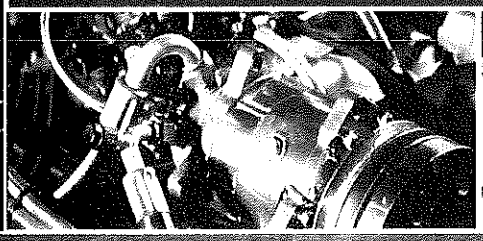
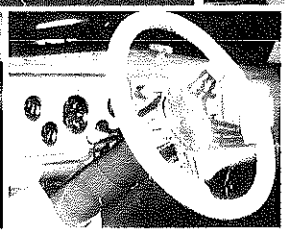
WyIPA 2003

School Catalog





WyoTech

A **PREMIER** TECHNICAL TRAINING EXPERIENCE

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WELCOME MESSAGE

In today's job market, an individual needs to be prepared in both the technical and professional aspects of their chosen career. At WyoTech, our main objective is to provide our students with quality education and a professional foundation to gain a competitive edge in the career field of their choice.

We accomplish our goals by ensuring our curriculum, equipment and tools remain current in the field. By providing a professional atmosphere and positive environment, which is conducive to learning, our students are given the necessary tools to be successful in both the theory and hands on portion of their training. Most importantly, we care. We care about the student both scholastically and personally and strive to meet their needs in both areas.

We have successfully trained over 25,000 students--but we are the first to acknowledge this is done one student at a time, for you are our greatest resource and advertisement for the future.

We welcome you and wish you success.

PHILOSOPHY AND PURPOSE

"Dedicated to Excellence"

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. 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 are technical and business skills. For that reason, WyoTech has established rules and regulations concerning attendance, behavior and academic performance in classrooms, labs and shops. These rules are enforced, both on campus and in housing, and each student's grades are adjusted weekly to reflect "professionalism points." Professionalism develops a positive attitude, personal motivation, and career pride. These elements, combined with technical expertise, produce a WyoTech graduate--a skilled professional technician.

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 1966, WyoTech has graduated over 25,000 students from across the nation and several foreign countries.

In 1969 WyoTech 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 over 45 national and state governing authorities. WyoTech originated in a single 9,000 square foot building in 1966 and has 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, Associate of Occupational Studies degree programs in 1989, 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 and High Performance Engines and Street Rod and Custom Fabrication training. This expansion of curriculum allows students the opportunity to hone their skills within the specialty automotive industry.

A significant milestone was reached when WyoTech opened its doors in the spring of 2002 for training in the automotive and collision/refinishing industry at a branch campus located in Blairsville, Pennsylvania. This campus received its initial accreditation in October 2001 and has received approval from over 40 national and state governing authorities. Degree granting authority was received in the spring of 2003 with the recognition of Associate in Specialized Technology degrees.

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.

ACCREDITATIONS AND AFFILIATIONS

Institutional Accreditation
Accredited by the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, telephone (703) 247-4212.

Member Of:
Air Conditioning Contractors of America
American Trucking Association
American Vocational Association
Association of Diesel Specialists
Association of Intermountain Housing Officers
Automotive Transmission Rebuilders Association
Career College Association
Equipment Maintenance Council
Laramie Chamber of Commerce
National Association of Student Financial Aid Administrators
National Education Association
Partnership for Environmental Technology Education
Rocky Mountain Association of Student Financial Aid Administrators
South Dakota Autobody Association
Truck Maintenance Council
Wyoming Association of Student Financial Aid Administrators
Wyoming Trucking Association
Wyoming Vocational 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.

State Agencies -- (W) = Wyoming Campus, (P) = Pennsylvania Campus

- Licensed by the State of Wyoming under W.S. 21-2-401 through 21-2-407. **(W)**
- Regulated by the Indiana Commission on Proprietary Education, 302 West Washington Street, Room E201, Indianapolis, In 46204-2767, 1-800-227-5695 or 317-232-1320. **(W), (P)**
- Approved and Regulated by the Texas Workforce Commission, Division of Proprietary Schools & Veterans Education, Austin, Texas 78778. **(W)**
- 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, Building 17, Airdustrial Park, P.O. Box 43105, Olympia, WA 98504-3105 (360-753-5673). **(W), (P)**
- Agents licensed by the Colorado Department of Higher Education, Private Occupational School Board. **(W), (P)**
- Certificate of approval to operate issued by the Illinois State Superintendent of Education, 100 North First St., Springfield, Illinois 62777. **(W)**
- Licensed by the State of Minnesota, Higher Education Services Office pursuant to Minnesota Statutes Chapter 141. **(W), (P)**
- Licensed by the Pennsylvania State Board of Private Licensed Schools. **(P)**
- 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. **(W), (P)**
- Licensed by the Mississippi Commission on Proprietary School and College Registration, 3825 Ridgewood Road, Jackson, MS 39211, License No. C-620. **(W), (P)**
- 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. **(W), (P)**
- Registered with the Ohio State Board of Proprietary School Registration, Registration Number 02-07-1646T, 35 East Gay Street, Suite 403, Columbus, OH 43215. **(W), (P)**

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 Director of Licensing & Accreditation.

WYOMING CAMPUS
FACULTY & STAFF

Administration

President..... Deborah Kirsch
Director of Education..... Open
Housing Manager..... Gary Garrelts
Registrar..... Tracy Stibitz
Director of Career Services..... Thecla Woolcott
Director of Financial Aid..... Byron Axlund
Director of Student Services..... Mario Ibarra

Automotive Department		Status	Degree/ Qualification	Awarding Institution
Department Coordinator	Brian Barthel	FT	Work Experience	
Asst. Dept. Coordinator	Fred Cruickshank	FT	Associate	WyoTech
Asst. Dept. Coordinator	Jay Wright	FT	Work Experience	
Instructors	Benjamin Arthur	FT	Work Experience	
	Ray Black	FT	Work Experience	
	Jack Brumbaugh	FT	Work Experience	
	Jeff Chai	FT	Bachelor	University of Wyoming
	John Christopherson	FT	Work Experience	
	Eric Croft	FT	Work Experience	
	Joel Dalby	FT	Associate	WyoTech
	Tom Edwards	FT	Work Experience	
	Chet Freouf	FT	Bachelor	Chadron State College
	Wayne Goodrich	FT	Associate	WyoTech
	Richard Lively	FT	Associate	WyoTech
	Robert Lohmann	FT	Work Experience	
	Jack Longress	FT	Associate	WyoTech
	Joseph McPeak	FT	Work Experience	
	Alan Mailloux	FT	Associate	WyoTech
	Melvin Manrose	FT	Work Experience	
	Patrick Meehan	FT	Associate	WyoTech
	David Neiffer	FT	Work Experience	
	Dave Perkins	FT	Work Experience	
	Joe Reel	FT	Work Experience	
	Coby Rogers	FT	Associate	Central Wyoming College
	Paul Samson	FT	Work Experience	
	William Schott	FT	Associate	WyoTech
	Kevin Shotkoski	FT	Associate	WyoTech
	Brian Slaughter	FT	Work Experience	
	Chris Spracklin	FT	Work Experience	
	Larry Wostenburg	FT	Work Experience	

Diesel Department		Status	Degree/ Qualification	Awarding Institution
Department Coordinator	Dana Brewer	FT	Associate	Laramie Cnty Community College
Asst. Dept. Coordinator	Larry Young	FT	Work Experience	
Instructors	Morris Cronk	FT	Work Experience	
	Val Dickson	FT	Associate	WyoTech
	Chad Enyeart	FT	Associate	WyoTech
	Michael Evans	FT	Work Experience	
	Larry Gouchenour	FT	Associate	Universal Technical Institute
	Charles Kemper	FT	Work Experience	
	Randy McReynolds	FT	Associate	Southern Colorado University
	Mike Moyer	FT	Associate	WyoTech
	Edward Rodriguez	FT	Associate	WyoTech
	Charlie Walker	FT	Work Experience	
	Jim Whitcomb	FT	Associate	WyoTech
	Brian Wiess	FT	Work Experience	
	Ted Wren	FT	Work Experience	
	William Zwieg	FT	Associate	WyoTech

Collision/Refinishing Department		Status	Degree/ Qualification	Awarding Institution
Department Coordinator	Carl Miller	FT	Associate	WyoTech
Asst. Dept. Coordinator	Rob Benning	FT	Associate	WyoTech
Asst. Dept. Coordinator	Jeff Clark	FT	Work Experience	
Instructors	Bryan Black	FT	Work Experience	
	Jim Brust	FT	Work Experience	
	Edward Curtis	FT	Associate	WyoTech
	Richard Erickson	FT	Work Experience	
	Joseph Faycosh	FT	Work Experience	
	Robert Harmelink	FT	Work Experience	
	Gordon Heien	FT	Work Experience	
	Marlin Hertz	FT	Associate	ND State School of Science
	Bryan Hesseltine	FT	Work Experience	
	Tim Hoffer	FT	Work Experience	
	Todd Howard	FT	Associate	WyoTech
	Bret Johnson	FT	Work Experience	
	Thomas Madura	FT	Work Experience	
	William Mikkelson	FT	Work Experience	
	Tom Mortenson	FT	Work Experience	
	Shawn Nunley	FT	Associate	WyoTech
	Mark Sleight	FT	Work Experience	
	Marvin Teigen	FT	Associate	WyoTech

Chassis Fabrication and High Performance Engines Department		Status	Degree/ Qualification	Awarding Institution
Department Coordinator	Gordon Cossitt	FT	Associate	WyoTech
Instructors	Darryl Cameron	FT	Work Experience	
	Jerry Childers	FT	Work Experience	
	Wayne Feltz	FT	Work Experience	
	Matthew Goertz	FT	Bachelor	Pittsburg State University
	David Gorman	FT	Associate	WyoTech
	Lucas Griffin	FT	Work Experience	
	Travis Gunderson	FT	Bachelor	New Mexico State University
	James Jares	FT	Associate	Laramie County Community College
	James Joranger	FT	Work Experience	
	Harold Lillie	FT	Associate	WyoTech
	Steve Lowman	FT	Work Experience	
	Brett Mosier	FT	Work Experience	
	Robert Ouzts	FT	Work Experience	
	Michael Roylance	FT	Work Experience	
	Bryan Steinbock	FT	Work Experience	
	Randy Svalina	FT	Associate	WyoTech
	Scott Swofford	FT	Work Experience	
	Travis Wade	FT	Work Experience	

Street Rod and Custom Fabrication Department		Status	Degree/ Qualification	Awarding Institution
Department Coordinator	Doug LaRue	FT	Associate	WyoTech
Instructors	Roy Canaday	FT	Bachelor	Black Hills State University
	Brick Casper	FT	Associate	WyoTech
	Dan Dermott	FT	Associate	WyoTech
	Christian Dotson	FT	Bachelor	College for Creative Studies
	James Ellenwood	FT	Work Experience	
	Mike Fischer	FT	Associate	WyoTech
	Jerry Herz	FT	Work Experience	
	Mark Hoshor	FT	Work Experience	
	David Knopf	FT	Work Experience	
	Harold Lamey	FT	Work Experience	
	Rory Martin	FT	Work Experience	
	Gary Puls	FT	Work Experience	
	Thomas Wilbur	FT	Associate	WyoTech

Trim and Upholstery Department		Status	Degree/ Qualification	Awarding Institution
Department Coordinator	Carl Miller	FT	Associate	WyoTech
Asst. Dept. Coordinator	Bill Newcomb	FT	Work Experience	
Instructors	Kim Helgeson	FT	Bachelor	Northern Montana College
	Cory Neumeyer	FT	Work Experience	
	Jerry Price	FT	Work Experience	
	Michael Wibbens	FT	Work Experience	

Advanced Diesel Department		Status	Degree/ Qualification	Awarding Institution
Department Coordinator	Dana Brewer	FT	Associate	Laramie County Community College
Instructors	Curtis Burns	FT	Work Experience	
	Steve Musser	FT	Associate	WyoTech

Applied Service Management Department		Status	Degree/ Qualification	Awarding Institution
Department Coordinator	Bill McCleary	FT	Bachelor	University of Wyoming
Instructors	Lynette Beemer	PT	Master	University of Wyoming
	Randy Bernatow	FT	Bachelor	National College
	Leon Budd	FT	Bachelor	University of Utah
	Rita Burleson	FT	Master	University of Texas at El Paso
	Stan Davolt	FT	Bachelor	Stanislaus State University
	Robert Green	FT	Bachelor	Athens State University
	Dan Griffiths	FT	Bachelor	Ottawa University
	Myron Hales	FT	Bachelor	University of Wyoming
	John Kirkaldie	FT	Bachelor	University of Montana
	Alec Muthig	FT	Master	University of Wyoming
	Natasha Olsonawski	FT	Bachelor	University of North Dakota

PENNSYLVANIA CAMPUS
FACULTY & STAFF

Administration

President ..... Guy Warpness
Director of Education ..... Steve Whitson
Registrar ..... Nancy Elliott
Director of Career Services ..... Brenda Heine
Administrative Manager ..... Sherri Hixson
Housing/Student Services Specialist ..... Wendy Hauser

Automotive Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Instructors	James Bauer	FT	Work Experience	
	Robert Gaffney	FT	Work Experience	
	Kenneth Hoffman	FT	Work Experience	
	Michael Nelson	FT	Bachelor	Northern Montana State University
	Eric Pazer	FT	Associate	Vale Technical Institute
	James Peppler	FT	Associate	Vale Technical Institute
	Roy Ramsden	FT	Associate	Vale Technical Institute
	William Smith	FT	Work Experience	
	Adam Steffey	FT	Associate	Vale Technical Institute

Collision/Refinishing Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Instructors	Michael Bertolino	FT	Work Experience	
	Walter Clawson	FT	Work Experience	
	Thomas Mack	FT	Associate	Vale Technical Institute
	Fred Perkey	FT	Work Experience	
	Mark Reynolds	FT	Associate	Vale Technical Institute
	Dennis Schaffer	FT	Work Experience	
	Brian Siwula	FT	Associate	Remington Education Center
	Stephen Toth	FT	Associate	Vale Technical Institute

Chassis Fabrication and High Performance Engines Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Matthew Harris	FT	Bachelor	Pennsylvania State University
Instructor	Joshua Kimmel	FT	Bachelor	Pennsylvania College of Technology

Street Rod and Custom Fabrication Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Matthew Harris	FT	Bachelor	Pennsylvania State University
Instructors	Gary Klotz	FT	Work Experience	
	Cory Mitchell	FT	Associate	WyoTech
	Brian Pierce	FT	Bachelor	Oswego State University
	Clyde Spangle	FT	Associate	Ivy Tech State College

Trim and Upholstery Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Instructors	James Cross	FT	Work Experience	
	Duane Tegels	FT	Associate	WyoTech
	Harry Weimann	FT	Work Experience	

Applied Service Management Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Instructors	Alan MacPherson	FT	Bachelor	David N. Myers College
	James Thomas	FT	Bachelor	Indiana University of Pennsylvania

TEACHING FACILITIES AND EQUIPMENT

In General
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.

The Technical Resource Centers' continually expanding collection of items include shop and reference manuals, automotive titles, diesel titles, audiovisual holdings and periodical titles as well as a wide variety of other materials. Computer work areas feature IBM Compatible PCs with word processing software, self-study tutorials, ALLDATA and Mitchell on Demand. A portion of these terminals run Microsoft Windows for Workgroups and the others run Windows NT. Students also have access to email on computers in these areas.

