
AT 109 Computerized Engine Controls	120	9	6
AT 110 Emissions Diagnostics	120	9	6
AT 113 Introduction to Motorsports & Racecar Design	120	9	6
AT 114 Race Preparation & Performance Maintenance	120	9	6
AT 115 Race Team Operations	120	9	6
Totals	**1560**	**117**	**78**

*Includes California State Brake License Exam preparation
**Includes portions of California State Lamp License Exam preparation

AUTOMOTIVE TECHNOLOGY WITH A CONCENTRATION IN AUTOMOTIVE DIAGNOSTICS

Associate of Occupational Studies Degree

WyoTech offers an Associate of Occupational Studies Degree with a Concentration in Automotive Diagnostics. Qualified faculty takes pride in educating students for successful careers in the industry. The applied general education component of the Occupational Associate Degree is described on the following pages.

The automobile is a major economic and transportation mainstay of American society and consumer demand for well-qualified, professional technicians committed to life-long learning continues to escalate. Career preparation for servicing today's technologically advanced vehicles requires academic preparation that embraces technical knowledge, advanced problem solving and communication skills. The Associate of Occupational Studies in Automotive Technology with a Concentration in Automotive Diagnostics is designed to provide students with the technical skill set and an applied logical diagnostics approach to repairing sophisticated, late model vehicles and includes preparation for the California Smog Technician License Exam.

Students are required to complete at least one of the computer orientation workshops given every phase to students who are within one or two phases of graduation. A beginner/intermediate or higher computer literacy skill level determined by a Department Chair or the occupational Degree Program Coordinator may be substituted for the computer orientation workshop.

In preparation for the California Smog Technician License Exam students must meet BAR grade and attendance requirements. As BAR requirements frequently change, please see the Director of Education or his/her designee for current criteria.

Course Delivery

WyoTech provides the opportunity to complete occupational degree programs through a combination of on-line and on campus instruction. Degree students can complete applied general education courses, AAS 501 and AAS 502, through the on-line delivery of instruction. AAS 504 is delivered 5 days per week on campus due to new California State Bureau of Automotive Repair (BAR) regulations.

Length of Program

The Associate of Occupational Studies in Automotive Technology with a Concentration in Automotive Diagnostics program is thirteen phases in duration. Each phase of the Associate of Occupational Studies Degree Program provides six weeks of training. AAS 501, AAS 502 and AAS 504 are the applied general education curriculum component of the occupational degree program, which follows the 10 phases of Automotive Technology.

See next page for AOS Degree in Automotive Technology with a Concentration in Automotive Diagnostics Curriculum.

AOS Degree in Automotive Technology with a Concentration in Automotive Diagnostics Curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
AT 101 Steering, Suspension & Computerized 4-Wheel Alignment	120	9	6
AT 102 Hydraulic & Anti-Lock Braking Systems**	120	9	6
AT 103 Engine Principles, Service & Repair	120	9	6
AT 104 Manual Transmissions & Powertrains	120	9	6
AT 105 Automatic Transmissions & Transaxles	120	9	6
AT 106 Chassis Electrical & Accessories*	120	9	6
AT 107 Engine Performance Systems	120	9	6
AT 108 Fuel Management Systems	120	9	6
AT 109 Computerized Engine Controls	120	9	6
AT 110 Emissions Diagnostics***	120	9	6
AAS 501 Business English and Communication (0501 ecollege course code)	90	9	6
AAS 502 Business Principles and Customer Service Concepts (0502 ecollege course code)	90	9	6
AAS 504 Performance Analysis & Strategic Diagnostics***	120	10	6
Totals	**1500**	**118**	**78**

Note: AAS 501, AAS 502 are each 6 Lessons through the on-line delivery of instruction
*Includes California State Lamp Exam License Preparation
**Includes portions of California State Brake License Exam Preparation
***Includes portions of California State Smog License Exam preparation

AUTOMOTIVE TECHNOLOGY WITH A CONCENTRATION IN SERVICE MANAGEMENT

Associate of Occupational Studies Degree

WyoTech offers an Associate of Occupational Studies Degree with a Concentration in Service Management. Qualified faculty takes pride in educating students for successful careers in the industry. The applied general education component of the Occupational Associate Degree is described on the following pages.

The Associate of Occupational Studies Degree with a Concentration in Service Management provides students with a technical skill set and the applied knowledge necessary to act as liaison between customers and service personnel to facilitate appropriate service and repairs. The technology and information processing required in today's automotive service industry is requiring a new breed of technician with a more complete education than in the past. This occupational degree program provides the graduate with a comprehensive, skills-tested technical background articulated with a strong core of business oriented applied general education courses. Individuals who successfully complete this program may seek positions offering growth into the management aspects of the service industry.

Students are required to complete of at least one of the computer orientation workshops given every phase to students who are within one or two phases of graduation. A beginner/intermediate or higher computer literacy skill level determined by a Department Chair or the occupational Degree Program Coordinator may be substituted for the computer orientation workshop.

Course Delivery

WyoTech provides the opportunity to complete occupational degree programs through a combination of on-line and on campus instruction. Degree students can complete applied general education courses, AAS 501 and AAS 502, through the on-line delivery of instruction. AAS 503 is delivered with experiential learning activities on campus.

Length of Program

The Associate of Occupational Studies in Automotive Technology with a Concentration in Service Management program is thirteen phases in duration. Each phase of the occupational degree Program provides six weeks of training. AAS 501, AAS 502 and AAS 503 are the applied general education curriculum component of the occupational degree program, which follows the 10 phases of Automotive Technology.

See next page for AOS Degree in Automotive Technology with a Concentration in Service Management Curriculum.

AOS Degree in Automotive Technology with a Concentration in Service Management Curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
AT 101 Steering, Suspension & Computerized 4-Wheel Alignment	120	9	6
AT 102 Hydraulic & Anti-Lock Braking Systems**	120	9	6
AT 103 Engine Principles, Service & Repair	120	9	6
AT 104 Manual Transmissions & Powertrains	120	9	6
AT 105 Automatic Transmissions & Transaxles	120	9	6
AT 106 Chassis Electrical & Accessories*	120	9	6
AT 107 Engine Performance Systems	120	9	6
AT 108 Fuel Management Systems	120	9	6
AT 109 Computerized Engine Controls	120	9	6
AT 110 Emissions Diagnostics	120	9	6
AAS 501 Business English and Communication (0501 ecollege course code)	90	9	6
AAS 502 Business Principles and Customer Service Concepts (0502 ecollege course code)	90	9	6
AAS 503 Computerized Service Management	120	9	6
Totals	**1500**	**117**	**78**

Note: AAS 501, AAS 502 are each 6 Lessons through the on-line delivery of instruction
*Includes California State Lamp Exam License Preparation
**Includes portions of California State Brake License Exam Preparation

COURSE DESCRIPTIONS AUTOMOTIVE

	Phase Title	Contact Hours	Quarter Credits	Weeks
AT 101	**Steering, Suspension & Computerized 4-Wheel Alignment**	**120**	**9**	**6**

This course presents steering and suspension systems design and operation. Component inspection, service, system measurement and alignment are discussed and reinforced with lab exercises designed to simulate industry approved repair applications.

AT 102	**Hydraulic & Anti-Lock Braking Systems**	**120**	**9**	**6**

This course prepares students to inspect components and diagnose systems operations. Students participate in lab experiences designed to simulate industry approved service and repair procedures for power assist, drum, disc, and anti-lock braking systems. California Brake License Exam preparation is also presented in this course.

AT 103	**Engine Principles, Service & Repair**	**120**	**9**	**6**

Fundamentals of engine design, operation and diagnosis, cooling systems, and accessories are presented in this course. Industry approved service and repair procedures are used in the lab exercises for engine removal and reinstallation, disassembly, inspection, measurement, re-assembly, and in-vehicle service and repairs.

AT 104	**Manual Transmissions & Powertrains**	**120**	**9**	**6**

Manual transmissions, driveline components design, operation and diagnosis are studied in this course. Industry approved procedures are used in lab exercises to service and repair transmissions, transaxles, clutch assemblies, driveshafts, final drives, all-wheel drive and 4-wheel drive systems.

AT 105	**Automatic Transmissions & Transaxles**	**120**	**9**	**6**

Conventional and electronically controlled transmissions, hydraulic systems, torque converters fundamentals and operation are studied in this course. Experiential learning exercises include unit identification, industry approved removal and reinstallation, rebuild, dyno testing, and adjustment procedures.

AT 106	**Chassis Electrical & Accessories**	**120**	**9**	**6**

This course uses a systematic approach to the electrical systems in a vehicle. Accessories, lighting, gauges and driver feedback, starting, charging and various control systems are studied. Industry approved troubleshooting and diagnostics procedures are practiced in structured lab exercises. California State Lamp License Exam preparation is also presented in this course

COURSE DESCRIPTIONS AUTOMOTIVE

	Phase Title	Contact Hours	Quarter Credits	Weeks
AT 107	**Engine Performance Systems**	**120**	**9**	**6**

Air conditioning theory, operation, troubleshooting and service are studied in this course; modern applications and climate control systems are an integral part of a vehicle's systems network. Volumetric efficiency and power production are articulated with industry-approved ignition troubleshooting procedures during structured lab exercises.

AT 108	**Fuel Management Systems**	**120**	**9**	**6**

This course covers fuel injection terminology, theory, operation, and general fuel delivery principles. Electronic management systems troubleshooting and industry approved diagnostic and service procedures are an integral part of students' experiential learning experiences.

AT 109	**Computerized Engine Controls**	**120**	**9**	**6**

This course emphasizes the use of information resources, sophisticated test equipment and modern industry approved diagnostics procedures. Driveability diagnostics and OBD information retrieval are utilized to performance test engine control systems.

AT 110	**Emissions Diagnostics**	**120**	**9**	**6**

This course is designed to address emission control devices and systems and their impact on air quality, as well as, engine performance testing. Diagnostic strategies, tail pipe failure analysis and loaded mode emissions testing are integrated into students' experiential learning exercises. This training phase also includes BAR ASE Alternative A6 and A8 Courses.

AT 111	**Vehicle Electronics and Technical Systems**	**120**	**9**	**6**

This course emphasizes the fundamentals of electronics technology, mathematic calculations, physics and their relationships to vehicle control systems. Students learn to use manufacturer acronyms and technical information programs to identify vehicles and their components and articulate this information with sophisticated service and repair procedures. Students research actual manufacturer-specific technical information systems and reinforce theory with industry approved repair projects performed on manufacturer-supplied late model vehicles. Students study information processing and proper repair strategies and their impact on customer satisfaction.

AT 112	**Chassis and Engine Electronics**	**120**	**9**	**6**

Students in this course study the operation of vehicle performance systems and reinforce theory with experiential learning exercises utilizing actual manufacturer developed onboard diagnostics (OBDII). Manufacturer/dealership approved service and repair procedures are practiced by students, as they use mathematic calculations, physics, manufacturer supplied technical information, diagnostic equipment, and service and repair strategies to perform actual repairs on late model vehicles

COURSE DESCRIPTIONS AUTOMOTIVE

	Phase Title	Contact Hours	Quarter Credits	Weeks
AT 113	**Introduction to Motorsports & Racecar Design**	**120**	**9**	**6**

Students gain perspective on the history of Motorsports and its impact on the automotive industry and technological advances on passenger cars and trucks. This course presents an overview of racecar design and performance implications, as well as vehicle components and their design relationships to various applications. A variety of popular Motorsports applications are studied in this phase of the programs; i.e., Drag Racing, Nextel Series, Modified and Stock Car Racing, Sprint and Midget Cars, Street Rods and Street Legal Performance Cars and Formula Cars.

AT 114	**Race Preparation & Performance Maintenance**	**120**	**9**	**6**

A general overview of racecar design and application is re-enforced with experiential lab activities and theory re-enforcement on actual racecar chassis. Technical design is combined with component assembly, vehicle setup strategies and race preparation procedures to develop a skill set and knowledge bank required to participate effectively in a pit crew position. Workshop/seminars, demonstrations and hands-on activities are used to adjust and modify racecar chassis and suspensions, aerodynamics, control systems, power trains, tire technology, and traction delivery.

AT 115	**Race Team Operations**	**120**	**9**	**6**

Program knowledge and skill set is re-enforced with team building principles focused on race team operations and prepares students for entry-level pit crewmember responsibilities. Students apply preparation and tuning skills necessary for racecar preparation and these skills are combined with Race Team responsibilities and race day protocols to help prepare graduates for various positions in automotive technology and Motorsports.

COURSE DESCRIPTIONS-AUTOMOTIVE AOS DEGREE

	Phase Title	Lessons	Contact Hours	Quarter Credits	Weeks
AAS 501	**Business English and Communication**	**6**	**90**	**9**	**6**

This course emphasizes basic business writing skills, including fundamentals of grammar, paragraph development and letter writing. In addition to business writing skills the course will focus on verbal communications skills, with an emphasis on applying these skills to improve customer service. Learning exercises are designed to simulate practical business applications. (0501 ecollege course code)

AAS 502	**Business Principles and Customer Service Concepts**	**6**	**90**	**9**	**6**

This course addresses basic business principles and the implications of effective communication, ethics and problem solving methodology related to business performance. Students will learn techniques to effectively handle problems with employees, co-workers and customers. (0502 ecollege course code)

AAS 503	**Computerized Service Management**	**6**	**120**	**9**	**6**

This course involves practical applications of industry specific service control systems designed to initiate, monitor, and effectively facilitate repair operations. Students articulate communication skills and customer satisfaction tools with computerized service control systems and practice actual service writing procedures.

