School Catalog

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

Branch Campus
500 Innovation Drive
Blairsville, PA 15717
(800) 822-8253

Branch Campus
980 Riverside Parkway
West Sacramento, CA 95605
(916) 376-8888

WyoTech

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MESSAGE TO OUR STUDENTS

Welcome to WyoTech

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

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

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

We gladly acknowledge that our students are also our clients and our most important asset. Our commitment and our pledge is to make a quality education and the "We Care" philosophy a reality for each and every student, every day, and every month that the student is with us. We have made this pledge to over 26,000 WyoTech graduates and will continue to make this pledge to all who follow!

PHILOSOPHY AND PURPOSE

Dedicated to Excellence

WyoTech is uncompromisingly dedicated to superior quality, college-level, career-oriented education in the automotive, diesel and collision/refinishing industries. WyoTech's programs meet industry specifications and standards. Through the use of industry-based advisory committees, employed graduate contacts, and faculty/industry interactions, WyoTech continually upgrades and modifies programs to enhance each graduate's employability.

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

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

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

The faculty and staff respect the professional decision students have made to enter career training. We believe professionalism is as important an aspect of training as 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 at the Wyoming campus, and each student's grades are adjusted weekly to reflect "professionalism points." Professionalism develops a positive attitude, personal motivation, and career pride. These elements, combined with technical expertise, produce a WyoTech graduate--a skilled professional technician.

HISTORY

Building On Past Success

WyoTech's history began in June 1966 when 22 students from Wyoming and surrounding states started their careers in Automotive Technology in Laramie, Wyoming. Since then, WyoTech has graduated over 26,000 students from across the nation and several foreign countries.

In 1969 WyoTech's Wyoming campus became accredited by the Accrediting Commission of Career Schools and Colleges of Technology, formerly known as NATTS, and through the years has received approval from 49 state governing authorities. WyoTech originated in a single 9,000 square foot building in 1966 and has since expanded to its current size of 370,000 square feet of modern shop, classroom and administrative facilities.

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

A significant milestone was reached when WyoTech opened its doors in the spring of 2002 for training in the automotive and collision/refinishing industries at a branch campus located in Blairsville, Pennsylvania. This campus received its initial accreditation in October 2001 and has received approval from 48 state governing authorities. The school moved into brand new expanded facilities located at 500 Innovation Drive in Blairsville in December 2003.

In January 2004, WyoTech's third campus opened in West Sacramento, California with Automotive Technology, Applied Service Management, and Chassis Fabrication & High Performance Engine courses. Initial accreditation for this branch campus was granted in February 2003 and it currently has approval from seven state governing authorities.

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 Boulevard, 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
Louisiana Career Colleges Association
National Association of Student Financial Aid Administrators
National Education Association
Partnership for Environmental Technology Education
Pennsylvania Association of Private School Administrators
Rocky Mountain Association of Student Financial Aid Administrators
South Dakota Autobody Association
Technology 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 (Wyoming and Pennsylvania campuses), Bureau of Indian Affairs, and Vocational Rehabilitation.

State Agencies -- (W) = Wyoming Campus, (P) = Pennsylvania Campus, (C) = California 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, Career Schools and Veterans Education, Austin, Texas 78778. **(W), (P)**
- Licensed by the Washington Workforce Training & Education Coordinating Board under chapter 28C.10RCW. Washington Residents: inquiries or complaints regarding this or any other private vocational school may be made to the: Washington Workforce Training & Education Coordinating Board, 128 10th Ave. SW, Olympia, WA 98504-3105 ((360) 753-5673). **(W), (P)**
- Agents licensed by the Colorado Department of Higher Education, Private Occupational School Board. **(W), (P)**
- 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 Career Colleges and Schools, Registration Numbers 02-07-1648T and 02-07-1649T, 35 East Gay Street, Suite 403, Columbus, OH 43215. **(W), (P)**
- Licensed and regulated by the Oklahoma Board of Private Schools, 2200 North Classen Blvd., Suite 1010, Oklahoma City, OK 73106. **(W), (P)**
- WyoTech has received a temporary approval to operate from the Bureau for Private Postsecondary and Vocational Education ("Bureau") in California. A temporary approval is merely an interim designation the Bureau can authorize pending a qualitative review and assessment of the institution. At the time it is issued, the Bureau has not yet conducted a site visit. It is issued if the Bureau determines the institution's operational plan satisfies the minimum standards listed in Education Code Sections 94310(a) or (94311(a), whichever is applicable. The temporary approval will remain in effect for at least 90 days, but not more than 360 days in order to enable the Bureau to conduct the site visit and inspection of the institution. After that visit, the Bureau will then determine whether the institution should be approved on a permanent basis. **(C)**

Approved By

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

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

FACULTY & STAFF

Wyoming Campus

Administration

President..... Deborah Kirsch
Director of Education.....Donald Montgomery
Housing Manager.....Dawn Price
Registrar .....Tracy Stibitz
Director of Career Services.....Thecla Woolcott
Director of Financial Aid ..... Jan Hesse
Director of Student Services .....Mario Ibarra
Director of Admissions .....Glenn Halsey
Business Manager ..... Christine Mueschler

Automotive Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Jay Wright	FT	Work Experience	
Asst. Dept. Coordinators	Jack Longress	FT	Associate	WyoTech
	David Neiffer	FT	Work Experience	
	Kevin Shotkoski	FT	Associate	WyoTech
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	
	Christopher Clevin	FT	Diploma	WyoTech
	Eric Croft	FT	Work Experience	
	Chet Freouf	FT	Bachelor	Chadron State College
	Olle Gladso	FT	Work Experience	
	Stephen Hoffine, Jr.	FT	Associate	WyoTech
	Richard Lively	FT	Associate	WyoTech
	Robert Lohmann	FT	Work Experience	
	Alan Mailloux	FT	Associate	WyoTech
	Joseph McPeak	FT	Work Experience	
	Dave Perkins	FT	Work Experience	
	Joe Reel	FT	Work Experience	
	Coby Rogers	FT	Associate	Central Wyoming College
	Mark Roth	FT	Associate	North Iowa Area Community College
	William Schott	FT	Associate	WyoTech
	Chris Spracklin	FT	Work Experience	
	Larry Wostenburg	FT	Work Experience	

Collision/Refinishing Department		Status	Degree/ Qualification	Awarding Institution
Department Coordinator	Bryan Black	FT	Work Experience	
Instructors	Domingo Alvarado	FT	Diploma	WyoTech
	Jim Brust	FT	Work Experience	
	Jeff Clark	FT	Work Experience	
	Edward Curtis	FT	Associate	WyoTech
	Frank DiRico	FT	Diploma	WyoTech
	Gregory Farley	FT	Work Experience	
	Joseph Faycosh	FT	Work Experience	
	Robert Harmelink	FT	Work Experience	
	Gordon Heien	FT	Work Experience	
	Bryan Hesseltine	FT	Work Experience	
	Tim Hoffer	FT	Work Experience	
	Bret Johnson	FT	Work Experience	
	Thomas Madura	FT	Work Experience	
	William Mikkelson	FT	Work Experience	
	Shawn Nunley	FT	Associate	WyoTech
	Jeff Robinson	FT	Associate	WyoTech
	Cody Schuelke	FT	Work Experience	
	Mark Sleight	FT	Work Experience	
	Brian Stinson	FT	Work Experience	
	Marvin Teigen	FT	Associate	WyoTech
	Timmie Wilkins	FT	Work Experience	

Diesel Department		Status	Degree/ Qualification	Awarding Institution
Department Coordinator	Chad Enyeart	FT	Associate	WyoTech
Asst. Dept. Coordinator	Larry Young	FT	Work Experience	
Instructors	Robert Balo	FT	Diploma	Denver Automotive & Diesel College
	Alex Beal	FT	Associate	Boise State University
	Dana Brewer	FT	Associate	Laramie County Community College
	David Crowe	FT	Associate	WyoTech
	Joel Dalby	FT	Associate	WyoTech
	Darrell DeBoer	FT	Work Experience	
	Val Dickson	FT	Associate	WyoTech
	Tim Downing	FT	Associate	WyoTech
	Michael Evans	FT	Work Experience	
	Steven Goldfish	FT	Work Experience	
	Corey Jones	FT	Associate	Denver Automotive & Diesel College
	Charles Kemper	FT	Work Experience	
	Melvin Manrose	FT	Work Experience	
	Randy McReynolds	FT	Associate	Southern Colorado University
	Edward Rodriguez	FT	Associate	WyoTech
	Charlie Walker	FT	Work Experience	
	Brian Weiss	FT	Work Experience	
	Jim Whitcomb	FT	Associate	WyoTech
	William Zwieg	FT	Associate	WyoTech

Chassis Fabrication and High Performance Engines Department		Status	Degree/ Qualification	Awarding Institution
Department Coordinator	Gordon Cossitt	FT	Associate	WyoTech
Asst. Dept. Coordinator	Michael Roylance	FT	Work Experience	
Instructors	Randy Calhoon	FT	Bachelor	University of Wyoming
	Darryl Cameron	FT	Work Experience	
	Jerry Childers	FT	Work Experience	
	Eldie Cline	FT	Diploma	WyoTech
	Wayne Feltz	FT	Work Experience	
	James Jares	FT	Associate	Laramie County Community College
	Richard Junkermeier	FT	Work Experience	
	Harold Lillie	FT	Associate	WyoTech
	Brett Mosier	FT	Work Experience	
	Cory Neumeyer	FT	Work Experience	
	Phillip Steel	FT	Work Experience	
	Bryan Steinbock	FT	Work Experience	
	Randy Svalina	FT	Associate	WyoTech
	Brad Wagoner	FT	Diploma	WyoTech