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.

WYOMING CAMPUS

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 45,500 square feet of shop space. The shop contains stalls, workbenches, lifts, a transmission dynamometer test center, portable chassis dynamometers, driveability diagnostic equipment and wheel alignment equipment.

Collision/Refinishing Technology Department
The Collision/Refinishing Technology Department has classrooms for audio-visual demonstrations and lectures, four down-draft paint booths, two cross-flow booths, a cut-in booth and over 26,000 square feet of shop space containing frame benches, mechanical and computerized measuring systems, and 50 welding stations. The Department also utilizes the training facility located at 1557 North 3rd Street. This site has a classroom for audio-visual demonstrations and lectures, a paint booth, a primer booth, and 6,300 square feet of shop area.

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

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

Diesel Technology Department
The Diesel Technology Department has classrooms for audio-visual demonstrations and lectures, a computer lab for Windows based training and testing of electronic fuel systems, a dynamometer test center for load testing transmissions/engines, and over 29,000 square feet of shop space containing stalls, work benches, and mock-ups.

Street Rod and Custom Fabrication
The Street Rod and Custom Fabrication Department has classrooms equipped for audio-visual demonstrations and lectures and over 32,000 square feet of shop space with 40 work stalls and workbenches. This facility has a 3,000 square foot Clean Room with two down draft paint booths and a mixing room in addition to two 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.

Advanced Diesel Department
The Diesel Technology Department also contains a 7,800 square foot facility that houses the Advanced Diesel program, located at 4089 North 3rd Street. This site has a classroom for audio-visual demonstrations and lectures. The shop contains leased late model trucks for students to perform their training on. The students will learn to work with the latest shop tools and equipments needed in a truck stop environment.

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

Chassis Fabrication and High Performance Engines
The Chassis Fabrication and High Performance Engines Department has classrooms equipped for audio-visual demonstrations and lectures, and over 50,000 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, engine dynamometer, flow bench, pressure washer, jet washing parts cleaner, axle housing narrowing fixture, mill, lathe, and basic hand and power tools.

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 are provided for individual student use in the computer labs.

PENNSYLVANIA CAMPUS

Training in the following area is offered at the 135 West Market Street facility.

Automotive Technology Department
The Automotive Technology Department has classrooms designed for audio-visual demonstrations and lectures. The shop contains stalls, workbenches, lifts, portable chassis dynamometers, driveability diagnostic equipment and wheel alignment equipment.

Collision/Refinishing Technology Department
The Collision/Refinishing Technology Department has classrooms for audio-visual demonstrations and lectures, a down-draft paint booth, cross-flow booth, shop space containing frame racks, mechanical and computerized measuring systems, 110 & 220 welders with welding stations, tool boxes and a tool room.

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

Applied Service Management Department
The Applied Service Management Department has classrooms for audio-visual demonstrations and lectures and computer labs for computerized shop management training.

Street Rod and Custom Fabrication
The Street Rod and Custom Fabrication Department has classrooms for audio-visual demonstrations and lectures, and shop space with 40 work stalls and workbenches. This facility has a Clean Room with two down draft paint booths and a mixing room in addition to two 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.

Chassis Fabrication and High Performance Engines
The Chassis Fabrication and High Performance Engines Department has classrooms for audio-visual demonstrations and lectures, and shop space for competencies and live work. Major equipment includes MIG and TIG welders, plasma cutters, bandsaws, tubing benders, frame setup tables, car lifts, engine dynamometer, flow bench, pressure washer, jet washing parts cleaner, axle housing narrowing fixture, mill, lathe, and basic hand and power tools.

Effective July 1, 2003, training in the as will be offered at the 406 Cornell Road

Automotive Technology Department
The Automotive Technology Department wil w 27,000 square foot facility.

Collision/Refinishing Technology Departn
The Collision/Refinishing Technology Depar ve to a new 35,000 square foot facility

Trim & Upholstery Technology Departmer
The Trim and Upholstery Technology Depar ve to a new 12,000 square foot facility.

Effective January 1, 2004, training in the areas will be offered at the 500 Innovation Drive
ty.

Street Rod and Custom Fabrication
The Street Rod and Custom Fabrication De ill move to a new facility with 17,000 square feet of shop space.

Chassis Fabrication and High Performance
The Chassis Fabrication and High Performa es Department will move to a new facility with 25,500 square feet of shop space.

Applied Service Management Department
The Applied Service Management Departmen ve to a new facility equipped with 100 computers for individual student use.

INSTRUCNAL SUPPORT

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

WyoTech has a competency-based approa our training. This curriculum method is designed to accomplish the goal of imparting specific kdge and skills to each student. All of our technical instructors, who are industry specialists in area of expertise, combine hands-on experience and information published by the industry to prepaining materials that are relevant and timely. Technical instructors hold certification in their areas of etise, ASE and/or I-CAR and are real industry specialists delivering high quality and up-to-date trainingditionally, Curriculum Production prepares hundreds of sophisticated drawings, illustrations, and chartsnhance the training materials.

Simulators, cutaways, mock-ups and demonstion devices are the responsibility of the Training Aids Department, which provides support to instructresentations.

Advisory Committees
To maintain our commitment to high quality, caer-oriented training and the maximum employability of our graduates, WyoTech has established Adviso Committees for each career program. 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 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.

Nondiscrimination Policy
WyoTech does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or handicap. The School complies with Title IV of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments Act of 1972; Section 504 of the Rehabilitation Act of 1973; and the Age Discrimination Act of 1975.

AUTOMOTIVE TECHNOLOGY PROGRAMS

Automotive Technology Core Courses

Course #	Title/Description	Clock Hours	Credit Hours
100	**Basic Engine Management Systems**	**250**	**12.0**

Theory in automotive engines, engine noise diagnosis, engine rebuild, valve train, instrumentation and customer relations. 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.

200	**Driveability Diagnostics**	**250**	**12.0**

Theory in alternative fuels, basic automotive computer systems and on board diagnostic I. Theory and lab experiences in electronic computer control distributor and distributorless ignition systems, waveform analysis, emission control systems diagnostics with exhaust gas analyzers, fuel induction systems including electronic fuel injection and forced air induction systems, on board diagnostics II systems, automotive electrical system diagnostics, EPA in the auto industry, and minor engine repair. (Prerequisite: Basic Engine Management Systems #100.)

300	**Drivetrain Systems**	**250**	**12.0**

Theory in torque converters, planetary gear sets, hydraulic systems, basic 4-wheel drive principles and job search. Theory and lab experiences in precision measuring instruments, front wheel drive automatic transmissions with overdrive/electronic computer controlled shift, environmental management for the automotive industry, removal and replacement of transaxles, electronic transaxle diagnostics, 5-speed manual transmissions and transaxle principles and service, clutches, drivelines and differentials.

400	**Chassis**	**250**	**12.0**

Theory in job search. Theory and lab experiences in wheel bearings, brake systems, anti-lock brake systems, suspension and ride control systems, steering systems, tires, wheel balancing, environmental management for the automotive industry, computerized four-wheel alignment, electronic vibration analysis, fasteners, wind and water leaks, automotive heating, ventilation, air conditioning and A/C retro fit.

The Automotive Technology core courses may be taken with the following specialty courses: Applied Service Management, Chassis Fabrication and High Performance Engines, Street Rod and Custom Fabrication, or two Diesel electives.

Chassis Fabrication & High Performance Engines with Automotive Technology

Program Total: 9 months, 71.0 Credit Hours, 1500 Clock Hours
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 chassis fabrication and high performance engines. Theory lectures and labs are used. The program consists of approximately 45% theory and 55% lab.

Course #	Title/Description	Clock Hours	Credit Hours
100-400	**Automotive Technology Core Courses (see page 11 for description)**	1000	48.0
3200	**Chassis Fabrication I**	250	12.0

Theory in basic machine tool usage, front suspension design, and front suspension setup including straight axle, independent suspension and air spring suspension. Theory and lab experiences in metal working techniques that apply to specialty automotive chassis fabrication work including metal types and configurations, measuring, pattern development, frame design, grinding, sanding, metal finishing, cutting, MIG welding, TIG welding, and planning and designing the chassis fabrication procedures that are required for professional quality projects in frame modifications including boxing, tubular cross-members, c-notching, pro-street frame setup, roll cage construction, and complete tube chassis fabrication. Theory and lab in high performance engines including engine theory, precision measuring, blueprinting, and component matching. (Prerequisite: Automotive Technology #'s 100 - 400.)

3300	**Chassis Fabrication II**	250	11.0

Theory in rear axle setup including rear axle selection, narrowing, leaf spring suspension, drag race designs, road race designs, off road designs, and air spring suspension. Theory in engine mounting, steering setup, brake system setup, plumbing, wiring, electrical meter usage and troubleshooting. Theory in high performance engines including cylinder head selection and modifications, camshaft selection, camshaft degreeing, valve train selection, exhaust systems, forced induction systems, nitrous oxide systems, critical calculations and engine assembly. Lab work varies depending upon project but may include front suspension set up, multi link rear suspension set up, tubular chassis fabrication, roll cage construction, rear axle narrowing and high performance engine building. (Prerequisite: Chassis Fabrication I # 3200.)

The 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 & Custom Fabrication with Automotive Technology

Program Total: 9 months, 68.0 Credit Hours, 1500 Clock Hours
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 #	Title/Description	Clock Hours	Credit Hours
100-400	**Automotive Technology Core Courses (see page 11 for description)**	1000	48.0
3500	**Basic Street Rod**	250	10.0

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, 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, and roll pan fabrication. (Prerequisite: Automotive Technology #'s 100 - 400.)

3600	**Advanced Street Rod**	250	10.0

Theory and lab experiences covering basic fabrication 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, Pullmax, 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. 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, punching louvers, fabricating and installing firewalls, floor boards, wheel tubs and roll pans, fabricating and installing hidden pin hinges including suicide doors, fabricating motorcycle tanks and fenders, 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.)

The 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.

Automotive Technology with Specialty Auto Fabrication

Program Total: 12 months, 91.0 Credit Hours, 2000 Clock Hours
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 and street rod and custom automotive fields. Theory lectures and labs are used. The program consists of approximately 40% theory and 60% lab.

Course #	Title/Description	Clock Hours	Credit Hours
100-400	Automotive Technology Core Courses (see page 11 for description)	1000	48.0
3200 - 3300	Chassis Fabrication & High Performance Engines (see page 12 for description)	500	23.0
3500 - 3600	Street Rod & Custom Fabrication (see page 13 for description)	500	20.0

Associate of Occupational Studies in Auto/Diesel Vehicle Technology

Program Total: 9 months, 71.0 Credit Hours, 1500 Clock Hours
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 positions in the automotive/diesel field. The student receives state-of-the-art 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 #	Title/Description	Clock Hours	Credit Hours
100-400	Automotive Technology Core Courses (see page 11 for description)	1000	48.0
600-900	Theory and lab in any two Diesel Technology course electives (see page 17 for description)	500	23.0

Associate of Applied Science in Automotive Technology and Management

Program Total: 9 months, 73.0 Credit Hours, 1500 Clock Hours
The objective of this 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. The program consists of approximately 54% theory and 46% lab.

Course #	Title/Description	Clock Hours	Credit Hours
100-400	**Automotive Technology Core Courses** **(see page 11 for description)**	1000	48.0
2100	**Applied Service Management I**	250	13.0

Theory in business principles, management and supervision. Theory and lab in written and oral communications, word processing, business communications and applications, personnel and shop management, job costing, interview skills, and service writing. Theory and lab in marketing, advertising, pricing, accounting, Internet research and creating multimedia presentations.

2200	**Applied Service Management II**	250	12.0

Theory in safety, administration, budget and financial reporting, resume writing skills, human relations, customer relations, listening skills, credit and collections. Theory and lab in small business planning, computerized management, spreadsheets, database, accounting, payroll, inventory control and shop management. (Prerequisite: ASM I #2100.)

Associate of Applied Science in Automotive Technology with Chassis Fabrication and Management

Program Total: 12 months, 96.0 Credit Hours, 2000 Clock Hours
The objective of this 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 #	Title/Description	Clock Hours	Credit Hours
100-400	**Automotive Technology Core Courses** **(see page 11 for description)**	1000	48.0
3200 - 3300	**Chassis Fabrication & High Performance Engines** **(see page 12 for description)**	500	23.0
2100 - 2200	**Applied Service Management** **(see page 14 for description)**	500	25.0

Associate of Applied Science in Automotive Technology with Street Rod and Management

Program Total: 12 months, 93.0 Credit Hours, 2000 Clock Hours

The objective of this 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 #	Title/Description	Clock Hours	Credit Hours
100-400	**Automotive Technology Core Courses** **(see page 11 for description)**	1000	48.0
3500 - 3600	**Street Rod & Custom Fabrication** **(see page 13 for description)**	500	20.0
2100 - 2200	**Applied Service Management** **(see page 14 for description)**	500	25.0

DIESEL TECHNOLOGY PROGRAMS

Diesel Technology Core Courses

Course #	Title/Description	Clock Hours	Credit Hours
600	**Fluid Power and Electrical Systems**	**250**	**12.0**

Theory and lab in basic hydraulics, hydrostatic drive transmissions, use of freestanding engines and skid steer loaders, torque converters, ZF 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.

700	**Engines**	**250**	**11.0**

Theory and lab practices in diesel engine rebuild, identification, manual usage, turbochargers, failure analysis, measuring, troubleshooting engine brakes and tune-up. The engines covered are Caterpillar, Detroit two cycle and four cycle, Cummins, John Deere, International, Mack and Deutz. The use of engine dynamometers to evaluate engine performance are also demonstrated.

800	**Engine Management Systems and Refrigeration**	**250**	**12.0**

Theory and lab in tanks, filters, transfer pumps, low and high-pressure pumps, injectors and nozzles, and operation of fuel systems such as Caterpillar, Cummins, Detroit Diesel, and Robert Bosch. Practices include the use of diagnostic tools on electronic engines such as Caterpillar, Cummins, Detroit DDEC II, III 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.

900	**Power Trains**	**250**	**12.0**

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, 121 air brake systems, axle and driveline alignment, power take off units and wheel bearings.

The Diesel Technology core courses may be taken with the following specialty courses: Applied Service Management, Chassis Fabrication and High Performance Engines, Street Rod and Custom Fabrication, Advanced Diesel Technology, or two Automotive electives.

Chassis Fabrication and High Performance Engines with Diesel Technology

Program Total: 9 months, 70.0 Credit Hours, 1500 Clock Hours
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 chassis fabrication and high performance engines. Theory lectures and labs are used. The program consists of approximately 42% theory and 58% lab.

Course #	Title/Description	Clock Hours	Credit Hours
600-900	**Diesel Technology Core Courses** **(see page 17 for description)**	1000	47.0
3200	**Chassis Fabrication I**	250	12.0

Theory in basic machine tool usage, front suspension design, and front suspension setup including straight axle, independent suspension and air spring suspension. Theory and lab experiences in metal working techniques that apply to specialty automotive chassis fabrication work including metal types and configurations, measuring, pattern development, frame design, grinding, sanding, metal finishing, cutting, MIG welding, TIG welding, and planning and designing the chassis fabrication procedures that are required for professional quality projects in frame modifications including boxing, tubular cross-members, c-notching, pro-street frame setup, roll cage construction, and complete tube chassis fabrication. Theory and lab in high performance engines including engine theory, precision measuring, blueprinting, and component matching. (Prerequisite: Diesel Technology #'s 600 - 900.)

