2007-2008 Catalog

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WyoTech

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The contents of this catalog and of other school bulletins, publications, or announcements are subject to change without notice.

Certification of Accuracy

As of the date of publication, the information in this catalog is true and correct to the best of my knowledge.

Wm. Guy Warpness, President
Laramie, WY Campus

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Blairsville, PA Campus

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West Sacramento, CA Campus

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ABOUT WYOTECH

CORINTHIAN COLLEGES, INC.

WyoTech is a part of Corinthian Colleges, Inc. (CCi). CCi was formed in 1995 to own and operate schools across the nation that focus on high-demand, specialized skills. CCi is continually seeking to provide the kind of training programs that will best serve the changing needs of students, business and industry.

With headquarters in Santa Ana, California, and schools in various states, CCi provides job-oriented training in high-growth, high-technology areas of business and industry. The curricular focus is on allied health, business, and other programs that have been developed based on local employer needs. Students use modern equipment and facilities, similar to the kind they can expect to find on the job. By emphasizing focused training, CCi provides people entering or reentering today's competitive market with practical, skill-specific training vital to their success.

Corinthian Colleges, Inc. is dedicated to providing vocational and technical training that meets the current needs of business and industry. Under CCi ownership, the school will maintain its long-standing reputation for innovation and high-quality private vocational education.

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, equipment and 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 the student is with us. We have made this pledge to over 28,000 WyoTech graduates and will continue to make this pledge to all who follow!

PHILOSOPHY AND PURPOSE

WyoTech is uncompromisingly dedicated to superior-quality, college-level, career-oriented education in the automotive, diesel and collision/refinishing 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 diploma programs or to expand their education with associate degree programs.

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

The faculty and staff respect the professional decision students have made to enter career training. We believe professionalism is as important an aspect of training as 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 at all three campuses and in housing at the Laramie campus, 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.

HISTORY

WyoTech's history began in June 1966 when 22 students from Wyoming and surrounding states started their careers in Automotive Technology in Laramie, Wyoming. Since then, WyoTech has graduated over 28,000 students from across the nation and several foreign countries.

In 1969 WyoTech's Laramie campus became accredited by the Accrediting Commission of Career Schools and Colleges of Technology, formerly known as NATTS, and through the years has received approval from 50 state governing authorities. WyoTech originated in a single 9,000 square foot building in 1966 and has since expanded to its current size of 370,000 square feet of modern shop, classroom and administrative facilities.

Growth has been a byword at WyoTech. After the original Automotive Technology program, WyoTech introduced Diesel Technology in 1967, Collision/Refinishing Technology in 1971, Automotive Trim and Upholstery in 1977, Associate of Applied Science degree programs in 1986, and the Street Rod Building and Auto Customizing course in 1992. In 2000 WyoTech expanded the Street Rod course further by offering two separate, more specialized courses: Chassis Fabrication & High Performance Engines and Street Rod & Custom Fabrication. This expansion of curriculum allows students the opportunity to hone their skills within a specialty automotive industry. And in 2001, WyoTech added Advanced Diesel courses, giving students the chance to further their training in the diesel field.

A significant milestone was reached when WyoTech opened its doors in the spring of 2002 for training in the automotive and collision/refinishing industries and specialty courses in Street Rod, Chassis Fabrication, and Management at a branch campus located in

Blairsville, Pennsylvania. The school moved into brand-new, expanded facilities located at 500 Innovation Drive in Blairsville in December 2003. Courses in Diesel Technology began in 2006, and the Blairsville campus added Light Duty Diesel and High Performance Power Trains as advanced courses.

In January 2004, WyoTech's third campus opened in West Sacramento, California, with Automotive Technology, Applied Service Management, and Chassis Fabrication & High Performance Engine courses. In addition, a new facility was added in 2005, and course offerings were expanded to include Street Rod and Custom Fabrication and Advanced Automotive Diagnostics. In October 2006 the third facility expansion was added and course offerings were expanded to include Collision/Refinishing Technology, Trim and Upholstery Technology and High Performance Power Trains. In October of 2007, Light Duty Diesel will be added to the Specialty Course offerings utilizing existing classrooms and shop space in the Automotive facility.

Throughout its history, WyoTech has kept its instructors abreast of the latest techniques, added new equipment as needed, and updated curriculum as changes occurred in the industry. "Moving into the Future" is not simply a slogan at WyoTech--it is a commitment.

INTERNATIONAL STUDENTS / ESL INSTRUCTION

WyoTech is authorized by the U.S. Department of Immigration and Naturalization (INS) to enroll foreign students. The school does not offer English-as-a-Second Language instruction, and all instruction is in the English language.

INSTRUCTIONAL SUPPORT

Instructional support at WyoTech is comprised of curriculum production, in-house training programs, industry-based advisory committees, and training aids. Collectively, they enhance each training program.

WyoTech has a competency-based approach to training. This curriculum method is designed to accomplish the goal of imparting specific knowledge and skills to each student. Technical instructors hold certification in their areas of expertise, ASE and/or I-CAR, and are real industry specialists delivering high-quality and up-to-date training. Additionally, curriculum writers prepare hundreds of sophisticated drawings, illustrations, and charts to enhance the training materials. Simulators, cutaways, mock-ups and demonstration devices are developed by the Training Aids Department, which provides support to instructor presentations.

Advisory Committees

To maintain our commitment to high-quality, career-oriented training and the maximum employability of our graduates, WyoTech has established Advisory Committees for each department. The Advisory Committees are comprised of industry members who formally meet with WyoTech's staff and faculty to assist in making decisions regarding curriculum changes, equipment purchases, and program enrichment. The role of the WyoTech Advisory Committees is to help assure that the curriculum keeps pace with the latest trends and technologies. Preparing our students for entry-level employment requires continuous monitoring and adjustment to the curriculum. Advisory Committee members may include representatives from industry, major corporations, and governmental agencies.

STATEMENT OF NON-DISCRIMINATION

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 its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The Campus President is the coordinator of Title IX – the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the Campus President. The Campus President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255 or by email at studentservices@cci.edu.

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

This institution 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, the institution 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 or Campus ADA/504 Caseworker. Students will receive written notification of the determination within seven calendar days. Students may appeal an accommodation decision by following the student grievance procedure as stated in the "Student Academic Appeals Policy" section of this catalog.

AUTOMOTIVE SERVICE EXCELLENCE CERTIFICATION (ASE)

The ASE organization was created in 1972 for the purpose of improving the quality of performance in vehicle repairs throughout the nation. It measures and recognizes the diagnostic and repair skills of automobile and heavy-duty truck technicians as well as body repairers and painters. ASE is located in Herndon, Virginia, phone (703) 713-3800.

ASE-certified technicians have earned the right to be proud of their skills and knowledge. The ASE Certification Program offers a practical way to provide qualified technicians the recognition and status they deserve. By participating in the program, WyoTech students help professionalize the occupation, increase career opportunities, improve income potential, and gain recognition for automotive, collision/refinishing and diesel service excellence.

WyoTech's Laramie and Blairsville campuses are approved as regional testing centers for the administration of ASE Certification tests. WyoTech graduates are given partial credit toward the two-year experience requirement for certification, and WyoTech encourages all of their students to work toward ASE Certification. ASE certification fees are not included in tuition fees.

INTER-INDUSTRY CONFERENCE ON AUTO COLLISION REPAIR (I-CAR)

I CAR was created in 1979 with the goal of providing updated training to the collision industry. Insurance companies, auto makers and collision repair professionals are involved along with I-CAR in the development of education for updated repair techniques. I-CAR programs are taught in many locations in the United States and abroad to the collision industry. At WyoTech, we use some I-CAR curriculum in our collision/refinishing program. The students may be eligible for I-CAR points at a reduced price while they are in the collision refinishing program. These I-CAR points may help students during their job search after graduation. Many repair shops promote I-CAR training and may welcome an employee coming in that already has some of the training.

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. In order to begin classroom attendance at WyoTech, an applicant must provide proof of high school graduation or its equivalent. For students attending the Sacramento campus, a minimum score of 120 on the CPAt is required prior to the beginning of classroom attendance.

In order to be admitted to WyoTech, an applicant must:

1. be interviewed and recommended for admission by a school representative,
2. submit a Student Information Form,
3. sign a Student Conduct Code Agreement,
4. sign an Enrollment Agreement and pay an application fee,
5. receive an acceptance notification from the school,
6. provide proof of high school graduation, or its equivalent, prior to the beginning of classroom attendance, and
7. students at the Sacramento campus must attain a minimum score of 120 on the CPAt.

ABILITY TO BENEFIT POLICY (SACRAMENTO CAMPUS ONLY)

Students in diploma programs at the Sacramento campus 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.

Ability to Benefit students are not eligible for admission into degree programs.

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) by ACT 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.

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.

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.

ADMISSION REQUIREMENTS AND PROCEDURES FOR APPLIED SERVICE MANAGEMENT ONLINE

To be admitted into the Applied Service Management Online course, the student must be a graduate of WyoTech. The applicant will be required to verify that they own or have access to, and can use, a computer that meets minimum specifications, possess a valid and active e-mail address, and have Internet access. In addition, the student must successfully complete an online orientation course prior to attending the online course. The applicant must contact the Online Coordinator at the Laramie, Wyoming campus to enroll in the online course.

ADVANCED STANDING/TRANSFERRING CREDIT INTO WYOTECH

A petition for credit for prior training will be evaluated by the Director of Education. Official transcripts and course descriptions are needed to determine applicable credit. A minimum grade of "C" from an accredited school (recognized by the U.S. Department of Education) must be achieved in order for a course to be considered for transfer credit. A student must complete at least 25% of the course requirements of a program at WyoTech in order to receive a diploma or a degree from WyoTech. The transfer of incoming credit is given at the discretion of the Director of Education. If the school accepts credit for prior training, the current tuition will be reduced proportionally by the number of hours of transfer credit accepted. Requests for credit transfer must be made prior to beginning classroom attendance at WyoTech.

TRANSFERABILITY OF CREDITS TO OTHER INSTITUTIONS

WyoTech does not guarantee credit transfer into or out of the school. Transferability is always at the discretion of the receiving school. The degree and diploma programs of the school are terminal in nature and are designed for the graduate's employment upon graduation.

ACADEMIC STANDARDS

DEFINITION OF CLOCK AND CREDIT HOUR

A clock hour is a period of time consisting of at least 50 minutes of lecture, faculty-supervised laboratory, or faculty-supervised shop training within a 60-minute period.

A semester credit hour consists of 15 clock hours of lecture, 30 clock hours of faculty-supervised laboratory or 45 clock hours of faculty-supervised shop training.

GRADING SYSTEM

94-100%	3.6 – 4.0	Superior grasp of material, excellent performance	TR	Transfer Credit
85-93%	3.0 – 3.5	Good level of proficiency, good performance	WI	Withdraw
76-84%	2.4 – 2.9	Satisfactory level of proficiency and achievement	I	Incomplete
70-75%	2.0 – 2.3	Minimum proficiency and performance to pass	R	Repeated
0-69%	0.0 – 1.9	Unsatisfactory or failing		

GRADING PERIODS

The final grade for each course is comprised of a lecture and a laboratory grade. Failure of any required laboratory competency will result in a failing grade for that course. The final grade for each Applied Service Management Online course is comprised of a lecture and a laboratory grade. Failure of any required laboratory competencies will result in a failing grade for that subject.

STUDENT PROGRESS REPORTS

Grades are posted at the end of each course for resident students and each subject for online students. A progress report is mailed to the student's home address, subject to the privacy rights contained in the General Education Provisions Act, section 438.

REMEDIAL COURSES AND PASS/FAIL GRADES

WyoTech does not offer remedial courses or courses on a pass/fail basis.

GRADUATION REQUIREMENTS

1. Complete each course in the program with a minimum grade of 70%.
2. If admitted as a transfer or advanced standing student, complete at least 25% of the course requirements of the program at WyoTech.
3. Be current with all financial obligations to the school.
4. Complete their program within the maximum timeframe (150%) allowed for the program.

ATTENDANCE/TARDY POLICY

Attendance is vital to academic achievement and the acquisition of good work habits. Graduates are screened by prospective employers, not only for academic achievement, but also for their attendance record. Attendance is recorded on each student's file and becomes part of the academic transcript.

Resident Students

Each day is divided into eight sessions for attendance and tardy purposes. Students missing 30 minutes or more of a session will be counted as one hour absent. Students arriving late (less than 30 minutes) for a session will be counted tardy for that session. A student missing more than twenty-five (25) hours of a course **for any reason** may be suspended. A student with ten (10) tardy occurrences in any one course may be suspended.

Note: Students at the Sacramento Campus must meet Bureau of Automotive Repair (BAR) grade and attendance requirements in Advanced Emission Diagnostics 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.

Online Students

Participation will be based on completion of weekly assignments and active online participation in online class activities and will be verified on a weekly basis. Students who fail to complete and submit a weekly assignment or fail to log-on and participate in online class activities, during the prescribed period of time are considered to have not participated and will be counted as absent for that week. Students who do not participate during any two weekly participation periods within a six-week subject will be placed on attendance probation. Students who do not participate during any three weekly participation periods within a six-week subject will be suspended from the course.

Readmission

Students suspended for attendance/tardy violations may apply for readmission in accordance with the school's readmission policy.

LEAVES OF ABSENCE

Occasionally situations arise, such as family tragedies or medical emergencies that make it necessary for students to briefly interrupt their education. Recognizing this, WyoTech permits students to request Leaves of Absence under the following conditions:

1. The student must request the leave in writing, in advance whenever possible, and the request must be signed, dated, and include a reason for the request.
2. The leave must not exceed one hundred eighty (180) calendar days during any 12-month period, excluding scheduled school breaks*.
3. The leave must be approved by the Director of Education.
   Failure to return from a Leave of Absence will result in official withdrawal.

*For the Blairsville, Pennsylvania, campus only, there are two exceptions to the rule limiting a student to one leave of absence in a 12 month period:

(i) One leave of absence subsequent to an approved leave of absence may be permitted if the subsequent leave of absence does not exceed 30 days and the school determines that the subsequent leave of absence is necessary due to unforeseen circumstances; and

(ii) Subsequent leaves of absence may be approved if the institution documents that the leaves of absence are granted for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.

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.

READMISSION POLICY

A student who has withdrawn or has been suspended may apply for readmission by contacting the Registrar's Office to complete a request for readmission. Readmission is granted on a space-available basis. WyoTech reserves the right to refuse readmittance based upon the attendance, academic, and social conduct history of the student during previous enrollment periods.

ACADEMIC, ATTENDANCE AND CONDUCT PENALTIES

1. **Reprimand**: a verbal warning, which implies that further violations will result in probation or suspension.
2. **Probation**: a written warning, involving a designated period of time, which implies that further violations during such time period may result in suspension. Further, the student must abide by any specific stipulations prescribed by the probationary action.
3. **Suspension**: the immediate withdrawal of the student from WyoTech. Suspension notification will be in writing and will include a date after which the student may apply for readmittance.
4. **Dismissal**: the immediate permanent withdrawal of the student from WyoTech. Dismissal notification will be in writing and will indicate that the student will not be considered for readmission.

UPDATE TRAINING

On a space-available basis, a WyoTech graduate in good standing may return for an update training course in the program from which the student graduated at no additional tuition charge, provided the course or program is still offered. A graduate may not request update training prior to two years after graduating from the program. A graduate is considered to be in good standing if all school

charges have been paid and, if the graduate was a recipient of institutional and/or Federal loans, the graduate is current in all loan obligations. A request for an update-training course must be addressed to the Registrar and approved by the Campus President. Update training is not valid for grade or certification purposes, and the student will not receive a transcript, grade, or attendance for the portion repeated.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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.

Accreditor and federal regulations require that all students progress at a reasonable rate (i.e. make satisfactory academic progress) toward the completion of their academic program. Satisfactory academic progress is measured by:

1) The student's cumulative grade average percentage (CGAP)
2) The student's rate of progress toward completion (ROP)
3) 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 six-week course, which includes the 25% point, the midpoint, the end of each academic year, and the end of the program.

GAP and CGAP Calculations

Students at WyoTech receive percentage grades (see "Grading Scale.") At the end of each six-week evaluation period, the student's cumulative grade average percentage (CGAP) is reviewed to determine the student's qualitative progress. When a student repeats a course, the student's CGAP will be recalculated based on the higher of the two grades earned. Grades for withdrawals, transfer credits, incompletes, non-punitive (Pass), and non-credit remedial courses have no effect on the student's CGAP.

Students must attain a minimum CGAP of 60% at the end of the first 25% of the program and a 65% CGAP at the midpoint of the program.

Rate of Progress toward Completion (ROP) Requirements

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). Quantitative progress is determined by dividing the number of clock hours earned by the total number of clock hours in courses attempted. Clock hours attempted include completed hours, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

Example: $\frac{\text{250 clock hours earned}}{\text{500 clock hours attempted}} = 50\%$ ROP

In order to complete the training within the specified time, the student must maintain a satisfactory rate of progress as defined below:

- Students who have reached the halfway point of their normal program completion time must have successfully completed 25% of the clock hours attempted.
- Students who have reached the halfway point of their maximum program completion time must have successfully completed 60% of the clock hours attempted.
- Students who have reached 75% of their maximum program completion time must have successfully completed 66.7% of the clock hours attempted.

Maximum Time in Which to Complete (MTF)

The maximum time frame for completion of all programs is limited by federal regulation to 150% of the published length of the program. WyoTech schools calculate the maximum time frame using clock hours for courses attempted. The total scheduled clock hours for all courses attempted, which include completed courses, transfer courses, withdrawals, and repeated classes, count toward the maximum number of clock hours allowed to complete the program. Non-credit remedial courses have no effect on the student's ROP. A student is not allowed to attempt more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation.

The requirements for rate of progress are to 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 attempted clock hours are noted in the following tables.

Satisfactory Academic Progress Tables

1000 Clock Hour Modular Program. Total clock hours that may be attempted: 1500 (150% of 1000).				
Total Clock Hours Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
250	70%	60%	66.7%	N/A
500–750	70%	65%	66.7%	40%
1000–1250	70%	65%	66.7%	60%
1500	N/A	70%	N/A	66.7%

1500 Clock Hour Modular Program. Total clock hours that may be attempted: 2250 (150% of 1500).				
Total Clock Hours Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
250-500	70%	60%	66.7%	N/A
750–1000	70%	65%	66.7%	25%
1250–1500	70%	65%	66.7%	50%
1750–2000	70%	67%	66.7%	65%
2250	N/A	70%	N/A	66.7%

2000 Clock Hour Modular Program. Total clock hours that may be attempted: 3000 (150% of 2059).				
Total Clock Hours Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
250-500	70%	60%	66.7%	N/A
750-1000	70%	65%	66.7%	20%
1250-1500	70%	66%	66.7%	40%
1750-2000	70%	67%	66.7%	60%
2250-2500	70%	68%	N/A	65%
2750-3000	N/A	70%	N/A	66.7%

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 (CGAP, 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 CGAP 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 phase. When both the CGAP 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.

Suspension

If, at the end of any evaluation period, a student's CGAP or ROP falls into the suspension ranges specified in the school catalog, the student is considered not to be making SAP. Students not making SAP must be placed on suspension and withdrawn from the program.

Academic Appeals

Any student may submit an appeal of a decision of suspension or dismissal in accordance with the Satisfactory Academic Progress Appeals Policy.

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 CGAP, 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 CGAP 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.

Reinstatement 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 CGAP does not fall below the probation range.

Dismissal

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

Graduation

Students must complete their program within the maximum time frame and with a 70% CGAP as stated in the school catalog in order to graduate.

Application of Grades and Credits

Transfer credits (T) are not included in the calculation of CGAP but are included in the "Total Number of Clock Hours Attempted" (see below) in order to determine the required levels for CGAP and rate of progress. Transfer credits are included as clock hours attempted and successfully completed in calculating the rate of progress.

Developmental courses, non-credit and remedial courses are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGAP.

When a course is repeated, the higher of the two grades is used in the calculation of CGAP, and the total clock hours for the original course and the repeated course are included in the "Total Clock Hours Attempted" (in the charts above) in order to determine the required progress level. The clock hours for the original attempt are considered as not successfully completed.

For calculating rate of progress, percentage grades below 70% and WI (withdrawn) grades are counted as hours attempted but are not counted as hours successfully completed. Grades of I (incomplete) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a percentage grade, the CGAP and satisfactory academic progress determination will be recalculated based on that percentage grade and the clock hours earned.

Transfer Credit

Students may receive transfer credit for courses taken at another school. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance if a student enrolled in a 1,500 clock hour program (with a maximum time frame of 2,250 clock hours) receives 250 clock hours of transfer credit and completes 250 clock hours in the first term of enrollment, the student will be evaluated as a student who has passed the 25% point of the program (500/1500 = 33.3%) at the end of the first term. However, if a student receives 500 clock hours of transfer credit and will complete 250 clock hours at the end of the first term, the student will be evaluated as a student who is at the midpoint (50% point) of the program (750/1500 = 50%).

When a student transfers from or completes one program at the school and enrolls in another program, and all courses completed in the original program are acceptable for credit in the new program, all courses attempted and grades received in the original program are counted in the new program for calculation of the student's satisfactory academic progress in the new program. When a student transfers from or completes one program at the school and enrolls in another program at the school and all courses completed in the original program are NOT accepted for credit in the new program, all attempts of courses taken in the original program that are part of the new program will be counted in the calculation of the student's satisfactory academic progress upon entry into the new program, and the grades for the courses that are a part of the new program that were taken at the same institution will be used in the student's CGAP calculation.

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 Office personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGAP requirements, rate of progress requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically 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 readmittance following suspension or in the event the student's appeal results in readmittance.

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, including when a veteran is placed on academic probation, changes schedules, or terminates or is dismissed 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.

STUDENT ACADEMIC APPEALS POLICY

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial aid eligibility.

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

Within five (5) calendar days of receiving the Academic Appeal Form, the Director of Education 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 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. 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 Coordinator. Only final course grades are eligible for appeal.

Final Course Grades

Appeals of final course grades must be made within five (5) calendar days of the date the grade becomes final. The Director of Education may direct a grade to be changed only when it is determined through the appeal process 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. Have perfect attendance while the appeal is pending;
2. 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 as of the date of the suspension letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGAP, 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 CGAPA 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 that 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.

COMPARATIVE INFORMATION

Comparable program information relating to tuition charges and program length may be obtained by contacting the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212.

SUCCESS OF STUDENT

The student's individual success or satisfaction is not guaranteed, and is dependent upon the student's individual efforts, abilities, and application to the requirements of the school.

CANCELLATION OF CLASSES/COURSE & PROGRAM CHANGES

Insufficient Enrollment

The school reserves the right to cancel any course or program for which there is insufficient enrollment.

Alterations

The school reserves the right to change course curricula, schedules, prerequisites and requirements.

STUDENT ACHIEVEMENTS/AWARDS

- **Outstanding Student:** One student per department is selected by the Department Coordinator and instructors to be the Outstanding Student. Selection is based on his/her academic achievement, leadership ability, cooperation, dedication, motivation and professionalism. The recipient will receive a personal plaque and have his/her name engraved on an outstanding student plaque located permanently at the school. The Outstanding Student award is considered the top award for a WyoTech graduate.
- **Perfect Attendance:** Students who have not been absent or tardy throughout their program of study have perfect attendance. These students will receive a certificate and special recognition at graduation.
- **Outstanding Attendance:** Students who have a maximum of four infractions, whether one absence or one tardy, throughout their program of study have outstanding attendance. These students will receive a certificate and special recognition at graduation.
- **Honor Graduates:** Students graduating with a 95% or above overall grade average for their program of study will receive a special diploma indicating that they graduated with Honors.
- **Class Leader:** Students selected by their instructors to be class leaders will receive a certificate indicating the student was a Class Leader.
- **Student Activities Council:** A Student Activities Council award is given to students who are selected to work with the Student Services Department to plan activities and events.

- **Peer Tutor:** Students who attend special training to act as tutors to other students are honored with a certificate at graduation.
- **National Technical Honor Society:** The National Technical Honor Society is a non-profit educational organization established to honor excellence in vocational and technical education. Only those students who are recommended by the faculty and exhibit the qualities of skilled workmanship, honesty, responsibility, leadership, citizenship, and scholastic achievement are selected into membership. Members are recognized with a special seal on their diploma in addition to the professional benefits gained by being a member of the NTHS in their recognition of outstanding student achievement. Students must have a GPA of 95% or higher after completion of 4 phases.

GRADUATION CEREMONIES

Parents, relatives and friends from all over the United States are invited to attend WyoTech graduation ceremonies. These ceremonies represent the culmination of your training at WyoTech. This is a formal commencement and awards ceremony in which graduates are honored for their hard work and academic achievement.

ADMINISTRATIVE POLICIES

STUDENT CONDUCT CODE

As a prerequisite for admission, each WyoTech applicant must sign and agree to abide by certain academic and social standards indicated in our Student Conduct Code. These standards are important in the career work place and are given point value under the heading "Professionalism Grading System" in the Student Handbook.

Violations of the Student Conduct Code will result in penalties, including a grade reduction, reprimand, probation, suspension, or dismissal – depending upon the seriousness or frequency of the violation. School officials will determine the appropriate penalty on all conduct violations. If suspended as a result of a conduct code violation, a student may apply for readmission in accordance with the school's readmission policy.

Each student, while in attendance at WyoTech, is expected to display the highest degree of ethical and professional conduct. All WyoTech employees are allowed to enforce the Conduct Code. The following actions are violations of the Student Conduct Code:

1. **Dishonesty**: willfully or knowingly lying, cheating academically, claiming the work of others or giving any type of false information to the campus.
2. **Controlled Substances and Associated Paraphernalia:** the possession, use, sale or distribution of controlled substances and/or paraphernalia while on WyoTech property or at any school-sponsored event. The student may be subject to prosecution by local law enforcement agencies and parent/guardian may be notified. Drug testing may be required in cases of reasonable suspicion of drug use, as per the student's consent upon enrollment.
3. **Alcohol:** the possession, consumption, distribution, or being under the influence of alcohol while on WyoTech-controlled property or at any school sponsored event. Students may also be subject to prosecution by local law enforcement agencies and your parent/guardian may be notified. Testing may be required in cases of reasonable suspicion of alcohol use.
4. **Profanity:** the use of any language or gesture that is offensive and creates an uncomfortable environment.
5. **Theft and Vandalism:** the theft, possession of stolen property, or vandalism of property to include school, housing, customer, staff, resident or other students' property.
6. **Unsafe Conduct:** students will observe all EPA/DEQ safety regulations, eye and hearing/ear protection in designated areas, the safety of others, and adhere to the proper use of tools, equipment and motorized vehicles.
7. **Threatening Behavior/Physical Assault:** involvement in hazing, or threatening the physical safety and comfort of others, or display of violence that results in physical contact.
8. **Inappropriate E-mail Communications:** abusive, threatening or otherwise inappropriate e-mail communications.
9. **Weapons:** students will not possess, or have in vehicles, firearms, ammunition, explosives, knives or weapons of any kind on WyoTech-controlled property.
10. **Disorderly Conduct:** behaving in a manner which disturbs the peace of others or disrupts, interferes or prevents a staff member from performing their duties.
11. **Aiding and Abetting:** assisting, encouraging or inciting others in any violation of regulations. This includes the withholding of information.
12. **Sexual Harassment:** any unwelcome action whether physical, verbal, or nonverbal, that is intimidating, hostile or creates an offensive environment.
13. **Sexual Assault:** the use of force or threat of force to engage a person in sexual activities without person's willing consent.
14. **Tobacco Use:** allowed in designated areas only.
15. **Unauthorized Entry:** entering or attempting to break and enter into any locked or unauthorized room, building, storage area, vehicle, computer, or data storage device.
16. **Student Electronic Equipment:** non-educational electronic equipment (cell phones, cameras, pagers, etc.) is not allowed in WyoTech training areas.
17. **Public displays of affection:** are not allowed on campus, WyoTech training areas or facilities.
18. **Discrimination:** any verbal or nonverbal discrimination towards any individual or group.
19. **Computer, Internet and Network Use:** use of school computers, internet and networks in a manner that constitutes a violation of the WyoTech Student Conduct Code or local, state and federal law, endangers system integrity, or accesses sites containing inappropriate content.
20. **Recreational activities:** are not allowed on campus property, except with express permission of the campus President / Director of Education.

21. **Violations of the WyoTech Appearance Code:** students must abide by the specific appearance policy for the student's program.

The Student:

1. Will abide by all school policies, rules and regulations.
2. Will abide by all local, state and federal laws.
3. Will assist other students with clean-up of shop, lab, classroom and all other areas.
4. Will abide by all conditions of school warnings, probation, evictions or suspensions.