Street Rod and Custom Fabrication Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Gary Puls	FT	Work Experience	
Asst. Dept. Coordinator	Brick Casper	FT	Associate	WyoTech
Instructors	Roy Canaday	FT	Bachelor	Black Hills State University
	Dan Dermott	FT	Associate	WyoTech
	James Ellenwood	FT	Work Experience	
	Mike Fischer	FT	Associate	WyoTech
	Eric Griffith	FT	Work Experience	
	Casey Hardin	FT	Bachelor	Morehead State University
	Mark Hoshor	FT	Work Experience	
	David Knopf	FT	Work Experience	
	Harold Lamey	FT	Work Experience	
	Rory Martin	FT	Work Experience	
	Cory Mitchell	FT	Associate	WyoTech
	Tom Mortenson	FT	Work Experience	
	Mark Prosser	FT	Bachelor	Central Michigan University
	Scott Smith	FT	Work Experience	
	Thomas Wilbur	FT	Associate	WyoTech

Advanced Diesel Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Chad Enyeart	FT	Associate	WyoTech
Instructors	Morris Cronk	FT	Work Experience	
	Larry Gouchenour	FT	Associate	Universal Technical Institute
	Mike Moyer	FT	Associate	WyoTech
	Ted Wren	FT	Work Experience	

Trim and Upholstery Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Bryan Black	FT	Work Experience	
Asst. Dept. Coordinator	Bill Newcomb	FT	Work Experience	
Instructors	Rebecca Aspen	FT	Diploma	WyoTech
	Kim Helgeson	FT	Bachelor	Northern Montana College
	Jerry Price	FT	Work Experience	
	Stephen Rothschild	FT	Work Experience	
	Michael Wibbens	FT	Work Experience	

Applied Service Management Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Bill McCleary	FT	Bachelor	University of Wyoming
Instructors	Daniel Anker	FT	Master	Regis University
	Lynette Beemer	PT	Master	University of Wyoming
	Randy Bernatow	FT	Bachelor	National College
	Janet Black	FT	Bachelor	University of Utah
	Leon Budd	FT	Bachelor	University of Utah
	Joey Cannon	FT	Master	University of Wyoming
	Myron Hales	FT	Bachelor	University of Wyoming
	John Kirkaldie	FT	Bachelor	University of Montana
	Joseph Mione	FT	Bachelor	University of Wyoming
	Paul Trione	FT	Bachelor	Metropolitan State College of Denver
	Tammy Watts	FT	Bachelor	Missouri Southern State College

FACULTY & STAFF

Pennsylvania Campus

Administration

President..... Guy Warpness
Director of Education..... Steve Whitson
Registrar .....Nancy Elliott
Director of Career Services..... Brenda Heine
Director of Business Office and Financial Aid .....Alan MacPherson
Housing/Student Services Specialist.....Gabe Lucero
Director of Admissions ..... Wendy Hauser

Automotive Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Roy Ramsden, Jr.	FT	Associate	Vale Technical Institute
Asst. Dept. Coordinator	Adam Steffey	FT	Associate	Vale Technical Institute
Instructors	James Bauer	FT	Work Experience	
	George Edinger III	FT	Work Experience	
	Jack Fetsko, Jr.	FT	Associate	Vale Technical Institute
	Robert Gaffney	FT	Work Experience	
	Todd Gillott	FT	Work Experience	
	Kenneth Hoffman	FT	Work Experience	
	Steve Hower	FT	Associate	Vale Technical Institute
	Michael Nelson	FT	Bachelor	Northern Montana State University
	Eric Pazer	FT	Associate	Vale Technical Institute
	James Peppler	FT	Associate	Vale Technical Institute
	Eric Rising	FT	Diploma	University of Northwestern Ohio
	John Russell	FT	Associate	Vale Technical Institute
	William Smith	FT	Work Experience	
	Curtis Stewart, Jr.	FT	Work Experience	
	Ralph Thompson	FT	Diploma	Vale Technical Institute

Collision/Refinishing Department		**Status**	**Degree/ Qualification**	**Awarding Institution**
Department Coordinator	Thomas Mack	FT	Associate	Vale Technical Institute
Asst. Dept. Coordinator	Mark Reynolds	FT	Associate	Vale Technical Institute
Instructors	Robert Bender	FT	Associate	Vale Technical Institute
	Timothy Bernabo	FT	Work Experience	
	Michael Bertolino	FT	Work Experience	
	Mark Bevec	FT	Work Experience	
	Gregory Blystone	FT	Work Experience	
	James Buchanan	FT	Diploma	Vale Technical Institute
	Walter Clawson	FT	Work Experience	
	Gary Goss	FT	Associate	Vale Technical Institute
	Darl Mumau, Jr.	FT	Work Experience	
	Fred Perkey	FT	Work Experience	
	Stacy Rising	FT	Work Experience	
	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	Harry Weimann	FT	Work Experience	
Instructor	Douglas Alexander	FT	Work Experience	
	Dennis Bennett	FT	Work Experience	
	Timothy Bowman	FT	Work Experience	
	Daniel Bracken	FT	Work Experience	
	Keith Bronson	FT	Work Experience	
	Paul Dominick	FT	Work Experience	
	Christopher Johnston	FT	Work Experience	
	Jody Hall	FT	Diploma	Vale Technical Institute
	Mark Shondelmyer	FT	Work Experience	

Street Rod and Custom Fabrication Department		Status	Degree/ Qualification	Awarding Institution
Department Coordinator	Harry Weimann	FT	Work Experience	
Instructors	Eric Arlinghaus	FT	Diploma	WyoTech
	Jay Beinhauer	FT	Associate	Vale Technical Institute
	Gary Klotz	FT	Work Experience	
	Brian Pierce	FT	Bachelor	Oswego State University
	Clyde Spangle	FT	Associate	Ivy Tech State College

Trim and Upholstery Department		Status	Degree/ Qualification	Awarding Institution
Department Coordinator	Thomas Mack	FT	Associate	Vale Technical Institute
Instructors	James Cross	FT	Work Experience	
	Regis Frankovich	FT	Work Experience	
	Duane Tegels	FT	Associate	WyoTech

Applied Service Management Department		Status	Degree/ Qualification	Awarding Institution
Instructors	William Beckner	FT	Master	Frostburg State University
	Henry Kukula	FT	Bachelor	Indiana University of Pennsylvania
	Lisa Lupyan	FT	Master	Indiana University of Pennsylvania
	Anita McGinnis	FT	Bachelor	University of Pittsburgh
	James Thomas	FT	Bachelor	Indiana University of Pennsylvania

FACULTY & STAFF

California Campus

Administration

President..... Jeanette M. Prickett
Director of Education.....Anthony J. DiCicco
Director of Admissions .....Steven Coffee
Student Services Coordinator.....Open
Director of Career Services..... Judi Garcia
Registrar .....Katella Johnson
Director of Finance .....Tatjana Johnson
Financial Aid Specialist .....Kevin Roberts

Applied Service Management Department		Status	Degree/ Qualification	Awarding Institution
Instructors	Gerald A. Caires	FT	Bachelor	San Jose State University

Automotive Department		Status	Degree/ Qualification	Awarding Institution
Instructors	Ernest Chaney	FT	Work Experience	
	Keith Clements	FT	Work Experience	
	Tom Edwards	FT	Work Experience	
	Wayne Goodrich	FT	Diploma	WyoTech
	Patrick Meehan	FT	Associate	WyoTech
	Cliff Peerson	FT	Work Experience	
	Robert Preece	FT	Associate	Cosumnes River College
	Brian Rowe	FT	Work Experience	
	Paul Samson	FT	Work Experience	
	Brian Sizemore	FT	Work Experience	

Chassis Fabrication and High Performance Engines Department		Status	Degree/ Qualification	Awarding Institution
Instructors	James Joranger	FT	Work Experience	
	Scott Swofford	FT	Work Experience	

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 libraries at WyoTech, known as the Technical Resource Centers, 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 contain collections including shop, service, crash, and troubleshooting manuals, textbooks covering vehicles from 1970 into the 21st century, and computer and electronics manuals. Textbooks relating to business and management skills are plentiful, as are periodicals, audiovisual holdings, and a variety of other materials. Computer work areas available for student use are equipped with programs such as Mitchell On Demand, All Data, Chief Velocity and CarTronic, Computer Measuring Systems, Universal Spec Sheet Measuring, ADP Computer Estimating, and ATC Challenge.

The Technical Resource Center staff provides research assistance, offers classes in Resource Center usage, and assists 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 104,000 square feet of shop and classroom space. The 67,000 square foot 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 approximately 34,000 square feet of shop and classroom space that includes classrooms for audio-visual demonstrations and lectures and a 30,000 square foot shop area with four down-draft paint booths, two cross-flow booths, a cut-in booth, frame benches, mechanical and computerized measuring systems, and 50 welding stations. Additionally, the Department utilizes a training facility located at 1557 North 3rd Street with over 11,600 square feet of shop and classroom space, including a classroom for audio-visual demonstrations and lectures, a paint booth, and a primer booth.

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

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

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

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

Diesel Technology Department
The Diesel Technology Department has over 54,000 square feet of space that includes classrooms for audio-visual demonstrations and lectures, a computer lab for Windows based training and testing of electronic fuel systems, a dynamometer test center for load testing transmissions/engines with over 29,000 square feet dedicated to shop space containing stalls, work benches, and mock-ups.

Street Rod and Custom Fabrication
The Street Rod and Custom Fabrication Department has 62,000 square feet of classroom and shop space equipped for audio-visual demonstrations and lectures, 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 Advanced Diesel Department has a 7,800 square foot facility that includes a classroom for audio-visual demonstrations and lectures and a shop containing leased late model trucks for students to perform their training on. The students will learn to work with the latest shop tools and equipment needed in a truck stop environment.

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

Applied Service Management Department
The Applied Service Management Department has classrooms for audio-visual demonstrations and lectures as well as computer labs for computerized shop management training. More than 150 computers, equipped with internet access, are provided for individual student use in the computer labs, and contain programs such as Mitchell On Demand, All Data, Chief Velocity and CarTronic, Computer Measuring Systems, Universal Spec Sheet Measuring, ADP Computer Estimating, and ATC Challenge. Students taking Applied Service Management Online will have access to the software programs listed above and will use email and phone to utilize academic advisors and other services, as well as the internet to access the course and syllabus. Students will also have access to major platform tools including a comprehensive course home page, course calendar, e-mail, threaded discussions, document sharing, webliographies and bibliographies, exam features, and personal gradebooks.