3300	**Chassis Fabrication II**	250	11.0

Theory in engine mounting, steering setup, brake system setup, plumbing, and rear axle setup including rear axle selection, narrowing, leaf spring suspension, drag race designs, road race designs, off road designs, and air spring suspension. Theory and lab in wiring, electrical meter usage and troubleshooting. Theory and lab in high performance engines including cylinder head selection and modifications, camshaft selection, camshaft degreeing, valve train selection, exhaust systems, forced induction systems, nitrous oxide systems, critical calculations and engine assembly. Lab work varies depending upon project but may include front suspension set up, multi link rear suspension set up, tubular chassis fabrication, roll cage construction, rear axle narrowing and high performance engine building. (Prerequisite: Chassis Fabrication I # 3200.)

The 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 & Custom Fabrication with Diesel Technology

Program Total: 9 months, 67.0 Credit Hours, 1500 Clock Hours
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 #	Title/Description	Clock Hours	Credit Hours
600-900	**Diesel Technology Core Courses** **(see page 17 for description)**	1000	47.0
3500	**Basic Street Rod**	250	10.0

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, 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, and roll pan fabrication. (Prerequisite: Diesel Technology #'s 600 - 900.)

3600	**Advanced Street Rod**	250	10.0

Theory and lab experiences covering basic fabrication 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, Pullmax, 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. 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, punching louvers, fabricating and installing firewalls, floor boards, wheel tubs and roll pans, fabricating and installing hidden pin hinges including suicide doors, fabricating motorcycle tanks and fenders, 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.)

The 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.

Advanced Diesel Technology

Program Total: 9 months, 67.0 Credit Hours, 1500 Clock Hours
The objective of this Diploma program 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). Theory lectures and labs are used. The program consists of approximately 38% theory and 62% lab.

Course #	Title/Description	Clock Hours	Credit Hours
600-900	**Diesel Technology Core Courses (see page 17 for description)**	**1000**	**47.0**
3800	**Advanced Diesel I**	**250**	**11.0**

Theory in history, safety, model identification, time management, warranty, tilt cab, 320 model, and 387 introduction. Theory and lab in product specific truck theory, repair and diagnosis, computer usage, air systems, cab and door adjustments, electrical, starting systems, charging systems, windshield removal and replacement, fan clutch, air conditioning, front-ends, brakes, Rockwell and Eaton ABS, Federal brake inspection, Peterbilt suspensions, batteries, wheel seals, suspensions, Caterpillar electronics, Caterpillar tune-up, Detroit DDEC III/IV, Detroit Series 60 tune-up, Cummins Celect/Celect Plus, and Cummins N-14 tune-up. Lab in door locks. (Prerequisite: Diesel Technology #'s 600-900.)

3900	**Advanced Diesel II**	**250**	**9.0**

Theory and lab in product specific truck theory, repair and diagnosis, clutch, cooling systems, 5th wheels, drivelines, fuel systems, steering, pre-delivery inspections, preventive maintenance, and Cummins INSITE testing. Lab in front ends, brakes, Rockwell ABS, Federal brake inspection, and Peterbilt suspensions. Continued lab projects from Advanced Diesel I in electrical, computer usage, cab/door adjustments, air systems, fan clutches, air conditioning, Caterpillar electronics, Caterpillar tune-up, Detroit DDEC III/IV, Detroit Series 60 tune-up, Cummins Celect/Celect Plus, and Cummins N-14 tune-up. (Prerequisite: Advanced Diesel I #3800.)

Associate of Occupational Studies in Diesel/Auto Vehicle Technology

Program Total: 9 months, 71.0 credit hours, 1500 clock hours
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 positions in the diesel/automotive field. The student receives state-of-the-art 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 #	Title/Description	Clock Hours	Credit Hours
600-900	**Diesel Technology Core Courses (see page 17 for description)**	1000	47.0
100-400	**Theory and lab in any two Automotive Technology course electives (see page 11 for description)**	500	24.0

Associate of Applied Science in Diesel Technology and Management

Program Total: 9 months, 72.0 Credit Hours, 1500 Clock Hours
The objective of this 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 state-of-the-art 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 #	Title/Description	Clock Hours	Credit Hours
600-900	**Diesel Technology Core Courses (see page 17 for description)**	1000	47.0
2100	**Applied Service Management I**	250	13.0

Theory in business principles, management and supervision. Theory and lab in written and oral communications, word processing, business communications and applications, personnel and shop management, job costing, interview skills, and service writing. Theory and lab in marketing, advertising, pricing, accounting, Internet research and creating multimedia presentations.

2200	**Applied Service Management II**	250	12.0

Theory in safety, administration, budget and financial reporting, resume writing skills, human relations, customer relations, listening skills, credit and collections. Theory and lab in small business planning, computerized management, spreadsheets, database, accounting, payroll, inventory control and shop management. (Prerequisite: ASM I #2100.)

COLLISION/REFINISHING TECHNOLOGY PROGRAMS

Collision/Refinishing Technology Core Courses

Course #	Title/Description	Clock Hours	Credit Hours
1100	**Collision Repair I**	**250**	**12.0**

Theory in discrimination and harassment, aluminum repair and welding, body construction, mechanical components, basic electricity, computers and emissions, air conditioning, and restraint systems. Theory and lab in external sheet metal straightening to include 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. Safe and proper use of tools and equipment covered in each area.

1200	**Collision Repair II**	**250**	**11.0**

Theory in frame sectioning, steering and suspension systems, wheel alignment, dimensioning procedures using centering gauges for analyzing structural damage, adhesive bonding, corrosion protection, and sheet molding compound repair. Theory and lab in anchoring procedures, structural dimensioning using mechanical and computer measuring systems, plastic parts repair, fixed glass replacement, welded panel replacement procedures to include resistance spot welding and unibody sectioning. Lab in cosmetic repair, electrical, supplemental restraints, and additional lab projects. (Prerequisite: Collision I #1100.)

1300	**Refinishing I**	**250**	**11.0**

Theory in discrimination and harassment, personal and environmental protection, types of undercoats, booth maintenance and operation, paint chemistry, types of finishes, paint additives, paint problems, spot repair, and color matching new paint to existing paint. Theory and lab in hazardous materials, the operation and maintenance of paint equipment, vehicle and personal paint preparation, plastic media stripping for removal of old finishes, surface preparation, proper masking techniques, primer selection and application, paint application, refinishing with base-coat/clear-coats, paint ordering and mixing, refinishing problems and corrections. Final surface detailing using power buffing and hand rubbing, and care of finished surfaces.

1400	**Refinishing II**	**250**	**10.0**

Theory in damage analysis, alternative chip repair, application of stripes and decals, and collision/refinishing shop setup guidelines. Theory and lab in estimating time and materials, identifying and refinishing of the different types of plastic components, color plotting and mapping, tri-coat paint application/repair, new body part cut-in, factory special coatings. Lab in vehicle detailing, masking, surface preparation, paint ordering/mixing, undercoats, finishes, spot repair, and blending techniques. (Prerequisite: Refinishing I #1300.)

The Collision/Refinishing Technology core courses may be taken with the following specialty courses: Applied Service Management, Chassis Fabrication and High Performance Engines, Street Rod and Custom Fabrication, or Trim and Upholstery.

Chassis Fabrication & High Performance Engines with Collision/Refinishing Technology

Program Total: 9 months, 67.0 Credit Hours, 1500 Clock Hours
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 chassis fabrication and high performance engines. Theory lectures and labs are used. The program consists of approximately 36% theory and 64% lab.

Course #	Title/Description	Clock Hours	Credit Hours
1100-1400	**Collision/Refinishing Technology Core Courses (see page 22 for description)**	**1000**	**44.0**
3200	**Chassis Fabrication I**	**250**	**12.0**

Theory in basic machine tool usage, front suspension design, and front suspension setup including straight axle, independent suspension and air spring suspension. Theory and lab experiences in metal working techniques that apply to specialty automotive chassis fabrication work including metal types and configurations, measuring, pattern development, frame design, grinding, sanding, metal finishing, cutting, MIG welding, TIG welding, and planning and designing the chassis fabrication procedures that are required for professional quality projects in frame modifications including boxing, tubular cross-members, c-notching, pro-street frame setup, roll cage construction, and complete tube chassis fabrication. Theory and lab in high performance engines including engine theory, precision measuring, blueprinting, and component matching. (Prerequisite: Collision/Refinishing Technology #'s 1100 - 1400.)

3300	**Chassis Fabrication II**	**250**	**11.0**

Theory in engine mounting, steering setup, brake system setup, plumbing, and rear axle setup including rear axle selection, narrowing, leaf spring suspension, drag race designs, road race designs, off road designs, and air spring suspension. Theory and lab in wiring, electrical meter usage and troubleshooting. Theory and lab in high performance engines including cylinder head selection and modifications, camshaft selection, camshaft degreeing, valve train selection, exhaust systems, forced induction systems, nitrous oxide systems, critical calculations and engine assembly. Lab work varies depending upon project but may include front suspension set up, multi link rear suspension set up, tubular chassis fabrication, roll cage construction, rear axle narrowing and high performance engine building. (Prerequisite: Chassis Fabrication I # 3200.)

The 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 & Custom Fabrication with Collision/Refinishing Technology

Program Total: 9 months, 64.0 Credit Hours, 1500 Clock Hours
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 #	Title/Description	Clock Hours	Credit Hours
1100-1400	**Collision/Refinishing Technology Core Courses (see page 22 for description)**	1000	44.0
3500	**Basic Street Rod**	250	10.0

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, 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, and roll pan fabrication. (Prerequisite: Collision/Refinishing Technology #'s 1100 - 1400.)

3600	**Advanced Street Rod**	250	10.0

Theory and lab experiences covering basic fabrication 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, Pullmax, 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. 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, punching louvers, fabricating and installing firewalls, floor boards, wheel tubs and roll pans, fabricating and installing hidden pin hinges including suicide doors, fabricating motorcycle tanks and fenders, 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.)

The 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 and Upholstery Technology

Program Total: 9 months, 63.0 Credit Hours, 1500 Clock Hours
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 state-of-the-art 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 #	Title/Description	Clock Hours	Credit Hours
1100-1400	**Collision/Refinishing Technology Core Courses** **(see page 22 for description)**	1000	44.0
1700	**Trim & Upholstery I**	250	10.0

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, and buttons. Lab in additional projects.

1800	**Trim & Upholstery II**	250	9.0

Theory in vinyl top removal and replacement and tonneau cover construction and installation. Theory and lab in estimating jobs and job materials, 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 and sunvisors, and sewing machine operation. (Prerequisite: Trim I #1700.)

Collision/Refinishing Technology with Specialty Auto Fabrication

Program Total: 12 months, 87.0 Credit Hours, 2000 Clock Hours
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 and 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 and chassis fabrication and high performance engines. By receiving training in both custom fabrication courses the student experiences the entire range of specialty automobile fabrication: from the ground up. Theory lectures and labs are used. The program consists of approximately 33% theory and 67% lab.

Course #	Title/Description	Clock Hours	Credit Hours
1100-1400	**Collision/Refinishing Technology Core Courses** **(see page 22 for description)**	1000	44.0
3200 - 3300	**Chassis Fabrication & High Performance Engines** **(see page 23 for description)**	500	23.0
3500 - 3600	**Street Rod & Custom Fabrication** **(see page 24 for description)**	500	20.0

Associate of Applied Science in Collision/Refinishing Technology and Management

Program Total: 9 months, 69.0 Credit Hours, 1500 Clock Hours
The objective of this 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 #	Title/Description	Clock Hours	Credit Hours
1100-1400	Collision/Refinishing Technology Core Courses (see page 22 for description)	1000	44.0
2100	Applied Service Management I	250	13.0

Theory in business principles, management and supervision. Theory and lab in written and oral communications, word processing, business communications and applications, personnel and shop management, job costing, interview skills, and service writing. Theory and lab in marketing, advertising, pricing, accounting, Internet research and creating multimedia presentations.

2200	Applied Service Management II	250	12.0

Theory in safety, administration, budget and financial reporting, resume writing skills, human relations, customer relations, listening skills, credit and collections. Theory and lab in small business planning, computerized management, spreadsheets, database, accounting, payroll, inventory control and shop management. (Prerequisite: ASM I #2100.)

Associate of Applied Science in Collision/Refinishing Technology with Chassis Fabrication & Management

Program Total: 12 months, 92.0 Credit Hours, 2000 Clock Hours
The objective of this 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 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 42% theory and 58% lab.

Course #	Title/Description	Clock Hours	Credit Hours
1100-1400	Collision/Refinishing Technology Core Courses (see page 22 for description)	1000	44.0
3200 - 3300	Chassis Fabrication & High Performance Engines (see page 23 for description)	500	23.0
2100 - 2200	Applied Service Management (see page 26 for description)	500	25.0

Associate of Applied Science in Collision/Refinishing Technology with Street Rod & Management

Program Total: 12 months, 89.0 Credit Hours, 2000 Clock Hours

The objective of this 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 #	Title/Description	Clock Hours	Credit Hours
1100-1400	Collision/Refinishing Technology Core Courses (see page 22 for description)	1000	44.0
3500 - 3600	Street Rod & Custom Fabrication (see page 24 for description)	500	20.0
2100 - 2200	Applied Service Management (see page 26 for description)	500	25.0

AUTOMOTIVE TECHNOLOGY PROGRAMS

Automotive Technology Core Courses

Course #	Title/Description	Clock Hours	Credit Hours
100	**Basic Engine Management Systems**	**250**	**12.0**

Theory in automotive engines, engine noise diagnosis, engine rebuild, valve train and instrumentation, customer relations and job search. 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.

200	**Driveability Diagnostics**	**250**	**12.0**

Theory in alternative fuels, basic automotive computer systems, on board diagnostic I, and job search. Theory and lab experiences in computerized information systems, electronic computer control distributor and distributorless ignition systems, waveform analysis, emission control systems diagnostics with exhaust gas analyzers, fuel induction systems from electronic carburetors to electronic fuel injection, forced air induction systems, and on board diagnostics II systems, automotive electrical system diagnostics, EPA in the auto industry, and minor engine repair. (Prerequisite: Basic Engine Management Systems #100.)

300	**Drivetrain Systems**	**250**	**12.0**

Theory in torque converters, planetary gear sets, hydraulic systems, heating and job search. Theory and lab experiences in precision measuring instruments, front wheel drive automatic transmissions with overdrive/electronic computer controlled shift, environmental management for the automotive industry, removal and replacement of transaxles, transfer cases, clutches, drivelines, differentials, climate controls, air conditioning and A/C retro fit.

400	**Chassis**	**250**	**12.0**

Theory in job search. Theory and lab experiences in wheel bearings, brake systems, anti-lock brake systems, ride control systems, steering systems, tires, wheel balancing, environmental management for the automotive industry, computerized four-wheel alignment, electronic vibration analysis, fasteners, wind and water leaks.

The Automotive Technology core courses may be taken with the following specialty courses: Applied Service Management, Chassis Fabrication and High Performance Engines, or Street Rod and Custom Fabrication.

