



2009-2010 Catalog

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MESSAGE TO OUR STUDENTS

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 with 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!

ABOUT WYOTECH

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 past forty years, the School has grown into a sophisticated training center with approximately 130,000 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.

PHILOSOPHY AND PURPOSE

WyoTech is uncompromisingly dedicated to superior-quality, college-level, career-oriented education in the automotive, motorcycle, HVAC, electrical, and plumbing industries. 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 certificate and diploma programs or to expand their education with occupational degree programs.

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 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.

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. Three buildings comprise WyoTech's eight-acre campus. The Plumbing Technology, and Heating, Ventilation, Air Conditioning, & Refrigeration program, Admissions, Career Services and Financial Aid offices are located in the 34,000-square-foot building at 200 Whitney Place. A 30,000-square-foot facility at 51 Whitney Place accommodates the Electrician and Motorcycle Technology programs. 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. Safety glasses and uniforms are furnished to the students. Tools are loaned to students during their enrollment period. WyoTech's average student population is 1200. Class size varies during the academic year; however, class size shall not exceed 65 students at the Fremont campus. A student-to-instructor ratio is maintained that is appropriate to the educational requirements of a particular classroom or dedicated classroom/laboratory setting. In order to maintain an appropriate ratio, multiple instructors may be assigned to each classroom/laboratory to allow for additional instructor support. In a laboratory setting 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 through a Program Advisory Committee 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.

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

CERTIFICATIONS 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 sponsored ICE and NATE 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

MEMBERSHIPS

- Automotive Engine Rebuilders Association (AERA)
- Career College Association
- Fremont Chamber of Commerce
- California Automotive Teachers (CAT)
- National Automotive Technicians Education Foundation (NATEF)
- North American Council of Automotive Instructors (NACAT)
- Automotive Service Excellence (ASE)
- American Motorcycle Association (AMA)
- North American Technical Excellence (NATE)

AFFILIATIONS

- BMW Motorcycles
- Ducati Motorcycles
- Triumph Motorcycles
- Air Conditioning & Refrigeration Institute (ARI)

ALLIANCES

WyoTech has alliances with the following:

- Snap-On
- Summit Racing
- Syserco
-

ADMISSIONS

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: The student must:

1. The student exceeds the age of compulsory school attendance;
2. Interview and be recommended for admission by a school representative;
3. Submit an Application for Admission;
4. Provide a copy of the student's diploma, transcript, or recognized equivalent no later than thirty (30) calendar days from the start of the term;
5. 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. Pass an independently administered ATB entrance test (WyoTech will arrange); and
 - iii. Interview with the Director of Admissions.
6. Sign an enrollment agreement;
7. Receive an acceptance notification from the School, and
8. If applicable, an assessment to evaluate readiness of students enrolling in programs with on-line instruction.

Students accepted for enrollment may enroll in a certificate, diploma, or occupational degree program; ACCSC Accreditation Standards do not permit ability to benefit (ATB) enrollments in the occupational degree programs offered at WyoTech.

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.

ENTRANCE EXAM

The entrance exam is a nationally standardized test. This test measures an applicant's basic skills in reading and arithmetic. Applicants who fail the test can be re-tested using a different nationally standardized test.

INTERNATIONAL STUDENTS

Application Procedures for International Students

This School is authorized by the Department of Homeland Security to issue the I-20 form. International students must meet the same programmatic entrance requirements as domestic students for approved Department of Homeland Security educational programs. When students apply to WyoTech from outside the United States, they must, in addition to submitting a School Application, submit the following material before an I-20 form can be issued. A Form I-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance, receipt of evidence of financial support, and payment equal to 25% of the program tuition is required.

Requirements for Admission to Programs as an International Student

1. Evidence of High School diploma or recognized equivalent.

2. Evidence of Financial Support - The international student is required by the U.S. Citizenship & Immigration Services to satisfy the local U.S. Consulate that he or she will not need to seek employment while attending school in the United States. The student must submit a current bank statement (within the past six months) or government sponsorship letter guaranteeing payment for tuition, fees, books, housing, personal expenses, and, where appropriate, medical expenses. If the applicant is not considered financially independent, he or she is required to have a financially independent individual fill out an Affidavit of Support Form. This form is included with the international enrollment application and can be obtained at the local immigration office or local consulate.
3. Evidence of English Proficiency – WyoTech requires satisfactory evidence of mastery and command of the English language from all international students whose native language is not English. Such evidence may be one of the following:
 - a) TOEFL score of 450 (paper-based) or 133 (computer-based) or 45-46 (Internet-based);
 - b) Completion of Level 107 from a designated English Language School Center (ELS);
 - c) Score of 5.0 on the International English Language Testing System exam (IELTS);
 - d) Score of 60 on Michigan English Language Assessment Battery (MELAB);
 - e) Graduation from high school in the United States or an official copy of a GED;
 - f) Graduation from an American high school abroad where curriculum is delivered in English.
4. Evidence of medical insurance coverage for the duration of the enrollment period.
In addition to the criteria above, all applicants are required to successfully complete the CPAT, a standardized, national assessment examination, with a score of 120 (general admission) or higher if required for admission to a specific program.

Since all the instruction is in English, the academic success at WyoTech is strongly dependent upon the student's ability to communicate in English. Every effort should be made to perfect English proficiency prior to entering the School.

The School does not offer classes in ESL, "English as a Second Language."

IMPORTANT STUDENT VISA INFORMATION FOR ALL INTERNATIONAL STUDENTS

- International applicants are required to comply with all admissions requirements as stated in the catalog before they will be admitted to WyoTech.
- Admitted students should arrive in the United States approximately two weeks prior to the first term of enrollment. An academic calendar gives specific dates and activities. Early arrival is necessary so that the student may locate housing, provide a local address to the Institute, participate in a new student orientation, seek advisement, and register into a program.
- The School does not provide housing; however, assistance is available to guide the students' efforts. Two to three months' rent in advance may be required for housing in the community. Students must have sufficient funds to cover all expenses while in the United States.
- Students without sufficient funds will not be permitted to register for a program until the required funds are available.
- International students on visas are normally admitted to the United States for the entire time estimated by the School for the student to complete his or her approved program of study. International visa students must fulfill the following conditions:
 - Pursue a full course of study at the educational institution they are authorized to attend and carry a full-time course load. All diploma program students are considered to be enrolled full-time. For quarter-based programs full-time is defined as taking 12 or more credits.
 - File an alien address report with the USCIS and each January and immediately whenever the student changes his or her address.
 - Report all changes of address within 10 days of the change to the School registrar.
 - Not transfer schools or work off campus without USCIS permission.
 - Maintain a current passport or visa.
- All WyoTech students are required to abide by the policies, regulations, and rules of the School and the United States Citizenship and Immigration Service.

NOTE: All international students must meet immunization requirements as specified by USCIS. Contact your International Admissions Representative for additional information.

ABILITY TO BENEFIT POLICY

Students who do not have a high school diploma or its recognized equivalent may still be admitted into certain programs at the school. However, before the school can accept a prospective student who is seeking federal financial aid and who does not have a high school diploma or its recognized equivalent, who is beyond the age of compulsory school attendance, federal law requires the school to determine whether the student has the ability to benefit (ATB) from training at the institution. Although students may be admitted under the ATB provision, the school recognizes the additional benefits of a high school diploma or its recognized equivalent to the student. For this reason the school shall make available to all ATB students the opportunity to complete their GED and encourages their utilization of a GED completion program.

GED Preparatory Program

The institution provides to all students admitted under the ATB provision information on preparatory programs convenient to the students for completion of their GED, local testing sites and schedules, and tutorial opportunities. The institution takes reasonable steps, such as scheduling, to make the program available to its ATB students.

ATB Testing

Forms B and C of the Careers Program Assessment Test (CPAT) and Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2 of the Wonderlic Basic Skills Test (WBST) have been approved by the U. S. Department of Education for the assessment of

ATB students. Passing scores on the CPAT are Language Usage 42, Reading 43, and Numerical 41. The Fremont campus utilizes the Wonderlic test for ATB.

Retesting Requirements

An applicant who has failed the CPAT may be offered a chance to retest when one of the following conditions is met:

1. The applicant's performance was influenced by factors other than ability, such as illness, cheating, interruption or improper administration of the exam, failure to time the exam correctly, or other factors that may have affected the applicant's performance; or
2. A significant change in the applicant's ability has occurred, such as the student has taken instruction to improve skills, or has participated in tutorial sessions on test taking and basic mathematical and language skills.

A student may not retest, unless the factor that affected performance has been resolved, or the action taken to improve the applicant's ability has been completed.

Retaking the CPAT

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam using the alternative form of the exam with no waiting period, except for applicants for diploma programs in California schools, who must wait seven calendar days. If the retest occurs before a full thirty (30) days have passed since the previous testing, an alternate form (i.e., a form on the approved ATB test list other than the one most recently administered) must be used for the retest. If a minimum of thirty (30) days have passed since the administration of a particular form, the examinee may be retested using the same form. However, no form may be administered to a student more than twice in a ninety (90) day period. A student may retake the exam up to three (3) times (4 times total) before being denied admission.

Wonderlic

The Wonderlic Basic Skills Test (WBST) is also used to determine whether an application without a high school diploma or recognized equivalent has the ability to benefit from the program. The following forms of the test are used: Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2. The approved passing scores on this test are as follows: Verbal (200) and Quantitative (210). Students must achieve a passing score on both skill assessments in a single testing session to be considered passing.

Retesting Requirements

In some circumstances an applicant may need to be retested due to an inaccurate or incomplete test administration. If there is any reason to doubt the accuracy of a test administration, the applicant should be retested. In addition, when an applicant's test score falls within the ranges shown in the table below, which is less than the ATB minimum score, the student may be asked to retest.

SUGGESTED SCORE RANGES FOR WBST RETESTING	
Verbal Skills	Quantitative Skills
170 to < 200	180 to < 210

Before retesting, the problem that caused the need for retesting should be fixed, if possible.

Retaking the WBST

Retests should be conducted on an alternative test form. To qualify for Title IV federal financial assistance, applicants who are retested with the WBST must achieve the minimum ATB passing score for both the verbal and quantitative test sections in the same retest administration. Retest administrations using an alternative form may be conducted with a half hour waiting period between administrations.

When an applicant has already taken both verbal and quantitative forms 1 and 2 of the WBST, the student may be retested with the following rules:

1. The applicant must have already taken both forms of the WBST once.
2. The applicant may be retested on the same form once, in the same 12 month period
3. The applicant may be retested on the same form only if at least 60 days have passed since the previous test.

Denial of Admission

A student who has been denied admission after four attempts at taking the ATB test must wait six months from the date the student first took the exam, or 90 days from the date the student was denied admission, whichever is later, before the student is eligible to reapply for admission.

Delayed Admission

Students who do not enter school following passing the exam, will not be required to retake and pass the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and wish to re-enter will not be required to retake and pass the exam prior to re-entry, if the original passing test result is in the student's academic file or if the student has earned a high school diploma or the equivalent.

Non-Discrimination and Diversity

WyoTech does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs.

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants, students, and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants, students, and employees who have disabilities with reasonable accommodations that do not impose undue hardship.

TRANSFER OF CREDIT AND DEGREES

WyoTech acknowledges that learning takes place in both formal academic settings and in non-academic settings. Accordingly, WyoTech has constructed its transfer credit policy to recognize both traditional college credit and non-traditional learning.

In general, WyoTech considers the following criteria when determining if transfer credit should be awarded:

- Accreditation of the institution;
- The comparability of the scope, depth, and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.

If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate exam, or military training, WyoTech will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council of Education (ACE).

A student may request transfer credit by submitting a written request and official transcripts to the Director of Education.

Specific Requirements

Accreditation

WyoTech will consider awarding transfer credit for any course taken at a regionally or nationally accredited institution recognized by either the Council for Higher Education Accreditation (CHEA) or the United States Department of Education. For purposes of this policy, an institution that has received candidacy status from an accreditor is considered to be accredited.

Note: If the institution in question does not meet the above accreditation requirements, the campus should submit the transcript and any supporting documentation to the Transfer Center to determine if transfer credit may be awarded.

Comparability

WyoTech has designated three (3) types of credit that it may award as transfer credit:

- **Course Credit** – is the strictest of all transfer credit WyoTech awards. Course credit must be a match in the scope, depth, and breadth of the transfer course.
- **Discipline Credit** – is less restrictive than course credit. Discipline credit must be a match in the same discipline as the course being waived.
- **Subject Area Credit** – affords the student the most flexibility in awarding transfer credit. Subject area credit may only be used in College Core and the general education areas of social science and science.

Note: A graduate level or diploma program course must meet Course Credit requirements in order for transfer credit to be awarded.

Level of Course Work

All college level coursework falls into one of the categories described below. When analyzing a course for possible transfer credit, it is important to properly identify the correct level.

- **College Preparatory** – Courses in this category are offered at most colleges and are typically taken as remedial coursework. Courses taken in this category are not eligible for transfer credit. Generally, college preparatory courses are numbered in the 000 – 999 range if using a 4 digit course numbering system or in the 00 – 99 range if using a 3 digit course numbering system.
- **Lower-Division Undergraduate Courses** – Courses in this category are normally taken in the first two years of a baccalaureate program, in programs leading to an associate degree, and credits earned in diploma programs. Generally, lower-division courses are numbered in the 1000 – 2999 range if using a 4 digit course numbering system or in the 100 – 299 range if using a 3 digit course numbering system.
- **Upper-Division Undergraduate Courses** – Courses in this category are normally taken during the last two years of a baccalaureate program. They typically apply concepts learned in the lower division, and require a higher degree of analysis and critical thought. Generally, upper-division courses are numbered in the 3000 – 4999 range if using a 4 digit course numbering system or in the 300 – 499 range if using a 3 digit course numbering system.
- **Graduate Level Courses** – Courses in this category are found in graduate level programs. These courses often require independent study, original research, critical analysis, and professional application of the specialized knowledge or discipline. Students enrolled in such courses have completed a baccalaureate program. Generally, graduate level courses are numbered in the 5000 – 6999 range if using a 4 digit course numbering system or in the 500 – 699 range if using a 3 digit course numbering system.

Applicability

In order to award transfer credit, the course in question must be relevant to the student's desired program at WyoTech. For example, a student enrolling in a massage therapy program would not receive transfer credit for an engineering course taken elsewhere. However, a student enrolling in an associate or bachelor degree program may be awarded transfer credit for the engineering course (as elective credit).

Required Grades

For diploma, associate, and bachelor degree programs, a letter grade of C (70%) or better is required for transfer credit to be awarded. For graduate programs, a letter grade of B (80%) or better is required for transfer credit to be awarded.

Academic Time Limits

For diploma, associate, and bachelor degree programs, the following time limits apply to a course being considered for transfer credit:

- College Core and General Education course – indefinite;
- Major Core course (except health science courses) – within ten (10) years of completion; and
- Military training, Proficiency exams (e.g., DANTES, AP, CLEP, Excelsior, etc.) and IT certificate exams – the same academic time limits as College Core, General Education, and Major Core courses.

For graduate programs, the transferring course must be transferred within five (5) years of completion.

Note: Due to certain programmatic accreditation criteria, health science courses must be transferred within five (5) years of completion.

Maximum Transfer Credits Accepted

Students enrolled in a diploma, associate, or bachelor degree program must complete at least 25% of the program in residency at the institution awarding the degree or diploma. The remaining 75% of the program may be any combination of transfer credit, national proficiency credit.

Students enrolled in graduate programs may transfer no more than 24 quarter credits.

Coursework Completed at Foreign Institutions

All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES). The evaluation must be course by course with letter grades. An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

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. Refresher 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 fee.

Campus Program Refresher Fees

Unless the graduate has the latest edition of the textbooks used for the class, he/she will be charged a \$275 training materials cost. Entrance into specific classes is subject to space availability in an offered course. All refresher fees are paid prior to admittance and scheduling by the Dean. Listed fees do not include safety glasses or uniforms that the student must obtain. Students enrolling in a refresher course may not be enrolled concurrently in another program.

ACADEMIC INFORMATION

SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the School. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance. Satisfactory academic progress is determined by measuring:

- The student's Cumulative Grade Point Average (CGPA)
- The student's Rate of Progress (ROP) toward completion of the academic program.
- The maximum time frame allowed to complete the academic program (150% for all programs)

Evaluation Periods for Satisfactory Academic Progress

Satisfactory academic progress is measured at the end of each course, which includes the end of the third course, end of the seventh course (if applicable), and the end of the program.

Grades

The final course grade consists of the average of the performance competency scores and average of the theory scores combined to represent 80% of the grade; professionalism and class participation make up the remaining 20%. Regardless of the professionalism and class participation grade, the student must attain a combined minimum course grade of 70% in theory/competency to pass the course. Please see "The Importance of Professionalism and Participation" handout for explanation of the professionalism system and penalties for excessive point deductions.