Appearance Code - The WyoTech Student Appearance Code is established to provide an atmosphere that enhances the professional development of our students, prevents disruption to the learning process and avoids safety hazards. The following are the minimum standards while on WyoTech facilities:

All WyoTech students will abide by the following:

1. The school uniform shall be worn on campus during school operating hours. Pants shall be worn in an appropriate manner at the natural waistline (above the hips). Clothing must be clean with no holes, tears or frayed edges. No article of clothing shall have pictures, emblems, and/or messages that are lewd, offensive, vulgar, and obscene or might otherwise cause disruption.
2. Male students shall be clean-shaven. Mustaches are permitted provided they do not extend below or beyond the corners of the mouth. Sideburns are permitted provided they extend no lower than the bottom of the ear and the sides extend straight down the face. Sideburns must be trimmed so they are not bushy.
3. Hair shall be kept clean to provide a neat, well-groomed appearance. Hairstyle must conform to the shape of the head with no abrupt changes in length. Hair length shall not extend beyond the eyebrow, middle of the ear, and top of the shirt collar. Hair that is braided must conform to the shape of the head and cannot extend below the top of the collar, nor be pulled back into a tail, nor be braided back into itself, doubled, or layered in any way. Hair must be natural colors. No "unnatural" hair color allowed". Female students may have long hair provided it is pinned up while the student is participating in shop/lab activities.
4. Wearing of earrings, posts, studs, and dangling jewelry is not permitted. Facial skin, tongue or body piercing rings, studs, posts, ornaments and chain wallets/belts are also prohibited.
5. Personal cleanliness must be observed and maintained at all times.
6. WyoTech student ID is required to be carried at all times and must be surrendered to a staff or faculty member upon request.

Applied Service Management students will abide by the following:

1. An ASM uniform shirt or a plain white button-down dress shirt must be worn (either long-sleeved or short-sleeved). Shirttails must be tucked into the pants. T-shirts may be worn underneath the white shirt provided the sleeves do not extend past the sleeve length of the white dress shirt and the t-shirt is plain white, with no writing or pictures of any kind on the t-shirt.
2. A tie must be worn each day upon arrival into WyoTech facilities. Ties must be kept on throughout the day, with the tie knot fully cinched and the collar buttoned.
3. Solid color work pants are required. Dress pants, Dockers-style pants, and khaki pants are recommended. Cargo-style pants or pants with side pockets are prohibited.
4. Professional work-style boots or shoes must be worn. No athletic shoes or sandals are permitted.
5. Hats or any other headwear are not permitted in ASM facilities.
6. Females will follow the same guidelines of white shirt and khaki or dress pants. White collared shirts must be kept tucked in, and only the top button may be kept unbuttoned; ties are not mandatory for females.
7. Coats may not be worn in the classrooms or labs. Sweaters, vests, fleece pullovers, or light jackets may be worn as long as the knot of the tie can still be seen. Hooded sweatshirts, athletic wear or logos (other than "WyoTech" logo) are prohibited in the classrooms and computer labs.
8. Leatherman style tools, large key chain clips, chain wallets/belts are also prohibited.

Applied Service Management Online students will abide by the following:

(f) Abusive, harassing, or threatening e-mail messages sent to classmates or instructors are not permitted.
(g) Vandalism or the reckless or intentional use of invasive software such as viruses or WORMS destructive to hardware, software, or data files is prohibited.
(h) Theft, plagiarism, cheating, copyright violation, unauthorized or unethical use of another's work in the completion of assignments or exams is prohibited.
(i) Disruptive behavior, inappropriate language, graphics and symbols are prohibited.
(j) Harassing or abusive acts which invade an individual's right to privacy including sexual harassment, or abuse against members of a particular race, ethnic, religious, or cultural group is prohibited.
(k) Threats of actual damage to property or physical harm to others are not permitted.

Students attending all other courses will abide by the following:

1. A WyoTech uniform shirt and solid color work pants with professional work-style boots must be worn. The shirt is to be worn buttoned with the exception of the top button/snap. Shirttails must be tucked into the pants. Sweaters or other shirts, if worn, must be worn underneath the uniform shirt. Hooded sweatshirts or hooded jackets shall not be worn in the shop. Coats may not be worn in the classroom unless specifically approved by the instructor.
2. A baseball-style cap, with the bill facing forward, may be worn in WyoTech facilities with the exception of in the classroom, TRC or computer lab. No other headwear may be worn while in WyoTech training facilities.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Each student is encouraged to discuss and resolve any difficulty or misunderstanding with the particular faculty or staff member(s) with whom that situation exists. If the student is unable to satisfactorily resolve the grievance, WyoTech has a formal grievance procedure to follow, which is distributed to each student through the Student Handbook. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255 or studentservices@cci.edu. Additional state-specific information regarding complaint/grievance procedures can be found in Appendix A of this catalog.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director of Education.

ARBITRATION AGREEMENT

The student agrees that any dispute arising from 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 the 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 for arbitration. A student desiring to file for arbitration should first contact the Campus President, who will provide the student with a copy of the AAA Commercial Rules. A student desiring to file for 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. The student acknowledges that they understand both they 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. The student understands that the award of the arbitrator will be binding, and not merely advisory. The student also acknowledges that they may at any time, before or after their admission, obtain a copy of the Rules of the American Arbitration Association, at no cost, from the Campus President.

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

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 the school 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:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission or a rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. 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.

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.

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.

WyoTech 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 WyoTech's anti-drug policy will result in appropriate disciplinary actions and may include expulsion 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. WyoTech maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the school and a complaint with local law enforcement.

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.

CLOTHING AND PERSONAL PROPERTY

All personal property is the sole responsibility of the student, and the school does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

HEALTH/MEDICAL CARE

Students must take proper care of their health so that they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the school immediately. All medical and dental appointments should be made after school hours.

The school will not be responsible for rendering any medical assistance but will refer students to the proper medical facility upon request.

TRANSCRIPTS AND DIPLOMAS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the school computer system. Permanent records are kept in paper form, microfiche or microfilm. The school maintains complete records for each student, including grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e., tuition and fees due to the school are paid current per the student's financial

agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee of $5 for each additional official transcript requested.

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.

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

RETENTION OF STUDENT RECORDS

Transcripts will be retained for at least 50 years. Other records will be retained for at least 5 years.

FINANCIAL INFORMATION

TUITION AND FEES

Current tuition, fees, rent, and deposit prices can be found in the Appendix B in this catalog. Tuition, fees, rent and deposits are the same for in-state and out-of-state students.

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 30 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under the Title for which a Return of funds is required (e.g., LEAP)

Return of Unearned SFA Program Funds

The institution must return the lesser of the amount of:

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

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

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

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

BOOKS AND TOOLS

Books and a set of tools are provided (loaned) to students at no additional charge after payment of the refundable deposit listed below.

A refundable book and tool deposit must be paid at or before the date of registration and the balance maintained throughout enrollment. This deposit will be returned within 30 days of student separation from the school, provided all books/manuals and tools are returned in the same condition as received, less normal wear.

NOTE: For specific information re/ the cancellation and refund policies for each campus, please see the campus-specific sections (Laramie, page 22; Blairsville, page 35; Sacramento, page 51)

FINANCIAL AID

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.

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 borrower 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.

Alternative Loan Programs

Alternative loans are private loans offered by the school's preferred lenders. The criteria for preferred lender selection can be obtained from the school's Student Financial Planning Brochure. Alternative loan approval, loan origination fees, interest rates and loan terms are based on the applicant's credit and the lenders underwriting criteria.

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.

Student Tuition Assistance Resource Program (STAR) – A student may qualify for the STAR Program if s/he is not eligible for one of the school's alternative loan programs. The interest rate is fixed throughout the term of the note and the first payment is due 90 days after the student graduates or leaves school.

SCHOLARSHIPS

Ford AAA Scholarship – Blairsville, Laramie and Sacramento

Members of the 1st, 2nd and 3rd place winning teams will be eligible for a full scholarship equivalent to tuition for a 9 month 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 9 month degree program plus one additional specialty course.

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

Skills USA – Blairsville, Laramie and Sacramento

Members of the 1st, 2nd and 3rd place winning teams will be eligible for a full scholarship equivalent to tuition for a 9 month 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 9 month degree program plus one additional specialty course.

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

U.S. Armed Services Scholarship – Laramie and Sacramento

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.

WyoTech Eagle Scholarship – Laramie Campus Only

Within one year of graduation, a graduate of a Wyoming high school, upon recommendation of his/her counselor or automotive instructor, may receive a WyoTech Eagle scholarship in the amount of $3000.

Additional Scholarships - Blairsville Campus Only

The Blairsville Campus participates in a scholarship program through the Technology and Maintenance Council. Scholarships vary in amounts and are awarded by the organization based upon skill or other requirements as set forth by the organization.

CAREER SERVICES

From the time a student enrolls at WyoTech, the primary emphasis is on employability and success in the professional world. The success of our graduates is vital to WyoTech. WyoTech's student body is comprised of students from coast to coast. As a result, placement of WyoTech students has developed into a nationwide network of employers who value the quality of our graduates. While no reputable school can guarantee employment, WyoTech continues to maintain a high percentage of graduates employed in their field of training. Placement success is greatly influenced by the student's attendance, overall attitude, academic performance and use of self-directed job search skills acquired through working with the Career Services staff.

WyoTech offers students/graduates the following employment assistance services:

RÉSUMÉ DEVELOPMENT

Proper résumé development is the initial step in conducting a well-planned job search. Each student is asked to fill out a personal data packet that contains the information necessary to develop a résumé. The staff then assists in the design, preparation and typing of student information to produce a professional résumé.

RÉSUMÉ DISTRIBUTION

The Career Services department maintains a nationwide employer database that students may utilize on campus. This database is comprised of 50,000 employers from the automotive, diesel, collision/refinishing, and auto customizing industries. Enrolled students may use this database to select employers with whom to distribute their personal résumés.

ON-CAMPUS EMPLOYER VISITS

WyoTech hosts four career fairs throughout the year. At this time, students have the opportunity to visit with company representatives. In addition, upcoming graduates have the opportunity to participate in formal interviews with prospective employers, thus increasing the possibility of obtaining employment prior to graduation. Aside from career fairs, employers are encouraged to visit WyoTech to conduct informational presentations. This provides students with current industry knowledge to assist them in making career decisions. The visiting companies range in size and represent various locations across the country.

CONTINUING SERVICES

WyoTech offers job referrals and résumé updating to graduates in good standing as part of our continuing service. The computerized referral system is geared to matching graduates with current job openings in their geographic area. These services are offered to graduates throughout their careers upon request and at no additional cost. A graduate is considered to be in good standing if all school charges have been paid and, if the graduate is a recipient of institutional and/or Federal loans, the student is current in all loan obligations.

CAREER OPPORTUNITIES

The career opportunities in the automotive, diesel, collision/refinishing and auto customizing industries are almost unlimited. The use of automobiles and diesel trucks, as well as farming, mining and industrial applications, are a nationwide necessity. Service, maintenance and technological changes in vehicles have created a dynamic industry. Billions of dollars a year are spent by individuals and industry on automotive and diesel maintenance. This creates tremendous opportunities in a wide range of interesting and profitable careers for capable and well-trained technicians.

A career in the automotive, diesel, collision/refinishing, and auto customizing industries brings the personal satisfaction of performing an important and necessary job. Income in the automotive, collision/refinishing and diesel fields, as in all vocations, varies by geographical area and particular specialties. Professional technicians have the potential to earn incomes that are well above average.

The following is a list of just a few of the occupations and work settings available in the automotive industry: Automotive Technician, Insurance Adjustor, Diesel Technician, Claims Examiner, Trim and Upholstery Technician, Service Station Proprietor, Collision/Refinishing Technician, Technical Consultant, Shop Foreman, Four-Wheel Drive Specialist, Service Writer, Paint Technician, Agricultural Technician, Service Manager, Fabricator, Restoration Technician, Custom Paint Technician, Industrial Equipment Specialist, Salvage Operations, Shop & Technical School Instructor, Transmission Specialist, Mine Equipment Specialist, and Fleet Supervisor.

STUDENT SERVICES

The Student Services staff at WyoTech is dedicated to making students' transitions from high school to a postsecondary institution as easy and enjoyable as possible. Intramural sports, clubs, professional development programs, tutoring, resource fairs, and other extra-curricular activities are planned year-round, in addition to the support and guidance our staff offers. Students who participate in the professional development program not only gain valuable information and experience, but also earn extra credit. Staff members are available to assist with medical appointments, roommate conflicts, financial budgeting, and housing. Student Services recognizes the special needs of non-traditional and married students and is available to lend assistance in these areas as well.

DISABLED STUDENT SERVICES

Administrative, classroom and shop areas are accessible to individuals with disabilities. Academic accommodations, tutorial assistance and testing accommodations are available to students with documented disabilities. Students who have questions or who want to request available disabilities services should contact the Director of Education or the Campus ADA/504 Caseworker.

STUDENT LOUNGE

The WyoTech Student Lounge serves as a gathering place for morning, lunch, afternoon and evening breaks. A selection of sandwiches and snacks are available in the Lounge. A relaxing atmosphere provides students the opportunity to unwind, have a snack, hang out with friends, or do some last minute studying.

A complete selection of school supplies, WyoTech jackets, sweaters, shirts, hats and other specialty items are available in the lounge. These make great gifts for the student and graduate!

STUDENT HOUSING

WyoTech provides school-managed and -supervised housing for single students at the Laramie campus. Housing units are designed to house between two and four students and have cooking and bathroom facilities. All units are within six miles of the main campus. The housing handbook includes detailed information on the units available.

Although WyoTech does not offer housing for married students, our housing staff will provide information on available apartments in the area. Additional information on WyoTech housing can be obtained by contacting the Housing Manager at the Laramie campus.

The Blairsville campus offers school-managed and –supervised housing for single students through Prudential Realty. Housing units are designed with four single occupancy rooms. Each unit includes a kitchen and two bathrooms. Units are approximately one mile from campus and bus transportation is available. One student is assigned to each room. The Blairsville campus does not offer housing for married students; however, our Student Services staff will assist these students in finding local housing. Additional information on housing can be obtained by contacting the Student Services Department at the Blairsville campus.

While WyoTech currently does not offer housing on-site at the Sacramento campuses, Student Services does offer assistance in securing privately owned housing in the area. Students may contact the Housing/Student Services Specialist at their respective campus for further information.

School transportation is not available; however, public transportation is available at the Sacramento and Blairsville campuses, and car-pooling among students is encouraged at all campuses to assist those without their own transportation.

STUDENT CENTER

The Laramie campus offers a student center facility available for student use at convenient times. The center is fully equipped with a weight lifting area, a cardio room, a game room and TV watching area, in addition to locker rooms and showers. Students may take advantage of the student center to get fit, stay in shape and as an opportunity to meet other students and make new friends.

LARAMIE, WYOMING, CAMPUS

ACCREDITATIONS AND AFFILIATIONS

Institutional Accreditation

Accredited by the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, telephone (703) 247-4212, www.accsct.org.

Memberships

American Trucking Association	National Automotive Technicians Education Foundation
Association of Diesel Specialists	Rocky Mountain Association of Student Financial Aid Administrators
Automotive Transmission Rebuilders Association	South Dakota Auto Body Association
Equipment Maintenance Council	Specialty Equipment Market Association
Laramie Chamber of Commerce	Technology Maintenance Council
Louisiana Career Colleges Association	Wyoming Association of Student Financial Aid Administrators
National Association of Student Financial Aid Administrators	

Entitlement Agencies

Eligible students may apply to the following agencies for determination of benefits while attending WyoTech: Veterans Administration, Bureau of Indian Affairs, and Vocational Rehabilitation.

- Agents licensed by the Colorado Department of Higher Education, Division of Private Occupational Schools.
- Certificate of Approval to Operate issued by the Illinois State Superintendent of Education, 100 North First Street, Springfield, Illinois 62777.
- Regulated by the Indiana Commission on Proprietary Education, 302 West Washington Street, Room E201, Indianapolis, IN 46204-2767, 1-800-227-5695 or 317-2332-4219; advertising code AC-0249.
- Licensed by the State of Minnesota, Office of Higher Education pursuant to Minnesota Statutes Chapter 141.
- Licensed by the Mississippi Commission on Proprietary School and College Registration, 3825 Ridgewood Road, Jackson, MS 39211, License No. C-620.
- Registered with the Ohio State Board of Career Colleges and Schools, Registration Numbers 02-07-1648T and 02-07-1649T, 35 East Gay Street, Suite 403, Columbus, OH 43215.
- Licensed and regulated by the Oklahoma Board of Private Schools, 3700 North Classen Blvd., Suite 250, Oklahoma City, OK 73118.
- Licensed by the South Carolina Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201, Telephone (803) 737-2260. Licensure indicates that minimum standards have been met; it is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.
- WyoTech is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.
- Approved and Regulated by the Texas Workforce Commission, Career Schools and Veterans Education, Austin, Texas 78778.
- Licensed by the Washington Workforce Training & Education Coordinating Board under chapter 28C.10RCW. Washington Residents: inquiries or complaints regarding this or any other private vocational school may be made to the Washington Workforce Training & Education Coordinating Board, 128 10th Ave. SW, Olympia, WA 98504-3105 (360) 753-5673.
- Registered by the State of Wyoming under W.S. 21-2-401 through 21-2-407.
- Authorized by the Georgia Nonpublic Postsecondary Education Commission

Approved By

- Ryder System, Inc., Vehicle Licensing and Services Division, Ryder Transportation Services, Miami, Florida - Diesel Technology.
- Association of Diesel Specialists, Kansas City, MO - Diesel Technology.

Upon request, an enrolled or prospective student may review copies of the documents describing the institution's accreditation, approval and licensing. Requests should be addressed to the institution's Department of Accreditation & Licensing.

TEACHING FACILITIES AND EQUIPMENT

The facilities are designed to simulate industry practices, enabling students to experience a "real-world" environment while training in the latest technologies. Customized to the training being offered, cut-away training aids and mock-ups are used in classroom, shop and lab facilities to aid in the transition from theory to practical work. Student workstations contain general tool sets and special tools. Well-supplied equipment and tool rooms provide additional equipment needed to complete the students' training.

Technical Resource Center

The Technical Resource Centers at WyoTech fill a unique niche on campus by providing a quiet and comfortable environment in which students work independently on a wide variety of projects. Reference assistance is provided to aid students in learning basic research skills. Our unusual and highly specialized automotive collection has drawn interest and support from past students, local car enthusiasts and the general public. We own some rare, out-of-print, and classic automotive material, making the Technical Resource Centers a valuable resource for everyone working or studying at WyoTech.

The Technical Resource Centers contain collections including shop, service, crash, and troubleshooting manuals, textbooks covering vehicles from 1970 into the 21st century, and computer and electronics manuals. Textbooks relating to business and management skills

are plentiful, as are periodicals, audiovisual holdings, and a variety of other materials. Computer work areas available for student use provide internet access and are equipped with curriculum-related programs.

The Technical Resource Center staff provides research assistance, offer classes in Resource Center usage, and assist in special ordering requests as needed. The Technical Resource Centers' hours allow ample access for both day and night students. Students taking Applied Service Management Online have access to the Technical Resource Center via phone or e-mail to request materials, which are sent to them for their use for a specified period of time.

Training in the following areas is offered at the 4373 North 3rd Street facility.

Automotive Technology Department

The Automotive Technology Department has classrooms for audio-visual demonstrations and lectures and over 104,000 square feet of shop and classroom space. The 67,000-square-foot shop contains stalls, workbenches, lifts, a transmission dynamometer test center, mustang dynamometer portable chassis dynamometer, drivability diagnostic equipment and wheel alignment equipment.

Collision/Refinishing Technology Department

The Collision/Refinishing Technology Department has approximately 34,000 square feet of shop and classroom space that includes classrooms for audio-visual demonstrations and lectures and a 30,000-square-foot shop area with four down-draft paint booths, two cross-flow booths, media booth, frame benches, mechanical and computerized measuring systems, and 50 welding stations. Additionally, the department utilizes a training facility located at 1557 North 3rd Street with over 11,600 square feet of shop and classroom space, including a classroom for audio-visual demonstrations and lectures, a paint booth, and a primer booth.

Trim & Upholstery Technology Department

The Trim and Upholstery Technology Department has a 3,600-square-foot classroom/lab for audio-visual demonstrations, lectures, sewing machines and cutout tables for fabric preparation and assembly, plus a 6,000 square foot shop space for assembly of projects.

Training in the following area is offered at the 1767 Venture Drive facility.

Motorsports Chassis Fabrication

The Motorsports Chassis Fabrication Department utilizes a 72,000-square-foot facility with classrooms equipped for audio-visual demonstrations and lectures and a 50,000-square-foot shop space for competencies and live work. Major equipment includes MIG and TIG welders, plasma cutters, bandsaws, tubing benders, frame setup tables, car lifts, pressure washer, jet washing parts cleaner, axle housing narrowing fixture, mill, lathe, and basic hand and power tools.

Training in the following areas is offered at the 1889 Venture Drive facility.

Diesel Technology Department

The Diesel Technology Department has over 54,000 square feet of space that includes classrooms for audio-visual demonstrations and lectures, a computer lab for Windows-based training and testing of electronic fuel systems, and a dynamometer test center for load testing transmissions/engines with approximately 35,000 square feet dedicated to shop space containing stalls, work benches, and mock-ups.

Advanced Diesel Department

The Advanced Diesel Department has a 22,000-square-foot facility that includes a classroom for audio-visual demonstrations and lectures and a shop containing leased late model PACCAR trucks on which students can perform their training. The students will learn to work with the latest shop tools and equipment needed in a truck shop/dealership environment.

Street Rod and Custom Fabrication

The Street Rod and Custom Fabrication Department has 62,000 square feet of classroom and shop space equipped for audio-visual demonstrations and lectures, 60 work stalls and workbenches. This facility has a 3,000 square foot Clean Room with three down-draft paint booths and a mixing room in addition to three large rooms for tool storage and sheet metal fabrication. Major equipment includes English wheels, power hammer, sheet metal brakes, louver press, beadrollers, sliproller, car lifts, and welding equipment.

Training in the following area is offered at the 4089 North 3rd Street facility.

Trim & Upholstery Technology Department

The Trim and Upholstery Technology Department has a 7,800-square-foot classroom/lab for audio-visual demonstrations, lectures, sewing machines and cutout tables for fabric preparation and assembly, plus shop space for assembly of projects.

Training in the following area is offered at the 3322 E. Grand Avenue facility.

Applied Service Management Department

The Applied Service Management Department has classrooms for audio-visual demonstrations and lectures as well as computer labs for computerized shop management training. More than 150 computers, equipped with internet access, are provided for individual student use in the computer labs and contain programs such as ADP Computer Estimating and Microsoft Office Suite.

Students taking Applied Service Management Online will have access to the software programs listed above and will use email and phone to utilize academic advisors and other services, as well as the internet to access the course and syllabus. Students will also have access to major platform tools including a comprehensive course home page, course calendar, e-mail, threaded discussions, document sharing, webliographies and bibliographies, exam features, and personal gradebooks.

VETERANS

All training programs are currently approved by the Wyoming State Approving Agency for Department of Veteran Affairs education benefits for veterans and other eligible persons.

SCHOOL TOURS

WyoTech invites all interested students, friends, and family members to visit the school. Tours of the facilities are conducted Monday through Friday at 9:00 a.m. and 2:00 p.m. at all three campuses. Advance notice of your intent to visit the school is appreciated; please call 1-877-523-5112 or e-mail WYtours@wyotech.com.

MAKE-UP WORK

Make-up tests are allowed for an approved absence. Make-up work **will not** remove an absence or a tardy from a student's record. Make-up tests are not allowed for final exams.

CLASS SIZE

Class size varies during the academic year; however, class size shall not exceed 100 students at the Laramie campus. A student-to-instructor ratio is maintained that is appropriate to the educational requirements of a particular 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.

WITHDRAWAL

Notification of intent to officially withdraw from WyoTech should be made to Administrative Office at the respective campus:

Laramie campus: Registrar, 4373 North 3rd Street, Laramie, WY 82072
Online Students: Distance Education Coordinator, 4373 North 3rd Street, Laramie, WY 82072

CANCELLATION OF CLASSES/COURSE & PROGRAM CHANGES

Inclement Weather

Should the school be closed due to inclement weather, the announcement will be broadcast on the following local radio and television stations: Radio stations KLDI AM 1210, KOWB AM 1290, KCGY FM 95, and KMIX 96.7

FINANCIAL INFORMATION

Housing Charges

Student applicants at the Laramie campus who request school housing are required to pay a non-refundable housing reservation fee at the time the residential rental agreement is signed.

Applicants who are accepted into school housing must pay a refundable damage deposit at or before the date of registration and the balance maintained throughout enrollment. This deposit will be returned within 30 days of student separation from the school, provided housing is vacated in the same condition it was in when the student accepted the rental, less normal wear.

Rent is payable in advance or on a monthly basis. A 5% discount is available for those who pay rent in advance for the length of their program.

Estimated Local Transportation Costs

Estimated transportation charges for the Laramie campus are $24.30 / week.

CANCELLATION AND REFUND POLICIES

WyoTech adheres to applicable state cancellation and refund requirements. See Appendix A for applicable state cancellation and refund policies.

Cancellation Policy

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at WyoTech, 4373 North 3rd Street, Laramie, WY 82072.

(a) The student applicant will be returned all monies paid if:
   (1) The school rejects the applicant;
   (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
   (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
   (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
   (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
   (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.

(b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5) or(a)(6) above do not apply.

Refund Policy

Notification of intent to withdraw should be made to the Registrar's Office located at WyoTech, 4373 North 3rd Street, Laramie, WY 82072.

(a) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

b) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

Payment of Refunds

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

Federal Return of Title IV Funds Policy

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" (page 15) or see the Financial Aid department at the campus for further detail that may affect the return of federal funds.

Return of Unearned SFA Program Funds

The institution must return the lesser of the amount of:

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

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

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

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

PROGRAM OFFERINGS

Programs	Program Length	Semester Credit Hours
Diploma Programs		
Automotive Technology Core plus Concentration	9 mo.	60.0
Motorsports Chassis Fabrication Concentration		
Street Rod and Custom Fabrication Concentration		
Diesel Vehicle Technology Concentration		
Trim and Upholstery Concentration		
Collision/Refinishing Technology Core plus Concentrations	9 mo.	65.0
Motorsports Chassis Fabrication Concentration		
Street Rod and Custom Fabrication Concentration		
Trim and Upholstery Technology Concentration		
Diesel Technician	6 mo.	40.0
Diesel Technology Core plus Concentrations	9 mo.	60.0
Motorsports Chassis Fabrication Concentration		
Street Rod and Custom Fabrication Concentration		
Advanced Diesel Technology Concentration		
Automotive Vehicle Technology Concentration		
Trim and Upholstery Technology Concentration		
Associate in Specialized Technology Degree Programs		
Automotive Technology & Management	9 mo.	65.0
Collision/Refinishing Technology & Management	9 mo.	70.0
Diesel Technology & Management	9 mo.	65.0
12-month programs		
Automotive Technology w/ Motorsports Chassis Fabrication and Management	12 mo.	90.0
Automotive Technology w/ Street Rod and Management	12 mo.	93.0
Collision/Refinishing Technology w/ Motorsports Chassis Fabrication	12 mo.	92.0
Collision/Refinishing Technology w/ Street Rod and Management	12 mo.	89.0

This list is current as of August 6, 2007.

AUTOMOTIVE TECHNOLOGY PROGRAMS

AUTOMOTIVE TECHNOLOGY			
Credential	**Clock Hours**	**Credit Units**	**Length**
Diploma	1500	60	9 months

The objective of this diploma program is to provide the student with core skills necessary to obtain a broad range of entry-level technician positions in the automotive or specialty automotive fields. The student receives training as a modern automotive technician. Theory lectures and labs are used. The program consists of 1000 hours of core automobile technology and a 500-hour concentration. Students choose one of the following concentrations to complete their desired career focus:

Motorsports Chassis Fabrication
The objective of this concentration is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the automotive or specialty automotive fields. The student receives training as a modern automotive technician plus specialty training in chassis fabrication.

Street Rod and Custom Fabrication
The objective of this concentration is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the automotive or street rod and custom automotive fields. The student receives training as a modern automotive technician plus specialty training in street rod and custom fabrication.

Diesel Vehicle Technology
The objective of this concentration is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the automotive/diesel field. The student receives up-to-date training as a modern automotive technician plus specialty training in any two of the four courses offered in the Diesel Technology program.

Trim and Upholstery Technology
The objective of this concentration is to provide the student with skills necessary to obtain a broad range of entry-level positions in the automotive or trim fields. The student receives up-to-date training as a modern automotive technician, plus specialty training in automotive trim and upholstery.

Program Outline

Course Number	Course Title	Clock Hours	Semester Credit Hours
Automotive Technology Core Requirements			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0
400	Chassis	250	10.0
	Core Total	**1000**	**40.0**
In addition to the core courses, students will select one of the following 20-credit concentrations listed below for a total program length of 60 semester credits.			
Motorsports Chassis Fabrication Concentration			
3200	Motorsports Chassis Fabrication I	250	10.0
3300	Motorsports Chassis Fabrication II	250	10.0
	Core/Concentration Total	**1500**	**60.0**
Street Rod and Custom Fabrication Concentration			
3500	Basic Street Rod	250	10.0
3600	Advanced Street Rod	250	10.0
	Core/Concentration Total	**1500**	**60.0**
Diesel Vehicle Technology Concentration choose *two* Diesel Technology courses:			
600	Fluid Power and Electrical Systems	250	10.0
700	Engines	250	10.0
800	Engine Management Systems and Refrigeration	250	10.0
900	Power Trains	250	10.0
	Core/Concentration Total	**1500**	**60.0**
Trim and Upholstery Technology Concentration			
1700	Trim and Upholstery I	250	10.0
1800	Trim and Upholstery II	250	10.0
	Core/Concentration Total	**1500**	**60.0**

The aforementioned new programs will not be available to students until the respective state education department grants approval.