PENNSYLVANIA CAMPUS

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

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 29,000 square feet of classroom and shop space that includes over 25,500 square feet of shop space for competencies and live work. Major equipment includes MIG and TIG welders, plasma cutters, bandsaws, tubing benders, frame setup tables, car lifts, flow bench, pressure washer, jet washing parts cleaner, axle housing narrowing fixture, mill, lathe, and basic hand and power tools.

Applied Service Management Department
The Applied Service Management Department has classroom/computer labs for audio-visual demonstrations and lectures as well as for computerized shop management training. More than 90 computers, equipped with internet access, are provided for individual student use in the computer labs, and contain programs such as Mitchell On Demand, All Data, Chief Velocity and CarTronic, Computer Measuring Systems, Universal Spec Sheet Measuring, ADP Computer Estimating, and ATC Challenge.

Automotive Technology Department
The Automotive Technology Department has a facility with over 21,000 square feet os classroom and shop space, including classrooms for audio-visual demonstrations and lectures and over 17,860 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 27,000 square feet of shop and classroom space that includes classrooms for audio-visual demonstrations and lectures, four cross-flow booths, a cut-in booth and over 23,650 square feet of shop space containing frame benches, mechanical and computerized measuring systems, and 32 welding stations.

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

CALIFORNIA CAMPUS

Automotive Technology Department
The Automotive Technology Department has over 32,500 square feet of shop and classroom space, including classrooms for audio-visual demonstrations and lectures and over 27,000 square feet of shop space for hands on experience. The shop contains stalls, workbenches, lifts, a transmission dynamometer test center, portable chassis dynamometers, driveability diagnostic equipment and wheel alignment equipment.

Chassis Fabrication and High Performance Engines
With training scheduled to begin in October 2004, the Chassis Fabrication and High Performance Engines Department will have over 17,500 square feet of classroom and shop space, including classrooms equipped for audio-visual demonstrations and lectures and over 15,500 square feet of shop space for competencies and live work. Major equipment includes MIG and TIG welders, plasma cutters, bandsaws, tubing benders, frame setup tables, car lifts, flow bench, pressure washer, jet washing parts cleaner, axle housing narrowing fixture, mill, lathe, and basic hand and power tools.

Applied Service Management Department
With training scheduled to begin in October 2004, the Applied Service Management Department will contain classrooms for audio-visual demonstrations and lectures as well as computer labs for computerized shop management training. The computers, equipped with internet access, are provided for individual student use in the computer labs and contain programs such as Mitchell On Demand, All Data, Chief Velocity and CarTronic, Computer Measuring Systems, Universal Spec Sheet Measuring, ADP Computer Estimating, and ATC Challenge.

INSTRUCTIONAL SUPPORT

Industry-Focused Education

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

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

Advisory Committees
To maintain our commitment to high quality, career-oriented training and the maximum employability of our graduates, WyoTech has established Advisory Committees for each Department. The Advisory Committees are comprised of industry members who formally meet with WyoTech's staff and faculty to assist in making decisions regarding curriculum changes, equipment purchases, and program enrichment. The role of the WyoTech Advisory Committees is to help assure 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 VI 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.

PROGRAM OFFERINGS

	Program Length	Credit Hours	Offered at These Campuses		
Diploma Programs			**WY**	**PA**	**CA**
Chassis Fabrication & High Performance Engines with:					
Automotive Technology	9 mo.	71.0	✓	✓	✓
Collision/Refinishing Technology	9 mo.	67.0	✓	✓	
Diesel Technology	9 mo.	70.0	✓		
Street Rod & Custom Fabrication with:					
Automotive Technology	9 mo.	68.0	✓	✓	
Collision/Refinishing Technology	9 mo.	64.0	✓	✓	
Diesel Technology	9 mo.	67.0	✓		
Advanced Diesel Technology	9 mo.	67.0	✓		
Collision/Refinishing & Upholstery Technology	9 mo.	63.0	✓	✓	
Auto/Diesel Vehicle Technology	9 mo.	71.0	✓		
Diesel/Auto Vehicle Technology	9 mo.	71.0	✓		
Automotive Technology w/ Specialty Auto Fabrication	12 mo.	91.0	✓	✓	
Collision/Refinishing Technology w/ Specialty Auto Fabrication	12 mo.	87.0	✓	✓	
Associate in Specialized Technology Degree Programs					
Automotive Technology & Management	9 mo.	73.0	✓	✓	✓
Collision/Refinishing Technology & Management	9 mo.	69.0	✓	✓	
Diesel Technology & Management	9 mo.	72.0	✓		
Automotive Technology w/ Chassis Fabrication & Management	12 mo.	96.0	✓	✓	
Automotive Technology w/ Street Rod & Management	12 mo.	93.0	✓	✓	
Collision/Refinishing Technology w/ Chassis Fabrication & Management	12 mo.	92.0	✓	✓	
Collision/Refinishing Technology w/ Street Rod & Management	12 mo.	89.0	✓	✓	

This list is current as of July 1, 2004.

Please see the following pages for detailed program and course descriptions.

AUTOMOTIVE TECHNOLOGY PROGRAMS

(California, Pennsylvania, and Wyoming Campuses)

The Automotive Technology core courses are the foundation for several programs offered at WyoTech. These four courses offer 1000 clock hours of training in the classroom and lab over a six-month period, and are as follows:

Course #100: Basic Engine Management Systems, 250 Clock Hours, 12.0 Credit Hours

Theory in automotive engines, engine noise diagnosis, engine rebuilding, 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.

Course #200: Drivability Diagnostics, 250 Clock Hours, 12.0 Credit Hours

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.)

Course #300: Drivetrain Systems, 250 Clock Hours, 12.0 Credit Hours

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.

Course #400: Chassis, 250 Clock Hours, 12.0 Credit Hours

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 & High Performance Engines, Street Rod & Custom Fabrication, or any two Diesel electives.

The following Automotive programs are offered at the California, Pennsylvania, and Wyoming campuses:

- Chassis Fabrication & High Performance Engines with Automotive Technology
- Automotive Technology and Management

The following Automotive programs are offered at the Pennsylvania and Wyoming campuses:

- Street Rod & Custom Fabrication with Automotive Technology
- Automotive Technology with Specialty Auto Fabrication
- Automotive Technology with Chassis Fabrication and Management
- Automotive Technology with Street Rod and Management

The following Automotive program is only offered at the Wyoming campus:

- Auto/Diesel Vehicle Technology

Please see the following pages for complete program descriptions.

Chassis Fabrication & High Performance Engines with Automotive Technology

(California, Pennsylvania, and Wyoming Campuses)

Program Totals: 1500 Clock Hours, 71.0 Credit Hours, 9 months

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

Course #'s 100-400: Automotive Technology Core Courses, 1000 Clock Hours, 48.0 Credit Hours

See page 13 for descriptions.

Course #3200: Chassis Fabrication I, 250 Clock Hours, 12.0 Credit Hours

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: Successful completion of two of the four Automotive Technology core courses #'s 100 - 400.)

Course #3300: Chassis Fabrication II, 250 Clock Hours, 11.0 Credit Hours

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.)

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

(Pennsylvania and Wyoming Campuses)

Program Totals: 1500 Clock Hours, 68.0 Credit Hours, 9 months

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

Course #'s 100-400: Automotive Technology Core Courses, 1000 Clock Hours, 48.0 Credit Hours

See page 13 for descriptions.

Course #3500: Basic Street Rod, 250 Clock Hours, 10.0 Credit Hours

Theory in planning and designing the specialty project vehicle and understanding the basics of customizing and fabricating that will be put to use on the specialty vehicle in Advanced Street Rod. Theory and lab experiences in tools of the trade, metal finishing, lead fill, restoring sheet metal panels to original contours, 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.)

Course #3600: Advanced Street Rod, 250 Clock Hours, 10.0 Credit Hours

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.)

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

Auto/Diesel Vehicle Technology

(Wyoming Campus)

Program Totals: 1500 Clock Hours, 71.0 Credit Hours, 9 months
The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the automotive/diesel field. The student receives up-to-date training as a modern automotive technician plus specialty training in any two of the four courses offered in the Diesel program. Theory lectures and labs are used. The program consists of approximately 49% theory and 51% lab.

Course #'s 100-400: Automotive Technology Core Courses, 1000 Clock Hours, 48.0 Credit Hours
See page 13 for descriptions.

Course #'s 600-900: Any Two Diesel Technology Core Courses, 500 Clock Hours, 23.0 Credit Hours
See page 25 for descriptions.

Automotive Technology with Specialty Auto Fabrication

(Pennsylvania and Wyoming Campuses)

Program Totals: 2000 Clock Hours, 91.0 Credit Hours, 12 months
The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the automotive and street rod and custom automotive fields. 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 40% theory and 60% lab.

Course #'s 100-400: Automotive Technology Core Courses, 1000 Clock Hours, 48.0 Credit Hours
See page 13 for descriptions.

Course #'s 3200-3300: Chassis Fabrication & High Performance Engines, 500 Clock Hours, 23.0 Credit Hours
See page 14 for descriptions.

Course #'s 3500-3600: Street Rod & Custom Fabrication, 500 Clock Hours, 20.0 Credit Hours
See page 15 for descriptions.

Associate in Specialized Technology in Automotive Technology and Management

(California, Pennsylvania, and Wyoming Campuses)

Program Totals: 1500 Clock Hours, 73.0 Credit Hours, 9 months

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

Course #'s 100-400: Automotive Technology Core Courses, 1000 Clock Hours, 48.0 Credit Hours

See page 13 for descriptions.

Course #2100: Applied Service Management I, 250 Clock Hours, 13.0 Credit Hours

Theory and lab in general accounting, general ledgers, journals, closing adjustments, bank reconciliation, payroll, inventory control, credit and collections, general bookkeeping, computer hardware and software, word processing applications, graphic presentation applications, spreadsheet applications, database applications, computerized shop management software, writing professional business letters and memos, resume and job search portfolio construction, handling customer complaints and objections, and interviewing techniques.