If, at the end of any evaluation period, a student falls below the required academic progress standards (CGPA, ROP, or other standards) for his/her program as stated in the school catalog, the student shall receive a written warning and be placed on probation.

If, upon completion of a course, a student has a final grade of less than 70% in a course, the student will be required to repeat that course in order to successfully complete the program.

If the student fails to achieve a minimum final grade of 70% for a second consecutive course, the student is notified in writing and placed on academic probation. Once placed on academic probation, a student must achieve a minimum final grade of 70% in the next course attempted in order to be returned to good academic standing. See the catalog section Academic Probation for the requirements.

Students failing three consecutive courses are not considered to be making satisfactory academic progress. See the catalog section Academic Suspension.

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.

Cumulative Grade Point Average Requirements (CGPA)

Students must meet specific cumulative grade point average (CGPA) requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the table below, along with Rate of Progress requirements. These will be reviewed at the end of each course, after grades have been posted, to determine if the student's CGPA is in compliance.

Rate of Progress Toward Completion Requirements (ROP)

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the courses attempted to be considered to be making satisfactory academic progress. Courses attempted are defined as those courses for which a student has attendance recorded in any portion. These percentage requirements are listed in the table below, along with CGPA requirements. The determination of CGPA and the percentage completion requirements will be reviewed at the end of each course, after grades have been posted, to determine if the student is progressing satisfactorily.

Example: 240 clock hours earned
360 clock hours attempted = 67% ROP

Maximum Time Frame for Completion (MTF)

A student is allowed no more than 1.5 times or 150 percent of the standard length of the program in which to complete the requirements for graduation. This is measured by limiting the total number of courses attempted to 1.5 times the number of courses in the normal length of the program and is defined as Rate of Progress. The Rate of Progress requirements assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable Rates of Progress are noted in the following table.

If at the end of any course it is determined that a student is unable to complete a program with a minimum 2.0 CGPA and within the maximum time frame, the student must be dismissed from the academic program.

Satisfactory Academic Progress Table

Evaluation Point	Minimum CGPA	Courses Completed / Attempted = ROP	Action Required
End of Each Phase	2.0	67%	CGPA less than 2.0, or ROP less than 67% = academic probation. Fail for a second consecutive phase = academic probation. Failing three consecutive phases = academic suspension.
End of the 3rd Phase	2.0	2 out of 3 phases (67%)	CGPA less than 2.0, or ROP less than 67% = academic probation. Fail for a second consecutive phase = academic probation. Failing three consecutive phases = academic suspension.
End of the 7th Phase	2.0	5 out of 7 phases (71%)	CGPA less than 2.0, or ROP less than 71% = academic probation. Fail for a second consecutive phase = academic probation. Failing three consecutive phases = academic suspension.
Phases after the end of second academic year	2.0, or able to improve to 2.0 by graduation*	Must be able to complete within the maximum time frame	CGPA less than 2.0 and can't improve to 2.0 by graduation, or unable to complete within maximum time frame = academic dismissal
End of 100% of the maximum time frame	2.0	100% of credits required to graduate	Less than a 2.0 and fewer than the number of credits required to graduate = academic dismissal
*If the student's CGPA is less than 2.0 at the end of any phase from the end of the second academic year, the student must file a satisfactory academic progress appeal and may only continue if the appeal is approved and a Dean of Students documents that the student will be able to improve the CGPA to 2.0 by graduation.			

Academic Probation

Probation is the period of time during which a student's progress is monitored under an advising plan. During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as deemed necessary by the school as a condition of their probation. Academic advising shall be documented on an Academic Advising Plan and shall be kept in the student's academic file. The Academic Advising Plan will be updated at the end of each evaluation period that the student is on probation.

If, at the end of any evaluation period, a student falls below the required academic progress standards (CGPA, ROP, or other standards) for his/her program as stated in the school catalog, the student shall receive a written warning and be placed on probation. Probation will begin at the start of the next evaluation period. The student will remain on academic probation as long

as his or her CGPA or ROP remains in the probation ranges specified in the school catalog. Additionally, WyoTech students will remain on probation until they successfully complete a failed course. When both the CGPA and ROP are above the probation ranges, the student is removed from probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes.

Notification of Probation

The Academic Dean/Director of Education (or designee) must provide written notice of probationary status to all students placed on academic probation. Additionally, all students on probation must participate in academic advising. The following timelines apply for all students placed on academic on probation:

For programs with an Add/Drop period;

- Students must be notified in writing by the end of the add/drop period of the probationary term; and
- Must receive academic advising within thirty (30) days from the start date of the probationary term.
- For programs without an Add/Drop period:
- Students must be notified in writing by the end of the first week of the probationary term; and
- Must receive academic advising by the end of the second week of the probationary term.

If a student's probationary status extends over consecutive academic terms, a second written Notice of Academic

Probation is not required. However, the Academic Advising Plan and the Evaluation of Progress form must be updated at the end of each academic term/evaluation period that the student is on probation.

Academic Suspension

Students failing three consecutive courses are not considered to be making satisfactory academic progress; Title IV funds will be suspended, and they will be withdrawn from the program for up to 180 days before they can re-register and re-apply for financial aid.

Re-entry Following Suspension

Students who successfully appeal a suspension or dismissal may return to school under the following conditions:

- The student must develop an academic advising plan with their advisor
- The student must bring their CGAP up to the probation range by the end of the evaluation period following the appeal

If the student meets the above conditions, s/he may remain in school, and is considered to be making SAP so long as the student's CGPA does not fall below the probation range.

Academic Dismissal

Students who have been readmitted following academic suspension who fail to improve their CGPA and/or ROP into the applicable probation range by the end of the first evaluation period after re-entry must be dismissed from the program. Students who have been dismissed from a program are not eligible for re-entry.

SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS

Previous Credit for Veterans Affairs Beneficiaries

All Veterans Affairs beneficiaries are required to disclose prior postsecondary school attendance and provide copies of transcripts for all postsecondary education and training. Upon enrollment, the School will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

Make-Up Assignments

Make up work and assignments may not be certified for veteran students for Veterans Administration pay purposes.

Maximum Time Frame for Veteran Students

The maximum time frame for veteran students to receive veteran benefits is the standard length of the program, not time and a half. Students funded by the Veterans Administration must complete their programs within the program's standard time frame in order to receive veteran benefits. A veteran student may not be funded for benefits following the standard program length.

Veterans Academic Probation

A veteran student who fails to meet the minimum standards of satisfactory academic progress as stated in the institutional policy is automatically placed on academic probation for one grading period. Any change in enrollment status, which includes withdrawals or dismissals from training, will be reported to the Veterans Administration. The School retains documentation of probation in a student's file. Students on academic probation may be required to participate in tutoring sessions outside class hours as a condition to continued enrollment. At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status. A veteran who fails to regain satisfactory academic progress status after one grading period will be treated as all other students under the institutional policy described above, with one exception. A veteran who fails to meet satisfactory academic progress status following one grading period on probation will be reported to the Veterans Administration, and their benefits may be terminated.

Veterans Reinstatement after Successful Appeal of Termination

A student who successfully appeals termination from the school due to failure to maintain satisfactory academic progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period, after which a student must meet minimum standards of satisfactory progress to remain in school. The Department of Veterans Administration will determine whether or not to resume payments of Veterans Administration education benefits to a reinstated student.

ACADEMIC APPEALS POLICY

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial aid eligibility. In all instances, the University expects that initially every attempt will be made to resolve such disputes informally through discussions by all relevant parties prior to initiating formal appeals.

All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Academic Dean/Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision:

- Notice of final grades:
 - Modular -The date the grade(s) are mailed from the school
- Notice of Attendance violation is the date of the violation
- Notice of SAP violation is the date of the suspension/dismissal letter

The appeal must include:

- The specific academic decision at issue
- The date of the decision
- The reason(s) the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

Note: Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

Upon receipt of the Academic Appeal Form, the Academic Dean shall convene an Appeal Committee, which should normally include the Department Chair, a member of the Student Services Staff, and a faculty member from another program. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received by the Academic Dean/Director of Education, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system within one (1) calendar day of the date of the decision. The decision of the Appeal Committee is final, and no further appeals are permitted.

Note: When an appeal is denied, the date of any suspension of financial aid or dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

Assignment/Test Grades

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Director/Department Chair. Only final course grades are eligible for appeal.

Final Course Grades

In modular programs, appeals of final course grades must be made by the fifth (5th) calendar day after the date the grades are mailed from the school. After that date the grade becomes final. In linear programs, appeals of final course grades must be made by the fifth (5th) calendar day of the subsequent term. The Academic Dean/Director of Education may direct a grade to be changed when it is determined by an Appeal Committee that a final grade was influenced by any of the following:

1. A personal bias or arbitrary rationale
2. Standards unreasonably different from those that were applied to other students
3. A substantial, unreasonable, or unannounced departure from previously articulated standards
4. The result of a clear and material mistake in calculating or recording grades or academic progress

Attendance Violations

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Attend school:
 - The next scheduled class period (Consecutive Absence Rule violations)
 - Within five (5) calendar days of the violation (Percentage Absence Rule violations)
2. Have perfect attendance while the appeal is pending
3. Submit a written plan to improve attendance with the **Appeal Form**

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending suspension/dismissal as of the date of the suspension/dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program and that their failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Advising Plan in conjunction with their advisor and place the student on probation.

Application of Grades and Credits

Except for a student on an official leave of absence, attendance in any portion of a course will be counted as a course attempted. Students on an official leave of absence will receive a leave or "L" grade for the course and not count as a course attempt. Upon return from leave, the student will be required to repeat the course and receive a final grade for the course. If a student fails to return from a leave of absence as scheduled, all leave ("L") grades received will be changed to a withdrawal ("W") grade and will be considered as attempted and not successfully completed.

Transfer credits are not included in the calculation of CGPA but are included in the "Total Number of Courses Attempted" (see charts above) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as courses attempted and successfully completed in calculating the rate of progress.

When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the credits for the original course and the repeated course are included in the "Total Courses attempted" (in the charts above) in order to determine the required progress level. The credits for the original attempt are considered as not successfully completed.

For calculating rate of progress, grades of "F" (failure), "W" (withdrawn) are counted as courses attempted but are not counted as courses successfully completed. Grades of "I" (incomplete) will also be counted as courses attempted but not as courses successfully completed; however, when the "I" is replaced with a letter grade, the GPA and satisfactory academic progress determination will be recalculated based on that letter grade and the credits earned.

Course Repetitions, Incompletes and Withdrawals

When a student repeats a course, the higher of the two grades is used 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 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 is withdrawn will be given the status of "D" (Drop) and a course grade of "W" (Withdrawal).

Satisfactory Academic Progress and Financial Aid

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the School.

The Financial Aid Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or Financial Aid personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progression requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the School catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been suspended or dismissed are no longer active students of the School and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after re-entry following suspension or in the event the student's appeal results in re-entry.

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" that 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.

Change of Program Policy

If a student changes his/her educational objective by changing programs, only the grades for those courses applicable toward the new program will be considered for satisfactory academic progress evaluation purposes. For purposes of determining whether the student has completed a program in the maximum allowable time frame, time spent in the previous applicable courses will apply.

VETERANS 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 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.

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 12 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
Withdrawal		W
Leave of Absence		L
Transfer-in Credits		TR

STUDENT AWARDS

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

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 POLICY

Attendance in class is critical to student academic success. This policy sets standards that provide for the withdrawal from a course or dismissal from a program of students whose absences from class exceed a set rate. Normally, a student is considered present when in the assigned classroom for the scheduled amount of time, i.e., neither late for class (tardy) nor leaving before the end of class. However, an instructor may consider a student present who does not attend the entire class session if (a) the criteria used to make the determination are stated in the course syllabus and (b) the amount of time missed does not exceed 50% of the class session.

A lack of student attendance is a basis for student academic advising. At the beginning of each course, faculty shall advise students of the following:

- The policy regarding absences
- The importance of regular attendance
- That attendance is required to receive credit for the course

Consecutive Absence Rule (All Programs)

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty shall notify the Academic Dean/Director of Education, who shall be ultimately responsible for determining whether the student plans to return to school or has withdrawn. The following guidelines shall be followed:

- All students who state they will not return to school shall be promptly withdrawn.
- All students who state they will return must:
 - Attend their next scheduled class session
 - File an appeal within five (5) calendar days of the violation
 - Have perfect attendance while the appeal is pending

Any student who has promised to return to school, but does not attend the next scheduled class session shall be withdrawn from all courses and dismissed from school

Percentage Absence Rule (Modular Programs)

For students who have not previously been dismissed from the program for violating the attendance policy, the following rule shall apply:

Percentage	Action Taken
15% of the total classroom hours missed	Attendance warning letter sent
20% of the total classroom hours missed	Dismissed from the program

For students who have been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
15% of the remaining classroom hours missed	Attendance warning letter sent
20% of the remaining classroom hours missed	Dismissed from the program

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.

Tardiness/Early Departure

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 minutes and are included in total attendance calculations.

Make-up Work

At the instructor's discretion, make-up work may be provided to students who have missed class assignments or tests. Make-up work is normally provided only when students provide documentation of illness, or other extenuating or mitigating circumstances that prevented class attendance. Make-up work must be completed within ten (10) calendar days after the end of the term/module. Make-up work will not remove an absence or a tardy from the student's academic record.

Additional Requirements for Veteran Students

The Veterans Administration (VA) requires that students receiving funds based on their enrollment in school complete their course of studies in the standard length of the program. In order to meet this requirement, students must attend class on a regular basis. All attendance withdrawals/dismissals of students funded through the VA shall be reported to the VA by the certifying official for the school. Such notification may result in the termination of veteran benefits.

ON-LINE EDUCATION

Attendance is measured in both weekly and cumulative log-ins to the course. For perfect attendance in the on-line course, 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 four out of seven days each week. An absence is counted if a student does not meet the four-day minimum. For example: A student logs-in two out of seven days, resulting in two absences. If a student receives four absences, the student will receive a written warning. A total of six 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.

Course Work

All course work must be completed within ten calendar days from the end of the phase of instruction. Failure of a 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.

LEAVE OF ABSENCE POLICY

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include, but are not limited to, jury duty, military obligations, birth or adoption of a child, or serious health condition of the student or a spouse, child or parent. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Director of Education.

Re-admission Following a Leave of Absence

Upon return from leave, the student will be required to repeat the module and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has re-entered. The student will not be charged any fee for the repeat of courses from which the student took leave or for re-entry from the leave of absence. The date the student returns to class is normally scheduled for the beginning of a module. When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

Failure to Return from a Leave of Absence

A student who fails to return from an LOA on or before the date indicated in the written request will be withdrawn from the program, and the institution will invoke the cancellation/refund policy.

As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy (see "Cancellation/Refund Policy").

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

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

Effects of Leave of Absence on Satisfactory Academic Progress

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

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

When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation, and the original grade is not counted in the CGPA calculation.

Veterans Leave of Absence

Leave of absence is granted to students who wish to temporarily interrupt their training for personal reasons. A student will be granted no more than one leave of absence for a maximum period of 60 days. A written request must be made in advance or the absence will be considered unexcused. The Veteran's Administration will be notified immediately when a veteran student is granted leave.

Withdrawal

A student may initiate withdrawal from WyoTech. Written notification of intent to withdraw must be made to the Dean of Students or Associate Dean located at 420 Whitney Place, Fremont, CA 94539.

WyoTech may initiate the withdrawal process due to attendance, not maintaining satisfactory academic progress, financial 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. Students who have exceeded the Maximum Time Frame for Completion policy are not eligible for re-entry. Re-entry is granted based on course availability and after all requirements of the School have been met and approved. WyoTech reserves the right to refuse re-entry, based upon the attendance, academic, and social conduct history of the student during previous enrollment periods.

ADMINISTRATIVE INFORMATION

STUDENT CONDUCT CODE

Background

The School maintains professional-level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the student conduct code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student is advised and given every opportunity to change his or her behavior to meet the expectations of the School and to prepare for what the student might later

expect to find in a professional-level work environment.

- The School maintains the right to discipline students found in violation of School policies in accordance with the procedures below.
- The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. Federal Work Study students who violate the student code of conduct in the performance of their work study duties are subject to disciplinary action/procedures.
- The Campus President or designee (typically the Director of Education/Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.
- Students are subject to the student conduct code while participating in any School-related activity.
- All student conduct code violations shall be documented in the student's academic record.
- Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the School.

- Students dismissed from one Corinthian Colleges, Inc. school for violation of the student conduct code shall not be eligible for admittance to another CCI school.

Applicability

This Code of Student Conduct (Code) applies at all times to all students. As used in this Code, a student is any individual who has been accepted or is enrolled in school. Student status lasts until an individual graduates, is withdrawn, or is otherwise not in attendance for more than 180 consecutive calendar days.