- Arkansas State Board of Private Career Education
- Illinois State Board of Education
- Mississippi State Board for Community and Junior Colleges
- Michigan Department of Labor & Economic Growth, Proprietary School Unit
- Ohio State Board of Career Colleges and Schools
- South Carolina Commission on Higher Education
- Washington Training & Education Coordinating Board

AUTOMOTIVE TECHNOLOGY AND MANAGEMENT

Credential	Clock Hours	Credit Units	Length
Associate in Specialized Technology	1500	65	9 months

The objective of this occupational Associate Degree program is to provide the student with skills necessary to obtain entry-level technician or management positions in the automotive field. The student receives training in both diagnostics and repair, and advanced personnel, shop and business management techniques specifically designed for service management. These combined studies provide for rapid professional advancement after employment. Theory lectures and labs are used, and the program consists of approximately 54% theory and 46% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
Automotive Technology Core Requirements			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0
400	Chassis	250	10.0
	Core Total	**1000**	**40.0**
Management			
2100	Applied Service Management I	250	13.0
2200	Applied Service Management II	250	12.0
	Total	**1500**	**65.0**

AUTOMOTIVE TECHNOLOGY WITH MOTORSPORTS CHASSIS FABRICATION AND MANAGEMENT

For program outline and course descriptions for this 12-month AST program, please see Appendix D, page 82

AUTOMOTIVE TECHNOLOGY WITH STREET ROD AND MANAGEMENT

For program outline and course descriptions for this 12-month AST program, please see Appendix D, page 83

COLLISION/REFINISHING PROGRAMS

COLLISION/REFINISHING TECHNOLOGY

Credential	Clock Hours	Credit Units	Length
Diploma	1500	65	9 months

The objective of this diploma program is to provide the student with skills necessary to obtain a broad range of entry-level positions in the automotive collision/refinishing fields. The student receives up-to-date training as a modern automotive collision/refinishing technician. Theory lectures and labs are used. The program consists of 1000 hours of core collision/refinishing technology and a 500-hour concentration. Students choose one of the following concentrations to complete their desired career focus:

Motorsports Chassis Fabrication
The objective of this concentration is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the automotive or specialty automotive fields. The student receives training as a modern automotive technician plus specialty training in chassis fabrication.

Street Rod and Custom Fabrication
The objective of this concentration is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the collision/refinishing or street rod and custom automotive fields. The student receives training as a modern collision/refinishing technician plus specialty training in street rod and custom fabrication.

Trim and Upholstery Technology
The objective of this concentration is to provide the student with skills necessary to obtain a broad range of entry-level positions in the automotive collision/refinishing or trim fields. The student receives up-to-date training as a modern automotive collision/refinishing technician, plus specialty training in automotive trim and upholstery.

Program Outline

Course Number/Title	Clock Hours (Lec/Lab/Ext/Total)	Semester Credit Hours
Collision/Refinishing Technology Core Requirements		
1100 Collision Repair I	250	12.0
1200 Collision Repair II	250	12.0
1300 Refinishing I	250	11.0
1400 Refinishing II	250	10.0
Core Total	**1000**	**45.0**
In addition to the core courses, students will select one of the following 20-credit concentrations listed below for a total program length of 65 semester credits.		
Motorsports Chassis Fabrication Concentration		
3200 Motorsports Chassis Fabrication I	250	10.0
3300 Motorsports Chassis Fabrication II	250	10.0
Core/Concentration Total	**1500**	**65.0**
Street Rod and Custom Fabrication Concentration		
3500 Basic Street Rod	250	10.0
3600 Advanced Street Rod	250	10.0
Core/Concentration Total	**1500**	**65.0**
Trim and Upholstery Technology Concentration		
1700 Trim and Upholstery I	250	10.0
1800 Trim and Upholstery II	250	10.0
Core/Concentration Total	**1500**	**65.0**

The aforementioned new programs will not be available to students until the respective state education department grants approval.

- Arkansas State Board of Private Career Education
- Illinois State Board of Education
- Mississippi State Board for Community and Junior Colleges
- Michigan Department of Labor & Economic Growth, Proprietary School Unit
- Ohio State Board of Career Colleges and Schools
- South Carolina Commission on Higher Education
- Washington Training & Education Coordinating Board

COLLISION/REFINISHING TECHNOLOGY AND MANAGEMENT

Credential	Clock Hours	Credit Units	Length
Associate in Specialized Technology	1500	70	9 months

The objective of this occupational Associate Degree program is to provide the student with skills necessary to obtain entry-level technician or management positions in the collision/refinishing field. The student receives training in both estimating and repair and advanced personnel, shop and business management techniques specifically designed for management in the automotive collision industry. These combined studies provide for rapid professional advancement after employment. Theory lectures and labs are used. The program consists of approximately 45% theory and 55% lab.

Course Number/Title	Clock Hours (Lec/Lab/Ext/Total)	Semester Credit Hours
Collision/Refinishing Technology Core Requirements		
1100 Collision Repair I	250	12.0
1200 Collision Repair II	250	12.0
1300 Refinishing I	250	11.0
1400 Refinishing II	250	10.0

Core Total	**1000**	**45.0**
Management		
2100 Applied Service Management I	250	13.0
22100 Applied Service Management II	250	12.0
Core/Concentration Total	**1500**	**70.0**

COLLISION/REFINISHING TECHNOLOGY WITH MOTORSPORTS CHASSIS FABRICATION AND MANAGEMENT

For program outline and course descriptions for this 12-month AST program, please see Appendix D, page 84

COLLISION/REFINISHING TECHNOLOGY WITH STREET ROD AND MANAGEMENT

For program outline and course descriptions for this 12-month AST program, please see Appendix D, page 85

DIESEL TECHNOLOGY PROGRAMS

DIESEL TECHNOLOGY

Credential	Clock Hours	Credit Units	Length
Diploma	1500	60	9 months

The objective of this diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the diesel fields. The student receives training as a modern diesel technician. Theory lectures and labs are used. The program consists of 1000 hours of core diesel technology and a 500-hour concentration. Students choose one of the following concentrations to complete their desired career focus:

Motorsports Chassis Fabrication
The objective of this concentration is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the diesel or specialty automotive fields. The student receives training as a modern diesel technician plus specialty training in chassis fabrication.

Street Rod and Custom Fabrication
The objective of this concentration is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the diesel or street rod and custom automotive fields. The student receives training as a modern diesel technician plus specialty training in street rod and custom fabrication.

Advanced Diesel Technology
The objective of this concentration is to provide the student with skills necessary to obtain a broad range of entry-level diesel technician positions. The student receives up-to-date training as a modern diesel technician plus specialty training in Advanced Diesel. The student will receive product specific training, theory, hands on repair and diagnosis of Peterbilt and Kenworth heavy-duty trucks. Most employers will require drug testing and most will require a driving record that will allow the employee to obtain a Commercial Drivers License (CDL).

Automotive Vehicle Technology
The objective of this concentration is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the diesel/automotive field. The student receives up-to-date training as a modern diesel technician plus specialty training in any two of the four courses offered in the core Automotive Technology program.

Trim and Upholstery Technology
The objective of this concentration is to provide the student with skills necessary to obtain a broad range of entry-level positions in the diesel or trim fields. The student receives up-to-date training as a modern automotive technician, plus specialty training in automotive trim and upholstery.

Program Outline

Course Number/Title	Clock Hours (Lec/Lab/Ext/Total)	Semester Credit Hours
Diesel Technology Core Requirements:		
600 Fluid Power and Electrical Systems	250	10.0
700 Engines	250	10.0

800 Engine Management Systems and Refrigeration	250	10.0
900 Power Trains	250	10.0
Core Total	**1000**	**40.0**
In addition to the core courses, students will select one of the following 20-credit concentrations listed below for a total program length of 60 semester credits.		
Motorsports Chassis Fabrication Concentration		
3200 Motorsports Chassis Fabrication I	250	10.0
3300 Motorsports Chassis Fabrication II	250	10.0
Core/Concentration Total	**1500**	**60.0**
Street Rod and Custom Fabrication Concentration		
3500 Basic Street Rod	250	10.0
3600 Advanced Street Rod	250	10.0
Core/Concentration Total	**1500**	**60.0**
Advanced Diesel Technology Concentration		
3800 Advanced Diesel I	250	10.0
3900 Advanced Diesel II	250	10.0
Core/Concentration Total	**1500**	**60.0**
Automotive Vehicle Technology Concentration **choose two Automotive Technology courses:**		
100 Basic Engine Management Systems	250	10.0
200 Drivability Diagnostics	250	10.0
300 Drivetrain Systems	250	10.0
400 Chassis	250	10.0
Core/Concentration Total	**1500**	**60.0**
Trim and Upholstery Technology Concentration		
1700 Trim and Upholstery I	250	10.0
1800 Trim and Upholstery II	250	10.0
Core/Concentration Total	**1500**	**60.0**

The aforementioned new programs will not be available to students until the respective state education department grants approval.

- Arkansas State Board of Private Career Education
- Illinois State Board of Education
- Mississippi State Board for Community and Junior Colleges
- Michigan Department of Labor & Economic Growth, Proprietary School Unit
- Ohio State Board of Career Colleges and Schools
- South Carolina Commission on Higher Education
- Washington Training & Education Coordinating Board

DIESEL TECHNOLOGY AND MANAGEMENT

Credential	Clock Hours	Credit Units	Length
Associate in Specialized Technology	1500	65	9 months

The objective of this occupational Associate Degree program is to provide the student with skills necessary to obtain entry-level technician or management positions in the diesel field. The student receives up-to-date training as a modern diesel technician as well as training in advanced personnel, shop and business management techniques specifically designed for service management. These combined studies provide for rapid professional advancement after employment. Theory lectures and labs are used. The program consists of approximately 51% theory and 49% lab.

Course Number/Title	Clock Hours (Lec/Lab/Ext/Total)	Semester Credit Hours
Diesel Technology Core Requirements:		
600 Fluid Power and Electrical Systems	250	10.0
700 Engines	250	10.0
800 Engine Management Systems and Refrigeration	250	10.0
900 Power Trains	250	10.0
Core Total	**1000**	**40.0**
Management		
2100 Applied Service Management I	250	13.0

2200 Applied Service Management II	250	12.0
Core/Concentration Total	**1500**	**65.0**

DIESEL TECHNICIAN

Credential	Clock Hours	Credit Units	Length
Diploma	1000	40	6 months

Course Number/Title	Clock Hours (Lec/Lab/Ext/Total)	Semester Credit Hours
Diesel Technology Core Requirements:		
600 Fluid Power and Electrical Systems	250	10.0
700 Engines	250	10.0
800 Engine Management Systems and Refrigeration	250	10.0
900 Power Trains	250	10.0
Core Total	**1000**	**40.0**

APPLIED SERVICE MANAGEMENT – ONLINE

Credential	Clock Hours	Credit Units	Length
Diploma	500	25	9 months

Students who have already graduated from WyoTech may enroll in Applied Service Management Online. This course is equivalent to 500 clock hours of on-site training and uses curriculum identical to that used in residence classes. Students are required to take six subjects during six consecutive six-week periods, giving them nine months in which to complete the course. Students successfully completing this course will receive an occupational Associate degree in their core program.

Course #2500: Applied Service Management Online **500 Clock Hours, 25.0 Credit Hours**

Subject 2510: Shop Management, 84 Clock Hours, 4.0 Credit Hours -- Theory and lab in setting up a shop, record keeping, OSHA standards and regulations, service writing, work orders, shop layout, job costing, pricing, and equipment requirements and usage.

Subject 2520: Business Principles and Management, 83 Clock Hours, 4.0 Credit Hours -- Theory and lab in entrepreneurship, marketing, advertising, creating business plans, cash projections, budgets, applications, shop layouts, equipment, and finding lenders and investors.

Subject 2530: Fundamentals of Accounting, 84 Clock Hours, 4.5 Credit Hours -- Theory and lab in general accounting, general ledgers, journals, closing adjustments, bank reconciliation, payroll, inventory control, credit and collections, and general bookkeeping.

Subject 2540: Computers & Business Applications, 83 Clock Hours, 4.0 Credit Hours -- Theory and lab in computer hardware and software, word processing applications, graphic presentation applications, spreadsheet applications, database applications, and computerized shop management software.

Subject 2550: Communications, 83 Clock Hours, 4.5 Credit Hours -- Theory and lab in writing professional business letters and memos, résumé and job search portfolio construction, handling customer complaints and objections, and interviewing techniques.

Subject 2560: Personnel, 83 Clock Hours, 4.0 Credit Hours -- Theory and lab in management and supervision, human resources, writing employee handbooks, policies, procedures, and governmental regulations regarding business.

FACULTY AND STAFF

Administration	
President	Wm. Guy Warpness
Interim Director of Education	Mario Ibarra
Housing Manager	Gabe Lucero
Registrar	Tracy Stibitz
Director of Finance	Kelly Gapter
Director of Career Services	Alyson Tracy
Director of Student Finance	Thecla Woolcott
Director of Student Services	Mario Ibarra
Director of Admissions	Glenn Halsey
Business Manager	Christine Muschler

Advanced Diesel Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Chad Enyeart	FT	Associate	WyoTech
Asst. Dept. Coordinators	Michael Moyer	FT	Associate	WyoTech
	Jim Whitcomb	FT	Associate	WyoTech
Instructors	David Crowe	FT	Associate	WyoTech
	Darrell DeBoer	FT	Work Experience	
	Michael Evans	FT	Work Experience	
	Steve Zigurs	FT	Work Experience	

Applied Service Management Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator				
Asst. Dept. Coordinators				
Instructors	Lynette Beemer	FT	Masters	Univ. of Wyoming
	Rowenda Dellisanti	FT	Bachelor	Univ. of Wyoming
	Chet Freouf	PT	Bachelor	Chadron St., Nebraska
	Jeff Gilmore	FT	Bachelor	Adams St. College, Colorado
	Myron Hales	FT	Bachelor	Univ. of Wyoming
	Alan Hinkle	FT	Bachelor	Univ. of Wisconsin
	Jeff Homan	PT	Bachelor	Urbana Univ., OH
	Lyndi Preator	FT	Bachelor	Univ. of Wyoming
	LaRae Stibitz	FT	Bachelor	Univ. of Wyoming
	Jamie Terry	FT	Bachelor	Univ. of Wyoming

Automotive Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Jack Longress	FT	Associate	WyoTech
Asst. Dept. Coordinators	David Neiffer	FT	Diploma	WyoTech
	James Brehm	FT	Associate	Palm Beach Community College
	Jack Brumbaugh	FT	Work Experience	
	William Cowan	FT	Associate	WyoTech
	Eric Croft	FT	Associate	WyoTech
	Jon Danielson	FT	Bachelor	Brigham Young University
	Devin Fly	FT	Associate	WyoTech
	Chet Freouf	FT	Bachelor	Chadron State College
	Luke Hawkins	FT	Work Experience	
	Joe McPeak	FT	Work Experience	
	Mark Muhsman	FT	Associate	Southeast Community College
	Eric Paul	FT	Work Experience	
	Dave Perkins	FT	Associate	WyoTech
	Doug Reynolds	FT	Work Experience	
	Coby Rogers	FT	Associate	Central Wyoming College
	Brian Slaughter	FT	Work Experience	
	Larry Wostenberg	FT	Associate	WyoTech

Collision/Refinishing Department		Status	Degree/ Qualification	Awarding Institution
Department Coordinator	Bill Mikkelson	FT	Work Experience	
Asst. Dept. Coordinators	Bill Newcomb	FT	Associate	WyoTech
	Shawn Nunley	FT	Work Experience	
Instructors	Domingo Alvarado	FT	Diploma	WyoTech
	Jim Brust	FT	Associate	WyoTech
	Mark Bucknum	FT	Work Experience	
	John Christensen	FT	Work Experience	
	Frank Dettmers	FT	Work Experience	
	John Dodge	FT	Work Experience	
	Joseph Faycosh	FT	Work Experience	
	Derek Harris	FT	Work Experience	
	Gordon Heien	FT	Work Experience	
	Tim Hoffer	FT	Work Experience	
	Bret Johnson	FT	Work Experience	
	Jeff Robinson	FT	Diploma	WyoTech
	Marvin Teigen	FT	Associate	WyoTech
	Leslie Thompson	FT	Work Experience	
	Nelson Utter	FT	Work Experience	

Motorsports Chassis Fabrication Department		Status	Degree/ Qualification	Awarding Institution
Department Coordinator	Michael Roylance	FT	Bachelor	University of Wyoming
Asst. Dept. Coordinators	Randy Svalina	FT	Associate	WyoTech
Instructors	Darryl Cameron	FT	Work Experience	
	Jerry Childers	FT	Work Experience	
	Jack Ellenwood	FT	Work Experience	
	Richard Junkermeier	FT	Work Experience	
	John Lazarz	FT	Associate	Ferris State University
	Brett Mosier	FT	Work Experience	
	Cory Neumeyer	FT	Work Experience	
	Marty Sage	FT	Work Experience	
	Bryan Steinbock	FT	Work Experience	
	Howard Trammell	FT	Associate	Grayson County College
	Brad Wagoner	FT	Diploma	WyoTech
	Ed Shalkowski	FT	Work Experience	
	Jeremy Cook	FT	Associate	WyoTech

Diesel Department		Status	Degree/ Qualification	Awarding Institution
Department Coordinator	Chad Enyeart	FT	Associate	WyoTech
Asst. Dept. Coordinators	Michael Moyer	FT	Associate	WyoTech
	Jim Whitcomb	FT	Associate	WyoTech
Instructors	Robert Brownell, Jr	FT	Work Experience	
	Joel Dalby	FT	Associate	WyoTech
	Corey Jones	FT	Associate	Denver Automotive & Diesel College
	Tyler Lewis	FT	Associate	WyoTech
	Jeremiah Meek	FT	Work Experience	
	Chad Parsons	FT	Work Experience	
	Edward Rodriguez	FT	Associate	WyoTech
	Mark Roth	FT	Associate	North Iowa Area Community College
	John Scott, Jr	FT	Associate	Lincoln Technical Institute
	Kevin Shotkoski	FT	Associate	WyoTech
	James Waldhart	FT	Diploma	WyoTech
	Brian Weiss	FT	Work Experience	
	William Zwieg	FT	Associate	WyoTech

Street Rod and Custom Fabrication Department		Status	Degree/ Qualification	Awarding Institution
Department Coordinator	Gary Puls	FT	Work Experience	
Asst. Dept. Coordinators	Wayne Feltz	FT	Work Experience	
Instructors	Jorg Chisholm	FT	Associate	Laramie Community College
	James Ellenwood	FT	Work Experience	
	Mike Fischer	FT	Associate	WyoTech
	Eric Griffith	FT	Work Experience	
	David Knopf	FT	Work Experience	
	Harold Lamey	FT	Work Experience	
	Pat Lesiek	FT	Diploma	WyoTech
	Rory Martin	FT	Work Experience	
	Tom Mortenson	FT	Work Experience	
	Thomas Wilbur	FT	Associate	WyoTech

Trim and Upholstery Department		Status	Degree/ Qualification	Awarding Institution
Department Coordinator	Bill Mikkelson	FT	Work Experience	
Asst. Dept. Coordinator	Bill Newcomb	FT	Associate	WyoTech
Asst. Dept. Coordinator	Shawn Nunley	FT	Work Experience	
Instructors	Teresa Moe	FT	Work Experience	
	Victor Ybarra	FT	Work Experience	
	Charles MacDonald	FT	Work Experience	

BLAIRSVILLE, PENNSYLVANIA, CAMPUS

ACCREDITATIONS AND AFFILIATIONS

Institutional Accreditation

Accredited by the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, telephone (703) 247-4212, www.accsct.org.

Memberships

Alliance of Automotive Service Providers of Pennsylvania	Latrobe Area Chamber of Commerce
American Welding Society	National Automotive Technicians Education Foundation
Association of Diesel Specialists	Pennsylvania Association of Private School Administrators
Career College Association	Technology Maintenance Council
Indiana County Chamber of Commerce	

Entitlement Agencies

Eligible students may apply to the following agencies for determination of benefits while attending WyoTech: Veterans Administration, Bureau of Indian Affairs, and Vocational Rehabilitation.

- Agents licensed by the Colorado Department of Higher Education, Division of Private Occupational Schools.
- Certificate of Approval to Operate issued by the Illinois State Superintendent of Education, 100 North First Street, Springfield, Illinois 62777.
- Regulated by the Indiana Commission on Proprietary Education, 302 West Washington Street, Room E201, Indianapolis, IN 46204-2767, 1-800-227-5695 or 317-2332-4219; advertising code AC-0249.
- Licensed by the State of Minnesota, Office of Higher Education pursuant to Minnesota Statutes Chapter 141.
- Licensed by the Mississippi Commission on Proprietary School and College Registration, 3825 Ridgewood Road, Jackson, MS 39211, License No. C-620.
- Registered with the Ohio State Board of Career Colleges and Schools, Registration Numbers 02-07-1648T and 02-07-1649T, 35 East Gay Street, Suite 403, Columbus, OH 43215.
- Licensed and regulated by the Oklahoma Board of Private Schools, 3700 North Classen Blvd., Suite 250, Oklahoma City, OK 73118.
- Licensed by the Pennsylvania State Board of Private Licensed Schools.
- Licensed by the South Carolina Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201, Telephone (803) 737-2260. Licensure indicates that minimum standards have been met; it is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.
- WyoTech is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.
- Approved and Regulated by the Texas Workforce Commission, Career Schools and Veterans Education, Austin, Texas 78778.
- Licensed by the Washington Workforce Training & Education Coordinating Board under chapter 28C.10RCW. Washington Residents: inquiries or complaints regarding this or any other private vocational school may be made to the Washington Workforce Training & Education Coordinating Board, 128 10th Ave. SW, Olympia, WA 98504-3105 ((360) 753-5673).
- Authorized by the Georgia Nonpublic Postsecondary Education Commission

Approved By

- Ryder System, Inc., Vehicle Licensing and Services Division, Ryder Transportation Services, Miami, Florida - Diesel Technology.
- Association of Diesel Specialists, Kansas City, MO - Diesel Technology.

Upon request, an enrolled or prospective student may review copies of the documents describing the institution's accreditation, approval and licensing. Requests should be addressed to the institution's Department of Accreditation & Licensing.

TEACHING FACILITIES AND EQUIPMENT

The facilities are designed to simulate industry practices, enabling students to experience a "real-world" environment while training in the latest technologies. Customized to the training being offered, cut-away training aids and mock-ups are used in classroom, shop and lab facilities to aid in the transition from theory to practical work. Student workstations contain general tool sets and special tools. Well-supplied equipment and tool rooms provide additional equipment needed to complete the students' training.

Technical Resource Center

The Technical Resource Centers at WyoTech fill a unique niche on campus by providing a quiet and comfortable environment in which students work independently on a wide variety of projects. Reference assistance is provided to aid students in learning basic research skills. Our unusual and highly specialized automotive collection has drawn interest and support from past students, local car enthusiasts and the general public. We own some rare, out-of-print, and classic automotive material, making the Technical Resource Centers a valuable resource for everyone working or studying at WyoTech.

The Technical Resource Centers contain collections including shop, service, crash, and troubleshooting manuals, textbooks covering vehicles from 1970 into the 21st century, and computer and electronics manuals. Textbooks relating to business and management skills

are plentiful, as are periodicals, audiovisual holdings, and a variety of other materials. Computer work areas available for student use provide internet access and are equipped with curriculum-related programs.

The Technical Resource Center staff provides research assistance, offer classes in Resource Center usage, and assist in special ordering requests as needed. The Technical Resource Centers' hours allow ample access for both day and night students. Students taking Applied Service Management Online will have access to the Technical Resource Center via phone or e-mail to request materials, which are sent to them for their use for a specified period of time.

Street Rod and Custom Fabrication

The Street Rod and Custom Fabrication Department has classrooms equipped for audio-visual demonstrations and lectures and over 19,000 square feet of shop and classroom space. This facility has over 17,000 square feet of shop space with work stalls and workbenches, two down-draft paint booths, an in-house sand blasting room and a mixing room in addition to rooms for tool storage and sheet metal fabrication. Major equipment includes English wheels, power hammer, sheet metal brakes, louver press, beadrollers, sliproller, car lifts, and welding equipment.

Motorsports Chassis Fabrication

The Motorsports Chassis Fabrication Department has classrooms equipped for audio-visual demonstrations and lectures and over 29,000 square feet of shop and classroom space that includes over 25,500 square feet of shop space for competencies and live work and engine assembly rooms. Major equipment includes a Mustang chassis dynamometer, MIG and TIG welders, plasma cutters, bandsaws, tubing benders, frame setup tables, car lifts, flow bench, pressure washer, jet washing parts cleaner, axle housing narrowing fixture, mill, lathe, and basic hand and power tools.

Applied Service Management Department

The Applied Service Management Department has classroom/computer labs for audio-visual demonstrations and lectures as well as for computerized shop management training. More than 100 computers, equipped with internet access, are provided for individual student use in the computer labs and contain programs such as ADP Dealership Management System.

Automotive Technology Department

The Automotive Technology Department has a facility with over 42,000 square feet of classroom and shop space, including classrooms for audio-visual demonstrations and lectures and over 35,000 square feet of shop space. The shop contains stalls, workbenches, lifts, a transmission dynamometer test center, portable chassis dynamometers, drivability diagnostic equipment and wheel alignment equipment.

Collision/Refinishing Technology Department

The Collision/Refinishing Technology Department has 27,000 square feet of shop and classroom space that includes classrooms for audio-visual demonstrations and lectures, four cross-flow booths, a cut-in booth and over 23,650 square feet of shop space containing frame benches, mechanical and computerized measuring systems, and 32 welding stations.

Trim & Upholstery Technology Department

The Trim and Upholstery Technology Department has a 3,200-square-foot classroom/lab containing sewing machines and cutout tables for audio-visual demonstrations, lectures, fabric preparation and assembly, plus a 5,500-square-foot shop for assembly of projects.

Diesel Technology Department

The Diesel Technology Department has approximately 35,200 square feet of space that includes classrooms for audio-visual demonstrations and lectures as well as shop space for lab activities. The shop with over 30,000 square feet of space contains training aids, work benches, and equipment to facilitate training in engines, fuel systems, refrigeration, manual and automatic transmissions, electrical and hydraulic diagnosis.

Light Duty Diesel Department

The Light Duty Diesel Department has approximately 17,600 square feet of space that includes classrooms for audio-visual demonstrations and lectures as well as shop space for practical application of theories. The over 15,000 square feet of shop space contains Light Duty Diesel equipped vehicles, lifts, training aids, work benches, and equipment to facilitate training in diesel drivability diagnostics, hydraulic diagnosis, brake service, and wheel alignment. The Light Duty Diesel Department also shares a chassis dynamometer with High Performance Power Trains.

High Performance Power Trains

The High Performance Power Trains Department has approximately 17,500 square feet of space that includes classrooms for audio-visual demonstrations and lectures as well as shop space for lab activities. The over 15,000 square feet of shop space contains high performance vehicles, training aids, work benches, and equipment to facilitate live work and competencies. The shop contains lifts, training aids, work benches, and equipment including two chassis dynamometers, a cylinder head flow bench, an engine assembly clean room, engine run stands, valve resurfacing machinery, and a rotary engine degreaser.

VETERANS

All training programs are currently approved by the Pennsylvania Department of Education, Division of Veterans/Military Education.

SCHOOL TOURS

WyoTech invites all interested students, friends, and family members to visit the school. Tours of the facilities are conducted Monday through Friday at 9:00 a.m. and 2:00 p.m. at all three campuses. Advance notice of your intent to visit the school is appreciated; please call 1-800-822-8253 or e-mail PAtours@wyotech.com.

MAKE-UP WORK

Make-up tests are allowed for an approved absence. Make-up work **will not** remove an absence or a tardy from a student's record. Make-up tests are not allowed for final exams.

LEAVES OF ABSENCE

Occasionally situations arise, such as family tragedies or medical emergencies that make it necessary for students to briefly interrupt their education. Recognizing this, WyoTech permits students to request Leaves of Absence under the following conditions:

1. The student must request the leave in writing, in advance whenever possible, and the request must be signed, dated, and include a reason for the request.
2. The leave must not exceed one hundred eighty (180) calendar days during any 12-month period, excluding scheduled school breaks.
   For the Blairsville, Pennsylvania, campus only, there are two exceptions to the rule limiting a student to one leave of absence in a 12 month period:
   (i) One leave of absence subsequent to an approved leave of may be permitted if the subsequent leave of absence does not exceed 30 days and the school determines that the subsequent leave of absence is necessary due to unforeseen circumstances; and
   (ii) Subsequent leaves of absence may be approved if the institution documents that the leaves of absence are granted for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.
3. The leave must be approved by the Director of Education.
   Failure to return from a Leave of Absence will result in official withdrawal.