AAS 504	**Performance Analysis & Strategic Diagnostics**	**6**	**120**	**10**	**6**

This course is designed to simulate actual hands-on diagnostics conditions found in the automotive industry. Late model vehicles are staged with common problems in a structured shop environment and students use industry established procedures to evaluate vehicle performance under loaded mode (dynamometer testing) conditions. Students articulate communication tools, vehicle specifications and sophisticated test equipment and procedures to solve the three “C’s”...complaints, causes and corrections. This course includes BAR Basic Clean Air Car Course (including BAR OBD II) and BAR Enhanced Clean Air Car Course (including BAR Update and BAR Transition courses) and BAR Approved ASE L1 Alternative course.

CAREER OPPORTUNITIES AUTOMOTIVE TECHNOLOGY

Automotive Technology I (ATI)

Graduates of this program have studied California State Brake License preparation and ASE certification tests preparation for Engine Repair (A1), Automotive Trans/Transaxle (A2), Manual Drive Train and Axles (A3), Suspension and Steering (A4) and Brakes (A5). These individuals are prepared to pursue many challenging service technician positions in the automotive industry. Employment opportunities that call for the knowledge presented in this program are entry-level positions such as brake mechanic, front-end mechanic or intermediate level positions such as engine repair and service, service technician and automobile inspector. Please refer to the "Career Opportunities" chart for a more comprehensive list of opportunities on page 23.

Automotive Technology II (ATII)

Graduates of this program have studied ASE certification tests preparation for Electrical/Electronic Systems (A6), Engine Performance (A8) and Heating & Air Conditioning (A7). With more than 25,000,000 vehicles in California, technicians with computer control systems knowledge are in higher demand than ever before in the automotive industry. Employment opportunities that call for the knowledge presented in this program are entry-level positions such as automobile mechanic apprentice, carburetor mechanic or intermediate positions such as automotive cooling system diagnostic technician, automotive electrician, service technician or advanced positions such as air conditioning mechanic and engine emission technician. Please refer to the Career Opportunities chart for a more comprehensive list of opportunities on page 23.

Applied Automotive Technology (AAT)

The National Automotive Technicians Education Foundation, Inc. (NATEF) has evaluated the instruction, curriculum, facility, and equipment of this program and they meet the strict industry standards required for ASE MASTER CERTIFICATION. This is the highest level of achievement recognized by the National Institute for Automotive Service Excellence (ASE). Graduates with this "bumper to bumper" education are prepared for employment in many high-priority, dynamic areas of the automotive industry. Employment opportunities that call for the knowledge presented in this program are advanced positions such as automotive transmission mechanic, engine repairer and service, troubleshooting mechanic, automotive technician exhaust emissions and service dispatcher. Please refer to the Career Opportunities chart for a more comprehensive list of opportunities on page 23.

Applied Automotive Technology - Advanced Diagnostics Concentration (AAT-AD)

The Diploma in Applied Automotive Technology - Advanced Diagnostics Concentration program is designed to provide students with a technical skill set and an applied logical diagnostics approach to repairing sophisticated late model vehicles. In addition to entry/intermediate level positions, employment opportunities that call for the knowledge presented in this program are advanced positions such as automobile repair and service estimator, engine emission technician, service technician, service manager, service advisor/customer representative and electrician supervisor, automotive. Please refer to the "Career Opportunities" chart for a more comprehensive list of opportunities on page 23. This program includes preparation for the California Smog Technician License Exam.

Applied Automotive Technology - Motorsports Concentration (AAT-MS)

This course of study provides students with an ASE Master Automotive Training Program with an emphasis on race team membership. This diploma program provides the graduate with a comprehensive technical background articulated with preparation for opportunities in racecar preparation and service. Graduates with this "bumper to bumper" education are prepared for employment in many high-priority, dynamic areas of the automotive industry including the automotive racing industry. Employment opportunities that call for the knowledge presented in this program are advanced positions such as automotive transmission mechanic, engine repairer and service, troubleshooting mechanic, automotive technician exhaust emissions and service dispatcher as well as entry/intermediate positions with speed shops, specialty shops, and race teams. Please refer to the "Career Opportunities" chart for a more comprehensive list of opportunities on page 23.

OCCUPATIONAL DEGREE PROGRAM CAREER OPPORTUNITIES - AUTOMOTIVE TECHNOLOGY

The automobile is a major economic and transportation mainstay of the American society and consumer demand for well-qualified, professional technicians committed to life long learning continues to escalate. Career preparation for servicing today's technologically advanced vehicles requires preparation in an academic arena embracing technical change, advanced problem solving and communication skills.

Associate Of Occupational Studies Degree in Automotive Technology with a Concentration in Automotive Diagnostics (AOS-AD)

The Associate of Occupational Studies Degree in Automotive Diagnostics is designed to provide students with a technical skill set and an applied logical diagnostics approach to repairing sophisticated late model vehicles. In addition to entry/intermediate level positions, employment opportunities that call for the knowledge presented in this program are advanced positions such as automobile repair and service estimator, engine emission technician, service technician, service manager, service advisor/customer representative and electrician supervisor, automotive. Please refer to the "Career Opportunities" chart for a more comprehensive list of opportunities on page 23. This program includes preparation for the California Smog Technician License Exam.

Associate Of Occupational Studies Degree in Automotive Technology with a Concentration in Service Management (AOS-SM)

The Associate of Occupational Studies Degree in Service Management provides students with a technical skill set and the applied knowledge necessary to act as liaison between customers and service personnel to facilitate appropriate service and repairs. The technology and information processing required in today's automotive service industry is requiring a new breed of technician with a more complete education than in the past. This occupational degree program provides the graduate with a comprehensive, skills-tested technical background articulated with a core of business oriented applied general education courses. Individuals who successfully complete this program may seek positions offering growth into the management aspects of the service industry. In addition to entry/intermediate level positions, employment opportunities that call for the knowledge presented in this program are advanced positions such as service technician, service advisor/ customer representative, automotive technical writer, service manager and automotive repair shop manager. Please refer to the "Career Opportunities" chart for a more comprehensive list of opportunities on page 23.

CAREER OPPORTUNITIES

Career Opportunity	ATI	ATII	AAT	AAT-AD	AAT-MS	AOS-AD	AOS-SM
Mechanic Helper *	•	•	•	•	•	•	•
Automobile Mechanic Assistant or Helper *	•	•	•	•	•	•	•
Parts Clerk *	•	•	•	•	•	•	•
Motor Vehicle Inspector *	•	•	•	•	•	•	•
Cylinder Head Assembler *	•		•	•	•	•	•
Engine Head Repair *	•		•	•	•	•	•
Engine Inspector *	•		•	•	•	•	•
Engine Repairer **	•		•	•	•	•	•
Engine Repairer, Service **	•		•	•	•	•	•
Fuel Injection Servicer **	•		•	•	•	•	•
Brake Mechanic **	•		•	•	•	•	•
Brake Adjuster *	•		•	•	•	•	•
Engine Assembler *	•		•	•	•	•	•
Automobile Mechanic, Motor **	•		•	•	•	•	•
Front End Mechanic **	•		•	•	•	•	•
Automatic Transmission Mechanic ***	•		•	•	•	•	•
Brake Inspector *	•		•	•	•	•	•
Air Conditioning Mechanic **		•	•	•	•	•	•
Automotive Technician Exhaust Emissions ***		•	•	•	•	•	•
Carburetor Mechanic **		•	•	•	•	•	•
Automotive Generator and Starter Repair **		•	•	•	•	•	•
Automotive Air Conditioner Installer *		•	•	•	•	•	•
Engine Emission Technician ***		•	•	•	•	•	•
Ignition and Carburetor Mechanic **		•	•	•	•	•	•
Electrician, Automotive ***		•	•	•	•	•	•
Service Writer Helper **			•	•	•	•	•
Automobile and Truck Apprentice **			•	•	•	•	•
Automobile Inspector *			•	•	•	•	•
Automobile Mechanic Apprentice *			•	•	•	•	•
Service Dispatcher **			•	•	•	•	•
Automobile Mechanic Supervisor ***			•	•	•	•	•
Automobile Repair and Service Estimator ***			•	•	•	•	•
Electrician, Supervisor, Automotive ***			•	•	•	•	•
Automobile Inspector *			•	•	•	•	•
Automotive Cooling System Diagnostic Tech. **			•	•	•	•	•
Service Mechanic ***			•	•	•	•	•
Service Manager ***			•	•	•	•	•
Motor Inspection Mechanic *			•	•	•	•	•
Mechanic, Troubleshooting ***			•	•	•	•	•
Engine Tester **			•	•	•	•	•
Automobile Tester **			•	•	•	•	•
Service Advisor/Customer Representative ***						•	•
Automotive Repair Shop Manager ***						•	•
Automotive Entrepreneur ***						•	•
Automotive Technical Writer ***						•	•

* Entry Level ** Intermediate Level *** Advanced Level

HEATING VENTILATION AND AIR CONDITIONING & PLUMBING TECHNOLOGY

Technological advances, global commerce, air quality awareness, Environmental Protection Agency (EPA) regulations and general concern for safe and ergonomically correct work environments are increasing the need for well-qualified technicians in the Heating, Ventilation and Air Conditioning industry. Residential and Commercial Climate Control, Heating and Refrigeration and many other related industries are being impacted by computerization and sophisticated control systems. These trends are changing the skill sets and knowledge required for successful service personnel in Heating, Air Conditioning, and Refrigeration technology. As technology advances, the hotel, shipping, construction, food, health care, and other industries are becoming more dependent on properly prepared technicians available.

As California's largest Heating, Ventilation and Air Conditioning technical college, WyoTech takes its leadership role seriously.

- WyoTech's Heating, Ventilation and Air Conditioning Technology and Plumbing Technology Programs are dedicated to preparing well-trained individuals to meet the challenges in Plumbing and HVAC industries.
- WyoTech provides an EPA Refrigerant Technician Certification Program also known as "CFC" Certification.
- WyoTech is an EPA Refrigeration Technician Certification Test Center. HVAC students are eligible to take the EPA Certification test at WyoTech.
- Plumbing technicians must be skilled in many areas of construction and repair and be knowledgeable in various regulatory issues; to include but not limited to, OSHA regulations and the Uniform Plumbing Code.
- All technicians must be EPA certified to purchase refrigerants.

Affiliations

- Air Conditioning & Refrigeration Institute (ARI)

Alliances

- WyoTech and Syserco
- WyoTech and Beutler Heating & Air Conditioning

HVAC & PLUMBING TECHNOLOGY

Certificates, Diplomas, Degrees

Program of Study	Contact Hours	Quarter Credits	Weeks	Graduate Awards
Residential Heating, Ventilation and Air Conditioning (RHVAC)	600	45	30	Certificate
Heating, Ventilation and Air Conditioning (HVAC)	1200	90	60	Diploma
Associate of Occupational Studies in Heating, Ventilation and Air Conditioning with a Concentration in Service Systems (AOS-SS)	1500	117	78	AOS Degree
Plumbing Technology (PLMB)	648	54	30	Diploma

RESIDENTIAL HEATING, VENTILATION AND AIR CONDITIONING (RHVAC)

Certificate Program

This certificate program option is designed for the individual who has a desire to specialize in residential heating and air conditioning service and repair. Most areas of the world require some residential climate control, therefore basic electricity, electronic control mechanisms, air conditioning and refrigeration fundamentals, and heating systems are taught in this program. This course of study prepares graduates to seek employment as an entry-level technician in the residential area of Heating, Ventilation and Air Conditioning.

Length of Program

The Residential HVAC certificate program is five phases in duration. Phases provide six weeks of training and includes 120 clock hours of instruction, undertaken 4.2 or 8.4 hours per day, Monday through Friday. Morning, afternoon and evening schedules are available.

RHVAC Curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
CCR 301 Basic Electricity & Electrical Theory	120	9	6
CCR 302 Basic Refrigeration Theory	120	9	6
CCR 303 Air Conditioning Systems	120	9	6
CCR 304 Heating Systems	120	9	6
CCR 308 Air Distribution Systems & Sheet Metal Fabrication	120	9	6
Totals	**600**	**45**	**30**

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

Diploma Program

This diploma program is designed for the individual who has a desire to work with Heating, Ventilation, Air Conditioning, and Refrigeration. In order to cover all of the necessary areas, WyoTech has developed a course of study that prepares students for both the residential and commercial areas of the HVAC industry. The graduate of this program will be prepared to seek employment as an entry-level technician in the food industry, construction industry, health care industry, HVAC service organizations, and a host of other types of companies.