Generally

CCI seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All CCI schools should be free from violence, threats and intimidation, and the rights, opportunities, and welfare of students, faculty, staff, and guests must be protected at all times. To this end, this Code sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the school, the deviation(s) significantly prejudice the student. The School President (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

Conduct Affecting the Safety of the Campus Community

CCI reserves the right to take all necessary and appropriate action to protect the safety and well-being of the campus community. The School President (or designee) may immediately suspend any student whose conduct threatens the health and/or safety of any person(s) or property. The suspension shall remain in effect until the matter is resolved through the disciplinary process. Such conduct includes, but is not limited to:

- Possessing alcohol or other intoxicants, drugs, firearms, explosives, weapons, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of school or another's property
- Harassment or intimidation of others
- Endangerment, assault, or infliction of physical harm

Other Prohibited Conduct

Additionally, disciplinary action may be initiated against any student(s) based upon reasonable suspicion of attempting to commit, or assisting in the commission of any of the following prohibited forms of conduct:

- Cheating, plagiarism, or other forms of academic dishonesty
- Forgery, falsification, alteration or misuse of documents, funds, or property
- Any disruptive or obstructive actions, including:
- The use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
- The inappropriate use of electronic or other devices to make an audio, video, or photographic record of any person while on school premises without his/her prior knowledge or effective consent
- Failure to comply with school policies or directives
- Any other action(s) that interfere with the learning environment or the rights of others
- Violations of local, state, provincial, or federal law (see below)
- Note: This list is not exhaustive, but rather offers examples of unacceptable behavior which may result in disciplinary action.

Violations of Local, State, Provincial, or Federal Law

CCI students are expected to comply with all local, state, provincial, and federal laws and violations of those laws may also constitute a violation of this Code. While a criminal charge does not mean that the student is guilty of an offense, such a charge does mean that civil authorities have determined that there is at least probable cause to believe that an offense was committed, and that the student committed it. In such instances, the School President (or designee) may conduct an inquiry and/or proceed with disciplinary action under this Code independent of any criminal proceeding.

Limitations on Students with Pending Disciplinary Matters

Any student with a pending disciplinary matter shall not be allowed to:

- Enroll or attend classes at another CCI location (including Online)
- Graduate or participate in graduation ceremonies
- Engage in any other activities proscribed by the School President

Additionally, if a student withdraws from school at any point during the disciplinary process, the student is not eligible for readmission to any CCI school (including Online) prior to resolving the outstanding disciplinary issue.

Inquiry by the School President

If the School President (or designee), in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the School President (or designee) shall conduct a reasonable inquiry and determine an appropriate course of action. If the School President (or designee) determines that a violation has not occurred, no further action shall be taken.

Conduct Which Does Not Warrant a Suspension or Dismissal

If the School President (or designee), in his or her sole discretion, determines that the student's behavior may have violated this Code but does not warrant a suspension or dismissal, the School President (or designee) shall promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

Conduct Which Warrants a Suspension or Dismissal

If the School President (or designee), in his or her sole discretion, determines that the student's behavior warrants a suspension or dismissal, the School President (or designee) shall promptly provide the student with a written notice of the following:

- The conduct for which the sanction is being imposed
- The specific sanction being imposed
- The right to appeal if a written request is filed by the student within (5) calendar days of the date of the written notice

Sanctions

Sanctions should be commensurate with the nature of the student's conduct. All sanctions imposed should be designed to discourage the student from engaging in future misconduct and whenever possible should draw upon educational resources to bring about a lasting and reasoned change in behavior.

Suspension – A sanction by which the student is not allowed to attend class for a specific period of time. Satisfactory completion of certain conditions may be required prior to the student's return at the end of the suspension period. During a period of suspension, a student shall not be admitted to any other CCI school.

Note: Student absences resulting from a suspension shall remain in the attendance record regardless of the outcome of any disciplinary investigation or the decision of the Student Conduct Committee.

Dismissal – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the School President.

Note: Students dismissed for violations of this Code remain responsible for any outstanding balance owed to the school.

Examples of conditions the school may require a student to complete prior to returning from a suspension or dismissal are:

- Community Service and/or participation in educational programs
- Research assignments or special projects
- Behavioral contracts
- The loss of specific privileges (e.g., loss of automobile privileges on school premises, restricted access to computer lab or automotive machinery)
- Reimbursement or restitution for property damage
- Referral to receive outside counseling services
- Removal from school sponsored housing

Academic Dishonesty

Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to:

- Copying another's work from any source
- Allowing another to copy one's own work whether during a test or on an assignment
- Any attempt to pass off the work, data, or creative efforts of another as one's own
- Knowingly furnishing false information about one's academic performance to the school
- One or more of the sanctions listed below may be imposed for academic dishonesty:
- A reduction in grade on the assignment on which the violation occurred
- No credit on the assignment, paper, test, or exam on which the violation occurred
- A failing grade for the course/module
- Suspension or Dismissal from the school

Appeal Process

Students are entitled to appeal any sanction which results in suspension or dismissal. The appeal must be in writing and filed within five (5) calendar days of the date of the written notice. If the student files a timely appeal, the School President (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the School President, the Academic Dean/Director of Education, a Program or Department Chair, the Student Services Coordinator, or a faculty member. The members of the Committee shall select a Chair. If the alleged violation involves allegations of sexual misconduct committed against faculty or staff, the Committee must include a representative from Corporate or Division Human Resources.

The Committee Chair shall timely schedule a hearing date, and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date, and include notice that the student may:

- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

Attendance at the hearing is limited to those directly involved or those requested to appear. Hearings are not open to the public and are not recorded.

The Student Conduct Committee shall:

- Provide the student a full and reasonable opportunity to explain his/her conduct
- Invite relevant witnesses to testify or submit signed statements
- Reach a decision based upon the information submitted prior to the hearing and the testimony and information of the student and witnesses at the hearing

- If the student does not appear, or elects not to appear, the Committee may proceed in the student's absence and the decision will have the same force and effect as if the student had been present

The Student Conduct Committee shall issue a written decision to the student within five (5) calendar days of the date of the hearing which may:

- Affirm the finding and sanction imposed by the School President (or designee)
- Affirm the finding and modify the sanction
- Sanctions may only be reduced if found to be grossly disproportionate to the offense
- Disagree with the previous finding and sanction and dismiss the matter
- A matter may be dismissed only if the original finding is found to be arbitrary and capricious
- The decision of the Student Conduct Committee is final, and no further appeal is permitted.

Record of Disciplinary Matter

All disciplinary files shall be kept separate from the student academic files until resolved.

Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA) and PIPEDA. Disciplinary records shall be retained in the student's academic file permanently and a note shall be included in the official student information system indicating the date of the disciplinary decision and the sanction imposed.

When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement authorities for investigation and prosecution. Additionally, disciplinary records shall be reported to third parties as applicable (e.g. Veteran's Administration).

STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

Computing resources are an integral part of the educational experience at CCI. Responsible use of those resources is essential to student success. IT resources are provided to support the educational goals of CCI, and shall be used appropriately, and in accordance with local, state/provincial, and federal laws.

IT resources may only be used for legitimate purposes, and may not be used for any of the following purposes, or any other purpose which is illegal, unethical, dishonest, damaging to the reputation of the school, or likely to subject the school to liability. Impermissible uses include, but are not limited to:

- Harassment;
- Libel or slander;
- Fraud or misrepresentation;
- Any use that violates local, state/provincial, or federal law and regulation;
- Disruption or unauthorized monitoring of electronic communications;
- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software;
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music;
- Violations of licensing agreements;
- Accessing another person's account without permission;
- Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software;
- The use of restricted access computer resources or electronic information without or beyond a user's level of authorization;
- Providing information about or lists of CCI users or students to parties outside CCI without expressed written permission;
- Downloading or storing company or student private information on portable computers or mobile storage devices;
- Making computing resources available to any person or entity not affiliated with the school;
- Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material;
- Academic dishonesty as defined in the Student Code of Conduct;
- Use of CCI logos, trademarks, or copyrights without prior approval;
- Use for private business or commercial purposes.

DRESS CODE

A clean and neat appearance helps 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 complying with the following appearance standards:

- Full-length trousers and WyoTech uniform shirt must be worn while 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-toe 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-the-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 cannot be worn in the lab or open shop areas.
- Only WyoTech baseball caps with bill facing forward, or stocking caps can be worn on campus.
- 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.

DRUG AWARENESS

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

This institution prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any School activity. If a student suspects someone to be under the influence of any drug (or alcohol), they should immediately bring this concern to the attention of the Director of Education or Campus President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include dismissal of the student. The appropriate law enforcement authorities may also be notified.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment or employment is subject to successful completion of any prescribed counseling or treatment program.

WEAPONS POLICY

No weapons of any type are allowed on campus. This includes, but is not limited to: hand guns, rifles, knives, and any other devices used to harm or intimidate staff or students. This institution maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the institution and a complaint with local law enforcement.

Sexual Harassment

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students at WyoTech is prohibited and shall subject the offender to dismissal or other sanctions following compliance with the procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
- Submission or a rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
- Such control unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Any individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to the Campus President. Please be reminded that this policy applies to students as well as employees.

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; records 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.

CHANGE OF ADDRESS

A change of address must be reported immediately to the Registrar's Office.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Directory Information

The institution has designated certain information contained in the education records of its students as Directory Information for purposes of FERPA. Directory Information at this institution includes:

- Name
- Address
- Telephone numbers
- Major and/or minor fields of study
- Diploma/Degree sought
- Expected date of program completion
- Expected date of graduation
- Diplomas/Degrees conferred
- Awards and Honors
- Dates of attendance
- Previous institutions attended
- Participation in officially recognized activities
- Photograph

Directory information may be disclosed by this institution for any purpose, without the prior consent of a student, unless the student has forbidden disclosure of such information in writing. Students wishing to prevent disclosure of the designated directory information must file written notification to this effect with the Registrar's Office. In the event that such written notification is not filed, the institution assumes that the student does not object to the release of the directory information.

Additional FERPA information is available from the institution's Registrar's Office.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, WyoTech has established policies regarding campus security.

The school strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

The school encourages all students and employees to report criminal incidents or other emergencies that occur on the campus directly to the Campus President, student advisor or instructor. It is important that school personnel are aware of any such problems on school campuses. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The school will work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the school for a minimum of three years after the incident.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students and staff are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: <http://www.safetypub.com/megan.htm>.

Statistical Information

The public law referenced herein requires the school to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1st of each year, the school will distribute a security report to students and staff containing the required statistical information on any campus crimes committed during the previous three years. A copy of this report is available to students, employees, and prospective students and employees upon request.

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students. (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

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 please see "Academic Appeals Policy" under the Satisfactory Academic Progress section or "Appeals" under the Student Conduct Code section of the catalog. If the student is not satisfied with the Appeal Committee's decision, students may also contact the Student Help Line at (800) 874-0255 or by email at studentservices@cci.edu.

STATE GRIEVANCE PROCEDURE

If you have any complaints, questions, or problems which you cannot work out with the school, write or call the Department of Consumer Affairs, Consumer Information Division, P.O. Box 980818, Sacramento, Ca. 95798, (800) 952-5210.

ACCREDITING COMMISSION GRIEVANCE PROCEDURE

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

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
(703) 247-4212
(703)-247-4533 (fax)
www.accsc.org

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.

FINANCIAL INFORMATION

CANCELLATIONS

The Enrollment Agreement does not constitute a contract until it has been approved by an official of The School. If the agreement is not accepted by The School, all monies paid will be refunded. A student who has not visited The School prior to enrollment may withdraw without penalty following either the regularly scheduled orientation procedures or a tour of The School and inspection of the equipment. A student has the right to cancel the Enrollment Agreement until midnight of the fifth business day following the first scheduled class session.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President at the address shown on the front of this agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and if it states that the student no longer wishes to be bound by the Enrollment Agreement. A notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

OFFICIAL WITHDRAWALS

A student has the right to withdraw at any time. An official withdrawal must be documented in writing. An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The School official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from The School are requested to notify the office of the Academic Dean/Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

Quarter-based Programs: After the cancellation period, students in quarter-based programs who officially withdraw from the School prior to the end of The School's official add/drop period will be dropped from enrollment, and all monies paid will be refunded.

Modular Programs: Although there is no add/drop period in modular programs, for students who officially withdraw within the first five class days (or for weekend classes within seven calendar days from the date they started class, including the day they started class), all monies paid will be refunded.

REFUND POLICIES

This School is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs).

When a student withdraws, The School must complete both a "Return to Title IV" and a refund calculation.

- First, if the student is a Title IV recipient, The School must determine how much federal grant and loan assistance the student has earned under the Federal Return of Title IV Funds Policy. If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, The School, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable. The federal Return to Title IV policy is explained below.
- Second, The School must determine how much of the tuition and fees it is eligible to retain using the applicable refund policies. A refund will be calculated on the basis of the institutional refund policy and any applicable state refund policies. If a state or accrediting agency refund policy applies, it will be included on this agreement. (See below.)

The student will be given the benefit of the refund policy that results in the largest refund to the student.

Any unpaid balance of tuition and fees that remains after calculating the refund and applying the amount of SFA funds earned based on the Federal Return of Title IV Funds policy must be paid by the student to The School.

The refund calculation will be based on the date of withdrawal. Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be applied in the following order:

1. to pay authorized charges at the institution;
2. with the student's permission, applied to reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);
3. returned to the student.

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, The School will make a settlement that is reasonable and fair to both parties.

Date of Withdrawal versus Date of Determination (DOD)

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which The School has 30 days to issue a refund, is the earlier of the date the student officially withdraws or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

Effect of Leaves of Absence on Refunds

If a student does not return from an approved leave of absence (where applicable) on the date indicated on the written request, the refund will be made within 30 days from the date the student was scheduled to return (DOD), but the refund calculation will be based on the student's last date of attendance.

Textbook and Equipment Return/Refund Policy

If a student who was charged for and paid for textbooks, uniforms, or equipment, returns unmarked textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution shall refund the charge for the textbooks, uniforms, or equipment paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked textbooks, unworn uniforms or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

Federal Return of Title IV Funds Policy

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal unless state policy indicates a shorter time frame (see state refund policy, if applicable).

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Direct Stafford Loans (other than PLUS loans)
4. Subsidized Direct Stafford Loans
5. Federal Perkins Loans
6. Federal Parent (PLUS) Loans
7. Direct PLUS Loans
8. Federal Pell Grants for which a Return of Funds is required
9. Academic Competitiveness Grants for which a Return of Funds is required
10. National Smart Grants for which a return of funds is required
11. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

Return of Unearned SFA Program Funds

The School 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, the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than \$50.

(Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise 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.)

Institutional Refund Calculation

The School will perform a pro-rata refund calculation for students who terminate their training before completing more than 60 percent of the period of enrollment. Under a pro-rata refund calculation, The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$75 or 5% of the total institutional charges, whichever is less, will be excluded from total charges used to calculate the

pro-rata refund. The School may retain the entire contract price for the period of enrollment--including tuition, fees, and other charges--if the student terminates the training after completing more than 60 percent of the period of enrollment.

Modular Students Please Note: Since students enrolled in modular programs are charged tuition by academic year, the charges earned and amount due under the institutional refund policy is based on the charges for the portion of the academic year completed, rather than on the portion of the quarter completed.

CALIFORNIA BUYER'S RIGHT TO CANCEL

- (a) The student shall have the right to cancel an agreement for a program of instruction including any equipment, until midnight of the fifth business day after the day on which the student did any of the following:
 - (A) Attended the first class of the program of instruction that is the subject of the agreement or received the first lesson in a home study or correspondence course.
 - (B) Received a copy of the notice of cancellation as provided in Section 94868.
 - (C) Received a copy of the agreement and the disclosures as required by subdivision (a) of Section 94859, whichever is later.
- (b) Cancellation shall occur when the student gives written notice of cancellation to the institution at the address specified in the agreement.
- (c) The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid.
- (d) The written notice of cancellation need not take a particular form and, however expressed, is effective if it indicates the student's desire not to be bound by the agreement.
- (e) Except as provided in subdivision (f), if the student cancels the agreement, the student shall have no liability, and the institution shall refund any consideration paid by the student within 10 days after the institution receives notice of the cancellation.
- (f) If the institution gave the student any equipment, the student shall return the equipment within 10 days following the date of the Notice of Cancellation. If the student fails to return the equipment within this 10 day-period, the institution may retain that portion of the consideration paid by the student equal to the documented cost to the institution of the equipment and shall refund the portion of the consideration exceeding the documented cost to the institution of the equipment within 10 days after the period within which the student is required to return the equipment. The student may retain the equipment without further obligation to pay for it.

REFUNDS

In addition to the refund calculated under the state policy below, The School will calculate the refund due under the institutional refund policy on the reverse of this agreement. The student will be given the benefit of the refund policy that results in the largest refund to the student.

CALIFORNIA REFUND POLICY

The School will earn tuition on a pro-rata basis. Refunds will be calculated as follows:

1. Determine the total tuition for the program.
2. Divide this figure by the total number of hours in the program.
3. The answer to the calculation in step (2) is the hourly charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge of instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.