Chassis Fabrication & High Performance Engines with Automotive Technology

Program Total: 9 months, 71.0 Credit Hours, 1500 Clock Hours
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 chassis fabrication and high performance engines. Theory lectures and labs are used. The program consists of approximately 45% theory and 55% lab.

Course #	Title/Description	Clock Hours	Credit Hours
100-400	**Automotive Technology Core Courses (see page 28 for description)**	**1000**	**48.0**
3200	**Chassis Fabrication I**	**250**	**12.0**

Theory in basic machine tool usage, front suspension design, and front suspension setup including straight axle, independent suspension and air spring suspension. Theory and lab experiences in metal working techniques that apply to specialty automotive chassis fabrication work including metal types and configurations, measuring, pattern development, frame design, grinding, sanding, metal finishing, cutting, MIG welding, TIG welding, and planning and designing the chassis fabrication procedures that are required for professional quality projects in frame modifications including boxing, tubular cross-members, c-notching, pro-street frame setup, roll cage construction, and complete tube chassis fabrication. Theory and lab in high performance engines including engine theory, precision measuring, blueprinting, and component matching. (Prerequisite: Automotive Technology #'s 100 - 400.)

3300	**Chassis Fabrication II**	**250**	**11.0**

Theory in engine mounting, steering setup, brake system setup, plumbing, and rear axle setup including rear axle selection, narrowing, leaf spring suspension, drag race designs, road race designs, off road designs, and air spring suspension. Theory and lab in wiring, electrical meter usage and troubleshooting. Theory and lab in high performance engines including cylinder head selection and modifications, camshaft selection, camshaft degreeing, valve train selection, exhaust systems, forced induction systems, nitrous oxide systems, critical calculations and engine assembly. Lab work varies depending upon project but may include front suspension set up, multi link rear suspension set up, tubular chassis fabrication, roll cage construction, rear axle narrowing and high performance engine building. (Prerequisite: Chassis Fabrication I # 3200.)

The 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 & Custom Fabrication with Automotive Technology

Program Total: 9 months, 68.0 Credit Hours, 1500 Clock Hours
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 #	Title/Description	Clock Hours	Credit Hours
100-400	**Automotive Technology Core Courses (see page 28 for description)**	1000	48.0
3500	**Basic Street Rod**	250	10.0

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, 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, and roll pan fabrication. (Prerequisite: Automotive Technology #'s 100 - 400.)

3600	**Advanced Street Rod**	250	10.0

Theory and lab experiences covering basic fabrication 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, Pullmax, 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. 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, punching louvers, fabricating and installing firewalls, floor boards, wheel tubs and roll pans, fabricating and installing hidden pin hinges including suicide doors, fabricating motorcycle tanks and fenders, 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.)

The 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.

Associate in Specialized Technology in Automotive Technology and Management

Program Total: 9 months, 73.0 Credit Hours, 1500 Clock Hours
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. The program consists of approximately 54% theory and 46% lab.

Course #	Title/Description	Clock Hours	Credit Hours
100-400	**Automotive Technology Core Courses (see page 28 for description)**	**1000**	**48.0**
2100	**Applied Service Management I**	**250**	**13.0**

Theory in business principles, management and supervision. Theory and lab in written and oral communications, word processing, business communications and applications, personnel and shop management, job costing, interview skills, and service writing. Theory and lab in marketing, advertising, pricing, accounting, Internet research and creating multimedia presentations.

2200	**Applied Service Management II**	**250**	**12.0**

Theory in safety, administration, budget and financial reporting, resume writing skills, human relations, customer relations, listening skills, credit and collections. Theory and lab in small business planning, computerized management, spreadsheets, database, accounting, payroll, inventory control and shop management. (Prerequisite: ASM I #2100.)

COLLISION/REFINISHING TECHNOLOGY PROGRAMS

Collision/Refinishing Technology Core Courses

Course #	Title/Description	Clock Hours	Credit Hours
1100	**Collision Repair I**	**250**	**12.0**

Theory in discrimination and harassment, aluminum repair and welding, body construction, mechanical components, basic electricity, computers and emissions, air conditioning, and restraint systems. Theory and lab in external sheet metal straightening to include 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. Safe and proper use of tools and equipment covered in each area.

1200	**Collision Repair II**	**250**	**11.0**

Theory in frame sectioning, steering and suspension systems, wheel alignment, dimensioning procedures using centering gauges for analyzing structural damage, adhesive bonding, corrosion protection, and sheet molding compound repair. Theory and lab in anchoring procedures, structural dimensioning using mechanical and computer measuring systems, plastic parts repair, fixed glass replacement, welded panel replacement procedures to include resistance spot welding and unibody sectioning. Lab in cosmetic repair, electrical, supplemental restraints, and additional lab projects. (Prerequisite: Collision I #1100.)

1300	**Refinishing I**	**250**	**11.0**

Theory in discrimination and harassment, personal and environmental protection, types of undercoats, booth maintenance and operation, paint chemistry, types of finishes, paint additives, paint problems, spot repair, and color matching new paint to existing paint. Theory and lab in hazardous materials, the operation and maintenance of paint equipment, vehicle and personal paint preparation, plastic media stripping for removal of old finishes, surface preparation, proper masking techniques, primer selection and application, paint application, refinishing with base-coat/clear-coats, paint ordering and mixing, refinishing problems and corrections. Final surface detailing using power buffing and hand rubbing, and care of finished surfaces.

1400	**Refinishing II**	**250**	**10.0**

Theory in damage analysis, alternative chip repair, application of stripes and decals, and collision/refinishing shop setup guidelines. Theory and lab in estimating time and materials, identifying and refinishing of the different types of plastic components, color plotting and mapping, tri-coat paint application/repair, new body part cut-in, factory special coatings. Lab in vehicle detailing, masking, surface preparation, paint ordering/mixing, undercoats, finishes, spot repair, and blending techniques. (Prerequisite: Refinishing I #1300.)

The Collision/Refinishing Technology core may be taken with the following specialty courses: Applied Service Management, Chassis Fabrication and High Performance Engines, Street Rod and Custom Fabrication, or Trim and Upholstery.

Chassis Fabrication & High Performance Engines with Collision/Refinishing Technology

Program Total: 9 months, 67.0 Credit Hours, 1500 Clock Hours
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 chassis fabrication and high performance engines. Theory lectures and labs are used. The program consists of approximately 36% theory and 64% lab.

Course #	Title/Description	Clock Hours	Credit Hours
1100-1400	**Collision/Refinishing Technology Core Courses** **(see page 32 for description)**	1000	44.0
3200	**Chassis Fabrication I**	250	12.0

Theory in basic machine tool usage, front suspension design, and front suspension setup including straight axle, independent suspension and air spring suspension. Theory and lab experiences in metal working techniques that apply to specialty automotive chassis fabrication work including metal types and configurations, measuring, pattern development, frame design, grinding, sanding, metal finishing, cutting, MIG welding, TIG welding, and planning and designing the chassis fabrication procedures that are required for professional quality projects in frame modifications including boxing, tubular cross-members, c-notching, pro-street frame setup, roll cage construction, and complete tube chassis fabrication. Theory and lab in high performance engines including engine theory, precision measuring, blueprinting, and component matching. (Prerequisite: Collision/Refinishing Technology #'s 1100 - 1400.)

3300	**Chassis Fabrication II**	250	11.0

Theory in engine mounting, steering setup, brake system setup, plumbing, and rear axle setup including rear axle selection, narrowing, leaf spring suspension, drag race designs, road race designs, off road designs, and air spring suspension. Theory and lab in wiring, electrical meter usage and troubleshooting. Theory and lab in high performance engines including cylinder head selection and modifications, camshaft selection, camshaft degreeing, valve train selection, exhaust systems, forced induction systems, nitrous oxide systems, critical calculations and engine assembly. Lab work varies depending upon project but may include front suspension set up, multi link rear suspension set up, tubular chassis fabrication, roll cage construction, rear axle narrowing and high performance engine building. (Prerequisite: Chassis Fabrication I # 3200.)

Street Rod & Custom Fabrication with Collision/Refinishing Technology

Program Total: 9 months, 64.0 Credit Hours, 1500 Clock Hours
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 #	Title/Description	Clock Hours	Credit Hours
1100-1400	**Collision/Refinishing Technology Core Courses (see page 32 for description)**	**1000**	**44.0**
3500	**Basic Street Rod**	**250**	**10.0**

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, 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, and roll pan fabrication. (Prerequisite: Collision/Refinishing Technology #'s 1100 - 1400.)

3600	**Advanced Street Rod**	**250**	**10.0**

Theory and lab experiences covering basic fabrication 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, Pullmax, 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. 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, punching louvers, fabricating and installing firewalls, floor boards, wheel tubs and roll pans, fabricating and installing hidden pin hinges including suicide doors, fabricating motorcycle tanks and fenders, 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.)

The 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 and Upholstery Technology

Program Total: 9 months, 63.0 Credit Hours, 1500 Clock Hours
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 state-of-the-art 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 #	Title/Description	Clock Hours	Credit Hours
1100-1400	**Collision/Refinishing Technology Core Courses (see page 32 for description)**	**1000**	**44.0**
1700	**Trim & Upholstery I**	**250**	**10.0**

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, and buttons. Lab in additional projects.

1800	**Trim & Upholstery II**	**250**	**9.0**

Theory in vinyl top removal and replacement and tonneau cover construction and installation. Theory and lab in estimating jobs and job materials, 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 and sunvisors, and sewing machine operation. (Prerequisite: Trim I #1700.)

Associate in Specialized Technology in Collision/Refinishing Technology and Management

Program Total: 9 months, 69.0 Credit Hours, 1500 Clock Hours
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 #	Title/Description	Clock Hours	Credit Hours
1100-1400	**Collision/Refinishing Technology Core Courses (see page 32 for description)**	**1000**	**44.0**
2100	**Applied Service Management I**	**250**	**13.0**

Theory in business principles, management and supervision. Theory and lab in written and oral communications, word processing, business communications and applications, personnel and shop management, job costing, interview skills, and service writing. Theory and lab in marketing, advertising, pricing, accounting, Internet research and creating multimedia presentations.

2200	**Applied Service Management II**	**250**	**12.0**

Theory in safety, administration, budget and financial reporting, resume writing skills, human relations, customer relations, listening skills, credit and collections. Theory and lab in small business planning, computerized management, spreadsheets, database, accounting, payroll, inventory control and shop management. (Prerequisite: ASM I #2100.)

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 starting 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.

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

1.) be interviewed and recommended for admission by a school representative.
2.) submit an Application for Admission.
3.) sign a Student Conduct Code Agreement.
4.) sign an Enrollment Agreement and pay a Registration 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.

Advanced Standing/Transfer Credit

A petition for credit for prior training will be evaluated by the Director of Education or the School President. Official transcripts and course descriptions are needed to determine applicable credit. A minimum grade of "B" from a nationally accredited school must be achieved in order for a course to be considered for transfer credit. A student must complete at least 50% of the course requirements of a program at WyoTech in order to receive a diploma or a degree from WyoTech. If credit for prior training is accepted by the school, 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

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

International Students

WyoTech is authorized by the U.S. Department of Immigration and Naturalization (INS) to enroll foreign students.

Veterans

Wyoming Campus:

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.

Pennsylvania Campus:

Degree programs are currently approved for the GI Bill 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.

Wyoming Campus:

Tours of the facility are conducted Monday through Friday at 9:00 a.m. and 2:00 p.m. MST. Advance notice of your intent to visit the school is appreciated; please phone 1-800-521-7158 or email WYtours@wyotech.com.

Pennsylvania Campus:

Tours of the facility are conducted Monday through Friday at 9:00 a.m. and 2:00 p.m. EST. Advance notice of your intent to visit the school is appreciated; please phone 1-800-822-8253 or email PAtours@wyotech.com.

FINANCIAL INFORMATION
Wyoming Campus

Fees
Applicants must pay a registration fee at the time of application.

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

Books and Tools
Books and a set of tools are provided (loaned) to students at no additional charge.

Deposits
A 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.

Applicants accepted into school housing must pay a 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 the housing is vacated in the same condition as it was when the student accepted the rental.

Tuition
Tuition, fees, rent and deposits are the same for in-state and out-of-state students.

Housing Charges
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
$20.70 per week.

FINANCIAL INFORMATION
Pennsylvania Campus

Fees
Applicants must pay a registration fee at the time of application.

Books and Tools
Books and a set of tools are provided (loaned) to students at no additional charge.

Deposits
A 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.

Tuition
Tuition, fees and deposits are the same for in-state and out-of-state students.

Estimated Local Transportation Costs
$20.70 per week.

TUITION AND HOUSING CHARGES
Wyoming Campus

Program Offerings	Program Length	Credit Hours	Program Tuition: Classes starting October 2003 through July 2004	Program Tuition: Classes starting October 2004 through July 2005
Diploma Programs				
Chassis Fabrication & High Performance Engines with:				
Automotive Technology	9 mo.	71.0	$19,200	$20,300
Collision/Refinishing Technology	9 mo.	67.0	$19,700	$20,800
Diesel Technology	9 mo.	70.0	$19,200	$20,300
Street Rod & Custom Fabrication with:				
Automotive Technology	9 mo.	68.0	$19,000	$20,100
Collision/Refinishing Technology	9 mo.	64.0	$19,500	$20,600
Diesel Technology	9 mo.	67.0	$19,000	$20,100
Advanced Diesel Technology	9 mo.	67.0	$19,200	$20,300
Collision/Refinishing & Upholstery Technology	9 mo.	63.0	$18,900	$19,900
Automotive Technology w/ Specialty Auto Fabrication	12 mo.	91.0	$25,500	$27,000
Collision/Refinishing Technology w/ Specialty Auto Fabrication	12 mo.	87.0	$26,000	$27,500
Associate of Occupational Studies Degree Programs				
Auto/Diesel Vehicle Technology	9 mo.	71.0	$18,000	$19,000
Diesel/Auto Vehicle Technology	9 mo.	71.0	$18,000	$19,000
Associate of Applied Science Degree Programs				
Automotive Technology & Management	9 mo.	73.0	$18,000	$19,000
Collision/Refinishing Technology & Management	9 mo.	69.0	$18,500	$19,500
Diesel Technology & Management	9 mo.	72.0	$18,000	$19,000
Automotive Technology w/ Chassis Fab & Management	12 mo.	96.0	$24,500	$25,900
Automotive Technology w/ Street Rod & Management	12 mo.	93.0	$24,300	$25,700
Collision/Refinishing w/ Chassis Fab & Management	12 mo.	92.0	$25,000	$26,400
Collision/Refinishing w/ Street Rod & Management	12 mo.	89.0	$24,800	$26,200

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

Registration Fee
A $100 registration fee is required at the time of application.

Tool Deposit

Refundable tool deposit	$100

Housing Fees, Deposits and Rent

Non-refundable housing reservation fee	$50
Refundable damage deposit	$150
Rent per month	$275

Room rates apply to two people assigned to a dorm unit, or three or four people assigned to a two-bedroom apartment.