Length of Program

Heating, Ventilation and Air Conditioning program is 10 phases in duration. Phases provide six weeks of training and includes 120 clock hours of instruction, undertaken 4.2 or 8.4 hours per day, Monday through Friday. Morning, afternoon and evening schedules are available.

HVAC Curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
CCR 301 Basic Electricity & Electrical Theory	120	9	6
CCR 302 Basic Refrigeration Theory	120	9	6
CCR 303 Air Conditioning Systems	120	9	6
CCR 304 Heating Systems	120	9	6
CCR 305 Heat Pump Systems	120	9	6
CCR 306 Commercial Refrigeration	120	9	6
CCR 307 Introduction to Chillers and Boilers	120	9	6
CCR 308 Air Distribution Systems & Sheet Metal Fabrication	120	9	6
CCR 309 Direct Digital Controls (DDC) and Pneumatic Controls	120	9	6
CCR 310 Advanced Troubleshooting	120	9	6
Totals	**1200**	**90**	**60**

HVAC WITH A CONCENTRATION IN SERVICE SYSTEMS

Associate of Occupational Studies Degree

WyoTech offers an Associate of Occupational Studies Degree in Heating, Ventilation and Air Conditioning with a Concentration in Service Systems. Qualified faculty takes pride in educating students for successful careers in the industry. The applied general education component of the Occupational Associate Degree is described on the following pages.

The Associate of Occupational Studies Degree in Heating, Ventilation and Air Conditioning with a Concentration in Service Systems provides students with a technical skill set and the applied knowledge necessary to act as liaison between customers and service personnel to facilitate appropriate service and repairs. The technology and information processing required in today's Heating, Ventilation and Air Conditioning industry is requiring service technicians with a more comprehensive customer service orientation. This occupational degree program provides the graduate with a complete, skills-tested technical background articulated with a core of business oriented applied general education and industry specific, applied computer skills.

Students are required to complete of at least one of the computer orientation workshops given every phase to students who are within one or two phases of graduation. A beginner/intermediate or higher computer literacy skill level determined by a Department Chair or the occupational Degree Program Coordinator may be substituted for the computer orientation workshop.

Course Delivery

WyoTech provides the opportunity to complete occupational degree programs through a combination of on-line and on campus instruction. Degree students can complete applied general education courses, AAS 501, AAS 502, through the on-line delivery of instruction. AAS 505 is delivered with experiential learning activities on campus.

Length of Program

The Associate of Occupational Studies in Heating, Ventilation and Air Conditioning with a Concentration in Service Systems program is thirteen phases in duration. Each phase of the HVAC Diploma Program provides six weeks of training. AAS 501, AAS 502, and AAS 505 are the applied general education curriculum component of the occupational degree program, which follows the 10 phases of Heating, Ventilation and Air Conditioning.

See next page for AOS Degree HVAC with a Concentration in Service Systems Curriculum.

AOS Degree HVAC with a Concentration in Service Systems Curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
CCR 301 Basic Electricity & Electrical Theory	120	9	6
CCR 302 Basic Refrigeration Theory	120	9	6
CCR 303 Air Conditioning Systems	120	9	6
CCR 304 Heating Systems	120	9	6
CCR 305 Heat Pump Systems	120	9	6
CCR 306 Commercial Refrigeration	120	9	6
CCR 307 Introduction to Chillers and Boilers	120	9	6
CCR 308 Air Distribution Systems & Sheet Metal Fabrication	120	9	6
CCR 309 Direct Digital Controls (DDC) and Pneumatic Controls	120	9	6
CCR 310 Advanced Troubleshooting	120	9	6
AAS 501 Business English and Communication (0501 ecollege course code)	90	9	6
AAS 502 Business Principles and Customer Service Concepts (0502 ecollege course code)	90	9	6
AAS 505 Heating, Ventilation and Air Conditioning (HVAC) Computer Applications	120	9	6
Totals	**1500**	**117**	**78**

Note: AAS 501, AAS 502 are each 6 Lessons through the on-line delivery of instruction

PLUMBING TECHNOLOGY

Diploma Program

It is the primary objective of the Diploma in Plumbing Technology to provide graduates with knowledge necessary to pursue employment in the plumbing field as entry-level technicians. This program is designed to present a solid background in the theory and technology of the field, which can assist graduates to advance quickly in their chosen profession.

Graduates of the program will be able to work in service and repair, as well as new construction, restoration and remodeling plumbing.

Length of Program

The Plumbing Technology program is 5 phases or 30 weeks in duration. A phase provides six weeks of training. Each week includes 22.5 clock hours of instruction. Students in the Plumbing Technology program attend 4.5 or 9 hours per day, Monday through Friday. Morning, afternoon and evening schedules are available.

Plumbing Technology

Phase Title	Contact Hours	Quarter Credits	Weeks
PL 601 Introduction to Code and Theory I	72	6	3 1/3
PL 602 Introduction to Code and Theory II	72	6	3 1/3
PL 603 Introduction to Code and Theory III	72	6	3 1/3
PL 604 Safety Regulations and Cross Connection Protection	72	6	3 1/3
PL 605 Blueprints and Isometrics	72	6	3 1/3
PL 606 Potable Water and Gas Piping System	72	6	3 1/3
PL 607 Drain Waste and Vent Systems	72	6	3 1/3
PL 608 Heating Systems, Service and Repair, Stoppages	72	6	3 1/3
PL 609 Construction Technology and Estimating	72	6	3 1/3
Totals	**648**	**54**	**30**

COURSE DESCRIPTIONS HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

	Phase Title	Contact Hours	Quarter Credits	Weeks
CCR 301	**Basic Electricity & Electrical Theory**	**120**	**9**	**6**

This course presents electrical and electronics theory, terms, definitions, symbols, circuits, laws and formulas. Power sources, component operation and circuit diagrams are studied. Students use this theory, integrated with objective specific hands-on lab exercises to practice typical equipment manufacturers troubleshooting techniques. Testing instruments and wiring diagrams are used for systems problem solving projects.

CCR 302	**Basic Refrigeration Theory**	**120**	**9**	**6**

This course is an introduction to heating, ventilation and air conditioning (HVAC) technology. Basic laws of physics and cooling theory are presented. Terms, definitions, air conditioning cycles, mechanical diagrams, and component operation are studied. Students will bend, swag and flare tubing and use air/acetylene and oxygen/acetylene torches to hard and soft solder copper tubing. Temperature pressure charts, piping specifications and installation, EPA certified refrigerant handling (recovery, recycling, reclaiming) requirements and basic air conditioning service procedures are taught.

CCR 303	**Air Conditioning Systems**	**120**	**9**	**6**

This course emphasizes air conditioning systems design, service and installation. Component operation, mechanical and electrical diagrams and high efficiency air conditioning systems are explored. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Proper installation requirements and procedures are also practiced in this course of instruction.

CCR 304	**Heating Systems**	**120**	**9**	**6**

Heating fundamentals and furnace design are discussed in this course. Mechanical components, gas pipe sizing, wiring, safety and proper installation procedures are taught. Students will participate in structured lab exercises including disassembly, inspection, troubleshooting, re-assembly and installation of systems.

COURSE DESCRIPTIONS HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

	Phase Title	Contact Hours	Quarter Credits	Weeks
CCR 305	**Heat Pump Systems**	**120**	**9**	**6**

Air properties related to HVAC and heat pump systems design are studied in this course. Component operation, systems diagrams and industry approved troubleshooting procedures are discussed and reinforced with structured lab exercises.

CCR 306	**Commercial Refrigeration**	**120**	**9**	**6**

This course develops maintenance and repair skills by applying systematic industry approved troubleshooting and service procedures to residential and commercial refrigeration units. Students participate in industry approved, structured diagnostic and service projects on reach-in, walk-in and residential refrigeration units as well as ice producing makers and various commercial refrigeration in this course of study.

CCR 307	**Introduction to Chillers & Boilers**	**120**	**9**	**6**

Various types of chiller and boiler components and controls are studied in this course. Water and electrical circuits and mechanical devices, as well as their service and repair, are studied. Students participate in structured lab exercises designed to reinforce operational theory.

CCR 308	**Distribution Systems & Sheet Metal Fabrication**	**120**	**9**	**6**

Students in this course of study will learn to read blue prints, use shop math, perform load calculations and apply the fundamentals of air distribution to system design. In structured lab projects, students will use the tools and equipment necessary to layout and fabricate HVAC air distribution systems.

COURSE DESCRIPTIONS HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

	Phase Title	Contact Hours	Quarter Credits	Weeks
CCR 309	**Direct Digital Controls (DDC) and Pneumatic Controls**	**120**	**9**	**6**

This course utilizes Direct Digital Control systems, which introduces the student to building automation controls. Local operator interface through a stand-alone keypad display and a PC-type computer will teach individual building HVAC automatic functions. Actual operating equipment will be tied into the system for demonstration purposes. Students will operate pre-engineered programs for common equipment such as air conditioning, heating units, heat pumps, and air handling units. Advance Pneumatic Controls calibration and control adjustment will be used for diagnosing heating and cooling systems.

CCR 310	**Advanced Troubleshooting**	**120**	**9**	**6**

In this capstone course, the basic HVAC troubleshooting will be expanded to cover typical technician service calls through interactive refrigeration cycle diagnostics, electrical control circuit diagnostics, and hands-on repairs on operating AC systems. A computerized program will be used as an interactive refrigeration cycle diagnostics in this course. Students will go through the actual installation of heating and air conditioning for new residential installation procedure.

COURSE DESCRIPTIONS HEATING, VENTILATION AND AIR CONDITIONING AOS DEGREE

	Phase Title	Lessons	Contact Hours	Quarter Credits	Weeks
AAS 501	**Business English and Communication**	**6**	**90**	**9**	**6**

This course emphasizes basic business writing skills, including fundamentals of grammar, paragraph development and letter writing. In addition to business writing skills the course will focus on verbal communications skills, with an emphasis on applying these skills to improve customer service. Learning exercises are designed to simulate practical business applications. (0501 ecollege course code)

AAS 502	**Business Principles and Customer Service Concepts**	**6**	**90**	**9**	**6**

This course addresses basic business principles and the implications of effective communication, ethics and problem solving methodology related to business performance. Students will learn techniques to effectively handle problems with employees, co-workers and customers. (0502 ecollege course code)

AAS 505	**HVAC Computer Applications**	**6**	**120**	**9**	**6**

This course prepares students to articulate communication skills and customer satisfaction tools with practical applications of industry specific, computerized service control systems. Experiential learning activities also include structured lab exercises using computer aided air distribution design programs, and heat load estimation, and inventory control.

COURSE DESCRIPTIONS – PLUMBING TECHNOLOGY (PLMB)

	Phase Title	Contact Hours	Quarter Credits	Weeks
PL 601	**Introduction to Code and Theory I**	**72**	**6**	**3 1/3**

An introduction to the Uniform Plumbing Code and materials, regulations and plumbing systems, such as drainage systems and venting systems.

PL 602	**Introduction to Code and Theory II**	**72**	**6**	**3 1/3**

Code requirements for the indirect and direct waste, traps and interceptors, joints and connections and plumbing fixtures. Code requirements for installation of these fixtures.

PL 603	**Introduction to Code and Theory III**	**72**	**6**	**3 1/3**

Code requirements for sizing pipe for various systems. Sewer regulations and installation standards. Water heaters, venting and installation.

PL 604	**Safety Regulations and Cross Connection Protection**	**72**	**6**	**3 1/3**

OSHA regulations, Cross Connection protection theory and lab. Service and repair lab.

PL 605	**Blueprints and Isometrics**	**72**	**6**	**3 1/3**

Reading and drawing blueprints and isometrics, plot plans, construction layouts, isometric drawings of water, DWV and gas systems. Service and repair lab.

PL 606	**Potable Water and Gas Piping System**	**72**	**6**	**3 1/3**

Sizing and installation of water system in single and two story houses and apartments. Sizing, code regulations and installation of gas pipe system.

PL 607	**Drain Waste and Vent Systems**	**72**	**6**	**3 1/3**

Sizing DWV, isometric layout, plan check, material requirements and writing a contract for time and materials.

PL 608	**Heating Systems, Service and Repair, Stoppages**	**72**	**6**	**3 1/3**

Types of systems, controls and air return systems. Heating troubleshooting. Service and repair of gas, water, waste systems, and fixtures.

PL 609	**Construction Technology and Estimating**	**72**	**6**	**3 1/3**

Building construction, framing, flooring, roofing and foundations. Permits and inspections. Estimating projects, materials, labor waste, profit. Job preparation.

CAREER OPPORTUNITIES

Residential Heating, Ventilation and Air Conditioning (RHVAC)

Graduates of this program are prepared to specialize in residential heating and air conditioning service and repair. Technicians are needed worldwide to service and repair residential climate control systems, therefore knowledge of electrical control mechanisms and proper repair procedures for air conditioning, refrigeration, and heating systems is required for service personnel. This course of study prepares graduates to seek employment in many high priority areas of residential climate control. Employment opportunities that call for the knowledge presented in this program are entry-level positions such as A/C mechanic helper, furnace cleaner service, intermediate positions such as A/C unit assembler and heating mechanic. Please refer to the Career Opportunities chart for a more comprehensive list of opportunities on page 37.