SAMPLE CALCULATION

A student enrolls in a 720 clock hour program at a total tuition cost of \$8,500. The student drops from school after attending 300 hours of the program and has paid \$4,000 toward tuition. The student has also paid \$250 for books and equipment that were not returned for a total of \$4,250.

- The total tuition is \$8,500 for 720 hours of instruction.
- The total tuition divided by the total hours in the program equals the cost per hour of instruction.
- \$8,500 divided by 720 equals \$11.80, which is the cost per hour of instruction.
- The student owes \$3,540 (300 hours multiplied by \$11.80, the cost per hour) plus \$250 for books and equipment (\$3, 790 total).
- Since \$4,250 was paid on the account, \$460 will be refunded (\$4,250 minus \$3, 790).

STUDENTS CALLED TO ACTIVE MILITARY DUTY

Newly Admitted Students

Students who are newly admitted to the school and are called to active military duty prior to the first day of class in their first term/module shall receive a full refund of all tuition and fees paid. Textbook and equipment charges shall be refunded to the student upon return of the textbooks/unused equipment to the school.

Continuing Students

Continuing students called to active military duty are entitled to the following:

If tuition and fees are collected in advance of the withdrawal, a strict pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal for active military service ("WZ")

Note: The pro rata refund will be calculated as follows:

The total number of scheduled classroom hours up to and including the student's LDA divided by the total number of classroom hours in the program.

Continuing Modular Diploma Students

Continuing modular diploma students who have completed 50% or less of their program are entitled to a full refund of tuition, fees, and other charges paid. Such students who have completed more than 50% of their program are entitled to a strict pro rata refund.

REQUIREMENTS FOR GRADUATION

A student must:

1. Successfully complete the program with a 2.0 (70%) cumulative grade point average within the maximum time frame for completion as stated in The School catalog.
2. Successfully complete all externship hours (if applicable).
3. Meet any additional program specific requirements as stated in The School catalog.

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.

FINANCIAL AID INFORMATION

Student Financing Options

The school offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options available and the Financial Aid process can be obtained from the school's Student Financial Planning Brochure. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

Students failing to honor their financial obligations to WyoTech may, at the School's sole discretion, be suspended or terminated from their 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.

Financial Assistance

Financial assistance (aid) in the form of grants and loans is available to eligible applicants who have the ability and desire to benefit from the specialized program/training offered at the school.

Student Eligibility

To receive financial assistance you must:

1. usually, have financial need;
2. be a U.S. citizen or eligible noncitizen;
3. have a social security number;
4. if male, be registered with the Selective Service;
5. if currently attending school, be making satisfactory academic progress;
6. be enrolled as a regular student in any of the school's eligible programs;
7. not be in default on any federally-guaranteed loan.

Federal Financial Aid Programs

The following is a description of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the school's Student Financial Planning Brochure, the school's Student Finance Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at:

http://studentaid.ed.gov/students/publications/student_guide/index.html

Federal Pell Grant

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Student eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be repaid.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Undergraduate students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents, and the cost of attending school.

Federal Perkins Loan

This low-interest loan is available to qualified students who need financial assistance to pay educational expenses. Repayment of the loan begins nine months after the student graduates, leaves school or drops below half-time status.

Federal Work Study (FWS)

The need-based program provides part-time employment to students who need income to help meet their costs for postsecondary education. Funds under this program are limited.

Federal Stafford Loans (FSL)

Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment begins six months after the student graduates, leaves school or drops below half-time status. There are two types of Federal Stafford Loans available: Subsidized Loans and Unsubsidized Loans.

Federal Subsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Student eligibility for a Subsidized Stafford Loan is based on “financial need.” The Federal government pays the interest while the student is in school at least half time, during the grace period and during periods of deferment.

Federal Unsubsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Students do not have to demonstrate “need” in order to obtain this loan. Interest accrues on this loan while a student attends school.

Federal Parent Loan for Undergraduate Students (PLUS)

The Federal Parent Loan for Undergraduate Students (PLUS) provides additional funds to help parents pay for educational expenses. Parents may borrow up to the cost of their dependent student’s education minus any other aid the student is eligible for. The interest rate fixed and interest accrues at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Note: Federal student loans are insured by state and private non-profit guarantee agencies.

Loan origination fees may be deducted from the loan by the institution making the loan as set forth by federal regulations.

Alternative Financing Options

Should a student’s primary source of financing not cover all their educational costs, the school offers affordable alternative financing options such as alternative loans and institutional payment plans. Each plan is offered as a secondary payment source to augment primary financing options such as cash, federal financial aid, state grants, agency contracts or employer billing. For detailed information regarding all financing options available please refer to the school’s Student Financial Planning Brochure.

Institutional Payment Plans

Cash Payment Plan - Under this plan, a student makes equal monthly payments over the length of the program. All payments are interest free and the first payment is due 30 days from the day the student begins school.

Extended Payment Plan – Under this plan a student makes equal monthly payments over the length of the program plus six extra months. The interest rate is fixed throughout the note term and the first payment is due 30 days from the day the student begins school.

Please refer to Student Financial Planning brochure and for further information or please see one of our Student Finance Planners.

GRANTS AND SCHOLARSHIPS

DREAM AWARD PROGRAM AND SCHOLARSHIPS

Graduates of any Corinthian Colleges, Inc. (CCi) school may be nominated for the CCi-sponsored Dream Award program. This award is given to recognize a graduate, for whom the decision to attend a CCi school was a turning point in the graduate’s life.

The Dream Award program is divided into two tiers – the **Campus Dream Award** which is managed by each campus and recognizes one graduate from each campus; and the **Corinthian Dream Award**, which is selected by Corinthian’s executive team and recognizes one “ultimate” winner from the pool of Campus Dream Award winners. Eligible graduates must have graduated from a Corinthian Colleges, Inc. school within the three years prior to the nomination period and be nominated by their campus. Dream Award program scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Nominations and awards are determined by an independent panel. Scholarship awards must be used within two years of the award.

Campus Dream Award: Each campus will nominate one recent graduate from the campus to represent the campus in the award competition. Nominations are accepted from April 1 to August 1 each year. Selection of the nominee is based on a review of recent graduates within the past three years by the Campus Selection Committee. The selected nominee should be a graduate whose life story could have gone in any direction, but whose decision to attend a CCi school was a turning point for them. The selected nominee should be an inspiration and motivation to other students. Each Campus Dream Award recipient will receive:

A scholarship worth \$2,500 that may be used at any CCi campus for training that is more advanced than the one from which the nominee has graduated, and a trophy.

Corinthian Dream Award: Following the close of the nomination period for the Campus Dream Award, the Corinthian Dream Award recipient will be selected from the campus nominees by the Corinthian Colleges Selection Committee, composed of the Executive Management Team of CCi. The award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the October CCi Presidents Meeting. The award will include:

1. A full scholarship that may be used at any CCi campus for training that is more advanced than the program from which the recipient has graduated,
2. An all expenses paid trip to the October Presidents Meeting,
3. A trophy,
4. A letter of recognition from the CCi CEO and COO, and
5. A nomination to the Career College Association (CCA) Great Award.

Additional information regarding this award and scholarship program may be requested from the Campus President.

Cal Grants

California sponsors the Cal Grant programs through the Student Aid Commission. Students who are California residents seeking postsecondary education may qualify if they have not defaulted on a previous student loan and do not owe a refund on any state or federal educational grant. Awards are based on financial need, academic progress and program of study.

Imagine America Scholarships

WyoTech participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C. Under this scholarship program two \$1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

Scholarship certificates are sent directly to the high school from the Career Training Foundation of Washington D.C. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid. The chosen high school seniors can each only receive one Imagine America scholarship.

Imagine America scholarship certificates are to be given to the Financial Aid Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until the end of the year in which they are awarded.

Ford AAA Scholarship

WyoTech participates in the Ford AAA competition at the state and national levels. This program recognizes the nation's best automotive and diesel high school student technicians in local, state, and national competitions.

WyoTech selects scholarship recipients from Ford AAA participants.

Members of the 1st, 2nd and 3rd place winning teams will be eligible for a full scholarship equivalent to tuition for a degree program.

Members of the 1st, 2nd and 3rd place National Award winning teams will be eligible for a full scholarship equivalent to tuition for a degree program plus one additional specialty course.

Scholarship must be used within one year of High School graduation.

Skills USA

SkillsUSA is a partnership of students, teachers and industry representatives, working together to ensure America has a skilled work force. SkillsUSA is a national organization serving teachers and high school and college students who are preparing for careers in technical, skilled and service occupations, including health occupations.

Members of the 1st, 2nd and 3rd place State winning teams will be eligible for a full scholarship equivalent to tuition for a degree program, the Motorcycle program or the HVAC program.

Members of the 1st, 2nd and 3rd place National Award winning teams will be eligible for a full scholarship equivalent to tuition for a degree program, the Motorcycle program or the HVAC program plus one additional specialty course.

Scholarship must be used within one year of High School graduation

U.S. Armed Services Scholarship

With deep gratitude to the men and women who serve our country, all WyoTech schools, with the exception of the Blairsville campus, are pleased to provide to all active duty members of the U.S. Military Forces, guard and reserve, as well as all honorably discharged veterans, a scholarship equal to 15% of the tuition for their entire program of study.

- If the Veteran meets the following criteria he will qualify for WyoTech Armed Forces Scholarship.
- Active Duty or Veteran
- Be a high school graduate or the equivalency
- Provide proof of DD214 or required documents prior to the beginning of classroom attendance
- Discharge must state "Honorable". No other discharge statuses will be accepted.
- Reserves or National Guard
- Be a high school graduate or the equivalency
- Provide proof of DD214 or required documents prior to the beginning of classroom attendance
- Complete your initial active duty for training (IADT)
- Serve in a drilling Selected Reserve or National Guard unit and remain in good standing.

STUDENT SERVICES

STUDENT ID BADGE

Each student is provided a photo identification badge, at no charge, upon admission to the School. Students are required to wear the student identification badge while on campus. A fee will be charge for a replacement badge.

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

Tuition includes books, training materials, and supplies. Safety glasses and uniforms are furnished to the students. Tools are loaned to students during their enrollment period.

ON-LINE EDUCATION MINIMUM EQUIPMENT REQUIREMENTS

• Internet access	• Microsoft Internet Explorer 6.0 or better for PC; Safari 3.0 or better for Mac
• Windows 2000, XP, or Vista or Mac OS X or higher (in classic mode)	• 28.8 kbps Modem (56K recommended)
• 64 MB of RAM	• Speakers
• Sound Cards	• Virus scanning program
• Real Player Plug-in (commonly used plugins may be	• Additional software as required by certain courses

required depending on the course or program.)	
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You will need a personal email account to receive communications from within your course. You may sign up for one with any 3rd party email system (Yahoo, Comcast, Google, Hotmail, etc.)

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, there is on-line computer orientation offered during each phase to help on-line students familiarize themselves with computers and the on-line vendor format they will be using in the AOS On-line Program.

In addition, eCollege.com has been contracted to offer technical assistance. Students needing customer support may 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 Dean's Office.

TUTORING

The School provides academic advising to all students to ensure satisfactory progress through the program. Special attention is given to those students who 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. WyoTech can assist with referrals within a reasonable distance from the campus.

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. Computer workstations provide access to the Internet and software appropriate to the Electrician, Plumbing, HVAC and Automotive programs including AllData, ShopKey, Delamar Student Exercise Software for both Automotive and HVAC as well as training software in the use of each program. Additional computer workstations are located in the shop areas; students have access to specific software used in conjunction with instructional projects and assignments. 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 graduates for a career in the automotive, motorcycle, HVAC, electrical, and plumbing industries. 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. At WyoTech, students are prepared to enter the workplace immediately following graduation. Though we cannot guarantee each student a job, WyoTech maintains a high percentage of employed graduates.

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:

- Resume preparation
- Interview techniques
- Follow-up techniques

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 COMMITTEE

We have Program Advisory Committees that meet individually twice a year. These committee 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 request job referrals.

EMPLOYMENT OPPORTUNITIES

Students enrolling for classes may take advantage of our “Job Board” to find 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.

PROGRAMS OFFERED

Certificates, Diplomas, Degrees

Program of Study	Credential	Contact Hours	Quarter Credits	Weeks
Automotive Technology				
Applied Automotive Technology	Diploma	1200	90	60
Applied Automotive Technology – Advanced Diagnostics Concentration	Diploma	1560	118	78
Automotive Technology with a Concentration in Automotive Diagnostics	AOS Degree	1500	118	78
Automotive Technology with a Concentration in Service Management	AOS Degree	1500	117	78
Electrical				
Electrician	Diploma	720	59	36
Motorcycle Technology				
Motorcycle Technician	Diploma	1000	72	48
Motorcycle Technology	Diploma	1500	108	72
HVAC				
Residential Heating, Ventilation and Air Conditioning	Diploma	720	55	36
Commercial Heating, Ventilation and Air Conditioning (CHVAC)	Diploma	1200	91	60
Plumbing				
Plumbing Technology	Diploma	720	55	36

AUTOMOTIVE TECHNOLOGY

CAREER OPPORTUNITIES - AUTOMOTIVE

Applied Automotive Technology

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 of this bumper-to-bumper training are prepared for entry-level employment as an automotive service technician in each of the content areas.

Applied Automotive Technology - Advanced Diagnostics Concentration

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 repair sophisticated late model vehicles. Graduates of this program are prepared for entry-level employment such as automotive diagnostic technician and service technician. This program includes preparation for the California Smog Technician License Exam.

OCCUPATIONAL DEGREE PROGRAM CAREER OPPORTUNITIES - AUTOMOTIVE

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

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. This program includes the content of Applied Automotive Technology along with related business communications, customer service, performance analysis and strategic diagnostics. Graduates are prepared for entry-level employment as an automotive service technician in each of the content areas. 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

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. Graduates are prepared for entry-level employment positions such as automotive service technician, automotive service advisor/customer representative, automotive technical writer, and automotive service manager.



Applied Automotive Technology

Diploma program

1200 hours – 60 weeks – 90 credit units

Diploma Program

This diploma program is an ASE Master Certified automotive training program, the highest level of achievement recognized by the National Institute for Automotive Service Excellence (ASE). Designed as a bumper-to-bumper education in the automotive repair industry, this program prepares individuals for entry-level positions as a modern automotive technician.

Length of Program

The Applied Automotive Technology program consists of ten phases of instruction. Each phase provides six weeks of training and includes 120 clock hours of instruction, 4.0 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

Refer to the Course Descriptions sections for information on all courses.



Applied Automotive Technology – Advanced Diagnostic Concentration

Diploma program

1560 clock hours – 78 weeks – 118 credit units

Diploma Program

WyoTech offers a diploma program with a concentration in advanced automotive diagnostics. Qualified faculty take pride in educating students for successful careers in the industry.

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 entry-level technical skill set and an applied logical diagnostics approach to repair 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. Each phase provides six weeks of training and includes 120 clock hours of instruction, 4.0 hours per day, Monday through Friday. Morning, afternoon and evening schedules are available. The curriculum follows the ten 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

Refer to the Course Descriptions sections for information on all courses.



Automotive Technology with a Concentration in Automotive Diagnostics

Associate of Occupational Studies degree

1500 clock hours – 78 weeks – 118 credit units

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

The automobile is a major economic and transportation mainstay of American society, and the 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 entry-level technical skill set and an applied logical diagnostics approach to repair 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.

Course Delivery

WyoTech provides the opportunity to complete this occupational degree program through a combination of on-line and on campus instruction. Students complete the applied general education courses, AAS 501 and AAS 502, through on-line instruction. Students are required to complete on-line computer orientation one or two phases prior to beginning the on-line courses. AAS 504 is taught 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 occupational degree program provides six weeks of training. AAS 501, AAS 502 are the applied general education curriculum components of the occupational degree program.

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

Refer to the Course Descriptions sections for information on all courses.



Automotive Technology with a Concentration in Service Management

Associate of Occupational Studies degree

1500 clock hours – 78 weeks – 117 credit units

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

The Associate of Occupational Studies Degree with a Concentration in Service Management provides students with an entry-level 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 entry-level positions in the management areas of the service industry.

Course Delivery

WyoTech provides the opportunity to complete this occupational degree program through a combination of on-line and on-campus instruction. Students complete the applied general education courses, AAS 501 and AAS 502, through on-line instruction. Students are required to complete on-line computer orientation one or two phases prior to beginning the on-line courses. AAS 503 is delivered with experiential learning activities on campus, 5 days per week.

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 are the applied general education curriculum components of the occupational degree program.

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

Refer to the Course Descriptions sections for information on all courses.

MOTORCYCLE TECHNOLOGY

CAREER OPPORTUNITIES - MOTORCYCLE

Motorcycle Technician

The diploma in Motorcycle Technician is designed to provide students with a technical skill set and applied logical diagnostics approach to diagnose, service, and repair modern motorcycles. This program prepares the graduate for entry-level positions as a Motorcycle Technician.