CLASS SIZE

Class size varies during the academic year; however, class size shall not exceed 70 students at the Blairsville campus. A student-to-instructor ratio is maintained that is appropriate to the educational requirements of a particular 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.

WITHDRAWAL

Notification of intent to officially withdraw from WyoTech should be made to the Registrar, 500 Innovation Drive, Blairsville, PA 15717

CANCELLATION OF CLASSES/COURSE & PROGRAM CHANGES

Inclement Weather

Should the school be closed due to inclement weather, the announcement will be broadcast on the following local radio and television stations: Radio station KDKA AM 1020 and television stations WTAE and WJAC

FINANCIAL INFORMATION

Estimated Local Transportation Costs

Estimated local transportation costs at the Blairsville campus are $24.30 / week.

CANCELLATION AND REFUND POLICIES

WyoTech adheres to applicable state cancellation and refund requirements. See Appendix A for applicable state cancellation and refund policies.

Cancellation Policy

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at WyoTech, 500 Innovation Drive, Blairsville, PA 15717.

(a) The student applicant will be returned all monies paid if:
   (1) The school rejects the applicant;
   (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
   (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
   (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
   (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
   (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.

(b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5) or(a)(6) above do not apply.

Refund Policy

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement. The school will prepare the Pennsylvania Refund Policy and the Institutional Refund Policy and administer the most beneficial refund for the student.

(a) (1) A student who withdraws after five days of scheduled class attendance but within the first 50% of the first academic year will receive a refund of the prorated tuition, less the application fee (if applicable), for the first 50% of the first academic year in accordance with the following *Pennsylvania Policy*: A student who withdraws during the first 7 calendar days will receive a refund of 75%; a student who withdraws after the first 7 calendar days, but within the first 25%, will receive a refund of 55%; a student who withdraws after 25%, but within 50%, will receive a refund of 30%; and a student who withdraws after 50% is entitled to 0% refund.

The percent of time attended is based on the number of clock hours of attendance compared to the first 50% of the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

(2) A student who withdraws during the second 50% of the first academic year will receive a refund of the prorated tuition, less the application fee (if applicable), for the second 50% of the first academic year in accordance with the following *Pennsylvania Policy*. A student who withdraws during the first 7 calendar days will receive a refund of 75%; a student who withdraws after the first 7 calendar days, but within the first 25%, will receive a refund of 55%; a student who withdraws after 25%, but within 50%, will receive a refund of 30%; and a student who withdraws after 50% is entitled to 0% refund.

The percent of time attended is based on the number of clock hours of attendance compared to the second 50% of the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

(3) A student who withdraws during a subsequent academic year will receive a refund of prorated tuition applicable to the subsequent academic year in accordance with the following *Pennsylvania Policy*. A student who withdraws during the first 7 calendar days will receive a refund of 75%; a student who withdraws after the first 7 calendar days, but within the first 25%, will receive a refund of 55%; a student who withdraws after 25%, but within 50%, will receive a refund of 30%; and a student who withdraws after 50% is entitled to 0% refund.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

(b) (1) A student who withdraws after five days of scheduled class attendance but before completing 75% of the first academic year will receive a refund in accordance with the following *Institutional Policy*.

student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

(2) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

Payment of Refunds

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

Federal Return of Title IV Funds Policy

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" (page 15) or see the Financial Aid department at the campus for further detail that may affect the return of federal funds.

Return of Unearned SFA Program Funds

The institution must return the lesser of the amount of:

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

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

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

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

PROGRAM OFFERINGS

Programs	Program Length	Semester Credit Hours
Diploma Programs		
Automotive Technology programs:		
Automotive Technology w/ High Performance Power Trains	9 mo.	60.0
Automotive Technology w/ Light-Duty Diesel	9 mo.	60.0
Motorsports Chassis Fabrication with Automotive Technology	9 mo.	60.0
Street Rod and Custom Fabrication with Automotive Technology	9 mo.	60.0
Auto/Diesel Vehicle Technology	9 mo.	60.0
Collision/Refinishing Programs:		
Motorsports Chassis Fabrication with Collision/Refinishing Technology	9 mo.	65.0
Street Rod and Custom Fabrication with Collision/Refinishing Technology	9 mo.	65.0
Collision/Refinishing and Upholstery Technology	9 mo.	65.0
Diesel Technology programs:		
Diesel Technology with High Performance Power Trains	9 mo.	60.0
Diesel Technology with Light-Duty Diesel	9 mo.	60.0
Motorsports Chassis Fabrication with Diesel Technology	9 mo.	60.0
Street Rod and Custom Fabrication with Diesel Technology	9 mo.	60.0
Diesel/Auto Vehicle Technology	9 mo.	60.0
Associate in Specialized Technology Degree Programs		
Automotive Technology and Management	9 mo.	65.0
Collision/Refinishing Technology and Management	9 mo.	70.0

This list is current as of August 6, 2007.

AUTOMOTIVE TECHNOLOGY PROGRAMS

AUTOMOTIVE TECHNOLOGY PROGRAMS – CORE COURSES

The Automotive Technology core courses are the foundation for several programs offered at WyoTech's Blairsville campus. These four courses offer 1000 clock hours of training in the classroom and lab over a six-month period and would be taken in addition to a 3 month, 500 hour advanced course.

Course Number	Course Title	Clock Hours	Semester Credit Hours
Automotive Technology Core Requirements			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0
400	Chassis	250	10.0
	Core Total	**1000**	**40.0**

The Automotive Technology core courses may be taken with the following specialty courses: Applied Service Management, Motorsports Chassis Fabrication, Street Rod & Custom Fabrication, Light Duty Diesel, High Performance Power Trains or any two Diesel electives.

The following Automotive programs are offered at the Blairsville campus:

- Automotive Technology with High Performance Power Trains
- Automotive Technology with Light-Duty Diesel
- Motorsports Chassis Fabrication with Automotive Technology
- Street Rod and Custom Fabrication with Automotive Technology
- Auto/ Diesel Vehicle Technology
- Automotive Technology and Management

Please see the following pages for complete program descriptions.

The aforementioned new programs will not be available to students until the respective state education department grants approval.

- Arkansas State Board of Private Career Education
- Delaware Department of Education
- Minnesota Office of Higher Education
- Tennessee Higher Education Commission
- Arizona State Board for Private Postsecondary Education
- Illinois State Board of Education
- Mississippi State Board for Community and Junior Colleges
- Texas Workforce Commission
- Washington Training & Education Coordinating Board

AUTOMOTIVE TECHNOLOGY WITH HIGH PERFORMANCE POWER TRAINS

Credential	Clock Hours	Credit Units	Length
Diploma	1500	60	9 months

The objective of this diploma program is to provide the student with core skills necessary to obtain a broad range of entry-level technician positions in the automotive or specialty automotive fields. The student receives up-to-date specialty training in many high-performance applications of diesel and automotive upgrades. The student will receive training theory, hands-on repair and diagnosis of modern hi-tech diesel vehicles and gasoline powered vehicles with an emphasis on performance. The program consists of approximately 47% theory and 53% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
Automotive Technology Core Requirements			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0
400	Chassis	250	10.0
	Core Total	**1000**	**40.0**
High Performance Power Trains Concentration			
2700	Performance Mechanical	250	10.0
2800	Performance Electronics	250	10.0
	Core and Concentration Total	**1500**	**60.0**

The aforementioned new program will not be available to students until the respective state education department grants approval.

- Arkansas State Board of Private Career Education
- Texas Workforce Commission

AUTOMOTIVE TECHNOLOGY WITH LIGHT-DUTY DIESEL

Credential	Clock Hours	Credit Units	Length
Diploma	1500	60	9 months

The objective of this diploma program is to provide the student with core skills necessary to obtain a broad range of entry-level technician positions in the automotive and light-duty diesel fields. The student receives up-to-date training as a modern automotive and light-duty diesel technician. The student will receive training in theory, hands-on repair and diagnosis of automotive-powered equipment with an emphasis on light-diesel applications. The program consists of approximately 47% theory and 53% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
Automotive Technology Core Requirements			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0
400	Chassis	250	10.0
	Core Total	**1000**	**40.0**
Light Duty Diesel Concentration			
4100	Drive Train, Cab and Chassis	250	10.0
4200	Powerplants and Electrical	250	10.0
	Core and Concentration Total	**1500**	**60.0**

The aforementioned new program will not be available to students until the respective state education department grants approval.

- Arkansas State Board of Private Career Education
- Texas Workforce Commission

MOTORSPORTS CHASSIS FABRICATION WITH AUTOMOTIVE TECHNOLOGY

Credential	Clock Hours	Credit Units	Length
Diploma	1500	60	9 months

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the automotive or specialty automotive fields. The student receives training as a modern automotive technician plus specialty training in motorsports chassis fabrication. Theory lectures and labs are used. The program consists of approximately 45% theory and 55% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
Automotive Technology Core Requirements			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0
400	Chassis	250	10.0
	Core Total	**1000**	**40.0**
Motorsports Chassis Fabrication Concentration			
3200	Motorsports Chassis Fab I	250	10.0
3300	Motorsports Chassis Fab II	250	10.0
	Core and Concentration Total	**1500**	**60.0**

Students may work on their own vehicles during Chassis Fabrication II if the work is educational and is related to the course content. If students do not have a project of their own, WyoTech will provide a metal fabrication project. All projects must receive approval from the Department Coordinator.

STREET ROD AND CUSTOM FABRICATION WITH AUTOMOTIVE TECHNOLOGY

Credential	Clock Hours	Credit Units	Length
Diploma	1500	60	9 months

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the automotive or street rod and custom automotive fields. The student receives training as a modern automotive technician plus specialty training in street rod and custom fabrication. Theory lectures and labs are used. The program consists of approximately 42% theory and 58% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
Automotive Technology Core Requirements			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0
400	Chassis	250	10.0
	Core Total	**1000**	**40.0**
Street Rod and Custom Fabrication Concentration			
3500	Basic Street Rod	250	10.0
3600	Advanced Street Rod	250	10.0
	Core and Concentration Total	**1500**	**60.0**

Students may work on their own vehicles during Advanced Street Rod if the work is educational and is related to the course content. If students do not have a project of their own, WyoTech will provide a project. All projects must receive approval from the Department Coordinator.

AUTO/DIESEL VEHICLE TECHNOLOGY

Credential	Clock Hours	Credit Units	Length
Diploma	1500	60	9 months

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the automotive/diesel field. The student receives up-to-date training as a modern automotive technician plus specialty training in any two of the four courses offered in the Diesel program. Theory lectures and labs are used. The program consists of approximately 49% theory and 51% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
Automotive Technology Core Requirements			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0
400	Chassis	250	10.0
	Core Total	**1000**	**40.0**
Diesel Concentration (Select any <u>two</u> diesel technology core courses):			
600	Fluid Power and Electrical Systems	250	10.0
700	Engines	250	10.0
800	Engine Management Systems and Refrigeration	250	10.0
900	Power Trains	250	10.0
	Core and Concentration Total	**1500**	**60.0**

AUTOMOTIVE TECHNOLOGY AND MANAGEMENT

Credential	Clock Hours	Credit Units	Length
Associate in Specialized Technology	1500	65	9 months

The objective of this occupational Associate Degree program is to provide the student with skills necessary to obtain entry-level technician or management positions in the automotive field. The student receives training in both diagnostics and repair, and advanced personnel, shop and business management techniques specifically designed for service management. These combined studies provide for rapid professional advancement after employment. Theory lectures and labs are used, and the program consists of approximately 54% theory and 46% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
Automotive Technology Core Requirements			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0
400	Chassis	250	10.0
	Core Total	**1000**	**40.0**
Management Concentration			
2100	Applied Service Management I	250	13.0
2200	Applied Service Management II	250	12.0
	Core and Concentration Total	**1500**	**65.0**

COLLISION/REFINISHING PROGRAMS

COLLISION/REFINISHING PROGRAMS – CORE COURSES

The Collision/Refinishing Technology core courses are the foundation for several programs offered at WyoTech's Blairsville campus. These four courses offer 1000 clock hours of training in the classroom and lab over a six-month period and would be taken in addition to a 3 month, 500 hour advanced course.

Course Number/Title	Clock Hours (Lec/Lab/Ext/Total)	Semester Credit Hours
Collision/Refinishing Technology Core Requirements		
1100 Collision Repair I	250	12.0
1200 Collision Repair II	250	12.0
1300 Refinishing I	250	11.0
1400 Refinishing II	250	10.0
Core Total	**1000**	**45.0**

The Collision/Refinishing Technology core courses may be taken with the following specialty courses: Applied Service Management, Motorsports Chassis Fabrication, Street Rod & Custom Fabrication, or Upholstery Technology.

The following Collision/Refinishing programs are offered at the Blairsville campus:

- Motorsports Chassis Fabrication with Collision/Refinishing Technology
- Street Rod and Custom Fabrication with Collision Refinishing Technology
- Collision/Refinishing with Upholstery Technology
- Collision/Refinishing Technology and Management

Please see the following pages for complete program descriptions.

MOTORSPORTS CHASSIS FABRICATION WITH COLLISION/REFINISHING TECHNOLOGY

Credential	Clock Hours	Credit Units	Length
Diploma	1500	65	9 months

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the collision/refinishing or specialty automotive fields. The student receives training as a modern collision/refinishing technician plus specialty training in motorsports chassis fabrication. Theory lectures and labs are used. The program consists of approximately 36% theory and 64% lab.

Course Number/Title	Clock Hours (Lec/Lab/Ext/Total)	Semester Credit Hours
Collision/Refinishing Technology Core Requirements		
1100 Collision Repair I	250	12.0
1200 Collision Repair II	250	12.0
1300 Refinishing I	250	11.0
1400 Refinishing II	250	10.0
Core Total	**1000**	**45.0**
Motorsports Chassis Fabrication Concentration		
3200 Motorsports Chassis Fabrication I	250	10.0
3300 Motorsports Chassis Fabrication II	250	10.0
Core and Concentration Total	**1500**	**65.0**

Students may work on their own vehicles during Chassis Fabrication II if the work is educational and is related to the course content. If students do not have a project of their own, WyoTech will provide a metal fabrication project. All projects must receive approval from the Department Coordinator.

STREET ROD AND CUSTOM FABRICATION WITH COLLISION/REFINISHING TECHNOLOGY

Credential	Clock Hours	Credit Units	Length
Diploma	1500	65	9 months

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the collision/refinishing or street rod and custom automotive fields. The student receives training as a modern collision/refinishing technician plus specialty training in street rod and custom fabrication. Theory lectures and labs are used. The program consists of approximately 33% theory and 67% lab.

Course Number/Title	Clock Hours (Lec/Lab/Ext/Total)	Semester Credit Hours
Collision/Refinishing Technology Core Requirements		
1100 Collision Repair I	250	12.0
1200 Collision Repair II	250	12.0
1300 Refinishing I	250	11.0
1400 Refinishing II	250	10.0
Core Total	**1000**	**45.0**
Street Rod and Custom Fabrication Concentration		
3500 Basic Street Rod	250	10.0
3600 Advanced Street Rod	250	10.0
Core and Concentration Total	**1500**	**65.0**

Students may work on their own vehicles during Advanced Street Rod if the work is educational and is related to the course content. If students do not have a project of their own, WyoTech will provide a metal fabrication project. All projects must receive approval from the Department Coordinator.

COLLISION/REFINISHING WITH UPHOLSTERY TECHNOLOGY

Credential	Clock Hours	Credit Units	Length
Diploma	1500	65	9 months

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level positions in the automotive collision/refinishing or trim fields. The student receives up-to-date training as a modern automotive collision/refinishing technician, plus specialty training in automotive trim and upholstery. Theory lectures and labs are used. The program consists of approximately 32% theory and 68% lab.

Course Number/Title	Clock Hours (Lec/Lab/Ext/Total)	Semester Credit Hours
Collision/Refinishing Technology Core Requirements		
1100 Collision Repair I	250	12.0
1200 Collision Repair II	250	12.0
1300 Refinishing I	250	11.0
1400 Refinishing II	250	10.0
Core Total	**1000**	**45.0**
Trim and Upholstery Technology Concentration		
1700 Trim and Upholstery I	250	10.0
1800 Trim and Upholstery II	250	10.0
Core and Concentration Total	**1500**	**65.0**

COLLISION/REFINISHING TECHNOLOGY AND MANAGEMENT

Credential	Clock Hours	Credit Units	Length
Associate in Specialized Technology	1500	70	9 months

The objective of this occupational Associate Degree program is to provide the student with skills necessary to obtain entry-level technician or management positions in the collision/refinishing field. The student receives training in both estimating and repair and advanced personnel, shop and business management techniques specifically designed for management in the automotive collision industry. These combined studies provide for rapid professional advancement after employment. Theory lectures and labs are used. The program consists of approximately 45% theory and 55% lab.

Course Number/Title	Clock Hours (Lec/Lab/Ext/Total)	Semester Credit Hours
Collision/Refinishing Technology Core Requirements		
1100 Collision Repair I	250	12.0
1200 Collision Repair II	250	12.0
1300 Refinishing I	250	11.0
1400 Refinishing II	250	10.0
Core Total	**1000**	**45.0**

Management Concentration		
2100 Applied Service Management I	250	13.0
22100 Applied Service Management II	250	12.0
Core and Concentration Total	**1500**	**70.0**

DIESEL TECHNOLOGY PROGRAMS

The Diesel Technology core courses are the foundation for several programs offered at WyoTech's Blairsville campus. These four courses offer 1000 clock hours of training in the classroom and lab over a six-month period and would be taken in addition to a 3 month, 500 hour advanced course.

DIESEL TECHNOLOGY PROGRAMS – CORE COURSES

Course Number/Title	Clock Hours (Lec/Lab/Ext/Total)	Semester Credit Hours
Diesel Technology Core Requirements:		
600 Fluid Power and Electrical Systems	250	10.0
700 Engines	250	10.0
800 Engine Management Systems and Refrigeration	250	10.0
900 Power Trains	250	10.0
Core Total	**1000**	**40.0**

The aforementioned new programs will not be available to students until the respective state education department grants approval.

- Arkansas State Board of Private Career Education
- Delaware Department of Education
- Minnesota Office of Higher Education
- Tennessee Higher Education Commission
- Arizona State Board for Private Postsecondary Education
- Illinois State Board of Education
- Mississippi State Board for Community and Junior Colleges
- Texas Workforce Commission
- Washington Training & Education Coordinating Board

The Diesel Technology program may be taken by itself or with the following specialty courses: Applied Service Management (pending approval), Motorsports Chassis Fabrication, Street Rod and Custom Fabrication, Light Duty Diesel, High Performance Power Trains, or two Automotive electives.

The following Diesel programs are offered at the Blairsville campus:

Diesel Technology with High Performance Power Trains
Diesel Technology with Light-Duty Diesel
Motorsports Chassis Fabrication with Diesel Technology
Street Rod and Custom Fabrication with Diesel Technology
Diesel/Auto Vehicle Technology

DIESEL TECHNOLOGY WITH HIGH PERFORMANCE POWER TRAINS

Credential	Clock Hours	Credit Units	Length
Diploma	1500	60	9 months

The objective of this diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the diesel and automotive fields. The student receives training as a modern diesel and automotive technician. The student receives up-to-date specialty training in many high-performance applications of diesel and automotive upgrades. The student will receive training theory, hands-on repair and diagnosis of modern hi-tech diesel vehicles and gasoline powered vehicles with an emphasis on performance. The program consists of approximately 43% theory and 57% lab.

Course Number/Title	Clock Hours (Lec/Lab/Ext/Total)	Semester Credit Hours
Diesel Technology Core Requirements:		
600 Fluid Power and Electrical Systems	250	10.0
700 Engines	250	10.0

800 Engine Management Systems and Refrigeration	250	10.0
900 Power Trains	250	10.0
Core Total	**1000**	**40.0**
High Performance Power Trains Concentration		
2700 Performance Mechanical	250	10.0
2800 Performance Electronics	250	10.0
Core and Concentration Total	**1500**	**60.0**

The aforementioned new program will not be available to students until the respective state education department grants approval.

- Arkansas State Board of Private Career Education
- Texas Workforce Commission

DIESEL TECHNOLOGY WITH LIGHT-DUTY DIESEL

Credential	Clock Hours	Credit Units	Length
Diploma	1500	60	9 months

The objective of this diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the diesel and light-duty diesel fields. The student receives training as a modern diesel and light-duty diesel technician. The student will receive training in theory, hands-on repair and diagnosis of diesel-powered equipment with an emphasis on light-diesel applications. The program consists of approximately 43% theory and 57% lab.

Course Number/Title	Clock Hours (Lec/Lab/Ext/Total)	Semester Credit Hours
Diesel Technology Core Requirements:		
600 Fluid Power and Electrical Systems	250	10.0
700 Engines	250	10.0
800 Engine Management Systems and Refrigeration	250	10.0
900 Power Trains	250	10.0
Core Total	**1000**	**40.0**
Light Duty Diesel Concentration		
4100 Drive Train, Cab and Chassis	250	10.0
4200 Powerplants and Electrical	250	10.0
Core and Concentration Total	**1500**	**60.0**

The aforementioned new program will not be available to students until the respective state education department grants approval.

- Arkansas State Board of Private Career Education
- Texas Workforce Commission

MOTORSPORTS CHASSIS FABRICATION WITH DIESEL TECHNOLOGY

Credential	Clock Hours	Credit Units	Length
Diploma	1500	60	9 months

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the diesel or specialty automotive fields. The student receives training as a modern diesel technician plus specialty training in motorsports chassis fabrication. Theory lectures and labs are used. The program consists of approximately 42% theory and 58% lab.

Course Number/Title	Clock Hours (Lec/Lab/Ext/Total)	Semester Credit Hours
Diesel Technology Core Requirements:		
600 Fluid Power and Electrical Systems	250	10.0
700 Engines	250	10.0
800 Engine Management Systems and Refrigeration	250	10.0
900 Power Trains	250	10.0
Core Total	**1000**	**40.0**
Motorsports Chassis Fabrication Concentration		
3200 Motorsports Chassis Fab I	250	10.0

3300 Motorsports Chassis Fab II	250	10.0
Core and Concentration Total	**1500**	**60.0**

Students may work on their own vehicles during Chassis Fabrication II if the work is educational and is related to the course content. If students do not have a project of their own, WyoTech will provide a metal fabrication project. All projects must receive approval from the Department Coordinator.

STREET ROD AND CUSTOM FABRICATION WITH DIESEL TECHNOLOGY

Credential	Clock Hours	Credit Units	Length
Diploma	1500	60	9 months

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the diesel or street rod and custom automotive fields. The student receives training as a modern diesel technician plus specialty training in street rod and custom fabrication. Theory lectures and labs are used. The program consists of approximately 39% theory and 61% lab.

Course Number/Title	Clock Hours (Lec/Lab/Ext/Total)	Semester Credit Hours
Diesel Technology Core Requirements:		
600 Fluid Power and Electrical Systems	250	10.0
700 Engines	250	10.0
800 Engine Management Systems and Refrigeration	250	10.0
900 Power Trains	250	10.0
Core Total	**1000**	**40.0**
Street Rod and Custom Fabrication concentration		
3500 Basic Street Rod	250	10.0
3600 Advanced Street Rod	250	10.0
Core and Concentration Total	**1500**	**60.0**

Students may work on their own vehicles during Advanced Street Rod if the work is educational and is related to the course content. If students do not have a project of their own, WyoTech will provide a metal fabrication project. All projects must receive approval from the Department Coordinator.

DIESEL/AUTO VEHICLE TECHNOLOGY

Credential	Clock Hours	Credit Units	Length
Diploma	1500	60	9 months

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the diesel/automotive field. The student receives up-to-date training as a modern diesel technician plus specialty training in any two of the four courses offered in the Automotive program. Theory lectures and labs are used. The program consists of approximately 48% theory and 52% lab.

Course Number/Title	Clock Hours (Lec/Lab/Ext/Total)	Semester Credit Hours
Diesel Technology Core Requirements:		
600 Fluid Power and Electrical Systems	250	10.0
700 Engines	250	10.0
800 Engine Management Systems and Refrigeration	250	10.0
900 Power Trains	250	10.0
Core Total	**1000**	**40.0**
Automotive Concentration (Select any <u>two</u> automotive technology core courses):		
100 Basic Engine Management Systems	250	10.0
200 Drivability Diagnostics	250	10.0
300 Drivetrain Systems	250	10.0
400 Chassis	250	10.0
Core and Concentration Total	**1500**	**60.0**

FACULTY AND STAFF

Administration	
President	Steve Whitson
Vice President	Arthur Herman
Interim Director of Education	Mark Reynolds
Assistant Director of Education	Harry Weimann
Registrar	Nancy Elliott
Director of Career Services	Jessica Tanaka
Director of Student Finance	Mary Ugoletti
Director of Student Services	Ryan Shellenbarger
Director of Admissions	Wendy Hauser
Director of Student Accounts	Sheila Head

Applied Service Management Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	James Thomas	FT	Bachelor	Indiana University of Pennsylvania
Instructors	Earl Barber	FT	Bachelor	University of Pittsburgh at Greensburg
	Paul Cross	FT	Masters	Indiana University of Pennsylvania
	Henry Kukula	FT	Bachelor	Indiana University of Pennsylvania
	Lisa Lupyan	FT	Masters	Indiana University of Pennsylvania
	Joyce Petrina	FT	Bachelor	Seton Hill University

Automotive Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Roy Ramsden Jr.	FT	Associate	Vale Technical Institute
Asst. Dept. Coordinator	John Russell	FT	Associate	Vale Technical Institute
Asst. Dept. Coordinator	Robert Gaffney	FT	Associate	WyoTech
Instructors	David Adiska	FT	Work Experience	
	James Bauer	FT	Associate	WyoTech
	Matthew Curry	FT	Associate	Vale Technical Institute
	Jack Fetsko Jr.	FT	Associate	Vale Technical Institute
	David Fish	FT	Work Experience	
	Todd Gillott	FT	Associate	California State University
	Rex Olp Jr.	FT	Associate	Vale Technical Institute
	Eric Pazer	FT	Associate	Vale Technical Institute
	James Peppler	FT	Associate	Vale Technical Institute
	Kevin Reed	FT	Diploma	Rosedale Technical Institute
	Eric Rising	FT	Diploma	University of Northwestern Ohio
	William Smith	FT	Work Experience	
	James Staats	FT	Work Experience	
	Ronald Surratt Jr.	FT	Associate	Vale Technical Institute
	James Taylor	FT	Work Experience	
	Ralph Westerman	FT	Bachelor	Indiana University of Pennsylvania
	Matthew Younkin	FT	Associate	WyoTech

Collision/Refinishing Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Thomas Mack	FT	Associate	Vale Technical Institute
Asst. Dept. Coordinator	Stephen Toth	FT	Associate	Vale Technical Institute
Asst. Dept. Coordinator	Duane Tegels	FT	Associate	WyoTech
Instructors	Timothy Bernabo	FT	Diploma	Vale Technical Institute
	Michael Bertolino	FT	Associate	WyoTech
	Mark Bevec	FT	Associate	Vale Technical Institute
	Bradley Blusk	FT	Work Experience	
	Michael Borst	FT	Work Experience	
	James Buchanan	FT	Diploma	Vale Technical Institute
	Robert Carney	FT	Work Experience	
	Walter Clawson	FT	Work Experience	

	Frank Dopkowski	FT	Diploma	Vale Technical Institute
	Gary Goss	FT	Associate	Vale Technical Institute
	James Jewart	FT	Associate	Vale Technical Institute
	Louis Leonzio	FT	Work Experience	
	Darl Mumau Jr.	FT	Diploma	Vale Technical Institute
	Fred Perkey	FT	Work Experience	
	Stacy Rising	FT	Work Experience	
	Dennis Schaffer	FT	Work Experience	

Diesel Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Scott Smith	FT	Diploma	Rosedale Technical Institute
Instructors	Kenneth Bracken	FT	Diploma	Westmoreland County Community College
	Larry Callen	FT	Diploma	Westmoreland County Community College
	Dominic DeLuca	FT	Bachelor	University of Pittsburgh at Greensburg
	Jeffrey Hayden	FT	Associate	Vale Technical Institute
	Dennis Lohr	FT	Diploma	Ohio Diesel Technical Institute
	James Miller	FT	Work Experience	
	Kirt Pattock	FT	Work Experience	
	Joseph Pavlic	FT	Diploma	Steel Valley Technical

High-Performance Power Trains Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Paul Dominick	FT	Associate	Westmoreland County Community College
Asst. Dept. Coordinator				
Instructors	Timothy Bowman	FT	Work Experience	
	Jody Hall	FT	Diploma	Vale Technical Institute
	Steve Hower	FT	Associate	Vale Technical Institute

Light Duty Diesel Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Roy Ramsden Jr.	FT	Associate	Vale Technical Institute
Asst. Dept. Coordinator	John Russell	FT	Associate	Vale Technical Institute
Asst. Dept. Coordinator	Robert Gaffney	FT	Associate	WyoTech
Instructors	John Barr Sr.	FT	Work Experience	
	Kenneth Hoffman	FT	Work Experience	
	Ralph Thompson Jr.	FT	Associate	WyoTech

Motorsports Chassis Fabrication Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Paul Dominick	FT	Associate	Westmoreland County Community College
Asst. Dept. Coordinator				
Instructor	Douglas Alexander	FT	Work Experience	
	Dennis Bennett	FT	Work Experience	
	Daniel Bracken	FT	Work Experience	
	Brian Haupt	FT	Work Experience	
	Christopher Johnston	FT	Work Experience	
	Ray Kaufman	FT	Bachelor	California State University at Fresno
	Michael Keener	FT	Diploma	Nashville Auto-Diesel College
	Thomas Uss	FT	Work Experience	
	Mark Wetzel	FT	Work Experience	

Street Rod and Custom Fabrication Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Paul Dominick	FT	Associate	Westmoreland County Community College
Asst. Dept. Coordinator				
Instructors	Jay Beinhauer	FT	Bachelor	Penn State University
	Gregory Blystone	FT	Work Experience	
	Gary Klotz	FT	Work Experience	

	Brian Pierce	FT	Bachelor	Oswego State University
	Brian Siwula	FT	Associate	Remington Education Center
	Richard Smerkar	FT	Work Experience	

Trim and Upholstery Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Thomas Mack	FT	Associate	Vale Technical Institute
Asst. Dept. Coordinator	Stephen Toth	FT	Associate	Vale Technical Institute
Asst. Dept. Coordinator	Duane Tegels	FT	Associate	WyoTech
Instructors	Regis Frankovich	FT	Work Experience	
	Joseph Janick	FT	Work Experience	
	Eugene Reilly Jr.	FT	Work Experience	
	David Shirley	FT	Work Experience	

SACRAMENTO, CALIFORNIA, CAMPUS

ACCREDITATIONS AND AFFILIATIONS

Institutional Accreditation

Accredited by the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, telephone (703) 247-4212, www.accsct.org.