Heating, Ventilation and Air Conditioning (HVAC)

Graduates of this course are prepared for employment in the heating, ventilation, air conditioning, and refrigeration industry. Most areas of the world require residential and industrial climate control systems. Global commerce presents opportunities for the graduate of this course to seek employment in the hotel, shipping, construction, food, health care industries, as well as HVAC service organizations and a host of other types of companies. Employment opportunities that call for the knowledge presented in this program are entry-level positions such as A/C mechanic helper, industrial, sheet metal installer, or advanced positions such as heating mechanic, sheet metal mechanic or commercial heating & air conditioning. Please refer to the Career Opportunities chart for a more comprehensive list of opportunities on page 37.

Associate Of Occupational Studies Degree in Heating, Ventilation and Air Conditioning with a Concentration in Service Systems (AOS-SS)

The Associate of Occupational Studies Degree in Heating, Ventilation and Air Conditioning with a Concentration in Service Systems provides students with a technical skill set and the applied knowledge necessary to act a liaison between customers and service personnel to facilitate appropriate service and repairs. The technology and information processing required in today's heating, ventilation and air conditioning industry is requiring service technicians with a more comprehensive customer service orientation. This occupational degree program provides the graduate with a comprehensive, skills-tested technical background articulated with a core of business oriented applied general education and industry specific applied computer skills. In addition to the entry/intermediate level positions listed, employment opportunities that call for the knowledge presented in this program are advanced positions such building maintenance supervisor, electrical, commercial heating and air condition, business owner/ entrepreneur. Please refer to the Career Opportunities chart for a more comprehensive list of opportunities on page 37.

Plumbing Technology (PLMB)

The Plumbing Technology Diploma Program prepares students for entry into the Plumbing field with the following skills and theory: design theory, design plan comprehension, diagnostic skills, installation techniques, reasoning skills and plumbing codes. Graduates have the option of working in a variety of plumbing situations, repair plumbing, residential remodeling, new construction and commercial construction. The plumbing trade offers challenging and interesting work for students with the desire to work as plumbers pipe fitters and steam fitters. The majority of plumbers enter the trade as entry-level apprentices, working toward journeyman and master status in residential, commercial and industrial work. Please refer to the Career Opportunities chart for a more comprehensive list of opportunities on page 37.

CAREER OPPORTUNITIES

Career Opportunity	RHVAC	HVAC	AOS-SS	PLMB
Plumbers*				•
Pipefitters*				•
Steamfitters*				•
Electrical Heater Assembler **	•	•	•	
Metal Fabrication Apprentice *	•	•	•	
Heating Mechanic **	•	•	•	
Heating & Air Conditioning Mechanic ***	•	•	•	
Heating & Air Conditioning Installer/Servicer **	•	•	•	
Furnace Installer & Repair, Hot Air **	•	•	•	
Furnace Installer & Repair Helper, Hot Air *	•	•	•	
A/C Installer - Service, Window Unit **	•	•	•	
Furnace Cleaner *	•	•	•	
Sheet Metal Mechanic **	•	•	•	
A/C Unit Tester ***	•	•	•	
A/C Technician ***	•	•	•	
A/C Mechanic Helper, Industrial *	•	•	•	
A/C Mechanic Apprentice *	•	•	•	
A/C Mechanic ***	•	•	•	
A/C Installer - Service Helper Window Unit *	•	•	•	
Furnace Installer **	•	•	•	
Sheet Metal Installer ***	•	•	•	
Sheet Metal Lay-Out Worker **	•	•	•	
Sheet Metal Fabricating Machine Operator **	•	•	•	
Metal Fabricator **	•	•	•	
Gas Refrigerator Servicer **		•	•	
Commercial Heating & Air Conditioning ***		•	•	
Industrial Manufacturing ***		•	•	
Stationary Engineer ***		•	•	
Commercial Refrigeration ***		•	•	
Domestic Refrigeration **		•	•	
Solderer, Furnace **		•	•	
Heating Technician ***		•	•	
Fabricator, Industrial Furnace **		•	•	
A/C Unit Assembler **		•	•	
Maintenance Mechanic ***		•	•	
Building Maintenance Supervisor, Electrical ***			•	
Building Maintenance Supervisor, Mechanical ***			•	
Business Owner/Entrepreneur ***			•	

* Entry Level ** Intermediate Level *** Advanced Level

HISTORY

WyoTech began operations under the name Sequoia Institute in 1962 with a handful of students in an automotive class located in Sunnyvale, California. Over the last forty years, the school has grown into a sophisticated training center with approximately 100,000 square feet of facilities at its present site in Fremont, California. On August 1, 2003, Corinthian Colleges, Inc. purchased the former Sequoia Institute. On July 1, 2004, Corinthian Colleges, Inc. officially changed Sequoia Institute's name to WyoTech.

WyoTech is committed to quality education and industry accountability. Extensive equipment, excellent faculty and constantly updated curricula, prepare students for the high-tech industry-specific jobs of the 21st century. WyoTech looks forward to continuing its tradition of delivering high quality programs designed to address high demand career tracks with the support of Corinthian Colleges' vast resources. Recently, WyoTech was granted initial recognition of accreditation for a branch; WyoTech – Sierra Campus located in Oakland, California will allow us to enter another growing career field in aviation. Also, we are looking forward to preparing graduates for a meaningful career in Plumbing Technology.

OBJECTIVES

The primary educational objective of each program is to provide a solid base of knowledge and skills that will enable students to gain employment. Throughout the technical courses of study, emphasis is placed on the practical, "hands on" skills necessary for daily diagnostic, repair and maintenance work. Competency based and performance-tested curricula ensure that students not only understand the technical information, but are able to perform the related skills as well.

In addition to the educational objectives, WyoTech endeavors to:

- Engage a faculty and staff with diverse educational and experiential credentials;
- Encourage and evaluate student professionalism and responsibility;
- Provide safe facilities and educational equipment conducive to learning;
- Match motivated, confident and success-oriented students and graduates with understanding, supportive and progressive employers; and
- Continually evaluate all aspects of the school, utilizing input from industry advisory committees, employers, students and staff.

FACILITIES AND EQUIPMENT

The campus is part of a high-tech industrial park, surrounded by cutting edge Silicon Valley businesses. Two buildings comprise WyoTech's eight-acre campus. The Heating, Ventilation, Air Conditioning, and Refrigeration program, Admissions and Financial Aid offices are located in the 34,000-square-foot building at 200 Whitney Place. The Automotive Technology program, Student Services and Administrative offices are located in the 66,000-square-foot facility at 420 Whitney Place. Two-plus acres of student parking separate the buildings.

Classrooms are equipped with audio-visual aids, classroom computers, digital projectors, videotape machines, and overhead projectors. Program specific computer labs and a learning resources lab are also available for students. Industrial shop equipment simulates current field conditions in contemporary repair facilities, as recommended by our Program Advisory Committees. Required tools and uniforms are furnished to all students. WyoTech's average student population is 1300, with a maximum of 60 students in a typical classroom setting or 60 students in a dedicated classroom/lab setting. In a typical laboratory setting of instruction, a ratio of one (1) instructor per 25 students is maintained. All WyoTech facilities meet or exceed federal requirements for handicapped accessibility.

WyoTech receives input from the industries we serve before changing course content, training equipment or teaching procedures. We also seek input from employers as we upgrade our educational delivery systems to ensure the right combination of relevant theory and hands-on practical experience. WyoTech students learn by doing, and our goal is to provide the best employees in each industry we serve. We know that the right combination provides a systematic approach to preparing graduates who know what to do and how to do it. Technical courses are approximately 50% lecture/demonstration and 50% lab/shop. Applied general education courses for the occupational degree programs are conducted primarily on-line with an on-site component.

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

WyoTech has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, WyoTech will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President/Campus Disability Services Coordinator.

CERTIFICATIONS AND APPROVALS

- The Applied Automotive Technology program has been evaluated by the National Automotive Technicians Education Foundation, Inc. ("NATEF") and approved as an Automotive Service Excellence ("ASE") Master Certified Automotive Training Program.
- Official ASE Test Center.
- The Heating, Ventilation, Air Conditioning, and Refrigeration program participates in the ARI/GAMA Competency Exams program.
- Official EPA Refrigerant Technician Certification Test Center

ENTITLEMENT AGENCIES

- Workforce Investment Act (WIA)
- Employment Development Department (EDD) – California Training Benefits (CTB)
- Bureau of Indian Affairs (BIA)
- Trade Readjustment Act of 1974 (TRA)
- Veterans Education and Benefits Expansion Act of 2001

ADMISSION REQUIREMENTS AND PROCEDURES

Applicants should apply for admission as soon as possible in order to be officially accepted for a specific program and start date. To begin the application process, the applicant should write, telephone, or visit the school.

Admission into any program of study requires satisfaction of the following requirements:

1. The student exceeds the age of compulsory school attendance;
2. Interview and be recommended for admission by a school representative;
3. The student must provide documented proof (to the satisfaction of the school) of high school graduation or the equivalent by the end of the fifth scheduled class of the first period of enrollment, and achieve a passing score on the state-mandated entrance exam or
    a. Successful completion of WyoTech Ability to Benefit (ATB) requirements:
        i. Be at least 18 years old;
        ii. Submit a resume;
        iii. Take the GED pre-test administered by WyoTech (Optional);
        iv. Pass an independently administered ATB entrance test (WyoTech will arrange); and
        v. Interview with the Director of Admissions and either the Director of Education (DOE) or the Director of Career Services (DOC).
4. Sign an enrollment agreement and pay a tuition deposit;
5. Sign the Student Code of Conduct agreement;
6. Receive an acceptance notification from the school.

Students accepted for enrollment may enroll in either a certificate, diploma, or occupational degree program; **ACCSCT Accreditation Standards do not permit ATB enrollments in the occupational degree programs offered at WyoTech.**

A tuition deposit, plus timely completion of all documents reserves a prospective applicant a seat in a scheduled class. A mandatory orientation program is provided prior to starting school. Instruction is provided exclusively in English. Language proficiency is determined on the basis of achieving a passing score on the entrance exam.

NON-DISCRIMINATION AND DIVERSITY

The school offers equal opportunities, without distinction or discrimination because of race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status, in all of its programs of study and services. The school also encourages cultural and ethnic diversity in its faculty, staff and student body. WyoTech does not discriminate on the basis of race, color, religion, gender, national origin, age or handicap.

GED SERVICES

WyoTech maintains a GED (General Education Development Certificate) preparation program, at no charge, to assist students in obtaining a GED evaluation at local test centers . WyoTech applicants who pass the entrance exam, yet need to obtain a GED, may take advantage of this service at no charge. This service is also available to the local community.

CREDIT FOR PREVIOUS POSTSECONDARY EDUCATION

A student may request transfer credit be applied to the student's program of study at WyoTech, based on previous postsecondary education, by submitting a written request to the Director of Education, at the time of application. Credit for courses in the student's program of study may be granted based upon education at a different postsecondary institution, if the student satisfies all of the following conditions:

1. The student provides the school with an official transcript and catalog from each educational institution awarding any credits that the student desires to transfer to satisfy specific course requirements at WyoTech. The units must be earned at an accredited institution or one approved in the State of California by the Bureau for Private Postsecondary and Vocational Education; and

2. The student completed each course for which transfer credit is being requested with a minimum grade of "C" (i.e. 2.0 on a 4.0 scale); or a passing grade in a pass/fail course; and

3. The subject matter of the transfer coursework must be determined, in the school's discretion to be substantially the same as the course requirements for the student's program of study as stated in the catalog of record at the time of the student's admission; and

4. The number of credits that the student desires to transfer to satisfy the requirements of a specific course must equate, as determined by the school, to at least the same number of quarter credit hours of the course specified in the program.

5. At least 50% of the course work requirements of a specific program must be completed in residence at WyoTech.

FINANCIAL AID INFORMATION

The Financial Aid Office provides financial assistance to qualified students who, without such aid, would be unable to attend WyoTech. Every effort is made to ensure that those students who have the desire and ability to benefit from the education offered by the school are given that opportunity.

Although students and parents are expected to meet the cost of education, financial aid is available to supplement the efforts of the student and/or family. Financial aid for an individual student usually represents a combination of funding options. To receive aid from the programs, you must usually: have demonstrated financial need; a high school diploma, General Education Development (GED) Certificate or Certificate of Proficiency awarded by the California Board of Education (or met the WyoTech ATB requirements); be a U.S. citizen or eligible non-citizen; be making satisfactory academic progress; and be registered with the Selective Service, if required. In addition, a student must not be in default on a previous Federal Student Loan or owe a refund on a previous Federal Student Loan.

WyoTech participates in the following programs:

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Subsidized Stafford Loan
- Federal Unsubsidized Stafford Loan
- Federal PLUS Loan
- Federal Work Study
- Institutional Funding Program

In addition to the Federal student financial aid programs, WyoTech has made private educational financing available. This program ensures that all qualified applicants are able to finance their education. A co-borrower and good credit may be required for the institutional funding program.