TUITION CHARGES
Pennsylvania Campus

Program Offerings	Program Length	Credit Hours	Program Tuition: Classes starting October 2003 through July 2004	Program Tuition: Classes starting October 2004 through July 2005
Diploma Programs				
Chassis Fabrication & High Performance Engines with:				
Automotive Technology	9 mo.	71.0	$19,200	$20,300
Collision/Refinishing Technology	9 mo.	67.0	$19,700	$20,800
Street Rod & Custom Fabrication with:				
Automotive Technology	9 mo.	68.0	$19,000	$20,100
Collision/Refinishing Technology	9 mo.	64.0	$19,500	$20,600
Collision/Refinishing & Upholstery Technology	9 mo.	63.0	$18,900	$19,900
Associate in Specialized Technology Degree Programs				
Automotive Technology & Management	9 mo.	73.0	$18,000	$19,000
Collision/Refinishing Technology & Management	9 mo.	69.0	$18,500	$19,500

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

Registration Fee
A $100 registration fee is required at the time of application.

Tool Deposit
Refundable tool deposit $100

FINANCIAL AID INFORMATION

Financial assistance in the form of grants and loans is available to eligible applicants who have the ability and desire to benefit from the specialized training offered at WyoTech.

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.

Applying For Financial Aid
Upon enrollment, the school will mail you a "Financial Aid Application Packet" which contains the Free Application for Federal Student Aid, and other related forms. Complete each step of the financial aid process promptly; do not miss any deadlines.

Available Financial Aid Programs
The following are brief descriptions of the Federal financial aid programs available at WyoTech.

Federal Pell Grant
A Federal Pell Grant is an award that does not have to be repaid. Funds are awarded to students with "exceptional financial need".

Federal Supplemental Educational Opportunity Grant (FSEOG)
A FSEOG is an award that does not have to be repaid. FSEOG funds are allocated to WyoTech by the federal government and available funds are limited. Funds are awarded to students with "exceptional financial need".

Federal Perkins Loan
A Federal Perkins Loan is a long-term low interest loan available to students with "exceptional financial need". Perkins funds are allocated to WyoTech by the Federal government and available funds are limited.

Subsidized Federal Stafford Loan
A Subsidized Federal Stafford Loan is a low interest loan made by a lender (bank, credit union, or savings and loan association) to students. The Federal government pays the interest during school attendance, for a six-month grace period following school attendance, and during any periods of deferment. Eligibility for a Subsidized Stafford Loan is based on "financial need".

Unsubsidized Federal Stafford Loan
An Unsubsidized Federal Stafford Loan is a low interest loan made by a lender (bank, credit union, or savings and loan association) to students. A student does not have to demonstrate "need" in order to obtain this loan.

Federal Plus Loan
Federal PLUS Loans are low interest loans made by a lender (bank, credit union, or savings and loan association) to the parents of a "dependent" student. The loan application is subject to lender credit approval.

Federal Work-Study Program
The Federal Work-Study Program allows eligible students to work part-time to meet a portion of their educational expenses. These funds are allocated to WyoTech by the Federal government and available funds are limited. Application for a work-study position will be accepted once the student has started school.

Consolidation Loan
This loan allows students to consolidate their existing student loans for the purpose of reducing monthly payments. All of the loans previously described in this section are eligible for consolidation, except the Federal Plus Loan.

SATISFACTORY ACADEMIC PROGRESS

In order to demonstrate satisfactory academic progress toward completion of a program, a student must maintain a specific course grade point average and must progress through the program at a specific minimum pace. Satisfactory academic progress is evaluated at the end of each six-week course.

Required Grades
If a student fails to achieve a minimum final grade of 70% in a course, the student is placed on academic probation and Federal financial aid eligibility is interrupted. If the student achieves a minimum grade of 70% in the subsequent (probationary) course, Federal financial aid eligibility is reinstated.

If the student fails to achieve a minimum grade of 70% in the subsequent (probationary) course, the student is suspended.

When the student achieves a minimum grade of 70% in all courses attempted, the student is returned to good academic standing.

Required Completion Rates
A student must progress toward completion of a program within a specified time frame. A student's completion rate is measured at the end of each course and the student must complete the program within one and a half times the published program length. In order to be considered satisfactorily progressing toward completion of the program within a specified time frame the student must progress at the following rate:

Six Course Program:		Eight Course Program:	
Courses Attempted	Successfully Completed	Courses Attempted	Successfully Completed
1	0	1	0
2	1	2	1
3	1	3	1
4	2	4	2
5	2	5	2
6	3	6	3
7	4	7	3
8	5	8	4
9	6	9	5
		10	6
		11	7
		12	8

Course Repetitions, Incompletes and Withdrawals
When a student repeats a course, the second grade will be substituted for the first for GPA calculation purposes. A course may not be repeated more than once. A student failing the same course twice will be dismissed.

A student who fails to complete all the required work in the course may, with the Department Coordinator's approval, be given an Incomplete (I). The student then has two weeks from the end of the course in which to complete the required course work. Upon satisfactorily completing the required course work, the incomplete grade will be changed to a final grade. Failure of the student to complete the required course work will result in the grade of Incomplete being changed to the earned grade.

A student who withdraws from a course will be given the status of withdrawal (WI). This status will have no effect on the course grade, maximum time frame, or required completion rate. Students with a failing grade may not elect to voluntarily withdraw during the sixth week of a course.

Effect of Leaves of Absence on Satisfactory Academic Progress
Time taken for an approved leave of absence will not be included in the calculation of a student's maximum time frame to complete a program. However, leaves of absence may affect a student's continued eligibility for Federal financial aid.

Pass/Fail Grades
WyoTech does not offer courses on a pass/fail basis.

Remedial Courses
WyoTech does not offer remedial courses.

Application of Satisfactory Academic Progress Standards
These standards apply to all regular students.

Reinstatement of Aid and Change of Program Policy
Students suspended for lack of satisfactory academic progress may apply for readmission after a six-month waiting period. If accepted for readmission, the student will be enrolled for a probationary grading period. With respect to financial aid, the student must complete the probationary grading period with a minimum grade of 70% before financial aid eligibility will be re-established. This procedure applies only to students suspended for a lack of satisfactory academic progress. It does not apply to voluntary withdrawals.

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

Appeal Process
A student may appeal a determination of lack of satisfactory academic progress to the School President, based upon extenuating circumstances. In such cases, the President may determine that the student is making satisfactory academic progress despite the failure to conform within the normal time frame and minimum grades.

ACADEMIC STANDARDS

Definition of a Clock and Credit Hour
A clock hour is a period of time consisting of 50 to 60 minutes of lecture, faculty supervised laboratory, and faculty supervised shop training.

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%	Superior grasp of material, excellent performance	T	Transfer Credit
85-93%	Good level of proficiency, good-performance	W	Withdraw
76-84%	Satisfactory level of proficiency and achievement	I	Incomplete
70-75%	Minimum Passing		
0-69%	Unsatisfactory or failing		

A cumulative grade average of 100% is equivalent to a 4.0 Grade Point Average (G.P.A.), and 70% to a 2.0 G.P.A.

Grading Periods
All programs at WyoTech are divided into six-week courses. 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.

Graduation Requirements
To be eligible for graduation and receive a diploma or degree, the student must:

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 50% of the course requirements of the program at WyoTech.
3. Be current with all financial obligations to the school.

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 permanent record card and becomes part of the academic transcript. Each day is divided into eight sessions for attendance and tardy purposes.

Students missing an entire session will be counted as one hour absent. Students arriving late 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.

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

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

1. The student must request the leave in writing.
2. The leave must not exceed one hundred (100) calendar days (excluding scheduled school breaks).
3. Only one leave will be granted in a twelve (12) month period.
4. The leave must be approved by the Director of Education.

Failure to return from a Leave of Absence will result in official withdrawal.

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

Class Size
Class size varies during the academic year. However, a student-to-instructor ratio is maintained which is appropriate to the educational requirements of a particular classroom/laboratory setting.

The following schedule indicates the maximum number of students in a classroom/laboratory setting by department:

Wyoming Campus Department	Number Students	Number Instructors
Automotive	75	3
Diesel	50	2
Collision/Refinishing	90	4
Chassis Fabrication	100	5
Street Rod	100	5
Trim & Upholstery	20	1
Advanced Diesel	15	1
Applied Service Mngt	50	2

Pennsylvania Campus Department	Number Students	Number Instructors
Automotive	50	2
Collision/Refinishing	60	3
Chassis Fabrication	100	5
Street Rod	50	2
Trim & Upholstery	40	2
Applied Service Mngt	50	2

Withdrawal
Notification of intent to officially withdraw from the Wyoming Campus must be made to the Registrar's office located in the Administration building at 4373 North 3rd Street, Laramie, WY 82072.

Notification of intent to officially withdraw from the Pennsylvania Campus school must be made to the Registrar's office located in the Administration building located at 135 West Market Street, Blairsville, PA 15717. After January 1, 2004 the address of notification is 406 Cornell Road, Blairsville, PA 15717.

Readmission Policy
A student who has withdrawn, or has been suspended, may apply for readmission by contacting the Registrar. 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 will 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. 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, is current in all loan obligations. A request for an update training course must be addressed to the Registrar and approved by the School President.

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.

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson 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
Any controversy, claim or dispute of any sort which cannot be otherwise settled or resolved by way of applicable internal dispute resolution practices and procedures, shall be submitted for arbitration, to be venued and administered either in Laramie or Cheyenne, Wyoming. Any such arbitration shall be performed only by an attorney licensed in the State of Wyoming who is registered with the Clerk of the Wyoming Supreme Court as being available for Alternative Dispute Resolution, which arbitration shall be conducted in accordance with the Wyoming Rules of Civil Procedure subject to the conditions herein. Fees and expenses of arbitration shall be shared equally and any award rendered in favor of a student shall be limited to and shall not exceed the total amount paid to WyoTech on behalf of the student and shall not include any punitive damages. The term fees and expenses of arbitration as used herein shall not include attorney's fees, expenses for the production of evidence, expert witness fees, transcript costs, or travel expenses for parties or witnesses. It is mutually agreed that any award or determination rendered by the arbitrator(s) shall be entered as a judgment by a court of competent jurisdiction. Nothing set forth herein shall in any way limit WyoTech's ability to seek and obtain injunctive relief in and of arbitration from any court of competent jurisdiction.

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.

Privacy Rights
The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. Students have the right to review their records and request changes to any records believed to be inaccurate, approve the release of information in their records, and file a complaint with the U.S. Department of Education if the student believes the School failed to comply with the requirements of FERPA.

Student Progress Reports
Grades are posted at the end of each course and 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.

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 curriculum, schedules, prerequisites and requirements.

Inclement Weather

Wyoming Campus
Should the school be closed due to inclement weather, the announcement will be broadcast on local radio stations KLDI AM 1210, KOWB AM 1290, KCGY FM 95, and KMIX 105.5.

Pennsylvania Campus
Should the school be closed due to inclement weather, the announcement will be broadcast on local radio station KDKA 1020 AM as well as WPXI and WJAC television stations.

Student Achievements/Awards
Outstanding Student
One student per program 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 absence or 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 he/she 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 Advisory Committee
A Student Advisory Committee award is given to students who are selected to work with the Director of Student Services as a formal link between students, faculty and staff.

Peer Tutor
Students selected by their instructors to attend special training to act as tutors to other students are honored with a certificate at graduation.

National Vocational-Technical Honor Society
The National Vocational-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 NVTHS in their recognition of outstanding student achievement.

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

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 reduction of a course grade, 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 readmittance 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.
2. **Controlled Substances and Associated Paraphernalia:** the possession, use, sale or distribution of controlled substances and paraphernalia while on WyoTech-controlled property or at any school-sponsored event. You may be subject to prosecution by local law enforcement agencies and your parent/guardian may be notified. Drug testing may be required in cases of reasonable suspicion.
3. **Alcohol:** the possession, consumption, distribution, or being under the influence of alcohol while on WyoTech-controlled property or at any school-sponsored event. You may 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.
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:** 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. **Firearms:** students will not possess, or have in vehicles, firearms, ammunition, explosives, knives (other than small, pocket type) or weapons of any kind on WyoTech-controlled property.
9. **Disorderly Conduct:** behaving in a manner which disturbs the peace of others or disrupts, interferes or prevents a staff member from performing their duties.
10. **Aiding and Abetting:** assisting, encouraging or inciting others in any violation of regulations. This includes the withholding of information.
11. **Sexual Harassment:** any unwelcome action whether physical, verbal, or nonverbal, that is intimidating, hostile or creates an offensive environment.
12. **Sexual Assault:** the use of force or threat of force to engage a person in sexual activities without person's willing consent.
13. **Tobacco Use:** allowed in designated areas only.
14. **Unauthorized Entry:** entering or attempting to break and enter into any locked or unauthorized room, building, storage area, vehicle, computer, or data storage device.
15. **Student Electronic Equipment:** portable stereo equipment, cellular phones, and pagers are not allowed on campus, WyoTech training areas or facilities.
16. **Public displays of affection:** are not allowed on campus, WyoTech training areas or facilities.
17. **Recreational activities:** are not allowed on campus or WyoTech training 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.

The Student:

1. Will abide by all school policies, housing 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 dyed or colored is prohibited. 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.

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.
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.

CANCELLATION AND REFUND POLICY
Wyoming Campus

WyoTech adheres to applicable state cancellation and refund requirements.

Cancellation Policy: All notices of cancellation should be in writing, signed and dated, and mailed or delivered to 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 student applicant cancels this agreement within three business days after signing the agreement and making an initial payment;
   (3) The student applicant cancels this agreement within three business days following a tour of the school and inspection of school equipment;
   (4) The student applicant cancels this agreement within three business days following attendance at the regularly scheduled school registration day applicable to the first enrollment period.
   (5) The school discontinues a course or program during a period of time within which a student could have reasonably completed it.

(b) The student applicant will be returned all monies paid, less the registration fee, if this agreement is cancelled more than three business days after signing this agreement and items (a)(3) or (a)(4) above do not apply.

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

(a) A student who withdraws after three days of scheduled class attendance of the first enrollment period will receive a refund of the tuition applicable to the first enrollment period in accordance with the following schedule, plus $50 (registration fee refund):

Time Attended	Percent of Refund
Within First Week*	90%
Up to 25%	75%
More than 25%; up to 50%	50%
More than 50%	0%

*Amount of tuition retained by the school not to exceed $250.00.

The percent of time attended is based on the number of weeks of class attendance compared to the number of weeks in the enrollment period. Class attendance in any portion of a week constitutes attendance for the entire week for purposes of this refund calculation. The withdrawal date for refund computation purposes is the last date of recorded attendance.

(b) A student who withdraws during a subsequent enrollment period will receive a refund of tuition applicable to the subsequent enrollment period in accordance with the following schedule:

Time Attended	Refund Percent
Within First Week**	90%
Up to 25%	75%
More than 25%; up to 50%	50%
More than 50%	0%

**Amount of tuition retained by the school not to exceed $300.00.

The percent of time attended is based on the number of weeks of class attendance compared to the number of weeks in the enrollment period. Class attendance in any portion of a week constitutes attendance for the entire week for purposes of this refund calculation. The withdrawal date for refund computation purposes is the last date of recorded attendance.

Special Refund Circumstances: In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete a period of enrollment, 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 withdrawal.

CANCELLATION AND REFUND POLICY
Pennsylvania Campus

WyoTech adheres to applicable state cancellation and refund requirements.

Cancellation Policy: All notices of cancellation should be in writing, signed and dated, and mailed or delivered to 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 student applicant cancels this agreement within ten calendar days after signing the agreement and making an initial payment;
  (3) The student applicant cancels this agreement within three business days following a tour of the school and inspection of school equipment;
  (4) The student applicant cancels this agreement within three business days following attendance at the regularly scheduled school registration day applicable to the first enrollment period.
  (5) The school discontinues a course or program during a period of time within which a student could have reasonably completed it.