Course #2200: Applied Service Management II, 250 Clock Hours, 12.0 Credit Hours

Theory in setting up a shop, record keeping, OSHA standards and regulations, service writing, work orders, shop layout, job costing, pricing, and equipment requirements and usage, entrepreneurship, marketing, advertising, creating business plans, cash projections, budgets, applications, shop layouts, equipment, and finding lenders and investors, management and supervision, human resources, writing employee handbooks, policies, procedures, and governmental regulations regarding business.

Associate in Specialized Technology in Automotive Technology with Chassis Fabrication and Management

(Pennsylvania and Wyoming Campuses)

Program Totals: 2000 Clock Hours, 96.0 Credit Hours, 12 months

The objective of this occupational Associate Degree program is to provide the student with skills necessary to obtain a broad range of entry-level technician or management positions in the automotive and custom automotive fields. The student receives training as a modern automotive technician plus specialty training in chassis fabrication and high performance engines. This technical training combined with the automotive-oriented Management training provides the basis for rapid professional advancement after employment. Theory lectures and labs are used. The program consists of approximately 49% theory and 51% lab.

Course #'s 100-400: Automotive Technology Core Courses, 1000 Clock Hours, 48.0 Credit Hours

See page 13 for descriptions.

Course #'s 3200-3300: Chassis Fabrication & High Performance Engines, 500 Clock Hours, 23.0 Credit Hours

See page 14 for descriptions.

Course #'s 2100-2200: Applied Service Management, 500 Clock Hours, 25.0 Credit Hours

See above for descriptions.

Associate in Specialized Technology in
Automotive Technology with Street Rod and Management

(Pennsylvania and Wyoming Campuses)

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

The objective of this occupational Associate Degree program is to provide the student with skills necessary to obtain a broad range of entry-level technician or management positions in the automotive and street rod fields. The student receives training as a modern automotive technician plus specialty training in street rod and custom fabrication. This technical training combined with the automotive-oriented Management training provides the basis for rapid professional advancement after employment. Theory lectures and labs are used. The program consists of approximately 47% theory and 53% lab.

Course #'s 100-400: Automotive Technology Core Courses, 1000 Clock Hours, 48.0 Credit Hours

See page 13 for descriptions.

Course #'s 3500-3600: Street Rod & Custom Fabrication, 500 Clock Hours, 20.0 Credit Hours

See page 15 for descriptions.

Course #'s 2100-2200: Applied Service Management, 500 Clock Hours, 25.0 Credit Hours

See page 17 for descriptions.

COLLISION/REFINISHING TECHNOLOGY PROGRAMS

(Pennsylvania and Wyoming Campuses)

The Collision/Refinishing Technology core courses are the foundation for several programs offered at WyoTech's Wyoming and Pennsylvania campuses. These four courses offer 1000 clock hours of training in the classroom and lab over a six-month period, and are as follows:

Course #1100: Collision Repair I, 250 Clock Hours, 12.0 Credit Hours

Theory in 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 are covered in each area.

Course #1200: Collision Repair II, 250 Clock Hours, 11.0 Credit Hours

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 Repair I #1100.)

Course #1300: Refinishing I, 250 Clock Hours, 11.0 Credit Hours

Theory in personal and environmental protection, types of undercoats, booth maintenance and operation, paint chemistry, types of finishes, paint additives, paint problems, spot repair, color matching new paint to existing paint, and discrimination and harassment. 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.

Course #1400: Refinishing II, 250 Clock Hours, 10.0 Credit Hours

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 & High Performance Engines, Street Rod & Custom Fabrication, or Trim and Upholstery.

The following Collision/Refinishing programs are offered at the Pennsylvania and Wyoming campuses:

- Chassis Fabrication & High Performance Engines with Collision/Refinishing Technology
- Street Rod & Custom Fabrication with Collision/Refinishing Technology
- Collision/Refinishing and Upholstery Technology
- Collision/Refinishing Technology with Specialty Auto Fabrication
- Collision/Refinishing Technology and Management
- Collision/Refinishing Technology with Chassis Fabrication and Management
- Collision/Refinishing Technology with Street Rod and Management

Please see the following pages for complete program descriptions.

Chassis Fabrication & High Performance Engines with Collision/Refinishing Technology

(Pennsylvania and Wyoming Campuses)

Program Totals: 1500 Clock Hours, 67.0 Credit Hours, 9 months

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

Course #'s 1100-1400: Collision/Refinishing Technology Core Courses, 1000 Clock Hours, 44.0 Credit Hours

See page 19 for descriptions.

Course #3200: Chassis Fabrication I, 250 Clock Hours, 12.0 Credit Hours

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: Successful completion of two of the four Collision/Refinishing Technology core courses #'s 1100 – 1400.)

Course #3300: Chassis Fabrication II, 250 Clock Hours, 11.0 Credit Hours

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.)

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

(Pennsylvania and Wyoming Campuses)

Program Totals: 1500 Clock Hours, 64.0 Credit Hours, 9 months

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

Course #'s 1100-1400: Collision/Refinishing Technology Core Courses, 1000 Clock Hours, 44.0 Credit Hours

See page 19 for descriptions.

Course #3500: Basic Street Rod, 250 Clock Hours, 10.0 Credit Hours

Theory in planning and designing the specialty project vehicle and understanding the basics of customizing and fabricating that will be put to use on the specialty vehicle in Advanced Street Rod. Theory and lab experiences in tools of the trade, metal finishing, lead fill, restoring sheet metal panels to original contours, 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.)

Course #3600: Advanced Street Rod, 250 Clock Hours, 10.0 Credit Hours

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, nglish 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.)

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

(Pennsylvania and Wyoming Campuses)

Program Totals: 1500 Clock Hours, 63.0 Credit Hours, 9 months

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

Course #'s 1100-1400: Collision/Refinishing Technology Core Courses, 1000 Clock Hours, 44.0 Credit Hours

See page 19 for descriptions.

Course #1700: Trim & Upholstery I, 250 Clock Hours, 10.0 Credit Hours

Theory in trim and upholstery terminology, trim panels, headliners, headrests and armrests, shop organization, customer relations, and discrimination and harassment. 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.

Course #1800: Trim & Upholstery II, 250 Clock Hours, 9.0 Credit Hours

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 & Upholstery I #1700.)

Collision/Refinishing Technology with Specialty Auto Fabrication

(Pennsylvania and Wyoming Campuses)

Program Totals: 2000 Clock Hours, 87.0 Credit Hours, 12 months

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the collision/refinishing 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 #'s 1100-1400: Collision/Refinishing Technology Core Courses, 1000 Clock Hours, 44.0 Credit Hours

See page 19 for descriptions.

Course #'s 3200-330: Chassis Fabrication & High Performance Engines, 500 Clock Hours, 23.0 Credit Hours

See page 20 for descriptions.

Course #'s 3500-3600: Street Rod & Custom Fabrication, 500 Clock Hours, 20.0 Credit Hours

See page 21 for descriptions.

Associate in Specialized Technology in Collision/Refinishing Technology and Management

(Pennsylvania and Wyoming Campuses)

Program Totals: 1500 Clock Hours, 69.0 Credit Hours, 9 months

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

Course #'s 1100-1400: Collision/Refinishing Technology Core Courses, 1000 Clock Hours, 44.0 Credit Hours

See page 19 for descriptions.

Course #2100: Applied Service Management I, 250 Clock Hours, 13.0 Credit Hours

Theory and lab in general accounting, general ledgers, journals, closing adjustments, bank reconciliation, payroll, inventory control, credit and collections, general bookkeeping, computer hardware and software, word processing applications, graphic presentation applications, spreadsheet applications, database applications, computerized shop management software, writing professional business letters and memos, resume and job search portfolio construction, handling customer complaints and objections, and interviewing techniques.

Course #2200: Applied Service Management II, 250 Clock Hours, 12.0 Credit Hours

Theory in setting up a shop, record keeping, OSHA standards and regulations, service writing, work orders, shop layout, job costing, pricing, and equipment requirements and usage, entrepreneurship, marketing, advertising, creating business plans, cash projections, budgets, applications, shop layouts, equipment, and finding lenders and investors, management and supervision, human resources, writing employee handbooks, policies, procedures, and governmental regulations regarding business.

Associate in Specialized Technology in Collision/Refinishing Technology with Chassis Fabrication & Management

(Pennsylvania and Wyoming Campuses)

Program Totals: 2000 Clock Hours, 92.0 Credit Hours, 12 months

The objective of this occupational Associate Degree program is to provide the student with skills necessary to obtain a broad range of entry-level technician or management positions in the collision/refinishing and custom automotive fields. The student receives training as a modern collision/refinishing technician plus specialty training in 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 #'s 1100-1400: Collision/Refinishing Technology Core Courses, 1000 Clock Hours, 44.0 Credit Hours

See page 19 for descriptions.

Course #'s 3200-330: Chassis Fabrication & High Performance Engines, 500 Clock Hours, 23.0 Credit Hours

See page 20 for descriptions.

Course #'s 2100-2200: Applied Service Management, 500 Clock Hours, 25.0 Credit Hours

See above for descriptions.

Associate in Specialized Technology in
Collision/Refinishing Technology with Street Rod & Management

(Pennsylvania and Wyoming Campuses)

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

The objective of this occupational Associate Degree program is to provide the student with skills necessary to obtain a broad range of entry-level technician or management positions in the collision/refinishing and street rod fields. The student receives training as a modern collision/refinishing technician plus specialty training in street rod and custom fabrication. This technical training combined with the automotive-oriented Management training provides the basis for rapid professional advancement after employment. Theory lectures and labs are used. The program consists of approximately 40% theory and 60% lab.

Course #'s 1100-1400: Collision/Refinishing Technology Core Courses, 1000 Clock Hours, 44.0 Credit Hours

See page 19 for descriptions.

Course #'s 3500-3600: Street Rod & Custom Fabrication, 500 Clock Hours, 20.0 Credit Hours

See page 21 for descriptions.

Course #'s 2100-2200: Applied Service Management, 500 Clock Hours, 25.0 Credit Hours

See page 23 for descriptions.