Prior to starting school at WyoTech you will meet with a Financial Aid Officer who will develop your individualized financial aid plan. Detailed information in connection with application procedures and general policies will be provided in the Student Consumer Information Packet along with “The Student Guide 2004/05” from the U.S. Department of Education. Students failing to honor their financial obligations to WyoTech may, at the school’s sole discretion, be suspended or terminated from his or her program of study. If a student is terminated for failing to pay any sum owed to the school, the student will not be considered for readmission until full payment has been received for the delinquent sum(s) or the student makes written arrangements for the payment of such sum that are acceptable to the school in its discretion.

CREDIT BALANCES

It has been determined that credit / debit balances in the amount of $25 or less will be written off on a monthly basis. These adjustments will be made on inactive student accounts within 90 days of the last date of attendance.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

All institutions participating in SFA (Student Financial Aid) programs are required to use a statutory schedule to determine the amount of SFA funds the student had earned when he or she ceases to attend, which is based on the period of time the student was in attendance.

If a recipient of the SFA program withdraws from the institution during a payment period or period of enrollment in which the recipient began attendance, the institution must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

The percentage of the payment period or period of enrollment completed is the total number of calendar days (excluding scheduled breaks of at least five consecutive days) in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days (excluding scheduled breaks of at least five consecutive days) completed in that period as of the last date of attendance.

Return of Unearned SFA Program Funds
The institution must return the lesser of the amount of:

- SFA program funds that the student did not earn, or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

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

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(Note: The student (parent) must make satisfactory arrangements with the U.S. Department of Education and/or the institution to repay any outstanding balances owed by the student. However, there are a number of repayment plans that are available to assist the student in meeting repayment obligations. The Student Finance Department will counsel the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Remittance to the Federal Government
If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s)(or his parents in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Federal Perkins Loan Program;
4. Federal PLUS Loan Program;
5. Federal Pell Grant Program;
6. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
7. Other federal, state, private and/or institutional sources of aid; and
8. The student.

CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed, delivered, or sent by telegram to WyoTech, 200 Whitney Place, Fremont, CA 94539.

(a) An agreement entered into in the school's place of business, an applicant's home (or somewhere other than the school's place of business) may be canceled and all monies returned if:

1. The school rejects the applicant;
2. The student applicant cancels this agreement before midnight of the fifth business day after signing the agreement and making an initial payment;
3. The student applicant who has not visited the school prior to enrollment cancels this agreement within five business days following either regularly scheduled orientation procedures or a tour of the school and inspection of the facilities and equipment;
4. The student applicant cancels this agreement before midnight of the fifth business day following attendance in the first class of the first period of enrollment, or following receipt of the Notice of Cancellation;

(b) If the School has given you any equipment, including books or materials, you must return the equipment within 30 days following the date of the notice of cancellation. If you fail to return the equipment in good condition within this 30-day period, the School may keep the portion of your money equal to the documented cost of the equipment, and the School shall only refund the remaining balance to you. Once you pay for the equipment, it is yours to keep without further obligation.

WITHDRAWING FROM YOUR COURSE AND RIGHT TO REFUND

1. You have the right to withdraw from the course at any time. Notification of intent to withdraw must be made to a Dean of Students located at 420 Whitney Place, Fremont, CA 94539.

2. If you withdraw from the course of instruction after midnight of the fifth scheduled class, the School will pay a refund within 30 days of the date of determination of your withdrawal date less the cost of any unreturned equipment. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund amount shall be determined on a pro rata basis according to how many scheduled credit hours remain after your last date of attendance divided by the total scheduled credit hours in the course for which you have paid.

3. If you obtain equipment, specified as a separate charge in the Agreement, and return it in good condition allowing for reasonable wear and tear within 30 days following the date of your withdrawal, the School will refund the charge for the equipment paid by you. If you fail to return the equipment within the 30-day period, the school may offset against the refund the documented cost to the school of that equipment. You will be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged and the amount the school has charged in the contract.

4. IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

5. The termination date for refund computation purposes is your last date of actual attendance.

6. If any portion of your tuition was paid from the proceeds of a loan or grant, then the refund will be sent to the lender or to the agency, if any, that guaranteed the loan/grant. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you.

REFUND EXAMPLE: The following is an example of how the amount a student would owe or be refunded is calculated: Assume the student enrolled in a 1200 hour program and paid $21,850 tuition. As of the student's last date of attendance, 600 hours of instruction remain in the program. The refund calculation is: (a) $21,850 total tuition divided by 1200 hours = $18.21 per hour of instruction; (b) 600 hours scheduled multiplied by $18.21 = $10,926 tuition owed; (c) $21,850 tuition paid minus $10,926 owed = $10,924 tuition refund due.

Return of Title IV Funds: Please refer to the section entitled “Federal Return Of Title IV Funds Policy” of the catalog or the Financial Aid department for further detail that may affect the return of federal funds.

Third Party/Agency Refunds/Return of Funds

Information regarding any applicable third party funding agency refund or return of funds policies is obtainable in the Business Office.

STUDENT TUITION RECOVERY FUND

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, you must be a "California resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a California resident.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 400 R Street, Suite 5000, Sacramento, CA 95814, (914) 445-3427.

Veteran's Information

The Registrar will assist students in applying for Veterans Educational Benefits for any of the approved programs. WyoTech students are eligible for full-time student benefits. Approval and actual receipt of benefits may take 90 days or longer. Therefore, it is necessary that students make other arrangements to pay their tuition and fees until their benefit funds arrive. The Veterans Administration will pay benefits directly to the student. The Office of Veterans Affairs will be notified within 30 days of the withdrawal or dismissal of any student receiving Veterans Education Benefits.

Any student eligible to receive veterans' educational benefits while attending any course in an approved program at the school will be denied benefits for any such course that the student previously successfully completed elsewhere (as determined in the school's discretion in accordance with the United States Department of Veterans Affairs.) As a result, each student seeking benefits must provide the school with an official transcript for all previous postsecondary education and the student's military discharge document DD214, prior to the first scheduled class in the first course that the student is registered to take

The Dean of Students will evaluate previous training and experience of all veterans applying for admission to the approved diploma programs to determine possible entering credits. A second determination will be made with respect to enrollment in the occupational degree programs. Any credit allowed will be recorded on the enrollment agreement and the length of the course shortened proportionately. Both the student and the Department of Veterans Affairs will be notified of any such allowances. Official transcripts of all previous education or training must be provided before the application for benefits can be forwarded to the Department of Veterans Affairs.

STUDENT SERVICES

Student Council

With every phase of instruction, students have the opportunity to select classmates to represent them on the student council. This forum promotes interaction between students and management in an effort to continually improve the quality of the educational environment.

Drug-Free Program

As a service to students, WyoTech provides the "Drug-Free Program" handout at the time of enrollment. The standard of conduct, laws, and health risks are referenced as well as referrals to local and national drug treatment centers and agencies.

The school also provides students with access to counseling services as needed by contacting the Director of Education.

Student ID Cards

Each student is provided a photo identification card, at no charge, upon admission to the school.

Study Groups

Instructors foster student interaction in shop activities and encourage students to form study groups. Student study groups may use the resource center for meetings.

Tools, Equipment and Uniforms

All necessary tools, safety glasses, and uniforms needed for studies at WyoTech are furnished free of charge. Please note that books must be purchased and are non-refundable.

On-line Education Minimum Equipment Requirements

- Internet access
- 90 MHz Pentium Processor or MAC 604 Power PC
- 32 MB of RAM
- Sound Cards
- Real Player Plug-in
- Microsoft Internet Explorer 5.0 or better for PC or 4.5 or better for Mac.
- 28.8 kbps Modem
- Speakers
- Virus scanning program
- Additional software as required by certain courses.

On-line Student Support

In order to assist students who are pursuing the applied general education component of the AOS degree programs through on-line coursework, a computer lab and lab assistant will be made available when requested by the student. There are ongoing computer orientation classes conducted each phase to help students who are one or two phases from graduation familiarize themselves with computers and the on-line vendor format they will be using when they enroll in the AOS On-line Program.

In addition, ecollege.com has been contracted to offer technical assistance. If you need customer support, please call the ecollege.com Support Center at 1-303-873-0005 or e-mail helpdesk@ecollege.com. The ecollege.com Support Center is open 24 hours a day, 7 days a week.

Transportation

WyoTech is located in Fremont, California, 10 miles north of San Jose and 30 miles south of Oakland. The school is accessible by public transportation, including the Bay Area Rapid Transit system (BART). Carpools are coordinated through the Student Services Department.

Tutoring

The school provides academic advising to all students to ensure satisfactory progress through the program. Special attention is given to those students that need additional assistance. Tutoring is available, at no charge, upon the recommendation of the faculty for those students experiencing difficulty with their coursework.

Housing

Although WyoTech has no responsibility to find or assist a student with housing, the Student Services Department provides assistance for enrolled students seeking housing in the Bay Area. By making arrangements in advance WyoTech can assist with affordable living accommodations upon arrival, within a reasonable distance from the campus. Typical rental rates range from $550 to $750 per month

Learning Resource Center / Library

The school's Learning Resource Center ("LRC") is conveniently located within the school facility and is available to students during normal school hours. The LRC supports the school's programs of study by providing an organized collection of materials (both paper and videotape) and equipment to access electronic resources. These materials aid many of our students in the learning process, as they are able to view specific instructional materials covering their course content. Resource materials are continually added to the Resource center, in order to keep abreast of ever-changing industry technology. The resource center also provides a productive educational atmosphere for individual and small group study.

CAREER SERVICES

The purpose of the office of Career Services is to prepare our students for a career in the Automotive or Heating and Air Conditioning industry. WyoTech's industry-driven objectives provide graduates with the knowledge and skills that allow for professional growth in a rewarding and interesting career field. WyoTech offers training that prepares graduates to seek positions in their chosen career fields. Depending on academic, shop and professionalism grades, as well as previous experience, a graduate may seek higher levels of employment. As experience accumulates, there are a variety of additional opportunities for the individual who takes a serious approach to his/her career development.

We offer:

- Individual career advising
- Resume help
- Computer resources for career planning and preparation for certifications (ASE's and EPA's)

Workshops

Are provided for students in such topics as:

- Goal setting
- Time management
- Stress management

On-Campus Employer Meetings

Every six weeks employers are scheduled for informal meetings with students. This allows students to improve their interviewing skills, gather information regarding employment opportunities, and network with potential employers.

Advisory Council

We have Program Advisory Committees that meet individually twice a year. These Council members tour our facilities and discuss any updates on equipment, changes in industry standards, and the curriculum.

Job Referrals

Employers utilize WyoTech as a resource center for well-trained, entry-level technicians. Students work with placement specialists who walk them through the interview process, help create resumes, and set up interviews.

Toll-free Hotline and Internet Access

WyoTech maintains a toll-free number for employers and students. Students and employers can use the WyoTech website to list and find job referrals.

Employment Opportunities

Students enrolling for classes may take advantage of our "bank" of temporary jobs. A placement specialist will help you locate work near the school or your residence. Besides the extra income, these positions enable students to establish an employment record, which can be a great asset when they apply for jobs upon graduation.

SATISFACTORY ACADEMIC PROGRESS

While a student must maintain satisfactory academic progress in order to receive financial aid under the US Department of Education Title IV Student Assistance programs, the policy regarding satisfactory academic progress is applicable to all WyoTech students.

Satisfactory academic progress is measured periodically, at least at the end of every six week phase of training. Satisfactory academic progress is defined as follows.

Grades

If a student earns a final grade of less than 70% in a phase, the student is placed on academic probation. A student on academic probation is deemed to be making satisfactory academic progress and remains eligible for financial aid.

Upon successful completion of the subsequent phase, the student is removed from academic probation.

If the student fails to achieve a minimum grade of 70% in the subsequent (probationary) phase, the student is withdrawn for a minimum of one phase, after which the student is eligible for re-entry.

Achieving the passing grade is contingent upon combining the average of the performance competency scores with the average of theory scores less applicable professionalism deductions.

Note: Students must meet Bureau of Automotive Repair (BAR) grade and attendance requirements in Automotive Technology II & AAS 504 to qualify to take the California Smog Technician License Exam. As BAR requirements frequently change, please see the Director of Education or his/her designee for current criteria.

Maximum Time Frame For Completion

WyoTech has a steadily increasing incremental progress requirement. A student must complete his or her program within the "maximum time frame for completion" (MTFC), which is one and one half times the normal program length.

A student must progress within 5 phase program by successfully completing 2 out of 3 phases attempted and 5 out of 7 phases attempted.

A student must progress within 10 phase program by successfully completing 5 out of 7 phases attempted and 10 out of 15 phases attempted.

A student must progress within 13 phase program by successfully completing 5 out of 7 phases attempted and 13 out of 19 phases attempted.

Attendance in any portion of a course will be counted as a course attempted. If, at any time, the school determines that the student is unable to graduate from his or her program of study without exceeding the student's MTFC for that program, the student will be withdrawn from the program.