(b) The student applicant will be returned all monies paid, less the registration fee, if this agreement is cancelled more than five calendar days after signing this agreement and items (a)(3) or (a)(4) above do not apply.

REFUND POLICY: Notification of intent to withdraw must be made to the Registrar's Office located at 135 West Market Street, Blairsville, PA 15717.

(a) (1) A student who withdraws after three days of scheduled class attendance but within the first 50% of the first enrollment period will receive a refund of the prorated tuition for the first 50% of the first enrollment period in accordance with the following schedule:

Time Attended	Percent of Refund
During the first 7 calendar days	75%
After the first 7 calendar days but within the first 25%	55%
After 25% but within 50%	30%
After 50%	0%

The percent of time attended is based on the number of weeks of class attendance compared to the first 50% of the enrollment period. Class attendance in any portion of a week constitutes attendance for the entire week for purposes of this refund calculation. The withdrawal date for refund computation purposes is the last date of recorded attendance.

(2) A student who withdraws during the second 50% of the first enrollment period will receive a refund of the prorated tuition for the second 50% of the first enrollment period in accordance with the following schedule:

Time Attended	Percent of Refund
During the First 7 calendar days	75%
After the First 7 calendar days but within the first 25%	55%
After 25% but within 50%	30%
After 50%	0%

The percent of time attended is based on the number of weeks of class attendance compared to the second 50% of the enrollment period. Class attendance in any portion of a week constitutes attendance for the entire week for purposes of this refund calculation. The withdrawal date for refund computation purposes is the last date of recorded attendance.

(b) A student who withdraws during a subsequent enrollment period will receive a refund of tuition applicable to the subsequent enrollment period in accordance with the following schedule:

Time Attended	Percent of Refund
During the First 7 Calendar Days	75%
After the First 7 Calendar Days but within the First 25%	55%
After 25% but within 50%	30%
After 50%	0%

The percent of time attended is based on the number of weeks of class attendance compared to the number of weeks in the enrollment period. Class attendance in any portion of a week constitutes attendance for the entire week for purposes of this refund calculation. The withdrawal date for refund computation purposes is the last date of recorded attendance.

Special Refund Circumstances: In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete a period of enrollment, 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 withdrawal.

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 know 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 the following employment assistance services:

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

Resume Distribution
The Career Services Office staff assists with the development and preparation of a personalized letter of introduction for students to send to prospective employers along with their resume and a detailed description of the student's program(s) of study.

Sources of Job Listings
WyoTech places graduates nationwide. The Career Services Office obtains job listings from companies identified by graduating students as an employer of choice, alumni referrals, and from a number of companies who regularly seek quality entry-level technicians from WyoTech.

Career Fair
WyoTech hosts career fairs throughout the year. Students have the opportunity to visit with company representatives and employers can conduct interviews with upcoming graduates. The visiting companies range in size and represent locations across the country.

Continuing Service
WyoTech offers job referrals and resume updating to graduates in good standing as part of our continuing service. The computerized referral system is geared to matching graduates to current job openings in their geographic area. These services are offered to graduates throughout their careers 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, is current in all loan obligations.

Your Career Opportunities
The career opportunities in the automotive, collision/refinishing and diesel industries are almost unlimited. The use of automobiles and diesel trucks, as well as farming, mining and industrial applications are a nationwide necessity. The 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, collision/refinishing or diesel service industry 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. Many professional technicians earn well above-average incomes.

The following is a list of just a few of the occupations and work settings available in the automotive industry:

Automotive Technician
Diesel Technician
Trim and Upholstery Technician
Collision/Refinishing Technician
Shop Foreman
Service Writer
Service Manager
Jobber Salesman
Industrial Equipment Specialist
Shop & Technical School Instructor
Mine Equipment Specialist
Automotive Dealerships
Insurance Adjustor
Claims Examiner
Service Station Proprietor
Technical Consultant
Four-Wheel Drive Specialist
Agricultural Technician
Customizing Shops
Speed Shops
Salvage Operations
Specialty Repair Shops
Automotive Manufacturing
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, life skills classes, tutoring, resource fairs, and other extra-curricular activities are planned year-round, in addition to the support and guidance our staff offers. Staff members are available to assist with medical appointments, housing, roommate conflicts, financial budgeting, and part-time jobs. 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.

Library/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' continually expanding collection of items includes shop and reference manuals, automotive titles, diesel titles, audiovisual holdings and periodical titles as well as a wide variety of other materials.

A computer work area features IBM Compatible PCs with word processing software, self-study tutorials, ALLDATA and Mitchell on Demand. A portion of these terminals run Microsoft Windows for Workgroups and the others run Windows NT. Students also have access to email on computers in this area. A Microfiche reader is available for use with an extensive fiche collection. A viewing area for videotapes is also provided.

The Technical Resource Center staff provides research assistance, classes in Resource Center usage, and assists in special ordering requests as needed. The Technical Resource Center's hours allow ample access for both day and night students.

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 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.

WyoTech encourages all of their students to work toward ASE Certification.

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

Additional uniform shirts are available for purchase in the Lounge along with a complete selection of school supplies, WyoTech jackets, sweaters, shirts, hats and other specialty items.

For the convenience of parents who would like to purchase WyoTech clothing, specialty items or tools for a student as a gift, both the Lounge and Parts Center are open during registration and graduation.

Student Housing at the Wyoming Campus
WyoTech provides school managed and supervised housing for single students at the Wyoming Campus. Housing units are designed to house between two to 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 Wyoming Campus.

WyoTech also assists students attending the Pennsylvania Campus in securing privately owned housing in the area. Students may contact the Housing/Student Services Specialist at the Pennsylvania Campus for further information.

Neither public nor school transportation is available; however, car-pooling among students is encouraged to assist those without their own transportation.

Appendix A

(W)- Wyoming Campus, (P)- Pennsylvania Campus

COLORADO STUDENT INFORMATION (W), (P)

A student who withdraws after three days of scheduled class attendance will receive a refund of the tuition and registration fee applicable to the first enrollment period in accordance with the following schedule, less $150.

Time Attended	Percent of Refund
Within First 10%	90%
After 10% but within first 25%	75%
After 25% but within first 50%	50%
After 50% but within first 75%	25%
After 75%	0%

The percent of time attended is based on the number of weeks of class attendance compared to the number of weeks in the enrollment period. Class attendance in any portion of a week constitutes attendance for the entire week for purposes of this refund calculation. The withdrawal date for refund computation purposes is the last date of recorded attendance.

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.

DELAWARE STUDENT INFORMATION (W), (P)

CANCELLATION POLICY:

(a) The student applicant will be returned all monies paid if:
  (1) The school rejects the applicant;
  (2) The student applicant cancels this agreement within three business days after signing the agreement and making an initial payment;
  (3) The student applicant cancels this agreement within three business days following a tour of the school and inspection of school equipment;
  (4) The student applicant cancels this agreement within three business days following attendance at the regularly scheduled school registration day applicable to the first enrollment period;
  (5) The school discontinues a course during a period of time within which a student could have reasonably completed it.

(b) The student applicant will be returned all monies paid, less $100, if this agreement is cancelled more than three business days after signing this agreement and items (a)(3) or (a)(4) above do not apply.

REFUND POLICY:

(a) A student who withdraws after three days of scheduled class attendance of the first enrollment period will receive a refund of the tuition and registration fee applicable to the first enrollment period in accordance with the following schedule, less $100.

Time Attended	Percent of Refund
After 3 days; up to 4.9%	80%
After 5%; up to 9.9%	70%
After 10%; up to 14.9%	60%
After 15%; up to 24.9%	55%
After 25%; up to 49.9%	30%
After 50%	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 enrollment period. The withdrawal date for refund computation purposes is the last date of recorded attendance.

(b) A student who withdraws during a subsequent enrollment period will receive a refund of tuition applicable to the subsequent enrollment period in accordance with the following schedule:

Time Attended	Refund Percent
After 0.01; up to 4.9%	80%
After 5%; up to 9.9%	70%
After 10%; up to 14.9%	60%
After 15%; up to 24.9%	55%
After 25%; up to 49.9%	30%
After 50%	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 enrollment period. The withdrawal date for refund computation purposes is the last date of recorded attendance.

IDAHO STUDENT INFORMATION (W)

A student may cancel his/her enrollment at any time before the commencement of his/her program.

(a) The student applicant will be returned all monies paid if:
   (1) The school rejects the applicant;
   (2) The student applicant cancels this agreement within three business days after signing the agreement and making an initial payment;
   (3) The student applicant cancels this agreement within three business days following a tour of the school and inspection of school equipment;
   (4) The student applicant cancels this agreement within three business days following attendance at the regularly scheduled school registration day applicable to the first enrollment period.
   (5) The school discontinues a course or program during a period of time within which a student could have reasonably completed it.

(b) A student requesting cancellation after three business days but within seven calendar days after signing the agreement, and before entering school, will be returned all monies paid, less $50.

(c) The student applicant will be returned all monies paid, less the registration fee, if this agreement is canceled more than seven calendar days after signing this agreement and items (a)(3) or (a)(4) above do not apply.

A student withdrawing after entering school will be refunded a percent of the tuition in accordance with the following schedule:

Time Attended	Percent of Refund
Up to 25%	75%
More than 25%; up to 50%	50%
More than 50%	0%

The percent of time attended is based on the number of weeks of class attendance compared to the number of weeks in the enrollment period. Class attendance in any portion of a week constitutes attendance for the entire week for purposes of this refund calculation. The withdrawal date for refund computation purposes is the last date of recorded attendance.

ILLINOIS STUDENT INFORMATION (W)

This refund policy is in compliance with Ch. 144, par.150.1a, sect. 15.1a of the Illinois Revised Statutes.

A student may cancel his/her enrollment at any time before the commencement of his/her program.

1. (a) The student applicant will be returned all monies paid if:
   (1) The school rejects the applicant;
   (2) The student applicant cancels this agreement within seven calendar days after the postmark date of the letter of acceptance.
   (3) The student applicant cancels this agreement within three business days following a tour of the school and inspection of school equipment;
   (4) The student applicant cancels this agreement within three business days following attendance at the regularly scheduled school registration day applicable to the first enrollment period.
   (5) The school discontinues a course or program during a period of time within which a student could have reasonably completed it.

   (b) The student applicant will be returned all monies paid, less the registration fee, if this agreement is cancelled more than seven calendar days after the postmark date of the letter of acceptance, and items (a)(3) or (a)(4) above do not apply.

2. A student who withdraws after commencing training will receive a refund of tuition applicable to the enrollment period in accordance with the following schedule:

Time Attended	Percent of Refund
Within First 5%*	90%
More than 5%; within first 4 weeks	80%
More than 4 weeks; up to 25%	55%
More than 25%; up to 50%	30%
More than 50%	0%

**Amount of tuition retained by the school not to exceed $300.00.

The percent of time attended is based on the number of days of class attendance compared to the number of days in the enrollment period. The withdrawal date for refund computation purposes is the last date of recorded attendance. Payment of refunds due to the student will be paid within 30 days of the date of withdrawal.

GENERAL:

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

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.

INDIANA STUDENT INFORMATION (W), (P)

A STUDENT may cancel his/her enrollment at any time before the commencement of his/her course/program.

(A) The Student will receive a full refund of all monies paid if:
- (1) The school rejects the applicant;
- (2) The student applicant cancels this agreement within six business days after signing the agreement and making an initial payment;
- (3) The student applicant cancels this agreement within three business days following a tour of the school and inspection of school equipment;
- (4) The student applicant cancels this agreement within three business days following attendance at the regularly scheduled school registration day applicable to the first enrollment period.
- (5) The school discontinues a course during a period of time within which a student could have reasonably completed it.

(B) The student applicant will be returned all monies paid, less the registration fee, if this agreement is cancelled more than six business days after signing this agreement and items (A)(3) or (A)(4) above do not apply.

A STUDENT who withdraws after starting school will receive a percent of the tuition and registration fee in accordance with the following schedule, less $100.

Time Attended	Percent of Refund
Within First Week	90%
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 weeks of class attendance compared to the number of weeks in the enrollment period. Class attendance in any portion of a week constitutes attendance for the entire week for purposes of this refund calculation. The withdrawal date for refund computation purposes is the last date of recorded attendance.

KENTUCKY STUDENT INFORMATION (P)

The Automotive Technology & Management and Collision/Refinishing Technology & Management programs at the Pennsylvania campus will only be available to Kentucky students as Diploma-awarding programs until the programs have been submitted as Associate in Specialized Technology programs and approval has been received from the Kentucky State Board of Proprietary Education.

LOUISIANA STUDENT INFORMATION (W), (P)

A student may cancel his/her enrollment at any time before the commencement of his/her program.

(a) The student applicant will be returned all monies paid if:
- (1)The school rejects the applicant;
- (2)The student applicant cancels this agreement within three business days after signing the agreement and making an initial payment;
- (3)The student applicant cancels this agreement within three business days following a tour of the school and inspection of school equipment;
- (4)The student applicant cancels this agreement within three business days following attendance at the regularly scheduled school registration day applicable to the first enrollment period;
- (5)The school discontinues a course during a period of time within which a student could have reasonably completed it.

(b) The student applicant will be returned all monies paid, less the registration fee, if this agreement is cancelled more than three business days after signing this agreement and items (a)(3) or (a)(4) above do not apply.

A student who withdraws after three days of scheduled class attendance of the first enrollment period will receive a refund of the tuition applicable to the first enrollment period in accordance with the following schedule, plus $100 (registration fee refund):

Time Attended	Percent of Refund
Within First Week	90%
Within the Next Three Weeks	75%
Up to 25%	55%
More than 25% up to 50%	35%
More than 50%	0%

The percent of time attended is based on the number of weeks of class attendance compared to the number of weeks in the enrollment period. Class attendance in any portion of a week constitutes attendance for the entire week for purposes of this refund calculation. The withdrawal date for refund computation purposes is the last date of recorded attendance.

A student who withdraws during a subsequent enrollment period will receive a refund of tuition applicable to the subsequent enrollment period in accordance with the following schedule:

Time Attended	Percent of Refund
Within First Week	90%
Within the Next Three Weeks	75%
Up to 25%	55%
More than 25% up to 50%	35%
More than 50%	0%

The percent of time attended is based on the number of weeks of class attendance compared to the number of weeks in the enrollment period. Class attendance in any portion of a week constitutes attendance for the entire week for purposes of this refund calculation. The withdrawal date for refund computation purposes is the last date of recorded attendance.

Currently the Louisiana State Board of Regents has jurisdiction only over the diploma programs offered by WyoTech – Wyoming Campus/Pennsylvania 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.