Memberships

Automotive Service Association	I-Car Industry Training Alliance
California Autobody Association	National Automotive Technicians Education Foundation
Career College Association	West Sacramento Chamber of Commerce
Automotive Transmission Rebuilders Association	

Entitlement Agencies

Eligible students may apply to the following agencies for determination of benefits while attending WyoTech: Veterans Administration, Bureau of Indian Affairs, and Vocational Rehabilitation.

- Approved by the State of California, State Bureau for Private Postsecondary and Vocational Education. 1625 North Market Boulevard, Suite S-202, Sacramento, CA 95834.
- Agents licensed by the Colorado Department of Higher Education, Division of Private Occupational Schools.
- Licensed by the State of Minnesota, Office of Higher Education pursuant to Minnesota Statutes Chapter 141.
- Licensed by the Washington Workforce Training & Education Coordinating Board under chapter 28C.10RCW. Washington Residents: inquiries or complaints regarding this or any other private vocational school may be made to the Washington Workforce Training & Education Coordinating Board, 128 10th Ave. SW, Olympia, WA 98504-3105 ((360) 753-5673).
- Authorized by the Georgia Nonpublic Postsecondary Education Commission

Approved By

- Ryder System, Inc., Vehicle Licensing and Services Division, Ryder Transportation Services, Miami, Florida - Diesel Technology.
- Association of Diesel Specialists, Kansas City, MO - Diesel Technology.

Upon request, an enrolled or prospective student may review copies of the documents describing the institution's accreditation, approval and licensing. Requests should be addressed to the institution's Department of Accreditation & Licensing.

TEACHING FACILITIES AND EQUIPMENT

The facilities are designed to simulate industry practices, enabling students to experience a "real-world" environment while training in the latest technologies. Customized to the training being offered, cut-away training aids and mock-ups are used in classroom, shop and lab facilities to aid in the transition from theory to practical work. Student workstations contain general tool sets and special tools. Well-supplied equipment and tool rooms provide additional equipment needed to complete the students' training.

Technical Resource Center

The Technical Resource Centers at WyoTech fill a unique niche on campus by providing a quiet and comfortable environment in which students work independently on a wide variety of projects. Reference assistance is provided to aid students in learning basic research skills. Our unusual and highly specialized automotive collection has drawn interest and support from past students, local car enthusiasts and the general public. We own some rare, out-of-print, and classic automotive material, making the Technical Resource Centers a valuable resource for everyone working or studying at WyoTech.

The Technical Resource Centers contain collections including shop, service, crash, and troubleshooting manuals, textbooks covering vehicles from 1970 into the 21st century, and computer and electronics manuals. Textbooks relating to business and management skills are plentiful, as are periodicals, audiovisual holdings, and a variety of other materials. Computer work areas available for student use provide internet access and are equipped with curriculum-related programs.

The Technical Resource Center staff provides research assistance, offer classes in Resource Center usage, and assist in special ordering requests as needed. The Technical Resource Centers' hours allow ample access for both day and night students. Students taking Applied Service Management Online will have access to the Technical Resource Center via phone or e-mail to request materials, which are sent to them for their use for a specified period of time.

Automotive Technology Department

The Automotive Technology Department has 83,000 square feet of classroom and shop space, including classrooms for audio-visual demonstrations and lectures and over 62.000 square feet of shop space. The shop contains stalls, workbenches, lifts, a transmission dynamometer test center, portable chassis dynamometers, drivability diagnostic equipment and wheel alignment equipment.

Advanced Automotive Diagnostics

The Advanced Automotive Diagnostics Department has classrooms equipped for audio-visual demonstrations and lectures and over 5,400 square feet of shop and classroom space. This facility has over 4,000 square feet of shop space with four ESP Smog Inspection Machines, with dynamometers and state-certified software required by the California State Smog Program.

Motorsports Chassis Fabrication

The Motorsports Chassis Fabrication Department has over 26,000 square feet of classroom and shop space, including classrooms equipped for audio-visual demonstrations and lectures and over 21,500 square feet of shop space for competencies and live work. Major

equipment includes MIG and TIG welders, plasma cutters, bandsaws, tubing benders, frame setup tables, car lifts, flow bench, pressure washer, jet washing parts cleaner, axle housing narrowing fixture, mill, lathe, and basic hand and power tools.

Applied Service Management Department

The Applied Service Management Department contains classrooms for audio-visual demonstrations and lectures as well as computer labs for computerized shop management training. Two training labs with 100 computers, equipped with internet access, are provided for individual student use in the computer labs and contain programs such as ADP Computer Estimating and Microsoft Office Suite.

Street Rod and Custom Fabrication

The Street Rod and Custom Fabrication Department has classrooms equipped for audio-visual demonstrations and lectures and over 24,325 square feet of shop and classroom space. This facility has over 21,000 square feet of shop space with work stalls and workbenches, down-draft paint booths and a mixing room in addition to rooms for tool storage and sheet metal fabrication. Major equipment includes English wheels, power hammer, sheet metal brakes, louver press, beadrollers, sliproller, car lifts, and welding equipment.

High Performance Power Trains

The High Performance Power Trains Departments classroom is equipped for audio-visual demonstrations and lectures and over 9,300 square feet of shop and classroom space. This facility has over 7,000 square feet of shop space with work stalls, Superflow SF-600 cylinder head flowbench, 2-wheel Dyno and 4-wheel Dyno, the latest engine simulation software, and the latest fuel injection tuning technology.

Collision/Refinishing Technology Department

The Collision/Refinishing Technology Department has over 55,000 square feet of shop and classroom space, including classrooms for audio-visual demonstrations and lectures and over 47,000 square feet of shop space containing frame benches, mechanical and computerized measuring systems, welding stations, four side-draft paint booths, two mixing rooms, three prep stations, six portable microwave curing stations, an in-house media blasting room in addition to cages for tool storage.

Trim & Upholstery Technology Department

The Trim and Upholstery Technology Department has 3,400 square-foot classroom/lab containing sewing machines and cutout tables for audio-visual demonstrations, lectures, fabric preparation and assembly, plus a 8,300 square-foot shop for assembly of projects.

Light Duty Diesel Department

The Light Duty Diesel Department has classrooms equipped for audio-visual demonstrations and lectures and over 5,400 square feet of shop and classroom space. This facility has over 4,000 square feet of shop space that contains Light Duty Diesel equipped vehicles, lifts, training aids, work benches, and equipment to facilitate training in diesel drivability diagnostics, hydraulic diagnosis, brake service, and wheel alignment. The Light Duty Diesel Department also shares a chassis dynamometer with High Performance Power Trains.

VETERANS

All training programs are currently approved for the Sacramento campus.

SCHOOL TOURS

WyoTech invites all interested students, friends, and family members to visit the school. Tours of the facilities are conducted Monday through Friday at 9:00 a.m. and 2:00 p.m. at all three campuses. Advance notice of your intent to visit the school is appreciated; please call 1-877-433-8800 or e-mail CAtours@wyotech.com.

MAKE-UP WORK

Make-up tests are allowed for an approved absence. Make-up work **will not** remove an absence or a tardy from a student's record. Make-up tests are not allowed for final exams.

Note: Students must meet Bureau of Automotive Repair (BAR) grade and attendance requirements in Advanced Emission Diagnostics 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.

CLASS SIZE

Class size varies during the academic year; however, class size shall not exceed 60 students at the Sacramento campus. A student-to-instructor ratio is maintained that is appropriate to the educational requirements of a particular 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.

BUREAU OF AUTOMOTIVE REPAIR REQUIREMENTS

Students at the Sacramento campus must meet Bureau of Automotive Repair (BAR) grade and attendance requirements in Advanced Emission Diagnostics 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.

WITHDRAWAL

Notification of intent to officially withdraw from WyoTech should be made to the Registrar, 980 Riverside Parkway, West Sacramento, CA 95605

CANCELLATION OF CLASSES/COURSE & PROGRAM CHANGES

Inclement Weather

Should the school be closed due to inclement weather, the announcement will be broadcast on the following local radio and television stations: Radio station KFBK AM 1530 and television stations KCRA and KVIE

FINANCIAL INFORMATION

Estimated Local Transportation Costs

Estimated local transportation charges for the Sacramento campus are $25.00 / week

CANCELLATION AND REFUND POLICIES

WyoTech adheres to applicable state cancellation and refund requirements. See Appendix A for applicable state cancellation and refund policies.

Cancellation Policy

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at WyoTech, 980 Riverside Parkway, West Sacramento, CA 95605.

(a) The student applicant will be returned all monies paid if:
   (1) The school rejects the applicant;
   (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
   (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
   (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
   (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
   (6) The student applicant cancels at any time after signing this agreement and within five business days following the day of the first class of the first academic year, or following receipt of the Notice of Cancellation.

(b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5) or(a)(6) above do not apply.

Refund Policy

Notification of intent to withdraw should be made to the Registrar's Office located at WyoTech, 980 Riverside Parkway, West Sacramento, CA 95605.

(a) A student who withdraws after five days of scheduled class attendance of the first academic year will be refunded a prorated amount of tuition, less the application fee (if applicable), less any unpaid charges.

   The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

(b) A student who withdraws during a subsequent academic year will be refunded a prorated amount of tuition applicable to the subsequent academic year, less any unpaid charges.

   The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

Payment of Refunds

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

Refund Example

If a student enrolls in a 1,500 clock hour program, paid $25,500.00 for tuition, and completed 1,000 clock hours, their refund would be calculated as follows: (1) Total program cost of $25,500.00 divided by 1,500 clock hours = $17.00 per clock hour cost for the program. (3) $17.00 multiplied by the 1,000 clock hours attended = $17,000.00 owed by the student. (4) Total of $25,500.00 - $17,000.00 owed = $8,500.00 refunded to the student.

California Student Tuition Recovery Fund

Students who are not residents of California, or students who are the recipients of third-party payor tuition and course costs such as workforce investment vouchers or rehabilitation funding, are not eligible for protection under and recovery from the Student Tuition Recovery Fund.

Federal Return of Title IV Funds Policy

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" (Page 15) or see the Financial Aid department at the campus for further detail that may affect the return of federal funds.

Return of Unearned SFA Program Funds

The institution must return the lesser of the amount of:

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

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

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

(Note: The student (parent) must make satisfactory arrangements with the U.S. Department of Education and/or the institution to repay any outstanding balances owed by the student. However, there are a number of repayment plans that are available to assist the

student in meeting repayment obligations. The Financial Aid office will counsel the student in the event that a student repayment obligation exists. The individual might be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

PROGRAM OFFERINGS

Programs	Program Length	Semester Credit Hours
Automotive Technology Core plus Concentration	9 mo.	60.0
Motorsports Chassis Fabrication Concentration		
Street Rod and Custom Fabrication Concentration		
Advanced Automotive Diagnostics Concentration		
Trim and Upholstery Concentration		
Light-Duty Diesel Concentration		
High Performance Power Trains Concentration		
Collision/Refinishing Technology core plus Concentrations	9 mo.	65.0
Motorsports Chassis Fabrication Concentration		
Street Rod and Custom Fabrication Concentration		
Trim and Upholstery Technology Concentration		
Associate in Specialized Technology Degree Programs		
Automotive Technology & Management	9 mo.	65.0

This list is current as of August 6, 2007.

AUTOMOTIVE TECHNOLOGY PROGRAMS

AUTOMOTIVE TECHNOLOGY			
Credential	**Clock Hours**	**Credit Units**	**Length**
Diploma	1500	60	9 months

The objective of this diploma program is to provide the student with core skills necessary to obtain a broad range of entry-level technician positions in the automotive or specialty automotive fields. The student receives training as a modern automotive technician. Theory lectures and labs are used. The program consists of 1000 hours of core automobile technology and a 500-hour concentration. Students choose one of the following concentrations to complete their desired career focus:

Motorsports Chassis Fabrication
The objective of this concentration is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the automotive or specialty automotive fields. The student receives training as a modern automotive technician plus specialty training in chassis fabrication.

Street Rod and Custom Fabrication
The objective of this concentration is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the automotive or street rod and custom automotive fields. The student receives training as a modern automotive technician plus specialty training in street rod and custom fabrication.

Advanced Automotive Diagnostics
The objective of this concentration is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the automotive field. The student receives training as a modern automotive technician plus specialty training in diagnostics related to chassis electronics and emission controls.

Trim and Upholstery Technology
The objective of this concentration is to provide the student with skills necessary to obtain a broad range of entry-level positions in the automotive or trim fields. The student receives up-to-date training as a modern automotive technician, plus specialty training in automotive trim and upholstery.

Light-Duty Diesel
The objective of this concentration is to provide the student with skills necessary to obtain a range of entry-level technician positions. The student receives up-to-date training as a modern light-duty diesel technician. The student will receive training in theory, hands-on repair and diagnosis of diesel-powered equipment with an emphasis on light-diesel applications.

High Performance Power Trains

The objective of this concentration is to provide the student with skills necessary to obtain a range of entry-level technician positions. The student receives up-to-date specialty training in many high-performance applications of diesel and automotive upgrades. The student will receive training theory, hands-on repair and diagnosis of modern hi-tech diesel vehicles and gasoline powered vehicles with an emphasis on performance.

Program Outline

Course Number	Course Title	Clock Hours	Semester Credit Hours
Automotive Technology Core Requirements			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0
400	Chassis	250	10.0
	Core Total	**1000**	**40.0**
In addition to the core courses, students will select one of the following 20-credit concentrations listed below for a total program length of 60 semester credits.			
Motorsports Chassis Fabrication Concentration			
3200	Motorsports Chassis Fabrication I	250	10.0
3300	Motorsports Chassis Fabrication II	250	10.0
	Core/Concentration Total	**1500**	**60.0**
Street Rod and Custom Fabrication Concentration			
3500	Basic Street Rod	250	10.0
3600	Advanced Street Rod	250	10.0
	Core/Concentration Total	**1500**	**60.0**
Advanced Automotive Diagnostics Concentration			
4500	Chassis Electronics and Computer Controls	250	10.0
4600	Advanced Emission Diagnostics	250	10.0
	Core/Concentration Total	**1500**	**60.0**
Trim and Upholstery Technology Concentration			
1700	Trim and Upholstery I	250	10.0
1800	Trim and Upholstery II	250	10.0
	Core/Concentration Total	**1500**	**60.0**
Light-Duty Diesel Concentration			
4100	Drive Train, Cab and Chassis	250	10.0
4200	Powerplants and Electrical	250	10.0
	Core/Concentration Total	**1500**	**60.0**
High-Performance Power Trains Concentration			
2700	Performance Mechanical	250	10.0
2800	Performance Electronics	250	10.0
	Core/Concentration Total	**1500**	**60.0**

AUTOMOTIVE TECHNOLOGY AND MANAGEMENT

Credential	Clock Hours	Credit Units	Length
Associate in Specialized Technology	1500	65	9 months

The objective of this occupational Associate Degree program is to provide the student with skills necessary to obtain entry-level technician or management positions in the automotive field. The student receives training in both diagnostics and repair, and advanced personnel, shop and business management techniques specifically designed for service management. These combined studies provide for rapid professional advancement after employment. Theory lectures and labs are used, and the program consists of approximately 54% theory and 46% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
Automotive Technology Core Requirements			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0

400 Chassis	250	10.0
Core Total	**1000**	**40.0**
Management		
2100 Applied Service Management I	250	13.0
2200 Applied Service Management II	250	12.0
Total	**1500**	**65.0**

COLLISION/REFINISHING PROGRAMS

COLLISION/REFINISHING TECHNOLOGY

Credential	Clock Hours	Credit Units	Length
Diploma	1500	65	9 months

The objective of this diploma program is to provide the student with skills necessary to obtain a broad range of entry-level positions in the automotive collision/refinishing fields. The student receives up-to-date training as a modern automotive collision/refinishing technician. Theory lectures and labs are used. The program consists of 1000 hours of core collision/refinishing technology and a 500-hour concentration. Students choose one of the following concentrations to complete their desired career focus:

Motorsports Chassis Fabrication
The objective of this concentration is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the automotive or specialty automotive fields. The student receives training as a modern automotive technician plus specialty training in chassis fabrication.

Street Rod and Custom Fabrication
The objective of this concentration is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the collision/refinishing or street rod and custom automotive fields. The student receives training as a modern collision/refinishing technician plus specialty training in street rod and custom fabrication.

Trim and Upholstery Technology
The objective of this concentration is to provide the student with skills necessary to obtain a broad range of entry-level positions in the automotive collision/refinishing or trim fields. The student receives up-to-date training as a modern automotive collision/refinishing technician, plus specialty training in automotive trim and upholstery.

Program Outline

Course Number/Title	Clock Hours (Lec/Lab/Ext/Total)	Semester Credit Hours
Collision/Refinishing Technology Core Requirements		
1100 Collision Repair I	250	12.0
1200 Collision Repair II	250	12.0
1300 Refinishing I	250	11.0
1400 Refinishing II	250	10.0
Core Total	**1000**	**45.0**
In addition to the core courses, students will select one of the following 20-credit concentrations listed below for a total program length of 65 semester credits.		
Motorsports Chassis Fabrication Concentration		
3200 Motorsports Chassis Fabrication I	250	10.0
3300 Motorsports Chassis Fabrication II	250	10.0
Core/Concentration Total	**1500**	**65.0**
Street Rod and Custom Fabrication Concentration		
3500 Basic Street Rod	250	10.0
3600 Advanced Street Rod	250	10.0
Core/Concentration Total	**1500**	**65.0**
Trim and Upholstery Technology Concentration		
1700 Trim and Upholstery I	250	10.0
1800 Trim and Upholstery II	250	10.0
Core/Concentration Total	**1500**	**65.0**

FACULTY AND STAFF

Administration	
President	John Hurd
Director of Education	Tina Lyles
Director of Admissions	Steven Coffee
Director of Career Services	Darrell Waterbury
Director of Student Finance	Leslie Horn
Business Manager	Colleen O'Grady
Registrar	Radhana Singh
Director of Student Services	Jonathan Warren

Advanced Automotive Diagnostics Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Clifford Peerson	FT	Work Experience	
	Daniel O'Rourke	FT	Work Experience	
	John Patrick	FT	Work Experience	
	Guy Simons	FT	Work Experience	

Applied Service Management Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Brad Hannan	FT	Bachelor	California Polytechnic State University, San Luis Obispo
Instructors	Jeannette Chang	FT	Bachelor	California State University, Sacramento
	Rick Franchetto	FT	Bachelor	Ferris State University
	Cheryl Hargraves	FT	Master	DeVry University
	John Hill	FT	Master	University of Okalahoma

Automotive Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Clifford Peerson	FT	Work Experience	
Asst. Dept. Coordinator	Doug Suggs	FT	Associate	Heald College
Instructors	Sean Alford	FT	Work Experience	
	James Batey	FT	Associate	WyoTech
	John Brown	FT	Associate	WyoTech
	Ernest Chaney	FT	Work Experience	
	Daniel Feeler	FT	Associate	WyoTech
	John Herndon	FT	Work Experience	
	Matt Herndon	FT	Work Experience	
	Michael Holden	FT	Work Experience	
	Roger Ito	FT	Work Experience	
	Robert Johnson	FT	Work Experience	
	Troy Marto	FT	Work Experience	
	Patrick Meehan	FT	Associate	WyoTech
	Michael Parker	FT	Work Experience	
	Frank Rizzuti	FT	Work Experience	
	Paul Samson	FT	Associate	WyoTech
	Dennis Steir	FT	Work Experience	
	Michael Warren	FT	Work Experience	

Motorsports Chassis Fabrication Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Scott Swafford	FT	Work Experience	
Instructors	William Bertrem	FT	Bachelors	Fresno State University
	Jesus de la Torre	FT	Work Experience	
	Peter Favaro	FT	Work Experience	
	Greg Hill	FT	Associate	University of Northwestern
	Ryan Smith	FT	Work Experience	

Collision/Refinishing Department		Status	Degree/ Qualification	Awarding Institution
Department Coordinator	Scott Swafford	FT	Work Experience	
Instructors	John Christensen	FT	Associate	WyoTech
	David Lang	FT	Work Experience	
	Tom Trujillo	FT	Work Experience	
	Richard Vines	FT	Work Experience	

High Performance Power Trains Department		Status	Degree/ Qualification	Awarding Institution
Department Coordinator	Scott Swafford	FT	Work Experience	
Instructors	Tully Gould	FT	Associate	WyoTech
	Nate Sanso	FT	Work Experience	

Street Rod and Custom Fabrication Department		Status	Degree/ Qualification	Awarding Institution
Department Coordinator	Scott Swafford	FT	Work Experience	
Instructors	Dan Dermott	FT	Associate	WyoTech
	Holland Hollingsworth	FT	Work Experience	
	Andrew Leverenz	FT	Work Experience	
	Jeff Watson	FT	Work Experience	

Trim/Upholstery Department		Status	Degree/ Qualification	Awarding Institution
Department Coordinator	Scott Swafford	FT	Work Experience	
Instructors	Vince Delgado	FT	Work Experience	
	Anthony Fogel	FT	Work Experience	

COURSE DESCRIPTIONS

Course 100: Basic Engine Management Systems **10.0 Semester Credit Hours**

This course introduces the students to engine theory, engine component inspection and R&R, underhood noise diagnosis, cooling and lubrication systems, environmental management, service information systems, principles of electricity and testing, batteries, starting and charging systems. Prerequisite: None. Lecture Hrs: 130. Lab Hrs: 120.

Course 200: Drivability Diagnostics **10.0 Semester Credit Hours**

This course introduces students to alternative fuel systems, powertrain control systems, on board diagnostics, distributor and electronic ignition systems, air induction systems, fuel supply and delivery systems, waveform analysis, electric and hybrid electric vehicles and exhaust emission systems. Prerequisite: None. Lecture Hrs: 110. Lab Hrs: 140.

Course 300: Drivetrain Systems **10.0 Semester Credit Hours**

This course introduces students to torque converters, planetary gears, transmission hydraulics and clutches, manual transmissions and transaxles, four wheel drive and all wheel drive, and differentials, precision measuring instruments, removal and replacement of transaxles, electronic transmission diagnostics, manual clutches and drivelines. Prerequisite: None. Lecture Hrs: 121. Lab Hrs: 129.

Course 400: Chassis **10.0 Semester Credit Hours**

This course introduces students to heating and air conditioning systems (HVAC), wheel bearings, brake systems, anti-lock brake systems, traction control systems, supplemental inflatable restraint systems (SIR), steering and suspension systems, tires, wheel balancing, computerized four-wheel alignment, vibration analysis, fasteners and wind and water leaks. Prerequisite: None. Lecture Hrs: 127. Lab Hrs: 123.

Course 600: Fluid Power and Electrical Systems **10.0 Semester Credit Hours**

Theory and lab in basic hydraulics, hydrostatic drive transmissions, use of freestanding engines and skid steer loaders, torque converters, Allison transmissions, basic DC electricity and electrical systems, repair and troubleshooting of hydraulic systems, pumps and cylinders, and mobile electrical systems. Reading of hydraulic and electrical diagrams. Use of flowmeters, pressure gauges, multimeters and starter/alternator/battery test equipment. Prerequisite: None. Lecture Hrs: 111.5. Lab Hrs: 138.5.

Course 700: Engines **10.0 Semester Credit Hours**

Theory and lab practices in diesel engine rebuild, identification, manual usage, turbochargers, failure analysis, measuring, diagnostic troubleshooting, engine brakes and tune-up. The engines covered are Caterpillar, Detroit, and Cummins. The use of engine dynamometers to evaluate engine performance is also demonstrated. Prerequisite: None. Lecture Hrs: 92. Lab Hrs: 158.

Course 800: Engine Management Systems and Refrigeration **10.0 Semester Credit Hours**

Theory in low and high-pressure pumps and injectors. Theory and lab in tanks, filters, transfer pumps, nozzles, and operation of fuel systems such as Caterpillar, Cummins, and Detroit Diesel. Practices include the use of diagnostic tools on electronic engines such as Caterpillar, Cummins, Detroit DDEC and V-Mac, EPA RCRA, Sec 608, 609. Also covered in this area are the operation testing and servicing of cab air conditioning and transport refrigeration, basic hand tools and fasteners. Prerequisite: None. Lecture Hrs: 138. Lab Hrs: 112.

Course 900: Power Trains **10.0 Semester Credit Hours**

Theory in antilock brake systems. Theory and lab in operation, failure analysis, troubleshooting, repair and adjustments of the following components: manual transmissions, single reduction, through drive, and double reduction differentials, manual clutches and flywheels, preventative maintenance and inspection, 121 air brake systems, axle and driveline alignment, power take off units and wheel bearings. Lecture Hrs: 117. Lab Hrs: 133

Course 1100: Collision Repair I **12.0 Semester Credit Hours**

This course introduces students to discrimination and harassment, external sheet metal straightening including metal finishing, and the use of plastic filters, abrasive selection and usage, MIG welding and metal cutting procedures, moveable glass replacement, and bolt-on panel replacement and alignment, aluminum repair and welding, body construction, electrical systems, computers, air conditioning, and restraint systems. Safe and proper use of tools and equipment are covered in each area. Prerequisite: None. Lecture Hrs: 111. Lab Hrs: 139.

Course 1200: Collision Repair II **12.0 Semester Credit Hours**

This course introduces students to frame sectioning, steering and suspension systems, wheel alignment, dimensioning procedures for analyzing structural damage, adhesive bonding, anchoring procedures, structural dimensioning using mechanical and computer measuring systems, stationary glass replacement, welded panel replacement procedures including resistance spot welding and unibody sectioning. Prerequisite: Collision Repair I 1100. Lecture Hrs: 116.5. Lab Hrs: 133.5.

Course 1300: Refinishing I **11.0 Semester Credit Hours**

This course introduces students to discrimination and harassment, personal and environmental protection, refinishing equipment operation and maintenance, surface preparation, removing existing finishes, primer selection and application, paint chemistry, paint application and color matching, masking, using various products for surface prep and painting, ordering and mixing paint on a computerized scale, corrosion protection issues, refinishing problems and corrections, final surface detailing using power buffing and hand rubbing, and care of finished surfaces. Prerequisite: None. Lecture Hrs: 85.5. Lab Hrs: 164.5.

Course 1400: Refinishing II **10.0 Semester Credit Hours**

This course introduces students to damage analysis and estimating, application of stripes and decals, collision/refinishing shop setup guidelines, identifying, repairing and refinishing of the different types of plastic components, new body part cut-in, factory special coatings. Prerequisite: Refinishing I 1300. Lecture Hrs: 57.5. Lab Hrs: 192.5.

Course 1700: Trim and Upholstery I **10.0 Semester Credit Hours**

Theory in discrimination and harassment, trim and upholstery terminology, trim panels, headliners, headrests and armrests, shop organization and customer relations. Theory and lab in trim and upholstery tools of the trade, supplies, operation, safety and maintenance of sewing machines, analysis of seam types, layout with existing patterns and constructing patterns where none exist, sewing various insert designs, seats construction and reconstruction, interior trim identification, estimating jobs and job materials, and buttons. Lab in additional projects. Prerequisite: None. Lecture Hrs: 54. Lab Hrs: 196.