Probation

If a student falls below the grade criteria, he/she will be advised by the Dean of Students and placed on probation. Please refer to the catalog section regarding grade policy for minimum requirements.

Course Repetitions, Incompletes and Withdrawals

When a student repeats a course, the second grade will be substituted for the first for GPA calculation purposes.

A student who fails to complete all the required work in the course will be given an Incomplete (I). Grades of incomplete must be made up in accordance with the school's make-up policy. Upon satisfactorily completing the required course work, the incomplete grade will be changed to a final grade. Failure of the student to complete the required course work will result in the grade of Incomplete being changed to the earned grade.

A student who withdraws from a course will be given the status of withdrawal (D). This status will have no effect on the course grade.

Effect of Leaves of Absence on Financial Aid Eligibility

Students who have received federal student loans must be made aware that failure to return from an approved leave of absence, depending on the length of the LOA, may have an adverse effect on the students' loan repayment schedules. Federal loan programs provide students with a "grace period" which delays the students' obligation to begin repaying their loan for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted - forcing the borrower to begin making repayments immediately.

Reinstatement of Aid and Change of Program Policy

Students withdrawn for lack of satisfactory academic progress may apply for re-entry after a minimum waiting period of one phase. If accepted for re-entry, the student will be enrolled for a probationary grading period. With respect to financial aid, the student must complete the probationary grading period with a minimum grade of 70% before financial aid eligibility will be re-established. This procedure applies only to students withdrawn for a lack of satisfactory academic progress. It does not apply to voluntary withdrawals.

If a student changes his/her educational objective by changing programs, only the grades for those courses accepted toward the new program will be considered for satisfactory academic progress evaluation purposes. However, for purposes of determining whether the student has completed a program in the maximum allowable time frame, time spent in the previous program will not be considered.

Appeals

If the school determines that a student is failing to make SAP, the student may appeal the school's determination in writing to the Student/Faculty Board of Review. The letter should describe in detail any extenuating circumstances the student feels deserve further consideration. The Board of Review will make a determination on reinstating the student. A determination of the student's appeal will be made in writing and will be final and binding upon the student.

Academic Standards

Clock Hours/Credit Hours

WyoTech is a quarter credit institution. Each program at WyoTech is stated in clock hours, weeks of attendance, and credits earned on a quarter credit basis. Each clock hour consists of a minimum of 50 minutes of instruction within a 60 minute period. For occupational subjects in any program, one quarter credit hour is equal to 10 clock hours of classroom instruction. Lab/shop instruction is assigned one quarter credit hour for every 20 clock hours.

For applied general education subjects, one quarter credit hour is equal to 10 clock hours of classroom instruction or its equivalent in lecture and assignments. Lab/shop instruction is assigned one quarter credit hour for every 20 clock hours.

Grading System

All courses are graded with the following grading system. Each subject studied must be completed with a final grade average of 70% or more. See page 49 for details of grade computation.

Description	Numerical	Letter Grade
Superior	90% - 100%	A
Very Good	80% - 89%	B
Average	70% - 79%	C
Failing	0% - 69%	F
Incomplete		I
Voluntary Withdrawal		W
Involuntary Withdrawal		WD
Transfer-in Credits		TR

Student Awards

Throughout the training programs and at graduation, students are recognized for outstanding performance. These awards include: Honor Attendance, Honor Grade, Perfect Attendance, Honor Graduate, Academic Achievement, and the President's Award.

Graduation Requirements

Students must maintain a 70% grade average or more in each phase to qualify for graduation from a program of study at WyoTech. A Certificate of Completion, Diploma or Occupational Associate Degree is awarded upon satisfactory completion of all required course work and after all financial obligations to the school have been satisfied.

Attendance

Residential Program

There are 120 hours of class in each six week phase. Where WyoTech encourages all students to achieve 100% attendance, a minimum of 75% attendance is required.

Tardies: A student is considered tardy whenever he/she is late for the start of a class session or leaves before the end of the class session. Tardies are recorded in one-tenth of an hour increments and are included in total attendance calculations.

Absences: Absences in excess of 15% (18 hours) cause the student to receive a written warning. If over 25% (30 hours) absent any time during a single phase, the student will be withdrawn. The student may apply for re-entry in accordance with the school's re-entry policy.

Make-up Work: Make-up tests are allowed for an absence. Make-up work will not remove an absence or a tardy from a student's record. Weekly tests and finals may be made up within the earlier of 7 calendar days or the next scheduled test date. Incomplete shop competencies must be made up within 7 calendar days from the end of the phase. Failure of the student to complete the required course work within the allowable time will result in the grade of Incomplete (I) being changed to the earned grade.

Note: Students must meet BAR grade and attendance requirements in Automotive Technology II & AAS 504 to qualify to take the California Smog Technician License Exam. **As BAR requirements frequently change, please see the Director of Education or his/her designee for current criteria.**

On-line Education

A minimum of 83% attendance is required to maintain satisfactory academic progress. Progress is measured in both weekly and cumulative log-ins. For perfect attendance in the on-line program a student must log-in on 4 different days each and every week of the phase for a minimum of 24 log-ins. WyoTech encourages perfect attendance for all students participating in on-line courses.

Tardies: There are no tardies.

Absence: A student is expected to log-in to the course a minimum of 4 out of 7 days each week. An absence is counted if a student does not meet the 4-day minimum. For example: A student logs-in 2 out of 7 days, resulting in two (2) absences. If a student receives 4 absences, the student will be placed on probation. A total of 6 absences will result in the student's withdrawal from the on-line course. The student may apply for re-entry in accordance with the school's re-entry policy.

Make-up Work: There are no make-ups.

Leave of Absence ("LOA")

While students are encouraged to achieve 100% attendance, circumstances may occur that necessitate an interruption in the student's program of study, known as a leave of absence ("LOA").

Requirements for Approved Leave of Absence:

- Request must be made by student in writing to the appropriate Dean of Students *before* starting leave and include the following:

    a) reason for requested leave of absence;
    b) beginning and end dates;
    c) total number of days requested;
    d) phone number and address where student may be reached during leave.

- Generally only one LOA, not to exceed two (2) phases or 60 class days, may be granted;

- However, provided the total number of calendar days of all leaves does not exceed 180 in any 12-month period:

    - an additional leave, not to exceed 30 class days may be granted for the limited, well-documented case due to unforeseen circumstances; and
    - subsequent leaves for documented jury duty, military reasons; or circumstances covered under the Family and Medical Leave Act of 1993 (FMLA)

- No disbursements of Financial Aid (including living allowances) are permitted while on leave
- Students return from LOA at the beginning of the phase to enhance the skills and knowledge acquired immediately prior to the interruption in their program of study.
- No charges are incurred in connection with the student's return from leave or any applicable repeat of prior coursework.
- Eligibility for additional Title IV funds does not resume until the student reaches the point at which the LOA began.
- Whether students return from LOA or not, there are financial aid considerations. You should check with the Financial Aid Office both before taking an LOA and upon your return. Any scheduled payments to NLSC continue in effect during the LOA.
- Failure to return as scheduled from a LOA will result in the student's official withdrawal from school.

Withdrawal

A student may initiate withdrawal from WyoTech. Notification of intent to withdraw must be made to the Dean of Students or Associate Dean located at 420 Whitney Place, Fremont, CA 94539. Withdrawal from school has no effect on a student's satisfactory progress upon re-entering.

WyoTech may initiate the withdrawal process due to attendance, not maintaining satisfactory academic progress, financial aid issues and/or violation of the student conduct code.

Re-entry Policy

A student who has voluntarily or involuntarily withdrawn from their program may apply for re-entry by contacting the Dean of Students or Associate Dean. Re-entry is granted on course availability. WyoTech reserves the right to refuse re-entry, based upon the attendance, academic, and social conduct history of the student during previous enrollment periods.

DEFINITION OF DISCIPLINARY TERMS

1. Reprimand: a verbal warning which implies that further violations will result in probation, withdrawal or dismissal.

2. Probation: a written warning, involving a designated period of time, which implies that further violations during such time period will result in withdrawal or dismissal. Further, the student must abide by any specific stipulations prescribed by the probationary action.

3. Dismissal: the immediate withdrawal of the student from WyoTech. Dismissal notification will be in writing and will indicate that the student will not be considered for re-admission. A dismissed student will receive a refund in accordance with the refund policy.

TRANSFER OF CREDIT AND DEGREES

Units you earn in our programs in most cases will not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university sometime in the future even though you earned units at our school. In addition, if you earn a occupational degree, diploma or certificate in our programs, in most cases it will not serve as a basis for obtaining a higher level degree at another college or university.

REFRESHER PRIVILEGE

Graduates of WyoTech are eligible to re-take any part of their prior program, provided the course of instruction continues to be offered and space is available. Refresh training is not valid for grade or certification purposes and the student will not receive a transcript of grades or attendance for the portion repeated.

On-line Refresher Fees

There is a $100.00 on-line user and a $75.00 registration fee.

Regular Program Refresher Fees

A $75.00 registration fee is charged for the regular programs – A $100 tool deposit is required: this deposit is refundable if the graduate returns all tools in satisfactory condition at the end of the course. Unless the graduate has the latest edition of the textbooks being used for the class being attended, he/she will be charged a $200.00 textual materials fee.

Entrance into specific classes is subject to space availability in an offered course, based upon the date of receipt of the fee, as determined by the Dean of Students. Listed fees do not include safety glasses or uniforms which student must obtain. Students enrolling into a refresher course may not be concurrently enrolled in another program.

Student Rights and Conduct Code

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the school and of the student body. Students should not interfere with other students' rights, safety or health, or right to learn.

Violations to conduct standards include, but are not limited to:

1. Theft.
2. Dishonesty including plagiarism.
3. Disruptive behavior.
4. Possession or use of firearms except by designated law enforcement official, explosives, or other dangerous substances.
5. Vandalism, or threats of actual damage to property or physical harm to others.
6. Possession, sale, transfer, or use of illegal drugs.
7. Appearance under the influence of alcohol or illegal drugs.
8. Harassing or abusive acts which invade an individual's right to privacy including sexual harassment, or abuse against members of a particular race, ethnic, religious, or cultural group.
9. Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software, or data files.
10. Unprofessional conduct.

The school reserves the right to dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student and the student body.

Alcohol and Substance Abuse Statement

The school does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees. Possession of these substances on campus is cause for dismissal.

Dress Code

A clean, neat appearance will help students develop appropriate dress habits for new careers. Employers may visit the campus to interview students for jobs and to give guest lectures, so it is important that the student body convey a professional image at all times by the following appearance standards:

- Full-length trousers must be worn while on campus.
- WyoTech uniform shirt must be worn when on campus.
- Shirts must be buttoned up and tucked in at all times.
- WyoTech jacket may be worn over the uniform shirt, but the shirt must be worn at all times.
- Dark colored sweatshirts and sweaters may be worn under the WyoTech shirt for added warmth.
- Clothing must be clean and in good repair.
- No open toed shoes (shower shoes or sandals) can be worn while on campus.
- Facial hair including mustaches must be trimmed and neat.
- Hair must be clean and neat. All students should have regular above collar hair styles or if hair is longer than collar length it must be safely tied up or netted while in the shop.
- Dangling jewelry shall not be worn in the lab and shop areas.
- Only WyoTech, baseball style, or stocking hats can be worn on campus, with bill facing forward.
- Regular personal cleanliness must be observed at all times.
- Cell phone use is not permitted in class.

These rules will be provided by your instructor in the course syllabus.

STUDENT RECORDS

WyoTech maintains records for each student, whether or not they complete their program of study, for a minimum of five years after the student's graduation, withdrawal or termination. Records for current students are maintained in fireproof cabinets on-site and those for inactive students are archived in an off-site records storage facility secure from damage or loss. The records are retrievable by name and include, but are not limited to, records required for the admissions process, copies of documents signed by the student including contracts and documents relating to financial aid, copies of any tests administered in connection with the admission process, and a record of attendance showing all classes attended or completed and the grades and units earned. Student academic transcript records are retained indefinitely.

STUDENT PRIVACY RIGHTS

The Family Educational Rights and Privacy Act of 1974, As Amended (FERPA) provides certain rights with respect to student educational records. Students are protected from disclosure of information without their written consent (unless directed by a court order) and have the right to inspect and review their education records to ensure that no inaccurate or misleading information is included. A copy of WyoTech's student records policies and procedures is available from the Registrar.

WYOTECH GRIEVANCE PROCEDURE

All students have the right to appeal decisions or express their dissatisfaction regarding school policies, procedures and training. If the problem cannot be remedied by an appropriate faculty or staff member, the student can appeal to the School President. If the student is not satisfied with the President's decision, he/she may appear before a Student/Faculty Board of Review. The Board of Review is an administrative body consisting of students, faculty and administration. The decision of the Board of Review will be final. Students may also contact the Student Help Line at (800) 874-0255.

STATE GRIEVANCE PROCEDURE

If you have any complaints, questions, or problems which you cannot work out with the school, write or call the Bureau For Private Postsecondary and Vocational Education at 400 R Street, Suite 5000, Sacramento, CA 95814-6200 (916) 445-3427

ACCREDITING COMMISSION GRIEVANCE PROCEDURE

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

Please direct all inquiries to:
Accrediting Commission Of Career Schools and Colleges Of Technology
2101 Wilson Blvd., Suite 302, Arlington, Virginia 22201
Phone: (703) 247-4212
A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Registrar.