DIESEL TECHNOLOGY PROGRAMS

(Wyoming Campus)

The Diesel Technology core courses are the foundation for several programs currently offered only at WyoTech's Wyoming campus. These four courses offer 1000 clock hours of training in the classroom and lab over a six-month period, and are as follows:

Course #600: Fluid Power and Electrical Systems, 250 Clock Hours, 12.0 Credit Hours

Theory and lab in basic hydraulics, hydrostatic drive transmissions, use of freestanding engines and skid steer loaders, torque converters, Allison transmissions, basic DC electricity and electrical systems, repair and troubleshooting of hydraulic systems, pumps and cylinders, and mobile electrical systems, reading of hydraulic and electrical diagrams, use of flowmeters, pressure gauges, multimeters and starter/alternator/battery test equipment.

Course #700: Engines, 250 Clock Hours, 11.0 Credit Hours

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

Course #800: Engine Management Systems and Refrigeration, 250 Clock Hours, 12.0 Credit Hours

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 Mechanical. Practices include the use of diagnostic tools on electronic engines such as Caterpillar, Cummins, Detroit DDEC II, III and V-Mac, and EPA RCRA, Sec 608 and 609. Also covered in this area are the operation, testing and servicing of cab air conditioning and transport refrigeration, basic hand tools, fasteners, precision measuring, and basic electricity.

Course #900: Power Trains, 250 Clock Hours, 12.0 Credit Hours

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

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.

The following Diesel programs are only offered at the Wyoming campus:

- Chassis Fabrication and High Performance Engines with Diesel Technology
- Street Rod and Custom Fabrication with Diesel Technology
- Advanced Diesel Technology
- Diesel/Auto Vehicle Technology
- Diesel Technology and Management

Please see the following pages for complete program descriptions.

Chassis Fabrication and High Performance Engines with Diesel Technology

(Wyoming Campus)

Program Totals: 1500 Clock Hours, 70.0 Credit Hours, 9 months

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

Course #'s 600-900: Diesel Technology Core Courses, 1000 Clock Hours, 47.0 Credit Hours

See page 25 for descriptions.

Course #3200: Chassis Fabrication I, 250 Clock Hours, 12.0 Credit Hours

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: Successful completion of two of the four Diesel Technology core courses #'s 600 - 900.)

Course #3300: Chassis Fabrication II, 250 Clock Hours, 11.0 Credit Hours

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.)

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

(Wyoming Campus)

Program Totals: 1500 Clock Hours, 67.0 Credit Hours, 9 months

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

Course #'s 600-900: Diesel Technology Core Courses, 1000 Clock Hours, 47.0 Credit Hours

See page 25 for descriptions.

Course #3500: Basic Street Rod, 250 Clock Hours, 10.0 Credit Hours

Theory in planning and designing the specialty project vehicle and understanding the basics of customizing and fabricating that will be put to use on the specialty vehicle in Advanced Street Rod. Theory and lab experiences in tools of the trade, metal finishing, lead fill, restoring sheet metal panels to original contours, 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.)

Course #3600: Advanced Street Rod, 250 Clock Hours, 10.0 Credit Hours

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.)

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

(Wyoming Campus)

Program Total: 1500 Clock Hours, 67.0 Credit Hours, 9 months

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 #'s 600-900: Diesel Technology Core Courses, 1000 Clock Hours, 47.0 Credit Hours

See page 25 for descriptions.

Course #3800: Advanced Diesel I, 250 Clock Hours, 11.0 Credit Hours

Theory in history, safety, model identification, time management, warranty, tilt cab, windshield removal and replacement, Kenworth and Peterbilt I.D. Theory and lab in product specific truck theory, repair and diagnosis, computer usage, air systems, Kenworth and Peterbilt cab, hood and door adjustments, Kenworth and Peterbilt electrical systems, starting systems, charging systems, fan clutch, Kenworth and Peterbilt A/C, front-ends, brakes, Rockwell and Eaton ABS, Federal brake inspection, Kenworth and 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.)

Course #3900: Advanced Diesel II, 250 Clock Hours, 9.0 Credit Hours

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. Continued lab projects from Advanced Diesel I in front ends, brakes, Rockwell ABS, Federal brake inspection, Kenworth KW 100 & 200 suspensions and Peterbilt suspensions, 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.)

Diesel/Auto Vehicle Technology

(Wyoming Campus)

Program Totals: 1500 clock hours, 71.0 credit hours, 9 months

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

Course #'s 600-900: Diesel Technology Core Courses, 1000 Clock Hours, 47.0 Credit Hours

See page 25 for descriptions.

Course #'s 100-400: Any Two Automotive Technology Core Courses, 500 Clock Hours, 24.0 Credit Hours

See page 13 for descriptions.

Associate in Specialized Technology in Diesel Technology and Management

(Wyoming Campus)

Program Totals:, 1500 Clock Hours, 72.0 Credit Hours, 9 months

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

Course #'s 600-900: Diesel Technology Core Courses, 1000 Clock Hours, 47.0 Credit Hours

See page 25 for descriptions.

Course #2100: Applied Service Management I, 250 Clock Hours, 13.0 Credit Hours

Theory and lab in general accounting, general ledgers, journals, closing adjustments, bank reconciliation, payroll, inventory control, credit and collections, general bookkeeping, computer hardware and software, word processing applications, graphic presentation applications, spreadsheet applications, database applications, computerized shop management software, writing professional business letters and memos, resume and job search portfolio construction, handling customer complaints and objections, and interviewing techniques.

Course #2200: Applied Service Management II, 250 Clock Hours, 12.0 Credit Hours

Theory in setting up a shop, record keeping, OSHA standards and regulations, service writing, work orders, shop layout, job costing, pricing, and equipment requirements and usage, entrepreneurship, marketing, advertising, creating business plans, cash projections, budgets, applications, shop layouts, equipment, and finding lenders and investors, management and supervision, human resources, writing employee handbooks, policies, procedures, and governmental regulations regarding business.

APPLIED SERVICE MANAGEMENT ONLINE

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

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

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

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

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

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

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

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

ADMISSIONS

The First Step Toward Your Future

Admission Requirements and Procedures
Applicants should apply for admission as soon as possible in order to be officially accepted for a specific program and start date. To begin the application process, the applicant should write, telephone, or visit the school. In order to begin classroom attendance at WyoTech, an applicant must provide proof of high school graduation or its equivalent. For students attending the West Sacramento campus, a minimum score of 120 on the CPAt is required prior to the beginning of classroom attendance.

In order to be admitted to WyoTech, an applicant must:
1.) be interviewed and recommended for admission by a school representative,
2.) submit an Application for Admission,
3.) sign a Student Conduct Code Agreement,
4.) sign an Enrollment Agreement and pay a Tuition deposit,
5.) receive an acceptance notification from the school,
6.) provide proof of high school graduation, or its equivalent, prior to the beginning of classroom attendance, and
7.) students at the West Sacramento campus must attain a minimum score of 120 on the CPAt.

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

Advanced Standing / Transferring Credit Into WyoTech
A petition for credit for prior training will be evaluated by the Director of Education. Official transcripts and course descriptions are needed to determine applicable credit. A minimum grade of "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. The transfer of incoming credit is given at the discretion of the Director of Education. If the school accepts credit for prior training, the current tuition will be reduced proportionally by the number of hours of transfer credit accepted. Requests for credit transfer must be made prior to beginning classroom attendance at WyoTech.

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

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

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.

California Campus:
Veterans benefits are not currently approved for the California campus.

School Tours
WyoTech invites all interested students, friends, and family members to visit the school. Tours of the facilities are conducted Monday through Friday at 9:00 a.m. and 2:00 p.m. at all three campuses. Advance notice of your intent to visit the school is appreciated; please use the following phone numbers or e-mail addresses to contact the campus you plan to visit.

Wyoming Campus:
Call 1-800-521-7158 or e-mail WYtours@WyoTech.com.

Pennsylvania Campus:
Call 1-800-822-8253 or e-mail PAtours@WyoTech.com.

California Campus:
Call 1-916-376-8888 or e-mail CAtours@WyoTech.com.

FINANCIAL INFORMATION

Tuition Deposit
Applicants must pay a tuition deposit at the time of signing the enrollment agreement.

Tuition and Fees
Current tuition, rent, and deposit prices can be found in the addendum that accompanies this catalog. Tuition, rent and deposits are the same for in-state and out-of-state students.

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

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

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

Housing Charges (Wyoming Campus)
Student applicants at the Wyoming campus who request school housing are required to pay a non-refundable housing reservation fee at the time the residential rental agreement is signed.

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

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

Estimated Local Transportation Costs
$21.90 per week.

FINANCIAL AID

Helping You Achieve Your Goals

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;
6. be enrolled as a regular student in any of the school's programs;
7. not be in default on any federally-guaranteed loan.

Applying For Financial Aid

Upon enrollment, you will receive 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 so as not to 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.

Additional information concerning the student aid programs may be found at:
http://studentaid.ed.gov/students/publications/student_guide/index.html.

SATISFACTORY ACADEMIC PROGRESS

Resident Students

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, and these standards apply to all regular students.

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

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 removed from academic probation.

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 minimum rate:

> 6 course program (must be completed in 9 course attempts):
> The student will be evaluated at the end of the 5th course attempt, and must have successfully completed 3 of those attempts. At the end of the 9th course attempt, student must have successfully completed the entire program.
>
> 8 course program (must be completed in 12 course attempts):
> The student will be evaluated at the end of the 5th course attempt, and must have successfully completed 3 of those attempts; at the end of the 10th course attempt, student must have successfully completed 6 of those attempts; and at the end of the 12th course attempt, student must have successfully completed the entire program.

Attendance in any portion of a course will be counted as a course attempted. A student called to immediate active military duty will not have the course from which he or she withdrew counted as an attempt for purposes of calculating the rate of progress. If, at any time, the school determines that the student is unable to graduate from his or her program without exceeding the maximum time frame, the student will be dismissed from the program.

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. Students with a failing grade may not elect to voluntarily withdraw during the sixth week of a course.

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.

SATISFACTORY ACADEMIC PROGRESS

Online Students

In order to demonstrate satisfactory academic progress toward completion of the online course, a student must maintain a specific subject grade point and must progress through the course at a specific minimum pace. Satisfactory academic progress is evaluated at the end of each twelve-week period, and these standards apply to all online students.