Motorcycle Technology

The diploma in Motorcycle Technology is designed to provide students with a technical skill set and applied logical diagnostics approach to diagnose, service, and repair modern motorcycles. The core training areas, coupled with a student-selected area of specialty, prepares the graduate for employment as an entry-level motorcycle technician.

Harley-Davidson Concentration

This specialty area will allow the student to build upon the knowledge and skills of the core and to apply them to the diagnosis, service, and repair of Harley-Davidson motorcycles. Employment opportunities that call for the knowledge presented in this program are entry-level positions with dealerships, specialty shops, and performance-oriented businesses.

European Concentration

This specialty area will allow the student to build upon the knowledge and skills of the core and to apply them to the diagnosis, service, and repair of BMW, Ducati, and Triumph motorcycles. Students can achieve manufacture certification in specific areas. Employment opportunities that call for the knowledge presented in this program are entry-level positions with dealerships, specialty shops, and performance-oriented businesses.

Asian Concentration

This specialty area will allow the student to build upon the knowledge and skills of the core and to apply them to the diagnosis, service, and repair of Honda, Kawasaki, Suzuki, and Yamaha motorcycles. Employment opportunities that call for the knowledge presented in this program are entry-level positions with dealerships, specialty shops, and performance-oriented businesses.



Motorcycle Technician

Diploma program

1000 clock hours – 48 weeks – 72 credit units

The diploma in Motorcycle Technician is designed to provide students with a technical skill set and applied logical diagnostics approach to diagnose, service, and repair modern motorcycles. Motorcycle Technician program prepares the graduate for employment as an entry-level motorcycle technician.

Length of Program

The Motorcycle Technician program consists of 8 phases of instruction. Each phase provides 6 weeks of training and includes 125 clock hours of instruction, undertaken 4.2, Monday through Friday. Afternoon and evening schedules are available.

Motorcycle Technician Curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
MT 101 Suspension Systems	125	9	6
MT 102 Brake Systems	125	9	6
MT 103 Four Stroke Engines	125	9	6
MT 104 Two Stroke Engines	125	9	6
MT 105 Fundamentals of Electricity	125	9	6
MT 106 Electrical Systems	125	9	6
MT 107 Fuel Systems	125	9	6
MT 108 Service	125	9	6
Totals	1000	72	48

Refer to the Course Descriptions sections for information on all courses.



Motorcycle Technology

Diploma program

1500 clock hours – 72 weeks – 108 credit units

The diploma in Motorcycle Technology is designed to provide students with a technical skill set and applied logical diagnostics approach to diagnose, service, and repair modern motorcycles. Students, after completion of their core training, then proceed into their selected area of concentration. The core training areas, coupled with a student-selected area of specialty, prepare the graduate for employment as an entry-level motorcycle technician.

Length of Program

The Motorcycle Technology program consists of 12 phases of instruction consisting of an eight-phase core and four-phase concentration. Each phase provides 6 weeks of training and includes 125 clock hours of instruction, undertaken 4.2 hours per day, Monday through Friday. Afternoon and evening schedules are available.

Motorcycle Technology Core Curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
MT 101 Suspension Systems	125	9	6
MT 102 Brake Systems	125	9	6
MT 103 Four Stroke Engines	125	9	6
MT 104 Two Stroke Engines	125	9	6
MT 105 Fundamentals of Electricity	125	9	6
MT 106 Electrical Systems	125	9	6
MT 107 Fuel Systems	125	9	6
MT 108 Service	125	9	6
Core Totals	1000	72	48

Select one of the following concentrations:

Harley-Davidson Concentration Curriculum			
Phase Title	Contact Hours	Quarter Credits	Weeks
MT 111 Harley-Davidson Engines I	125	9	6
MT 112 Harley-Davidson Engines II	125	9	6
MT 113 Harley-Davidson Chassis	125	9	6
MT 114 Harley-Davidson Engine Controls	125	9	6
Concentration Totals	500	36	24
Core/Concentration Totals	1500	108	72

European Concentration Curriculum			
Phase Title	Contact Hours	Quarter Credits	Weeks
MT 115 European BMW I	125	9	6
MT 116 European BMW II	125	9	6
MT 117 European Ducati	125	9	6
MT 118 European Triumph	125	9	6
Concentration Totals	500	36	24
Core/Concentration Totals	1500	108	72

Asian Concentration Curriculum			
Phase Title	Contact Hours	Quarter Credits	Weeks
MT 119 Asian Honda	125	9	6
MT 120 Asian Kawasaki	125	9	6
MT 121 Asian Suzuki	125	9	6
MT 122 Asian Yamaha	125	9	6
Concentration Totals	500	36	24
Core/Concentration Totals	1500	108	72

Refer to the Course Descriptions sections for information on all courses.

HEATING VENTILATION AND AIR CONDITIONING & PLUMBING TECHNOLOGY

CAREER OPPORTUNITIES – HVAC, ELECTRICIAN, AND PLUMBING

Graduates of the Residential Heating, Ventilation and Air Conditioning program can seek employment as entry-level technicians in the residential heating, ventilation and air conditioning field, including Sheet Metal Fabrication Apprentice, Furnace Install and Repair Apprentice, Furnace Cleaner, A/C Mechanic Apprentice, and A/C Install/Service Apprentice. Intermediate and advanced positions include Electrical Heat Assembler, Heating & Air Conditioning Installation/Service, Gas Furnace Installation and Repair, Sheet Metal Mechanic, Sheet Metal Lay-Out, Sheet Metal Machine Operator, Sheet Metal Fabricator, Sheet Metal Installer, A/C Unit Tester, A/C Technician, and A/C Mechanic.

Commercial Heating, Ventilation and Air Conditioning (CHVAC) graduates can seek employment as entry-level technicians in the commercial heating, ventilation and air conditioning field, including Sheet Metal Fabrication Apprentice, Furnace Install and Repair Apprentice, Furnace Cleaner, A/C Mechanic Apprentice, and A/C Install/Service Apprentice. Intermediate and advanced positions include Electrical Heat Assembler, Heating & Air Conditioning Installation/Service, Gas Furnace Installation and Repair, Sheet Metal Mechanic, Sheet Metal Lay-Out, Sheet Metal Machine Operator, Sheet Metal Fabricator, Sheet Metal Installer, A/C Unit Tester, A/C Technician, Transport Refrigeration Technician and A/C Mechanic.

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. The plumbing trade offers the option of working in a variety of plumbing situations, repair plumbing, residential remodeling, new construction and commercial construction. Graduates of the program will be prepared to seek employment in entry-level positions as plumbers and plumbing service technicians.

Graduates of the Electrician diploma program are qualified for entry-level positions such as commercial and residential electrician, preventive maintenance electrician, production electrician, bench electrician, repair electrician, industrial maintenance electrician, programming electrician, maintenance technician, field service electricians, and installation electricians in any manufacturing industry and market sector that has a need for electricians.



Residential Heating, Ventilation and Air Conditioning

Diploma program

720 clock hours – 36 weeks – 55 credit units

The Residential Heating, Ventilation and Air Conditioning (RHVAC) program provides students the skills required to specialize in the field of residential heating and air conditioning service and repair. Most areas of the world require some residential climate control, therefore basic construction, basic electricity, air conditioning, fuel-heating systems, heat pumps, air distribution, system application and design, system controls, and RHVAC diagnostics are taught in the program.

The RHVAC program consists of nine modules. Upon successful completion of all modules of the program, students will be awarded a diploma.

Length of Program

The Residential Heating, Ventilation and Air Conditioning program is nine phases or 36 weeks in duration. A phase provides four weeks of training. Each phase includes 80 clock hours of instruction. Students in the Residential Heating, Ventilation and Air Conditioning program attend 4 hours per day, Monday through Friday. Morning and afternoon schedules are available.

Residential Heating, Ventilation and Air Conditioning curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
CON 1010 Basic Construction	80	7	4
ACR 1010 Basic Electricity	80	6	4
ACR 1060 Air Conditioning	80	6	4
ACR 1110 Fuel Heating Systems	80	6	4
ACR 1160 Air Distribution	80	6	4
ACR 2010 Systems Controls	80	6	4
ACR 2060 Heat Pumps	80	6	4
ACR 2110 System Application and Design	80	6	4
ACR 2160 RHVAC Diagnostics	80	6	4
Totals	720	55	36

Refer to the Course Descriptions sections for information on all courses.



Commercial Heating, Ventilation and Air Conditioning (CHVAC)

Diploma program

1200 clock hours – 60 weeks – 91 credit units

The Commercial Heating, Ventilation and Air Conditioning (CHVAC) program provides students the skills required to specialize in the field of commercial heating and air conditioning service and repair. Most areas of the world require some commercial climate control, therefore basic construction, basic electricity, air conditioning, fuel-heating systems, air distribution, system application and design, system controls, transport refrigeration, and CHVAC diagnostics are taught in the program.

The CHVAC program consists of fifteen modules. Upon successful completion of all modules of the program, students will be awarded a diploma.

Length of Program

The Commercial Heating, Ventilation and Air Conditioning (CHVAC) program is fifteen phases or 60 weeks in duration. A phase provides four weeks of training. Each phase includes 80 clock hours of instruction. Students in the Residential Heating, Ventilation and Air Conditioning program attend 4 hours per day, Monday through Friday. Morning and afternoon schedules are available.

Commercial Heating, Ventilation and Air Conditioning (CHVAC) curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
CON 1010 Basic Construction	80	7	4
ACR 1010 Basic Electricity	80	6	4
ACR 1060 Air Conditioning	80	6	4
ACR 1110 Fuel Heating Systems	80	6	4
ACR 1160 Air Distribution	80	6	4
ACR 2010 Systems Controls	80	6	4
ACR 2060 Heat Pumps	80	6	4
ACR 2110 System Application and Design	80	6	4
ACR 2160 RHVAC Diagnostics	80	6	4
ACR 2200 Commercial Refrigeration and Heating	80	6	4
ACR 2250 Chillers, Boilers and Cooling Towers	80	6	4
ACR 2300 Commercial Air Distribution Systems	80	6	4
ACR 2350 Advanced System Controls	80	6	4
ACR 2400 Advanced Diagnostics and Calibration	80	6	4
ACR 2450 Transport Refrigeration	80	6	4
Totals	1200	91	60

Refer to the Course Descriptions sections for information on all courses.



Plumbing Technology

Diploma program

720 clock hours – 36 weeks – 55 credit units

The plumbing industry is changing as new technologies and techniques are implemented across the occupation. These new methods must be supported by skilled technicians who understand fundamental plumbing principles. The Plumbing Technology program teaches these skills by exploring plumbing history, uniform plumbing code, plumbing piping systems, blueprint reading, and heating systems. Laboratory experiences are an integral part of the program. Graduates are qualified for entry-level positions as plumbers and plumbing service technicians.

Upon successful completion of all program modules, students will be awarded a diploma.

Length of Program

The Plumbing Technology program is nine phases or 36 weeks in duration. A phase provides four weeks of training. Each phase includes 80 clock hours of instruction. Students in the Plumbing Technology program attend 4 hours per day, Monday through Friday. Afternoon and evening schedules are available.

Plumbing Technology curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
CON 1010 Basic Construction	80	7	4
PLU 1010 Pipe Fitting	80	7	4
PLU 1060 Fixtures	80	7	4
PLU 1100 Installing Drain, Waste, Vent, and Water Supply Systems	80	5	4
PLU 1150 Installing Valves, Fixtures and Water Heaters	80	5	4
PLU 2000 Servicing Vent and Waste Systems	80	6	4
PLU 2050 Sizing Water Supply Systems and Backflow Prevention	80	6	4
PLU 2110 Servicing Plumbing Systems	80	6	4
PLU 2160 Infrastructure and Water Treatment	80	6	4
Totals	720	55	36

Refer to the Course Descriptions sections for information on all courses.



Electrician

Diploma program

720 clock hours – 36 weeks – 59 credit units

The commercial and residential electrical industries are constantly evolving as new industry demands require increased skill sets for electricians. Graduates need the necessary core and specialty skills to successfully meet electrician standards and be embraced by the marketplace. The Electrician diploma program teaches these skills by exploring the topics of electrical safety, tools and theory, the National Electrical Code (NEC), conduit bending, residential and commercial wiring, power distribution, advanced code concepts and motors, industrial controls, Programmable Logic Controllers (PLCs), personal development, jobsite management, fire and security alarms, voice, data, TV, signaling systems and fiber optics. Laboratory experience is an integral part of the program.

Graduates of the Electrician diploma program are qualified for entry-level positions such as commercial and residential electrician, preventive maintenance electrician, production electrician, bench electrician, repair electrician, industrial maintenance electrician, programming electrician and maintenance technician. They are also qualified for positions as field service electricians and installation electricians in any manufacturing industry and market sector that has a need for electricians.

Length of Program

The Electrician program is 9 phases, or 36 weeks, in duration. A phase provides 4 weeks of training. Each phase includes 80 clock hours of instruction. Students in the Electrician program attend class 4 hours per day, Monday through Friday. Morning, afternoon, and evening schedules are available.

Upon successful completion of all program modules, students will be awarded a diploma.

Electrician Curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
EEV1030 Electrical Theory and Algebra for Trades	80	8	4
EEV1176 NEC/Safety/Hand Tools and Conduit Bending	80	6	4
EEV1174 Residential/Commercial and NEC Requirements	80	6	4
EEV1271 Transformer Principles and Test Equipment	80	6	4
EEL1208 Hazardous Locations and Power Distribution	80	7	4
EEV2192 Power Distribution and Emergency Systems	80	7	4
EEV2033 Motor Concepts and Jobsite Management	80	7	4
EEV2038 Advanced Industrial Controls	80	6	4
EEV2039 Solid State Controls and Industrial Automation	80	6	4
Totals	720	59	36

Refer to the Course Descriptions sections for information on all courses.

COURSE DESCRIPTIONS

<p>AAS 501 Business English and Communication 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) Contact hrs: 90; Lessons: 6</p>	<p>9 quarter credits</p>
<p>AAS 502 Business Principles and Customer Service Concepts 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) Contact hrs: 90; Lessons: 6</p>	<p>9 quarter credits</p>
<p>AAS 503 Computerized Service Management 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. Contact hrs: 120; Lessons: 6</p>	<p>9 quarter credits</p>
<p>AAS 504 Performance Analysis & Strategic Diagnostics 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, BAR Advanced Clean Air Car Course and the current BAR Update Course. Contact hrs: 120 Lessons: 6</p>	<p>10 quarter credits</p>
<p>ACR 1010 Basic Electricity This course of instruction will cover basic job safety concepts, history of electricity, electrical theory, electrical power, electrical measuring, applications and electrical components. 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 manufacturer’s diagnostic techniques. Testing instruments and wiring diagrams are used for systems problem-solving projects. Prerequisite: None. Contact Hours: 80.</p>	<p>6 quarter credits</p>
<p>ACR 1060 Air Conditioning This course of instruction will cover basic laws of physics and cooling theory, terms, definitions, air conditioning cycles, component operations, mechanical and electrical diagrams, standard and high efficiency Air Conditioning systems are explored. Pressure/ Temperature charts, refrigerant piping specifications and installation. Usages of various tools are covered. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Prerequisite: None. Contact Hours: 80.</p>	<p>6 quarter credits</p>
<p>ACR 1110 Fuel Heating Systems This course of instruction will cover combustion and various hydrocarbon fuels. Appliance heaters and warm air furnaces will be covered. Operation of controls, testing and servicing equipment, installation and operation is also covered. Fuel heating system diagnosis and wiring diagrams are explored. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Prerequisite: None. Contact Hours: 80.</p>	<p>6 quarter credits</p>
<p>ACR 1160 Air Distribution Students in this course of study will learn to read blue prints, use shop math, perform load calculations, indoor air quality, and system air balancing 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. Prerequisite: CON 1010. Contact Hours: 80.</p>	<p>6 quarter credits</p>
<p>ACR 2010 Systems Controls 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 manufacturer’s diagnostic techniques. Testing instruments and wiring diagrams are used for systems problem-solving projects. Prerequisites: CON 1010 and ACR 1010. Contact Hours: 80.</p>	<p>6 quarter credits</p>
<p>ACR 2060 Heat Pumps Air properties related to HVAC and heat pump systems design are studied in this course. Component operation, systems diagrams and industry approved troubleshooting are discussed and reinforced with structured lab exercises. Prerequisites: CON 1010, ACR 1010 and ACR 1060. Contact Hours: 80.</p>	<p>6 quarter credits</p>
<p>ACR 2110 System Application and Design This course introduces students to various HVAC system applications. Various HVAC designs, joining and sizing of various types of piping and tubing, system charging, load calculations, wiring, safety and proper diagnostics procedures, EPA Section 608, Refrigerant handling and containment (recovery, recycling and reclaiming) and certification requirements are discussed in this course. Students will participate in structured lab exercises including inspection, diagnostics, service, troubleshooting and repair of residential gas heating systems. Prerequisites: CON 1010, ACR 1010 and ACR 1060. Contact Hours: 80.</p>	<p>6 quarter credits</p>
<p>ACR 2160 RHVAC Diagnostics This course introduces students to RHVAC diagnostic fundamentals. Emphasis is placed on testing equipment, gas identifiers, wiring diagrams, refrigerant schematics, systems testing, load distribution and controls operation. Mechanical components, gas pipe sizing, wiring, safety and proper diagnostic procedures are taught. Students will participate in structured lab exercises</p>	<p>6 quarter credits</p>