Course 1800: Trim and Upholstery II **10.0 Semester Credit Hours**

Theory in vinyl top removal and replacement and tonneau cover construction and installation. Theory and lab in floor carpeting, convertible top removal and replacement, plastic parts repair, electrical systems and supplemental restraints, and custom fabrication. Continued lab projects including construction and reconstruction of seats, layout with existing patterns and constructing patterns where none exist, headrests and armrests, trim panels, headliners, sunvisors, and sewing machine operation. Prerequisite: Trim and Upholstery I 1700. Lecture Hrs: 51. Lab Hrs: 199.

Course 2100: Applied Service Management I **13.0 Semester Credit Hours**

This course introduces students to general accounting, general ledgers, journals, adjustments and closing, bank reconciliation, payroll, inventory control, credit and collections, general bookkeeping, computer hardware and software, word processing applications, graphic presentation applications, spreadsheet applications, computerized shop management software, writing professional business letters and memos, resume and job search portfolio construction and handling customer complaints and objections. Prerequisite: None. Lecture Hrs: 169. Lab Hrs: 81.

Course 2200: Applied Service Management II **12.0 Semester Credit Hours**

This course introduces students to setting up a shop, record keeping, OSHA standards and regulations, service writing, work orders, shop layout, job costing, pricing, and equipment requirements and usage, entrepreneurship, marketing, advertising, creating business plans, cash projections, budgets, applications, shop layouts, equipment, and finding lenders and investors, management and supervision, human resources, writing employee handbooks, interviewing techniques, policies, procedures, and governmental regulations regarding business. Prerequisite: None. Lecture Hrs: 134. Lab Hrs: 116.

Course 2500: Applied Service Management Online **25.0 Semester Credit Hours**

Subject 2510: Shop Management, 84 Clock Hours, 4.0 Credit Hours -- Theory and lab in setting up a shop, record keeping, OSHA standards and regulations, service writing, work orders, shop layout, job costing, pricing, and equipment requirements and usage.

Subject 2520: Business Principles and Management, 83 Clock Hours, 4.0 Credit Hours -- Theory and lab in entrepreneurship, marketing, advertising, creating business plans, cash projections, budgets, applications, shop layouts, equipment, and finding lenders and investors.

Subject 2530: Fundamentals of Accounting, 84 Clock Hours, 4.5 Credit Hours -- Theory and lab in general accounting, general ledgers, journals, closing adjustments, bank reconciliation, payroll, inventory control, credit and collections, and general bookkeeping.

Subject 2540: Computers & Business Applications, 83 Clock Hours, 4.0 Credit Hours -- Theory and lab in computer hardware and software, word processing applications, graphic presentation applications, spreadsheet applications, database applications, and computerized shop management software.

Subject 2550: Communications, 83 Clock Hours, 4.5 Credit Hours -- Theory and lab in writing professional business letters and memos, résumé and job search portfolio construction, handling customer complaints and objections, and interviewing techniques.

Subject 2560: Personnel, 83 Clock Hours, 4.0 Credit Hours -- Theory and lab in management and supervision, human resources, writing employee handbooks, policies, procedures, and governmental regulations regarding business.

Course 2700: Performance Mechanical **10.0 Semester Credit Hours**

This course introduces students to the mechanical aspects of gas and diesel performance upgrades, including engines, exhaust, transmission, suspension, cylinder heads, lubrication, filtration, cooling, and braking systems. Prerequisites: Automotive Technology core courses 100 – 400 or Diesel Technology core courses 600 – 900. Lecture Hrs: 95. Lab Hrs: 155.

Course 2800: Performance Electronics **10.0 Semester Credit Hours**

This course introduces students to computer-controlled management of performance system upgrades for gas and diesel vehicles, including engines, induction, exhaust, transmission, suspension, fuel management, ignition, engine management, emission, interactive-display monitors, scanning tools, automatic-transmission control, and body and chassis control systems. Performance feedback analysis is covered using chassis dynamometer operation and performance mapping. Prerequisites: Automotive Technology core courses 100 – 400 or Diesel Technology core courses 600 – 900. Lecture Hrs: 95. Lab Hrs: 155.

Course 3200: Motorsports Chassis Fabrication I **10.0 Semester Credit Hours**

This course introduces students to metal working techniques that apply to specialty automotive chassis fabrication work including metal types and configurations, measuring, pattern and outline development, attachment methods, metal finishing, cutting, MIG and TIG welding; frame design and modifications including boxing, tubular cross-members, c-notching, pro-street frame setup, roll cage construction, and complete tube chassis fabrication, front suspension design and setup, high performance engine theory and precision measuring. Prerequisites: Successful completion of two of the four Automotive Technology core courses # 100 – 400 or Collision/Refinishing Technology core courses # 1100 – 1400 or Diesel Technology core courses # 600 – 900. Lecture Hrs: 102. Lab Hrs: 148.

Course 3300: Motorsports Chassis Fabrication II **10.0 Semester Credit Hours**

This course introduces students to drive axle setup including rear axle selection and modification; rear suspension design, selection, and setup for street, drag race, road race, off road, and air springs; engine mounting, steering setup, brake system setup, plumbing wiring, electrical meter usage and troubleshooting, high performance engines including cylinder head selection, internal components, exhaust systems, forced induction and nitrous oxide systems. Lab work varies depending upon project but may include front and rear suspension set up, roll cage construction, tubular chassis fabrication, chassis tuning, rear axle narrowing, and engine mounting. Prerequisite: Motorsports Chassis Fabrication I # 3200. Lecture Hrs: 83. Lab Hrs: 167.

Course 3500: Basic Street Rod **10.0 Semester Credit Hours**

Theory in planning and designing the specialty project vehicle and understanding the basics of customizing and fabricating that will be put to use on the specialty vehicle in Advanced Street Rod. Theory and lab experiences in tools of the trade, metal finishing, lead fill, restoring sheet metal panels to original contours, introduction to fiberglass as it applies to the specialty car industry, applying undercoats and topcoats, TIG, MIG and oxy-acetylene welding techniques for steel, TIG welding procedure for aluminum; basic sheet metal fabrication techniques involving simple curves and bends to include frenching or recessing of license plates, headlights, taillights, antennas, roll pan fabrication. Prerequisites: Successful completion of two of the four Automotive Technology core courses 100 – 400 or Collision/Refinishing Technology core courses 1100 – 1400 or Diesel Technology core courses 600 – 900. Lecture Hrs: 63. Lab Hrs: 187.

Course 3600 Advanced Street Rod **10.0 Semester Credit Hours**

Theory and lab experiences covering basic fabrication and painting to advanced sheet metal shaping using steel and aluminum, custom body modifications, and custom painting. Advanced sheet metal shaping emphasizing compound curves and complex panel fabrication using hand tools and specialty equipment like the power hammer, planishing hammer, english wheel, bead roller, and louver press. Achieving the correct contour in a custom compound curved panel including the use of bucks, hammer forms and press forms. Body construction including panels like floorboards, firewalls, wheel tubs and fuel tanks. Suicide doors, fabricating and installation of hidden pin hinges and hinging of other custom opening panels. Custom painting techniques including trick colors, special effects, graphics, pin striping, and air brushing. Lab work varies depending upon projects, but may include chopping a top, frenching antennas and tail lights, shaving door handles, punching louvers, fabricating and installing firewalls, floor boards, wheel tubs and roll pans, fabricating and installing hidden pin hinges including suicide doors, fabrication of an aluminum lift-off Carson style hard top, converting a four-door vehicle into a two-door, or even extending the cab on a pick-up truck. Prerequisite: Basic Street Rod 3500. Lecture Hrs: 60. Lab Hrs: 190.

Course 3800: Advanced Diesel I **10.0 Semester Credit Hours**

This course introduces students to history, safety, model identification, time management, warranty, product specific truck theory, repair and diagnosis, computer usage, air systems, cab and door adjustments, electrical, starting systems, charging systems, air conditioning, front-ends, brakes, Rockwell and Eaton ABS, Peterbilt suspensions, batteries, wheel seals, suspensions, Caterpillar electronics, Caterpillar tune-up, Detroit DDEC III/IV, Detroit Series 60 tune-up, Cummins CELECT/CELECT Plus, Cummins N-14 and ISX tune-up and door locks. Prerequisite: Successful completion of two of the four Diesel Technology core courses 's 600-900. Lecture Hrs: 85.5. Lab Hrs: 164.5.

Course 3900: Advanced Diesel II **10.0 Semester Credit Hours**

This course introduces students to product specific truck theory, repair and diagnosis on: tilt cab, 320 and 387 model introduction, front ends, brakes, ABS, Federal Brake Inspection, clutch, cooling systems, 5th wheels, drivelines, differential R & R, fuel systems, steering, windshield R & R, fan clutch, Kenworth and Peterbilt suspensions, preventive maintenance, T 2000 introduction, door locks, Cummins INSITE testing, Pre-Delivery Inspections, Electrical, Engine Electronics, computer usage, air conditioning, and engine tune-up. Prerequisite: Advanced Diesel I 3800. Lecture Hrs: 51. Lab Hrs: 199.

Course 4100: Drive Train, Cab and Chassis **10.0 Semester Credit Hours**

This course introduces students to light-duty diesel ABS brake diagnosis, hydraulic-controlled accessories, traction-controlled differentials, transfer cases, front axles, alignment, transmission service and repair, emissions, cab and hood, climate controls, vehicle-accessory modifications, preventative maintenance and inspection. Prerequisites: Automotive Technology core courses 100 – 400 or Diesel Technology core courses 600 – 900. Lecture Hrs: 95. Lab Hrs: 155.

Course 4200: Powerplants and Electrical **10.0 Semester Credit Hours**

This course introduces students to light-duty diesel engines, electronics, and preventative/scheduled maintenance for Dodge Cummins, Ford Powerstroke, and General Motors Duramax engines. Students are introduced to variable nozzle turbo chargers, variable geometry turbo chargers, performance alternate fuels and service information systems. Prerequisites: Automotive Technology core courses 100 – 400 or Diesel Technology core courses 600 – 900. Lecture Hrs: 95. Lab Hrs: 155.

Course 4500: Chassis Electronics & Computer Controls **10.0 Semester Credit Hours**

This course covers theory and lab in fundamentals of electricity and electronics technology and its relationship to vehicle control systems, vehicle and component identification using manufacturer acronyms and information systems, information processing, proper repair strategies and vehicle performance systems. Prerequisite: Automotive Technology courses 100 and 200. Lecture Hrs: 109. Lab Hrs: 141.

Course 4600: Advanced Emission Diagnostics **10.0 Semester Credit Hours**

This course covers theory and lab in emission control systems and their impact on air quality, engine performance testing, diagnostic strategies, OBD information retrieval and smog checking procedures. Prerequisite: Chassis Electronics & Computer Controls 4500. Lecture Hrs: 172. Lab Hrs: 78.

STATEMENT OF OWNERSHIP

MJB Acquisition Corporation dba WyoTech aka Wyoming Technical Institute is owned by Titan Schools, Inc., 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**
Terry Hartshorn	Jack D. Massimino	Chief Executive Officer
David G. Moore	Peter Waller	President and Chief Operating Officer
Paul R. St. Pierre	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Jack D. Massimino	Beth A. Wilson	Executive Vice President, Operations
Linda Arey Skladany	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Hank Adler	William Buchanan	Executive Vice President, Marketing
Alice T. Kane	William Murtagh, Jr.	President, CSI Division
Robert Lee	David Poldoian	President, Online Learning Division
	Janis Schoonmaker	President, FMU Division
	Frank Stryjewski	President, WyoTech Division
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Paul T. Dimeo	Senior Vice President, Real Estate
	Robert C. Owen	Senior Vice President, Chief Accounting Officer and Assistant Secretary
	Anna Marie Dunlap	Senior Vice President, Investor Relations & Corporate Communications
	Fardad Fateri	Senior Vice President, Academic Affairs
	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
TITAN SCHOOLS, INC. (formerly known as WyoTech Acquisition Corp.)		
DIRECTORS	**OFFICERS**	**TITLE**
Jack D. Massimino	Jack D. Massimino	Chief Executive Officer
Peter Waller	Frank Stryjewski	President and Chief Operating Officer
Beth A. Wilson	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
	Beth A. Wilson	Executive Vice President, Operations
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Treasurer and Assistant Secretary
MJB ACQUISITION CORPORATION		
DIRECTORS	**OFFICERS**	**TITLE**
Jack D. Massimino	Jack D. Massimino	President and Chief Executive Officer
Peter Waller	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Beth A. Wilson	Beth A. Wilson	Executive Vice President, Operations
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Treasurer and Assistant Secretary

SCHOOLS OWNED BY CORINTHIAN COLLEGES, INC.

The following schools in the United States are owned by Corinthian Colleges, Inc.:

Ashmead College
Everett, WA (branch of Ashmead College, Seattle, WA)
Fife, WA (branch of Ashmead College, Seattle, WA)
Portland (Tigard), OR (branch of Ashmead College, Seattle, WA)
Seattle, WA (main campus)
Vancouver, WA (branch of Ashmead College, Seattle, WA)

Bryman College
Lynnwood, WA (branch of Everest College, Renton, WA)

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)
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)
Fort Worth, TX (branch of Everest College, Salt Lake City, UT)
Gardena, CA (main campus)
Hayward, CA (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)
Merrionette Park, IL (branch of FMU, Pompano Beach, FL)
Mesa, AZ (branch of Everest College, Phoenix, AZ)
North Aurora, IL (branch of Everest Institute, Brighton, MA)
Ontario, CA (main campus)
Ontario (Metro), CA (branch of Everest College, Springfield, MO)
Phoenix, AZ (main campus)
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)
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)
West Los Angeles, CA (main campus)

Everest Institute
Atlanta (Dekalb), GA (branch of Everest Institute, Cross Lanes, WV)
Atlanta (Downtown), GA (main campus)
Austin, TX (branch of Everest Institute, Southfield, MI)
Brighton, MA (main campus)
Chelsea, MA (branch of Everest College, Alhambra, CA)
Chesapeake, VA (branch of Everest Institute, Newport News, VA)
Cross Lanes, WV (main campus)
Dearborn, MI (branch of Everest Institute, Southfield, MI)
Detroit, MI (branch of Everest Institute, Southfield, MI)
Eagan, MN (branch of Everest Institute, Cross Lanes, WV)
Gahanna, OH (branch of Everest College, Ontario, CA)
Grand Rapids, MI (main campus)
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 Institute, Atlanta, GA)
Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)
Marietta, GA (branch of Everest Institute, Atlanta, GA)
Newport News, VA (main campus)
Norcross, GA (branch of Everest College, Gardena, CA)
Pittsburgh, PA (main campus)
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)

Florida Metropolitan University
Tampa (Brandon), FL (branch of FMU Tampa, FL)
Jacksonville, FL (branch of FMU, Clearwater (Pinellas), FL)
Lakeland, FL (branch of FMU, Clearwater (Pinellas), FL)
Melbourne, FL (branch of FMU, Orlando, FL)
North Orlando, FL (main campus)
Orange Park, FL (branch of FMU, Tampa, FL)
Clearwater (Pinellas), FL (main campus)
Pompano Beach, FL (main campus)
South Orlando, FL (branch of FMU, North Orlando, FL)
Tampa, FL (main campus)

Las Vegas College
Henderson, NV (main campus)

National School of Technology
Fort Lauderdale, FL (branch of NST, Kendall, FL)
Hialeah, FL (branch of NST, Miami, FL)
Miami (Kendall), FL (main campus)
Miami, FL (main campus)

WyoTech
Bedford, MA (main campus)
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)
Oakland, CA (branch of WyoTech, Fremont, CA)
Sacramento, CA (branch of WyoTech, Laramie, WY)

APPENDIX A

Key to Campus Abbreviations:
(W) = Laramie, Wyoming
(P) = Blairsville, Pennsylvania
(C) = Sacramento, California

ARKANSAS STUDENT INFORMATION (W), (P)

CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at the respective campus indicated on the front of this agreement.

(a) The student applicant will be returned all monies paid if:
   (1) The school rejects the applicant;
   (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
   (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
   (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
   (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
   (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.

(b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5) or(a)(6) above do not apply.

REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement.

(a) A student who withdraws after five days of scheduled class attendance, but before completing 25% of the first academic year will be refunded a prorated amount of tuition, less the application fee (if applicable), less any unpaid charges. A student who withdraws after completing 25% of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

   The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

(b) A student who withdraws during a subsequent academic year, and before completing 25% of the subsequent academic year will be refunded a prorated amount of tuition applicable to the subsequent academic year, less any unpaid charges. A student who withdraws after completing 25% of the subsequent academic year, but before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

   The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the respective campus for further details that may affect the return of federal funds.

The Arkansas State Board of Private Career Education will be notified prior to any changes in this catalog. Information contained in the catalog is expected to remain effective for the forthcoming licensing year.

ARIZONA STUDENT INFORMATION (W), (P), (C)

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details: 1400 W. Washington, Room 260, Phoenix, AZ 85007; (602) 542-5709; http://azppse.state.az.us.

CALIFORNIA STUDENT INFORMATION (C)

WyoTech has designated the Director of Education to handle student complaints if they remain unresolved. Students may lodge a complaint by communicating orally or in writing to any teacher, administrator, or admissions personnel. The recipient of the complaint will then pass it

along as soon as possible to the Director of Education to get the complaint resolved. If the student delivers the complaint orally and the complaint is not resolved within a reasonable amount of time or before the student complains about the same matter, WyoTech will advise the student to submit the complaint in writing. If the student delivers the complaint in writing, WyoTech will, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the written response will include the reasons for the rejection. The Director of Education will not be terminated from employment or suffer any diminution in compensation as a result of the appropriate and good faith discharge or duties in handling complaints. Any complaint or grievance that has not been resolved to the satisfaction of the student can be directed to the Bureau for Private Postsecondary and Vocational Education, 1625 North Market Boulevard, Suite S-202, Sacramento, CA 95834, Phone: (916) 574-7720.

Students are encouraged to participate in a library orientation, which serves to establish cohort and group learning opportunities.

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. To be eligible for STRF, you must be a California resident and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a California resident. To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 1625 North Market Boulevard, Suite S-202, Sacramento, CA 95834, Phone: (916) 574-7720.

COLORADO STUDENT INFORMATION (W), (P), (C)

CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at the respective campus indicated on the front of this agreement.

(a) The student applicant will be returned all monies paid if:
   (1) The school rejects the applicant;
   (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
   (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
   (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
   (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
   (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.

(b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5) or(a)(6) above do not apply.

REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement.

(a) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

   ***Georgia Students:** Amount of tuition retained by the school for Georgia students who withdraw within the first 5% of the first academic year will not exceed 5% of tuition.

   ***Oklahoma Students:** Amount of tuition retained by the school for Oklahoma students who withdraw within the first week will not exceed $350.00.

   The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

(b) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

*Georgia Students: Amount of tuition retained by the school for Georgia students who withdraw within the first 5% of a subsequent academic year will not exceed 5% of tuition.

*Oklahoma Students: Amount of tuition retained by the school for Oklahoma students who withdraw within the first week will not exceed $350.00.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

SPECIAL REFUND CIRCUMSTANCES

In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete an academic year, the school will make a settlement that is reasonable and fair to all parties.

PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the respective campus for further details that may affect the return of federal funds.

The policy for the granting of credit for previous training shall not impact the refund policy.

Inquiry or complaint may be made to the Colorado Division of Private Occupational Schools, Department of Higher Education. The student has a two-year limitation of Division action on student complaints.

NOTE: Potential students are advised to check with all appropriate Colorado regulatory agencies to confirm completion of the program/course offered by WyoTech will satisfy initial or renewal licensing or certification requirements of that agency.

DELAWARE STUDENT INFORMATION (W), (P)

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Education Associate for Professional Accountability of the State of Delaware Board of Education or the Accrediting Commission. All complaints considered by the State Board of Education or Accrediting Commission must be in written form, with permission for a copy of the complaint to forward the school for its response. The complainant(s) will be kept informed as to the status of the complaint as well as to the final resolution.

All inquires should be addressed to:

Education Associate, Professional Accountability
Delaware Board of Education,
Townsend Building, 401 Federal Street, Suite 2
Dover, DE 19901-3639

GEORGIA STUDENT INFORMATION (W), (P), (C)

CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at the respective campus indicated on the front of this agreement.

(a) The student applicant will be returned all monies paid if:
   (1) The school rejects the applicant;
   (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
   (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
   (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
   (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
   (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.

(b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5) or(a)(6) above do not apply.

REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement.

(a) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

*Georgia Students: Amount of tuition retained by the school for Georgia students who withdraw within the first 5% of the first academic year will not exceed 5% of tuition.

*Oklahoma Students: Amount of tuition retained by the school for Oklahoma students who withdraw within the first week will not exceed $350.00.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

(b) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

*Georgia Students: Amount of tuition retained by the school for Georgia students who withdraw within the first 5% of a subsequent academic year will not exceed 5% of tuition.

*Oklahoma Students: Amount of tuition retained by the school for Oklahoma students who withdraw within the first week will not exceed $350.00.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

SPECIAL REFUND CIRCUMSTANCES

In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete an academic year, the school will make a settlement that is reasonable and fair to all parties.

PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the respective campus for further details that may affect the return of federal funds.

ILLINOIS STUDENT INFORMATION (W), (P)

CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at the respective campus indicated on the front of this agreement.

(a) The student applicant will be returned all monies paid if:
   (1) The school rejects the applicant;
   (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
   (3) The student applicant was not provided a copy of a valid enrollment agreement and a current catalog;
   (4) The school fails to conduct classes on days or scheduled times, detrimentally affecting the student;
   (5) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
   (6) The student applicant cancels this agreement within five business days after the postmark date of the letter of acceptance;
   (7) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
   (8) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.

(b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(7) or(a)(8) above do not apply.

REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement.

(a) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

* Amount of tuition retained by the school for students who withdraw within the first 5% will not exceed $300.00.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

(b) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid

charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

* Amount of tuition retained by the school for students who withdraw within the first 5% will not exceed $300.00.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the respective campus for further details that may affect the return of federal funds.

INDIANA STUDENT INFORMATION (W), (P)

CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at the respective campus indicated on the front of this agreement.

(a) The student applicant will be returned all monies paid if:
   (1) The school rejects the applicant;
   (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
   (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
   (4) The student applicant cancels this agreement within six business days after signing the agreement and making an initial payment;
   (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
   (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.

(b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than six business days after signing the agreement and (a)(5) or(a)(6) above do not apply.

REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement. The school will prepare the Indiana Refund Policy and the Institutional Refund Policy and administer the most beneficial refund for the student.

(1) A student who withdraws after six days of scheduled class attendance of the first academic year will receive a refund in accordance with the following *Indiana Policy*, less the application fee (if applicable):

Time Attended	Percent of Refund
Within First Week	90%
After first week; up to 25%	75%
More than 25%; up to 50%	50%
More than 50%; up to 60%	40%
More than 60%	0%

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

(2) A student who withdraws during a subsequent academic year will receive a refund applicable to the subsequent academic year in accordance with the following schedule:

Time Attended	Refund Percent
Within First Week	90%
After first week; up to 25%	75%
More than 25%; up to 50%	50%
More than 50%; up to 60%	40%
More than 60%	0%

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

(a) (1) A student who withdraws after five days of scheduled class attendance but before completing 75% of the first academic year will receive a refund in accordance with the following *Institutional Policy*:

A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

(2) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the respective campus for further detail that may affect the return of federal funds.

LOUISIANA STUDENT INFORMATION (W), (P)

Currently the Louisiana State Board of Regents has jurisdiction only over the diploma programs offered by WyoTech – Laramie campus and Blairsville campus.

Student complaints relative to actions of school officials shall be addressed to the Louisiana State Board of Regents, Proprietary Schools Section, P.O. Box 3677, Baton Rouge, LA, 70821-3677, Phone 225/342-4253, only after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's officials.

MARYLAND STUDENT INFORMATION (W), (P), (C)

Maryland students have the right to contact the Maryland Higher Education Commission at 839 Bestgate Road, Suite 400, Annapolis, MD 21401 regarding grievances against the solicitor or the school the solicitor represents.

MASSACHUSETTS STUDENT INFORMATION (W), (P), (C)

CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Registrar's Office at the respective campus indicated at the top of this agreement.

(a) The student applicant will be returned all monies paid if:
  (1) The school rejects the applicant;
  (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
  (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
  (4) The student applicant cancels this agreement within five calendar days after signing the agreement and making an initial payment;
  (5) The student applicant cancels this agreement within five calendar days following a tour of the school and inspection of school equipment;
  (6) The student applicant cancels this agreement within the first five calendar days of attendance following the first scheduled class of the first academic year.

(b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five calendar days after signing the agreement and (a)(5) or(a)(6) above do not apply.

REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement. The school will prepare the Massachusetts Refund Policy and the Institutional Refund Policy and administer the most beneficial refund for the student.

(b) A student who withdraws after five days of scheduled class attendance but before or upon completing 75% of the program will receive a refund in accordance with the following *Massachusetts Policy (as per M.G.L.C.255 Sec. 13K)*, less the application fee (if applicable):

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.

5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five per cent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the program. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

(c) A student who withdraws after five days of scheduled class attendance but before completing 75% of the first academic year will receive a refund in accordance with the following *Institutional Policy*:

1. A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

   The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

2. A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

   The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

ADMINISTRATIVE COSTS
Administrative costs are equal to $50.

PAYMENT OF REFUNDS
Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

FEDERAL RETURN OF TITLE IV FUNDS POLICY
Please refer to the catalog section titled “Federal Return of Title IV Funds Policy” or see the Financial Aid department at the respective campus for further details that may affect the return of federal funds.

ENTRANCE REQUIREMENTS
Applicants must provide proof of high school graduation, or its equivalent, prior to the beginning of classroom attendance.

LATE REGISTRATION
Late registrations will be accepted within three days from a scheduled start date.

MINNESOTA STUDENT INFORMATION (W), (P), (C)

BUYER’S RIGHT TO CANCEL POLICY
All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission’s Office at the respective campus indicated on the front of this agreement. Notice of cancellation shall be acknowledged in writing within ten days of receipt of such notice. Notification of a student’s cancellation will be made within 30 days to any agency known to the school to be providing financial aid. A student may cancel his/her enrollment at any time before the commencement of his/her course/program. "Student" means the student if the student is the party to the contract, or the student's parent or guardian or another person if the parent or guardian or other person is the party to the contract on behalf of the student.

(1) The school rejects the applicant. Student applicant will be notified in writing of acceptance or rejection;
(2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
(3) The school closes or cancels the student’s program. The student applicant will be returned all monies paid the latter of:
(4) The student applicant cancels this agreement within five business days after the postmark date of the letter of acceptance, regardless of whether the course/program has started. The cancellation date is considered to be the postmark date of the notice of cancellation or, if hand delivered, on the date the notice is delivered to the school;
(5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
(6) The student applicant cancels at any time after signing this agreement and within five business days following the day of the first class of the first academic year.

REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement.

(a) A student who withdraws after five days of scheduled class attendance but before completing 75% of the first academic year will be refunded a prorated amount of tuition, less the application fee (if applicable), less any unpaid charges. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

The percent of time attended is based on the number of days of attendance compared to the number of days in the academic year. Official withdrawal, for refund computation purposes, is the last date of recorded attendance.

(b) A student who withdraws during a subsequent academic year but before completing 75% of the subsequent academic year will be refunded a prorated amount of tuition applicable to the subsequent academic year, less any unpaid charges. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

The percent of time attended is based on the number of days of attendance compared to the number of days in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last date of recorded attendance.

PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal. The refund policy is not conditional upon compliance with the school's student conduct code.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the respective campus for further details that may affect the return of federal funds.

It is not the practice of the school to transfer or sell promissory instruments; however, promissory instruments will not be negotiated prior to completion of 50% of the course of instruction. Student inquiries may be directed to the Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227.

Student Inquiries may be directed to the Minnesota Higher Education Services Office, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227.

MISSISSIPPI STUDENT INFORMATION (W), (P), (C)

Recruitment of Mississippi Students

Admissions Representatives may contact Mississippi students after the student requests further information or requests an Admissions Representative to conduct an in-home presentation based on information the student received from a high school presentation by the representative or based on an advertisement seen on television.

In-home presentations are normally conducted with the student and parent or guardian. The representative will inform the student of programs offered at WyoTech and discuss the WyoTech School Catalog, Mississippi Enrollment Agreement, Institution Disclosure of Information Form, and Student Conduct Code. When the student receives and acknowledges all responsibilities and requirements for attendance at WyoTech and the representative answers questions that occurred during the presentation, the student may then make an informed decision to attend WyoTech. Upon this decision, the Admissions Representative completes the Mississippi Enrollment Agreement and obtains the registration fee.

MISSOURI STUDENT INFORMATION (W), (P), (C)

If a copy of the grade and attendance transcript is desired, the Registrar must receive a written request, signed and dated by the student. There is no fee for sending transcripts. An official transcript will be sent to employers, schools, military, etc. A student requesting a transcript for him/herself will be given an unofficial "issued to student" copy.