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

If a student who earned a final grade of less than 70% in one subject within any twelve-week period attempted, fails to achieve a minimum grade of 70% in one subject within the subsequent (probationary) twelve-week period, the student is suspended. A student who earned a final grade of less than 70% in any three subjects will be dismissed.

When the student achieves a minimum grade of 70% in all subjects 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 a maximum of 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 minimum rate:

ASM on-line with a 24-week core program (must be completed in 84 weeks):
The student will be evaluated at the end of the 36th week, at which time the student must have successfully completed 66% of the courses attempted; at the end of the next 36 weeks, the student must have successfully completed 67% of the courses attempted; by the end of the next 12 weeks, the student must have successfully completed the entire program.

ASM on-line with a 36-week core program (must be completed in 102 weeks):
The student will be evaluated at the end of the 42nd week, at which time the student must have successfully completed 57% of the courses attempted; at the end of the next 36 weeks, the student must have successfully completed 64% of the courses attempted; and by the end of the next 24 weeks, the student must have successfully completed the entire program.

Attendance in any portion of a course will be counted as a course attempted. A student called to immediate active military duty will not have the course from which he or she withdrew counted as an attempt for purposes of calculating the rate of progress. If, at any time, the school determines that the student is unable to graduate from his or her program without exceeding the maximum time frame, the student will be dismissed from the program.

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

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

A student who withdraws from a subject will be given the status of withdrawal (WI). This status will have no effect on the subject grade. Online students with a failing grade may not elect to voluntarily withdraw during the twelfth week of a subject.

Reinstatement of Aid
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 two subjects within a twelve-week (probationary) period. With respect to financial aid, the student must complete both subjects during the probationary twelve-week period with a minimum grade of 70% in each subject 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.

Appeal Process
A student may appeal a determination of lack of satisfactory academic progress to the Distance Education Coordinator based upon extenuating circumstances. In such cases, the Distance Education Coordinator 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 at least 50 minutes of lecture, faculty-supervised laboratory, or faculty-supervised shop training within a 60-minute period.

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

Grading System

94-100%	Superior grasp of material, excellent performance	**T**	Transfer Credit
85-93%	Good level of proficiency, good performance	**WI**	Withdraw
76-84%	Satisfactory level of proficiency and achievement	**I**	Incomplete
70-75%	Minimum proficiency and performance to pass		
0-69%	Unsatisfactory or failing		

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

Grading Periods
All resident 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.

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

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

Remedial Courses and Pass / Fail Grades
WyoTech does not offer remedial courses or courses on a pass/fail basis.

Academic Record Retention
WyoTech maintains all student transcripts for at least 50 years and all other records required by state regulations for at least five years.

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.

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

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

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

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

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

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

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

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 that 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:

Department	Wyoming Campus		Pennsylvania Campus		California Campus	
	Number of Students	Number of Instructors	Number of Students	Number of Instructors	Number of Students	Number of Instructors
Automotive	75	3	50	2	50	2
Collision/Refinishing	90	4	60	3	---	---
Diesel	50	2	---	---	---	---
Chassis Fabrication	100	5	100	5	40	2
Street Rod	100	5	50	2	---	---
Trim & Upholstery	20	1	40	2	---	---
Advanced Diesel	15	1	---	---	---	---
Applied Service Management	50	2	50	2	50	2

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

Wyoming Campus: Registrar, 4373 North 3rd Street, Laramie, WY 82072
Pennsylvania Campus: Registrar, 500 Innovation Drive, Blairsville, PA 15717
California Campus: Registrar, 980 Riverside Parkway, West Sacramento, CA 95605
Online Students: Distance Education Coordinator, 4373 North 3rd Street, Laramie, WY 82072

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 may result in suspension. Further, the student must abide by any specific stipulations prescribed by the probationary action.
3. **Suspension**: the immediate withdrawal of the student from WyoTech. Suspension notification will be in writing and will include a date after which the student may apply for readmittance.
4. **Dismissal**: the immediate permanent withdrawal of the student from WyoTech. Dismissal notification will be in writing and will indicate that the student will not be considered for readmission.

Update Training
On a space available basis, a WyoTech graduate in good standing may return for an update training course in the program from which the student graduated at no additional tuition charge. 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 or studentrelations@cci.edu. Additional state-specific information regarding complaint/grievance procedures can be found in Appendix A of this catalog.

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

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. For additional information regarding FERPA, please see the Registrar's office.

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
Should the school be closed due to inclement weather, the announcement will be broadcast on the following local radio and television stations:

Wyoming Campus: Radio stations KLDI AM 1210, KOWB AM 1290, KCGY FM 95, and KMIX 96.7
Pennsylvania Campus: Radio station KDKA AM 1020 and television stations WTAE and WJAC
California Campus: Radio station KFBK AM 1530 and television stations KCRA and KVIE

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 Student Services Department 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 are invited to attend WyoTech graduation ceremonies. These ceremonies represent the culmination of your training at WyoTech. This is a formal commencement and awards ceremony 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 a grade reduction, reprimand, probation, suspension, or dismissal – depending upon the seriousness or frequency of the violation. School officials will determine the appropriate penalty on all conduct violations.

If suspended as a result of a conduct code violation, a student may apply for readmission in accordance with the school's readmission policy.

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

1. **Dishonesty:** willfully or knowingly lying, cheating academically, claiming the work of others or giving any type of false information.
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. **Weapons:** students will not possess, or have in vehicles, firearms, ammunition, explosives, knives 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, 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.

Applied Service Management Online students will abide by the following:

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

Students attending all other courses will abide by the following:

1. A WyoTech uniform shirt and solid color work pants with professional work-style boots must be worn. The shirt is to be worn buttoned with the exception of the top button/snap. Shirttails must be tucked into the pants. Sweaters or other shirts, if worn, must be worn underneath the uniform shirt. Hooded sweatshirts or hooded jackets shall not be worn in the shop.
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.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

This institution is certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965, as amended.

To calculate refunds under the Federal Return of Title IV funds policy, institutions must complete two separate calculations. First, the institution must determine how much of the tuition, fees and other institutional charges it is eligible to retain using either the state or institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned which can be applied to the institutional charges.

If the student received more SFA funds than he or she earned under the Federal Return of Title IV policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury. Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

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

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

The percentage of the payment period or period of enrollment is the total number of calendar days (excluding scheduled breaks of at least five consecutive days) in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days (excluding scheduled breaks of at least five consecutive days) completed in that payment period or period of enrollment as of the last date of attendance. Days in which a student was on an approved leave of absence are also excluded in calendar days for the payment period or period of enrollment.

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

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

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

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

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

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

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

CANCELLATION 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.

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 academic year.

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 academic year will receive a refund of the tuition applicable to the first academic year in accordance with the following schedule:

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 $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 academic year. 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 academic year will receive a refund of tuition applicable to the subsequent academic year 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 academic year. 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 an academic year, the school will make a settlement that is reasonable and fair to all parties.

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

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

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, 500 Innovation Drive, Blairsville, PA 15717.

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 academic year.

Refund Policy: Notification of intent to withdraw must be made to the Registrar's Office located at 500 Innovation Drive, Blairsville, PA 15717.

(a) (1) A student who withdraws after three days of scheduled class attendance but within the first 50% of the first academic year will receive a refund of the prorated tuition for the first 50% of the first academic year 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 academic year. 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 academic year will receive a refund of the prorated tuition for the second 50% of the first academic year 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 academic year. 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 academic year will receive a refund of tuition applicable to the subsequent academic year 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 academic year. 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 an academic year, the school will make a settlement that is reasonable and fair to all parties.

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

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

CANCELLATION AND REFUND POLICY

California Campus

Cancellation Policy: All notices of cancellation should be in writing, signed and dated, and mailed or delivered to WyoTech, 980 Riverside Parkway, West Sacramento, CA 95605.

The student applicant will be returned all monies paid if:

(1) The school rejects the applicant;
(2) The student applicant cancels this agreement before midnight of the fifth business day after signing the agreement and making an initial payment;
(3) The student applicant cancels this agreement before midnight of the fifth business day following a tour of the school and inspection of school equipment;
(4) The student applicant cancels this agreement before midnight of the fifth business day following the day of the first class, or following receipt of the Notice of Cancellation;

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

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

The amount of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Class attendance in any portion of a day constitutes attendance for the entire day 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 academic year will be refunded a prorated amount of tuition, less any unpaid charges.

The amount of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Class attendance in any portion of a day constitutes attendance for the entire day 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 an academic year, the school will make a settlement that is reasonable and fair to all parties.

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

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

Refund Example: If a student enrolls in a 1,500 clock hour program, paid $22,000 for tuition, and completed 1,000 clock hours, their refund would be calculated as follows: (1) Total program cost of $22,000 divided by 1,500 clock hours = $14.667 per clock hour cost for the program. (3) $14.667 multiplied by the 1,000 clock hours attended = $14,667.00 owed by the student. (4) Total of $22,000 - $14,667.00 owed = $7,333.00 refunded to the student.

CAREER SERVICES

Helping to Make Your Goals a Reality

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, utilizing an employer database containing approximately 40,000 employers. 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, Insurance Adjustor, Diesel Technician, Claims Examiner, Trim and Upholstery Technician, Service Station Proprietor, Collision/Refinishing Technician, Technical Consultant, Shop Foreman, Four-Wheel Drive Specialist, Service Writer, Agricultural Technician, Service Manager, Customizing Shops, Jobber Salesman, Speed Shops, Industrial Equipment Specialist, Salvage Operations, Shop & Technical School Instructor, Specialty Repair Shops, Mine Equipment Specialist, Automotive Manufacturing, Automotive Dealerships, and Fleet Supervisor.

STUDENT SERVICES

Making the Transition

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, roommate conflicts, financial budgeting, part-time jobs, and housing at the Wyoming campus. 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 contain collections including shop, service, crash, and troubleshooting manuals, textbooks covering vehicles from 1970 into the 21st century, and computer and electronics manuals. Textbooks relating to business and management skills are plentiful, as are periodicals, audiovisual holdings, and a variety of other materials. Computer work areas available for student use provide internet access and are equipped with curriculum-related programs.