Wyoming Campus

Program	Tuition & Registration Fee
Chassis Fabrication & H.P. Engines w/ Automotive Technology	$19,300
Chassis Fabrication & H.P. Engines w/ Collision/Refinishing	$19,800
Chassis Fabrication & H.P. Engines w/ Diesel Technology	$19,300
Street Rod & Custom Fabrication w/ Automotive Technology	$19,100
Street Rod & Custom Fabrication w/ Collision/Refinishing	$19,600
Street Rod & Custom Fabrication w/ Diesel Technology	$19,100
Advanced Diesel Technology	$19,300
Collision/Refinishing & Upholstery Technology	$19,000
Automotive Technology w/Specialty Auto Fabrication	$25,600
Collision/Refinishing Technology w/ Specialty Auto Fabrication	$26,100

Pennsylvania Campus

Program	Tuition & Registration Fee
Chassis Fabrication & H.P. Engines w/ Automotive Technology	$19,300
Chassis Fabrication & H.P. Engines w/ Collision/Refinishing	$19,800
Street Rod & Custom Fabrication w/ Automotive Technology	$19,100
Street Rod & Custom Fabrication w/ Collision/Refinishing	$19,600
Collision/Refinishing & Upholstery Technology	$19,000

MARYLAND STUDENT INFORMATION (W), (P)

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)

A. A STUDENT may cancel his/her enrollment at any time before the commencement of his/her course/program.

1.(a) The student will receive a full refund of all monies paid if:
- (1) The school rejects the applicant;
- (2) The student applicant cancels this agreement within five calendar days after signing the agreement and making an initial payment;
- (3) The student applicant cancels this agreement within three business days following a tour of the school and inspection of school equipment;
- (4) The student applicant cancels this agreement within three business days following attendance at the regularly scheduled school registration day applicable to the first enrollment period.
- (5) The school discontinues a course during a period of time within which a student could have reasonably completed it.

(b) The student applicant will be returned all monies paid, less $50, if this agreement is cancelled more than five calendar days after signing this agreement and items (a)(3) or (a)(4) above do not apply.

MASSACHUSETTS REFUND POLICY:

A student who withdraws before or upon completing 75% of the first enrollment period will receive a refund in accordance with the following schedule (as per M.G.L. C.255 Sec. 13K):
- (i). You may terminate this agreement at any time.
- (ii). If you terminate this agreement within five days, you will receive a refund of all monies paid, provided that you have not commenced the enrollment period.
- (iii). If you subsequently terminate this agreement prior to the commencement of the enrollment period, you will receive a refund of the tuition and registration fee paid, less the actual reasonable administrative costs described in item (vii) below.

(iv). If you terminate this agreement during the first 25% of the enrollment period, you will receive a refund of at least 75% of the tuition and registration fee, less the actual reasonable administrative costs described in item (vii) below.

(v). If you terminate this agreement during the first 50% of the enrollment period, you will receive a refund of at least 50% of the tuition and registration fee, less the actual reasonable administrative costs described in item (vii) below.

(vi). If you terminate this agreement during the first 75% of the enrollment period, you will receive a refund of at least 25% of the tuition and registration fee, less the actual reasonable administrative costs described in item (vii) below.

(vii). 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 percent of the contract price, whichever is less. A list of such administrative costs is indicated below.

(viii). 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.

(ix). The school is not obligated to provide any refund if you terminate this agreement after the first 75% of the enrollment period.

Administrative Costs: Administrative costs equal $50.

The percent of time attended is based on the number of weeks of class attendance compared to the number of weeks in the enrollment period. Class attendance in any portion of a week constitutes attendance for the entire week for purposes of this refund calculation. The withdrawal date for refund computation purposes is the last date of recorded attendance.

MINNESOTA STUDENT INFORMATION (W), (P)

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. The date of execution of the enrollment agreement is the postmark date of the letter of acceptance from the school.

(a) The student applicant will be returned all monies paid if:
   (1) The school rejects the applicant. Student applicant will be notified in writing of acceptance or rejection;
   (2) 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;
   (3) The student applicant cancels this agreement within three business days following a tour of the school and inspection of school equipment;
   (4) The student applicant cancels this agreement within three business days following attendance at the regularly scheduled school registration day applicable to the first enrollment period.
   (5) The school discontinues a course during a period of time within which a student could have reasonably completed it.

(b) The student applicant will be returned all monies paid, less $50, if cancellation is requested more than five business days after the postmark date of the letter of acceptance and items (a)(3) or (a)(4) above do not apply.

REFUND POLICY: Notification of intent to withdraw must be made to the Registrar's Office of the respective campus. Wyoming Campus: 4373 North 3rd Street, Laramie, WY 82072. Pennsylvania Campus: 135 West Market Street, Blairsville, PA 15717. Notice of cancellation shall be acknowledged in writing within ten days of receipt of such notice.

(a) A student who withdraws after three days of scheduled class attendance but before completing 75% of the first enrollment period will be refunded a prorated amount of tuition and registration fee, less any unpaid charges, less $100. A student who withdraws after completing 75% or more of the first enrollment period is not entitled to a refund of tuition and fees applicable to the first enrollment period.

The proration is based on the number of weeks of class attendance compared to the number of weeks in the enrollment period. Class attendance in any portion of a week constitutes attendance for the entire week for purposes of this pro-rata refund calculation. The withdrawal date for refund computation purposes is the last date of recorded attendance.

(b) A student who withdraws during a subsequent enrollment period, and before completing 75% of the subsequent enrollment period, will be refunded a prorated amount of tuition, less any unpaid charges, less $100. A student who withdraws after completing 75% or more of the subsequent enrollment period is not entitled to a refund of the tuition applicable to the subsequent enrollment period.

The proration is based on the number of weeks of class attendance compared to the number of weeks in the enrollment period. Class attendance in any portion of a week constitutes attendance for the entire week for purposes of this pro-rata refund calculation. The withdrawal date for refund computation purposes is the last date of recorded attendance.

Refunds due to the student will be paid within 30 days of the date of withdrawal. The refund policy is not conditional upon compliance with the school's student conduct code. 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 Higher Education Services Office, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227.

MISSISSIPPI STUDENT INFORMATION (W), (P)

CANCELLATION POLICY: All notices of cancellation should be in writing, signed and dated, and mailed or delivered to 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 student applicant cancels this agreement within three business days after signing the agreement and making an initial payment;
   (3) The student applicant cancels this agreement within three business days following a tour of the school and inspection of school equipment;
   (4) The student applicant cancels this agreement within three business days following attendance at the regularly scheduled school registration day applicable to the first enrollment period;
   (5) The school discontinues a course during a period of time within which a student could have reasonably completed it.

(b) The student applicant will be returned all monies paid, less the registration fee, if this agreement is cancelled more than three business days after signing this agreement and items (a)(3) or (a)(4) above do not apply.

REFUND POLICY: Notification of intent to withdraw must be made to the Registrar's Office of the respective campus. Wyoming Campus: 4373 North 3rd Street, Laramie, WY 82072. Pennsylvania Campus: 135 West Market Street, Blairsville, PA 15717.

(a) A student who withdraws after three days of scheduled class attendance of the first enrollment period will receive a refund of the tuition applicable to the first enrollment period in accordance with the following schedule:

Time Attended	Percent of Refund
Up to 10%	90%
More than 10%; up to 25%	50%
More than 25%; up to 50%	25%
More than 50%	0%

The percent of time attended is based on the number of weeks of class attendance compared to the number of weeks in the enrollment period. Class attendance in any portion of a week constitutes attendance for the entire week for purposes of this refund calculation. The withdrawal date for refund computation purposes is the last date of recorded attendance.

(b) A student who withdraws during a subsequent enrollment period will receive a refund of tuition applicable to the subsequent enrollment period in accordance with the following schedule:

Time Attended	Refund Percent
Up to 10%	90%
More than 10%; up to 25%	50%
More than 25%; up to 50%	25%
More than 50%	0%

The percent of time attended is based on the number of weeks of class attendance compared to the number of weeks in the enrollment period. Class attendance in any portion of a week constitutes attendance for the entire week for purposes of this refund calculation. The withdrawal date for refund computation purposes is the last date of recorded attendance.

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)

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 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 six calendar years of practical experience in the appropriate field within the last ten years.

OHIO STUDENT INFORMATION (W), (P)

A STUDENT may cancel his/her enrollment at any time before the commencement of his/her course/program.

(a) The student applicant will be returned all monies paid if:
  (1) The school rejects the applicant;
  (2) The student applicant cancels this agreement within five calendar days after signing the agreement and making an initial payment;
  (3) The student applicant cancels this agreement within three business days following a tour of the school and inspection of school equipment;
  (4) The student applicant cancels this agreement within three business days following attendance at the regularly scheduled school registration day applicable to the first enrollment period;
  (5) The school discontinues a course during a period of time within which a student could have reasonably completed it.

(b) The student applicant will be returned all monies paid, less the registration fee, if this agreement is cancelled more than three business days after signing this agreement and items (a)(3) or (a)(4) above do not apply.

The Automotive Technology & Management and Collision/Refinishing Technology & Management programs at the Pennsylvania campus will only be available to Ohio students as Diploma-awarding programs until the programs have been submitted as Associate in Specialized Technology programs and approval has been received from the Ohio State Board of Career Colleges and Schools.

OKLAHOMA STUDENT INFORMATION (W)

WyoTech adheres to applicable state cancellation and refund requirements.

(a) The student applicant will be returned all monies paid if:
  (1) The school rejects the applicant;
  (2) The student applicant cancels this agreement within three business days after signing the agreement and making an initial payment;
  (3) The student applicant cancels this agreement within three business days following a tour of the school and inspection of school equipment;
  (4) The student applicant cancels this agreement within three business days following attendance at the regularly scheduled school registration day applicable to the first enrollment period;
  (5) The school discontinues a course during a period of time within which a student could have reasonably completed it.

(b) The student applicant will be returned all monies paid, less $100, if this agreement is cancelled more than three business days after signing this agreement and items (a)(3) or (a)(4) above do not apply.

OKLAHOMA REFUND POLICY: Notification of intent to withdraw must be made to the Registrar's office located at 4373 North 3rd Street, Laramie, WY 82072.

A percent of the tuition and registration fee in accordance with the following schedule, less $100.

Time Attended	Percent of Refund
Within First Week*	90%
Up to 25%	75%
More than 25%; up to 50%	50%
More than 50%	0%

*Amount of tuition and registration fee retained by the school not to 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 enrollment period. The withdrawal date for refund computation purposes is the last date of recorded attendance.

TENNESSEE STUDENT INFORMATION (W), (P)

CANCELLATION POLICY: All notices of cancellation should be in writing, signed and dated, and mailed or delivered to 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 student applicant cancels this agreement within three business days after signing the agreement and making an initial payment;
  (3) The student applicant cancels this agreement within three business days following a tour of the school and inspection of school equipment;
  (4) The student applicant cancels this agreement within three business days following attendance at the regularly scheduled school registration day applicable to the first enrollment period;
  (5) The school discontinues a course during a period of time within which a student could have reasonably completed it.

(b) The student applicant will be returned all monies paid, less the registration fee, if this agreement is cancelled more than three business days after signing this agreement and items (a)(3) or (a)(4) above do not apply.

REFUND POLICY: Notification of intent to withdraw must be made to the Registrar's Office of the respective campus. Wyoming Campus: 4373 North 3rd Street, Laramie, WY 82072. Pennsylvania Campus: 135 West Market Street, Blairsville, PA 15717.

(a) A student who withdraws after three days of scheduled class attendance of the first enrollment period will receive a refund of the tuition and fees applicable to the first enrollment period in accordance with the following schedule, less $100:

Time Attended	Percent of Refund
Up to 10%	75%
Up to 25%	25%
More than 25%	0%

The percent of time attended is based on the number of weeks of class attendance compared to the number of weeks in the enrollment period. Class attendance in any portion of a week constitutes attendance for the entire week for purposes of this refund calculation. The withdrawal date for refund computation purposes is the last date of recorded attendance.

(b) A student who withdraws during a subsequent enrollment period will receive a refund of tuition and fees applicable to the subsequent enrollment period in accordance with the following schedule, less $100:

Time Attended	Refund Percent
Up to 10%	75%
Up to 25%	25%
More than 25%	0%

The percent of time attended is based on the number of weeks of class attendance compared to the number of weeks in the enrollment period. Class attendance in any portion of a week constitutes attendance for the entire week for purposes of this refund calculation. The withdrawal date for refund computation purposes is the last date of recorded attendance.

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. "Instructors for technical courses or applied general education courses have a minimum of three years of practical work experience or equivalent training in the field being taught; are trained to teach; and are able to demonstrate a command of theory and contemporary technical knowledge and continuing study of their particular field." For General Education topics, we will also meet the Standards as stated, "Instructors for general education courses shall hold, at a minimum, a baccalaureate degree with appropriate education in the specific courses being taught."

The Automotive Technology & Management and Collision/Refinishing Technology & Management programs at the Pennsylvania campus will only be available to Tennessee students as Diploma-awarding programs until the programs have been submitted as Associate in Specialized Technology programs and approval has been received from the Tennessee Higher Education Commission.

TEXAS STUDENT INFORMATION (W)

A. A student may cancel his/her enrollment at any time before the commencement of his/her class. The student will receive a full refund of all monies paid if:
  1. The school rejects the applicant;
  2. The student applicant cancels this agreement within three business days after signing the agreement and making an initial payment;

X

3. The student applicant cancels this agreement within three business days following a tour of the school and inspection of school equipment;
4. The student applicant cancels this agreement within three business days following attendance at the regularly scheduled school registration day applicable to the first enrollment period.
5. There is any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school.
6. The school discontinues a course or program during a period of time within which a student could have reasonably completed it.

The student applicant will be returned all monies paid, less $100, if this agreement is canceled more than three business days after signing this agreement and items (A)(3) or (A)(4) above do not apply.

B. A student who withdraws before or upon completing 75% of the enrollment period will be refunded a percent of the tuition and registration fee in accordance with the following schedule, less $100.

Time Attended	Percent of Refund
Within First Week*	90%
After first week; up to 3 weeks	80%
After 3 weeks; up to 25%	75%
More than 25%; up to 50%	50%
More than 50%; up to 75%	10%
More than 75%	0%

* or 10% of the enrollment period, whichever is less

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the enrollment period. The withdrawal date for refund computation purposes is the last date of recorded attendance.

Because of slight differences in the method of converting clock hours to credit hours, WyoTech and the Texas Workforce Commission arrive at differing credit hour awards for the same programs. What follows is the semester credit hour calculation, by program, as authorized by the TWC and that which is awarded by WyoTech.

Program	TWC	WyoTech	Oct 2003 – July 2004 Tuition & Reg Fee
Chassis Fabrication High Performance Engines with Diesel Technology	69.5	70.0	$19,300
Street Rod & Custom Fabrication with Diesel Technology	66.5	67.0	$19,100
Advanced Diesel Technology	66.0	67.0	$19,300

For an explanation of the methods used to determine both the TWC and WyoTech's credit hour earnings, please contact WyoTech.

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 Chassis Fabrication and High Performance Engines 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.)

Chassis Fabrication & High Performance Engines 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. Chassis Fabrication & High Performance Engines: 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.)

Chassis Fabrication & High Performance Engines 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, and spot paint repair. Chassis Fabrication & High Performance Engines: 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.)

Chassis Fabrication & High Performance Engines 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. Chassis Fabrication & High Performance Engines: 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 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. 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.

Automotive Technology w/Specialty Auto Fabrication:

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. Chassis Fabrication & High Performance Engines: 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: 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. Upon graduation, student will be able to diagnose and repair, design modifications, modify and repair early and late model automobiles.

Collision/Refinishing Technology w/Specialty Auto Fabrication:
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. Chassis Fabrication & High Performance Engines: 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: 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. Upon graduation, student will be able to design modifications, modify, repair and refinish early and late model automobiles.
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, 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. 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.