including inspection, diagnostics, service, troubleshooting and repair of RHVAC systems. Prerequisite: CON 1010, ACR 1010, ACR 1060, ACR 1110 and ACR 1160. Contact Hours: 80.	
ACR 2200 Commercial Refrigeration and Heating	6 quarter credits
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, ice producing makers and various commercial refrigeration units. Prerequisite: CON 1010, ACR 1010 – ACR 2160. Contact Hours: 80.	
ACR 2250 Chillers, Boilers and Cooling Towers	6 quarter credits
Various types of chiller, boilers, cooling towers and components and controls are studied in this course. Water, 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. Prerequisite: CON 1010, ACR 1010 – ACR 2160. Contact Hours: 80.	
ACR 2300 Commercial Air Distribution Systems	6 quarter credits
Students in this course of study will learn to read blue prints, use shop math, perform load calculations, indoor air quality, and system air balancing 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. Prerequisite: CON 1010, ACR 1010 – ACR 2160. Contact Hours: 80.	
ACR 2350 Advanced Systems Controls	6 quarter credits
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. Advanced Pneumatic Controls, calibration and control adjustment will be used for diagnosing heating and cooling systems. Prerequisite: CON 1010, ACR 1010 – ACR 2160. Contact Hours: 80.	
ACR 2400 Advanced Diagnostics and Calibration	6 quarter credits
In this 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. Prerequisite: CON 1010, ACR 1010 – ACR 2160. Contact Hours: 80.	
ACR 2450 Transport Refrigeration	6 quarter credits
This course will familiarize the student with the theory, operation, testing and servicing of the self-contained, diesel powered transportation refrigeration units (TRU) installed on specially constructed trailers and container units. RCRA and EPA Section 608 rules are also studied. Prerequisite: CON 1010, ACR 1010 – ACR 2160. Contact Hours: 80.	
AT 101 Steering, Suspension & Computerized 4-Wheel Alignment	9 quarter credits
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. Contact hrs: 120	
AT 102 Hydraulic & Anti-Lock Braking Systems	9 quarter credits
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. Contact hrs: 120	
AT 103 Engine Principles, Service & Repair	9 quarter credits
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. Contact hrs: 120	
AT 104 Manual Transmissions & Powertrains	9 quarter credits
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. Contact hrs: 120	
AT 105 Automatic Transmissions & Transaxles	9 quarter credits
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. Contact hrs: 120	
AT 106 Chassis Electrical & Accessories	9 quarter credits
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. Contact hrs: 120	
AT 107 Engine Performance Systems	9 quarter credits
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. Contact hrs: 120	

AT 108 Fuel Management Systems	9 quarter credits
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. Contact hrs: 120	
AT 109 Computerized Engine Controls	9 quarter credits
This course emphasizes the use of information resources, sophisticated test equipment and modern industry approved diagnostics procedures. Drivability diagnostics and OBD information retrieval are utilized to performance test engine control systems. Contact hrs: 120	
AT 110 Emissions Diagnostics	9 quarter credits
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 emissions testing are integrated into students' experiential learning exercises. This training phase also includes BAR approved Electrical/Electronics, Engine Performance, and Advanced Engine Performance Courses. Contact hrs: 120	
AT 111 Vehicle Electronics and Technical Systems	9 quarter credits
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. Contact hrs: 120	
AT 112 Chassis and Engine Electronics	9 quarter credits
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 Contact hrs: 120	
CON 1010 Basic Construction	7 Credit Hours
This course introduces students to the construction field. The course of instruction will cover basic job safety concepts and regulatory requirements; basic math used in the construction trades; the use of common hand and power tools; an introduction to blueprint reading; basic rigging; communication and employability skills. Students will also learn techniques for studying and test-taking. Prerequisite: None. Contact Hours: 80.	
EEV 1030 Electrical Theory and Algebra for Trades	8 quarter credits
This course introduces students to fundamentals of algebra, electrical theory, Ohm's Law, magnetism, voltage, resistance, inductance, capacitance, and units of electrical measurement. Students will study concepts of energy, Kirchoff's law, Norton's and Thevenin's theorems, basic trigonometry, inductance, capacitance, series and parallel circuits, power and power factor, electrical efficiency, direct current (DC) and alternating current (AC) circuits, and personal development topics. Students will also learn techniques for studying and test taking. Contact hrs: 80	
EEV 1176 NEC/Safety/Hand Tools and Conduit Bending	6 quarter credits
This course introduces students to definitions, terms and organization of the National Electrical Code (NEC), and conduit bending by calculation. Students will study NEC requirements for residential, raceway types, boxes and fittings, commercial, industrial installations, materials, motorized tools, digging techniques, Material Safety Data Sheets (MSDS) and first aid. Students will develop math and layout techniques required to accurately and efficiently bend conduit. Students will also be introduced to the importance of safety, and common hand and power tools. Contact hrs: 80	
EEV 1174 Residential/Commercial and NEC Requirements	6 quarter credits
This course introduces students to wiring and protection methods, conductor installation, raceway fill, ambient temperature, voltage drops, blueprint reading, electrical installation, connections, markings, enclosures, boxes and fittings, junction boxes, gutters, flexible cord, underground feeder and branch circuits, cables, supported and open wiring, residential/commercial wiring, signaling circuits, smoke detectors, ground fault circuit interrupters (GFCIs), doorbells, and service changes. Prerequisite: None. Lecture hours: 40. Lab hours: 40.	
EEV 1271 Transformer Principles and Test Equipment	6 quarter credits
This course introduces students to meters, test equipment, harmonics, grounding, single-phase, three-phase, auto and specialty transformer principles, cable and generator testing, measuring devices, high-voltage cables, insulators and test equipment. Contact hrs: 80	
EEL1208 Hazardous Locations and Power Distribution	7 quarter credits
This course introduces students to hazardous locations, health care facilities, intermediate and advanced grounding, overcurrent protection, load calculations, balancing phases and neutrals, surge arrestors, transient voltage surge suppression (TVSS), color codes, circuit identification, panel rating, phase converters, capacitors, and single-phase and three-phase power distribution concepts. Contact hrs: 80	
EEV 2192 Power Distribution and Emergency Systems	7 quarter credits
This course introduces students to power conditioning and emergency systems, generators, battery systems, fan controllers, lighting concepts, uninterruptible power supply (UPS), transfer switches, dimmer systems, voice-data-TV, computer cabling, structured wiring, fiber optics, special equipment, fire alarms, security alarms, signaling, and rigging. Contact hrs: 80	
EEV 2033 Motor Concepts and Jobsite Management	7 quarter credits
This course introduces students to National Electrical Code (NEC) motor concepts, construction, rotor windings, starting configuration, megohmmeter, insulation testing, squirrel cage motor, single-phase and three-phase motors, AC/DC motor concepts, applications, mechanical clutches, magnetic drives, pulleys, direct drives, offset drives, and jobsite management.	

Contact hrs: 80	
EEV 2038 Advanced Industrial Controls	6 quarter credits
This course introduces students to solid state relays, timing relays, variable frequency drives, programmable solid state relays, pneumatic timers, solid state motor control, dynamic braking, NFPA 79, control transformers, HVAC controls, and starting methods. Contact hrs: 80	
EEV 2039 Solid State Controls and Industrial Automation	6 quarter credits
This course introduces students to solid state devices, semiconductors, digital logic, industrial automation, programmable logic controller (PLC), hardware, applications, HMI, binary, octal, hexadecimal, grey code and PLC operation. Contact hrs: 80	
MT 101 Suspension Systems	9 quarter credits
This course presents front and rear suspension systems' design and operation. Component inspection, service, and repairs are discussed and reinforced with lab exercises designed to simulate industry approved repair applications. Contact hrs: 125	
MT 102 Brake Systems	9 quarter credits
The Brake Systems 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 drum, disc, anti-lock braking systems, and final drive assemblies. Contact hrs: 125	
MT 103 Four Stroke Engines	9 quarter credits
This course provides fundamentals of 4 stroke engines, including primary drives, of various designs. Operation and diagnosis, as well as cooling systems are presented in this course. Industry approved service and repair procedures are used in the lab disassembly, inspection, measurement, re-assembly, and in-vehicle service and repairs. Contact hrs: 125	
MT 104 Two Stroke Engines	9 quarter credits
In this course the fundamentals of 2 stroke engines, including primary drives, of various designs. Operation and diagnosis, as well as cooling systems are presented in this course. Industry approved service and repair procedures are used in the lab disassembly, inspection, measurement, re-assembly, and in-vehicle service and repairs. Contact hrs: 125	
MT 105 Fundamentals of Electricity	9 quarter credits
Students will learn and apply the basic laws and formulas as they relate to electrical systems. Students will utilize wiring diagrams and apply them to component identification, testing, and diagnostics. Contact hrs: 125	
MT 106 Electrical Systems	9 quarter credits
This course uses a systematic approach to motorcycle electrical systems. Accessories, lighting, ignition, starting, charging and various control systems are studied. Computer controlled electronics are also discussed. Industry approved troubleshooting and diagnostics procedures are practiced in structured lab exercises. Prerequisite: MT 105. Contact hrs: 125	
MT 107 Fuel Systems	9 quarter credits
This course covers carburetion, fuel injection, theory, operation, and general fuel delivery principles. Exhaust systems effects on engine operation, and emission control devices will be discussed. Troubleshooting and industry approved diagnostic and service procedures are an integral part of students' experiential learning experiences. Contact hrs: 125	
MT 108 Service	9 quarter credits
This course prepares students to operate in a service environment. Students will learn customer service and communication skills that are necessary to be successful in a modern service environment. Lab practices will focus on manufacture service and repair procedures. Contact hrs: 125	
MT 111 Harley-Davidson Engines I	9 quarter credits
The Harley-Davidson course emphasizes the disassembly, inspection, and assembly of the Iron Head and Evolution engines. Students will perform the necessary measurements and adjustments for proper engine operation. Contact hrs: 125	
MT 112 Harley-Davidson Engines II	9 quarter credits
This course emphasizes the disassembly, inspection, and assembly of the Big Twins, and V-Rod engines. Students will perform the necessary measurements and adjustments for proper engine operation. Contact hrs: 125	
MT 113 Harley-Davidson Chassis	9 quarter credits
This course emphasizes the manufacture specifics in regards to suspensions, brakes, final drives, and electrical systems used on Harley-Davidson motorcycles. Contact hrs: 125	
MT 114 Harley-Davidson Engine Controls	9 quarter credits
During this course of instruction students will apply learned knowledge and skills in the areas of ignition systems, fuel systems, service processes, and diagnostics. Contact hrs: 125	
MT 115 European BMW I	9 quarter credits
This course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to BMW motorcycles. Training applies towards students being awarded BMW Certified Technician training status. Contact hrs: 125	
MT 116 European BMW II	9 quarter credits
The BMW concentration course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to BMW motorcycles. Training applies towards students being awarded BMW Certified Technician training status. Contact hrs: 125	

MT 117 European Ducati	9 quarter credits
The Ducati concentration course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Ducati motorcycles. Training applies towards students being awarded Ducati Entry Level Certification training status. Contact hrs: 125	
MT 118 European Triumph	9 quarter credits
This course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Triumph motorcycles. Training applies towards students being awarded Triumph Entry Level Certification training status. Contact hrs: 125	
MT 119 Asian Honda	9 quarter credits
The Honda concentration course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Honda motorcycles. Contact hrs: 125	
MT 120 Asian Kawasaki	9 quarter credits
This course prepares students for the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Kawasaki motorcycles. Contact hrs: 125	
MT 121 Asian Suzuki	9 quarter credits
This course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Suzuki motorcycles. Contact hrs: 125	
MT 122 Asian Yamaha	9 quarter credits
This course covers the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Yamaha motorcycles. Contact hrs: 125	
PLU 1010 Pipe Fitting	7 Credit Hours
This course introduces the student to the plumbing trade. The course of instruction will cover the history of plumbing from ancient times to present, basic job safety concepts, tools specific to the trade, basic math for plumbers, basic blueprint reading skills and pipe fittings made from the various materials used in the trade such as copper, plastic and steel. Prerequisite: None. Contact Hours: 80.	
PLU 1060 Fixtures	7 Credit Hours
This module will cover basic job safety concepts, basic installation and servicing of fixtures, faucets and valves. This module will also cover water heater and fuel gas installation. This module will also cover the Uniform Plumbing Code and its application to these systems. Prerequisite: None. Contact Hours: 80.	
PLU 1100 Installing Drain, Waste, Vent and Water Supply Systems	5 Credit Hours
This module will cover basic job safety concepts, basic Drain Waste and Vent Systems, Storm Drain Systems and basic Water Supply Systems. This module will also cover the Uniform Plumbing Code and its application to these systems. Prerequisite: None. Contact Hours: 80.	
PLU 1150 Installing Valves, Fixtures and Water Heaters	5 Credit Hours
This module introduces various types of valves and installations. Students learn how to install valves, fixtures including water heaters and fuel-gas systems in a lab environment. Valve and fixture servicing and all applicable code requirements are addressed. Prerequisite: CON 1010. Contact Hours: 80.	
PLU 2000 Servicing Vent and Waste Systems	6 Credit Hours
This module will cover applied math, venting, indirect and special wastes. This module will also cover the Uniform Plumbing Code and its application to these systems. Prerequisite: CON 1010 and PLU 1010. Contact Hours: 80.	
PLU 2050 Sizing Water Supply Systems and Backflow Prevention	6 Credit Hours
This module will cover sewage and sump pumps, sizing water supplies, backflow prevention and water pressure boosters and recirculation systems. This module will also cover the Uniform Plumbing Code and its application to these systems. Prerequisite: CON 1010 and PLU 1010. Contact Hours: 80.	
PLU 2110 Plumbing System Servicing	6 Credit Hours
This module will cover servicing piping systems, valves, fixtures, appliances, traps and interceptors. Students will also learn business math for plumbers, drain waste sizing, vent, storm systems sizing, private water supply, private sewage systems and code requirements. This module will also cover estimating job costs and pricing. Prerequisite: CON 1010 and PLU 1010. Contact Hours: 80.	
PLU 2160 Infrastructure and Water Treatment	6 Credit Hours
This module will cover locating buried water and sewer lines, hydronic and solar heating, water supply treatment, swimming pools and hot tubs, compressed air systems and mobile homes and mobile home parks. Prerequisite: CON 1010 and PLU 1010. Contact Hours: 80.	

STATEMENT OF OWNERSHIP

Sequoia Education Inc. dba WyoTech in Fremont, California, is owned by Career Choices Inc., which is a wholly owned subsidiary of Corinthian Colleges, Inc., a publicly traded corporation. All corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, California 92707.

CORINTHIAN COLLEGES, INC.		
DIRECTORS	OFFICERS	TITLE
Jack D. Massimino Peter Waller Terry Hartshorn Paul R. St. Pierre Linda Arey Skladany Hank Adler Alice T. Kane Robert Lee Tim Sullivan John Dionisio	Jack D. Massimino Peter Waller Matthew Ouimet Kenneth S. Ord Mark L. Pelesh William Buchanan Beth Wilson David Poldoian Steve Quattrociocchi Janis Schoonmaker Mike Benvenuti Bob Botic Dave Whiteford Stan A. Mortensen Robert C. Owen Anna Marie Dunlap Rick Simpson Carmella Cassetta Jim Wade	Executive Chairman Chief Executive Officer and Director President and Chief Operating Officer Executive Vice President and Chief Financial Officer Executive Vice President, Legislative and Regulatory Affairs Executive Vice President, Marketing Executive Vice President Chief Business Development Officer Division President, CCI Online Division President, FMU Division Division President, Everest Central Division President, Everest West Division President, Everest South Executive Vice President, General Counsel and Corporate Secretary Senior Vice President, Chief Accounting Officer Senior Vice President, Investor Relations & Corporate Communications Senior Vice President and Chief Academic Officer Senior Vice President and Chief Information Officer Senior Vice President, Human Resources
CAREER CHOICES, INC.		
DIRECTORS	OFFICERS	TITLE
Jack D. Massimino Peter Waller Beth A. Wilson	Jack D. Massimino Peter Waller Kenneth S. Ord Beth A. Wilson Stan A. Mortensen Robert C. Owen	Chief Executive Officer President and Chief Operating Officer Executive Vice President and Chief Financial Officer Executive Vice President Senior Vice President, General Counsel and Corporate Secretary Treasurer and Assistant Secretary
SEQUOIA EDUCATION, INC.		
DIRECTORS	OFFICERS	TITLE
Jack D. Massimino Peter Waller Beth A. Wilson	Jack D. Massimino Peter Waller Kenneth S. Ord Beth A. Wilson Stan A. Mortensen Robert C. Owen	Chief Executive Officer President and Chief Operating Officer Executive Vice President and Chief Financial Officer Executive Vice President Senior Vice President, General Counsel and Corporate Secretary Treasurer and Assistant Secretary

SCHOOLS OWNED BY CORINTHIAN COLLEGES, INC.