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

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

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

WyoTech's Wyoming and Pennsylvania campuses are approved as regional testing centers for the administration of ASE Certification tests. WyoTech graduates are given partial credit toward the two-year experience requirement for certification, and WyoTech encourages all of their students to work toward ASE Certification.

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

At the Wyoming and Pennsylvania campuses, 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, the Lounge is open during registration and graduation.

Student Housing
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.

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

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

Appendix A

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

ARKANSAS STUDENT INFORMATION (W), (P)

Cancellation Policy:
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 academic year.
(5) The school discontinues a program in which a student is enrolled, except that this provision shall not apply in the event that the school ceases operation.

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

Time Attended	Percent of Refund
During the first 25%	Pro Rata
Upon completion of 25%, up to 50%	50%
Upon completion of 50%, up to 75%	25%
Upon completion of 75%	0%

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

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

Time Attended	Percent of Refund
During the first 25%	Pro Rata
Upon completion of 25%, up to 50%	50%
Upon completion of 50%, up to 75%	25%
Upon completion of 75%	0%

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. 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 an academic year, the school will make a settlement that is reasonable and fair to all parties.

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

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

The 12-month programs Automotive Technology with Chassis Fabrication and Management, Automotive Technology with Street Rod and Management, Collision/Refinishing Technology with Chassis Fabrication and Management, Collision/Refinishing Technology with Street Rod and Management, Automotive Technology with Specialty Auto Fabrication, and Collision/Refinishing Technology with Specialty Auto Fabrication at the Blairsville, Pennsylvania campus will not be available to Arkansas students until they have been submitted to and received approval from the Arkansas State Board of Private Career Education.

The Arkansas State Board of Private Career Education will be notified prior to any changes in this catalog.

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

If a complaint cannot be resolved after exhausting the institution’s grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

CALIFORNIA STUDENT INFORMATION (C)

WyoTech has designated the Director of Education to handle student complaints if they remain unresolved. Students may lodge a complaint by communicating orally or in writing to any teacher, administrator, or admissions personnel. The recipient of the complaint will then pass it along as soon as possible to the Director of Education to get the complaint resolved. If the student delivers the complaint orally and the complaint is not resolved within a reasonable amount of time or before the student complains about the same matter, WyoTech will advise the student to submit the complaint in writing. If the student delivers the complaint in writing, WyoTech will, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the written response will include the reasons for the rejection. The Director of Education will not be terminated from employment or suffer any diminution in compensation as a result of the appropriate and good faith discharge or duties in handling complaints. Any complaint or grievance that has not been resolved to the satisfaction of the student can be directed to the Bureau for Private Postsecondary and Vocational Education, 400 R Street – Suite 5000, Sacramento, CA 95814, Phone: (916) 445-3427.

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

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. To be eligible for STRF, you must be a California resident and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a California resident. To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 400 R Street, Suite 5000, Sacramento, CA 95814, (916) 445-3427.

COLORADO STUDENT INFORMATION (W), (P)

Cancellation Policy:
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 academic year.
(5) The school discontinues a course or program during a period of time within which a student could have reasonably completed it, except that this provision shall not apply in the event that the school ceases operation.

Refund Policy:

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

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 academic year. 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 academic year will receive a refund of tuition applicable to the subsequent academic year in accordance with the following schedule:

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 academic year. 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 an academic year, the school will make a settlement that is reasonable and fair to all parties.

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

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

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

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

DELAWARE STUDENT INFORMATION (W), (P)

Cancellation Policy:
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 academic year;
(5) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representation by the owner of representative of the school.

Refund Policy:

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

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 amount of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Class attendance in any portion of a day constitutes attendance for the entire day 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 academic year will receive a refund of tuition applicable to the subsequent academic year in accordance with the following schedule:

Time Attended	Percent of Refund
After .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 amount of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Class attendance in any portion of a day constitutes attendance for the entire day 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 an academic year, the school will make a settlement that is reasonable and fair to all parties.

Payment Of Refunds: Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.
Return of Title IV Funds: Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department for further detail that may affect the return of federal funds.

The 12-month programs Automotive Technology with Specialty Auto Fabrication, and Collision/Refinishing Technology with Specialty Auto Fabrication at the Blairsville, Pennsylvania campus will not be available to Delaware students until they have been submitted to and received approval from the Delaware Department of Education.

ILLINOIS STUDENT INFORMATION (W)

Cancellation Policy:
A student may cancel his/her enrollment at any time before the commencement of his/her course/program.
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 business 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 academic year;
(5) The student applicant was not provided a copy of a valid enrollment agreement and current catalog;
(6) The school fails to conduct classes on days or scheduled times, detrimentally affecting the student.

Refund Policy:

(a) A student who withdraws after three days of scheduled class attendance of the first academic year will receive a refund of tuition applicable to the first academic year 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 academic year. The withdrawal date for refund computation purposes is the last date of recorded attendance.

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

Time Attended	Percent of Refund
Within first 5%*	90%
After 5%; 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 academic year. 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 an academic year, the school will make a settlement that is reasonable and fair to all parties.

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

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

INDIANA STUDENT INFORMATION (W), (P)

Cancellation Policy:
A student may cancel his/her enrollment at any time before the commencement of his/her course/program.
The student applicant will be returned 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 academic year;
(5) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the school.

Refund Policy:

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

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 academic year. 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 academic year will receive a refund of tuition applicable to the subsequent academic year in accordance with the following schedule:

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 academic year. 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 an academic year, the school will make a settlement that is reasonable and fair to all parties.

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

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

KENTUCKY STUDENT INFORMATION (P)

The 12-month programs Automotive Technology with Chassis Fabrication and Management, Automotive Technology with Street Rod and Management, Collision/Refinishing Technology with Chassis Fabrication and Management, and Collision/Refinishing Technology with Street Rod and Management at the Blairsville, Pennsylvania campus will not be available to Kentucky students until they have been submitted to and received approval from the Kentucky State Board of Proprietary Education.

LOUISIANA STUDENT INFORMATION (W), (P)

Cancellation Policy:
A student may cancel his/her enrollment at any time before the commencement of his/her program.
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 academic year.

Refund Policy:

(a) A student who withdraws after three days of scheduled class attendance of the first academic year will receive a refund of tuition applicable to the first academic year 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%	30%
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 academic year. 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 academic year will receive a refund of tuition applicable to the subsequent academic year 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%	30%
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 academic year. 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 an academic year, the school will make a settlement that is reasonable and fair to all parties.

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

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

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

The programs Auto/Diesel Technology and Diesel/Auto Technology at the Laramie, Wyoming campus and the programs Automotive Technology with Specialty Auto Fabrication and Collision/Refinishing Technology with Specialty Auto Fabrication at the Blairsville, Pennsylvania campus will not be available to Louisiana students until they have been submitted to and received approval from the Louisiana Board of Regents.

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)

Cancellation Policy:
A student may cancel his/her enrollment at any time before the commencement of his/her course/program.
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 academic year.

Refund Policy:
A student who withdraws after three business days of scheduled class attendance but before or upon completing 75% of the program will receive a refund in accordance with the following Massachusetts Policy (as per M.G.L.C.255 Sec. 13K):

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

The percent of time attended is based on the number of weeks of class attendance compared to the number of weeks in the program. 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 an academic year, the school will make a settlement that is reasonable and fair to all parties.

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

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

Administrative Costs: Administrative costs equal $0.

Entrance Requirements: Applicants must provide proof of high school graduation, or its equivalent, prior to the beginning of classroom attendance.

Late Registration: Late registrations will be accepted within three days from a scheduled start date.

MICHIGAN STUDENT INFORMATION (P)

The 12-month programs Automotive Technology with Chassis Fabrication and Management, Automotive Technology with Street Rod and Management, Collision/Refinishing Technology with Chassis Fabrication and Management, Collision/Refinishing Technology with Street Rod and Management, Automotive Technology with Specialty Auto Fabrication, and Collision/Refinishing Technology with Specialty Auto Fabrication at the Blairsville, Pennsylvania campus will not be available to Michigan students until they have been submitted to and received approval from the Michigan Department of Career Development.

MINNESOTA STUDENT INFORMATION (W), (P)

Cancellation Policy:
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 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 academic year.

Refund Policy:

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

The proration is based on the number of days of class attendance compared to the number of days in the academic year. The withdrawal date for refund computation purposes is the last date of recorded attendance.

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

The proration is based on the number of days of class attendance compared to the number of days in the academic year. 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 an academic year, the school will make a settlement that is reasonable and fair to all parties.

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

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

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

MISSISSIPPI STUDENT INFORMATION (W), (P)

Cancellation Policy:

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 academic year;
(5) The school cancels the student's program.

Refund Policy:

(a) A student who withdraws after three days of scheduled class attendance of the first academic year will receive a refund of tuition applicable to the first academic year 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 academic year. 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 academic year will receive a refund of tuition applicable to the subsequent academic year 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 academic year. 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 an academic year, the school will make a settlement that is reasonable and fair to all parties.

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

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

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.

The programs Automotive Technology with Specialty Auto Fabrication, Collision/Refinishing Technology with Specialty Auto Fabrication, Automotive Technology with Chassis Fabrication and Management, Automotive Technology with Street Rod and Management, Collision/Refinishing Technology with Chassis Fabrication and Management, and Collision/Refinishing Technology with Street Rod and Management at the Blairsville, Pennsylvania campus will not be available to Mississippi students until they have been submitted to and received approval from the Mississippi State Board for Community and Junior Colleges.

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

The 12-month programs Automotive Technology with Chassis Fabrication and Management, Automotive Technology with Street Rod and Management, Collision/Refinishing Technology with Chassis Fabrication and Management, Collision/Refinishing Technology with Street Rod and Management, Automotive Technology with Specialty Auto Fabrication, and Collision/Refinishing Technology with Specialty Auto Fabrication at the Blairsville, Pennsylvania campus will not be available to Missouri students until they have been submitted to and received approval from the Missouri Board for Higher Education.