ARBITRATION STATEMENT

The student agrees that any dispute arising from my enrollment at the school, no matter how described, pleaded, or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association ("AAA") under its Commercial Rules. The award rendered by the arbitrator may be entered in any court having jurisdiction. Both Student and the school irrevocably agree that any dispute between them shall be submitted to Arbitration. Neither the Student nor the school shall file or maintain any lawsuit in any court against the other, and agree that any suit filed in violation of this Agreement shall be dismissed by the court in favor of an arbitration conducted pursuant to this Agreement. The costs of the arbitration filing fee, arbitrator's compensation and facilities fees will be paid by the school, to the extent these fees are greater than a Superior Court filing fee. The arbitrator's decision shall be set forth in writing and shall set forth the essential findings and conclusions upon which the decision is based. Any remedy available from a court under the law shall be available in the arbitration. Nothing in this Agreement prohibits the Student from filing a complaint with the state regulatory agency. Students are strongly encouraged, but not required, to utilize the Grievance Procedure described in the catalog prior to filing an arbitration. A Student desiring to file an Arbitration should first contact the school President, who will provide the Student with a copy of the AAA Commercial Rules. A Student desiring to file an Arbitration should then contact the AAA which will provide the appropriate forms and detailed instructions. The Student should bring this form to the AAA. A student may, but need not, be represented by an attorney at the Arbitration. I acknowledge that I understand that both I and the school are irrevocably waiving rights to a trial by jury, and are selecting instead to submit any and all claims to the decision of an arbitrator instead of a court. I understand that the award of the arbitrator will be binding, and not merely advisory. I also acknowledge that I may at any time, before or after my admission, obtain a copy of the Rules of the American Arbitration Association, at no cost, from the school President.

FACULTY AUTOMOTIVE TECHNOLOGY

Name	Title	Degree	Institution	Year	Codes*
Ambrose, Scott	Instructor				A
Awana, Marcus	Tool Rm				
Baillergeau, Andre	Instructor	BS	Haiti - Umanity	1973	A C E G J K
Barrett, Roger	Instructor				A* E G
Baum, James	Instructor				A* E G J K
Blake, Drew	Instructor	BA, MA	San Jose State	1973, 1976	A J
Blevins, Carl	Instructor				
Borders, Douglas	Instructor				A E
Burns, Chuck	Lab Support Coordinator				A G H
Callison, Jack	Instructor				A C E J K
Campbell, Tyrone	Instructor				A E
Carrerow II, Gary	Instructor				
Casolary, Joe	Instructor	AAS	Sequoia Institute	1996	A C D E F H
Celcer, James	Instructor				A C E F H
Coates, William	Instructor	AA	Sierra College	1982	
Decoteau, Larry	Instructor				A* C D E
Delfran, Rory	Instructor				A E
De Masi, David	Instructor				A C E F G
Douglas, Alan	Instructor				B E G
Ebalo, Frederick	Instructor				E
Emmanuel, Olufemi	Instructor	AAS	Aeronautics	1990	E
Eulenberg, Steven	Instructor				A
Foss, Luanna	Asst. Shop Coordinator				
Fowler, James	Instructor				A E
Gee, John	Instructor	MA, BA	U.C. Berkeley	1971,1973	
Gilbert, Victor	Instructor	BS	Trinity	1990	A* E
Gomez, Juan	Instructor				
Griffin, Hiawathia	Instructor				A
Hawthorne, William	Shop Coordinator				
Isa, Roland	BMW Instructor				A* C D E I
Jordan, William	Instructor				A* C E
Kay, Stephen	Senior Instructor				A E
Knight, Andrew	Instructor	BS	Heidelberg, Germany	1996	A E

FACULTY AUTOMOTIVE TECHNOLOGY (CONT.)

Name	Title	Degree	Institution	Year	Codes*
Labrada, Jesus	Instructor				
Lazo, Omar	Instructor				A* B E
Lego, Calvin	Instructor				A B E
MacDonald, Jim	Instructor				A C E G
Mack, Kenneth	Instructor				E
Matsuda, Kenny	Instructor				
Moore, Donald	Senior Instructor				B E
Muna, Vincent	Instructor				A E
Naderpour, Sean	Instructor	BS	San Jose State	1982	A D
Negron, Felipe	Instructor				A
Nylund, James	Instructor				A
Ortiz, Miguel	Asst. Lab Support				E
Oshiro, Edward	Instructor				E
Pancorbo, Jose	Tool Rm				
Pritchard, Ken	Instructor				A
Rabonza, Medardo	Instructor				A C J K
Raybourn, James	Instructor				A* C E
Riker, Tim	Instructor				
Rollins, Robert	BMW Instructor				A* C D E F H I
Rushin, Dave	Instructor				A C D E F G
Salinas, Eleazar	Instructor				
Sartin, Arnold	Instructor				A*
Scaiano, John	Instructor	AS	San Jose City	1992	
Seidel, Dave	BMW Instructor	AAS	Sequoia Institute	2003	A* C D E F H I J K
Shadbolt, Kurt	BMW Instructor	AAS	Sequoia Institute	2003	A* C D E F G I
Sherburne, Mike	BMW Technical Training Manager	AAS	Sequoia Institute	1994	A* C D E G I
Singh, Tejinder	Instructor	MS	GNDU Amritsar (Pb) India	1988	A C E
Slatkin, Aaron	Instructor				A* E H
Stevens, Michael	Instructor	AA	SF City College	1971	B E
Snider, Ed	BMW Instructor				A* E I G

FACULTY AUTOMOTIVE TECHNOLOGY (CONT.)

Name	Title	Degree	Institution	Year	Codes*
Van Vianen, Hendrik	Instructor				A* E
Walker, James	Instructor				
Wallace, Ronald	Instructor				A* C E G
Wolf, Larry	Instructor				A E G
Yusken, Paul	Instructor	AA	De Anza College	1990	A* E

Legend

A Automotive Service Excellence (ASE) Certifications

*ASE Master Certified

B Automobile Transmission Rebuilder's Association (ATRA) Certification

C Bureau of Automotive Repair (BAR) Certification (Smog License)

D BAR Certified Instructor (Smog License Instructor)

E BPPVE Certificate of Authorization

F North American Council of Automotive Teachers (NACAT) Membership

G Refrigeration, Recovery & Recycling Certification (RRRC)

H Service Technicians Society (STS) Membership

I Manufacturer Trained (BMW)

J California State Brake License

K California State Lamp License

FACULTY - HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

Name	Title	Degree	Institution	Year	Codes*
Cabugao, Manuel	Instructor				G
Carpenter, Jim	Tool Rm				G
Duong, Lang	Instructor				D J
Fesseha, Yosief	Instructor	BS	University of Phoenix	2003	E G I
Filice, Kenneth	Instructor	AS	San Jose City	1986	B, E
Haddix, Calvin	Plumbing Department Chair				G I
Jardell, James	HVAC Department Chair				G I
Larkins, Daniel	Instructor				G I
Lawrence, James	Senior Instructor				G I
Mastrapasqua, George	Instructor	BS/BA	NYU	1984	I
McKee, Richard	Instructor				G I
Schoolcraft, Robert	Instructor				A B D I
Tekle, Ayele	Instructor	MA	University of Texas	1993	G I
		BA	University of Texas	1990	
		AAS	Eastfield College	1988	
Walter, Wayne	Instructor				
Weaver, George	Instructor				I
Wilkins, Gary	Instructor				I

Legend

A Contractor's License 4 - Boiler Hot Water Heating & Steam Fittings
B Contractor's License 20 - Warm-Air Heating, Ventilation & Air Conditioning
C Contractor's License 36 - Plumbing
D Contractor's License 38 - Refrigeration
E Contractor's License 43 - Sheet Metal
F California Vocational Teachers Certificate
G Environmental Protection Agency (EPA) Certification
I BPPVE Certificate of Authorization
J Contractor's License 10 - Electrical

FACULTY ASSOCIATE OF OCCUPATIONAL STUDIES DEGREES

Name	Title	Degree	Institution	Year
Naderpour, Sean	Instructor	BS	San Jose State	1982
Rawlings, Dirk	Instructor	BA	Cal. State University	1981

ADMINISTRATIVE STAFF

Ric Kimbell ..... President

Joseph E. File ..... Director of Admissions

Howard L. Jessup Jr ..... Director of Career Services

Ken Hicks ..... Acting Director of Education

Kathleen Clough ..... Director of Financial Aid

Cheryl L. Paguia ..... Director of Compliance & Administrative Services

Mike Sherburne ..... BMW Technical Training Manager

Victor Gilbert ..... Automotive Department Chair

Stephen Kay ..... Automotive Department Chair

Donald Moore ..... Automotive Department Chair

Tejinder Singh ..... Automotive Department Chair

Hendrik Van Vianen ..... Automotive Department Chair

Jim Jardell ..... HVAC Department Chair

Les Haddix ..... Plumbing Department Chair

Rebecca Rodriguez ..... Education Services Manager

Jerry Caires ..... Dean of Students

Dennis Horan ..... Associate Dean of Students

Stephanie Thorne ..... Associate Dean of Students

Joan E. Cross ..... Registrar and Veteran's Benefits Coordinator

Priscilla Pagtakhan ..... Financial Service Manager/Student Accounts

Nancy A. Rodriguez ..... Human Resources Manager

Karen Molex ..... Sr. Accountant/Student Accounts

Tim O'Connell ..... Facilities Manager

TUITION AND FEES

Program	Length	Tuition Charge	Tool Dep.*	On-line User Fee***	Total Charge
Automotive Technology					
Automotive Technology I	600 hrs	$11,150	$100		$11,250
Automotive Technology II	600 hrs	$11,150	$100		$11,250
Applied Automotive Technology	1200 hrs	$21,850	$100		$21,950
Applied Automotive Technology – Advanced Diagnostics Concentration	1560 hrs	$28,100	$100		$28,200
Applied Automotive Technology – Motorsports Concentration	1560 hrs	$28,100	$100		$28,200
Associate of Occupational Studies Degree	1500 hrs	$27,425	$100	$200	$27,725
Heating, Ventilation, and Air Conditioning					
Residential HVAC	600 hrs	$11,150	$100		$11,250
Heating, Ventilation & AC	1200 hrs	$21,850	$100		$21,950
Associate of Occupational Studies Degree	1500 hrs	$27,425	$100	$200	$27,725
Plumbing					
Plumbing Technology	648 hrs	$12,050	$100		$12,150
Any Single Phase of Instruction		$2,614	$100		$2,714

Other Tuition & Fees	Reg. Fee	Tool Dep.*	Training Materials Cost**	On-line User Fee***	Total Charge
Refresher Course	$75	$100	$200		$375
On-line User Fee per phase				$100	$100
On-line Refresher Course	$75		$200	$100	$375
Official Academic Transcript					$5 each

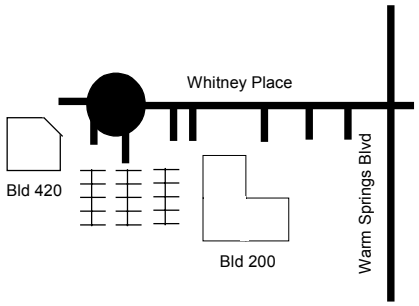
Tuition includes books, training materials, and supplies. A tuition deposit is required at time of enrollment. Tools are loaned to students for their use during school enrollment.
**A refundable tool deposit of $100 is required from students to cover loss or damage to tools and/or library materials loaned to the student. No tool deposit charged for continuing students; if necessary at conclusion of diploma program, they will restore deposit balance to $100 for use in AOS. If students are returning from interruption in study, new tool deposit to be collected.*
***Cost is non-refundable.*
****Non-refundable On-line service and maintenance fee.*
AOS Program Charges include instruction for both on-line and resident program completion.
Due to BAR requirements, all training in AAS 504 is on campus and subject to BAR attendance requirement.
Comparable program information related to tuition, fees and program length is available from:
Accrediting Commission of Career Schools and Colleges of Technology 2101 Wilson Blvd., Suite 302, Arlington, Virginia 22201 (703) 247-4212