The following schools in the United States are owned by Corinthian Colleges, Inc.:	
<p>Everest College Alhambra, CA (main campus) Anaheim, CA (main campus) Arlington, TX (branch of Everest Institute, Rochester, NY) Arlington, VA (branch of Everest College, Thornton, CO) Aurora, CO (branch of Everest College, Thornton, CO) Bremerton, WA (main campus) Burr Ridge, IL (branch of Everest College, Skokie, IL) Chesapeake, VA (branch of Everest College, Newport News, VA) Chicago, IL (branch of Everest College, San Francisco, CA) City of Industry, CA (branch of WyoTech, Long Beach, CA) Colorado Springs, CO (main campus) Dallas, TX (branch of Everest College, Portland, OR) Everett, WA (branch of Everest College, Bremerton, WA) Fife, WA (branch of Everest College, Seattle, WA) Fort Worth, TX (branch of Everest College, Salt Lake City, UT) Gardena, CA (main campus) Hayward, CA (main campus) Henderson, NV (main campus) Los Angeles (Wilshire), CA (main campus) McLean, VA (branch of Everest College, Colorado Springs, CO) Merrillville, IN (branch of Everest Institute, Grand Rapids, MI) Merriionette Park, IL (branch of Everest University, Pompano Beach, FL) Newport News, VA (main campus) North Aurora, IL (branch of Everest Institute, Brighton, MA) Ontario, CA (main campus) Ontario (Metro), CA (branch of Everest College, Springfield, MO) Portland, OR (main campus) Renton, WA (main campus) Reseda, CA (main campus) Salt Lake City, UT (main campus) San Bernardino, CA (main campus) San Francisco, CA (main campus) San Jose, CA (main campus) Seattle, WA (main campus) Skokie, IL (main campus) Springfield, MO (main campus) St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA) Tacoma, WA (branch of Everest College, Bremerton, WA) Thornton, CO (main campus) Torrance, CA (main campus) Vancouver, WA (branch of Everest College, Portland, OR) Vancouver, WA (branch of Everest College, Seattle, WA) West Los Angeles, CA (main campus)</p> <p>Everest College, Phoenix Phoenix, AZ (main campus) Mesa, AZ (branch of Everest College, Phoenix, AZ)</p> <p>Everest Institute Austin, TX (branch of Everest Institute, Southfield, MI) Brighton, MA (main campus) Chelsea, MA (branch of Everest College, Alhambra, CA)</p>	<p>Cross Lanes, WV (main campus) Dearborn, MI (branch of Everest Institute, Southfield, MI) Decatur, GA (branch of Everest Institute, Cross Lanes, WV) Detroit, MI (branch of Everest Institute, Southfield, MI) Eagan, MN (branch of Everest Institute, Cross Lanes, WV) Fort Lauderdale, FL (branch of Everest Institute, Kendall, FL) Gahanna, OH (branch of Everest College, Ontario, CA) Grand Rapids, MI (main campus) Hialeah, FL (branch of Everest Institute, Miami, FL) Houston (Bissonnet), TX (branch of Everest College, Renton, WA) Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX) Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX) Jonesboro, GA (branch of Everest College, Ontario, CA) Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI) Marietta, GA (branch of Everest College, Reseda, CA) Miami (Kendall), FL (main campus) Miami, FL (main campus) Norcross, GA (branch of Everest College, Gardena, CA) Pittsburgh, PA (main campus) Portland (Tigard), OR (branch of Everest College, Seattle, WA) Rochester, NY (main campus) San Antonio, TX (main campus) Southfield, MI (main campus) South Plainfield, NJ (branch of Everest Institute, Southfield, MI) Silver Spring, MD (branch of Everest College, Portland, OR)</p> <p>Everest University Tampa (Brandon), FL (branch of Everest University Tampa, FL) Jacksonville, FL (branch of Everest University, Clearwater (Largo), FL) Lakeland, FL (branch of Everest University, Clearwater (Largo), FL) Largo, FL (main campus) Melbourne, FL (branch of Everest University, Orlando, FL) North Orlando, FL (main campus) Orange Park, FL (branch of Everest University, Tampa, FL) Pompano Beach, FL (main campus) South Orlando, FL (branch of Everest University, North Orlando, FL) Tampa, FL (main campus)</p> <p>WyoTech Blairsville, PA (branch of WyoTech, Laramie, WY) Daytona Beach, FL (main campus) Fremont, CA (main campus) Laramie, WY (main campus) Long Beach, CA (main campus) Sacramento, CA (branch of WyoTech, Laramie, WY)</p>

APPENDIX A: ADMINISTRATION, FACULTY AND STAFF

ADMINISTRATIVE STAFF	
Joe Pappaly	President
Erik Goodhill	Director of Operations
Sophy Son	Director of Admissions
Michael Quinnine	Director of Career Services
TBD	Director of Education
Tejinder Singh	Associate Director of Education
Joseph DeLange	Associate Director of Education
Jen Le	Director of Student Accounts
Kathleen Clough	Director of Financial Aid
Patty Schearer	Financial Aid Manager
Cheryl L. Paguia	Director of Administrative Services
Stephen Kay	Automotive Department Chair
Gary Meyer	Automotive Department Chair
Ted Gabriel	HVAC/Plumbing Department Chair
Mohsen Biria	Electrician Department Chair
Stephanie Thorne	Student Advisor/Success Coordinator
Dhaisha Hernandez	Retention/Re-entry Specialist
Kathy Halliday	Registrar
Liz Gustafson	Registrar
Popo Aumua	Registrar
Priscilla Pagtakhan	Financial Service Manager/Student Accounts
Leslie Morrell	Human Resources Designee

FACULTY - AUTOMOTIVE TECHNOLOGY					
Name	Title	Degree	Institution	Year	Codes
Ambrose, Scott	Instructor				A, G
Barrett, Roger	Instructor				A*, C, G
Borders, Douglas	Instructor	BA, MA	San Jose State	1973&1976	A, * G
Callison, Jack	Instructor				A, G, J
Campbell, Tyrone	Instructor				A, G
Carrerow II, Gary	Sr. Instructor				A
Carrillo III, Richard	Instructor				A, C, G
Casolary, Joseph	Instructor	AAS	Sequoia Institute	1996	A, C, D, G
Charriere, Daryl	Instructor				A*, C, G
DeMasi, David	Instructor				A, C, D, G
Decoteau, Lawrence	Instructor				A, C, D, G
Delfran, Rory	Instructor				A*
Doran, Edward	Instructor				
Dunno, Patrick	Instructor				
Emadi, Ali	Sr. Instructor				A, C, D, G
Emmanuel, Olufemi	Instructor	AOS	College of Aeronautics	1990	A,
Fernandez, Steven	Instructor				A, G
Garcia, Manuel	Instructor				
Howard, George	Instructor				A*, I
Isa, Roland	Instructor				A*, C, D, G, I
Jennings Jr, James	Instructor				A, C, G
Kay, Stephen	Automotive Dept Chair				A, C, D
Lego, Calvin	Instructor				A, G
Meyer, Gary	Automotive Dept Chair	AOS	Sequoia Institute	1996	A, F, G
Muna, Vince	Instructor				G
Naderpour, Shahbal	Instructor	BS	San Jose State Univ	1982	A, C, D
Pritchard, Kenneth	Instructor				A*
Ramirez, Daniel	Instructor				A, C, G
Raybourn, James	Instructor				A*, C, D
Ruiz, George	Instructor				A*, G
Rushin, Dave	Instructor				A, C, D, G
Slatkin, Aaron	Instructor				A*, I
Stevens, Michael	Instructor	AA	San Francisco City Coll	1974	A, C

Van Vianen, Hendrik	Instructor				A, G
Varao, Russell	Instructor				A
Wolf, Larry	Instructor				A, G
Yagi, Stanley	Instructor				A*, G
Yusken, Paul	Instructor	AA	De Anza College	1990	A*

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)
- F North American Council of Automotive Teachers (NACAT) Membership
- G Refrigeration, Recovery & Recycling Certification (ASE, MACS, IMAC)
- H Service Technicians Society (STS) Membership
- I Manufacturer Trained (BMW)
- J California State Brake License
- K California State Lamp License

FACULTY - MOTORCYCLE					
Name	Title	Degree	Institution	Year	Codes
Benitez, Omar	Instructor				T
Blevins, Carl	Lead Instructor				A, G, J
Chamberlin, Ryan	Instructor				
Gilbert, Victor	Instructor	BS	Trinity College & University	1990	C (Auto), G
Kretchun, Robert	Instructor	AA	West Valley College	1976	
McCafferty, John	Instructor				
McLeod, Raymond	Instructor				
Palau, Garrihd	Instructor				
Reinosa, Cliff	Instructor				D (L1)
Ruikka, Daran	Instructor	AA	Butte College	1994	
Salvagno, Christopher	Instructor				D, S, U
Strahota, Bryce	Instructor				D (L2)
Talbot, Michael	Instructor				B, H

LEGEND

- A Automotive Service Excellence (ASE) Certifications (*ASE Master Certified)
- B Buell - Manufacturer Training
- D Ducati - Manufacturer Training (L1) - Level One, (L2) - Level Two
- G Refrigeration, Recovery & Recycling Certification (ASE, MACS, IMAC)
- H Harley-Davidson - Manufacturer Training
- J California State Brake License
- S Suzuki - Manufacturer Training
- T Triumph - Manufacturer Training

FACULTY - HEATING, VENTILATION AND AIR CONDITIONING (HVAC), PLUMBING & ELECTRICIAN					
Name	Title	Degree	Institution	Year	Codes
Duong, Lang	Instructor				D, G, J, K
Fesseha, Yosief	Instructor	BS	University of Phoenix	2003	G
Frary, Darrell	Instructor				
Gabriel, Ted	HVAC/Plumbing Department Chair				G
Gibson, James	Instructor				
Glass, Joseph	Instructor				
Hanson, Larry	Instructor				B, D G
Lema, Mark	Instructor				G
Martinez, Albert	Instructor				G
McKrell, Stanley	Instructor				G, K
Perez, Fransisco	Instructor	BA	California State University	1989	
Pesqueda, Hector	Instructor				
Reynolds, Guy	Instructor				A, B, G
Ricketts, Jesse	Instructor				
Waldron, James	Instructor				G
Weaver, George	Instructor				K
Caro Tovar, Ismael	Plumbing Instructor	AAS	Heald College	2004	C, F
Draves, Christopher	Lead Plumbing Instructor				G
Garcia, Jeffry	Plumbing Instructor				
Allen, William	Electrician Instructor				
Biria, Mohsen	Electrician Department Chair				G, M
Brown, Doug	Electrician Instructor				
Dean, Wayne	Electrician Instructor				
Elola, Mark	Electrician Instructor				L
Jernigan, Jeffery	Electrician Instructor				
Koret, Aaron	Electrician Instructor				L
Mikels, Adam	Electrician Instructor				
Rowhani, Ron	Electrician Instructor				J
Rust, Robert	Electrician Instructor				
Throssel, Paul	Electrician Instructor				

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 Plumbing License
- G Environmental Protection Agency (EPA) Certification
- J Contractor's License 10 - Electrical
- K North American Technician Excellence, Inc. (NATE)
- L Certified General Electrician
- M FAA Airframe & Powerplant License

FACULTY - ASSOCIATE OF OCCUPATIONAL STUDIES DEGREES				
Name	Title	Degree	Institution	Year
Caracci, Chris	On-line Instructor	MBA	Rollins College	2000
Rawlings, Dirk	On-line Instructor	BA	Cal. State University	1981

APPENDIX B: TUITION AND FEES

Program	Length	Tuition Charge	Materials Fee	On-line User Fee***	Total Charge
Applied Automotive Technology	1200 hrs	\$26,300	\$500		\$26,800
Applied Automotive Technology – Advanced Diagnostics Concentration	1560 hrs	\$34,190	\$500		\$34,690
AOS Automotive Technology with a Concentration in Automotive Diagnostics	1500 hrs	\$34,190	\$500	\$200	\$34,890
AOS Automotive Technology with a Concentration in Service Management	1500 hrs	\$34,190	\$500	\$200	\$34,890
Motorcycle Technician	1000 hrs	\$17,700	\$500		\$18,200
Motorcycle Technology	1500 hrs	\$26,550	\$500		\$27,050
Residential Heating, Ventilation and Air Conditioning	720 hrs	\$16,000	\$500		\$16,500
Commercial Heating, Ventilation and Air Conditioning (CHVAC)	1200 hrs	\$28,000	\$500		\$28,500
Plumbing Technology	720 hrs	\$17,500	\$500		\$18,000
Electrician	720 hrs	\$18,527	\$500		\$19,027
Any Single Phase of Instruction		\$ 2,990	N/A		\$2,990

Other Tuition & Fees	Training Materials Cost**	Online User Fee***	Total Charge
Refresher Course	\$275		\$275
On-line User Fee per phase		\$100	\$100
On-line Refresher Course	\$275	\$100	\$375
Official Academic Transcript			3 free Additional \$5 each
Replacement Diploma			\$10 each
Badge Replacement Fee			\$5 each

Tuition includes books, uniforms, training materials, and supplies. A set of tools will be provided (loaned) to the student at no additional charge. A missing tools charge will be assessed at fair market value to replace any missing tools/equipment. Students will be charged a \$500.00 materials fee. A refund of the Materials Fee will be calculated in accordance with institutional, federal, and state refund policies.

**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.

APPENDIX C: CALENDARS

Applied Automotive Technology Weekday - Five-Day Week 8:00 am - 12:00 pm & 1:00 pm - 5:00 pm & 6:00 pm - 10:00 pm Monday through Friday	
Start Date	End Date
12/10/09	1/29/2010
2/1/2010	3/15/2010
3/22/2010	4/30/2010
5/3/2010	6/14/2010
6/21/2010	8/2/2010
8/4/2010	9/15/2010
9/20/2010	10/29/2010
11/1/2010	12/14/2010
12/16/2010	2/4/2011
2/7/11	3/21/11
3/28/11	5/6/11
5/9/11	6/20/11
6/27/11	8/8/11

Applied Automotive Technology-Advanced Diagnostics Concentration Weekday - Five-Day Week 8:00 am - 12:00 pm & 1:00 pm - 5:00 pm & 6:00 pm - 10:00 pm Monday through Friday	
Start Date	End Date
12/10/09	1/29/2010
02/01/10	03/15/10
03/22/10	04/30/10
05/03/10	06/14/10
06/21/10	08/02/10
08/04/10	09/15/10
09/20/10	10/29/10
11/01/10	12/14/10
12/16/10	02/04/11
2/7/11	3/21/11
3/28/11	5/6/11
5/9/11	6/20/11
6/27/11	8/8/11

AOS Automotive Technology with a Concentration in Automotive Diagnostics Weekday - Five-Day Week 8:00 am - 12:00 pm & 1:00 pm - 5:00 pm & 6:00 pm - 10:00 pm Monday through Friday	
Start Date	End Date
12/10/09	1/29/2010
2/1/2010	3/15/2010
3/22/2010	4/30/2010
5/3/2010	6/14/2010
6/21/2010	8/2/2010
8/4/2010	9/15/2010
9/20/2010	10/29/2010
11/1/2010	12/14/2010
12/16/2010	2/4/2011
2/7/11	3/21/11
3/28/11	5/6/11
5/9/11	6/20/11
6/27/11	8/8/11

AOS Automotive Technology with a Concentration in Service Management Weekday - Five-Day Week 8:00 am - 12:00 pm & 1:00 pm - 5:00 pm & 6:00 pm - 10:00 pm Monday through Friday	
Start Date	End Date
12/10/09	1/29/2010
2/1/2010	3/15/2010
3/22/2010	4/30/2010
5/3/2010	6/14/2010
6/21/2010	8/2/2010
8/4/2010	9/15/2010
9/20/2010	10/29/2010
11/1/2010	12/14/2010
12/16/2010	2/4/2011
2/7/11	3/21/11
3/28/11	5/6/11
5/9/11	6/20/11
6/27/11	8/8/11
2/7/11	3/21/11
3/28/11	5/6/11
5/9/11	6/20/11
6/27/11	8/8/11

Motorcycle Technology Weekday - Five-Day Week 6:00 pm - 10:10 pm Monday through Friday	
Start Date	End Date
12/10/09	1/29/2010
2/1/2010	3/15/2010
3/22/2010	4/30/2010
5/3/2010	6/14/2010
6/21/2010	8/2/2010
8/4/2010	9/15/2010
9/20/2010	10/29/2010
11/1/2010	12/14/2010
12/16/2010	2/4/2011
2/7/11	3/21/11
3/28/11	5/6/11
5/9/11	6/20/11
6/27/11	8/8/11
2/7/11	3/21/11
3/28/11	5/6/11
5/9/11	6/20/11
6/27/11	8/8/11