OHIO STUDENT INFORMATION (W), (P)

Cancellation Policy:
A student may cancel his/her enrollment at any time before the commencement of his/her course/program.
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;

Refund Policy:

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

Time Attended	Percent of Refund
Within first week	90%
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 academic year. 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 academic year will receive a refund of tuition applicable to the subsequent academic year in accordance with the following schedule:

Time Attended	Percent of Refund
Within first week	90%
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 academic year. 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 an academic year, the school will make a settlement that is reasonable and fair to all parties.

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

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

The 12-month programs Automotive Technology with Chassis Fabrication and Management, Automotive Technology with Street Rod and Management, Collision/Refinishing Technology with Chassis Fabrication and Management, Collision/Refinishing Technology with Street Rod and Management, Automotive Technology with Specialty Auto Fabrication, and Collision/Refinishing Technology with Specialty Auto Fabrication at the Blairsville, Pennsylvania campus will not be available to Ohio students until they have been submitted to and received approval from the Ohio State Board of Career Colleges and Schools.

OKLAHOMA STUDENT INFORMATION (W), (P)

Cancellation Policy:

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 academic year;

Refund Policy:

(a) A student who withdraws after three days of scheduled class attendance of the first academic year will receive a percent of tuition in accordance with the following schedule:

Time Attended	Percent of Refund
Within first week*	90%
After first week, within 25%	75%
After 25%, within 50%	50%
After 50%	0%

*Amount of tuition and registration fee retained by the school not to exceed $350.00.

The amount of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Class attendance in any portion of a day constitutes attendance for the entire day 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 academic year will receive a refund of tuition applicable to the subsequent academic year in accordance with the following schedule:

Time Attended	Percent of Refund
Within first week*	90%
After first week, within 25%	75%
After 25%, within 50%	50%
After 50%	0%

*Amount of tuition retained by the school not to exceed $350.00.

The amount of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Class attendance in any portion of a day constitutes attendance for the entire day 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 an academic year, the school will make a settlement that is reasonable and fair to all parties.

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

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

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

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

CATALOG ADDENDUM: This catalog is not complete without the accompanying addendum.

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

Cancellation Policy:
A student may cancel his/her enrollment at any time before the commencement of his/her course/program.
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 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 academic year.

Refund Policy:

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

The proration is based on the number of weeks of class attendance compared to the number of weeks in the academic year. 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 academic year, and before completing 50% of the subsequent academic year, will be refunded a prorated amount of the tuition applicable to the subsequent academic year, less any unpaid charges. A student who withdraws after completing 50% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

The proration is based on the number of weeks of class attendance compared to the number of weeks in the academic year. 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.

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

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

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

STUDENT ACADEMIC GRIEVANCE PROCEDURE

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

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

PENNSYLVANIA STUDENT INFORMATION (P)

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

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

SOUTH CAROLINA STUDENT INFORMATION (W), (P)

Cancellation Policy:

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 academic year;

Refund Policy:

(a) A student who withdraws after three days of scheduled class attendance but before completing 60% of the first academic year will be refunded a prorated amount of tuition, rounded down to the nearest 10 percent, less any unpaid charges. A student who withdraws after completing 60% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

The proration is based on the number of weeks of class attendance compared to the number of weeks in the academic year. 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 academic year, and before completing 60% of the subsequent academic year, will be refunded a prorated amount of the tuition, rounded down to the nearest 10 percent, applicable to the subsequent academic year, less any unpaid charges. A student who withdraws after completing 60% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

The proration is based on the number of weeks of class attendance compared to the number of weeks in the academic year. 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.

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

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

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

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

Instructor Qualifications

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

The programs Auto/Diesel Vehicle Technology and Diesel/Auto Vehicle Technology at the Laramie, Wyoming campus will not be available to South Carolina students until they have been submitted to and received approval from the South Carolina Commission on Higher Education.

TENNESSEE STUDENT INFORMATION (W), (P)

Cancellation Policy:

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 academic year;
(5) The school discontinues a course during an academic year for which the student was charged.

Refund Policy:

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

Time Attended	Percent of Refund
Up to 10%	75%
After 10%; 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 academic year. 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 academic year will receive a refund of tuition applicable to the subsequent academic year in accordance with the following schedule:

Time Attended	Percent of Refund
Up to 10%	75%
After 10%; 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 academic year. 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 an academic year, the school will make a settlement that is reasonable and fair to all parties.

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

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

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

Instructor Qualifications

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

The 12-month programs Automotive Technology with Chassis Fabrication and Management, Automotive Technology with Street Rod and Management, Collision/Refinishing Technology with Chassis Fabrication and Management, and Collision/Refinishing Technology with Street Rod and Management at the Blairsville, Pennsylvania campus will not be available to Tennessee students until they have been submitted to and received approval from the Tennessee Higher Education Commission.

TEXAS STUDENT INFORMATION (W), (P)

Cancellation Policy:

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;
(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 academic year.
(5) There is any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school.

Refund Policy:

(a) A student who withdraws after three days of scheduled class attendance but before or upon completing 75% of the first academic year will be refunded a percent of tuition in accordance with the following schedule.

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 amount of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Class attendance in any portion of a day constitutes attendance for the entire day 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 academic year will receive a refund of tuition applicable to the subsequent academic year in accordance with the following schedule:

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 amount of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Class attendance in any portion of a day constitutes attendance for the entire day 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 an academic year, the school will make a settlement that is reasonable and fair to all parties.

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

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

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
Chassis Fabrication & High Performance Engines with Diesel Technology	69.5	70.0
Street Rod & Custom Fabrication with Diesel Technology	66.5	67.0
Advanced Diesel Technology	66.0	67.0

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, Career Schools and Veterans Education, Austin, TX. (512) 936-3100.

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

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

Basic Engine Management Systems	(Theory: 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: 13.5)
Applied Service Management II	(Theory: 134, Lab: 116, Credit: 12.0)

The programs Auto/Diesel Technology and Diesel/Auto Technology at the Laramie, Wyoming campus will not be available to Texas students until they have been submitted to and received approval from the Texas Workforce Commission. The 12-month programs Automotive Technology with Specialty Auto Fabrication, Collision/Refinishing Technology with Specialty Auto Fabrication, at the Blairsville, Pennsylvania campus will not be available to Texas students until they have been submitted to and received approval from the Texas Workforce Commission.

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

Cancellation Policy:
A student may cancel his/her enrollment at any time before the commencement of his/her course/program.
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 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 academic year.

Refund Policy:

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

Time Attended	Percent of Refund
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 academic year. The withdrawal date for refund computation purposes is the last date of recorded attendance.

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

Time Attended	Percent of Refund
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 academic year. 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 an academic year, the school will make a settlement that is reasonable and fair to all parties.

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

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

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

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

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

The programs Auto/Diesel Technology and Diesel/Auto Technology at the Laramie, Wyoming campus will not be available to Washington students until they have been submitted to and received approval from the Washington Training & Education Coordinating Board.

The programs at the West Sacramento, California campus will not be available to Washington students until the school and the programs have been submitted to and receive approval from the Washington Training & Education Coordinating Board.

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

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, 2006 and authorizes WyoTech to advertise and recruit students for the following degrees in Washington State: Associate in Specialized Technology 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.

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.

The Automotive Technology and Management program at the West Sacramento, California campus will not be available to Washington students until it has been submitted to and received approval from the Washington Higher Education Coordinating Board.

WISCONSIN STUDENT INFORMATION (W), (P)

Cancellation Policy:
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 academic year;
(5) The school procured the student's enrollment as the result of any false representations in written materials used by the school or oral representations made by or on behalf of the school.

Refund Policy:

(a) A student who withdraws after three days of scheduled class attendance but before completing 60% of the first academic year will be refunded a prorated amount of tuition, rounded down to the nearest 10%, less any unpaid charges. A student who withdraws after completing 60% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

The percent of time attended is determined by counting the number of class days elapsed from the start of the academic year until the student's last date of attendance and dividing the days attended by the total class days in the academic year. The percent of class days remaining in the academic year is determined by counting the number of class days remaining in the academic year and dividing by the total class days in the academic year. The pro-rata refund is calculated by multiplying tuition for the academic year by the percent of class days remaining in the academic year.

(b) A student who withdraws during a subsequent academic year, and before completing 60% of the subsequent academic year, will be refunded a prorated amount of the tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. A student who withdraws after completing 60% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

The percent of time attended is determined by counting the number of class days elapsed from the start of the academic year until the student's last date of attendance and dividing the days attended by the total class days in the academic year. The percent of class days remaining in the academic year is determined by counting the number of class days remaining in the academic year and dividing by the total class days in the academic year. The pro-rata refund is calculated by multiplying tuition for the academic year by the percent of class days remaining in the academic year.

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

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

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

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

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

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

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

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

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

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

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

Appendix B

ACADEMIC CALENDAR

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

SPRING SCHEDULE 2005

Registration ..... April 2
First Course ..... April 4 – May 13
Second Course ..... May 16 – June 24
Memorial Day Holiday ..... May 30
Finals & Graduation ..... June 24
Summer Break ..... June 25 – July 4

SUMMER SCHEDULE 2005

Registration ..... July 2
Independence Day Holiday ..... July 4
First Course ..... July 5 – August 12
Second Course ..... August 15 – September 23
Labor Day Holiday ..... September 5
Finals & Graduation ..... September 23
Fall Break ..... September 24 – October 2

FALL SCHEDULE 2005

Registration ..... October 1
First Course ..... October 3 – November 11
Second Course ..... November 14 – December 23
Thanksgiving Holiday ..... November 24, 25
Finals & Graduation ..... December 23
Winter Break ..... December 24 – January 1, 2006

WINTER SCHEDULE 2006

Registration ..... December 31
First Course ..... January 2 – February 10
Second Course ..... February 13 – March 24
Finals & Graduation ..... March 24
Spring Break ..... March 25 – April 2

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 Titan Schools, Inc. f/k/a 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	Chairman of the Board and Chief Executive Officer
Timothy Schutz	President and Chief Operating Officer
Dennis N. Beal	Executive Vice President, Chief Financial Officer and Treasurer
Dennis L. Devereux	Executive Vice President, Administrative Services and Assistant Secretary
Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary

Directors:

David G. Moore
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

Jeanette Prickett, President
West Sacramento, CA Campus