Instructor Qualifications:

At a minimum each faculty member shall possess at least one of the following qualifications:

1) graduation from a state approved, four-year degree granting school with satisfactory completion of no less than twenty-four (24) semester hours in the academic or vocational/skill subject area in which the applicant will be assigned to teach. Included in the twenty-four hours must be evidence of satisfactory completion of at least one three (3) semester hour college level course in each subject to which the faculty member is to be assigned; or
2) hold an associate degree from an accredited college or university and a minimum of four years of practical experience within the last ten years in the field to be taught; or
3) hold a diploma from a course of at least 900 clock hours from an accredited college or university and a minimum of six years of practical work experience within the last ten years in the field to be taught; or
4) hold a high school diploma, GED, or satisfy completely the relevant course(s) from a recognized postsecondary institution. In addition, the instructor must have no less than seven calendar years of practical experience in the appropriate field within the last ten years.

OKLAHOMA STUDENT INFORMATION (W), (P), (C)

CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at the respective campus indicated on the front of this agreement.

(a) The student applicant will be returned all monies paid if:
   (1) The school rejects the applicant;
   (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
   (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
   (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
   (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
   (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.

(b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5) or(a)(6) above do not apply.

REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement.

(a) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

   *Georgia Students: Amount of tuition retained by the school for Georgia students who withdraw within the first 5% of the first academic year will not exceed 5% of tuition.

   *Oklahoma Students: Amount of tuition retained by the school for Oklahoma students who withdraw within the first week will not exceed $350.00.

   The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

(b) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

   *Georgia Students: Amount of tuition retained by the school for Georgia students who withdraw within the first 5% of a subsequent academic year will not exceed 5% of tuition.

   *Oklahoma Students: Amount of tuition retained by the school for Oklahoma students who withdraw within the first week will not exceed $350.00.

   The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

SPECIAL REFUND CIRCUMSTANCES

In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete an academic year, the school will make a settlement that is reasonable and fair to all parties.

PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the respective campus for further details that may affect the return of federal funds.

BOOKS AND TOOLS

Books and a set of tools will be provided (loaned) to the student at no additional charge. A book and tool deposit must be made upon registration for the first enrollment period. The deposit will be returned within 30 days of student separation from school provided all books and tools are returned in the same condition as received less normal wear. The cost of lost or damaged books and tools will be deducted from the deposit. If the losses or damages exceed the deposit, student must pay the difference prior to separation from school.

Oklahoma students are not eligible to enroll for programs at the West Sacramento campus.

CATALOG ADDENDUM

This catalog is not complete without the accompanying addendum.

OREGON STUDENT INFORMATION (W), (P), (C)

CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at the respective campus indicated on the front of this agreement.

(a) The student applicant will be returned all monies paid if:
  (1) The school rejects the applicant;
  (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
  (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
  (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
  (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
  (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.

(b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5) or(a)(6) above do not apply.

REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement. The school will prepare the Oregon Refund Policy and the Institutional Refund Policy and administer the most beneficial refund for the student.

(f) (1) A student who withdraws after five days of scheduled class attendance of the first academic year will receive a refund in accordance with the following *Oregon Policy*:

A student who withdraws after five days of scheduled class attendance but before completing 50% of the first academic year will be refunded a prorated amount of tuition, less the application fee (if applicable), less any unpaid charges. A student who withdraws after completing 50% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

(2) A student who withdraws during a subsequent academic year but before completing 50% of the subsequent academic year will be refunded a prorated amount of tuition applicable to the subsequent academic year, less any unpaid charges. A student who withdraws after completing 50% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

(g) (1) A student who withdraws after five days of scheduled class attendance but before completing 75% of the first academic year will receive a refund in accordance with the following *Institutional Policy*:

A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

(2) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the respective campus indicated on the front of this agreement for further details that may affect the return of federal funds.

STUDENT ACADEMIC GRIEVANCE PROCEDURE

1. Each student is encouraged to discuss and work out any difficulty or misunderstanding with the particular instructor or academic staff members with whom that situation exists.

2. The student's concern/problem/complaint will be presented verbally to the Department Coordinator and the Department Coordinator shall attempt to resolve the problem.
3. If the Department Coordinator is unable to resolve the problem at his or her level, the student may prepare a written statement of the problem or situation.
4. The Department Coordinator who was unable to resolve the problem/complaint or to otherwise satisfy the remained unable to resolve it. The student will also sign and date the complaint and then forward it to the Director of Education.
5. The Director of Education will review the complaint, set a timely date for a meeting with the student, collect any pertinent files and records for examination, and notify appropriate personnel, if any, of the meeting.
6. All facts and relevant information, testimony, and records will be presented at the meeting.
7. The Director of Education, after considering all pertinent facts, will arrive at a final decision which will be communicated to the student, instructor or staff member and Department Coordinator in a timely fashion.
8. If the decision is disputed by the student, all relevant information will be forwarded within one working day to the President of WyoTech. The President will review the complaint and render a binding decision within two days of hearing the complaint. The student will receive a written response.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: Oregon Department of Education, Public Service Building; Mailing Address: 255 Capitol Street NE, Salem, Oregon 97310-0203 or by calling (503) 378-3600 Ext. 2671.

PENNSYLVANIA STUDENT INFORMATION (P)

In §6502 of the Private Licensed Schools Act, a multibranch training school is defined as a facility located within the same county and is administratively an integral part of the licensed school. The Pennsylvania Department of Education does not consider the Pennsylvania location a branch campus of the main campus located in Laramie, Wyoming for licensing purposes. The Pennsylvania Department of Education recognizes the Blairsville campus as a separate private licensed school.

The school does not guarantee employment following graduation. To obtain maximum employment opportunities the student may be required to relocate outside of Blairsville upon successful completion of the program.

Any questions or concerns not satisfactorily resolved by the school may be brought to the attention of the Pennsylvania State Board of Private Licensed Schools, 333 Market Street, Harrisburg, PA 17126-0333.

SOUTH CAROLINA STUDENT INFORMATION (W), (P)

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: South Carolina Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201, (803) 737-2260.

Instructor Qualifications

WyoTech will abide by the degree program minimum requirements as stated in the Standards of Accreditation: "All faculty must be able to demonstrate a command of theory and practice, contemporary knowledge, and continuing study in their field. Faculty teaching technical and occupationally related courses in either non-degree or occupational associate degree programs must have a minimum of three years of related practical work experience." For Applied General Education topics, we will also meet the Standards as stated, "Faculty teaching applied general education courses in an occupational associate degree program must have a baccalaureate degree with appropriate coursework in the subject area(s) taught or three years related practical work experience and college level coursework in the subject area(s) taught."

TENNESSEE STUDENT INFORMATION (W), (P)

Inquiries or grievances not resolved on the institutional level may be forwarded to the: Tennessee Higher Education Commission, Parkway Towers Suite 1900, 404 James Robertson Parkway, Nashville, TN 37243-0830, (615) 741-5293.

Instructor Qualifications

WyoTech will abide by the degree program minimum requirements as stated in the Standards of Accreditation: "All faculty must be able to demonstrate a command of theory and practice, contemporary knowledge, and continuing study in their field. Faculty teaching technical and occupationally related courses in either non-degree or occupational associate degree programs must have a minimum of three years of related practical work experience." For Applied General Education topics, we will also meet the Standards as stated, "Faculty teaching applied general education courses in an occupational associate degree program must have a baccalaureate degree with appropriate coursework in the subject area(s) taught or three years related practical work experience and college level coursework in the subject area(s) taught."

TEXAS STUDENT INFORMATION (W), (P)

CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at the respective campus indicated on the front of this agreement.

(a) The student applicant will be returned all monies paid if:

(1) The school rejects the applicant;
(2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
(3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
(4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
(5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
(6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.

(b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5) or(a)(6) above do not apply.

REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement.

(a) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

*Georgia Students: Amount of tuition retained by the school for Georgia students who withdraw within the first 5% of the first academic year will not exceed 5% of tuition.

*Oklahoma Students: Amount of tuition retained by the school for Oklahoma students who withdraw within the first week will not exceed $350.00.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

(b) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

*Georgia Students: Amount of tuition retained by the school for Georgia students who withdraw within the first 5% of a subsequent academic year will not exceed 5% of tuition.

*Oklahoma Students: Amount of tuition retained by the school for Oklahoma students who withdraw within the first week will not exceed $350.00.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

SPECIAL REFUND CIRCUMSTANCES

In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete an academic year, the school will make a settlement that is reasonable and fair to all parties.

PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the respective campus for further details that may affect the return of federal funds.

Day and evening classes are scheduled as enrollment necessitates. Students attend class Monday – Friday. Day classes are from 7:00 AM to 4:15 PM; evening classes are from 4:30 PM to 1:40 AM. Students have regularly scheduled breaks throughout each class period.

Occupational Opportunities: In addition to the broader entry-level position as an Automotive Technician, Diesel Technician, or Collision/Refinishing Technician, a graduate of one of these core programs and Motorsports Chassis Fabrication might be interested in a more specialized area of employment, for example: Speed Shop Technician, Modification Specialist, MIG & TIG Welder, Customizing Technician, Chassis Fabricator, or a Custom Engine Technician. Also, a graduate of one of the above named core programs and Street Rod and Custom Fabrication might be interested in employment as a Street Rod Builder, Custom Fabricator, Customizing Technician, Metal Shaping Specialist, or an Auto Restorer. A graduate of one of the above named core programs and Trim & Upholstery may be interested in employment as Upholsterer, Trimmer, Installer, Upholstery Cutter, and Upholstery Sewers. Advanced Diesel graduates may be interested in positions such as Diesel Mechanic, Medium Truck Technician, Heavy Duty Truck Technician, and Diesel Service Technician.

Main Job Skills: To successfully complete training students must demonstrate competency in the following areas (this is a small sample and is not meant to be all-inclusive):

Diesel: Service and troubleshoot 3 skidsteer loaders using the service manuals, tools, and lab sheets. Identify Cummins Celect fuel system components. Explain the operation of both manual and electronic Cummins fuel systems and troubleshoot the systems, using the proper

manuals and test equipment. Perform tune-up procedures on Caterpillar, Cummins, Detroit, John Deere, Deutz, Navastar, Mack, and Perkins diesel engines. Identify and properly rebuild a Fuller transmission to industry standards using handouts, proper service manuals and special tools.

Motorsports Chassis Fabrication with Automotive Technology: Automotive: Using hand-held analog and digital meters along with various wiring schematics, correctly diagnose and solve basic automotive electrical system malfunctions. Use various electronic diagnostic equipment to correctly diagnose and repair automotive ignition systems, fuel delivery systems, emission systems, and OBD 1/OBD 2 computer systems. Removal, disassembly, inspection, component replacement, reassembly, and dyno testing of electronic controlled transaxles. Using various equipment, demonstrate proper diagnostic and repair procedures on a vehicle's brake system, suspension system, supplemental restraint system, and air-conditioning system. Motorsports Chassis Fabrication: Perform various MIG & TIG welds on 1/8" thick mild steel to the instructor's satisfaction. Measure various chassis layout dimensions on a simulator provided to within 1/16" of specifications. Perform camshaft degreeing procedures on a mockup provided to within 3 degrees of the instructor's readings. Fabricate the advanced metal working shop project to a skill level demonstrated by the examples provided by the instructors. (This requires a high degree of competence in pattern development, layout, cutting, fitting, welding, and metal finishing.)

Motorsports Chassis Fabrication with Collision/Refinishing Technology: Collision: cosmetic dent repair, sheet metal / structural welding, bolt-on panel replacement, frame / uni-body measuring, door glass replacement, body panel alignment and mechanical / electrical / advanced vehicle systems. Refinishing: media paint stripping, paint surface preparation, paint mixing / reducing, vehicle detailing, damage estimating, plastic parts repair and refinishing, and spot paint repair. Motorsports Chassis Fabrication: Perform various MIG & TIG welds on 1/8" thick mild steel to the instructor's satisfaction. Measure various chassis layout dimensions on a simulator provided to within 1/16" of specifications. Perform camshaft degreeing procedures on a mockup provided to within 3 degrees of the instructor's readings. Fabricate the advanced metal working shop project to a skill level demonstrated by the examples provided by the instructors. (This requires a high degree of competence in pattern development, layout, cutting, fitting, welding, and metal finishing.)

MotorsportsChassis Fabrication with Diesel Technology: Diesel: Service and troubleshoot 3 skidsteer loaders using the service manuals, tools, and lab sheets. Identify Cummins Celect fuel system components. Explain the operation of both manual and electronic Cummins fuel systems and troubleshoot the systems, using the proper manuals and test equipment. Perform tune-up procedures on Caterpillar, Cummins, Detroit, John Deere, Deutz, Navastar, Mack, and Perkins diesel engines. Identify and properly rebuild a Fuller transmission to industry standards using handouts, proper service manuals and special tools. Motorsports Chassis Fabrication: Perform various MIG & TIG welds on 1/8" thick mild steel to the instructor's satisfaction. Measure various chassis layout dimensions on a simulator provided to within 1/16" of specifications. Perform camshaft degreeing procedures on a mockup provided to within 3 degrees of the instructor's readings. Fabricate the advanced metal working shop project to a skill level demonstrated by the examples provided by the instructors. (This requires a high degree of competence in pattern development, layout, cutting, fitting, welding, and metal finishing.)

Street Rod & Custom Fabrication with Collision/Refinishing Technology: Collision: cosmetic dent repair, sheet metal / structural welding, bolt-on panel replacement, frame / uni-body measuring, door glass replacement, body panel alignment and mechanical / electrical / advanced vehicle systems. Refinishing: media paint stripping, paint surface preparation, paint mixing / reducing, vehicle detailing, damage estimating, plastic parts repair and refinishing, spot paint repair. Street Rod & Custom Fabrication: Perform various MIG & TIG welds. Sheet metal restoration and shaping executed by using basic hand tools and large equipment. Custom paint and application techniques are also required.

Street Rod & Custom Fabrication with Collision/Refinishing Technology: Collision: cosmetic dent repair, sheet metal / structural welding, bolt-on panel replacement, frame / uni-body measuring, plastic parts repair, door glass replacement, body panel alignment and mechanical / electrical / advanced vehicle systems. Refinishing: media paint stripping, paint surface preparation, paint mixing / reducing, vehicle detailing, damage estimating, plastic parts refinishing, spot paint repair. Street Rod & Custom Fabrication: Perform various MIG & TIG welds. Sheet metal restoration and shaping executed by using basic hand tools and large equipment. Custom paint and application techniques are also required.

Street Rod & Custom Fabrication with Diesel Technology: Diesel: Service and troubleshoot 3 skidsteer loaders using the service manuals, tools, and lab sheets. Identify Cummins Celect fuel system components. Explain the operation of both manual and electronic Cummins fuel systems and troubleshoot the systems, using the proper manuals and test equipment. Perform tune-up procedures on Caterpillar, Cummins, Detroit, John Deere, Deutz, Navastar, Mack, and Perkins diesel engines. Identify and properly rebuild a Fuller transmission to industry standards using handouts, proper service manuals and special tools. Street Rod & Custom Fabrication: Perform various MIG & TIG welds. Sheet metal restoration and shaping executed by using basic hand tools and large equipment. Custom paint and application techniques are also required.

Advanced Diesel Technology: Diesel: Service and troubleshoot 3 skidsteer loaders using the service manuals, tools, and lab sheets. Identify Cummins Celect fuel system components. Explain the operation of both manual and electronic Cummins fuel systems and troubleshoot the systems, using the proper manuals and test equipment. Perform tune-up procedures on Caterpillar, Cummins, Detroit, John Deere, Deutz, Navastar, Mack, and Perkins diesel engines. Identify and properly rebuild a Fuller transmission to industry standards using handouts, proper service manuals and special tools. Advanced Diesel: troubleshoot and repair electrical systems using vehicle computer program and test equipment, troubleshoot, repair and adjust vehicle brakes and wheel seals, air systems, suspension, wheel bearings, fan clutches, front ends, cab and sleeper, gauges and a/c recovery/recycling equipment, repair and adjust valves, remove and replace windshields, adjust doors and locks, adjust clutch and drivelines, adjust coolant systems and repair vehicle fuel systems.

Collision/Refinishing & Upholstery Technology: Collision: cosmetic dent repair, sheet metal / structural welding, bolt-on panel replacement, frame / uni-body measuring, door glass replacement, body panel alignment and mechanical / electrical / advanced vehicle systems. Refinishing: media paint stripping, paint surface preparation, paint mixing / reducing, vehicle detailing, damage estimating, plastic parts repair and refinishing, spot paint repair. Trim and Upholstery: calculate, layout, and sew all insert designs, construct seat covers, repair

seat foam, cushion and frame, operate a machine button and produce buttons, recover headrests and armrests, construct pillow design seat covers, auto glass replacements, install headliners, cover sun visors, cover trim panels, install carpet and padding, MIG welding, chemical repair, upholstery estimates, vinyl repair, window tinting, tire and tonneau covering.

Auto/Diesel Vehicle Technology: Automotive: Using hand-held analog and digital meters along with various wiring schematics, correctly diagnose and solve basic automotive electrical system malfunctions. Use various electronic diagnostic equipment to correctly diagnose and repair automotive ignition systems, fuel delivery systems, emission systems, and OBD 1/OBD 2 computer systems. Removal, disassembly, inspection, component replacement, reassembly, and dyno testing of electronic controlled transaxles. Using various equipment, demonstrate proper diagnostic and repair procedures on a vehicle's brake system, suspension system, supplemental restraint system, and air-conditioning system. Diesel: Service and troubleshoot 3 skidsteer loaders using the service manuals, tools, and lab sheets. Identify Cummins Celect fuel system components. Explain the operation of both manual and electronic Cummins fuel systems and troubleshoot the systems, using the proper manuals and test equipment. Perform tune-up procedures on Caterpillar, Cummins, Detroit, John Deere, Deutz, Navastar, Mack, and Perkins diesel engines. Identify and properly rebuild a Fuller transmission to industry standards using handouts, proper service manuals and special tools.

Diesel/Auto Vehicle Technology: Diesel: Service and troubleshoot 3 skidsteer loaders using the service manuals, tools, and lab sheets. Identify Cummins Celect fuel system components. Explain the operation of both manual and electronic Cummins fuel systems and troubleshoot the systems, using the proper manuals and test equipment. Perform tune-up procedures on Caterpillar, Cummins, Detroit, John Deere, Deutz, Navastar, Mack, and Perkins diesel engines. Identify and properly rebuild a Fuller transmission to industry standards using handouts, proper service manuals and special tools. Automotive: Using hand-held analog and digital meters along with various wiring schematics, correctly diagnose and solve basic automotive electrical system malfunctions. Use various electronic diagnostic equipment to correctly diagnose and repair automotive ignition systems, fuel delivery systems, emission systems, and OBD 1/OBD 2 computer systems. Removal, disassembly, inspection, component replacement, reassembly, and dyno testing of electronic controlled transaxles. Using various equipment, demonstrate proper diagnostic and repair procedures on a vehicle's brake system, suspension system, supplemental restraint system, and air-conditioning system.

Student Academic Grievance Procedure

1. Each student is encouraged to discuss and work out any difficulty or misunderstanding with the particular instructor or academic staff members with whom that situation exists.
2. The student's concern/problem/complaint will be presented verbally to the Department Coordinator and the Department Coordinator shall attempt to resolve the problem.
3. If the Department Coordinator is unable to resolve the problem at his or her level, the student may prepare a written statement of the problem or situation.
4. The Department Coordinator who was unable to resolve the problem/complaint or to otherwise satisfy the student will sign and date the written complaint indicating that he or she was aware of the situation and remained unable to resolve it. The student will also sign and date the complaint and then forward it to the Director of Education.
5. The Director of Education will review the complaint, set a timely date for a meeting with the student, collect any pertinent files and records for examination, and notify appropriate personnel, if any, of the meeting. The student will have the right to invite an appropriate representative of his or her choice to attend the meeting.
6. All facts and relevant information, testimony, and records will be presented at the meeting.
7. The Director of Education, after considering all pertinent facts, will arrive at a final decision which will be communicated to the student, instructor or staff member and Department Coordinator in a timely fashion.
8. If the decision is disputed, all relevant information will be forwarded within one working day to the President of WyoTech. The President will review the complaint and render a binding decision within two days of hearing the complaint. The student will receive a written response.
9. Any grievances not resolved by the school may be forwarded to the Texas Workforce Commission, Career Schools and Veterans Education, Austin, TX. (512) 936-3100.

WyoTech's associate degrees are not certified by the Texas Higher Education Coordinating Board or the TWC; these agencies do not offer certification of degree programs to institutions located outside of Texas. WyoTech cannot guarantee that credits earned from the degree programs or the degrees themselves will be transferable in the state of Texas.

Following are credit hour earnings by course of all the courses offered at WyoTech, as defined by the TWC:

Basic Engine Management Systems	(Theory: 130, Lab: 120, Credit: 10.0)
Drivability Diagnostics	(Theory: 110, Lab: 140, Credit: 10.0)
Drivetrain Systems	(Theory: 121, Lab: 129, Credit: 10.0)
Chassis	(Theory: 127, Lab: 123, Credit: 10.0)
Collision I	(Theory: 111, Lab: 139, Credit: 12.0)
Collision II	(Theory: 116.5, Lab: 133.5, Credit: 12.0)
Refinishing I	(Theory: 85.5, Lab: 164.5, Credit: 11.0)
Refinishing II	(Theory: 57.5, Lab: 192.5, Credit: 10.0)
EMS & Refrig.	(Theory: 137.5, Lab: 112.5, Credit: 10.0)
Fluid Power & Electrical	(Theory: 111.5, Lab: 138.5, Credit: 10.0.)
Engines	(Theory: 92, Lab: 158, Credit: 10.0)
Power Trains	(Theory: 117, Lab: 133, Credit: 10.0)
Advanced Diesel I	(Theory: 69, Lab: 181, Credit: 10.0)

Advanced Diesel II	(Theory: 51, Lab:199, Credit: 10.0)
Drive Train, Cab and Chassis	(Theory: 95, Lab: 155, Credit: 10.0)
Powerplants and Electrical	(Theory: 95, Lab: 155, Credit: 10.0)
Motorsports Chassis Fabrication I	(Theory: 102, Lab: 148, Credit: 10.0)
Motorsports Chassis Fabrication II	(Theory: 83, Lab: 167, Credit: 10.0)
Performance Mechanical	(Theory: 95, Lab: 155, Credit: 10.0)
Performance Electrical	(Theory: 95, Lab: 155, Credit:10.0)
Chassis Elec & Computer Controls	(Theory: 109, Lab: 141, Credit:10.0)
Advanced emission Diagnostics	(Theory: 172, Lab: 78, Credit:10.0)
Basic Street Rod	(Theory: 63, Lab: 187, Credit: 10.0)
Advanced Street Rod	(Theory: 60, Lab: 190, Credit: 10.0)
Trim I	(Theory: 54, Lab: 196, Credit: 10.0)
Trim II	(Theory: 51, Lab: 199, Credit: 10.0)
Applied Service Management I	(Theory: 169, Lab: 81, Credit: 13.0)
Applied Service Management II	(Theory: 134, Lab: 116, Credit: 12.0)

WASHINGTON STUDENT INFORMATION (W), (P), (C)

CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at the respective campus indicated on the front of this agreement.

(a) The student applicant will be returned all monies paid if:
   (1) The school rejects the applicant;
   (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
   (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
   (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
   (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
   (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.

(b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5) or(a)(6) above do not apply.

REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement.

(a) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

   The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

(b) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

   The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the respective campus for further details that may affect the return of federal funds.

Instructor Qualifications: At a minimum each faculty member shall possess at least one of the following qualifications:

1) graduation from a state approved, four-year degree granting school with satisfactory completion of no less than twenty-four (24) semester hours in the academic or vocational/skill subject area in which the applicant will be assigned to teach. Included in the twenty-four hours must be evidence of satisfactory completion of at least one three (3) semester hour college level course in each subject to which the faculty member is to be assigned; or

2) hold an associate degree from an accredited college or university and a minimum of four years of practical experience within the last ten years in the field to be taught; or
3) hold a diploma from a course of at least 900 clock hours from an accredited college or university and a minimum of six years of practical work experience within the last ten years in the field to be taught; or
4) hold a high school diploma, GED, or satisfy completely the relevant course(s) from a recognized postsecondary institution. In addition, the instructor must have no less than seven calendar years of practical experience in the appropriate field within the last ten years.

A detailed listing of names, titles, education and experience for all instructors and instructional supervisors is displayed in the Career Services Department at WyoTech.

The Street Rod & Custom Fabrication with Automotive Technology and Automotive Technology with Advanced Automotive Diagnostics programs at the Sacramento campus will not be available to Washington students until they have been submitted to and received approval from the Washington Workforce Training and Education Coordinating Board.

WASHINGTON HIGHER EDUCATION COORDINATING BOARD DEGREE AUTHORIZATION AGENCY (W), (P), (C)

WyoTech is authorized by the Washington Higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree Authorization Act. This authorization is valid until September 30, 2008, and authorizes WyoTech to advertise and recruit for the following programs: Associate in Specialized Technology in Automotive Technology and Management; Associate in Specialized Technology in Automotive Technology with Chassis Fabrication and Management; Associate in Specialized Technology in Automotive Technology with Street Rod and Management; Associate in Specialized Technology in Collision/Refinishing Technology and Management; Associate in Specialized Technology in Collision/Refinishing Technology with Chassis Fabrication and Management; Associate in Specialized Technology in Collision/Refinishing Technology with Street Rod and Management; and Associate in Specialized Technology in Diesel Technology and Management. Any person desiring information about the requirement of the Act or the applicability of those requirements to the institution may contact the HECB office at P.O. Box 43430, Olympia, WA 98504-3430

WISCONSIN STUDENT INFORMATION (W), (P), (C)

CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at the respective campus indicated on the front of this agreement. If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

(a) The student applicant will be returned all monies paid if:
  (1) The school rejects the applicant;
  (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
  (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
  (4) The student applicant cancels this agreement within five business days after receipt of a notice of acceptance, by certified mail, from the school;
  (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
  (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.

(b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5) or(a)(6) above do not apply.

REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement.

(a) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

  The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

(b) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

  The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the respective campus for further details that may affect the return of federal funds.

WISCONSIN STUDENTS

Career Services Assistance: The school provides employment assistance to graduates in good standing at no additional charge. This service is not given as an inducement to enroll, and no guarantee or representation of employment is made or implied. Services offered by the Career Services office include resume development and distribution, on-campus employer visits, and computerized referral systems. NOTICE: Any holder of this consumer credit agreement is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

Special Refund Circumstances: In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete an academic year, the school will make a settlement that is reasonable and fair to all parties.

Payment Of Refunds: Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

Unexplained absences from school for a period of 10 consecutive school days constitutes constructive notice of withdrawal. Refunds due to the student will be paid within 30 calendar days from the date of withdrawal.

Progress Reports: Progress reports/academic transcripts are defined as a single page report containing, at a minimum, the student's name, ID number, dates of attendance, course of instruction, amount of credit attempted, credit awarded, grade and attendance by subject, status (enrolled, completed, graduated, or withdrawn), date of status, and designation of degree or diploma conferred. These same transcripts are maintained at the school indefinitely.

Installment Payments: If circumstances require a student to make installment payments, payments may be made in no more than three installments.

Definition of a Clock Hour/Contact Hour: The WEAB defines "clock hour" as a 60 minute period, and a "contact hour" as 50 minutes of supervised or directed instruction in a 60 minute period.

Transferability of Credits: The admissions office of the receiving school should be consulted regarding transferability of credits from WyoTech.

Application Deadline: Registration day of each class start is the latest a student can apply for that particular start date. It is recommended that application be made as early as possible to ensure acceptance and space availability.

Attendance Policy: The attendance policy does not distinguish between excused or unexcused absences or tardies.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: Wisconsin Educational Approval Board, 30 W. Mifflin Street, 9th Floor, Madison, Wisconsin 53703, (608) 266-1996.

APPENDIX B: TUITION AND FEES

The prices listed below apply to the programs at each respective campus. Not all programs are offered at all campuses

Program Offerings	Program Length	Credit Hours	Program Tuition for Classes Starting after January 2007
Diploma Programs			
Diploma Programs – Core and Concentration			
Automotive Technology	9 mo.	60.0	$25,700
Collision/Refinishing Technology	9 mo.	65.0	$25,700
Diesel Technology	9 mo.	60.0	$25,700
Motorsports Chassis Fabrication with:			
Automotive Technology	9 mo.	60.0	$25,700
Collision/Refinishing Technology	9 mo.	65.0	$25,700
Diesel Technology	9 mo.	60.0	$25,700
Street Rod & Custom Fabrication with:			
Automotive Technology	9 mo.	60.0	$25,700
Collision/Refinishing Technology	9 mo.	65.0	$25,700
Diesel Technology	9 mo.	60.0	$25,700
Automotive Technology w/ High Performance Power Trains	9 mo.	60.0	$25,700
Automotive Technology w/ Light-Duty Diesel	9 mo.	60.0	$25,700
Diesel Technology w/ High Performance Power Trains	9 mo.	60.0	$25,700
Diesel Technology w/ Light-Duty Diesel	9 mo.	60.0	$25,700
Collision/Refinishing & Upholstery Technology	9 mo.	66.0	$25,500
Automotive Technology w/ Diesel Vehicle Technology	9 mo.	60.0	$25,500
Diesel Technology w/Auto Vehicle Technology	9 mo.	60.0	$25,500
Associate in Specialized Technology Degree Programs			
Automotive Technology & Management	9 mo.	65.0	$23,700
Collision/Refinishing Technology & Management	9 mo.	70.0	$23,700
Diesel Technology & Management	9 mo.	65.0	$23,700
Automotive Technology w/ Motorsports Chassis Fabrication and Management	12 mo.	96.0	$32,400
Automotive Technology w/ Street Rod and Management	12 mo.	93.0	$32,400
Collision/Refinishing Technology w/ Motorsports Chassis Fabrication	12 mo.	92.0	$32,400
Collision/Refinishing Technology w/ Street Rod and Management	12 mo.	89.0	$32,400
Effective date: February 28, 2007			

Books and tools are loaned to students at no additional charge.