Motorcycle Technician Weekday - Five-Day Week 6:00 pm - 10:10 pm Monday through Friday	
Start Date	End Date
12/10/09	1/29/2010
2/1/2010	3/15/2010
3/22/2010	4/30/2010
5/3/2010	6/14/2010
6/21/2010	8/2/2010
8/4/2010	9/15/2010
9/20/2010	10/29/2010
11/1/2010	12/14/2010
12/16/2010	2/4/2011
2/7/11	3/21/11
3/28/11	5/6/11
5/9/11	6/20/11
6/27/11	8/8/11
2/7/11	3/21/11
3/28/11	5/6/11
5/9/11	6/20/11
6/27/11	8/8/11

Residential Heating, Ventilation and Air Conditioning Weekday - Five-Day Week 8:00 am - 12:00 pm & 1:00 pm - 5:00 pm & 6:00 pm - 10:00 pm Monday through Friday	
Start Date	End Date
12/10/2009	1/15/2010
1/19/2010	2/16/2010
2/17/2010	3/16/2010
3/22/2010	4/16/2010
4/19/2010	5/14/2010
5/17/2010	6/14/2010
6/21/2010	7/19/2010
7/21/2010	8/17/2010
8/18/2010	9/15/2010
9/20/2010	10/15/2010
10/18/2010	11/12/2010
11/15/2010	12/14/2010
12/16/2010	1/21/2011
1/24/11	2/18/11
2/22/11	3/21/11
3/28/11	4/22/11
4/25/11	5/20/11
5/23/11	6/20/11
6/27/11	7/25/11

Electrician Weekday - Five-Day Week 8:00 am - 12:00 pm & 1:00 pm - 5:00 pm & 6:00 pm - 10:00 pm Monday through Friday	
Start Date	End Date
12/10/2009	1/15/2010
1/19/2010	2/16/2010
2/17/2010	3/16/2010
3/22/2010	4/16/2010
4/19/2010	5/14/2010
5/17/2010	6/14/2010
6/21/2010	7/19/2010
7/21/2010	8/17/2010
8/18/2010	9/15/2010
9/20/2010	10/15/2010
10/18/2010	11/12/2010
11/15/2010	12/14/2010
12/16/2010	1/21/2011
1/24/11	2/18/11
2/22/11	3/21/11
3/28/11	4/22/11
4/25/11	5/20/11
5/23/11	6/20/11
6/27/11	7/25/11

Plumbing Technology Weekday - Five-Day Week 6:00 pm - 10:00 pm Monday through Friday	
Start Date	End Date
12/10/2009	1/15/2010
1/19/2010	2/16/2010
2/17/2010	3/16/2010
3/22/2010	4/16/2010
4/19/2010	5/14/2010
5/17/2010	6/14/2010
6/21/2010	7/19/2010
7/21/2010	8/17/2010
8/18/2010	9/15/2010
9/20/2010	10/15/2010
10/18/2010	11/12/2010
11/15/2010	12/14/2010
12/16/2010	1/21/2011
1/24/11	2/18/11
2/22/11	3/21/11
3/28/11	4/22/11
4/25/11	5/20/11
5/23/11	6/20/11
6/27/11	7/25/11

Commercial Heating, Ventilation and Air Conditioning (CHVAC) Weekday - Five-Day Week 8:00 am - 12:00 pm & 1:00 pm - 5:00 pm & 6:00 pm - 10:00 pm Monday through Friday	
Start Date	End Date
12/10/2009	1/15/2010
1/19/2010	2/16/2010
2/17/2010	3/16/2010
3/22/2010	4/16/2010
4/19/2010	5/14/2010
5/17/2010	6/14/2010
6/21/2010	7/19/2010
7/21/2010	8/17/2010
8/18/2010	9/15/2010
9/20/2010	10/15/2010
10/18/2010	11/12/2010
11/15/2010	12/14/2010
12/16/2010	1/21/2011
1/24/11	2/18/11
2/22/11	3/21/11
3/28/11	4/22/11
4/25/11	5/20/11
5/23/11	6/20/11
6/27/11	7/25/11

Holidays & Vacation Days by Program	
Automotive/Motorcycle	
2010	
New Year's Day	1/1/10
Martin Luther King Jr	1/16/10-1/18/10
Presidents Day	2/13/10-2/15/10
Spring Break	3/16/10 - 3/21/10
Memorial Day	5/29/10-5/31/10
Summer Break	6/15/10 - 6/20/10
Independence Day	7/3/10- 7/5/10
Student Day Off	8/3/10
Labor Day	9/4/10- 9/6/10
Fall Break	9/16/10 - 9/19/10
Thanksgiving Break	11/25/10-11/28/10
Student Day Off	12/15/10
Christmas/New Years Break	12/24/10 - 1/2/11

Holidays & Vacation Days by Program	
Plumbing/Electrician/RHVAC	
2010	
New Year's Day	1/1/10
Martin Luther King	1/16/10-1/18/10
President's Day	2/13/10-2/15/10
Spring Break	3/17/10 - 3/21/10
Memorial Day	5/29/10-5/31/10
Summer Break	6/15/10 - 6/20/10
Independence Day	7/3/10- 7/5/10
Student Day Off	7/20/10
Labor Day	9/4/10- 9/6/10
Fall Break	9/16/10 - 9/19/10
Thanksgiving Break	11/25/10 - 11/28/10
Student Day Off	12/15/10
Christmas/New Year's Break	12/24/10 - 1/2/11

Graduation Ceremony

Graduation ceremony dates and location will be announced within a month of the ceremony and are subject to change.

APPENDIX D: CLASS HOURS

Automotive/RHVAC	Motorcycle	Plumbing	Electrician
Monday - Friday	Monday - Friday	Monday - Friday	Monday - Friday
Morning: 8:00 am-12:00 pm			Morning: 8:00 am-12:00 pm
Afternoon: 1:00 pm-5:00 pm			Afternoon: 1:00 pm-5:00 pm
Evening: 6:00 pm- 10:00 pm	Evening: 6:00 pm - 10:10 pm	Evening: 6:00 pm-10:00 pm	Evening: 6:00 pm-10:00 pm

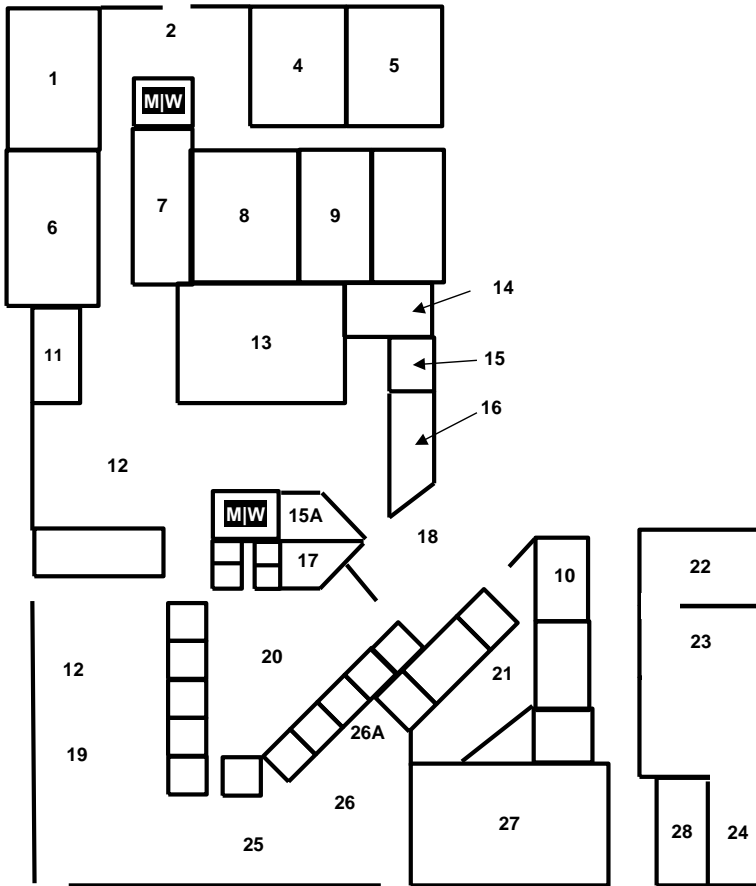
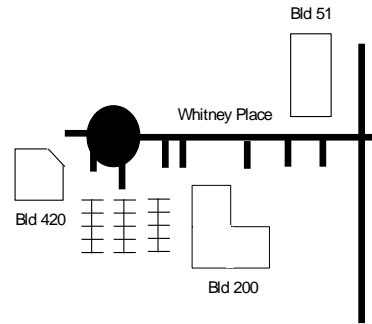
APPENDIX E: MAPS

WyoTech

Main Campus Map

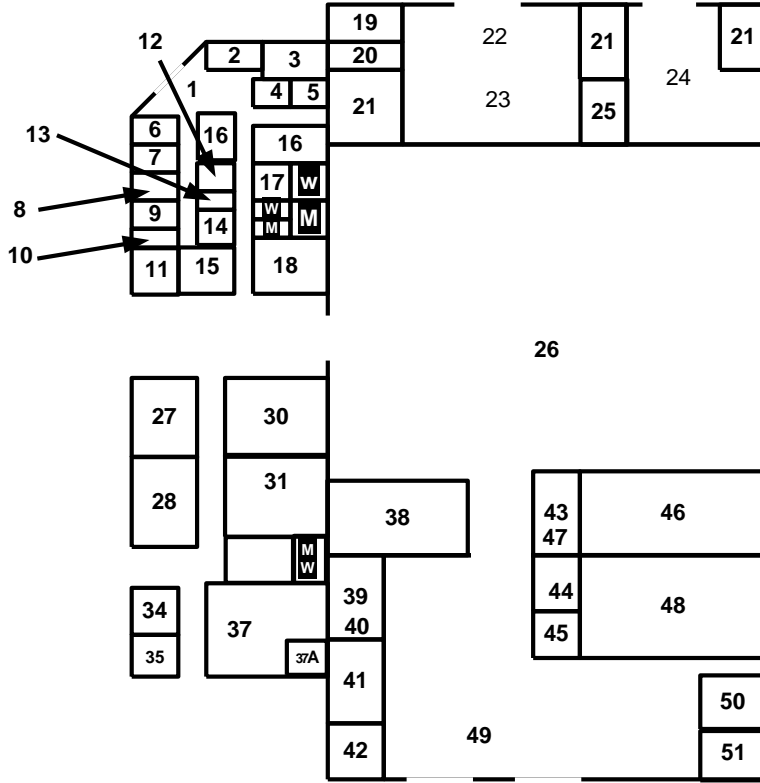
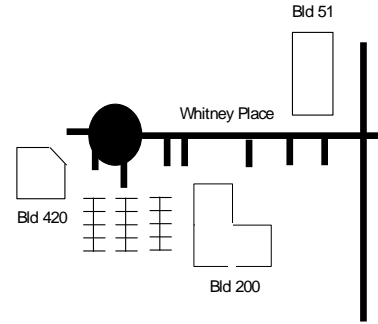
Building 200

1-800-248-8585



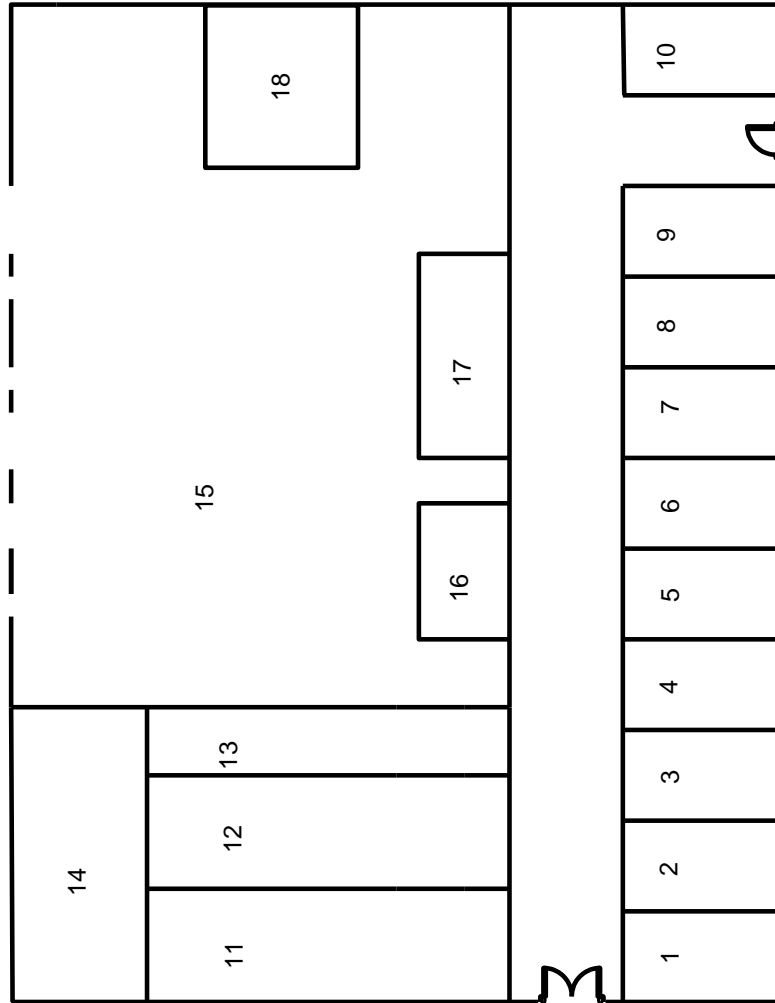
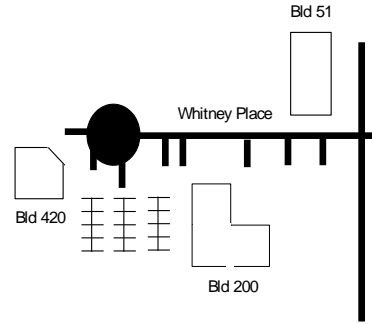
200 Building Legend

1	HVAC Comp Applications/DDC 309/310	11	Electrical Rm	20	Admissions Representatives
2	Student Lounge	12	Commercial Refrigeration Lab	21	Main Financial Aid Office
3	Restroom	13	Heating Lab 304/ AC Lab 303	22	Career Services
4	Classroom E	14	Admissions Support	23	Learning Resource Center
5	Classroom D	15	Financial Aid	24	Testing Center
6	Plumbing	15A	Financial Aid	25	Heat Pump 305
7	302 Classroom A	16	Admissions Representatives	26	Tool Crib
8	302 Classroom A	17	Director of Admissions	26A	HVAC & Plumbing Trn. Mgrs.
9	301 Classroom B	18	Building 200 Main Entrance	27	308 Sheetmetal Class/Lab
10	Director of Operations	19	Chiller & Boiler Lab	28	PLMB Classroom F



420 BUILDING LEGEND

1	Lobby	14	Director of Student Accounts	27	AT-107/AT-108 Classroom	39	AT-110 Classroom
2	President	15	Student Accts Receivable	28	AT-109 Classroom	40	Instructor Office (2nd Level)
3	Conf. Room	16	Student Finance Rep / Retention	29	Not Used	41	AT-106 Classroom
4	Registrar/Enrollment	17	Copy Room	30	AT-101 Classroom	42	Not Used
5	Registrar	18	Accounting/Financial Services Mgr.	31	AT-102 Classroom	43	Service Manager
6	Dir Admin. Svcs.	19	Lounge	32	Not Used	44	Tool Crib
7	Student Finance Rep	20	Res Center	33	Not Used	45	Student Store/Issues/Tool Crib Mgr.
8	Dir of Financial Aid	21	AT 111/ AT 112 Classrooms	34	AAS-505 Classroom	46	AT-105 Classroom
9	Student Finance Rep	22	Adv Diagnostic Auto Shop Area	35	AAS-503 Classroom	47	Facilities/Operations (2nd Level)
10	Storage	23	Adv Diagnostic Auto Shop Area	36	Not Used	48	AT-104 Classroom
11	MIS	24	Adv Diagnostic Auto Shop Area	37	Student Lounge	49	Auto Shop Area
12	Associate Dir of Education	25	Office	37A	Bookstore	50	Classroom G
13	Director of Education	26	Auto Shop/Lab	38	AT-103 Eng Lab	51	Classroom H



Building 51 Legend					
1 Faculty Office	6 Classroom 7	11 Classroom 1	16 Restrooms		
2 Classroom 3	7 Classroom 8	12 Classroom 2	17 Student lounge		
3 Classroom 4	8 Classroom 9	13 Tool Crib	18 Dyno Room		
4 Classroom 5	9 Classroom 10	14 Storage			
5 Classroom 6	10 Classroom 11	15 Main Shop			