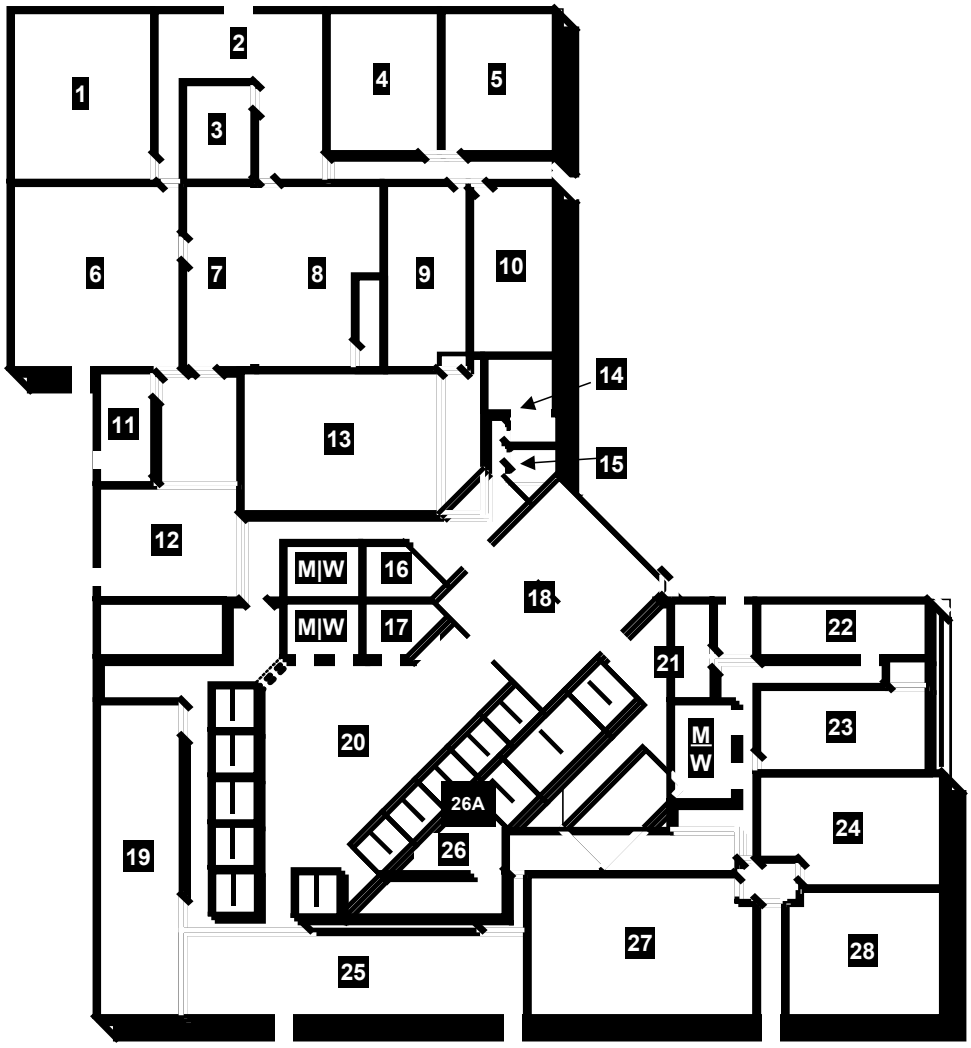
WyoTech

Main Campus Map

Building 200

1-800-248-8585





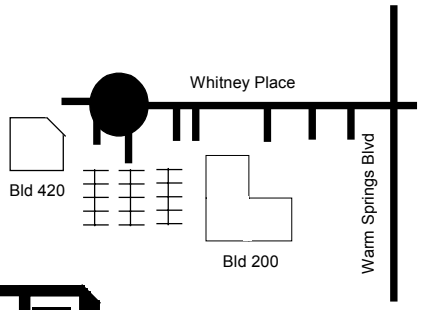
200 Building Legend					
1	HVAC Comp Applications/DDC 309	11	Electrical Rm	21	Main Financial Aid Office
2	Student Lounge	12	Commercial Refrigeration Lab	22	Testing Center
3	Restroom	13	Heating Lab	23	Learning Resource Center
4	Classroom E	14	Enrollment Specialist	24	AT-110 Classroom
5	Classroom D	15	High School Representatives	25	A/C Lab 303
6	Trouble-Shooting Lab 310	16	Financial Aid	26	Tool Crib
7	302 Classroom A	17	Director of Marketing	26A	HVAC & Plumbing Trn. Mgrs.
8	302 Classroom A	18	Building 200 Main Entrance	27	308 Sheetmetal Class/Lab
9	301 Classroom B	19	Chiller & Boiler Lab	28	AAS Computer Lab
10	301 Classroom B	20	Admissions Representatives		

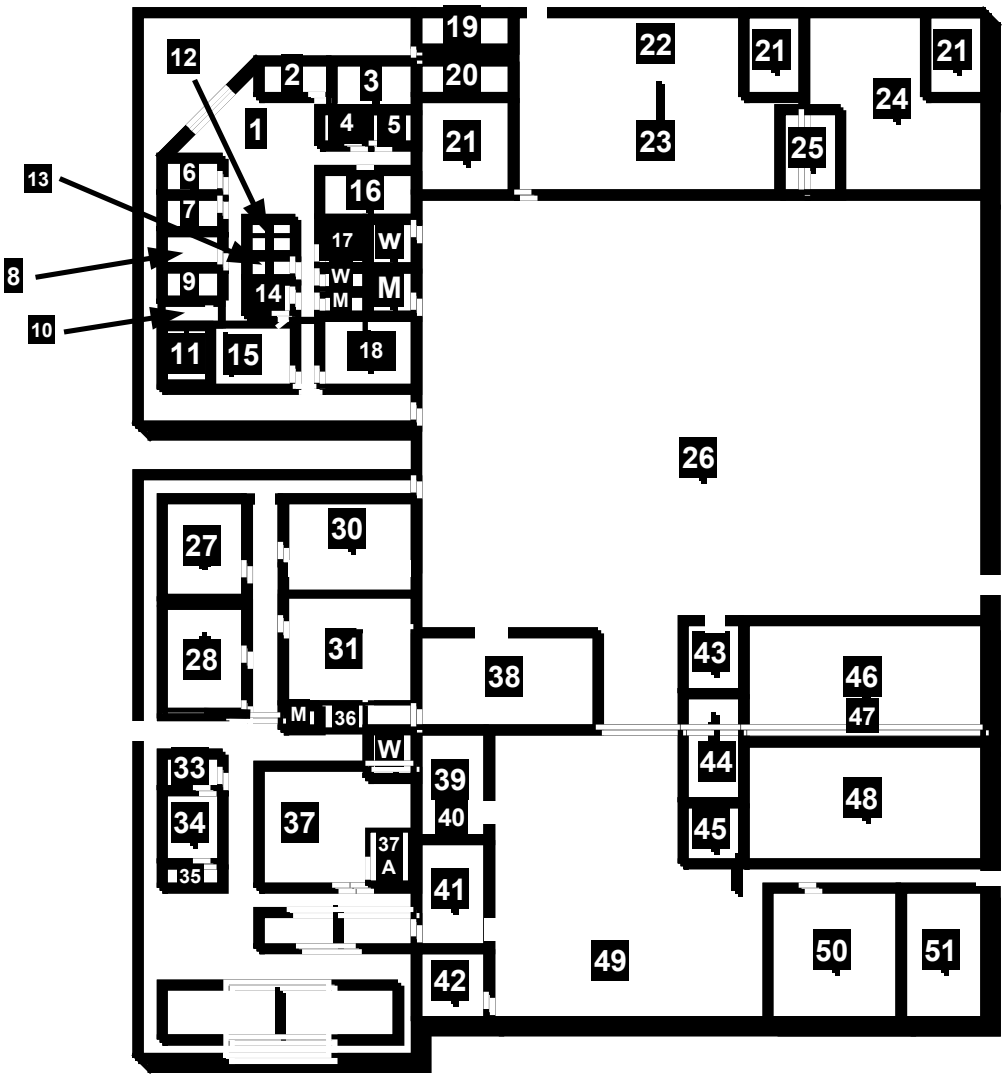
WyoTech

Main Campus Map

Building 420

1-800-248-8585





420 BUILDING LEGEND							
1	Lobby	14	Associate Dean	27	AT-108/109 Classroom	39	AAS-504 Classroom
2	President	15	Financial Services/Student Accts	28	AT-107Classroom	40	Instructor Office (2nd Level)
3	Conf. Room	16	Accounting	29	Not Used	41	AT-106 Classroom
4	Education Services Mgr.	17	Copy Room	30	AT-101 Classroom	42	Facilities
5	Registrar	18	Service Manager	31	AT-102 Classroom	43	Student Issues
6	Dir Compliance & Admin. Srvs.	19	Lounge	32	Not Used	44	Tool Crib
7	Dir of Education	20	Res Center	33	Dir of Career Services	45	Copy Room
8	Office	21	BMW Class	34	Placement	46	AT-105 Classroom
9	Human Resources	22	BMW STEP Training Complex	35	Placement	47	Facilities/Operations (2nd Level)
10	Lunch Room	23	BMW Tools/Computers	36	Student Accounts Receivable	48	AT-104 Classroom
11	MIS	24	BMW Factory Program	37	Student Lounge	49	Hyundai
12	Dean	25	Office	37A	Student Store	50	Motorsports Classroom
13	Associate Dean	26	Auto Shop/Lab	38	AT-103 Eng Lab	51	BAR Office

2004 ACADEMIC CALENDAR

Automotive & HVAC

Orientation	Start Date (Begins the 6 week phase)	Completion Date (Ends the 6 week phase)	Graduation Ceremony
1/24/04	1/26/04	3/5/04	3/13/04
3/13/04	3/15/04	4/23/04	6/12/04
4/24/04	4/26/04	6/4/04	6/12/04
6/12/04	6/14/04	7/23/04	9/11/04
7/24/04	7/26/04	9/3/04	9/11/04
9/11/04	9/13/04	10/22/04	12/4/04
10/23/04	10/25/04	12/3/04	12/4/04
12/4/04	12/6/04	1/21/05	3/12/05

Plumbing

Orientation	Start Date (Begins the 3 1/3 week phase)	Completion Date (End the 3 1/3 week phase)	Graduation Ceremony
4/24/2004	4/26/2004	5/17/2004	6/12/2004
4/24/2004	5/18/2004	6/16/2004	6/12/2004
6/12/2004	6/17/2004	7/9/2004	9/11/2004
6/12/2004	7/12/2004	8/2/2004	9/11/2004
7/24/2004	8/3/2004	8/25/2004	9/11/2004
7/24/2004	8/26/2004	9/23/2004	12/4/2004
9/11/2004	9/24/2004	10/18/2004	12/4/2004
9/11/2004	10/19/2004	11/9/2004	12/4/2004
10/23/2004	11/10/2004	12/3/2004	3/12/2005
12/4/2004	12/6/2004	1/3/2005	3/12/2005

2004 HOLIDAYS AND VACATION DAYS

Martin Luther King Jr .....January 19
Presidents Day.....February 16
Spring Break .....March 8 - 12
Instructor In-service.....April 2
Memorial Day .....May 31
Summer Break.....June 7 - 11
Independence Day.....July 5
Instructor In-service.....August 6
Labor Day .....September 6
Fall Break.....September 6 - 10
Instructor In-service.....October 8
Thanksgiving Day.....November 25 -26
Christmas Break.....December 23 - 24
New Years Break .....December 30 - 31

2005 ACADEMIC CALENDAR

Automotive & HVAC

Orientation	Start Date (Begins the 6 week phase)	Completion Date (Ends the 6 week phase)	Graduation Ceremony
1/22/05	1/24/05	3/04/05	3/12/05
3/12/05	3/14/05	4/22/05	6/11/05
4/23/05	4/25/05	6/03/05	6/11/05
6/11/05	6/13/05	7/22/05	9/10/05
7/23/05	7/25/05	9/02/05	9/10/05
9/10/05	9/12/05	10/21/05	12/03/05
10/22/05	10/24/05	12/02/05	12/03/05
12/03/05	12/05/05	1/20/06	3/11/06

Plumbing

Orientation	Start Date (Begins the 3 1/3 week phase)	Completion Date (End the 3 1/3 week phase)	Graduation Ceremony
12/4/2004	1/4/2005	1/26/2005	3/12/2005
1/22/2005	1/27/2005	2/17/2005	3/12/2005
1/22/2005	2/21/2005	3/14/2005	6/11/2005
3/12/2005	3/15/2005	4/5/2005	6/11/2005
3/12/2005	4/6/2005	4/27/2005	6/11/2005
4/23/2005	4/28/2005	5/20/2005	6/11/2005
4/23/2005	5/23/2005	6/20/2005	9/10/2005
6/11/2005	6/21/2005	7/13/2005	9/10/2005
6/11/2005	7/14/2005	8/4/2005	9/10/2005
7/23/2005	8/8/2005	8/29/2005	9/10/2005
7/23/2005	8/30/2005	9/27/2005	12/3/2005
9/10/2005	9/28/2005	10/19/2005	12/3/2005
9/10/2005	10/20/2005	11/11/2005	12/3/2005
10/22/2005	11/14/2005	12/7/2005	3/11/2006

2005 HOLIDAYS AND VACATION DAYS

Martin Luther King Jr .....January 17
Presidents Day.....February 21
Spring Break .....March 7 - 11
Instructor In-service.....April 1
Memorial Day .....May 30
Summer Break.....June 6 - 10
Independence Day.....July 4
Instructor In-service.....August 5
Labor Day .....September 5
Fall Break.....September 5 - 9
Instructor In-service.....October 7
Thanksgiving Day.....November 24 - 25
Christmas Break.....December 23 – 26
New Years Break .....December 30 – January 2, 2006

7/13/04