Tool Deposit
Refundable tool deposit – $100

Housing Fees, Deposits and Rent (Wyoming and Pennsylvania Campus)

Non-refundable housing reservation fee	$50
Refundable damage deposit	$150
Rent per month	$325

Application Fee
A $100 application fee will be due at the time of signing the enrollment agreement

Room rates apply to two people assigned to a dorm unit, or three or four people assigned to a two-bedroom apartment in the Wyoming housing.
In the Pennsylvania housing, one student is assigned to each room.

Online Fee
Students taking Applied Service Management Online must pay a $100 online fee at the beginning of each 12-week period.

APPENDIX C: ACADEMIC CALENDAR

All programs, all campuses, except as noted
(For 1500-Hour 12-Month program at Sacramento, see below)

SUMMER SCHEDULE 2007

Registration	June 29- 30
Independence Day Holiday	July 4
First Course	July 2-August 10
Second Course	August 13-September 21
Labor Day Holiday	September 3
Finals & Graduation	September 21
Fall Break	September 22- September 30

SUMMER SCHEDULE 2007 (Sacramento Campus)

Registration	June 29- 30
Independence Day Holiday	July 4
First Course	July 2-August 10
August Registration & Orientation	August 11
Second Course	August 13-September 21
Labor Day Holiday	September 3
Finals & Graduation	September 21
Fall Break	September 22- September 30

FALL SCHEDULE 2007

Registration	September 28- 29
First Course	October 1- November 9
Second Course	November 12- December 21
Thanksgiving Holiday	November 22-23
Finals & Graduation	December 21
Winter Break	December 22- December 30

WINTER SCHEDULE 2008

Registration	December 28
First Course	December 31- February 8
New Years Holiday	January 1
Second Course	February 11- March 21
Finals & Graduation	March 21
Spring Break	March 22- March 30

SPRING SCHEDULE 2008

Registration	March 28
First Course	March 31- May 9
Second Course	May 12- June 20
Memorial Day Holiday	May 26
Finals & Graduation	June 20
Summer Break	June 21-June 29

SUMMER SCHEDULE 2008

Registration	June 27- June 28
Independence Day Holiday	July 4
First Course	June 30-August 8
Second Course	August 11-September 19
Labor Day Holiday	September 1
Finals & Graduation	September 19
Fall Break	September 20- September 28

FALL SCHEDULE 2008

Registration	September 26- 27
First Course	September 29- November 7
Second Course	November 10- December 19
Thanksgiving Holiday	November 27-28

Finals & Graduation ..... December 19
Winter Break ..... December 20-December 28

WINTER SCHEDULE 2009

Registration ..... December 27
First Course ..... December 29- February 6
Second Course ..... February 9- March 20
Finals & Graduation ..... March 20
Spring Break ..... March 21- March 29

SPRING SCHEDULE 2009

Registration ..... March 27-28
First Course ..... March 30-May 8
Second Course ..... May 11- June 19
Memorial Day Holiday ..... May 25
Finals & Graduation ..... June 19
Summer Break ..... June 20-June 28

SUMMER SCHEDULE 2009

Registration June26-27
Independence Day Holiday ..... July 4
First Course ..... June 29 –August 7
Second Course ..... August 10-September 18
Labor Day Holiday ..... September 7
Finals & Graduation ..... September 18
Fall Break ..... September 26- October 4

FALL SCHEDULE 2009

Registration ..... September 25-26
First Course ..... September 28- November 6
Second Course ..... November 9- December 18
Thanksgiving Holiday ..... November 26-27
Finals & Graduation ..... December 18
Winter Break ..... December 19- January 3

1500-Hour 12-Month Academic Calendar
Sacramento Campus
October 2007 Start

FALL SCHEDULE 2007

Registration ..... September 28- 29
First Course ..... October 1- November 21
Finals ..... November 21
Thanksgiving Holiday ..... November 22-23

WINTER SCHEDULE 2008

Second Course ..... November 26 – January 25
Winter Break ..... December 22 – December 30
Second Class Resumes ..... December 31
New Years Holiday ..... January 1
Finals ..... January 25
Third Course ..... January 28 – March 21
Finals ..... March 21
Spring Break ..... March 22 – March 30

SPRING SCHEDULE 2008

Fourth Course ..... March 31 - May 23
Finals ..... May 23
Summer Break ..... May 24 – June 1

SUMMER SCHEDULE 2008

Fifth Course ..... June 2 – July 25
Independence Day Holiday ..... July 4

Finals ..... July 25
Sixth Course ..... July 28 – September 19
Finals & Graduation ..... September 19

JANUARY 2008 STARTS

WINTER SCHEDULE 2008

Registration ..... December 28
First Course ..... December 31 – February 22
Finals ..... February 22
Spring Break ..... February 23 – March 2

SPRING SCHEDULE 2008

Second Course ..... March 3- April 25
Finals ..... April 25
Third Course ..... April 28 – June 20
Finals ..... June 20
Summer Break ..... June 21 – June 29

SUMMER SCHEDULE 2008

Fourth Course ..... June 30 – August 22
Finals ..... August 22
Fifth Course ..... August 25 – October 17
Labor Day Holiday ..... September 1
Finals ..... October 17
Fall Break ..... October 18 – October 26

FALL SCHEDULE 2008

Sixth Course ..... October 27 – December 19
Thanksgiving Holiday ..... November 27-28
Finals and Graduation ..... December 19

Day and evening classes are scheduled as enrollment necessitates. Administrative Office operating hours are 8 a.m. to 5 p.m. Monday through Friday.

APPENDIX D: TWELVE-MONTH PROGRAMS, LARAMIE CAMPUS

AUTOMOTIVE TECHNOLOGY WITH MOTORSPORTS CHASSIS FABRICATION AND MANAGEMENT

Credential	Clock Hours	Credit Units	Length
Associate in Specialized Technology	2000	96	12 months

The objective of this occupational Associate Degree program is to provide the student with skills necessary to obtain a broad range of entry-level technician or management positions in the automotive and custom automotive fields. The student receives training as a modern automotive technician plus specialty training in chassis fabrication and high performance engines. This technical training combined with the automotive-oriented Management training provides the basis for rapid professional advancement after employment. Theory lectures and labs are used. The program consists of approximately 49% theory and 51% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
Automotive Technology Core Requirements			
100	Basic Engine Management Systems	250	12.0
200	Drivability Diagnostics	250	12.0
300	Drivetrain Systems	250	12.0
400	Chassis	250	12.0
	Core Total	**1000**	**48.0**
3200	Motorsports Chassis Fabrication I	250	12.0
3300	Motorsports Chassis Fabrication II	250	11.0
2100	Applied Service Management II	250	13.0
2200	Applied Service Management II	250	12.0
	Total	**2000**	**96.0**

Course 100: Basic Engine Management Systems **12.0 Semester Credit Hours**
This course covers theory in automotive engines, engine rebuild, valve train and instrumentation. Theory and lab experiences in service repair orders, computerized service information, engine cooling systems, engine lubrication systems, minor engine repairs, environmental management for the automotive industry, automotive electrical systems, batteries, starting systems and charging systems. Prerequisite: None. Lecture Hrs: 130. Lab Hrs: 120.

Course 200: Drivability Diagnostics **12.0 Semester Credit Hours**
This course introduces students to alternative fuel systems, powertrain control systems, on board diagnostics, distributor and electronic ignition systems, air induction systems, fuel supply and delivery systems, waveform analysis, electric and hybrid electric vehicles and exhaust emission systems. Prerequisite: None. Lecture Hrs: 110. Lab Hrs: 140.

Course 300: Drivetrain Systems **12.0 Semester Credit Hours**
This course introduces students to torque converters, planetary gears, transmission hydraulics and clutches, manual transmissions and transaxles, four wheel drive and all wheel drive, and differentials, precision measuring instruments, removal and replacement of transaxles, electronic transmission diagnostics, manual clutches and drivelines. Prerequisite: None. Lecture Hrs: 121. Lab Hrs: 129.

Course 400: Chassis **12.0 Semester Credit Hours**
This course introduces students to heating and air conditioning systems (HVAC), wheel bearings, brake systems, anti-lock brake systems, traction control systems, supplemental inflatable restraint systems (SIR), steering and suspension systems, tires, wheel balancing, computerized four-wheel alignment, vibration analysis, fasteners and wind and water leaks. Prerequisite: None. Lecture Hrs: 127. Lab Hrs: 123.

Course 2100: Applied Service Management I **13.0 Semester Credit Hours**
This course introduces students to general accounting, general ledgers, journals, adjustments and closing, bank reconciliation, payroll, inventory control, credit and collections, general bookkeeping, computer hardware and software, word processing applications, graphic presentation applications, spreadsheet applications, computerized shop management software, writing professional business letters and memos, resume and job search portfolio construction and handling customer complaints and objections. Prerequisite: None. Lecture Hrs: 169. Lab Hrs: 81.

Course 2200: Applied Service Management II **12.0 Semester Credit Hours**
This course introduces students to setting up a shop, record keeping, OSHA standards and regulations, service writing, work orders, shop layout, job costing, pricing, and equipment requirements and usage, entrepreneurship, marketing, advertising, creating business plans, cash projections, budgets, applications, shop layouts, equipment, and finding lenders and investors, management and supervision, human resources, writing employee handbooks, interviewing techniques, policies, procedures, and governmental regulations regarding business. Prerequisite: None. Lecture Hrs: 134. Lab Hrs: 116.

Course 3200: Motorsports Chassis Fabrication I **12.0 Semester Credit Hours**
This course introduces students to metal working techniques that apply to specialty automotive chassis fabrication work including metal types and configurations, measuring, pattern and outline development, mechanical drawing reading and development, attachment methods, metal finishing, cutting, MIG and TIG welding; frame design and modifications including boxing, tubular cross-members, c-notching, pro-street frame setup, roll cage construction, and complete tube chassis fabrication. Prerequisites: Successful completion of two of the four Automotive

Technology core courses 100 – 400 or Collision/Refinishing Technology core courses 1100 – 1400 or Diesel Technology core courses 600 – 900. Lecture Hrs: 102. Lab Hrs: 148.

Course 3300: Motorsports Chassis Fabrication II **11.0 Semester Credit Hours**

This course introduces students to drive axle setup including rear axle selection and modification; front and rear suspension designs, selection, and setup for street, drag race, road race, off road, and air springs; engine mounting, steering setup, brake system setup, plumbing and chassis tuning for various forms of motorsports; vehicle dynamics and aerodynamics; wiring, electrical meter usage and troubleshooting. Lab work varies depending upon project but may include front and rear suspension set up, roll cage construction, tubular chassis fabrication, chassis tuning, rear axle narrowing, and engine mounting. Prerequisite: Motorsports Chassis Fabrication I 3200. Lecture Hrs: 83. Lab Hrs: 167.

AUTOMOTIVE TECHNOLOGY WITH STREET ROD AND MANAGEMENT

Credential	Clock Hours	Credit Units	Length
Associate in Specialized Technology	2000	93	12 months

The objective of this occupational Associate Degree program is to provide the student with skills necessary to obtain a broad range of entry-level technician or management positions in the automotive and street rod fields. The student receives training as a modern automotive technician plus specialty training in street rod and custom fabrication. This technical training combined with the automotive-oriented Management training provides the basis for rapid professional advancement after employment. Theory lectures and labs are used. The program consists of approximately 47% theory and 53% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
Automotive Technology Core Requirements			
100	Basic Engine Management Systems	250	12.0
200	Drivability Diagnostics	250	12.0
300	Drivetrain Systems	250	12.0
400	Chassis	250	12.0
	Core Total	**1000**	**48.0**
3500	Basic Street Rod	250	10.0
3600	Advanced Street Rod	250	10.0
2100	Applied Service Management II	250	13.0
2200	Applied Service Management II	250	12.0
	Total	**2000**	**93.0**

Course 100: Basic Engine Management Systems **12.0 Semester Credit Hours**

This course covers theory in automotive engines, engine rebuild, valve train and instrumentation. Theory and lab experiences in service repair orders, computerized service information, engine cooling systems, engine lubrication systems, minor engine repairs, environmental management for the automotive industry, automotive electrical systems, batteries, starting systems and charging systems. Prerequisite: None. Lecture Hrs: 130. Lab Hrs: 120.

Course 200: Drivability Diagnostics **12.0 Semester Credit Hours**

This course introduces students to alternative fuel systems, powertrain control systems, on board diagnostics, distributor and electronic ignition systems, air induction systems, fuel supply and delivery systems, waveform analysis, electric and hybrid electric vehicles and exhaust emission systems. Prerequisite: None. Lecture Hrs: 110. Lab Hrs: 140.

Course 300: Drivetrain Systems **12.0 Semester Credit Hours**

This course introduces students to torque converters, planetary gears, transmission hydraulics and clutches, manual transmissions and transaxles, four wheel drive and all wheel drive, and differentials, precision measuring instruments, removal and replacement of transaxles, electronic transmission diagnostics, manual clutches and drivelines. Prerequisite: None. Lecture Hrs: 121. Lab Hrs: 129.

Course 400: Chassis **12.0 Semester Credit Hours**

This course introduces students to heating and air conditioning systems (HVAC), wheel bearings, brake systems, anti-lock brake systems, traction control systems, supplemental inflatable restraint systems (SIR), steering and suspension systems, tires, wheel balancing, computerized four-wheel alignment, vibration analysis, fasteners and wind and water leaks. Prerequisite: None. Lecture Hrs: 127. Lab Hrs: 123.

Course 2100: Applied Service Management I **13.0 Semester Credit Hours**

This course introduces students to general accounting, general ledgers, journals, adjustments and closing, bank reconciliation, payroll, inventory control, credit and collections, general bookkeeping, computer hardware and software, word processing applications, graphic presentation applications, spreadsheet applications, computerized shop management software, writing professional business letters and memos, resume and job search portfolio construction and handling customer complaints and objections. Prerequisite: None. Lecture Hrs: 169. Lab Hrs: 81.

Course 2200: Applied Service Management II **12.0 Semester Credit Hours**

This course introduces students to setting up a shop, record keeping, OSHA standards and regulations, service writing, work orders, shop layout, job costing, pricing, and equipment requirements and usage, entrepreneurship, marketing, advertising, creating business plans, cash

projections, budgets, applications, shop layouts, equipment, and finding lenders and investors, management and supervision, human resources, writing employee handbooks, interviewing techniques, policies, procedures, and governmental regulations regarding business. Prerequisite: None. Lecture Hrs: 134. Lab Hrs: 116.

Course 3500: Basic Street Rod **10.0 Semester Credit Hours**

Theory in planning and designing the specialty project vehicle and understanding the basics of customizing and fabricating that will be put to use on the specialty vehicle in Advanced Street Rod. Theory and lab experiences in tools of the trade, metal finishing, lead fill, restoring sheet metal panels to original contours, introduction to fiberglass as it applies to the specialty car industry, applying undercoats and topcoats, TIG, MIG and oxy-acetylene welding techniques for steel, TIG welding procedure for aluminum; basic sheet metal fabrication techniques involving simple curves and bends to include frenching or recessing of license plates, headlights, taillights, antennas, roll pan fabrication. Prerequisites: Successful completion of two of the four Automotive Technology core courses 100 – 400 or Collision/Refinishing Technology core courses 1100 – 1400 or Diesel Technology core courses 600 – 900. Lecture Hrs: 63. Lab Hrs: 187.

Course 3600 Advanced Street Rod **10.0 Semester Credit Hours**

Theory and lab experiences covering basic fabrication and painting to advanced sheet metal shaping using steel and aluminum, custom body modifications, and custom painting. Advanced sheet metal shaping emphasizing compound curves and complex panel fabrication using hand tools and specialty equipment like the power hammer, planishing hammer, english wheel, bead roller, and louver press. Achieving the correct contour in a custom compound curved panel including the use of bucks, hammer forms and press forms. Body construction including panels like floorboards, firewalls, wheel tubs and fuel tanks. Suicide doors, fabricating and installation of hidden pin hinges and hinging of other custom opening panels. Custom painting techniques including trick colors, special effects, graphics, pin striping, and air brushing. Lab work varies depending upon projects, but may include chopping a top, frenching antennas and tail lights, shaving door handles, punching louvers, fabricating and installing firewalls, floor boards, wheel tubs and roll pans, fabricating and installing hidden pin hinges including suicide doors, fabrication of an aluminum lift-off Carson style hard top, converting a four-door vehicle into a two-door, or even extending the cab on a pick-up truck. Prerequisite: Basic Street Rod 3500. Lecture Hrs: 60. Lab Hrs: 190.

COLLISION/REFINISHING TECHNOLOGY WITH MOTORSPORTS CHASSIS FABRICATION AND MANAGEMENT

Credential	Clock Hours	Credit Units	Length
Associate in Specialized Technology	2000	92	12 months

The objective of this occupational Associate Degree program is to provide the student with skills necessary to obtain a broad range of entry-level technician or management positions in the collision/refinishing and custom automotive fields. The student receives training as a modern collision/refinishing technician plus specialty training in motorsports chassis fabrication. This technical training combined with the automotive-oriented Management training provides the basis for rapid professional advancement after employment. Theory lectures and labs are used. The program consists of approximately 42% theory and 58% lab.

Course Number/Title	Clock Hours (Lec/Lab/Ext/Total)	Semester Credit Hours
Collision/Refinishing Technology Core Requirements		
1100 Collision Repair I	250	12.0
1200 Collision Repair II	250	11.0
1300 Refinishing I	250	11.0
1400 Refinishing II	250	10.0
Core Total	**1000**	**44.0**
3200 Motorsports Chassis Fabrication I	250	12.0
3300 Motorsports Chassis Fabrication II	250	11.0
2100 Applied Service Management I	250	13.0
22100 Applied Service Management II	250	12.0
Total	**2000**	**92**

Course 1100: Collision Repair I **12.0 Semester Credit Hours**

This course introduces students to discrimination and harassment, external sheet metal straightening including metal finishing, and the use of plastic filters, abrasive selection and usage, MIG welding and metal cutting procedures, moveable glass replacement, and bolt-on panel replacement and alignment, aluminum repair and welding, body construction, electrical systems, computers, air conditioning, and restraint systems. Safe and proper use of tools and equipment are covered in each area. Prerequisite: None. Lecture Hrs: 111. Lab Hrs: 139.

Course 1200: Collision Repair II **11.0 Semester Credit Hours**

This course introduces students to frame sectioning, steering and suspension systems, wheel alignment, dimensioning procedures for analyzing structural damage, adhesive bonding, anchoring procedures, structural dimensioning using mechanical and computer measuring systems, stationary glass replacement, welded panel replacement procedures including resistance spot welding and unibody sectioning. Prerequisite: Collision Repair I 1100. Lecture Hrs: 116.5. Lab Hrs: 133.5.

Course 1300: Refinishing I **11.0 Semester Credit Hours**

This course introduces students to discrimination and harassment, personal and environmental protection, refinishing equipment operation and maintenance, surface preparation, removing existing finishes, primer selection and application, paint chemistry, paint application and color matching, masking, using various products for surface prep and painting, ordering and mixing paint on a computerized scale, corrosion protection issues, refinishing problems and corrections, final surface detailing using power buffing and hand rubbing, and care of finished surfaces. Prerequisite: None. Lecture Hrs: 85.5. Lab Hrs: 164.5.

Course 1400: Refinishing II **10.0 Semester Credit Hours**

This course introduces students to damage analysis and estimating, application of stripes and decals, collision/refinishing shop setup guidelines, identifying, repairing and refinishing of the different types of plastic components, new body part cut-in, factory special coatings. Prerequisite: Refinishing I 1300. Lecture Hrs: 57.5. Lab Hrs: 192.5.

Course 2100: Applied Service Management I **13.0 Semester Credit Hours**

This course introduces students to general accounting, general ledgers, journals, adjustments and closing, bank reconciliation, payroll, inventory control, credit and collections, general bookkeeping, computer hardware and software, word processing applications, graphic presentation applications, spreadsheet applications, computerized shop management software, writing professional business letters and memos, resume and job search portfolio construction and handling customer complaints and objections. Prerequisite: None. Lecture Hrs: 169. Lab Hrs: 81.

Course 2200: Applied Service Management II **12.0 Semester Credit Hours**

This course introduces students to setting up a shop, record keeping, OSHA standards and regulations, service writing, work orders, shop layout, job costing, pricing, and equipment requirements and usage, entrepreneurship, marketing, advertising, creating business plans, cash projections, budgets, applications, shop layouts, equipment, and finding lenders and investors, management and supervision, human resources, writing employee handbooks, interviewing techniques, policies, procedures, and governmental regulations regarding business. Prerequisite: None. Lecture Hrs: 134. Lab Hrs: 116.

Course 3200: Motorsports Chassis Fabrication I **12.0 Semester Credit Hours**

This course introduces students to metal working techniques that apply to specialty automotive chassis fabrication work including metal types and configurations, measuring, pattern and outline development, mechanical drawing reading and development, attachment methods, metal finishing, cutting, MIG and TIG welding; frame design and modifications including boxing, tubular cross-members, c-notching, pro-street frame setup, roll cage construction, and complete tube chassis fabrication. Prerequisites: Successful completion of two of the four Automotive Technology core courses 100 – 400 or Collision/Refinishing Technology core courses 1100 – 1400 or Diesel Technology core courses 600 – 900. Lecture Hrs: 102. Lab Hrs: 148.

Course 3300: Motorsports Chassis Fabrication II **11.0 Semester Credit Hours**

This course introduces students to drive axle setup including rear axle selection and modification; front and rear suspension designs, selection, and setup for street, drag race, road race, off road, and air springs; engine mounting, steering setup, brake system setup, plumbing and chassis tuning for various forms of motorsports; vehicle dynamics and aerodynamics; wiring, electrical meter usage and troubleshooting. Lab work varies depending upon project but may include front and rear suspension set up, roll cage construction, tubular chassis fabrication, chassis tuning, rear axle narrowing, and engine mounting. Prerequisite: Motorsports Chassis Fabrication I 3200. Lecture Hrs: 83. Lab Hrs: 167.

COLLISION/REFINISHING TECHNOLOGY WITH STREET ROD AND MANAGEMENT

Credential	Clock Hours	Credit Units	Length
Associate in Specialized Technology	2000	89	12 months

The objective of this occupational Associate Degree program is to provide the student with skills necessary to obtain a broad range of entry-level technician or management positions in the collision/refinishing and street rod fields. The student receives training as a modern collision/refinishing technician plus specialty training in street rod and custom fabrication. This technical training combined with the automotive-oriented Management training provides the basis for rapid professional advancement after employment. Theory lectures and labs are used. The program consists of approximately 40% theory and 60% lab.

Course Number/Title	Clock Hours (Lec/Lab/Ext/Total)	Semester Credit Hours
Collision/Refinishing Technology Core Requirements		
1100 Collision Repair I	250	12.0
1200 Collision Repair II	250	12.0
1300 Refinishing I	250	11.0
1400 Refinishing II	250	10.0
Core Total	**1000**	**44.0**
3500 Basic Street Rod	250	10.0
3600 Advanced Street Rod	250	10.0
2100 Applied Service Management I	250	13.0
2200 Applied Service Management II	250	12.0
Total	**2000**	**89**

Course 1100: Collision Repair I **12.0 Semester Credit Hours**

This course introduces students to discrimination and harassment, external sheet metal straightening including metal finishing, and the use of plastic filters, abrasive selection and usage, MIG welding and metal cutting procedures, moveable glass replacement, and bolt-on panel replacement and alignment, aluminum repair and welding, body construction, electrical systems, computers, air conditioning, and restraint systems. Safe and proper use of tools and equipment are covered in each area. Prerequisite: None. Lecture Hrs: 111. Lab Hrs: 139.

Course 1200: Collision Repair II **11.0 Semester Credit Hours**

This course introduces students to frame sectioning, steering and suspension systems, wheel alignment, dimensioning procedures for analyzing structural damage, adhesive bonding, anchoring procedures, structural dimensioning using mechanical and computer measuring systems, stationary glass replacement, welded panel replacement procedures including resistance spot welding and unibody sectioning. Prerequisite: Collision Repair I 1100. Lecture Hrs: 116.5. Lab Hrs: 133.5.

Course 1300: Refinishing I **11.0 Semester Credit Hours**

This course introduces students to discrimination and harassment, personal and environmental protection, refinishing equipment operation and maintenance, surface preparation, removing existing finishes, primer selection and application, paint chemistry, paint application and color matching, masking, using various products for surface prep and painting, ordering and mixing paint on a computerized scale, corrosion protection issues, refinishing problems and corrections, final surface detailing using power buffing and hand rubbing, and care of finished surfaces. Prerequisite: None. Lecture Hrs: 85.5. Lab Hrs: 164.5.

Course 1400: Refinishing II **10.0 Semester Credit Hours**

This course introduces students to damage analysis and estimating, application of stripes and decals, collision/refinishing shop setup guidelines, identifying, repairing and refinishing of the different types of plastic components, new body part cut-in, factory special coatings. Prerequisite: Refinishing I 1300. Lecture Hrs: 57.5. Lab Hrs: 192.5.

Course 2100: Applied Service Management I **13.0 Semester Credit Hours**

This course introduces students to general accounting, general ledgers, journals, adjustments and closing, bank reconciliation, payroll, inventory control, credit and collections, general bookkeeping, computer hardware and software, word processing applications, graphic presentation applications, spreadsheet applications, computerized shop management software, writing professional business letters and memos, resume and job search portfolio construction and handling customer complaints and objections. Prerequisite: None. Lecture Hrs: 169. Lab Hrs: 81.

Course 2200: Applied Service Management II **12.0 Semester Credit Hours**

This course introduces students to setting up a shop, record keeping, OSHA standards and regulations, service writing, work orders, shop layout, job costing, pricing, and equipment requirements and usage, entrepreneurship, marketing, advertising, creating business plans, cash projections, budgets, applications, shop layouts, equipment, and finding lenders and investors, management and supervision, human resources, writing employee handbooks, interviewing techniques, policies, procedures, and governmental regulations regarding business. Prerequisite: None. Lecture Hrs: 134. Lab Hrs: 116.

Course 3500: Basic Street Rod **10.0 Semester Credit Hours**

Theory in planning and designing the specialty project vehicle and understanding the basics of customizing and fabricating that will be put to use on the specialty vehicle in Advanced Street Rod. Theory and lab experiences in tools of the trade, metal finishing, lead fill, restoring sheet metal panels to original contours, introduction to fiberglass as it applies to the specialty car industry, applying undercoats and topcoats, TIG, MIG and oxy-acetylene welding techniques for steel, TIG welding procedure for aluminum; basic sheet metal fabrication techniques involving simple curves and bends to include frenching or recessing of license plates, headlights, taillights, antennas, roll pan fabrication. Prerequisites: Successful completion of two of the four Automotive Technology core courses 100 – 400 or Collision/Refinishing Technology core courses 1100 – 1400 or Diesel Technology core courses 600 – 900. Lecture Hrs: 63. Lab Hrs: 187.

Course 3600 Advanced Street Rod **10.0 Semester Credit Hours**

Theory and lab experiences covering basic fabrication and painting to advanced sheet metal shaping using steel and aluminum, custom body modifications, and custom painting. Advanced sheet metal shaping emphasizing compound curves and complex panel fabrication using hand tools and specialty equipment like the power hammer, planishing hammer, english wheel, bead roller, and louver press. Achieving the correct contour in a custom compound curved panel including the use of bucks, hammer forms and press forms. Body construction including panels like floorboards, firewalls, wheel tubs and fuel tanks. Suicide doors, fabricating and installation of hidden pin hinges and hinging of other custom opening panels. Custom painting techniques including trick colors, special effects, graphics, pin striping, and air brushing. Lab work varies depending upon projects, but may include chopping a top, frenching antennas and tail lights, shaving door handles, punching louvers, fabricating and installing firewalls, floor boards, wheel tubs and roll pans, fabricating and installing hidden pin hinges including suicide doors, fabrication of an aluminum lift-off Carson style hard top, converting a four-door vehicle into a two-door, or even extending the cab on a pick-up truck. Prerequisite: Basic Street Rod 3500. Lecture Hrs: 60. Lab Hrs: 190.