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, Division of Proprietary 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 Texas Workforce Commission; 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 Texas Workforce Commission:

Basic Engine Management Systems	(Theory: 129, Lab: 121, Credit: 12.5)
Driveability Diagnostics	(Theory: 132, Lab: 118, Credit: 12.0)
Drivetrain Systems	(Theory: 130, Lab: 120, Credit: 12.5)
Chassis	(Theory: 119, Lab: 131, Credit: 11.5)
Collision I	(Theory: 111.5, Lab: 138.5, Credit: 11.5)

Collision II	(Theory: 91, Lab: 159, Credit: 11.0)
Refinishing I	(Theory: 99, Lab: 151, Credit: 11.5)
Refinishing II	(Theory: 72.5, Lab: 177.5, Credit: 11.0)
EMS & Refrig.	(Theory: 138, Lab: 112, Credit: 12.5)
Fluid Power & Electrical	(Theory: 111.5, Lab: 138.5, Credit: 11.5)
Engines	(Theory: 92, Lab: 158, Credit: 11.0)
Power Trains	(Theory: 117, Lab: 133, Credit: 11.5)
Advanced Diesel I	(Theory: 85.5, Lab: 164.50, Credit: 10.5)
Advanced Diesel II	(Theory: 31, Lab:219, Credit: 9.0)
Chassis Fabrication I	(Theory: 127, Lab: 123, Credit: 12.0)
Chassis Fabrication II	(Theory: 84, Lab: 166, Credit: 11.0)
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: 44.5, Lab: 205.5, Credit: 9.0)
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)

A STUDENT may cancel his/her enrollment at any time before the commencement of his/her course/program.

(a) The Student will receive a full refund of all monies paid if:
  (1) The school rejects the applicant;
  (2) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
  (3) The student applicant cancels this agreement within three business days following a tour of the school and inspection of school equipment;
  (4) The student applicant cancels this agreement within three business days following attendance at the regularly scheduled school registration day applicable to the first enrollment period.
  (5) The school discontinues a course during a period of time within which a student could have reasonably completed it.

(b) The student applicant will be returned all monies paid, less the $100 registration fee, if this agreement is cancelled more than five business days after signing this agreement and items (a)(3) or (a)(4) above do not apply.

A student who withdraws after commencing training will receive a refund of tuition applicable to the enrollment period in accordance with the following schedule:

Time Attended	Refund Percent
Within First Week	90%
After First Week; Less than 25%	75%
25%; up to 50%	50%
More than 50%	0%

The percent of time attended is based on the number of days of class attendance compared to the number of days in the enrollment period. The withdrawal date for refund computation purposes is the last date of recorded attendance.

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 high school diploma, GED, or satisfactory completion of the relevant course(s) from a recognized postsecondary institution and practical experience in the appropriate field shall total not less than six calendar years. The experience shall be within the last ten years.

A detailed listing of names, titles, education and experience for all instructors and instructional supervisors is displayed in the student placement area at WyoTech.

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

WyoTech is authorized by the Washington Higher Education Coordinating Board 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, 2004 and authorizes WyoTech to advertise and recruit students in the state of Washington for the following degree programs: Associate of Applied Science in: Automotive Technology and Management, Automotive Technology with Chassis Fabrication and Management, Automotive Technology with Street Rod and Management, Collision/Refinishing Technology and Management, Collision/Refinishing Technology with Chassis Fabrication and Management, Collision/Refinishing Technology with Street Rod and Management, Diesel

Technology and Management; Associate in Specialized Technology in: Automotive Technology and Management and Collision/Refinishing Technology and Management; and an Associate of Occupational Studies in: Auto/Diesel Technology and Diesel/Auto Vehicle Technology.

Any person desiring information about the requirements of the Act or the applicability of those requirements to the institution may contact the board office at P.O. Box 43430, Olympia, WA 98504-3430.

WISCONSIN STUDENT INFORMATION (W), (P)

(a) A STUDENT may cancel his/her enrollment at any time before the commencement of his/her class. The Student will receive a full refund of all monies paid if:
   (1) The school rejects the applicant;
   (2) The student applicant cancels this agreement within three business days after receipt of a notice of acceptance, by certified mail, from the school.
   (3) The student applicant cancels this agreement within three business days following a tour of the school and inspection of school equipment;
   (4) The student applicant cancels this agreement within three business days following attendance at the regularly scheduled school registration day applicable to the first enrollment period.
   (5) The school discontinues a course during a period of time within which a student could have reasonably completed it.

(b) The student applicant will be returned all monies paid, less the $100 registration fee, if this agreement is cancelled more than three business days after receipt of notice of acceptance from the school and items (a)(3) or (a)(4) above do not apply.

A student who withdraws after training has begun and before completing 75% of the enrollment period will receive a pro-rata refund in accordance with the following schedule. 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.

Time Attended	Refund Amount
Within First Week	A prorated portion of the Total Cost, minus $150 or 15% of the Total Cost, whichever is less.
More than a week; Less than 75%	A prorated portion of the Total Cost, minus $500 or 15% of the Total Cost, whichever is less.
75% or more	None

The percent of time attended is determined by counting the number of class days elapsed from the start of enrollment period until the student's last date of attendance and dividing the days attended by the total class days in the enrollment period.

The percent of class days remaining in the enrollment period is determined by counting the number of class days remaining in the enrollment period and dividing by the total class days in the enrollment period.

The pro-rata refund is calculated by multiplying the Total Cost (tuition and registration fee) for the enrollment period by the percent of class days remaining in the enrollment period.

Following are semester credit hour earnings by course of all the courses offered at WyoTech, as defined by the Wisconsin Educational Approval Board.

Basic Engine Management Systems	Credit: 11.2
Driveability Diagnostics	Credit: 11.4
Drivetrain Systems	Credit: 11.2
Chassis	Credit: 10.8
Collision I	Credit: 10.4
Collision II	Credit: 9.5
Refinishing I	Credit: 9.9
Refinishing II	Credit: 8.7
Engines	Credit: 9.6
Fluid Power & Electrical	Credit: 10.4
EMS & R	Credit: 11.6
Power Trains	Credit: 10.7
Advanced Diesel I	Credit 9.3
Advanced Diesel II	Credit: 6.8
Basic Street Rod	Credit: 8.3
Advanced Street Rod	Credit: 8.2
Chassis Fabrication I	Credit: 11.1
Chassis Fabrication II	Credit: 9.2
Trim I	Credit: 7.9
Trim II	Credit: 7.4
Applied Service Management I	Credit: 13.0
Applied Service Management II	Credit: 11.4

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.

Wyoming Campus **Diploma Programs**	**WyoTech**	**WEAB***
Chassis Fabrication & High Performance Engines w/		
Automotive Technology	71.0	64.9
Collision/Refinishing Technology	67.0	58.8
Diesel Technology	70.0	62.6
Street Rod & Custom Fabrication w/		
Automotive Technology	68.0	61.1
Collision/Refinishing Technology	64.0	55.5
Diesel Technology	67.0	58.8
Advanced Diesel Technology	67.0	58.4
Collision/Refinishing & Upholstery Technology	63.0	53.8
Automotive Technology w/Specialty Auto Fabrication	91.0	81.4
Collision/Refinishing Technology w/Specialty Auto Fabrication	87.0	75.3
Occupational AOS Degrees		
Auto/Diesel Vehicle Technology	71.0	65.7
Diesel/Auto Vehicle Technology	71.0	64.6
AAS Degree Programs		
Automotive Technology & Management	73.0	69.0
Diesel Technology & Management	72.0	66.7
Collision/Refinishing Technology & Management	69.0	62.9
Automotive Technology w/Chassis Fabrication & Management	96.0	89.3
Automotive Technology w/Street Rod & Management	93.0	85.5
Collision/Refinishing w/Chassis Fabrication & Management	92.0	83.2
Collision/Refinishing w/Street Rod & Management	89.0	79.4
Pennsylvania Campus **Diploma Programs**		
Chassis Fabrication & High Performance Engines w/		
Automotive Technology	71.0	64.9
Collision/Refinishing Technology	67.0	58.8
Street Rod & Custom Fabrication w/		
Automotive Technology	68.0	61.1
Collision/Refinishing Technology	64.0	55.5
Collision/Refinishing & Upholstery Technology	63.0	53.8
Occupational AST Degree Programs		
Automotive Technology & Management	73.0	69.0
Collision/Refinishing Technology and Management	69.0	62.9

*Because of differences in definitions and the method of converting clock hours to credit hours, WyoTech and the Wisconsin Educational Approval Board (WEAB) arrive at differing credit hour awards. Shown above are the semester credit hour calculations as authorized by the WEAB and that which is awarded by WyoTech as authorized by our accrediting agency, the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCT).

Appendix B

ACADEMIC CALENDAR

SUMMER SCHEDULE 2003

Registration	June 28
First Course	June 30 – August 8
Independence Day Holiday	July 4
Second Course	August 11 – September 19
Labor Day Holiday	September 1
Finals & Graduation	September 19
Fall Break	September 20 – September 28

FALL SCHEDULE 2003

Registration	September 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 – January 4, 2004

WINTER SCHEDULE 2004

Registration	January 3
First Course	January 5 – February 13
Second Course	February 16 – March 26
Finals & Graduation	March 26
Spring Break	March 27 – April 4

SPRING SCHEDULE 2004

Registration	April 3
First Course	April 5 – May 14
Second Course	May 17 – June 25
Memorial Day Holiday	May 31
Finals & Graduation	June 25
Summer Break	June 26 – July 4

SUMMER SCHEDULE 2004

Registration	July 3
First Course	July 5 – August 13
Second Course	August 16 – September 24
Labor Day Holiday	September 6
Finals & Graduation	September 24
Fall Break	September 25 – October 3

FALL SCHEDULE 2004

Registration	October 2
First Course	October 4 – November 12
Second Course	November 15 – December 23
Thanksgiving Holiday	November 25, 26
Finals & Graduation	December 23
Winter Break	December 24 – January 2

WINTER SCHEDULE 2005

Registration	January 3
First Course	January 3 – February 11
Second Course	February 14 – March 25
Finals & Graduation	March 25
Spring Break	March 26 – April 3

Day and evening classes are scheduled as enrollment necessitates. Administrative Office operating hours are 8 a.m. to 5 p.m. Monday through Friday.

Statement of Ownership

MJB Acquisition Corporation dba WyoTech aka Wyoming Technical Institute is owned by Wyo-Tech Acquisition Corporation, which in turn is a wholly owned subsidiary of Corinthian Colleges, Inc., a publicly traded corporation. All corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, California 92707.

Officers:

David G. Moore	President, Chief Executive Officer and Chairman of the Board
Paul R. St. Pierre	Executive Vice President, Marketing & Admissions
Dennis L. Devereux	Executive Vice President, Administrative Services and Assistant Secretary
Dennis N. Beal	Executive Vice President, Chief Financial Officer, and Treasurer
Beth A. Wilson	Executive Vice President, Operations
Mary H. Barry	Senior Vice President, Academic Affairs
Nolan A. Miura	Senior Vice President, Strategic Planning & Business Development and Assistant Treasurer
Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary

Directors:
David G. Moore
Paul R. St. Pierre
Dennis L. Devereux

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.

Deborah M. Kirsch, President
Laramie, WY Campus

Wm. Guy Warpness, President
Blairsville, PA Campus

Locations

WyoTech operates campuses at the following locations:

Main Campus
4373 North 3rd Street
Laramie, WY 82072
(800) 521-7158

Branch Campus
135 West Market Street
Blairsville, PA 15717
(800) 521-7158

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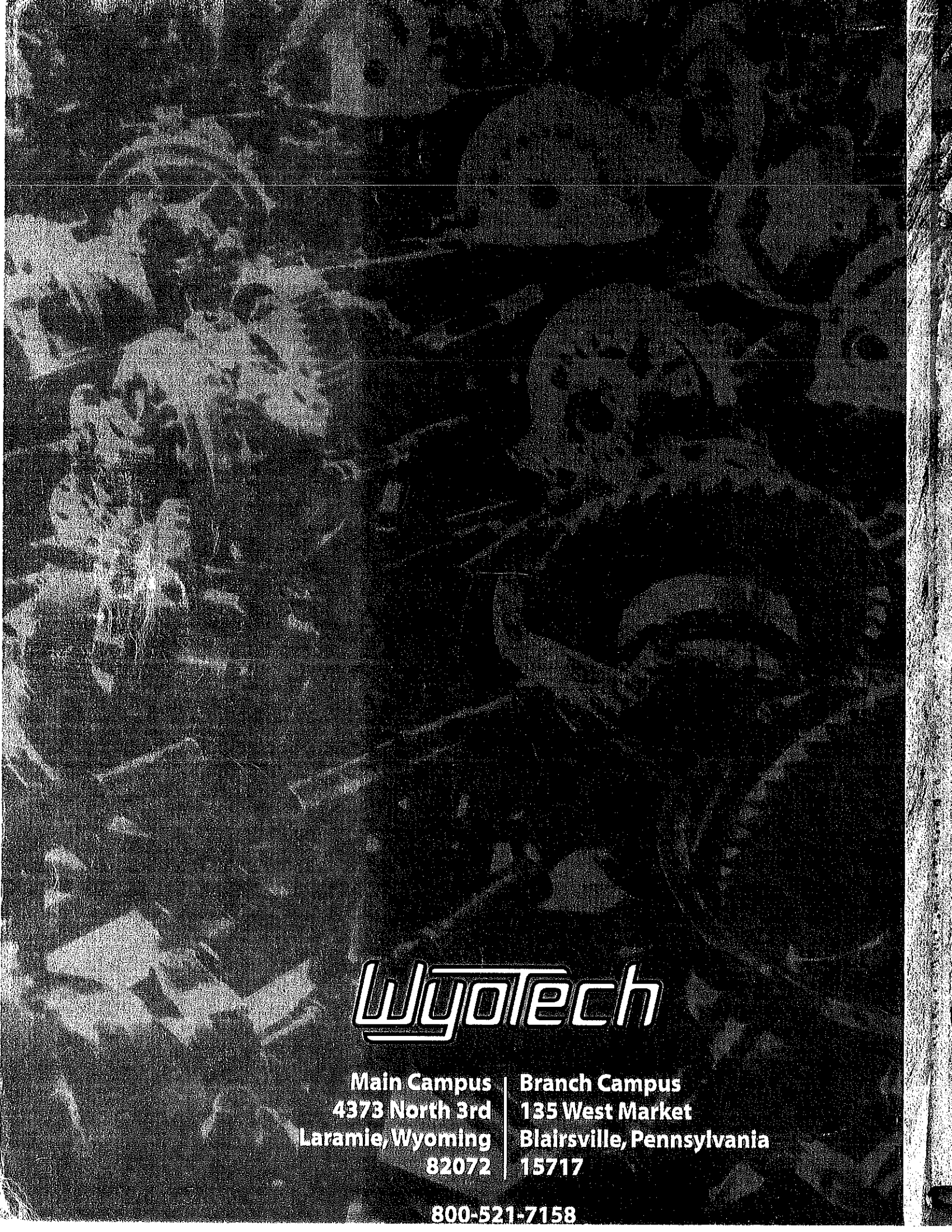

Main Campus
4373 North 3rd
Laramie, Wyoming
82072

Branch Campus
135 West Market
Blairsville, Pennsylvania
15717

800-521-7158